

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Lead Officer	Chief Executive/Hannah Macleod
Recommendation	Overarching Governance Actions
Outcome number and summary	1. Scottish Borders Council can demonstrate robustness and momentum in the delivery of all actions associated with the Inquiry.
Action	b) Create a clear reporting mechanism which demonstrates progress against all actions and changes agreed by the Review Group, and achieve sign off by Council
Deadline within Plan	June 2022

1. MEASURES TAKEN

Detail here the specific actions taken to meet the identified outcome.

From the Action Plan, the Review Group have prepared an action tracker within SharePoint which each member can access. This chart allows oversight of ongoing work and indicative deadlines.

Where deadlines will not be met, this will be flagged to Council and explained.

Where members believe an action to be complete, this will be brought to the Review Group for discussion, in the form of a 'completed action template'. The Review Group will then discuss whether the action taken meets the objective within the Plan. If the Review Group is satisfied on this, the completed template will be signed off by the Review Group and appended to a quarterly report to Council for final approval.

Once Council has approved an action as complete, the tracker chart will be updated to show progress.

1B. ASSOCIATED DOCUMENTS

Note here any documents attached as being relevant to this action

none

2. BENCHMARKING

Explain what steps have been taken to measure the actions taken against best practice.

Not applicable

3. EXTERNAL AGENCY INVOLVEMENT

Where the Action Plan identifies a third party dependency, explain here the involvement and approval of any such party.

Not applicable

4. ONGOING MONITORING ARRANGEMENTS

Where relevant, what steps have been put in place to ensure ongoing review of this action?

The charts will be monitored by the Group.

5. HOW DOES THE ACTION MEET THE OUTCOME?

Explain briefly how the steps taken will achieve the desired objective?

The use of the shared action tracker and the reporting template ensures the opportunity for the Group to compare the actions outlined in the plan with the work actually completed.

The mechanism of reporting to Council ensures the supervision of the work of the review Group.

Approval by Review Group:

Date:	24 August 2022
Comments/amendments:	
Was the action completed within the Action plan timeframe?	
Signature of Chair:	

Approval by Council:

Date:	27 October 2022
Comments/amendments:	
Signature of Chair:	