

## Appendix A

### SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

**Committee:** Communities Overview and Scrutiny Committee

**Meeting Date:** 11 September 2012

**Minute N<sup>o</sup>:** 30

**Topic:** Park Wood Neighbourhood Action Planning Evaluation

Recommendation <sup>i</sup>	Cabinet Member <sup>ii</sup>	Response <sup>iii</sup>	Timetable <sup>iv</sup>	Lead Officer <sup>v</sup>
a) The Park Wood Neighbourhood Action planning Evaluation Report be redrafted into a short version consisting of an executive summary and recommendations only; and		Agreed	09 October, 2012	Sarah Robson
b) The redrafted report be circulated to the Communities Overview and Scrutiny Committee for comments and final approval be given by the Chairman and Vice-Chairman before the document goes forward to the Cabinet Member for a decision.		Agreed	09 October, 2012	Sarah Robson

**Notes on the completion of SCRAIP**

## Appendix A

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<sup>i</sup> Report recommendations are listed as found in the report.

<sup>ii</sup> Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

<sup>iii</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

**If the recommendation is rejected** an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

**If the recommendation is accepted** an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

<sup>iv</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action in indicated in the previous box will be implemented.

<sup>v</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.