

Number	Meeting Code	Raised At	Director	Owners Job Title	Ref:	Action	Due Date	Update	Status
4838	RoSBrd 08/06/21	Board	KC	Business Development Director	KC	Business Development Director to consider what health measures could be put in place to allow EMT and the Board to track the pace of cultural change at RoS.	Sep-21	Update 23/02/22 – within the HROD benefits realisation plan there will be a range of measures that will help assess cultural shift. Additionally, a suite of measures will be developed aligned to Hybrid Working (developed by the next phase, or vehicle, following People and Workspace project) to assess cultural change. Propose to close. Update 29/11/21 – work remains ongoing to develop a suite of health measures together with a benefits realisation plan that will align key clusters of work to cultural change. This work is, unfortunately, taking longer than initially anticipated. IIP remains an internal health measure for the 'invest in our people' strategic objective, an IIP paper is being submitted to December Board including consideration of next steps. Remain Open.	Open
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).	01/12/2021	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 Update 14/01/22 - Ongoing. RoS reps meeting with Qdos and thereafter drafting an action plan by early Feb. Update 29/12/21 - Board advised of progress on IR35 review at meeting on 14 December. Head of IT Service fact checking the draft report with Qdos and action plan to be agreed mid Jan. Update 02/12/21 – audit was carried out by external supplier Qdos, and undertaken by their tax consultant previously employed by HMRC. It took place over two days, 29/11 and 01/12. The report is expected w/c 6 December. Remain Open.	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 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,	Open
4947	RoSBrd - 1314/09/2021	Board	JH	Keeper	JH	Board Chair – Canvas Board members about what additional development opportunities would be useful as a collective/to individuals to improve Board effectiveness. To also consider running SG inclusive leadership champion course for the Board in December.	01/03/2022	Update 21/02 - Remain Open - Skills Matrix Results discussion due to take place at the March Board which may inform further development opportunities. Update 15/10 - Ongoing - to be completed following the completion of the skills matrix exercise. Inclusive Leadership Course scheduled to take place at March Board. Remain Open.	Open
4949	RoSBrd - 1314/09/2021	Board	JH	Keeper	JH	2024 working group - to populate a detailed view of the current and expected 2024 end state in relation to cost, revenue, demand, staffing numbers and automation across the 2024 end state products.	01/12/2021	Update 21/02 - latest perspective on 2024 end state is captured in the underlying corporate plan numbers. Propose to Close.	Open
5022	RoSBrd - 14/12/2021	Board	JE	ARC Chair	AH	ARC Chair – to share a summary of the high risk actions detailed within the HR Management Development Programme and Data Management Audit reports with the Board, and include a summary of any high risk actions identified in audit reports all future Board update papers.	01/03/2022	Update 21/02 - high risk actions shared with the Board by the ARC Secretary and a summary of any high risk actions will now be included in future ARC Chair reports to the Board. Propose to close.	Open
5023	RoSBrd - 14/12/2021	Board	JH	Board Secretary	LM	Board Secretary – to share the data management audit report with Mhairi Kennedy	01/03/2022	Update 17/02/22 - Completed. Audit report and subsequent addendum shared 17/02/22. Propose to close.	Open

Please note as part of the transparency project job titles and initials have been added to the action log in place of personal data

5024	RoSBrd - 14/12/2021	Board	JH	Board Secretary	LM	Head of Secretariat – add a standing agenda item for future Board meetings for roadmap reporting by exception.	01/03/2022	Update 18/02/2022 - now added as a standing agenda item. Propose to Close.	Open
5025	RoSBrd - 14/12/2021	Board	JE	Chief Finance Officer	HB	Chief Finance Officer to provide more detail on who the additional contractors are, where they are working, what they are delivering and how that impacts the roadmap delivery and assumptions.	01/03/2022	Update 22/02/22 – The details of this query were provided in the finance update paper that the board received as part of the pack for the March 22 board. Propose to close.	Open
5026	RoSBrd - 14/12/2021	Board	JE	Accountable Officer	JE	Accountable Officer – create a matrix of assumptions spanning the 5-year corporate plan cycle, detailing all assumptions, both internal and external to RoS and report it back to the long term planning workshop in January.	01/01/2022	Update 18/02/22 - An assumptions pack was provided to the January workshop, where they were discussed and tested. Revisions have been made in the light of that discussion, and a further version has been shared with EMT and Board, and will be finalised alongside the corporate plan. Through the coming year, we will report monthly on how we are delivering against the final agreed set of assumptions, and on a quarterly basis review if any assumptions need to be amended. Reporting to the Board will focus on exceptions where we are not where we expected to be. Propose to Close.	Open
5027	RoSBrd - 14/12/2021	Board	BH	Corporate Director	BH	Corporate Director to consider IIP further and bring a business case back to the March Board with more details around the investment, effort, and reward.	01/03/2022	Update 25/02/22 - IIP investment case approved by EMT for next 3 years with an aspiration to achieve platinum, and also participate in Investors in Young People and We Invest in Wellbeing accreditations. Update to be provided at March Board meeting. Propose to close. Update 14/01/22 - Colleague Experience Manager has been briefed by Corporate Director and is drafting a business case	Open
5028	RoSBrd - 14/12/2021	Board	JH	Board Secretary	LM	Board Secretary - Big Picture video to be shared with NXDs.	01/03/2022	Update 19/01/22 - Youtube link shared with NXDs on 19/01/2022. Propose to Close	Open
5029	RoSBrd - 14/12/2021	Board	BH	Corporate Director	BH	Corporate Director – IR35 Audit Report to be remitted to the ARC once finalised to inform a deep dive into digital contractors in business critical roles and consider corporate insurance against IR35 as a potential risk mitigation – to take place in March 2022.	01/03/2022	Update 25/02/22 - IR35 deep dive scheduled for 29th March. We continue to develop and action plan in discussion with Qdos. Remain Open. Update 14/01/22 - Ongoing. Preparations underway for this to take place at ARC March check-in meeting.	Open