

| Task Name | Meeting Action Generated | Progress | Assigned To | Due Date | Description | Checklist Items |
|---|--------------------------|-------------|---|------------|---|---|
| C82 Update action record | Council 26 August 2021 | Completed | Corporate Governance Co-ordinator | | Minute 12: Update action record; archive completed actions as agreed. | |
| C81 Assessment of non-UK qualifications | Council 26 August 2021 | Completed | Acting Director of Development and Innovation (Learning and Development) | | Minute 11: Ensure that option 1 is implemented. | |
| C80 People strategy delivery plan | Council 26 August 2021 | Completed | Interim Director of Finance and Resources | | Minute 10: Ensure implementation of the delivery plan. | |
| C79 Publish policies inc policy library; forward to Keeper | Council 26 August 2021 | Completed | Head of Legal and Corporate Governance; Information Governance Co-ordinator; Corporate Governance Co-ordinator | 16/09/2021 | Minute 9: Gather approved policies and publish as appropriate; website/intranet/policy library and policy planner to be updated; ensure policy is forwarded to Keeper. | Grievance Policy, Records Management Policy to Keeper; publish Redeployment Policy Workforce Change Policy Records Management Policy. |
| C78 Gather Member's comments on draft Annual Report and Accounts | Council 26 August 2021 | Completed | Interim Director of Finance and Resources | 02/09/2021 | Minute 8.2: Members to send comments on draft Annual Report and Accounts to Lynn Murray for consideration. No comments made until Audit and Assurance Committee meeting of September 2021. | |
| C77 - Arrange date for development session on Fitness to Practise | Council 26 August 2021 | Not started | Director of Regulation; Corporate Governance Co-ordinator | | Minute 7.2: AW and MA to discuss proposed date for Members development session and AW to arrange thereafter. | |
| C 76 Report on agile working 6-month review | Council 26 August 2021 | Not started | Corporate Governance Co-ordinator | | Minute 6.2: Add report on month review of agile working to Forward Planner for May 2022 (6 months after end of September 2021). | |
| C75 Publish workforce skills report | Council 26 August 2021 | Completed | Head of Workforce Planning | 30/09/2021 | Minute 6.1: We say we will publish the report in September 2021. Published 6 October 2021 and shared with Council Members ahead of development session 14 October 2021. | |
| C74 Review published guidance re support in move from hospital to care home | Council 26 August 2021 | Completed | Acting Director of Development and Innovation (Learning and Development) | | Minute 6.2: Review the guidance published to support people to move from hospital to care home to include broader scenarios. Considered and decision made as per message from MA below. | |
| C 73 Amend and sign and save minutes | Council 26 August 2021 | Completed | Corporate Governance Co-ordinator | 06/09/2021 | Minute 3: Make amendment to minutes of 27 May 2021 - 'Anderson' to 'Archibald'. Attach Convener's signature and save. | |
| C 72 Add rewards review as standing item | Council 26 August 2021 | Completed | Corporate Governance Co-ordinator | | See confidential minute - add to All Business Forward Planner for each Council meeting. Added to Chief Executive's report for 2021/22 and 2022/23. | |

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| C71 Rewards review including pay and grading | Council 27 May 2021 | Completed | Chief Executive; Acting Director of Development and Innovation (Learning and Development) | Creation of Programme Sponsor Group and schedule meetings. Members are Rona King, Alan Baird, Linda Lennie. Two meetings organised. Future dates awaiting Member confirmation of availability. | |
| C69 Effective Voice report | Council 27 May 2021 | Completed | Head of Workforce Planning | Minute 15.5: Make available to Council Members, the report to Scottish Government on the Effective Voice. Awaiting confirmation from Scottish Government as to whether this can be shared publicly. Update 11.11.2021: Report is not available therefore action closed off. | |
| C61 Joint annual CI and SSSC meeting | Council 27 May 2021 | In Progress | Chief Executive; Interim Director of Finance and Resources | Minute 9: Arrange an annual joint meeting between Council and Care Inspectorate (CI) Board to consider partnership agreement and shared services matters. Schedule date to receive end of financial year reports. Update 08.11.2021: Raised at the shared services review board on Monday 08.11.2021 - a joint meeting is not in the governance arrangements - agreement only requires the Convener/Chair and Chief Executives to meet annually and for a shared services report to be submitted annually to Council/CI Board. | This was not discussed at CI Board on 17 June 2021. |