

Number	Date of Council Meeting	Meeting Type	Minute no.	Subject	Action	Owner	Due Date	Status	Date Completed	Completed By?	Governance Comments	Business Comments	Outcome
3	13/12/2018	Public	16.3	Non-Council Member Appointments (SPC)	Council approved the re-appointment of three members - Rosie Varley, Martyn Green, Nigel Fisher - Governance to formally notify the three members of their reappointment.	KS	30/01/2020	LIVE	TBC	KS	Governance team reviewing agreements with Legal team and will re-issue in the abundance of caution.		Remains live. This action has been migrated from the wider review of actions from 2019.
4	03/10/2019	Public	13.10	Estates Strategy Programme Update	The Chief Executive and Executive Director, Organisational Development to consider how to provide the appropriate assurance to Council that the culture of the organisation was aligned with delivery ambitions.	IB/SK	30/01/2020	LIVE	TBC	IB/SK		To be incorporated into action plan following staff survey.	In hand.
5	03/10/2019	Public	14.3	Annual Customer Feedback Reports - FTP	Executive Director, FTP Transition to consider the most suitable approach to obtaining customer service feedback for FTP and to bring those proposals back to Council in Quarter 1 of 2020.	TS	30/01/2020	LIVE	TBC	TS	Item is on the forward workplan for SLT and FPC in February 2020 and for Council in March 2020.		In hand.
8	03/10/2019	Public	17.6	Balanced Scorecard	Executive Director, FTP Transition to consider how best to provide assurance to Council around the FTP performance indicators, particularly in relation to timeliness, and bring back a roadmap to Council in Q1 2020, after SLT and FPC.	TS	30/01/2020	LIVE	TBC	TS	FTP Performance Indicators is on the forward workplan for SLT and FPC in February 2020 and for Council in March 2020.		In hand.
10	05/12/2019	Public	5.3	Matters Arising	Interim Head of Governance to update the due dates in the actions log.	KS	19/12/2019	Suggest complete	10/12/2019	KS	KS updated all due dates in the actions log.		Suggest complete
11	05/12/2019	Public	7.4	Adjudications Programme	The Head of Adjudications to bring a paper, including a programme plan with key milestones, to Council in Q1 of 2020 after EMT consideration at its next monthly session.	JC	04/03/2020	LIVE	TBC	JC	Matter has been placed on forward workplan of Council for March meeting.		In hand.
12	05/12/2019	Public	8.4 (1)	ARF Fees: Payment by Instalments	The Interim Head of Communications and Engagement to work up a communications strategy around this work and liaise with the Chair of Council around a blog piece on the topic.	CM	30/01/2020	LIVE	TBC	CM		Update on payment by instalments included in Bill Moyes' post Council blog in December 2019 and Communications team working up a comms plan for 2020 on this work.	In hand.
13	05/12/2019	Public	8.4 (2)	ARF Fees: Payment by Instalments	The Executive Director, Strategy to bring a paper to the Council in June 2020 with an updated position on the workstream.	SC	18/05/2020	LIVE	TBC	SC	Matter has been placed on forward workplan of Council for June meeting.		In hand.
