

Committee(s):	Date(s):
Efficiency and Performance Sub (Finance) Committee	18 September 2012
Subject: Outstanding Actions	Public
Report of: Town Clerk	For Decision
<p><u>Summary</u></p> <p>At the last meeting, Members requested that the Outstanding Actions schedule be expanded to include actions from all reports presented to the sub-Committee since its inception in May 2011.</p> <p>The full schedule is now presented to Members, grouped by topic and indicating an officer assessment of whether each action is “closed” or “open”. Where actions are open, an indication has been given, where possible, of a date for the action to be delivered.</p> <p>Members will note that where a closed action results in a follow-up action that is still open, a separate entry appears immediately below the original action.</p> <p>Subject to your agreement today, it is proposed to submit this schedule as a standing item to each meeting of the sub-Committee, but with the removal after each meeting of actions agreed by Members as closed.</p> <p>Recommendations</p> <ul style="list-style-type: none"> • That Members agree the classification of actions as “closed” or “open” as per the attached schedule, • That Members agree to receive an updated schedule at each meetings, with previously agreed “closed” actions removed 	

Appendices:

- EPSC Outstanding Actions (as at 4 September 2012)

Background Papers:

- *Report to Efficiency and Performance sub-Committee on 12th July 2012: Departmental Review follow up*

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