

REPORT TO:	GENERAL PURPOSES AND AUDIT COMMITTEE 25 November 2021
SUBJECT:	ACTION TRACKER
LEAD OFFICER:	Stephen Rowan, Head of Democratic Services and Scrutiny
ORIGIN OF ITEM:	The Chair has requested a Tracker to enable the Committee to monitor progress in delivery of actions agreed at Committee meetings.
BRIEF FOR THE COMMITTEE:	To consider the proposed format for the Tracker and confirm that this should be added for the Committee's reference at all ordinary meetings of the Committee.

1. EXECUTIVE SUMMARY

- 1.1. This agenda item presents a proposed format for a Tracker to be presented at ordinary Committee meetings to enable progress against actions agreed in Committee to be monitored.

2. ACTION TRACKER

- 2.1. The draft Tracker is designed to assist the Committee to monitor progress in delivery of agreed actions and to readily identify actions which have not progressed as intended.
- 2.2. As minutes of Committee meetings are brought forward for approval, minuted actions will be added to the Tracker. When the Committee has reviewed the Tracker showing a completed action, that item will not appear on the Tracker presented to future meetings of the Committee.
- 2.3. It is not intended that each Committee will receive a detailed update on previously agreed actions, but that the Tracker may prompt the Committee to require such an update at a future meeting if required.
- 2.4. The proposed format of the Tracker appears at Appendix 1.

3. RECOMMENDATIONS

- 3.1 The Committee is recommended to review and agree the format of the Action Tracker.

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BACKGROUND DOCUMENTS: None.

APPENDIX 1: Action Tracker for the General Purposes and Audit Committee

GENERAL PURPOSES AND AUDIT COMMITTEE ACTION TRACKER

Committee date	Subject	Action	Owner	Update

KEY:

Committee date: date when the action was agreed by the Committee.

Subject: the item title on the Committee's agenda; the subject being considered.

Action: the action recorded in the minutes, including any agreed deadline for completion.

Owner: the Member or officer responsible for implementation of the action, as recorded in the minutes.

Update: progress update as at the deadline for agenda dispatch.