

## Slough Borough Council

<b>Report To:</b>	Corporate Improvement Scrutiny Committee
<b>Date:</b>	04 January 2024
<b>Subject:</b>	Action tracker and register of recommendations
<b>Chief Officer:</b>	Stephen Taylor, Monitoring Officer
<b>Contact Officer:</b>	Alexander Polak, Statutory Scrutiny Officer Michael Edley, Scrutiny Officer
<b>Ward(s):</b>	All
<b>Exempt:</b>	No
<b>Appendices:</b>	<b>Appendix A</b> – Register of Recommendations <b>Appendix B</b> – Action tracker

### 1. Summary

- 1.1 This report sets out the latest version of the action tracker and recommendations register. The Action tracker (Appendix A) serves to record agreed actions arising from the Committee's meetings, usually relating to requests for additional information, flagging a request that an update to a report will be requested at a future date, for circulation to members as a 'for information' report, or a task required of scrutiny officers to support members or in the administration of the scrutiny function.
- 1.2 The register of recommendations (Appendix B) records those proposed improvements that arise as a result of members' report-based enquiries in committee meetings or from the work of task and finish groups. These are more substantial, often proposing changes to current policy or practice, and requiring the agreement of relevant Lead Members and/or full Cabinet approval.
- 1.3 Implementation of recommendations of the Scrutiny Committee and the improvements they deliver are the best measure of the impact of scrutiny and serve as key evidence when the committee produces its annual report describes the committee's work over the course of a municipal year
- 1.4 In some instances (as in item X in this Agenda), following Cabinet's approval of Scrutiny recommendations, the committee might ask for a timely update from the relevant portfolio holder/s setting out how and when each recommendation was implemented, together with an account of any improvement observed as a result.
- 1.5 The register would also record the reason/s why cabinet was unable to approve any recommendations the committee make.

Recommendation:

- The Corporate Improvement Scrutiny Committee is recommended to review the actions and recommendations arising from the most recent meeting and that deadlines for previous actions have been met where relevant.

***Commissioner Review***

Noted - no other comment from commissioners.

**2. Appendices**

**Appendix A** – Register of Recommendations at 14 December 2023

**Appendix B** – Action tracker as at 14 December 2023.