



REPORT TO: AUDIT & PERFORMANCE REVIEW COMMITTEE ON 21
OCTOBER 2009

SUBJECT: STATEMENT OF OUTSTANDING BUSINESS

BY: CHIEF EXECUTIVE

1. **REASON FOR REPORT**

- 1.1 The Committee is asked to consider progress and timescales in relation to follow-up reports and actions requested by this Committee at previous meetings..
- 1.2 This report is submitted to Committee in terms of Section G (15) of the Council's Administrative Scheme relating to reviewing current performance information for all services.

2. **RECOMMENDATION**

- 2.1 **It is recommended that the Committee considers progress and timescales in relation to follow-up reports and actions requested by this Committee.**

3. **BACKGROUND**

- 3.1 A listing of follow-up reports and actions generated from previous meetings is maintained and progress recorded. At the request of the Chair of the Audit and Performance Review Committee, in order to assist in programming the work of the Committee, this information is presented in Appendix 1.

4. **SUMMARY OF IMPLICATIONS**

(a) **Single Outcome Agreement / Service Improvement Plan**

Performance reporting is linked to the Corporate Development Plan Management Standards relating to Service Planning Performance Management, the Councils' document supporting the Single Outcome Agreement.

(b) **Policy and Legal**

None.

(c) **Resources (Financial, Risks, Staffing and Property)**

None.

(d) **Consultations**

The Corporate Policy Unit Manager has been consulted and comments have been incorporated. Relevant officers have been consulted in relation to the reports and actions listed in Appendix 1 relating to their service.

6. **CONCLUSION**

6.1 **The Committee considers progress and timescales in relation to follow-up reports and actions requested by this Committee.**

Author of Report: Louise Marshall, Quality Assurance and Performance Management Officer

Background Papers:

Ref:

Signature: 

Date : 12th October 08

Designation: Chief Executive

Name: Alastair Keddie