

**COMMUNITY VOICE
ACTION LIST**

Ref	Meeting Date	Agreed Action	Lead	Agreed Timescale	Completed/Outstanding
01	16/06/25	Send New Developments presentation to all members.	Customer Engagement	By the next meeting	Completed. Sent with meeting minutes.
02	16/06/25	Contact the members interested in Scrutiny.	Customer Engagement	30/06/25	Completed. Customer Engagement Assistant contacted each member who had expressed an interest and completed a skills matrix with them to assess if they meet the required criteria. Members have since been notified.
03	16/06/25	Confirm date and time of Scrutiny training session for those who will be involved.	Customer Engagement	30/06/25	Completed. The session will take place on Tuesday 29 July, 10am – 3pm, at The Arc. Those joining Scrutiny have been notified.
04	16/06/25	Send survey to members.	Customer Engagement	By the end of July	Ongoing. The survey will be emailed and shared on the group's Facebook page when ready.
05	16/06/25	Review wording of letters.	Customer Engagement / Publications Panel / Compliance	By the next meeting	Ongoing. Update to be provided direct to member.