

**ONGOING ACTIONS**

Number	Meeting Date	Item	Action	Action by whom	Action update
A23/17	14 June 2017	Surrey Pay Review 2017 to 2018	The Committee to be provided with the number of people in each service across the Council who are at the top of their pay band including details on how long individual members of staff (anonymised) have been at the top of their pay band.	Head of HR & OD	The results from this action will be considered at the Committee’s meeting on 21 October and will include a short cover report providing a clear summary of the results and how they impact on the Council.  <b>(Updated: 16 August 2017)</b>
A29/17	25 July 2017	Human Resources Policy Update – Changes to annual Leave Accrual and Carry-Forward Arrangements	Policy to be updated to state that staff who have been on an extended period of sick leave to carry forward accrued annual leave up to a year following the period of absence. This can be extended for up to two years in exceptional circumstances with agreement from the Head of HR & OD and the relevant Strategic Director.	Senior HR Advisor	A recent decision of the Employment Appeal Tribunal means that it will be necessary for the People, Performance and Development Committee to reconsider Surrey County Council’s Annual Leave Policy in order to adjust the annual leave/holiday pay entitlements of officers who work overtime/additional hours. A date will be found to add this item to the Committee’s forward plan. Officers would also like the Committee to have a further discussion on carry-forward arrangements for employees who have been prevented from taking leave because of sickness, as the legal position seems to indicate a firm obligation on the employer to arrange for that leave to be carried forward for at least 15 months. Detailed advice will be sought from the Legal Services department to inform Committee deliberations.  <b>(Updated: 15 August 2017)</b>

# People, Performance & Development Committee – ACTION TRACKING

## September 2017

A30/17	25 July 2017	Key Worker Housing	Officers to investigate the full range of options to provide housing for staff taking up a role in a hard to recruit to position. This includes talking to other public sector organisations as well as institutions such universities.	Strategic Business Partner	<p>The SCC website now gives all candidates access to housing information (previously available on the Children’s Social Worker job pages only). Further work is planned to expand the information available to include the current relocation scheme offer (pending a review of the Scheme). Further work is also required to identify the appropriate public sector organisations we should be liaising with, in addition to the Boroughs and Districts, and the best approach to take with each.</p> <p><b>(Updated: 15 September 2017)</b></p>
A31/17	25 July 2017	Key Worker Housing	Officers to consider ways of improving the assistance it provides for staff required to relocate to take up a position at SCC and to present a report on the outcomes of this to a future meeting of PPDC.	Strategic Business Partner	<p>Work has been scheduled to review the current Relocation Assistance Scheme and to consider ways of improving it to best meet our needs.</p> <p><b>(Updated: 15 September 2017)</b></p>

COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A21/17	14 June 2017	Surrey Pay Review 2017 to 2018	The Committee requested details of the overhead costs associated with employing part time staff to cover full time equivalent positions with the Council including details of the additional National Insurance contributions the Council is required to make as a result.	Head of HR & OD	A report has been included in the agenda for the Committee's meeting on 25 September 2017.  <b>(Updated: 14 September 2017)</b>
A24/17	25 July 2017	Forward Work Programme	Chairman of the People, Performance and Development Committee to meet with the Head of HR & OD to discuss the agenda for the meeting on 25 September	Head of HR & OD	The Chairman of PPDC and Head of HR & OD met on 17 August 2017 and agreed the agenda for the PPDC meeting on 25 September.  <b>(Updated: 14 September 2017)</b>
A25/17	25 July 2017	Forward Work Programme	Chief Executive's Appraisal to be removed from the Forward Plan for the Committee meeting on 27 October.	Regulatory Committee Manager	This item has been removed from the Committee's Forward Plan.  <b>(Updated: 27 July 2017)</b>
A26/17	25 July 2017	Staff Survey Results	Committee Members to receive data on the breakdown of the Staff Survey results for the Adult Social Care Directorate.	Chief of Staff	This information was circulated to the Committee on 18 August 2017.  <b>(Updated: 18 August 2017)</b>

**People, Performance & Development Committee – ACTION TRACKING**

**September 2017**

A27/17	25 July 2017	Staff Survey Results	Chief of Staff to reflect Members' concerns on SRFS's Staff Service results back to the Strategic Director of Environment & Infrastructure and seek assurances on how the action plan will improve leadership and communication across the Service.	Chief of Staff	<p>The Chief of Staff has discussed the implementation of the action plan with the Strategic Director for Environment &amp; Infrastructure and provided the statement below on the outcome of this conversation which was circulated to Committee Members on 10 August 2018</p> <p>“The Strategic Director understands the concerns regarding the low staff survey scores in Surrey Fire and Rescue and is committed to putting in place actions to improve this. Improving staff engagement has been set as a priority for the Chief Fire Officer and his senior team, with suggestions made on simple actions that could be taken. The Strategic Director has set an expectation that tangible improvements will be seen through the Staff Survey and other service based evaluation over the coming year and will continue to monitor this closely”</p> <p><b>(Updated: 10 August 2017)</b></p>
A28/17	25 July 2017	Staff Survey Results	Officers to speak to the Head of Communications to ensure that there is effective communication to staff about next steps following analysis of the results of the staff survey.	Chief of Staff	<p>The following was circulated to Members on 1 September 2017.</p> <p>‘Officers from the Communications Team, the OD Team and HR have been working together to ensure the results of the staff survey are shared promptly and in a way which reaches as wide an audience as possible. All members of staff are due to receive an email from their Strategic Directors in September encouraging them to complete this year’s survey and using examples of changes which have been made as a result of last years’ survey as encouragement.’</p> <p><b>(Updated: 1 September 2017)</b></p>

A32/17	25 July 2017	Pay Policy Exceptions Analysis	The Committee to receive a report analysing pay policy exceptions on an annual basis.	Head of HR & OD	<p>The forward plan has been updated to remove the quarterly Pay Policy Exceptions report received by the Committee and a report analysing Pay Policy Exceptions will be considered every year in June.</p> <p><b>(Updated: 10 August 2017)</b></p>
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