

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday, 6 November 2024
Report Subject	Action Tracking
Report Author	Democratic Services Manager

EXECUTIVE SUMMARY

The report shows the action points from previous meetings of the Constitution & Democratic Services Committee and the progress made in completing them.

Any outstanding items 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>During discussions at meetings, there is often requests for information, reports or actions from members of the Committee. 'Matters Arising' is not an item which can feature on an agenda.</p> <p>It was recognised that there was a need to formalise the reporting of progress made with such requests back to the Committee.</p>
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 A.</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 – C&DSC 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	Contact Officer: Steven Goodrum, Democratic Services Manager Telephone: 01352 702320 E-mail: steven.goodrum@flintshire.gov.uk
8.00	GLOSSARY OF TERMS
8.01	None.