

## Appendix 1

### Ward Action Planner / Tracker (under development)

1	<b>Forward Plan – Municipal Cycle 2015/16</b>			
	Venue details:			
	May June July August September October November December January February March April	AGM  Ordinary Meeting  Ordinary Meeting  Ordinary Meeting  Ordinary Meeting  Ordinary Meeting	Items    District Convention input	
2	<b>Tracked Items from Previous meetings (all actions to be resolved within three meetings)</b>			
	Meeting of (Up to three meetings)			
	ISSUE	REFERRED TO	RESPONSE FROM	STATUS
3	<b>Referrals from and to District Committees / Forums, Cabinet / Cabinet Member, Overview and Scrutiny / Petitions</b>			
	Referred from:	Referred to:	Recorded note:	
4	<b>Presentation to Ward on matters of local relevance</b>			
	Presentee: Title of presentation	Briefing note / Presentation	Actions agreed	
5	<b>Issues of local concern</b>			
	ISSUE	DETAIL	REFER TO	FURTHER RESEARCH REQUIRED
6	<b>Consultation of Neighbourhood Forum Grants and Local Investment Fund</b>			
	SPECIFIC CONSULTATION		RESPONSE FOR DISTRICT COMMITTEE	
7	<b>Ward priorities for Community Plans and Neighbourhood Challenge</b>			
	RECORD			
8	<b>Matters of special interest to the Ward – culture, community life, voluntary and active citizenship</b>			
	RECORD			
9	Electronic signature for Ward Chair /Area Team / Link Officer			
10	Code of conduct for the meeting Loaded file			