DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY

Item 17/25

MEETING	Swindon Local Performance & Scrutiny Committee
DATE OF MEETING	16 November 2017
SUBJECT OF THE REPORT	Actions progress
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	To note
EXECUTIVE SUMMARY	Contained within this report is a sample list of outstanding actions from previous meetings with regular update comments. There are no outstanding actions for the Swindon LPS.
RISK ASSESSMENT	None for the purposes of this report
COMMUNITY IMPACT ASSESSMENT	None for the purposes of this report
BUDGET IMPLICATIONS	None for the purposes of this report
RECOMMENDATIONS	Members are asked to note the actions and comments.
BACKGROUND PAPERS	Past minutes of Local Performance and Scrutiny Committee meetings.
APPENDICES	None
REPORT ORIGINATOR AND CONTACT	Name: Marianne Taylor, Democratic Services Officer Email: Marianne.taylor@dwfire.org.uk Telephone No: 01722 691074

1.   Introduction

1.1   The report contains a list of actions which are outstanding from the previous meeting. Actions are programmed to be checked on a weekly basis and are chased until such time as they are complete or can be closed.

2.   Actions progress report:

No.	Area & meeting date	Agenda Item	Action	Assigned to	Deadline	Comments	Progress
84	05/09/17	17/16.5	AM Legg to advise the Head of Prevention to contact social services on the availability of Safe & Well visits to foster carers	AM Legg	14/09/17		
85		17/16.24	Cllr Knox to forward flier on wildfire conference for circulation - completed	RK	10/09/17	5/9/17 - RK sent to MLT	Completed
86		17/16.25	Democratic Services to circulate flier with these minutes.	DSO		9/10/17 - completed	Completed
87		17/16.26	AM Legg to invite the Road Safety Manager to attend a future meeting.	AM Legg			In progress

2.1   Some Actions are closed quickly because they were actioned at or immediately after a meeting and some take longer, especially if they are related to external providers.

3.   Summary and Key Points

3.1   Since the last meeting two actions have been completed, one is overdue and the remaining one is in progress