

Task Name	Meeting Action Generated	Progress	Assigned To	Due Date	Description
C23/39 Publish People Management Policies	Council 26 February 2024	Completed	Corporate Governance Coordinator	01-Apr-24	Disciplinary and Whistleblowing Policy published on 1 April 2024
C23/38 consult on registration fees	Council 26 February 2024	In progress	EMT	Nov-24	Minute 11. Consultation would take place in early autumn and a report on the outcome would come to Council in November 2024, in order to allow systems changes in time for April 2025
C23/37 ASC qualification timescales	Council 26 February 2024	In progress	Acting Director Workforce Education and Standards	Aug-24	LL to bring report to August Council - AW to add to CoB and Forward planne back a report to Council in August 2024 with relative data which will be available following the launch of FPP and this will assist in early determination of the position within the ASC sector.
C23/36 Submission of Codes of Practice to Scottish Government	Council 26 February 2024	Completed	Acting Director Workforce Education and Standards	May-24	Submitted, approved, came into effect on 1 May and launched by the Minister on 7 May
C23/35 Publish Risk Register and appetite statement	Council 26 February 2024	Completed	Corporate Governance Coordinator	01-Apr-24	Published RR on website and both on intranet
C23/34 look at costs of IiP ansand IiYP scheme for VFM. Will be reported to May meeting	Council 26 February 2024	Completed	Interim Chief Executive	May-24	What is the cost to the SSSC of continuing to be part of the Investors in people Scheme? In terms of value for money and restricted budgets we must look at all expenses. Will be reported to May 2024 meeting. £11.400 plus VAT over three years
C23/33 amendment to minutes 23 Nov	Council 26 February 2024	Completed	Corporate Governance Coordinator	Mar-24	Minute 3.1 The minutes of the meeting held on 23 November were approved as a correct record subject to an addition to item 2 to say there were no declarations of interest for items 3 to 8 and 10 to 15.
C23/32 Appointment of AAC Chair and Vice Chair	Council 23 November 2023	Completed	Corporate Governance Coordinator	Sep-24	Minutes 5.2 and 8.1: Peter Murray apptd as Chair, Lindsay MacDonald apptd as Vice Chair to take effect 1 September 2024, but to shadow at catch up meetings etc as of now. 15.5.2024 Peter Murray and Lindsay MacDonald included in meeting invitations
C23/31 Qualifications of Workers	Council 23 November 2023	Completed	Interim Chief Executive	2024	Minute 7.2: 1)Meeting between CEOs of SSSC and CI re supervisors in the care sector who are not qualified. 2)bring an action plan to Council setting out proposals to ascertain reasons and factors leading to low numbers of qualified workers, especially in specific roles . Detail covered in May 2024 report to Council
C23/30 Development session on agile working	Council 23 November 2023	In progress	Head of Legal and Corporate Governance	2024	Minute 10.3: set up a development session for Members on agile working and performance and wider issues of agile working in the employment sector
C23/26 Shared Services	Council 24 August 2023	In progress	Director Strategy and Performance	Feb-24	principles to the Council meeting in February 2024. 15.5.2024 agreement not yet concluded will report to August 2024 meeting

C23/25 Fitness to Practise Staffing	Council 24 August 2023	Completed	Acting Director Regulation	May-24	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. Verbal update to May 2024 meeting
C6 Joint development session with CI re the Promise	Council 25 August 2022	In progress	Corporate Governance Coordinator	tbd	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. 18 Jan session cancelled/postponed due to bad weather 15.5.2024 in correspondence re identifying another date