



**Board
Action Record - Rolling**

Item No	Title	Action	Responsibility	Timescale	Status/Date Completed
Actions from 28 March 2019					
17.0		Future complaints activity reports to include separate figures on complaints received by children and young people.	iEDSI	For next report to Board	
Actions from 19 June 2019					
5.0	Action Record of 28.3.19 meeting	Circulate revised report template to members.	ECSM	End July/beg Aug 2019	Circulated to Chair and Convener. New template agreed Completed
5.0	Action Record of 28.3.19	Add action under item 17.0 regarding future complaints activity reports – to present separate figures on complaints received by children and young people	ECSM	Immediate	Completed
8.0	Chief Executive Report – B-16-2019	Email copy of Scottish Government report on self-directed support implementation plan to members	ECSM/EDSA	Immediate	Completed

9.0	Update on Corporate Plan 2019-22: B-17-2019	Special Board meeting to be convened on 15 Aug 2019 to approve the final draft of corporate plan	iEDSI	Immediate	Corporate Plan approved by Board 15.8.19 Completed
10.0	Review of Risk Register: B-18-2019	Risks 7 and 8 to be revised in accordance with the minute.	EDCCS	Immediate	Completed
11.0	Refreshed Improvement Strategy: B-19-2019	Modifications required and final draft to be presented to Special Board meeting on 15 Aug 2019	iEDSI	Immediate	Strategy approved by Board on 15.8.19 Completed
12.0	Developing the Strategic Workforce Plan 2019-22: B-20-2019	Board members to be identified for input to the Plan development, prior to presenting the final draft of the Plan to the September 2019 Board.	iEDSI	Immediate	Completed
17.0	HR Annual Report: B-24-2019	Action plan arising from the results of the Employee Engagement Survey 2019 to be included as part of Strategic Workforce Plan (see action from item 12.0 of the meeting)	iEDSI	For September 2019 Board meeting	

CE: Chief Executive
EDSA: Executive Director of Scrutiny and Assurance
ECSM: Executive and Committee Support Manager

EDCCS: Executive Director of Corporate and Customer Services
I/EDSI: Interim Executive Director of Strategy and Improvement