

ACTION TRACKING
APPENDIX 1

ACTION TRACKING FOR THE CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Meeting Date	Agenda item	Action Required	Action Officer(s)	Action taken	Status
16.09.2024	6. Forward Work Programme	The Committee requested an item to be included on the FWP to look at the length of meeting times and time allowed for Members to speak.	Democratic Services Manager	Item scheduled on the FWP for the meeting in January 2024.	Closed
		The Committee requested a timing device like that in the Council Chamber to be installed in the Delyn Committee Room.	Democratic Services Manager		Open
	7. Meetings: Minutes & Hosting Arrangements	It was requested for extra line to be included in the meeting template to identify the Cabinet Member portfolio holder in attendance.	Democratic Services Manager	Template updated to reflect the change, and this will be used from November.	Closed
		It was requested that the Declarations of Interest and Whipping Declarations be separated into two lines in the minutes.	Democratic Services Manager		Open