

CLIMATE CHANGE COMMITTEE

Date of Meeting	Tuesday, 25 June 2024
Report Subject	Action Tracking
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

Most Committees have a standing item on their agenda where actions from previous meetings are recorded.

The report will show any outstanding actions from previous meetings of the Climate Change Committee and document the progress made in completing them.

Any outstanding actions will continue to be reported back to the next meeting, and until they are completed.

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 of the Committee, requests for information, reports or actions have been made. These have been included in the minutes as 'action points'.</p> <p>Since 'Matters Arising' is not an item which can feature on an agenda, it is proposed to bring the Climate Change Committee in line with other</p>

	Committees and formalise how 'action points' are reported back to the Committee.
1.02	<p>The introduction of this paper summarises those points and in future, where appropriate, will provide an update on the actions resulting from them.</p> <p>The Action Tracking details are attached in appendix A, which follows the same format as other Committees.</p>

2.00	RESOURCE IMPLICATIONS
2.01	The creation of the Action Tracking report increases workflow but should provide greater understanding and efficiency.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	In some cases, action owners have been contacted to provide an update on their actions.

4.00	RISK MANAGEMENT
4.01	Not applicable.

5.00	APPENDICES
5.01	Appendix A – Climate Change Committee Action Points

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Minutes of previous meetings of the committee as identified in the report.

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

8.00	GLOSSARY OF TERMS
8.01	None.

