



ACTION RECORD

Meeting: Board

Date: 30 September 2016

Item No	Title	Action	Responsibility	Timescale	Status/Date Completed
Actions from 24 June 2016					
24.0	Chief Executive's Report – Report No: B-13-2016 Item 4.9 - Scottish Regulators' Code of Practice	Board members to be invited to future training sessions in relation to the Scottish Regulators' Code of Practice	HoLS	To be arranged	
Actions from 30 September 2016					
10.1	Report from Complaints Committee of 6.9.16	Annual report on complaints activity to be circulated to all Board members when finalised. All Board members to be invited to attend presentation on complaints handling procedure, at Complaints Committee meeting on 21 November 2016.	CSO CSO	On finalisation of report Immediate	Board members informed of modified timeframe for new complaints handling procedure.

Item No	Title	Action	Responsibility	Timescale	Status/Date Completed
11.0	Monitoring our Performance 2016/17 – Q1 report – Report No: B-18-2016	<p>Future reports:</p> <ul style="list-style-type: none"> - to make reference to scrutiny partners (ie more than one partner) - to ensure correct terminology is used, ie “people who use services and their carers” - include information on business plans and financial forecasts 	EDSI	By 14 Nov 2016	Completed
12.0	Annual Review of Risk Register – Report No: B-19-2016	Amendments to be made to analysis sheets for Strategic Risks 1 and 9	EDCCS	Immediate	Completed Register published on CI website
14.0	Proposed Board and Committee Schedule 2017/18 – Report No: B-21-2016	Board and Committee meetings to be scheduled into calendars and confirmation of dates sent to all members and officers	CSO	Immediate	Completed
20.0	AOCB	Invitation to be extended to C Pegram to attend Board Strategic Event on 28 October 2016	CSO	Immediate	Completed