

SUPPORT SERVICES OVERVIEW AND SCRUTINY PANEL

TRACKING RESOLUTIONS

Grey = Completed (once completed resolutions have been noted by the panel they will be removed from this document)

Panel Date	Minute number	Resolution	Officer	Progress	Target date	Comments
06/08/09	5	To request a summary of the place survey findings at a future meeting of this Committee	Jo Atkey, Policy and Performance Officer	added to agenda 29/10/09	21/10/09	
06/08/09	6 (1)	To request a summary of the staff survey results at a future meeting of the Committee	Gill Martin, Head of HR	covered in presentation at meeting on 01/10/09		
06/08/09	6 (2)	To request a presentation on the communication strategy implementation project at a future meeting of this Committee	Gill Martin, Head of HR	covered in presentation at meeting on 01/10/09		
06/08/09	6 (3)	To request a definition of ORC (as referred to in "improve the quality of information" key improvement under CIP 13) as well as information on the context of targets for this key improvement	Gill Martin, Head of HR	covered in presentation at meeting on 01/10/09	01/10/09	
06/08/09	6 (4)	An update on the current use and potential future use of the SAP system	Gill Martin, Head of HR	covered in presentation at meeting on 01/10/09	01/10/09	
01/10/09	18 (1)	a letter be written to the Head of Human Resources thanking her for her presentation	Gemma Pearce, Democratic Support Officer	letter sent 06/10/09	07/10/09	
01/10/09	18 (2)	to request a list of key performance measures for CIP 13 along with the actual performance and target for each measure.	Gill Martin, Head of HR	Complete. Attached to agenda under tracking resolutions item	26/11/09	
01/10/09	18 (3)	to request information on positive changes that have been made as a direct result of the last staff survey	Gill Martin, Head of HR		26/11/09	
01/10/09	18 (4)	to request an example of the complete process for new appraisals in one service area, this should include actions taken after the appraisal	Gill Martin, Head of HR		Feb 2010	
01/10/09	18 (5)	to request a copy of the communications strategy	Gill Martin, Head of HR		26/11/09	
01/10/09	24(2)	invite the Assistant Chief Executive to the next meeting of this panel	Gemma Pearce, Democratic Support Officer	the Assistant Chief Executive has confirmed that he will attend the meeting on 26/11/09.		
01/10/09	24(3)	invite the Assistant Director for Democracy and Governance to the first meeting of this panel following their appointment.	Gemma Pearce, Democratic Support Officer			

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29/10/09	29 (2)	to request that the Head of Performance, Policy and Partnerships report back to the panel as soon as practicable to brief members on the outcome of the activities.	Giles Perritt, Head of Performance, Policy and Partnerships		TBC	
29/10/09	31 (1)	to invite the Customer Services, Performance and Partnerships and the Policy and Performance Officer back to the future meeting of this panel to provide members with an update on how consultation responses are used and what feedback is given to the people who take part in the consultation	Councillor Ricketts, Cabinet Member / Jo Atkey, Policy and Performance Officer		18/03/09	
29/10/09	31 (2)	to invite the Customer Services, Performance and Partnerships and the Policy and Performance Officer back to the future meeting of this panel to provide members with a response to the request for a relevant Councillor to be one of the first people to be consulted in any consultation that impacts on their area of responsibility or ward.	Councillor Ricketts, Cabinet Member / Jo Atkey, Policy and Performance Officer		18/03/09	
29/10/09	33(1)	that a working group undertake to look into the current resource provision	Working Group Members			
29/10/09	33 (2)	that a working group undertake to look into the content of panel's work programmes, including details around whether items were statutory considerations or not.	Working Group Members			