

**Service and Performance Panel
Action Log/Work Programme – 2022**

Agenda Item No 3

SERVICE AND PERFORMANCE PANEL – ACTION LOG

No.	Date of Meeting	Issue	Actions	Assigned to	Update	Completed
1.	20 September 2022	Council Plan 2018-22 (2020 Mid-Term Refresh/Extended) – April to June 2022	To provide information on when it was likely the Heritage Hub would open.	Assistant Director – People (Mike Newall)	To provide response by 25 October 2022	NO
2.	20 September 2022	Council Plan 2018-22 (2020 Mid-Term Refresh/Extended) – April to June 2022	To provide an update on the delivery of the Engagement Strategy.	Assistant Director – People (Mike Newall)	Response e-mailed to Members of the Panel on 10 October 2022	YES
3.	20 September 2022	Employee Absence 2021/2022	To provide information on the uptake of the Access to Work Programme	Chief HR Adviser	To provide response by 25 October 2022	NO
4.	20 September 2022	Employee Absence 2021/2022	To advise Members if absenteeism was being incorporated into the Risk Register.	Chief HR Adviser	To provide response by 25 October 2022	NO

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SERVICE AND PERFORMANCE PANEL – WORK PROGRAMME

	Issue	Actions	Assigned To	Due Date To Panel	Latest update
1.	Complaints – Scrutiny Update - Period: 1 April to 30 September 2022	Provide statistics for scrutiny (6-monthly report)	Head of Legal, HR and Regulatory Services	22/11/22	
2.	Corporate Support Services Capacity Issues	Seeking approval	Head of Finance, ICT and Procurement/Head of Legal and Regulatory Services	22/11/22	
3.	Council Plan 2018-22 (2020 Mid-term Refresh Extended) – July to September 2022	Scrutiny of quarterly report	Assistant Director - People	22/11/22	