

Task Name	Meeting Action Generated	Progress	Assigned To	Due Date	Description	Checklist Items
C 27 Auditors opinion Audit and Assurance Committee September 2023	Council 27 March 2023	Not started		11/09/2023	Min 4.5: Include opinion on efficiency of systems etc in SSSC finance department within external Auditors report in September to Audit and Assurance Committee.	Deloitte to include reference in their report.
C 26 Equality, Diversity mainstreaming report	Council 27 March 2023	Completed	Corporate Governance Coordinator	28/04/2023	Min 5: Report approved, issue and publish report by due date (April).	
C 25 People Strategy	Council 27 February 2023	Completed	Corporate Governance Coordinator		Min 14: Issue Staff Survey results to Members in March 2023. Report results and planned actions to Council In August 2023 (unless requested earlier, eg May Audit and Assurance Committee). Update report to be submitted annually - Corporate Governance team to update calendar of business and forward planner.	Report to Council in August/add to planner; amend Calendar of Business and Forward Planner to show updates will be annual;issue staff survey.
C 24 Procurement Strategy 2023-2026	Council 27 February 2023	Completed	Corporate Governance Coordinator		Min 13: Procurement strategy approved, issue/publish and update policy library. Uploaded 24 April 2023.	
C 23 Draft budget 2023/24	Council 27 February 2023	Completed	Corporate Governance Coordinator		Min 12.1: Present final budget for 2022/23 to Council on 27 March 2023 for approval.	
C 22 Corporate Governance Framework	Council 27 February 2023	Completed	Corporate Governance Coordinator		Min 11: Code of Corporate Governance approved, issue, publish and include in policy library. Uploaded 10 March 2023.	
C 21 Financial Strategy 2023-2026	Council 27 February 2023	Completed	Corporate Governance Coordinator		Min 10: Financial strategy approved, to be issued/published and included in policy library. Uploaded to Library 12 April 2023.	
C 20 Strategic Plan 2023-2026	Council 27 February 2023	Completed	Corporate Governance Coordinator		Min 9: Strategic Plan approved: to be issued/published.	
C 19 Risk Managment Policy approved	Council 27 February 2023	Completed	Corporate Governance Coordinator		Min 8.2: Policy approved; arrange for final version to be issued/included in policy library. Uploaded to Library 11 April 2023.	
C 18 Invitation to Minister to visit	Council 27 February 2023	In progress			Min 7.2: Invite new Minister to meet with Council/possibly discuss longer term budget solutions.	Convener in discussion with Scottish Government.
C 17 Add New Member to Audit and Assurance Committee membership	Council 27 February 2023	Completed	Corporate Governance Coordinator		Min 5.2: Add Lindsay MacDonald to membership of Audit and Assurance Committee (inc invitations/team group/distribution etc).	
C 16 Annual Report and Accounts 2021/22	Council 13 December 2022	Completed		31/12/2022	Min 3: Progress with the process for laying Annual Report and Accounts before Parliament by 31 December 2022.	
C 15 Appointment of Fitness to Practise Panel Members	Council 24 November 2022	Completed	Director of Regulation		Min 13: Complete appointment of 26 members to Fitness to Practise panel and also reappoint 13 existing Legally Quallified Chairs.	
C 14 Council and Committee dates 2023-2026	Council 24 November 2022	Completed	Corporate Governance Coordinator		Min 10: Check proposed dates then complete approval and issue /publish.	
C 6 Joint development session with Care Inspectorate re the Promise	Council 25 August 2022	In progress	Corporate Governance Coordinator		Min 9.2 A joint development session with Care Inspecotrate (CI) about the promise. 9.11.22 AW in correspondence with CI counterpart about possible date: also to include discussion on the Independent Review. 16.1.2023: CI Convener and Chief Executive in discussion re options.	CGC to receive updates in order to make arrangements.