

<b>Topic</b>	<b>Meeting (date raised)</b>	<b>Recommendation</b>	<b>Responsible Officer/ Member</b>	<b>Follow up</b>	<b>Response/Progress/ Deadlines</b>	<b>Status</b>
End of June 2022 (Quarter 1) Quarterly Performance and Resources Report	26/9/22	Requests that consideration be given to inclusion of a Key Performance Indicator on vacancy rates	Director of Human Resources & Organisational Development/Cabinet Member for Support Services and Economic Development	Council Plan and Budget scrutiny – January 2023	Currently considering this as part of the Council's KPI refresh	On-going
Workforce and organisational culture - update	26/9/22	Asks that consideration be given to gaining an understanding of why people join the organisation	Director of Human Resources & Organisational Development/Cabinet Member for Support Services and Economic Development	Qtrly PRR	Work in progress	On-going
SMARTCORE programme completion and funding	26/9/22	Supports training in-house staff to take forwards the system after implementation to reduce reliance on external experts	Director of Human Resources & Organisational Development/Cabinet Member for Support Services and Economic Development	June 2023	This is now being considered as part of the overall implementation plan	On-going
Responses to Recommendations	28/11/22	The Committee would like the Equality & Diversity Plan to be	Director of Human Resources & Organisational Development	Nov 2023 BPG	BPG in November 2023 agreed that this could be removed from the work programme as extra	Completed

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		discussed at a future meeting			information now included within the quarterly PRR. Committee to monitor through the PRR and request further information if required.	
Update after first year of Joint Venture in Property Development	28/11/22	Requests scrutiny of the social value charter when developed	Director of Finance and Support Services and Head of Procurement	PFSC BPG Feb 2023	Noted – scheduled for March 2024 committee meeting.	Ongoing
Recruitment and Retention	25/1/23	Requests an update report in a year with information broken down by service area and key risks. Also requested that more information is included in the quarterly Performance and Resources Report to provide an on-going summary of the situation	Director of Human Resources and Organisational Development		Quarterly updates will begin from the June 2023 meeting onwards. Information to be monitored through the PRR with no separate report required unless any specific issues identified.	Completed
End of December 2022 (Quarter 3) Quarterly Performance and Resources Report	10/3/23	Recognises issues around the deteriorating condition of the county's roads (these concerns would be passed to the Chairman of the	Chairman of the Community, Highways and Environment Committee			Ongoing

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		Community, Highways and Environment Committee) and questioned how the extra budget provision would be spent				
End of March 2023 (Quarter 4) Quarterly Performance and Resources Report	16/6/23	Recognises that both officers and Cabinet Members are lobbying Government at every opportunity to increase funding for the Council	N/A			
Scrutiny Annual Report	16/06/23	Welcomes the visits to Surrey County Council and looks forward to the return visits and reflections on lessons learnt	Head of Democratic Services		Return visits to be planned and then feedback will be shared with the committee	Ongoing
End of June 2023 (Quarter 1) Quarterly Performance and Resources Report	07/09/23	Requests that CR61 is reviewed and if necessary up-dated to include risks around property, not just social care	Head of Performance & Intelligence		CR61 has recently been reviewed and updated by the Director of Children, Young People and Learning. Regarding asset safety/integrity, as a landlord/employer/corporate parent we are responsible for all assets, and failure to manage effectively could lead to the death or injury of an adult or child. A risk	Completed for 27/11/23

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					relating to asset condition is captured in the Property & Assets risk register and is reviewed quarterly by the Assistant Director (Property & Assets) and senior management team.	
End of June 2023 (Quarter 1) Quarterly Performance and Resources Report	07/09/23	Requests an answer in relation to the County Council's responsibilities around school places if an academy has to close	Assistant Director (Property & Assets)		Essentially, if an academy were to close for whatever reason it will be up to the Academy/Multi Academy Trust (MAT) to ensure continuity of education. Home learning might be put in place as a temporary measure and MATs should have Business Continuity Plans which they used during COVID and teacher strikes and it will be a matter of activating these. If a closure was to be for an extended period of time the academy trust may, as they did when The Selsey Academy burnt down in 2016, arrange for pupils to access education at other educational sites locally or through transport provision.	Completed for 27/11/23

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					The School Organisation Team within Education & Skills would offer support and advice in any such situation.	
End of June 2023 (Quarter 1) Quarterly Performance and Resources Report	07/09/23	Requests that officers and Cabinet review how information on the Property Team performance is included in the Performance & Resources Report in future	Assistant Director (Property & Assets)		Following on from comments from the committee it is proposed that an additional Key Performance Indicator is introduced going forward. This will focus on the number of school places delivered during the academic year and will be introduced as part of the corporate plan in financial year 24/25	Completed for 27/11/23
End of June 2023 (Quarter 1) Quarterly Performance and Resources Report	07/09/23	Would welcome information on the work officers are currently undertaking in terms of time lost due to sickness in days and costs at an appropriate time	Director of Human Resources & Organisational Development		Updates will be provided as this work develops	Ongoing
End of June 2023 (Quarter 1) Quarterly	07/09/23	Requests further key details on health and safety of employees in future reports	Director of Human Resources & Organisational Development		We are exploring a couple of appropriate KPIs to add to the Workforce Indicators.	Completed

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Performance and Resources Report					H&S report to be provided as part of the Qtr3 PRR.	
Outcomes of the Executive Task and Finish Group - West Sussex County Council Careers and Skills	07/09/23	Suggests the need to look beyond the boundaries of West Sussex in terms of links to schools and colleges	Director of Human Resources & Organisational Development		Agreed and we will incorporate into the work.	Completed for 27/11/23
Outcomes of the Executive Task and Finish Group - West Sussex County Council Careers and Skills	07/09/23	Requests that officers look at work experience links to schools	Director of Human Resources & Organisational Development		This will be incorporated into the workplan	Completed for 27/11/23
Outcomes of the Executive Task and Finish Group - West Sussex County Council Careers and Skills	07/09/23	Requests that a Human Resources strategic plan is key to success going forward	Director of Human Resources & Organisational Development		Agreed and this has already been included as one of the recommendations.	Completed for 27/11/23
Outcomes of the Executive Task and Finish Group - West Sussex County Council Careers and Skills	07/09/23	Suggests officers look beyond young people and includes those seeking a career change	Director of Human Resources & Organisational Development		Will look at this as part of the on-going work	Ongoing