

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 12 th October 2023
Report Subject	Action Tracking
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The report shows the action points from previous meetings of the Corporate Resources Overview & Scrutiny Committee and the progress made in completing them.

Any outstanding actions will be reported back to the next monthly meeting.

RECOMMENDATIONS

1	That the Committee notes the progress which has been made.
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REPORT DETAILS

1.00	EXPLAINING THE ACTION TRACKING REPORT
1.01	<p>In previous meetings, requests for information, reports or actions have been made. These have been summarised as action points.</p> <p>Following the meeting of the committee in July 2018, it was recognised that there was a need to formalise such reporting back, as 'Matters Arising' is not an item which can feature on an agenda.</p>
1.02	This paper summarises those points and where appropriate provides an update on the actions resulting from them.

	The Action Tracking details are attached in appendix 1.
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2.00	RESOURCE IMPLICATIONS
2.01	The creation of the Action Tracking report increases workflow but should provide greater understanding and efficiency.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	Not applicable.

4.00	CONSULTATIONS REQUIRED/CARRIED OUT
4.01	Where appropriate, action owners have been contacted to provide an update on their actions.

5.00	APPENDICES
5.01	Appendix 1 – Corporate Resources OSC Action Points

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Appendix 1 – Corporate Resources OSC Action Points

7.00	CONTACT OFFICER DETAILS
7.01	<p>Contact Officer: Steven Goodrum, Democratic Services Manager Telephone: 01352 702320</p> <p>E-mail: Steven.Goodrum@flintshire.gov.uk</p>

8.00	GLOSSARY OF TERMS
8.01	Not applicable.