

Action and Recommendation Tracker People Overview and Scrutiny Committee

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The action and recommendation tracker enables the Committee to monitor progress against agreed actions and recommendations. The tracker is updated with the actions and recommendations agreed at each meeting. Once an action or recommendation has been completed or fully implemented, it will be shaded green and reported into the next meeting of the Committee, after which it will be removed from the tracker.

KEY		No progress repor	ted In	In progress		Complete	
Meeting date	ltem	Action/recommendation	Responsible person	Completion date	Last reviewed	Update/response	

KEY No progress reported In progress Complete