

Number	Meeting Code (Raised At)	Action Log	Director	Owners Job Title	Action Owner	Action	Due Date	Update	Status
5108	RoSBrd - 0809 March 2022	Board	JE	Accountable Officer	JE	<b>Corporate Plan Update</b> - Accountable Officer to consider how to baseline and measure the illustration on page 12 of the corporate plan, to ensure the Board can track delivery.	14/06/2022	<p><b>Update 26/01/23</b> - Being taken onboard in CP update - propose to close.</p> <p><b>Update 13/12/22</b> - Tracking delivery and incorporation into the CP Update.</p> <p><b>Update 21/11/22</b> – Remain open. Feedback from our customer satisfaction index survey, and civil service people survey, will show progress. Still to agree whether and how to incorporate this feedback in the CP update for next FY.</p> <p><b>Update 26/8</b> – Remain open. May be considered as part of the September workshop and will be taken forward as part of the CP 2023-28 project in the coming months.</p> <p><b>Update 27/05</b> - Remain Open: Not yet incorporated into performance monitoring, could be part of future iterations.</p>	Open
5113	RoSBrd - 0809 March 2022	Board	JH	Keeper and Head of Secretariat	JH / LM	<b>Board Skills Audit Results</b> - Keeper and Head of Secretariat to arrange for Board members to participate in team management profiling. Keeper to ensure any contracted company is well briefed ahead of the activity taking place.	14/06/2022	<p><b>Update 26/01/23</b> - Planning is underway for session on day 2 of March Board - Propose to close.</p> <p><b>Update 13/12/22</b> - Margerison-McCann Team Management Profile in planning for discussion at March Board.</p> <p><b>Update 22/11/22</b> – Ongoing. If we think this will still add value would propose to undertake the exercise involved in Q4 with a view to discussing the results at the March 2 day board.</p> <p><b>Update 25/08</b> - Ongoing - discussions taking place between Keeper and Corporate Director regarding next steps. Remain Open.</p>	Open
5181	Corp Plan 22-27 Closure Report	Board	JH/JE	Keeper & Accountable Officer	JH/JE	<b>Corporate Plan 22-27 End of Project Report Recommendation:-</b> The January CP workshop with the RoS Board should be a short workshop focussed on longer term strategic questions such as the use of the RoS estate, new services, and long-term financial strategy.	13/14 Sept 22	<p><b>Update 26/01/23</b> - Workshop has taken place, and CP returning to March Board for discussion. Propose to close.</p> <p><b>Update 13/12/22</b> - Workshop scheduled for 17 January 2023 - will discuss within CP item.</p> <p><b>Update 22/11/22</b> – remain open. Agenda to be finalised following December CP discussion.</p> <p><b>Update 25/08</b> – to be considered when planning the January workshop. Ongoing. Remain Open.</p>	Open
5216	RoSBrd - 14/06/22	Board	JH	Keeper / Head of Secretariat	JH / LM	<b>Stakeholder Engagement Strategy</b> - Chair/Board Secretary – Agreed to bring an update discussion back to the Board focussing on the unverified applicants process.	14/09/2022	<p><b>Update 26/01/23</b> - Added to Board agenda tracker for June and will continue to roll forward and monitor until the appropriate time to discuss on an agenda - propose to close.</p> <p><b>Update 13/12/22</b> - In development - will return to the Board at the appropriate time for update.</p> <p><b>Update 22/11/22</b> – Ongoing. As per update 25/8. Remain open.</p> <p>Update 25/08 – ongoing. Agenda item to be brought to a relevant future board meeting, when the work to update the unverified applicants process has progressed. Remain Open.</p>	Open
5789	RoSBrd - 1314/09/2022	Board	BH	Corporate Director	BH	<b>Action Log</b> - to provide 6 monthly updates on IR35 out of committee to NXDs, in order to give NXDs confidence that we are making the requisite amount of progress on delivering against associated actions.	13/12/2022	<p><b>Update 09/02/23</b> - Original action was to provide out of committee, but now scheduled as paper for noting at March Board and on planned for 6 monthly intervals thereafter - propose to close.</p> <p><b>Update 09/02/23</b> - 6 monthly update paper to be provided at the March board.</p> <p><b>Update 17/11/22</b> - Review update will be provided to the March Board (2023) for action or noting as appropriate in line with six monthly review.</p> <p><b>Update 21/10/22</b> - Update scheduled in line with requirements.</p>	Open

