

Meeting	OLC Board Meeting	Agenda Item No.	3
		Paper No.	106.2
Date of meeting	27 July 2020	Time required	10 minutes

Title	Outstanding actions from previous meetings
Sponsor	Kay Kershaw, Board Secretary
Status	OFFICIAL
To be communicated to:	Members and those in attendance

Executive summary
The attached paper provides members with a record of the outstanding action points from previous Board meetings.
Recommendation/action required
Board is asked to note the update.

Action points outstanding from previous OLC Board meetings

29 June 2020

Agenda item	Action Required	Owner	Date required	Report on progress
2 Para 4	To publish the minutes of the OLC Board meeting held on 27 April 2020.	Board Secretary	27 July 2020	The minutes of the April Board meeting were published on 20 July. Action completed.
2 Para 5	To publish the minutes of the ARAC meeting held on 2 March 2020.	Board Secretary	27 July 2020	The minutes of the March ARAC meeting were published on 20 July. Action completed.
3 Para 13	To update action 9, para 58 from the March Board meeting to show that this action is not yet completed.	Board Secretary	27 July 2020	Action updated – see below. Action completed.
3 Para 14	To update action 3, para 16 from the April Board meeting to reflect that this action is ongoing.	Board Secretary	27 July 2020	Action updated – see below. Action completed.
3 Para 15	To ensure that the final iteration of the People Plan is circulated to RemCo out of committee before 23 July.	Head of HR	23 July 2020	An update on the people plan and delivery plan priorities will be circulated to all Board Members for discussion at the July Board meeting. Action completed.

4 Para 20	To amend paragraph 6b and then publish the updated RemCo Terms of Reference to the LeO website.	Board Secretary	27 July 2020	Paragraph 6b of the RemCo Terms of Reference have been updated and were published on 20 July. Action completed.
5 Para 28	To share proposals for the Accounting Officer role with the Board at its meeting in July.	Chief Ombudsman	27 July 2020	Proposals to be shared as part of the July Executive report. Action completed.
5 Para 28	To add proposals for the Accounting Officer role to the Board's forward plan for the July meeting.	Board Secretary	27 July 2020	Added to July's forward plan. Action completed.
6 Para 36	To provide the Board with proposals, recommendations, associated costs and more clarity on the likely impact of what could be achieved for each of the operational recovery proposals.	Mariette Hughes	27 July 2020	This information will be included as part of the update on Covid recovery planning at the July Board meeting. Action completed.
6 Para 36	To add operational recovery proposals to the Board forward plan for the July meeting.	Board Secretary	27 July 2020	Added to July's forward plan. Action completed.
7 Para 39	To include an update on the debt position at the end of Q1 in the July finance paper.	Financial Controller	27 July 2020	An update on the debt position at the end of Q1 will be included in the July finance paper. Action completed.
11 Para 63	To add Annual Report and Accounts learning review to the Board forward plan.	Board Secretary	26 October 2020	
12 Para 65	To amend the Rules of Procedure and publish the updated document to the LeO website.	Board Secretary	27 July 2020	The Rules of Procedure have been amended and were published on 20 July. Action completed.

13 Para 68	To publish the June Board papers subject to the approved redactions and items for non-disclosure.	Board Secretary	27 July 2020	The June Board papers were published on 20 July. Action completed.
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27 April 2020

Agenda item	Action Required	Owner	Date required	Report on progress
3 Para 9	To add the Transparency Agenda: Post Consultation, to the Board forward plan for discussion at the June Board meeting.	Board Secretary	29 June 2020 27 July 2020	June Update: Since the last Board meeting, the Chair and CO have agreed that this agenda item will now take place at the July Board meeting. The Board forward plan has been updated accordingly. July Update: Transparency Agenda: Post Consultation, is on the July Board agenda. Action completed.
3 Para 10	To clarify the process for responding to external consultations with the Executive.	OLC Chair	27 July 2020	July Update: The Chair has a discussion scheduled with Alex Moore; they will review consultations anticipated this year and reflect on what should be priorities for the Board requiring active Board input and/or review; consideration will be given to how this relates to the Board meeting schedule to minimise agreement being sought outside meetings.

3 Para 15	To consider RemCo's role in the proposed pay benchmarking exercise referred to in the previous action March 5, para 28 (see below) and advise the Executive accordingly.	The Chair of RemCo	29 June 2020 28 September 2020	July Update: See March action 5 para 28 below – the action for the Executive to initiate a pay benchmarking exercise has been postponed to September.
3 Para 16	To implement improvements to the quality of Board papers and ensure that key information is highlighted in the executive summary.	The Executive	Ongoing	June Update: The Executive continues to reach for an appropriate suite of information to be included in the executive summaries to Board reports. Note: At the June Board meeting, the Board requested that this action remained open and was marked as ongoing.
9 Para 59	To prepare a high-level Management Team response to the independent review for discussion at the June Board meeting. Board Secretary to add to the Board forward plan.	The Executive	29 June 2020 27 July 2020	June Update: In agreement with the Chair, this agenda item has been postponed to the July Board meeting. The Board forward plan has been updated accordingly. July Update: The Management Team response to the independent review is on the agenda for the July Board meeting. Action completed.
13 Para 94	To consider inviting the Consumer Panel to a future Board meeting to discuss the findings of the recent Consumer Impact Report	The External Affairs Team Leader	27 July 2020	July Update: Contact has been made with the Consumer Panel and we are awaiting their availability to attend an OLC Board meeting.

13 Para 95	To report back to the Board on whether more CMCs were moving to legal regulation and if so why.	The External Affairs Team Leader	29 June 2020 27 July 2020	<p>June Update: This will be reported in the July Horizon Scan.</p> <p>July Update: We are awaiting clarification from the SRA on whether more CMCs are moving to legal regulation and if so why.</p>
15 Para 100	To commission the Board Member and Senior Manager Expenses Report for presentation at the next Board meeting after lockdown has ended.	Board Secretary	TBC	

26 March 2020

Agenda item	Action Required	Owner	Date required	Report on progress
5 Para 28	To initiate a pay benchmarking exercise once the final outturn position for 2019/20 budget had been settled.	DCS / Head of HR	29 June 2020 28 September 2020	<p>June Update: Due to current workloads the Executive has suggested that the completion date for this action is adjusted to 28 September 2020.</p>
9 Para 58	To forward a note to the Board of the discussion that had taken place at the LSB Board meeting.	DCS OLC Chair	27 March 2020	<p>April Update: This action remains outstanding and will be executed shortly.</p> <p>June Update: The Chair is to revisit this action to ensure that an appropriate record is produced.</p>

				<p>July Update: Given the record kept by the LSB and the notes of the individual Board members who attended it has been agreed that this action is no longer needed.</p> <p>Action closed.</p>
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