

RoS Board Action Log

RoSBrd2022/12/03

Number	Meeting Code (Raised At)	Action Log	Director	Owners Job Title	Action Owner	Action	Due Date	Update	Status
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	<p>Update 10/10 - HR have confirmed that, following reminder from Board Secretary, all responses have now been received (with one nil response), and scheduled to note output at Decembers Board. Propose to close.</p> <p>Update 13/09 - Board Secretary to follow up with HR to chase outstanding responses.</p> <p>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.</p> <p>Update 25/05 - HR have reached out to NXDs direct seeking diversity data. Remaining Open until all responses have been collated.</p> <p>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</p> <p>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.</p> <p>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.</p>	Open
5104	RoSBrd - 0809 March 2022	Board	BH	Head of IT Enablement / Head of RIG	PC / AR	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	<p>Update 21/11/22 - Briefing paper shared with NXDs, and session being held on 22 November. Propose to close.</p> <p>Update 09/11/22 - NXD Digital, Risk and Security update session scheduled for 22 November.</p> <p>Update 07/10/22 - Briefing paper and session to be provided to Board/ARC colleagues in November.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Update 22/04/22 - Work is ongoing via our Business Continuity Programme and ISMS maturity work.</p>	Open

RoS Board Action Log

RoSBrd2022/12/03

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	<p>Update 21/11/22 - Briefing paper shared with NXDs, and session being held on 22 November. Propose to close.</p> <p>Update 09/11/22 - NXD Digital, Risk and Security update session scheduled for 22 November, to be included with briefing pack.</p> <p>Update 21/10/22 - Report to be provided as a separate briefing paper in early November.</p> <p>Update 07/10/22 - Pay benchmarking report and IT contingent worker rates at RoS to be provided via October NXD briefing.</p> <p>Update 27/09 - It was agreed at the Sept Board that a more comprehensive discussion would be had on this subject at the December Board.</p> <p>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.</p> <p>Update 12/08/22 - A working group of HR & Digital colleagues established. Interim report to be provided in due course.</p> <p>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.</p> <p>Update 22/04/22 - Initial pay benchmarking exercise underway.</p>	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	<p>Update 21/11/22 – 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>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.</p> <p>Update 27/05 - 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	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	<p>Update 22/11/22 – 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>Update 25/08 - 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	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	<p>Update 22/11/22 – remain open. Agenda to be finalised following December CP discussion.</p> <p>Update 25/08 – 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	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	<p>Update 22/11/22 – 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	Action Log - 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>Update 17/11/22 - Review update will be provided to the March Board (2023) for action or noting as appropriate in line with six monthly review.</p> <p>Update 21/10/22 - Update scheduled in line with requirements.</p>	Open
5790	RoSBrd - 1314/09/2022	Board	JH/BH	Keeper / Corporate Director	JH/BH	Action Log – 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.	13/12/2022	<p>Update 22/11/22 – 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>Update 21/10/22 - Under consideration.</p>	Open

