

## Resources Committee Action Log

Action Ref No	Action	Action Owner	Status	Expected Date of Closure	Date Action Closed	Commentary
<b>MEETING HELD 17 MARCH 2020</b>						
RES-20200317-001	<b>Strategic Workforce Plan:</b> All future committee reports to include details of key risks and dependencies to ensure Committee is fully sighted as the project progresses.	Jen Allen	Open	23 April 2020		<b>14/04:</b> Key risks and dependencies will be included in future reports. The Authority are also included in weekly project updates, circulated to the Project Board, that include this.  <b>PROPOSE TO CLOSE</b>
RES-20200317-002	<b>Strategic Workforce Plan:</b> Any slippage in the SWP timetable to be reported immediately to the Resources Committee via the HR Governance Team.	Jen Allan / Darren Patterson	Open	23 April 2020		<b>14/04:</b> Any information or decisions on slippage will be highlighted to the Project Board, which the Authority are represented on by the Head of HR Governance, so that information is shared as effectively as possible. Head of HR Governance is also included in weekly project updates, circulated to all members and attendees of the Project Board, giving interim updates on progress in between Project Board meetings.  <b>PROPOSE TO CLOSE</b>

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RES-20200317-003	<b>Productivity Improvements and Operational Capacity Gains Monitoring:</b> Future committee reports to be improved to include; <ul style="list-style-type: none"><li>• Clear description/tracking of the benefit against the original business case assumption on which the investment spend was approved.</li><li>• Evidence of the benefit realised either in terms of increase in productivity or in meeting previously unmet demand.</li><li>• Evidence of joined up reporting across the change portfolio of the demand and productivity work and the design authority in order to be able to accurately describe the positive impact of change investment.</li></ul>	David Page	<b>Open</b>	16 June 2020		<b>ACTION NOT DUE</b>
RES-20200317-004	<b>CAM Benefits Reporting:</b> As per the discussions at the CAM Benefits Workshop, the diagram that demonstrates the shared understanding of CAM Benefits Reporting to be shared with committee Members.		<b>Open</b>	23 April 2020		<b>23/03:</b> Emailed to Members. <b>PROPOSE TO CLOSE</b>

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<b>MEETING HELD 06 FEBRUARY 2020</b>						
RES-20200206-001	<b>Strategic Workforce Planning:</b> First draft SWP to be considered at Resources Committee in September as part of the Committee Work Plan.	Jen Allen	<b>On Going</b>	September 2020		<b>Added to Committee Work Plan – Sept committee date tbc</b>  <b>PROPOSE ON GOING</b>
<b>MEETING HELD 05 NOVEMBER 2019</b>						
RES-20191105-003	<b>Delivery of People Strategy:</b> Progress update against expected delivery of People Strategy to be circulated to Resource Committee members as soon as possible. This update and future reporting should ensure clear reporting against the original plan, identifying actions/issues completed, on-going or not yet started, with an explanation of any slippage, any associated risks and plans being put in place to get back on track.	Jude Helliker	<b>On Going</b>	<del>06 February 2020</del> 16 June 2020		<b>06/02/20:</b> The report provided did not provide the information that was requested by the Committee and as per the action. DCCFT to work with the teams to ensure the next update satisfies the Committees information requirements.  <b>10/03:</b> Next due to be reported to committee in June 2020. Preparation meetings to discuss Year 2 outcomes/ Year 3 plans are taking place at present to allow a new product to be developed. DCC Taylor has offered support to help redesign the Annual Delivery Plan tracking in line with Audit Tracker.  <b>Added to Committee Work Plan</b>  <b>PROPOSE ONGOING</b>

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RES-20191105-005	<b>Health, Safety and Wellbeing:</b> Next update to the Resources Committee to provide members with an understanding of; <ul style="list-style-type: none"><li>- If the Q1 spike seen in EAP contacts has continued.</li><li>- What data is available to be reported by Optima and for this to be provided in a timely manner to support committee reporting/formal governance.</li><li>- Analysis of any identified trends in relation to impact of training delivered.</li></ul>	Jude Helliker	<b>On Going</b>	06 February 2020 <del>17 March 2020</del> 16 June 2020	<b>27/01:</b> Wellbeing data is not yet available. A detailed report responding to the points raised will be provided to Committee in June.  <b>Added to Committee Work Plan</b>  <b>PROPOSE ONGOING</b>
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**End.**

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