

Number	Meeting Code	Raised At	Director	Owners Job Title	Ref:	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 19/05/22 - 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 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	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 25/05 - HR have reached out to NXDs direct seeking diversity data. Propose to Close. 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
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 12/04 - skills matrix discussion hasn't identified anything specific, but we will keep this under review. Propose to close. 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
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 08/04/22 - IR35 deep dive took place on 29th March 2022. EMT and ARC to be kept apprised of progress to introduce / strengthen controls to manage IR35 as action 4945. Propose to close 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
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 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 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
5106	RoSBrd - 0809 March 2022	Board	JE	Accountable Officer	JE	Corporate Plan Update - Accountable Officer to run the planned Corporate Plan Board Reporting approach past Andrew Miller ahead of the June Board, to ensure the paper contains enough detail to allow Non-Executive Directors to monitor performance.	14/06/2022	Update 27/05 - Propose to Close. Discussion held, and feedback either incorporated into performance monitoring paper for now or will be considered in future iterations	Open
5107	RoSBrd - 0809 March 2022	Board	JE	Accountable Officer	JE	Corporate Plan Update - Accountable Officer to consider the financial diagram and supporting narrative on page 10 if the Corporate Plan to ensure it is understood by a wide range of audiences.	14/06/2022	Update 27/05 Propose to Close: Final version combined text and diagram.	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 27/05 - Remain Open: Not yet incorporated into performance monitoring, could be part of future iterations.	Open
5109	RoSBrd - 0809 March 2022	Board	JE	Chief Finance Officer	HB	Finance Update - Chief Finance Officer to ensure future Board finance reports call out clearly whether we are on track to meet the 3% unit cost reduction across the year.	14/06/2022	Update 31/05 - The finance update paper for the May reporting onwards will include a new section that covers the financial KPIs and Health Measures and how RoS is performing against them. For April, RoS didn't achieve a 3% reduction to the statutory services unit cost due to a marginal increase in direct costs and reduced outputs in April. As the cost reduction HM is cumulative, we expect to see it improve over the year. RoS did achieve the breakeven KPI in April. Propose to Close.	Open
5110	RoSBrd - 0809 March 2022	Board	JH	Keeper	JH	People Dashboard - Keeper to circulate the AO recruitment campaign EDI presentation to Board colleagues.	14/06/2022	Update 25/05 - Included as part of the EDI Update to the Board. Propose to Close.	Open
5111	RoSBrd - 0809 March 2022	Board	CK	Registration & Policy Director	CK	Roadmap Reporting By Exception - Registration and Policy Director to provide an update on the automation business plan progress at the June Board.	14/06/2022	Update 16/05/2022 Verbal update to be given at June Board. Propose to Close.	Open
5112	RoSBrd - 0809 March 2022	Board	JE	Accountable Officer	JE	Roadmap Reporting By Exception - ARC Chair to be invited to attend the first quarterly performance review of the new financial year and if deemed helpful, NXD attendance to be rotated at these meetings going forward.	14/06/2022	Update 27/05 - Propose to Close: Andrew invited to performance review meeting which now forms part of the monthly Corporate Governance meeting	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 30/05 - Ongoing - work is taking place to identify which NXDs and C2s have not yet had team management profiling and thereafter the L&D team will lead on arrangements accordingly. Remain Open.	Open