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| <b>SHAREHOLDER CABINET COMMITTEE</b> | AGENDA ITEM No. 7    |
| <b>4 NOVEMBER 2024</b>               | <b>PUBLIC REPORT</b> |

|                     |   |                   |  |
|---------------------|---|-------------------|--|
| Report of:          | Neil McArthur, Director Legal and Governance (Monitoring Officer) |                   |  |
| Contact Officer(s): | Charlotte Cameron, Senior Democratic Services Officer             | Tel. 01733 684628 |  |

**MONITORING ACTIONS AND RECOMMENDATIONS REPORT**

|  |                           |
|--|---------------------------|
| <b>RECOMMENDATIONS</b>   |                           |
| <b>FROM:</b> Senior Democratic Services Officer  | <b>Deadline date:</b> N/A |
| <p>It is recommended that the Shareholder Cabinet Committee considers the progress on actions and recommendations made at previous meetings as attached in Appendix 1 and 2 to the report and provides feedback including whether further monitoring of each recommendation is required.</p> |                           |

**1. ORIGIN OF REPORT**

1.1 In accordance with the constitution, the Shareholder Cabinet Committee has functions relating to all the Council’s companies, partnerships and charities. In the discharge of these functions, the committee can request actions and make recommendations that support the monitoring of those companies, partnerships and charities.

This report is therefore provided as part of this process to ensure the monitoring of any actions or recommendations which have been made by this committee.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The report enables the Shareholder Cabinet Committee to monitor and track progress of actions and recommendations made to the Executive or Officers at previous meetings.

2.2 This report is for the Shareholder Cabinet Committee to consider under its Terms of Reference No. *Part 3, Section 3 Delegations – Executive Functions part 3.3. (b)*

*“To provide the necessary oversight from the shareholder’s perspective and ensure that those companies, partnerships, and charities comply with relevant Council policies, strategies, and objectives”*

**3. TIMESCALES**

|   |           |                                  |            |
|---|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | <b>NO</b> | If yes, date for Cabinet meeting | <b>N/A</b> |
|---|-----------|----------------------------------|------------|

**4. BACKGROUND AND KEY ISSUES**

- 4.1 Appendix 1 of the report sets out the actions recommendations made to the Executive or Officers at previous meetings of the Committee. It also contains summaries of any action taken by Cabinet Members or Officers in response to the recommendations.
- 4.2 The progress status for each action and recommendation is indicated and if the Committee confirms acceptance of the items marked as completed, they will be removed from the list. In cases where action is outstanding, or the Committee does not accept the matter has been adequately completed it will be kept on the list and reported back to the next meeting of the Committee. It will remain on the list until such time as the Committee accepts the action or recommendation has been completed.
- 5. ANTICIPATED OUTCOMES OR IMPACT**
- 5.1 Regular monitoring of actions and recommendations made will assist the Committee in assessing the impact and consequence of the recommendations and ensure that they are implemented.
- 6. REASON FOR THE RECOMMENDATION**
- 6.1 To assist the Committee in assessing the impact and consequence of actions and recommendations made at previous meetings and ensuring that they are implemented.
- 7. ALTERNATIVE OPTIONS CONSIDERED**
- 7.1 To not provide the Committee with oversight on progress of the actions and recommendations. This option was not taken forward as it does not allow the Committee to monitor the work completed around their actions and recommendations.
- 8. IMPLICATIONS**
- Financial Implications**
- 8.1 There are no direct financial implications arising from this report.
- Legal Implications**
- 8.2 There are no direct legal implications arising from this report.
- 9. BACKGROUND DOCUMENTS**  
Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985
- 9.1 Minutes of the Shareholder Cabinet Committee meetings held on 29 January 2024, 12 February 2024, 26 February 2024, 25 March 2024, 10 June 2024, 8 July 2024 and 9 September 2024.
- 10. APPENDICES**
- 10.1 Appendix 1 – Exempt: 2024-2025 Actions and recommendations tracker