

People, Performance & Development Committee – ACTION TRACKING

June 2019

ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update
A7/19	25 April 2019	Forward Work Programme	That the Director of HR provide an update on staffing terms and conditions associated with moving closer to residents at the meeting of the People Performance and Development Committee on 13 June 2019	Director of HR	Report to be considered at the meeting of the People, Performance and Development Committee on 13 June 2019 (Updated: 5 June 2019)
A7/19	25 April 2019	Forward Work Programme	That the Director of HR report on the restructures taking place across the council at the meeting of the People, Performance and Development Committee on 13 June 2019.	Director of HR	Report to be considered at the meeting of the People, Performance and Development Committee on 13 June 2019 (Updated: 5 June 2019)
A8/19	25 April 2019	Accelerating Apprenticeships	That the Director of HR research and present ways to spend the apprenticeship levy to attract more apprentices to the council.	Director of HR	Item on Apprenticeship Pay Police added to Forward Work Programme for consideration at the meeting of the Committee on 23 September (Updated: 5 June 2019)
A9/19	25 April 2019	Performance Management	That HR use annual follow-up surveys to continually assess the quality of Performance Conversations and the Committee monitor the results from these.	Director of HR / Members of the People, Performance and Development Committee	Feedback and findings from Performance Conversations added to the Forward Work Programme to be monitored by the Committee at its meeting on 23 September (Updated: 5 June 2019)
A10/19	25 April 2019	Performance Management	That the Committee receive and review statistics on how many performance management cases take place on an annual basis.	Director of HR / Members of the People, Performance and Development Committee	Statistics to be incorporated into Workforce Performance Indicators Report (Updated: 20 May 2019)

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COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A1/19	11 February 2019	Action review	The Director of HR to provide Members of the People, Performance and Development Committee with up to date Tier 3 structure charts alongside a list of outstanding appointments and information on when future appointments are likely to be made.	Director of HR	The Tier 3 structure charts and a list of future appointments were circulated to Members of the Committee on 18 March 2019. (Updated: 29 April 2019)
A2/19	11 February 2019	Action review	The Director of HR to write to Members of the People, Performance and Development Committee following an Appointments Sub-Committee to confirm who has been appointed to each role considered.	Director of HR	To be actioned following each Appointments Sub-Committee. (Updated: 3 April 2019)
A3/19	11 February 2019	Forward Work Programme	That the Forward Work Programme contains the correct job titles.	Senior Manager - Governance	The Forward Work Programme has been updated to ensure that the correct job titles are included. (Updated: 3 April 2019)

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A4/19	11 February 2019	Surrey Pay 2019/20	The Director of HR to provide further information on the full time equivalents employed by the Council to Members of the People, Performance and Development Committee.	Director of HR	A spreadsheet containing FTE information was circulated to Members of the Committee on 15 April 2019. (Updated: 15 April 2019)
A5/19	11 February 2019	Pay Policy Statement	The Director of HR to make reference to the median pay ratio being lower than the government limit of 10:1 within the final Pay Policy Statement report to County Council.	Director of HR	The Pay Policy Statement was updated to include this information and this was approved by County Council on 19 March 2019 (Updated: 3 April 2019)
A12/18	14 June 2018	Member/Officer Working Relationships	The Member Development Steering Group to be asked to conduct a review into the standards expected of Members in respect of their attendance at meetings, the outcomes of which should be reported back to the Committee.	Democratic Services Lead Manager	The Member Development Steering Group met on to consider the revised protocol on 26 February 2019. It was agreed that the revised protocol will be presented to PPDC at its meeting on 13 June in advance of being considered by County Council in July (see A6/19 below). (Updated: 29 April 2019)
A6/19	25 April 2019	Forward Work Programme	That the Member/Officer Protocol be added to the Forward Work Programme for June	Democratic Services / Director of HR	The Member/Officer Protocol was added to the Forward Work Programme for June and is due to be considered at the PPDC meeting on 13 June 2019. (Updated: 5 June 2019)

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