

Number	Meeting Code (Raised At)	Action Log	Director	Owners Job Title	Action Owner	Action	Due Date	Update	Status
4945	RoSBrd - 1314/09/2021	Board	BH	Resourcing Manager	CG	Resourcing Manager – To provide an update on the IR35 status of colleagues and related reporting at December Board meeting. Board Update 14/12 - Report to be shared with NXDs once it has been finalised and it was agreed that a Digital contractors /IR35 presentation/deep dive should take place at the ARC March Deep Dive (ARC Secretary has been made aware for planning purposes).	31/07/2022	Update 12/08/22 - Briefing note sent 11th August. Propose to close. Update 29/07/22 - Briefing note on progress will be provided to NXDs in August. Update 18/07/22 - IR35 deep dive completed with ARC on 12th July. Progress report to be provided to ARC Feb 2023. Update 17/06/22 - Resourcing Manager producing a briefing paper, slide deck for Secretariat by 4 July. Update 31/05/22 - A list of actions agreed and delivery is underway with some changes already implemented. A progress update will be provided to EMT and ARC in July and an update will be provided in the July NXD update thereafter. Propose to Remain Open pending the update in July. Update 22/04/22 - Risk update session completed 20th April. Review of actions delivered / planned to take place 27th April. Update 08/04/22 - ARC deep dive took place 29 March and helpful feedback shared. A reframed IR35 risk will be shared with EMT and ARC at its July 22 informal meeting. Action ongoing to introduce controls / procedures. Update 25/02/22 – a follow up meeting with the auditor took place on 2 February, to review findings and recommendations, to clarify both correctness and understanding. Following reflection, RoS colleagues are meeting on 2 March to identify a prioritised action plan. Action plan will be shared with ARC at a deep dive on 29th March. Remain Open. Update 28/01/22 - Action owner changed to Resourcing Manager	Open
4946	RoSBrd - 1314/09/2021	Board	JH	Keeper	JH	Board members to complete diversity monitoring information, to support in staff communications and to share anonymised results with staff as encouragement to complete themselves.	01/12/2021	Update 25/08 - Diversity Data still outstanding for 3 NXD/ARC members. Overview of the results received will be presented as part of the EDI Update presented to the December Board. Remain Open. Update 25/05 - HR have reached out to NXDs direct seeking diversity data. Remaining Open until all responses have been collated. Update 21/02/21 - A form has now been created to capture the NXD Diversity data, which will be circulated to NXDs following the March Board to populate with the data they are comfortable to share. Remain Open Board Update 14/12 - Keeper to discuss waiving anonymity arrangements with NXDs at their next 1:1s & consider making protected characteristics available on the RoS website. Update 02/12/21 – update from Head of People & Change - This is underway, a template of diversity data (captured within HR systems) is being replicated and will be shared with NXDs for completion shortly. When data is captured, appropriate messaging will be created by Communications colleagues. Remain Open.	Open
5104	RoSBrd - 0809 March 2022	Board	BH	Head of IT Enablement	PC	Digital Update - Cyber update to be provided to the Board once cyber response work is complete, to provide further assurances around recovery plans in a worst-case scenario.	14/06/2022	Update 26/08/22 - Progress has been made against key findings against the phase 1 (technical) audit findings, with some actions closed off which overlaps into the phase 2 (business) audit findings. Detail will be covered in briefing to NXDs. Remain Open. Update 25/08 - ISG will pull together a full briefing paper to cover progress and next steps for cyber resilience, disaster recovery, business continuity and ISMS. Target date Sept 22. (ISMS deep dive to July ARC now postponed due to other assurance activity). Remain Open. Update 31/05 – A Business Continuity Management System Taskforce and Steering Group has been established and a Cyber resilience deep dive has been arranged with ARC in July 2022. Propose to send a briefing note to the Board via the NXD monthly update on progress following the deep dive. Remain Open until the briefing note has been issued. Update 22/04/22 - Work is ongoing via our Business Continuity Programme and ISMS maturity work.	Open

5105	RoSBrd - 0809 March 2022	Board	BH	Corporate Director	BH	Digital Update - Corporate Director to share the digital benchmarking work and any proposals around changing pay and grading in the digital area when complete.	31/12/2022	Update 25/08 - Hays report on IT contractor rates will be provided under separate cover for information purposes only. Initial discussions held with HROD and Digital colleagues to scope work on pay benchmarking and DDaT but other work has been prioritised at the present time. An interim report will be provided in due course. Remain Open. Update 12/08/22 - A working group of HR & Digital colleagues established. Interim report to be provided in due course. Update 30/05/22 - Ongoing. Pay benchmarking analysis has been used to reach EMT agreement on an uplift in day rate for some specialist IT roles. Further work to be undertaken aligned to possible use of DDAT. This broader action is due for completion by Dec 2022. Remain Open. Update 22/04/22 - Initial pay benchmarking exercise underway.	Open