RoS Board Action Log

RoSBrd2022/12/03

5791	RoSBrd - 1314/09/2022	Board	JE	Audit Scotland Audit Director	CG	Audit Scotland Update - to consider organisations where value indicators have been developed well and share best practice examples with RoS.	13/12/2022	Update 21/11/22 – Propose to close: Audit Scotland Audit Director provided follow up as part of her report to the ARC in November, identifying the Scottish National Investment Bank as a good public sector example as they clearly capture how they will measure the success of their investments going forward and how this will be reported https://www.thebank.scot/impact/	Open
5792	RoSBrd - 1314/09/2022	Board	JE	ARC Chair	AH	Audit Scotland Update - to identify areas within the Audit Scotland Annual Report that ARC are to keep under review in the year ahead on behalf of the Board and the Keeper.	13/12/2022	Update 21/11/22 – Propose to close: ARC will monitor progress against the one recommendation within Audit Scotland's 2021/22 Annual Audit Report. The recommendation related to medium to longer-term financial planning 'To support proactive financial management RoS should, in consultation with the Scottish Government review its medium-term financial planning to reflect ongoing recovery and changes to operating costs.' The management response was: 'This has been reflected in RoS CP 2022-27 and the SG Resource Spending Review 2022. RoS will continue to monitor and review income streams and operating costs.'	Open
5793	RoSBrd - 1314/09/2022	Board	JH	EMT	JH/JE/CK/BH/KC	Board Performance Monitoring - to conduct scenario planning around all projects to assess any impact on finances and delivery of benefits due to a delay in delivering. In addition, EMT should identify which activities should be prioritised in order to accelerate our ability to clear long standing open casework.	13/12/2022	Update 22/11/22 – Propose to close. Prioritisation exercise undertaken for remainder of 2022/23, and outcome included in December performance monitoring Board paper.	Open
5794	RoSBrd - 1314/09/2022	Board	JH	EMT	JH/JE/CK/BH/KC	Board Performance Monitoring - 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	Update 22/11/22 – 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.	Open
5795	RoSBrd - 1314/09/2022	Board	JH/JE	Keeper / Accountable Officer	JH/JE	Board Performance Monitoring - to consider how EMT engage Board input ahead of making decisions, should decisions need to be made between Board meetings.	13/12/2022	Update 22/11/22 – Propose to close. We are using regular 121s as sounding boards for decisions and would use a round robin email request or convene an additional meeting if a significant change of direction was being proposed.	Open
5796	RoSBrd - 1314/09/2022	Board	JH/BH	Keeper /Corporate Director	JH/BH	Audit and Risk Committee Quarterly Update - 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	Update 22/11/22 – 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.	Open
5797	RoSBrd - 1314/09/2022	Board	BH/JE	Corporate Director / Accountable Officer	BH/JE	Audit and Risk Committee Quarterly Update - to consider bringing a future options paper for the Corporate Services function to a future Board.	13/12/2022	Update 21/11/22 – 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.	Open
5798	RoSBrd - 1314/09/2022	Board	BH	Head of Risk and Information Governance	AR	Key Risk Register Reporting by Exception - to consider whether risk 6 (uncertainty of the future business model) should be recorded as being treated, rather than tolerated and report back to the Board.	13/12/2022	Update 12/10 - Head of Enterprise Risk confirmed that the labelling of risk 6 in the Tableau dashboard should be 'Treat', not 'Tolerate', and that treatment actions are ongoing, as represented visually in the risk's route to target. Tableau labelling corrected. Propose to close.	Open
5799	RoSBrd - 1314/09/2022	Board	JH	Keeper	JH	Corporate Plan Workshop - to circulate the 2024 vision paper on what we expect digitisation to deliver to NXDs for information.	13/12/2022	Update 22/11/22 - Future vision item on the agenda for discussion at the December Board. Includes a statement on what we expect digitisation to have delivered by this time. Propose to close.	Open
5800	RoSBrd - 1314/09/2022	Board	JH	Keeper	JH	Board Effectiveness Review Results - to review the Board effectiveness review areas for consideration and present a proposed plan of action to the December Board for further discussion.	13/12/2022	Update 22/11/22 - Areas of focus for Board effectiveness noted in backbrief paper for noting. Propose to close.	Open
5801	RoSBrd - 1314/09/2022	Board	JE	Accountable Officer	JE	Items to be Delegated to the Audit and Risk Committee - 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	Update 21/11/22 – 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.	Open

RoS Board Action Log

RoSBrd2022/12/03

5802	RoSBrd - 1314/09/2022	Board	JH	Board Secretary	ML	Board Observer Feedback - to encourage NXDs to email the Keeper with any specific questions relating to Board papers in advance of the Board meeting when circulating the December Board papers.	13/12/2022	Update 17/11/22 - Ask will be circulated with Board Paper sharing. Propose to close.	Open
5803	RoSBrd - 1314/09/2022	Board	JH	Board Secretary	ML	Board Observer Feedback - to make it clear on future Board agendas whether agenda items are seeking NXD challenge, or collective strategy shaping.	13/12/2022	Update 22/11/22 - Paper review by Keeper ahead of papers being sent out now ensures this is clear in the paper. Also noted on the agenda. Propose to close.	Open
5804	RoSBrd - 1314/09/2022	Board	BH	Corporate Director	BH	Be a Future Focused Organisation - to arrange for the Gartner Analyst Session slides to be circulated to the colleagues that attended this session.	13/12/2022	Update 21/10/22 - Slides circulated to attendees 19th October. Propose to close.	Open
5805	RoSBrd - 1314/09/2022	Board	JH	Board Secretary	ML	Developing an Estates Strategy in a hybrid world - to add a Hybrid Working discussion to the December Board agenda.	13/12/2022	Update 17/11 - Moved to 2023 agenda planner inseat of December 2022 discussion. Propose to close. Update 12/10 - Added to Board agenda planner. Propose to close.	Open