14	05/12/2019	Public	10.3 (1)	Council Member Accommodation	Head of Finance and Procurement to procure the approved membership.	SB	31/12/2019	Suggest complete	17/12/2019	SB	RSM membership procured and details communicated to Council members on 17/12/2019.		Suggest complete
15	05/12/2019	Public	10.3 (2)	Council Member Accommodation	Interim Head of Governance to provide Council members with a current list of meeting dates, locations, and confirmation against which dates the RSM membership would apply.	KS	31/12/2019	Suggest complete	TBC	KS	Completed in December 2019 and Council members requested accommodation to be booked. Hereafter, Council members will book directly with the venue.		Suggest complete
16	05/12/2019	Public	10.3 (3)	Council Member Accommodation	Interim Head of Governance to place a review of the corporate membership of the RSM on the annual workplan of the Remco (September) and the Council (October).	KS	31/12/2019	Suggest complete	TBC	KS	Matter has been placed on the annual workplan of the Remco (Sept) and of the Council (Oct).		Suggest complete
17	05/12/2019	Public	11.3	Moving Upstream 2020	The Executive Director, Strategy to bring a paper and final draft of the Moving Upstream report to Council in January 2020, seeking approval for publication.	CM	17/12/2019	Suggest complete	TBC	CM	Matter has been placed on the agenda for Council in January.		Suggest complete
18	05/12/2019	Public	12.9	Balanced Scorecard	Executive Director, FTP Transition to bring paper to Council in March 2020, following SLT and FPC, on the action plan around FTP timeliness.	TS	04/03/2020	LIVE	TBC	TS	Matter has been placed on forward workplan of Council for March meeting.		In hand
19	05/12/2019	Public	12.14	Balanced Scorecard	Executive Director, Legal & Governance to provide Council members further information on the 'other' categorisation on the Information Governance performance information by correspondence.	LMW	19/12/2019	Suggest complete	06/12/2019	LMW	ED, L&G emailed the requested clarification to Council members after the December Council meeting.		Suggest complete
20	05/12/2019	Public	13.3	Dental Complaints Service - Performance Report Q3	The next iteration of the DCS quarterly performance report should contain an update as to whether there was any geographical significance attached to time taken to resolve complaints.	MW/TS	30/01/2020	LIVE	TBC	MW/TS		Update from MW - 17/12/2019. Requested information is included in draft annual report to Council for January meeting. Change request for CRM data set in progress and hoped to be available by end of Q4-start Q1 2020. Reporting to be available from Q1 2020.	In hand
21	05/12/2019	Public	14.5 (1)	Annual Appraisals Process	Finalised objectives for the Chair and Chief Executive to be re-presented to the Council following the appraisal meetings (either via correspondence or at the March meeting).	SK	14/02/2020	LIVE	TBC	SK	By agreement with the Chair, finalised objectives will be circulated to Council members via correspondence to ensure timely dissemination.		In hand
22	05/12/2019	Public	14.5 (2)	Annual Appraisals Process	Chair of Council to feed back to the Chair of the Remco the discussions from Council on the concerns about the external feedback portion of the appraisal process recommended by the Committee.	WM	31/12/2019	Suggest complete	20/12/2019	WM	Chair of Council has discussed matters with Chair of Remco		Suggest complete
23	05/12/2019	Public	14.5 (3)	Annual Appraisals Process	Executive Director, Organisational Development to formulate questions to be addressed in the peer review process and circulate to Council members.	SK	19/12/2019	Suggest complete	20/12/2019	SK	Executive Director, OD completed this action in December 2019.		Suggest complete
24	05/12/2019	Public	14.13	Revision Process for Speciality Curricula	Executive Director, Strategy to bring an update paper back to Council in October 2020.	SC	07/10/2020	LIVE	TBC	SC	Matter has been placed on Council forward work plan for October 2020.	Provisional holding slot in June meeting for this item also.	In hand.
25	05/12/2019	Public	14.15	Patient and Public Survey Results and Action Plan	The Executive Director, Strategy to bring back an action plan around tackling the themes that had arisen from the patient and public survey to Council in Q1 of 2020.	SC	17/12/2019	Suggest complete	10/01/2020	SC	Matter has been placed on the agenda for Council in January.		Suggest complete
26	05/12/2019	Public	14.17	Quality Assurance Decisions	The Executive Director, Strategy to confirm whether any providers were missing from the report and report back to Council via circulation.	SC	17/12/2019	LIVE	TBC	SC	Update to be provided at January Council?		In hand.
27	05/12/2019	Public	17.1	AOB	The Executive Director, Legal and Governance to circulate the draft Board Development programme proposals to the Council.	LMW	19/12/2019	Suggest complete	12/12/2019	LMW	ED, L&G emailed the outline Board Development implementation programme to Council Members on 12/12/2019.		Suggest complete