

## **Report to MMPB – 13<sup>th</sup> December 2023**

### **MMPB Action Log**

#### **Background**

At the MMPB meeting in September, various requests were made and queries asked, around the agenda items. Whilst minutes capture the meetings, consideration has been given to a way to provide updates on these, after each MMPB meeting.

#### **Proposal**

Since then, an Action Log has been developed, which captures

- Who the issue was raised by
- Subject
- The action
- Which MMPB meeting it was raised at
- An update
- Who provided the update
- Whether the item is completed and the date closed off.

It is proposed that the requests / queries are captured in the format attached to this report and that as soon as responses can be attained after the MMPB meeting, the log will be provided to members.

At the next planned MMPB meeting, the completed log will be added to papers (for information only).

#### **Conclusion**

The Board is asked to note

- the proposal for the council's Programme Management Office (PMO) to run this Action Log approach to assist Board members with queries / issues
- that logs will be published with subsequent meeting papers, for information