

**POLICY, FINANCE AND DEVELOPMENT COMMITTEE**

**ACTION LIST**

**Arising from the Meeting held on Tuesday, 10 March 2020**

No.	Minute Ref. / Item of Business	*Action Details / Action Due Date	Responsible Officer(s)' Initials	Action Status
1.	60b. - Action List Arising from the Previous Meeting(s) - Tuesday, 11 February, 2020	Customer feedback and contract monitoring arrangements in relation to the Council's in-house cleaning service be completed sooner rather than later, and before September 2020.  <b>Due by Sep-20</b>	NeBa	On Target to Complete
		An update will be provided to the next Service Delivery Committee meeting scheduled on 8 September 2020.		
2.	60b. - Action List Arising from the Previous Meeting(s) - Tuesday, 11 February, 2020	Further consideration at a future meeting of the IT and Communications Working Group be given to the proposal of moving Letterbox to a digital-only version as part of wider review of the Council's Communications Strategy.  <b>Due by Ongoing</b>	PhFi	Withdrawn
		Alternative options for communicating with residents are being considered.		
3.	63. - Interception of Communications Policy Update (March 2020)	A hyperlink to the Communications Data Code of Practice (at page 26) and details for the single point of contact (SPoC) (at page 29) be inserted into the proposed Policy accordingly.  <b>Due by Mar-20</b>	DaGi	Complete
4.	66. - Standards & Ethical Indicators (Q3 2019/20)	The page-orientation of the appendix to the report be presented in a portrait format at all subsequent meetings.  <b>Due by Ongoing</b>	DeSe	Complete (Ongoing)

\* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).