

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Tuesday, 21 January 2025
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.