

**To review the process of agenda approval, resolution implementation and Chairman reporting back**

The following resolution was made at the P&R Committee meeting on 19<sup>th</sup> November 2012.

As resolved at point F this item is being brought back to be reviewed.

1. **RESOLVED:** To accept the following recommendations
  - a) Before any agenda is published the Clerk or Deputy Clerk should consult the Chairman of that Committee prior to circulation.
  - b) The Clerk or Deputy Clerk to retain a register of all resolutions agreed for each committee, recording the agreed date, resolved date and the date the Chairman reporting its completion. Planning Applications to be excluded from this process as a separate reporting procedure exists.
  - c) The Chairman of each committee to report back during "Chairman's report" on any completed and outstanding items.
  - d) The Clerk and Deputy clerk and Committee Chairmen to review minutes for the last twelve months to ensure all resolutions have been agreed and to add any outstanding items to the register in (2).
  - e) Chairmen to review minutes before they are published.
  - f) The above process to be reviewed in six months at the following P & R Committee to appraise its effectiveness.