

REGENERATION, TRANSPORT AND CULTURE SCRUTINY PANEL	DATE 20 February 2020
TITLE Action Points Review	ITEM NO 6
CHIEF OFFICER Director of Communities and Environment	CABINET MEMBER

1. Purpose of the Report

The Panel is requested to:

- 1.1 Confirm that the actions requested at previous meetings of the Panel have been completed.

2. Follow up action points

- 2.1 During the course of a report on the agenda the Panel may for example -
- raise a question which cannot be answered at that particular point;
 - request additional information that is not available at that moment;
 - make a suggestion for a future version of that report.

- 2.2 Subsequent to each meeting an Action Sheet is generated and sent to the relevant Directorates/Officers for them to supply a response. The response is expected to be received before the next meeting. Those actions which relate to future reports will of course be dealt with at the future date of that report.

3. Responses

- 3.1 Responses are usually circulated to Members by email. At that point Members could raise any additional queries they might have as a result of that response with the relevant Officer.

- 3.2 The Action Sheet will indicate whether or not an action has been completed. If Members are satisfied that it has been completed then it will be removed from the Sheet.

Appendices

Appendix – Scrutiny Action Review list

Background Papers

Agenda and Minutes of previous meetings of the Panel

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