

Task Name	Meeting Action Generated	Progress	Assigned To	Due Date	Description	Checklist Items
C5 Council Member to replace RP	Council 25 August 2022	Completed	Corporate Governance Coordinator		<p>Convener to write to Scottish Government about lack of member to replace RP. Interviews being held in Compass House in December 2022. Interviews held 13.12.2022, awaiting outcome from Scottish Government on successful candidate. Appointment made as of 1 Feb 2023</p>	
C6 Joint development session with Care Inspectorate re The Promise	Council 25 August 2022	In progress	Corporate Governance Coordinator		<p>Min 9.2: A joint dev session with Care Inspectorate about the promise. 9.11.22 AW in correspondence with Care Inspectorate counterpart about possible date: also to include discussion on the Independent Review. 16.1.2023: CI Chair/SSSC Convener and Chief Executive Officers in discussion re options.</p>	
C9 Make arrangements for approval of Annual Report and Accounts	Council 25 August 2022	Completed	Corporate Governance Coordinator		<p>Min 11: Arrange Audit and Assurance Committee meeting for 24 November following Council for Committee to review and recommend approval of Annual Report and Accounts to Council. Arrange Council meeting for 13 December 2022 for final endorsement/approval of Annual Report and Accounts. 21.10.2022 - Meetings put in place. 28.10.2022 - Further info from auditors to hand. Further consideration to be given to timing of approval meetings. 7.11.22 - LM contacting Convener and Chair to seek approval to hold Audit and Assurance Committee on 28 November 2022 (instead of 24 Nov). 15.11.22 - Audit and Assurance Committee meeting scheduled on 28 Nov, Council meeting on 13 December 2022.</p>	
C77 - Arrange date for development session on Fitness to Practise	Council 26 August 2021	In progress	Director of Regulation, Corporate Governance Coordinator		<p>Min 72: AW and MA to discuss proposed date for Members development session and AW to arrange thereafter. 11.11.21 - To be discussed with Members at away day in January 2022. 06.01.2023 - currently scheduled for 27 March 2023.</p>	
C 92 Hybrid meetings	Council 28 February 2022	Completed	Corporate Governance Coordinator	05/12/2022	<p>Min 6.5: Make arrangements for hybrid meetings 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 27.5.2022 update: First Council hybrid meeting held via webinar function and 85" screen. Those attending remotely experienced feedback when talking. 'In the room' was good; recording not great sound and it has picked up the feedback experienced by online presenters. Currently seeking feedback from members and officers with a view to making improvements by August meeting. Following comments recently received, further feedback will be requested following the August meeting with a view to making improvements for in-person and online participants. Following informal comments, especially from online participants, new hardware to be tested out week commencing 1 November 2022. Further assessments will be carried out after testing. Week commencing 31.10.2022: Testing of room layout, camera and microphone being carried out. Will seek further feedback after November 2022 meetings. Attendance record (held by Corporate Governance) of in-person and online attendances being updated after each meeting. 6.1.2023: New room layout and ICT equipment used at the meeting in November 2022. All comments are favourable and this is adopted as the style for hybrid meetings. But looking at speaker/microphone options to optimise for online attendees</p>	