

Task Name	Meeting Action Generated	Progress	Assigned To	Due Date	Description
C23/27 Shared Services	Council 24 August 2023	Completed	Director of Strategy and Performance	Nov-23	Minute 20.5.3: Any financial implications to be submitted to the Council meeting in November 2023.
C23/26 Shared Services	Council 24 August 2023	In progress	Laura Shepherd	Feb-24	Minute 20.5.2: Submit a further report on revised principles to the Council meeting in February 2024.
C23/25 Fitness to Practise Staffing	Council 24 August 2023	In progress	Hannah Coleman		Minute 18.4: Submit a further detailed report to the November 2023 Council meeting. Information is being ingathered and this item should be presented to the Feb 2024 meetings cycle
C23/24 Letter to Chief Executives	Council 24 August 2023	Completed	Acting Chief Executive		Minute 17.5.3: Circulate to the Members the letter to Chief Executives of Non-Departmental Public Bodies.
C23/23 Development Session September 2023	Council 24 August 2023	Completed	Acting Chief Executive		Minute 17.5.1 2024/25 Scenario Planning - provide further information to the development session in September 2023.
C23/22 Equality, Diversity and Inclusion Policy	Council 24 August 2023	Completed	Director of Strategy and Performance		Minute 13.4.1: Make agreed amendments to the Equality, Diversity and Inclusion Policy.
C23/21 Policies	Council 24 August 2023	Completed	Audrey Wallace		Minute 12.5.3: Once the minor amendments have been included in the policies discussed at this meeting they should be circulated to the Members.
C23/20 Corporate Health and Safety Policy	Council 24 August 2023	Completed	Director of Strategy and Performance		Minute 12.5.2: Make agreed amendments to the Corporate Health and Safety Policy.
C23/19 Agile Working Policy	Council 24 August 2023	Completed	Acting Director of Workforce, Educationa and Standards		Minute 10.6.1: Make agreed amendments to the Agile Working Policy.
C23/18 Annual Report and Accounts	Council 24 August 2023	Completed	Acting Chief Executive		Minute 9.3: Strengthen the wording of the foreword. Final version submitted to AAC 26 Sept
C23/17 Annual Report and Accounts	Council 24 August 2023	Completed	Acting Chief Executive		Minute 9.1: Investigate the question of whether the draft accounts should be made public prior to being laid before Parliament. ARA considered/approved in private 31.10.2023
C23/16 Fraud Action Plan	Council 24 August 2023	Completed	Head of Legal and Corporate Governance		Minute 8.6.2d: Submit a fraud action plan to Audit and Assurance Committee in October 2023.
C23/14 Memorandum of Understanding SSSC-NHS Education Scotland	Council 24 August 2023	Completed	Acting Chief Executive		Minute 6.2: Circulate to Members the signed Memorandum of Understanding between SSSC and NHS Education Scotland.
C27 Auditors opinion AAC September 2023	Council 27 March 2023	Completed	Corporate Governance Coordinator	12/09/2023	Minute 4.5: Include opinion on efficiency of systems etc in SSSC finance dept within Ex Auditors report in Sept to AAC
C18 Invitation to Minister to visit	Council 27 February 2023	In progress	Acting Chief Executive		Minute 7.2: Invite new minister to meet with Council/possibly discuss longer term budget solutions. 15.08.2023: Convener continuing to request meeting with the Minister but no date yet confirmed. See Council report 25/2023.
C11 FtP Staff retention	Council 24 November 2022	Completed	Convener Chief Executive	Acting 08/08/2023	Minute 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.

C10 Share outcome of IRISR	Council 24 November 2022	Completed	Acting Chief Executive	18/09/2023	Minute 5.2: Share /issue review of Independent Review of Inspection, Scrutiny and and Regulation (IRISR). SG delayed report on outcome to September 2023.
C6 Joint development session with CI re the Promise	Council 25 August 2022	In progress	Corporate Governance Coordinator		Minute 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: CI conv and CEx in discussion re options date of 18 Jan 2024 confirmed with CI