

RECORD OF ACTION POINTS:

Performance and Governance Committee Date: 27 September 2011

<u>Action</u>	<u>Description of Action</u>	<u>Response from Responsible officer</u>
ACTION 1	Invitations to be extended to Local Members to attend meetings of Finance Advisory Group when considering property disposals in the first instance.	This action has been noted by Officers.
ACTION 2	Chairman and Vice Chairman to review the Work Plan with the Deputy Chief Executive and Director of Corporate Resources, with a view to balancing the workload where possible.	A meeting has been arranged for 07.11.11 to discuss the Work Plan.
ACTION 3	The Professional Services Manager to produce a report on occupancy of the Argyle Road council building once MOAT has moved in.	MOAT expected to move in during November, no firm date as yet. A report is likely to be produced early 2012.
ACTION 4	Internal procedures be amended to ensure that where consent has been given in compliance with Data Protection, the final response on any complaint be sent to involved Members.	The Complaints Procedure has been amended accordingly.

