

Purpose:

To consider progress on the matters arising from previous Formal Cttee Meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

BRAG status black - Completed matters, not closed					
ID	Action	Action Required	Due Date	Comments	Assigned To
1	TO AGREE A DATE AND TIME ON WHICH TO HOLD A PRACTICAL LICENSING TRAINING SESSION FOR COMMITTEE MEMBERS	RESOLVED that an option of 3 dates be circulated to Members for decision and that the training would commence at 6.30pm. Phil can you let me have some proposed dates when you could run this session and then I'll get these out to members	20/07/2011	<p>I've discussed the dates which the Chair and Vice Chair have asked me to avoid with Kim (Solicitor) which has limited our options a little, also Kim has other commitments to contend with aswell. However, taking everything into account the following dates are proposed: (28th July), (02nd or 04th August) or (08th September), please let me know if any of these are suitable a.s.a.p.</p> <p>Suggested dates circ'd to cttee members and availability canvassed. As a result chosen date is 2 August 2011. All Members have been advised via e-mail dated 14/7/11</p> <p>Thanks Phil</p> <p>Dates circ'd to members via e-mail 11/07/11. Responses due back 18/7/11. Date to be confirmed thereafter.</p> <p>Training held on 2 August 2011. V Successful. Learning Points arising</p>	Coughlan, Katie



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BRAG status green - Outstanding matters, not yet due

ID	Action	Action Required	Due Date	Comments	Assigned To
1	ELECTRONIC DISPATCH OF PAPERS	The Chairman wished for this to be a flagship committee and therefore requested that papers for this Committee be emailed out to Members.	ONGOING		Coughlan, Katie

BRAG status red - Overdue matters

ID	Action	Action Required	Due Date	Comments	Assigned To

BRAG status amber - deadline for completion flagged as at risk

ID	Action	Action Required	Due Date	Comments	Assigned To