

Subject	EMT Lead	Action	Proposed Completion Date	Status April 2022
Corporate Governance Framework Model Standing Orders	J Gebbie	A review of the Standing Orders has been completed to align with the Scottish Government New Model of Standing Orders. The Corporate Governance Framework will be updated to reflect the changes and will be reviewed by the Audit & Risk Committee	28 April 2022	Complete: New agreed dates updated within the AR&C and Board 22/23 workplans. Propose closure.
Workforce Performance Report	J Hepburn	Staff Governance Committee to scrutinise non-compliance with PDP requirements and propose recommendations for improvement to the Board.	16 June 2022	Not Complete: The requirement to complete objectives and PDP was paused in November 2021 in line with service pressures. As part of the People Action Plan a key deliverable is to reinvigorate appraisal completion and a workshop and subsequent action plan has been completed. Recommendations for reinvigoration will be taken to staff governance in May 2022 at which time the requirements to complete all parts of appraisal will have recommenced.
Strategic Planning Update	J Hepburn	Ms Speirs informed the Board that a Stakeholder Engagement Plan will be developed and presented to the Board in February 2022. Feb Update: Ms Hepburn advised that a paper would be presented at the April Board Meeting.	28 April 2022	Complete: On agenda for 28 April meeting. Propose closure.
Quarterly Workforce Performance Report	J Hepburn	Mr Togneri requested that the data reported in graph 6 (sickness absence) is shown as one sequence of data and for graph 7 (working hours lost) is reported as a percentage of working hours available vs working hours lost. Ms Hepburn agreed to make this change and advise feedback to Staff Governance Committee.	28 April 2022	Complete: incorporated into Quarterly Workforce Report. Propose closure.