

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>DATE:</b> 26 January 2021
<b>TITLE:</b> Action Points	<b>ITEM NO:</b> 5
<b>CHIEF OFFICER:</b> Director of Communities and Environment	

1. Purpose of the Report

The Committee is requested to:

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

2. Follow up action points

- 2.1 During the course of a report on the agenda the Committee 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 - except for those which relate to future reports.

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 A – Overview & Scrutiny Action Review list

## Background Papers

### Agenda and Minutes of previous meetings of the Panel

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