

10<sup>th</sup> April 2013

**Name of Cabinet Member:**

Cabinet Member (Education) – Councillor Kershaw

**Director Approving Submission of the report:**

Director of Customer and Workforce Services

**Ward(s) affected:**

None

**Title:**

Outstanding Minutes

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**Is this a key decision?**

No

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**Executive Summary:**

In May 2004 the City Council adopted an Outstanding Minutes System, linked to the Forward Plan, to ensure that follow up reports can be monitored and reported to Members. The attached appendix sets out a table detailing the issues on which further reports have been requested by the Cabinet Member (Education) so he is aware of them and can monitor progress.

**Recommendations:**

The Cabinet Member (Education) is requested to consider the list of outstanding issues and to ask the Member of the Management Board or appropriate officer to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

**List of Appendices included:**

Table of Outstanding Issues.

**Other useful background papers:**

None

**Has it or will it be considered by Scrutiny?**

No

**Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

**Report author(s):**

**Name and job title:**

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**Directorate:**

Customer and Workforce Services

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Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Other members				
<b>Names of approvers:</b> (officers and members)				

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## APPENDIX

	<b>Subject</b>	<b>Date for Further Consideration</b>	<b>Responsible Officer</b>	<b>Proposed Amendment to Date for Consideration</b>	<b>Reason for Request to Delay Submission of Report</b>
1	<p><b>Review of the New Coventry Strategy for improving Attendance</b></p> <p>A report on the impact of the new strategy be submitted to Cabinet Member (Education) in the new Municipal Year 2013 (Minute 24/12 of Cabinet Member (Education) 14 November 2012 refers)</p>	New Municipal Year 2013	<p>Director of Children, Learning and Young People</p> <p>Sue Diamond</p>	-	-
2	<p><b>Post-16 Transport Policy – Support to Access Education and Training</b></p> <p>A report on the revised policy be submitted to the Cabinet Member (Education) in the new Municipal Year 2013 (Minute 32/12 of Cabinet Member (Education) 28 November 2012 refers)</p>	New Municipal Year 2013	<p>Director of Children, Learning and Young People</p> <p>Ann Brennan</p>	-	-

\* Identifies items where a report is on the agenda for your meeting.