5790	RoSBrd - 1314/09/2022	Board	JH/BH	Keeper / Corporate Director	JH/BH	<b>Action Log</b> – to consider providing cyber awareness training at a future Board and consider how we may wish to use peers to cross check maturity in this area.	30/06/2023	<p><b>Update 09/02/23</b> - On Board agenda planner to consider for Setpember Board. Propose to close.</p> <p><b>Update 09/02/23</b> - In discussion with Head of RIG and Head of IT about a suitable security and education programme for Board. Action will flow from the draft information security strategy if approved by EMT.</p> <p><b>Update 13/12/22</b> - Considering if this will be held at March or September Board, or as a separate session. Training to include ARC colleagues.</p> <p><b>Update 22/11/22</b> – remain open. Plan to run a cyber awareness training as part of Board development at a future 2-day board (poss March 23).</p> <p><b>Update 21/10/22</b> - Under consideration.</p>	Open
5794	RoSBrd - 1314/09/2022	Board	JH	EMT	JH/JE/CK/BH/KC	<b>Board Performance Monitoring</b> - to create a robust plan for how to retrain people onto other areas as and when processes are automated and also, how we can switch resource onto long standing open casework in the event of a housing market slow down.	13/12/2022	<p><b>Update 26/01/23</b> - Ongoing performance reporting via SWP - propose to close.</p> <p><b>Update 13/12/22</b> - Ongoing.</p> <p><b>Update 22/11/22</b> – remain open. Initial stage of plan already in place, with movement of some categories of casework from FRs and TPs to DWs teams already having an impact, and Q2 review identified need for reallocation of some resource between products to sustain forecast income levels, which has been implemented. Resource levels in each service stream introduced to regular monthly reporting from BIA, along with revised productivity measures that incorporates dynamic movement of casework.</p>	Open
5796	RoSBrd - 1314/09/2022	Board	JH/BH	Keeper /Corporate Director	JH/BH	<b>Audit and Risk Committee Quarterly Update</b> - to consider what HR need to deliver most critically throughout this financial year and what additional support the HR team needs to deliver whilst being under resourced.	13/12/2022	<p><b>Update 26/01/23</b> - ARC deep dive is planned/in planning - propose to close.</p> <p><b>Update 13/12/22</b> - ARC considering deep dive into HR delivery.</p> <p><b>Update 22/11/22</b> – remain open - priorities for remainder of this FY are now set (and included in this Board agenda for review. HR work will be clearly aligned to supporting these priorities and other activities that are not on the critical paper will be deprioritised until additional resource is in place. More widely we propose to bring a paper on the HR function and its capacity/capability to support all the business activities it needs to contribute, to the March board for discussion.</p>	Open
5797	RoSBrd - 1314/09/2022	Board	BH/JE	Corporate Director / Accountable Officer	BH/JE	<b>Audit and Risk Committee Quarterly Update</b> - to consider bringing a future options paper for the Corporate Services function to a future Board.	13/12/2022	<p><b>Update 26/01/23</b> - Part of 2024 planning - Added to Board agenda tracker for June and will continue to roll forward and monitor until the appropriate time to discuss - propose to close.</p> <p><b>Update 13/12/22</b> - Ongoing - will follow on from future vision discussions.</p> <p><b>Update 21/11/22</b> – Remain open. Not before second half of 2023/24. Any options for the future of Corporate Services will be formed by a future wider piece on the size / shape of the organisation.</p>	Open
5801	RoSBrd - 1314/09/2022	Board	JE	Accountable Officer	JE	<b>Items to be Delegated to the Audit and Risk Committee</b> - to consider the merit and definition of an ARC deep dive into financial health, ensuring it does not duplicate Board effort if it does go ahead.	13/12/2022	<p><b>Update 26/01/23</b> - ARC directly considering relevant deep dives - propose to close.</p> <p><b>Update 13/12/22</b> - Keeping under review.</p> <p><b>Update 21/11/22</b> – Remain open: ARC will keep under review whether to add a deep dive on financial health to the current plans for 2023. Triggers for such a review would be a significant downturn in housing market activity, an issue around failing to breakeven this year arises towards year end, or expectations from Scottish Government to contribute beyond breakeven position arise for next financial year.</p>	Open