

Action Reference	Council Action Record	Meeting Action Generated	Progress	Action Owner	Due Date	Description	Notes
C27	Shared services: further analysis of the issues raised by staff in shared services, EMT and OMT was required.	Council 23 June 2020	In progress	Interim Director of Finance and Resources		Confidential Item 7.8: LM identified common themes in the comments from people she had spoken to including roles and responsibilities, staff resources, cumbersome systems, lack of customer focus and culture and leadership. The information required to be further analysed. No date was given	
C26	Shared services: further information on the increased charges to the SSSC was required.	Council 23 June 2020	In progress	Interim Director of Finance and Resources		Confidential Item 7.5e: Concern was expressed at the increase in proposed costs of some of the services to SSSC and it was suggested that further information on this was needed to clarify why there was a proposed increase. No date given for the information to be produced.	
C25	Report on lessons learned from setting up the recruitment portal.	Council 23 June 2020	In progress	Director of Development and Innovation	29/10/2020	Item 5.6: Council requested a report on the lessons learned about the success of the portal. Timescale to be confirmed for adding to the forward planner. Once minutes finalised, add link as an attachment and allocate task.	Added to forward planner for November 19 Council
C14	Implement a quality assurance process for Fitness to Practise panels.	Council 28 January 2020	In progress	Director of Regulation	20/08/2020	Item 15: Agreed to implement option 1 to create a quality assurance process for FtP panels. Authorised recruitment for putting to Council for approval. Council to approve the governance arrangements for this process before going live. 14.05.2020 MA agreed that a report would be submitted to Council in August with proposals to recruit senior chairs to FtP panels. 07.08.2020 MA update that due to work on implementing physical hearings it has not been possible to progress the recruitment process that underpins this work. A report will be submitted to Council in November.	MA: report to come to August 2020 Council meeting; confidential item on agenda.
C19	Management to bring a report and plan on updating out of date HR policies and procedures.	Council 14 May 2020	Completed	Interim Director of Finance and Resources	30/07/2020	Item 13.5.1: Council Members had concerns that a number of policies were significantly out of date for review. Even if EMT are entitled to approve, Council want confirmation of the timeline for updating based on risk and available resources. Council also want the report to address how they can take assurances that EMT are managing policies effectively.	LM report on August Council agenda; 18.06.20 WW email to GW and MW for update.
C16	Update Policy Library and report to Council.	Council 28 January 2020	Completed	Director of Strategy and Performance	28/08/2020	Council instructed management to review Policy Library and produce this for approval, including where approvals for policies sit.	Report back to Council in May; establish a working group to progress work; 25.05.2020: due date re-set to August Council for amended report as per Council direction in May; working group meetings set up; item on Council agenda for 20.08.2020
C24	An anomaly was spotted in the RACI chart attached to the Code of Corporate Governance relating to the approval process for the Strategic Plan.	Council 14 May 2020	Completed	Head of Legal and Corporate Governance		Item 13.2: CW agreed to review the Chart in regard to this and check to ensure there were no other similar anomalies.	09.06.2020: CW reviewed chart and drafted proposed amendments. Sought feedback; Put to EMT for comments.
C20	Minutes of 24 March 2020 to be amended before signing off.	Council 14 May 2020	Completed	Head of Legal and Corporate Governance	26/05/2020	Item 4: Amend shareholder to stakeholder at para 8.2.	EB will contact Convener to ask for authorisation to attached electronic signature; amendment done and minutes signed 08.06.2020 and uploaded to website;26.05.2020 amendment made and final dropped into sharepoint folder for confirmed minutes.
C22	Information on actions being taken in relation to recovery of due registration fees.	Council 14 May 2020	Completed	Chief Executive Officer		Item 8.7: A question about what assistance was being offered to workers in relation to payment of registration fees, Lorraine Gray advised on actions and also that details of actions would be included in the Recovery Plan to be considered at the special meeting on 23 June	COVID-19 recovery plan to be submitted for Council 23 June 2020;reported to Council on 23 June 2020
	Shared Services Strategy	Council 28 January 2020	Completed	Chief Executive Officer	17/03/2020	Establishment of a Director post to provide strategic financial advice to. Now approved. Staff informed advert approved/posted (6 or 9 March).	Update reported to A&A committee in April. Include in special meeting in June 2020. Interim Director appointed Further report to go to Council in August .
C7	Present a report to the April meeting of the Audit and Assurance Committee on the progress of the shared services implementation plan.	Council 23 June 2020	Completed	Head of Legal and Corporate Governance	30/06/2020	Item 14: Council instructed Director of CS to present a report to the next meeting of the A&A Committee on progress of the two workstreams: developing the service specification and developing the performance framework:	Action superceded by report from CE to April A&A Committee. Further private report to be submitted to Council 14 May 2020. Committee confirmed future report to come from CE - 28 May 2020. 14.05.2020: Council agreed that a report be submitted to the special meeting of the Council 23 June.
C21	Council Members asked for sight of the guidance issued to employers and published elsewhere which states employers' responsibility and SSSC's disclaimer about checking an individual's suitability to work if they are included on the employment hub.	Council 14 May 2020	Completed	Director of Regulation Director of Development and Innovation		Item 8.5: MA and PG spoke on the responsibility of employers to check an individual's suitability to work once on the employment hub. Members noted there was guidance available and it was agreed that this would be shared with them.	05.06.2020: link to the guidance posted on Council Members team page (AW);PG or MA to share with/send to AW who will send out/share with members.
C23	Members asked for sight of the Equalities Impact Assessment in respect of the hardship fund for postgraduate students.	Council 14 May 2020	Completed	Director of Development and Innovation		Item 10.2: Members asked to see the EIA which had now been completed. PG to send on to AW to share with Members.	05.06.2020: AW added this to the sharepoint folder for the meeting and shared the link on Council Membe