

**ONGOING ACTIONS**

Number	Meeting Date	Item	Action	Action by whom	Action update
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 is still being identified. An item will be added to the Committee's Forward Work Programme once a new date has been confirmed.  <b>(Updated: 17 April 2018)</b>

## People, Performance & Development Committee – ACTION TRACKING

## April 2018

A6/18	8 March 2018	Forward Work Programme	Further information be sought on which committee has responsibility for reviewing the Member/Officer Protocol	Democratic Services Lead Manager	<p>The Audit and Governance Committee is responsible for reviewing the Member/Officer Protocol due to its ethical standards responsibilities. However, a report on training for officers on working with Members will be considered by the People, Performance and Development Committee at its meeting on 14 June 2018.</p> <p style="text-align: center;"><b>(Updated: 17 April 2018)</b></p>
A7/18	8 March 2018	Update of Housing Options and Revisions to the Relocation Assistance Policy	An item to be added to the Forward Plan for the Committee to reconsider a revised Relocation Assistance policy at its September meeting.	Head of HR & OD	<p>This has been added to the Forward Work Programme for the Committee to consider at its meeting on 24 September 2018.</p> <p style="text-align: center;"><b>(Updated: 12 April 2018)</b></p>

COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / 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>
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	The Committee has received the following response from officers regarding the possibility of including HR&OD Key Performance Indicators on the Members' Portal;  'We have looked into this recommendation. These reports are published on the staff portal which Members do not have access to. The reports are numerous and very detailed and it would be time intensive to publish them to the Member Portal each month. However, we will publish other HR information - such as the feedback from the Staff Survey - on the Member Portal. This information is easier to read and understand and less detailed, so will be more likely to be read by Members'  <b>(Updated: 21 March 2018)</b>

## People, Performance & Development Committee – ACTION TRACKING

## April 2018

A8/18	8 March 2018	Coroner's Pay	An updated report on Coroner's Pay to be presented to the People, Performance and Development Committee at their meeting on 26 April 2018. The report should include further information on the Coroner's terms and conditions.	Strategic Business Partner	<p>This item has been included on the People, Performance Development Committee Forward Plan for it to consider at its meeting on 26 April 2018</p> <p style="text-align: center;"><b>(Updated: 14 April 2018)</b></p>
A9/18	8 March 2018	Surrey Pay Policy Statement 2018/19	<b>Pay ratios and salary grades to be added to the updated Pay Policy Statement.</b>	HR Reward Manager	<p>The pay ratios and salary grades have been updated on the Pay Policy Statement and were approved at Full Council on 20 March 2018. Updated statement is on the <a href="#">public website</a>.</p> <p style="text-align: center;"><b>(Updated: 17 April 2018)</b></p>