

## 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.  <b>(Updated: 05 December 2017)</b>
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.  <b>(Updated: 05 December 2017)</b>
A1/18	29 January 2018	Apprenticeship Levy & Public Sector Target Update	The next update to PPDC on the Apprenticeship Levy should include further detail on valuable apprenticeships as well as outlining steps being taken by SCC to attract young people to take on an apprenticeship	Learning & Development Service Manager	This request has been forwarded to officers for inclusion within the next update on the Apprenticeship Levy received by the Committee.  <b>(Updated: 28 February 2018)</b>
A2/18	29 January 2018	Grievance Policy Review and Addition to Safer Employment and DBS Policy	Surrey County Council's Grievance Policy to be amended to incorporate a formal role for PPDC in reviewing formal grievances raised by SCC chief officers and brought back to a future meeting of the Committee.	Senior HR Adviser (Policy)	A date for this report to be brought back to the Committee will be identified and an item added to the Committee's Forward Work Programme.  <b>(Updated: 19 February 2018)</b>

# People, Performance & Development Committee – ACTION TRACKING

## March 2018

A3/18	29 January 2018	Ending Employment Policy and Dying to Work Charter	<p>An amended Ending Employment Policy should be brought back to the People, Performance and Development Committee's meeting on 8 March 2018 for approval. The following amendments should be made to the Policy:</p> <ul style="list-style-type: none"> <li>• Policy should be amended to state that the Council will summarily dismiss Members of staff who have defrauded the Council and that SCC will seek to clawback any additional money paid to staff members as part arising from this policy which were seen to defraud the Council</li> <li>• References in the Policy to SCC's 'Corporate Director' should be amended to 'Strategic Director'.</li> <li>• Clarity to be provided within the Policy in regard to application of the policy in respect of Strategic Directors and officers on high pay grades where it may not be appropriate for this to be agreed by the Severance Review Group</li> </ul>	Senior HR Adviser (Policy)	<p>A report will be added to the Committee's Forward Work Programme for consideration at a future meeting.</p> <p><b>(Updated: 19 February 2018)</b></p>
-------	-----------------	--	---	----------------------------	--

## People, Performance & Development Committee – ACTION TRACKING

March 2018

A4/18	29 January 2018	Policy Statement on Voice Recordings	Provision within the Policy allowing Members of staff to record HR meetings should be removed. The amended Policy should be brought back to the People, Performance and Development Committee's next meeting on 8 March 2018 for approval –	Senior HR Adviser (Policy)	A report has been added to the Committee's Forward Work Programme for its meeting on 8 March 2018.  <b>(Updated: 16 February 2018)</b>
A5/18	29 January 2018	Human Resources and Organisational Development Strategy	HR & OD Strategy Indicators to be made available on the Members' Portal	Senior Manager Cabinet & Member Support	Officers in HR and Democratic Services are working collaboratively to explore opportunities to make these opportunities accessible through the Members' Portal  <b>(Updated: 28 February 2018)</b>

**People, Performance & Development Committee – ACTION TRACKING****March 2018****COMPLETED ACTIONS**

<b>Number</b>	<b>Meeting Date</b>	<b>Item</b>	<b>Recommendation / Action</b>	<b>Action by whom</b>	<b>Action update</b>
---------------	---------------------	-------------	--------------------------------	-----------------------	----------------------