

**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.	Depute Chief Executive and Director of Housing, Operations and Development	“The Heritage Hub will be open to the public by the end of November 2022” <i>Panel were emailed this information on 24 October 2022</i>	YES
2.	20 September 2022	Employee Absence 2021/2022	To provide information on the uptake of the Access to Work Programme	Chief HR Adviser	Since November 2021 17 employees have accessed this programme. There has been regular communications to promote the programme, the last one at the end of September. - <i>Panel were emailed this information on 24 October 2022</i>	YES
3.	20 September 2022	Employee Absence 2021/2022	To advise Members if absenteeism was being incorporated into the Risk Register.	Chief HR Adviser	Yes. Service Lead – Risk and Safety will present updated Risk Register to Audit and Governance Panel on 22 Feb 2023 and Cabinet on 14 March 2023 - <i>Panel were emailed this information on 24 October 2022</i>	YES

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**SERVICE AND PERFORMANCE PANEL – WORK PROGRAMME**

	<b>Issue</b>	<b>Actions</b>	<b>Assigned To</b>	<b>Due Date To Panel</b>	<b>Latest update</b>
1.	Employee Absence - Update	Mid-term update (1 April to 30 September 2022)	Chief HR Adviser	10/1/23	
2.	Integration Joint Board (IJB) Annual Performance Report 2021-22	Scrutiny of report	Director of Health and Social Care	10/1/23	