

Council Action Record

Task Name	Meeting Action Generated	Progress	Assigned To	Due Date	Description	Checklist Items
C71 Rewards Review including pay and grading	Council 27 May 2021	In progress	Chief Executive; Interim Director of Finance and Resources		Creation of Programme Sponsor Group and schedule meetings. Members are Rona King, Alan Baird, Linda Lennie. Two meetings organised. Future dates awaiting Member confirmation of availability	
C70 Council action record	Council 27 May 2021	Completed	Corporate Governance Coordinator		Minute 20 - update Council action record by archiving completed items.	
C69 Effective Voice report	Council 27 May 2021	In progress	Acting Director of Development and Innovation (Workforce Development)		Minute 15.5 - make available to Members, the report to Scottish Government on the Effective Voice. Awaiting confirmation from Scottish Government as to whether this can be shared publicly.	
C68 Digital Strategy Benefits Realisation report	Council 27 May 2021	Completed	Director of Strategy and Performance		Minute 14.2.3 - twice yearly benefits realisation reports to be submitted (to Council?) Check with Laura Shepherd if this is to be included in forward planner and if so, what dates. To Audit and Assurance Cttee possibly November.	
C67 People Management policies	Council 27 May 2021	Completed	Corporate Governance Coordinator		Update policy library master/intranet index and intranet folders with copy of policy approved and updates on revised review dates.	
C66 SSSC People Strategy	Council 27 May 2021	Completed	Corporate Governance Coordinator		Add to forward planner report on progress of actions from people strategy. Check with Lynn Murray when this will be available then add to planner. Report to Council in August.	
C65 - SSSC People Strategy sharing information	Council 27 May 2021	Completed	Interim Director of Finance and Resources		Minute 12.4 - share information from Investors in People with SSSC staff.	
C64 Programme Board and Sponsor Group - future proofing governance	Council 27 May 2021	Completed	Director of Regulation		Minute 11 - set up meetings of the Programme Board and sponsor group for the governance of future proofing programme. Contact Convener for appointees to Sponsor Group. Members are: Peter Murray, Julie Grace, Theresa Allison. Meetings set up.	
C63 Shared services reports to Council	Council 27 May 2021	Completed	Interim Director of Finance and Resources; Corporate Governance Coordinator		Minute 10.4 - add first update report to Council to forward planner; thereafter add annual report to planner. Check with Lynn Murray when first report is likely to be available then add to planners. Added to August meetings annually.	
C62 Timetabling meetings of shared services governance groups	Council 27 May 2021	Completed	Interim Director of Finance and Resources		Set up monthly meetings of shared services oversight group and quarterly meetings of Review Board. Meetings set up	
C61 Joint annual CI and SSSC meeting	Council 27 May 2021	In progress	Interim Director of Finance and Resources; Director of Strategy and Performance		Minute 9 - arrange an annual joint meeting between Council and CI Board to consider Partnership Agreement and shared services matters. Schedule date to receive end of financial year reports. Check that CI Board on 17 June 2021 agree with this approach.	AW checked with CI -This was not discussed at CI Board on 17 June.
C60 Appointment of Counter Fraud Coordinator and Fraud Liaison Officer	Council 27 May 2021	Completed	Interim Director of Finance and Resources		Minute 7.6 - appoint Russell Pettigrew as Counter Fraud Coordinator and Lynn Murray as Fraud Liaison Officer.	
C59 Workforce data sharing	Council 27 May 2021	Completed	Acting Director of Development and Innovation (Workforce Development)		Minute 6.2 - share information with Members on workforce data requested and monitored. This will now be included within the assurance report.	
C58 Feedback from staff conference	Council 27 May 2021	Completed	Head of Strategic Communications		Minute 4.2 - share feedback from staff conference with Members.	

C57 Share information from Public Health Scotland	Council 27 May 2021	Completed	Corporate Governance Coordinator		Minute 4.1 - COVID-19 - share information on vaccination rates.
C56 Minutes of previous meetings	Council 27 May 2021	Completed	Corporate Governance Coordinator		Amend if required, arrange for signature and publication 18 February 2021.
C41 Workforce Data	Council 19 November 2020	Completed	Acting Director of Development and Innovation (Workforce Development); Acting Director of Development and Innovation (Learning and Development)	15/07/2021	Minute 6.6 - engage with employers and then share workforce data information with Council Members from exit interviews, percentage of workers leaving the service. Development session arranged for 15 July 2021(in forward planner).