5108	RoSBrd - 0809 March 2022	Board	JE	Accountable Officer	JE	Corporate Plan Update - 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	Update 26/8 – 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. Update 27/05 - Remain Open: Not yet incorporated into performance monitoring, could be part of future iterations.	Open
5113	RoSBrd - 0809 March 2022	Board	JH	Keeper and Head of Secretariat	JH / LM	Board Skills Audit Results - 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	Update 25/08 - Ongoing - discussions taking place between Keeper and Corporate Director regarding next steps. Remain Open.	Open
5180	Corp Plan 22-27 Closure Report	Board	JH	Keeper	JH	Corporate Plan 22-27 End of Project Report Recommendation:- The initial RoS Board Corporate Plan session should be held at the September Board covering analysis of where we are in the CP, how accurate the forecasts have been and what might change for the next year.	13/14 Sept 22	Update 25/08 - Corporate Plan workshop on the Sept Board agenda. Propose to Close.	Open
5181	Corp Plan 22-27 Closure Report	Board	JH/JE	Keeper & Accountable Officer	JH/JE	Corporate Plan 22-27 End of Project Report Recommendation:- 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	Update 25/08 – to be considered when planning the January workshop. Ongoing. Remain Open.	Open
5215	RoSBrd - 14/06/22	Board	BH	Head of Talent Enablement	LM	Strategic Workforce Plan - Head of Talent and Enablement – To incorporate an effort vs impact matrix into the project planning and reporting going forward.	14/09/2022	Update 30/08/22 - The Head of Talent Enablement has shared this with the strategic workforce plan (SWP) project, who will consider implementing an effort matrix to assist with the prioritisation of interventions as part of the SWP process. Propose to close.	Open
5216	RoSBrd - 14/06/22	Board	JH	Keeper / Head of Secretariat	JH / LM	Stakeholder Engagement Strategy - Chair/Board Secretary – Agreed to bring an update discussion back to the Board focussing on the unverified applicants process.	14/09/2022	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.	Open
5217	RoSBrd - 14/06/22	Board	KC	Head of Corporate Communications	NRH	Stakeholder Engagement Strategy - Head of Corporate Communications - to embed relevant measurable data, and direct and indirect costs, to Stakeholder Engagement Strategy to demonstrate value going forward.	14/09/2022	Update 26.08.22 Head of Corporate Communications has instructed the team to identify and embed appropriate metrics and costs across communications and engagement activity over the remainder of the financial year. This will be reviewed and refined for future years. Recommend to close the action.	Open
5218	RoSBrd - 14/06/22	Board	JH	All Board Members	All	ARC Update - The Board were asked to return an updated Register of Interest form if they have any connection to Deloitte.	14/09/2022	Update 25/08 - No updates returned. Annual request for updated ROIs will be circulated in Sept. Propose to Close.	Open
5219	RoSBrd - 14/06/22	Board	JE	EMT	JE	ARC Update - EMT – To discuss ARC Deep Dive prioritisation in line with operational capacity needs/focus and feed back to the ARC chair ahead of July 12 meeting in order to schedule appropriately.	14/09/2022	Update 26/8 – Propose to Close. ARC Deep dive on operational capacity scheduled for September to complement the people and change deep dive. Future deep dive timings will continue to be regularly reviewed.	Open
5220	RoSBrd - 14/06/22	Board	JH	Head of Secretariat	LM	KRR Update - Board Secretary – To share a copy of the Operational Capacity Board paper with the Head of Enterprise Risk Management.	14/09/2022	Update 25/08 - Paper shared as requested. Propose to Close.	Open
5221	RoSBrd - 14/06/22	Board	JH	Keeper	JH	Board Effectiveness Review - Chair – Look into rotational chair use in other advisory Boards and consider future potential for experiment with RoS Board.	14/09/2022	Update 25/08. Have reviewed this, am not convinced that a change would enable me, as Keeper, to get what I need from Board meetings, and therefore do not plan to change the Board meeting chairing arrangements at the current time. Propose to close.	Open
5222	RoSBrd - 14/06/22	Board	JH	Keeper / Head of Secretariat	JH / LM	Board Effectiveness Review - Chair/Board Secretary – Insert a new question (between points 7 and 8), asking which subjects an external review would be most useful for, and consider any external experts to bring to September Board discussions, proposing 3 options to members for consideration.	14/09/2022	Update 25/08 - questions were updated ahead of survey circulation. Propose to Close.	Open