

Task Name	Meeting Action Generated	Progress	Assigned To	Due Date	Description	Checklist Items
C23/1 Assurance Report	Council 25 May 2023	Completed	Acting Director, Workforce, Education and Standards		Min 7.1: Provide more detail on the issues raised regarding areas in the performance summary which were categorised as red, mainly the staff absence figures and turnover.	
C23/2 Risk 5: People and Culture: Organisational Development	Council 25 May 2023	Completed	Acting Director, Workforce, Education and Standards		Min 7.6: Discussion around trends for sickness absence or for staff turnover figures. A 'heatmap' to be included in the next assurance report which would show particular areas of concern.	
C23/3 NHS Exit Interviews	Council 25 May 2023	Completed	Acting Director, Workforce, Education and Standards		Item 7.6: Consider the benefits of compulsory exit interviews. Considered when reviewing updated exit guidance	
C23/4 Review wording of Risk 5	Council 25 May 2023	Completed	Acting Director, Workforce, Education and Standards: Director, Strategy and Performance		Min 7.7.3b: A further report to be submitted on a review of the wording of risk five. Wording reviewed.	
C23/6 Benefits Realisation reporting	Council 25 May 2023	Completed	Director, Strategy and Performance	07/11/2023	Min 7.7.3j: Include requested changes in the benefits realisation reporting.	
C23/7 Interim arrangements for senior team	Council 25 May 2023	Completed	Acting Chief Executive	25/05/2023	Min 7.7.3k: Provide Council with an updated report on interim arrangements for the senior team. Report submitted to May Council.	
C23/8 Options to get strategic finance advice	Council 25 May 2023	Completed	Acting Chief Executive	13/06/2023	Min: 12.2: Members to be updated at the development session on 27 June 2023.	
C23/9 People Strategy Delivery Plan	Council 25 May 2023	Completed	Acting Chief Executive		Min 7.6: People Strategy Delivery Plan to go to the August meeting of Audit and Assurance Committee. On agenda for Council meeting.	
C23/10 Agile Working Policy	Council 25 May 2023	Completed	Acting Director, Workforce, Education and Standards		Min 7.6: Agile Working Policy to be reviewed at Committee meeting August 2023. Policy is on agenda.	
C23/11 Interim Arrangements for Senior Team	Council 25 May 2023	Completed	Acting Chief Executive		Min 12.2: M Allison to give an update to Members at their Development Session on 27 June 2023 re secondment from Scottish Government.	
C23/12 Update Action Record	Council 25 May 2023	Completed	Corporate Governance Co-ordinator		Min 13: Archive completed actions noted at this meeting.	
C23//13 Data Protection Policy	Council 25 May 2023	Completed	Corporate Governance Co-ordinator		Min 9.3.2: Upload amended Data Protection Policy to Library. Uploaded 05 June 2023.	
C27 Auditors opinion Audit and Assurance Committee September 2023	Council 27 March 2023	Not Started	Corporate Governance Co-ordinator	12/09/2023	MIn 4.5: Include opinion on efficiency of systems etc in SSSC finance dept within External Auditors report in September to Audit and Assurance Committee.	
C18 Invitation to Minister to visit	Council 27 February 2023	In progress	Acting Chief Executive	Tbc	Min 7.2: Invite new Minister to meet with Council/possibly discuss longer term budget solutions.	
C12 Future Proofing Programme - report if insufficient funding	Council 24 November 2022	Completed	Corporate Governance Co-ordinator		15.08.2023: Convener continuing to request meeting with the Minister but no date yet confirmed. See Council report 25/2023.	
C11 Fitness to practise staff retention	Council 24 November 2022	In progress	Acting Chief Executive	08/08/2023	Min 8.3 bullet 3: report back to Council if insufficient funding from Scottish Government to progress the Future Proofing Programme. Funding confirmed during Audit and Assurance Committee meeting on 02 May 2023.	
C10 Share outcome of IRISR	Council 24 November 2022	Not started	Corporate Governance Co-ordinator	18/09/2023	Min 6.2 bullet 6: in discussion with HR to try to identify and resolve staff retention issues. Report on options to be brought to Council in due course. Report on agenda for August Council meeting	
					Minute 5.2: Share/issue review of Independent Review of Inspection, Scrutiny and and Regulation (IRISR). Scottish Government delayed report on outcome to September 2023.	

C6 Joint Development Session with Care Inspectorate re The Promise	Council 25 August 2022	In progress	Corporate Governance Co-ordinator	Tbc	Min 9.2 A joint dev session with 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: Care Inspectorate, Convener and Chief Executive in discussion re options. 15.08.2023: Convener advised discussions held recently and a date for joint session to be confirmed. See Council report 25/2023.
--	------------------------	-------------	--------------------------------------	-----	---