

<b>Meeting</b>	OLC Board Meeting	<b>Agenda Item No. Paper No.</b>	3 94.2
<b>Date of meeting</b>	20 March 2019	<b>Time required</b>	5 Minutes

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

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

## Action points outstanding from previous OLC Board meetings

28 January 2019

Agenda item	Action Required	Owner	Date required	Report on progress
2 Para 8	To publish the minutes of the OLC Board meeting held on 10 December 2018	Board Secretary	20 March 2019	Minutes published on 14 February 2019. <b>Action Completed.</b>
2 Para 9	To publish the minutes of the ARAC meeting held on 7 July 2018.	Board Secretary	20 March 2019	Minutes published on 14 February 2019. <b>Action Completed.</b>
2 Para 10	To redact the minutes of the RemCo meeting held on 16 November 2018.	Board Secretary	20 March 2019	Minutes redacted. <b>Action Completed.</b>
3 Para 12	To update and circulate the guidance on handling external allegations about senior members of staff.	CEO	20 March 2019	Guidance updated and circulated to the Board on 7 February 2019. <b>Action completed.</b>
4 Para 27	Add discussion on AI to the Board forward plan.	Board Secretary	20 March 2019	Added to forward plan. <b>Action completed.</b>
4 Para 39	To look retrospectively at staffing numbers to inform future workforce planning.	CEO	20 March 2019	This exercise informed the workforce numbers and profile built into the 2019-20 budget. <b>Action completed.</b>
9 Para 75	To circulate the 2019/20 budget paper to the Board out of Committee in February for comments.	CEO	20 March 2019	The paper was circulated to Board members on 1 March. <b>Action completed.</b>
9 Para 79	To report to the Board any new points raised in the Law Society's response to the 2019/20 Business plan and budget consultation.	Stakeholder and Public Affairs Officer	20 March 2019	Information included in the Strategy and Business plan paper being tabled at the March Board meeting. <b>Action Completed.</b>

9 Para 79	To compare the 2019/20 Business plan and budget consultation response rate to previous years.	Stakeholder and Public Affairs Officer	20 March 2019	In 2019/20 we received 4 responses: 2 x regulators, 1 x professional association and 1 x consumer representative. In 2018/19 we received 8 responses: 2 x lawyers, 3 x regulators, 3 x professional associations. <b>Action Completed.</b>
9 Para 80	To look at ways to improve stakeholder engagement in next year's strategy refresh.	Stakeholder and Public Affairs Officer	20 March 2019	We are forming a project scheme to plan and scope the next three year strategy, this will include plans for stakeholder engagement with all key stakeholders. <b>Action Completed</b>
10 Para 86	To ensure that the quarterly strategic and performance update includes a section specifically addressing the issues highlighted in the horizon scan and their impact on LeO's business plan.	Chief Ombudsman	29 April 2019	
12 Para 91	To publish the quarter three transparency publication reports.	Board Secretary	20 March 2019	Minutes published on 14 February 2019. <b>Action Completed.</b>
13 Para 94	To publish the December Board papers.	Board Secretary	20 March 2019	Minutes published on 14 February 2019. <b>Action Completed.</b>
14 Para 95	To review options to reduce overlap within Board papers.	CEO	20 March 2019	The executive report no longer includes the Chief Ombudsman's overview section, which should reduce duplication with the performance paper. We will keep this under review and seek OLC Board members' feedback for the next few months via the Board Secretary,

				as set out in the action plan arising from the Board effectiveness review. <b>Action Completed.</b>
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10 December 2018

Agenda item	Action Required	Owner	Date required	Report on progress
3 Para 5	Circulate the CMC transfer agreement to the Board out of committee for approval.	CEO	28 January 2019	<p><b>January Update:</b> The Transfer Agreement between FoS and LeO is expected to be agreed on Friday 18 January 2019.</p> <p>The Transfer Agreement would then require OLC approval, before asking the FCA and Lord Chancellor to confirm their consent.</p> <p>OLC Approval of the transfer agreement is to be sought at the January Board meeting.</p> <p>Board Members were advised that papers would be circulated towards the middle of the week commencing 21 January 2019.</p> <p>Should there be any delay to the timetable agreed by FoS, OLC approval by correspondence would be sought.</p> <p><b>March update:</b> The Transfer Agreement was circulated on 14 February and again on 27 February, following some</p>

				<p>further, unanticipated late iteration of the content.</p> <p>Six of Seven Board members approved the CMC Transfer Agreement. One Board member abstained due to a conflict of interest.</p> <p><b>Action Completed</b></p>
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