1. **Purpose of the Report**

1.1 The Panel is requested to note that future meetings will include a report to monitor that actions raised by 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.

2.3 Scrutiny Members have raised concerns that follow up actions requested by Overview and Scrutiny are not being completed. It is proposed then to provide a monitoring Action Sheet to each subsequent meeting to allow Members to confirm that they are satisfied that the action has been completed.

2.4 Should there be an occasion when an action point cannot be completed, for example there may be a request for statistical information which does not exist, then Members will be informed of the reason for non-completion.
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.

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