

**RESOURCES & PERFORMANCE SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER
December 2022**

The actions and recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each meeting. Once an action has been completed, it will be shaded green to indicate that it will be removed from the tracker at the next meeting.

KEY			
	No Progress Reported	Action In Progress	Action Completed

Date	Item	Recommendation	Responsible Member/ Officer	Deadline	Progress check	Recommendation response accepted/ implemented
7 Oct 2022	People and Change Workforce Update	<p>The Select Committee:</p> <p>RPSC17/22: Requests that efforts gather pace to deliver positive aspirations listed in the report, particularly in areas such as staff turnover, why stay/in job interviews; internal career progression opportunities for staff, consistent organisation-wide data about exit interviews.</p> <p>RPSC18/22: Suggests that any internal progression/ job opportunities be publicised more widely to staff throughout the organisation.</p>	<p>Tim Oliver, Leader of the Council</p> <p>Karen Grave, Director for People & Change</p>	October 2023	November 2022	An update report will be presented at the October 2023 meeting of the Resources and Performance Select Committee.

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9 Dec 2022	Scrutiny of 2023/23 Draft Budget and Medium-Term Financial Strategy	<p>In appreciating the work undertaken to prepare the Draft Budget 2023/24 and MTFs to 2027/28, the Resources and Performance Select Committee:</p> <ol style="list-style-type: none"> 1. Requests Cabinet to include clearer timescales for achieving proposed efficiencies – with income, costs and expenditure assumptions where relevant (e.g. Enterprise Resource Planning/SAP; Land and Property; Transformation, Twin Track programme etc.) – is provided in the Final Budget 2023-24. 2. Asks that the work on benchmarking data on corporate costs be prioritised by Cabinet and presented to the Budget Task Group by September 2023 and to this Select Committee with the next year's Draft Budget. 3. Expresses concern about increasing the cost of providing Free School Meals; asks Cabinet to consider the impact on schools 	<p>David Lewis, Cabinet Member for Finance and Resources</p> <p>Leigh Whitehouse, Deputy Chief Executive and Executive Director of Resources</p>	TBC	January 2023	<p>Recommendations have been sent to the Deputy Chief Executive and Executive Director of Resources for action and response following the agreement of the budget.</p>
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Page 87		<p>budget and continue to lobby the Government to compensate schools.</p> <p>4. Invites Cabinet to continue to ensure that the impact of inflation in service provision and contracts – including the cost of borrowing and any increase in interest rates – is reflected in the Final Budget 2023-24.</p> <p>5. Asks Cabinet to review the Capital budget in light of the provisional Local Government Funding Settlement and significant inflationary pressure, which seems likely to continue for some time, and carefully consider whether the Capital budget needs an inflationary uplift to reflect predicted costs and the potential for value engineering or revise the list of projects in the Capital programme to fit the budget.</p> <p>6. Asks Cabinet and Section 151 Officer that detailed budget impact</p>				
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		<p>assessments, including Equality Impact Assessments (EIAs), are presented in the Final Budget 2023-24 papers. For the next year's budget setting process, the Select Committee reiterates that this process needs to take place earlier and EIAs of the next year's Draft Budget 2024-25 are provided to the Budget Task Group in November 2023 and to the Select Committees in December 2023 with the Draft Budget papers; making sure resources, guidance and processes associated with EIAs are refreshed by September 2023 and promptly reflected into a) the Council's budget setting process next year; and b) the Council's developing Equality Diversity and Inclusion Strategy – a final version of which needs to come back to this Select Committee for feedback and scrutiny before it is presented to Cabinet for approval.</p>				
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		7. Requests, following the details of the Local Government Finance Settlement, the Section 151 Officer provides a written briefing note (by email) to all Members with details of any impact on the Council finances and Draft Budget 2023-24.				
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ACTIONS

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7 Oct 2022	People and Change Workforce Update	The Select Committee: RPSC19/22: Asks for an update report no later than December 2023 covering the following areas: a. Recruitment time to hire b. Collaboration with schools and colleges	Tim Oliver, Leader of the Council Karen Grave, Director for People & Change	October 2023	November 2022	An update report will be presented at the October 2023 meeting of the Resources and Performance Select Committee.

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Annex B

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Page 90		<ul style="list-style-type: none"> c. Data on exit interviews/ surveys and in job interviews with a view to retain staff/ gauge job satisfaction d. Career development offer and internal job promotion opportunities for staff e. Management and leadership prospects for those who are underrepresented f. Hybrid working (including more annual leave, flexible approach to working and sabbatical opportunities) g. Summary of key performance indicators 				
2 Feb 2023	Surrey Council Data Strategy Transformation Programme Update [Item 6]	RPSC 1/23: Member engagement and training: Asks the service to arrange a programme of well publicised Member seminars; training (with real world examples); and oversight (cabinet to consider the best way to involve members) to impart detailed	Rebecca Paul, Deputy Cabinet Member for Levelling Up	TBC	TBC	Recommendations have been sent to the Joint Executive Director, Public Service Reform and Head of Data for action and response.

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Page 91		<p>understanding of the Data Strategy Transformation Programme.</p> <p>RPSC 2/23: Cabinet’s role and update to full Council: Invites Cabinet to play a leading role in raising awareness on this topic (beyond cabinet) and requests the Cabinet Lead on Data to include an update on this topic in their report to full Council.</p> <p>RPSC 3/23: Resources, project management and KPIs: Acknowledges the ambitious nature of the transformation programme and therefore requests that a business plan – with a fully resourced project management plan; key performance indicators; summary of a risk and issues log; relevant costings and details – be developed by the service and shared with the Select Committee.</p> <p>RPSC 4/23: Strategic alignment and value for money: Seeks reassurance</p>	<p>Rachel Crossley, Joint Executive Director, Public Service Reform</p> <p>Angela Lawrence, Head of Data</p>			

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		<p>that the Transformation Programme fully aligns with Council’s Data Strategy and provides value for money.</p> <p>RPSC 5/23: Progress report to the Select Committee: Asks for a progress report in September 2023 and a 6 monthly update thereafter addressing the aforementioned recommendations along with any relevant matters involving the Council’s Data Strategy and the Transformation Programme underpinning it.</p>				