

<b>Task Name</b>	<b>Meeting Action Generated</b>	<b>Progress</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Description</b>	<b>Checklist Items</b>
C101 Private report	Council 28 February 2022	Completed	Acting Director of Finance and Resources	05/05/2022	Min 17: Further report to meeting on 25 March. Add to forward planner (AW).	
C100 Action record	Council 28 February 2022	Completed	Corporate Governance Co-ordinator		Min 14: Update action record.	
C99 Code of Conduct for Members	Council 28 February 2022	Completed	Head of Legal and Corporate Governance	03/28/2022	Min 12: Finalise, publish and circulate to Members the revised Code of Conduct. Update RoI forms. Add to BAU planner to issue these twice yearly/added to workplan/Code of Conduct sent to Scot Gov for approval. 31.03.22: SG approval. 04.04.2022: Code of Conduct uploaded to website and circulated to Members.	
C98 Annual Report and Accounts	Council 28 February 2022	Completed	Corporate Governance Co-ordinator	03/28/2022	Min 11: Advise S&P of revised dates to update gantt charts/processes etc. Arrange additional meetings in Sept and Oct.	
C97 Corporate Governance Framework	Council 28 February 2022	Completed	Head of Legal and Corporate Governance	03/21/2022	Min 10.3: CEO to finalise Executive Framework with Scot Gov and to confirm to Head of LCG; amendments to Code of Corp Gov and publish ; amend calendar of business/forward planners with revised reporting dates; publish SoD for staff . 16.03.2022: Executive Framework doc on intranet and in process for publishing on website. Scheme of Delegation published. Done 21.03.2022	
C96 Budget report for March 2022	Council 28 February 2022	Completed	Acting Director of Finance and Resources	03/18/2022	Min 9: (9.2, 9.4, 9.5) report to Budget setting meeting 25 March 2022 with additional information and scenarios.	
C95 Risk Register and Appetite Statement	Council 28 February 2022	Completed	Corporate Governance Co-ordinator	04/01/2022	Min 8.5.3: upload to intranet and internet. Update risks on report template for any meetings on or after 1 April. 14.03.2022: Docs to be uploaded on 01 April. Reports template updated. 04.04.2022: Risk Appetite Statement uploaded to Policy Library. Await clean copy of Risk Register for upload to website.	
C94 Investors in People results	Council 28 February 2022	Completed	Corporate Governance Co-ordinator	03/15/2022	Min 7.2: Added to agenda for May 2022 Council meeting.	Covered in CEO report.
C93 Discussion session on external engagement	Council 28 February 2022	Completed	Corporate Governance Co-ordinator	03/28/2022	Min 7.2: Make arrangements possible date in May? Arranged sessions for June and October 2022.	
C92 Hybrid meetings	Council 28 February 2022	In progress	Corporate Governance Co-ordinator	05/26/2022	Min 6.5: Make arrangements for hybrid meeting to commence from May 2022 cycle, including log of who attends in person and online. Had meetings and discussion with IT to prep for 26 May meeting	
C91 Sign and upload minutes	Council 28 February 2022	Completed	Corporate Governance Co-ordinator		Min 4.1: Have Nov 21 minutes signed and uploaded to internet.	
C86 People Management Policies	Council 25 November 2021	Not started	Interim Director of Finance and Resources		Min 9.1: Discuss with the Programme Governance Group the creation of a separate policy to deal with redundancy and severance matters not covered in the Redundancy and Severance policy.	This will be discussed at the Programme Governance Group in June.

C77 Arrange date for dev session on Fitness to Practise      Council 26 August 2021      In progress      Director of Regulation

Min 72: AW and MA to discuss proposed date for Members dev session and AW to arrange thereafter.      FtP session to be held on 13 October 2022.  
11.11.21: To be discussed with Members at away day in January 2022.