

Task Name	Meeting Action Generated	Progress	Assigned To	Due Date	Description	Checklist Items
C13 2022/23 People Management Policies	Council 25 August 2022	Completed	Corporate Governance Co-ordinator		Min 14 - Arrange to publish approved Family Friendly Policy and Agile Working Policy.	
C12 2022/23 Health and Safety training for Members	Council 25 August 2022	Completed	Interim Director of Finance and Resources	31/10/2022	Min 13 - Include session on Health and Safety in Members development day on 13 October. Session on 13 October shortened due to low attendance expected therefore this health and safety session was recorded and shared with Members.	
C11 2022/23 Whistleblowing report	Council 25 August 2022	Completed	Corporate Governance Co-ordinator		Min 1 - Publish Whistleblowing Report. 28.10.2022 - Checked - is published on website.	
C10 2022/23 Annual Report and Accounts - discussion with actuaries on assumption figure	Council 25 August 2022	Completed	Interim Director of Finance and Resources		Min 11 - LM to discuss what appeared to be a low percentage assumption figure with actuaries.	
C9 2022/23 Make arrangements for approval of Annual Report and Accounts	Council 25 August 2022	In progress	Corporate Governance Co-ordinator		Min 11 - Arrange Audit and Assurance Committee meeting for 24 November following Council Audit and Assurance Committee to review and recommend approval of Annual Report and Accounts to Council. Arrange Council meeting for 13 December for final endorsement/approval of Annual Report and Accounts. 21.10.2022 - Meetings put in place. 28.10.2022 - Further information from auditors to hand. Further consideration to be given to timing of approval meetings 7.11.22 - LM contacting Convener and Chair to seek approval to hold Audit and Assurance Committee on 28 November (instead of 24 November). 15.11.22 - Audit and Assurance Committee meeting scheduled for 28 November, Council meeting on 13 December 2022.	
C8 2022/23 Meeting between Convener and new Chair of Care Inspectorate	Council 25 August 2022	Completed	Convener		Arrange meeting between Convener and Doug Moodie. Met and discussions held as referred to in Conveners report to Council for 24 November 2022.	
C7 2022/23 Provide figures on digital cyber security exercises	Council 25 August 2022	Completed	Director of Strategy and Performance		Min 16 - Provide stats to Members on cyber security exercises. Teams message sent out to Members on 30 August 2022: 90% of staff have completed the training since last year. We have run 3 phishing attempts this year with an average of 6.5% of users "clicking". We have run 2 phishing attempts last year with an average of 8.9% of users "clicking". Next year the cyber awareness training will be delivered via the new Learning Management System and the training content has changed, we will be using the NCSC's cyber security training package. As the NCSC guidance is used as the framework for internal policies and the basis for cyber essentials the new training complements our existing policies.	
C7 2022/23 Business Continuity Policy	Council 25 August 2022	Completed	Director of Strategy and Performance		Min 12 - Approved but subject to further detail on Council's role being included. Working group to be set up.	
C6 2022/23 Joint development session with Care Inspectorate (CI) re the Promise	Council 25 August 2022	In progress	Corporate Governance Co-ordinator		Min 9.2 - A joint development 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.	
C5 2022/23 Council Member to replace R Pettigrew	Council 25 August 2022	In progress	Corporate Governance Co-ordinator		Convener to write to Scottish Government about lack of Member to replace R Pettigrew. Interviews being held in Compass House in December 2022.	Surface hub booked in the event of online interviewees; AW - rooms 8 and 2 booked 16 September 2022.

C4 2022/23 Future Proofing Programme	Council 26 May 2022	Completed	Acting Chief Executive		Min 11.7.3 - Arrange a further development session on the Future Proofing Programme. If possible we can try to fit this into the October development session, so that it takes place before November Council.	Took place on 13 October 2022.
C2 2022/23 Complaints Performance	Council 26 May 2022	Completed	Director of Strategy and Performance	09/08/2022	Min 09.2 - Look at benchmarking against other public bodies, including the number of complaints received. 18.08.2022 - no information gathered at this time.	
C1 2022/23 HR Metrics	Council 26 May 2022	Completed	Interim Director of Finance and Resources	01/04/2023	Min 07.3 - Consider the possibility of including additional HR metrics into the assurance report and report back to August Council meeting. 18.08.2022 - will be reviewed for November assurance report. Updated Audit and Assurance Committee on 1 November that we are reviewing this as part of our Insights and Intelligence project. We estimate that we will have information available in the last quarter of 2022/23.	
C 92 Hybrid meetings	Council 28 February 2022	In progress	Corporate Governance Co-ordinator	05/12/2022	Min 6.5 - Make arrangements for hybrid meeting to commence from May 2022 cycle, including log of who attends in person and online. Had meetings and discussion with IT to prep for 26 May meeting. 27.5.2022 update - first Council hybrid meeting held via webinar function and 85" screen. Those attending remotely experienced feedback when talking. 'In the room' was good; recording not great sound and it has picked up the feedback experienced by online presenters. Currently seeking feedback from Members and officers with a view to making improvements by August meeting. Following comments recently received, further feedback will be requested following the August meeting with a view to making improvements for in person and online participants. Following informal comments especially from online participants, new hardware to be tested out w/c 1 November . Further assessments will be carried out after testing. w/c 31/10/2022 - Testing of room layout, camera and microphone being carried out. Will seek further feedback after November 2022 meetings. Attendance record (held by Corporate Governance) of in person and online attendances being updated after each meeting.	
C 86 People Management Policies	Council 25 November 2021	Completed	Interim Director of Finance and Resources		Min 9.1 - Discuss with the Programme Governance Group the creation of a separate policy to deal with redundancy and severance matters not covered in the Retirement and Severance Policy. 18.08.2022 - Governance Group meeting not yet held. 16.11.22 -The rewards review has been paused. We will review the Retirement and Severance Policy at the appropriate time. Suggest this is closed for now.	
C77 Arrange date for development session on Fitness to Practise (FtP)	Council 26 August 2021	Completed	Acting Chief Executive		Min 72: AW and MA to discuss proposed date for Members development session and AW to arrange thereafter. 11.11.21 To be discussed with Members at away day in January 2022.	FtP session scheduled for 13 Oct 2022.