**Paper YY.CommitteeRef.PaperNo**

This template should be used to record ongoing actions that a committee is monitoring. Most committees deal with actions from minutes as Matters Arising or separate agenda items, but some committees have actions that are ongoing and this template should be used in that situation.

Where such an Ongoing Actions list exists, this should appear as a separate agenda item on the agenda, and prior to circulation of the agenda and papers for the next meeting, the Secretary should gather updates from those responsible for actions and insert into the status column so that – if possible the paper is for noting only rather than discussion. If that is not possible before circulation of the agenda and papers, updates should be provided at the meeting and recorded in the minute and updated on this action log if not closed. **[Delete this red text when using this template]**

**Name of Committee**

**Ongoing Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Responsibility** | **Due Date** | **Status – [Date last updated]** |
| 1. **[Action title]**   [Minute number]  [Action text] |  |  |  |
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