

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 18 th October 2018
Report Subject	Action Tracking
Cabinet Member	Not applicable
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. The majority of the requested actions have been completed. Any outstanding will be reported back to the next monthly meeting.

RECOMMENDATIONS

1	The committee is invited to consider the 'action tracking' approach and decide whether it should be trialled by the Corporate Resources Overview & Scrutiny Committee.
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REPORT DETAILS

1.00	EXPLAINING THE ACTION TRACKING REPORT
1.01	In previous meetings, requests for information, reports or actions have been made. These have been summarised as action points. 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.

1.02	<p>This paper summarises those points and where appropriate provides an update on the actions resulting from them.</p> <p>The Action Tracking details are attached in appendix 1.</p>
1.03	<p>It is suggested that the 'Action tracking' approach be trialled for this committee for six months and if beneficial, the facility be offered to the other five Overview & Scrutiny Committees. This approach was considered by and supported by Group Leaders at their meeting on 6th September.</p>

2.00	RESOURCE IMPLICATIONS
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2.01	<p>The creation of the Action Tracking report increases work flow but should provide greater understanding and efficiency.</p>
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3.00	CONSULTATIONS REQUIRED / CARRIED OUT
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3.01	<p>In some cases, action owners have been contacted to provide an update on their actions.</p>
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4.00	RISK MANAGEMENT
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4.01	<p>Not applicable.</p>
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5.00	APPENDICES
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5.01	<p>Appendix 1 – CRO&SC Action Points</p>
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6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
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6.01	<p>Minutes of previous meetings of the committee as identified in the report.</p> <p>Contact Officer: Robert Robins, Democratic Services Manager Telephone: 01352 702320 E-mail: robert.robins@flintshire.gov.uk</p>
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7.00	GLOSSARY OF TERMS
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7.01	<p>None.</p>
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