

ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update
A50/17	30 November 2017	Forward Work Programme	The Committee to consider a report on the Council's approach to flexibility on pay and working arrangements for staff where this could help to support the existing workforce	Head of HR & OD	This item has been added to the Committee's Forward Work Programme for consideration at its meeting on 26 April 2018. (Updated: 05 December 2017)
A51/17	30 November 2017	Embedding the Council's Values and Behaviours	The Committee to receive a report on work being undertaken to support closer working between officers and Members within the organisation and to help them better understand each other's roles and responsibilities.	Senior Manager, Cabinet & Member Support	An item has been added to the Committee's Forward Work Programme for consideration its meeting on 14 June 2017. (Updated: 05 December 2017)
A52/17	30 November 2017	Policy Statement on Voice Recordings	The Council's Policy on Voice Recording at HR meetings considered by the Committee at its meeting on 30 November 2017 to be amended to state that SCC will record HR meetings where appropriate and that a copy of the original tape will be shared with the member of staff at the meeting. The revised policy to be brought back to the Committee at its meeting on 29 January 2018.	Senior HR Adviser (Policy)	An item has been added to the Committee's Forward Work Programme for consideration at its meeting on 29 January 2018. (Updated: 05 December 2018)

People, Performance & Development Committee – ACTION TRACKING

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A53/17	30 November 2017	Human Resources & Organisational Development Strategy	The Committee to receive an update on the indicators that will be used to measure performance against the HR & OD Strategy at its Committee's meeting on 29 January 2017	Head of HR & OD	A report outlining performance against these indicators will be brought to the PPDC meeting on 29 January 2018. (Updated: 05 December 2017)
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COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
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	The Committee will receive a report on the Council's Annual Leave Accrual and Carry-Forward Arrangements at its meeting on 8 March 2018 (Updated: 27 October 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	The Committee will receive an update report on this at its meeting on 8 March 2018 (Updated: 27 October 2017)
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	The Committee will receive an update report on this at its meeting on 8 March 2018 (Updated: 27 October 2017)

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A39/17	25 September 2017	Surrey County Council New Learning Agreement	Committee Members to receive data on the number of staff who have taken up SCC's new Learning Agreement.	Learning & Development Manager	The Committee will receive an update report on this at its meeting on 8 March 2018 (Updated: 27 October 2017)
A45/17	27 October 2017	Forward Work Programme	Staff Survey Results to be considered at the Committee's meeting on 29 January 2018	Chief of Staff	Officers have confirmed that they will prepare a report for consideration by Members at the Committee's meeting on 29 January 2018. (Updated: 27 October 2017)