

**Action Sheet – People Scrutiny Commission**  
**18<sup>th</sup> July 2016**

Minutes No.	Title of Report/ Description	Action and Deadline	Responsible officer	Action taken and date completed
<b>Action from 18<sup>th</sup> July 2016</b>				
	Welcome, introduction and safety information	The Chair requested that future agendas schedule a ten minute break half way through the meeting.	Claudette Campbell (CC), DSO	Ongoing request
	Introductory presentation from the People Directorate Leadership Team	<ul style="list-style-type: none"> <li>• The People Directorate organisation chart to be updated and circulated to Commission Members</li> <li>• Councillors to be sent further information about the Bristol’s strategy for children, young people and families*</li> </ul>	Karen Blong (KB), Policy Advisor to circulate once updated.	*Web link to the <a href="#">consultation survey</a> already sent as part of the 15 <sup>th</sup> July bulletin.
	Annual Business Report	The November meeting date to be changed from 21 <sup>st</sup> to the 24 <sup>th</sup> November.	CC	A possible meeting clash has been identified. The November meeting date will be agreed following the work planning workshop.
	Annual Business Report	Link to People Commission agenda papers to be sent to Council Equality Groups, HealthWatch and the Youth Council	CC	Ongoing request
	Introduction to Cabinet Members	Councillor Hance, Cabinet Member for City Health and Wellbeing to be invited to the September Scrutiny Commission meeting to introduce Cabinet portfolio.	KB	Cllr Hance accepted the invitation  Complete
	Last year’s work programme	Potential work programme items to be compiled for consideration at the work planning workshop in September	KB	Complete

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	Performance Report for Quarter 4 for 2015-16	<ul style="list-style-type: none"> <li>• A explanation crib sheet to be created to accompany future performance reports</li> <li>• Web link to the performance data base which provides detailed explanations to be sent to Councillors</li> <li>• Future reports should clearly explain decreasing / increasing figures.</li> </ul>	Mark Wakefield (MW) MW / KB  MW	The Performance Improvement Advisor circulated the requested information on 24 <sup>th</sup> August 2016
	Councillor priorities	<ul style="list-style-type: none"> <li>• Equality group manifestos to be circulated to the Commission Members</li> </ul>	KB	Complete