

## CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Thursday, 13 December 2018
<b>Report Subject</b>	Action Tracking
<b>Cabinet Member</b>	Not applicable
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	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 actions which are outstanding will be reported back to the next monthly meeting.

### RECOMMENDATIONS

1	That the action tracking progress report be noted
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### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING ACTION TRACKING</b>
1.01	In previous meetings, requests for information, reports or actions have been made. These have been summarised as action points for the officers. 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	The action tracking schedule is updated after each meeting of the committee, with those actions which have been concluded being taken off.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	2.01 The creation of the Action Tracking report increases work flow but provides greater understanding and efficiency.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Action owners are contacted to provide an update on their actions

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	Not applicable.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Corporate Resources Overview & Scrutiny Action Points

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Minutes of previous meetings of the committee as identified in the report.</p> <p><b>Contact Officer:</b> Robert Robins, Democratic Services Manager  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov">robert.robins@flintshire.gov</a>.</p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None