

Report title: Matters Arising	
Report to: People and Families Policy and Scrutiny Committee	
Report author: Graham Hughes, Senior Democratic Services Officer	
Date: 9 th October 2023	For: Consideration and identifying any follow-up scrutiny actions
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County Divisions affected: Not applicable	

1. Introduction

This discussion item was requested by the Committee during the last meeting on 14 September 2023 (see Background below).

2. Action required

The Committee is asked to consider:

- (i) **The attached update; and**
- (ii) **Reflect on the current process and approach and any steps to help facilitate closure on outstanding matters arising**

3. Background

- 3.1 Ordinarily the Committee receives, attached to the draft minutes from the previous meeting, the outstanding Matters Arising from previous meetings. Whilst some entries are closed quickly, other entries are more longstanding.
- 3.2 Matters Arising are communicated to witnesses soon after the date of the meeting as part of the process to draft the minutes.
- 3.3 In some cases, matters arising can be addressed when witnesses are returning to further present to the Committee. However, the nature of the committee's work, and its wide remit, does mean that there are not really any regular "standing" updates scheduled and there can be a significant gap before some witnesses return to provide subsequent updates.
- 3.4 Increased efforts are being made to close more of these items, but this agenda item today is an opportunity to discuss this further.

Matters Arising

4. Update and Next Steps

The latest table listing Matters Arising is attached in the Appendix to this report.

Some initiatives that may help expedite matters could be:

- (i) Ongoing liaison with Cabinet Office to highlight matters arising at Portfolio Board discussions which may also help identify opportunities when considering upcoming project milestones to prompt further formal updates to come to the Committee;
- (ii) Further align matters arising with the Work Programme and ensure that they are picked up as part of future formal follow-ups. However, the nature of the Committees wide remit and topics may mean that, in some cases, follow-up agenda items may not be scheduled for some time.
- (iii) When members ask for further information or make suggestions for consideration to witnesses, that they seek an indication of timescale for a formal response on those at the time of the request.

5 Appendix

Matters Arising as at 9 October 2023.