

SHARED OUTCOMES ASSURANCE GROUP  
MEETING 5 – August 2022  
Paper 1  
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**SHARED OUTCOMES ASSURANCE GROUP AND MINISTERIAL MEETINGS – ACTION TRACKER**

| Meeting dates     | Action ID | Action   | Action Lead                       | Deadline             | RAG Status | Comments  |
|-------------------|-----------|--|-----------------------------------|----------------------|------------|---|
| 4 –<br>13/06/2022 | 130622-1  | SG to amend the Terms of Reference for SOAG to reflect the commitment to the Public Audit Committee that minutes and papers for SOAG would be placed on the Scottish Government website. | SG SOAG Team<br>(Reform division) | 1 <sup>st</sup> July | Blue       | <b>Complete</b><br><a href="#">Minutes of 13 June meeting</a>   |
| 4 –<br>13/06/2022 | 130622-2  | SOAG Action Tracker to be updated to show action 040522-11 agreed publication date of August 2022.   | SG SOAG Team<br>(Reform division) | June                 | Blue       |   |
| 4 –<br>13/06/2022 | 130622-3  | SDS, SFC and SG ESIF leads to meet to discuss the ESIF PSR and whether any immediate change was required to the current green risk rating in advance of the submission of the next PSR.  | SG, SDS and SFC                   | Start of August      | Blue       | The ESIF Collaborative Group has now agreed the scope and coverage of the contextual reports - and this will be reflected in the ESIF CWG minutes. The ESIF PSR for the next SOAG will reflect these discussions. |
| 4 –<br>13/06/2022 | 130622-4  | Dashboard to be amended to revise the RAG Rating for SOAG/22/08 PSR to black (not yet commenced).  | SG SOAG Team<br>(Reform division) | Start of August      | Blue       | Complete - Amendment has been made.   |

SHARED OUTCOMES ASSURANCE GROUP  
MEETING 5 – August 2022  
Paper 1  
OFFICIAL SENSITIVE

|                   |            |   |                                |                       |       |  |
|-------------------|------------|---|--------------------------------|-----------------------|-------|--|
| 4 –<br>13/06/2022 | 130622-5   | SG/SDS/SFC to meet in advance of the next Dashboard commission to agree protocols for sharing and finalising PSR's (including proposed RAG ratings) ahead of each SOAG meeting. | SG, SDS and SFC                | Start of August       | Blue  |  |
| 4 –<br>13/06/2022 | 130622-6   | SG/SDS/SFC to review the diagram at slide 2 to consider whether other governance structures should be added.  | SG, SDS and SFC                | Start of August       | Blue  | Complete - Discussion has taken place and the Joint Executive Group will be added to this slide.                       |
| 4 –<br>13/06/2022 | 130622-7   | SG to work through SOAG and the Skilled Workforce Programme Board to continue to develop structures and connections as required.  | SG SOAG Team (Reform division) | Ongoing               | Green | Discussions will continue; membership of the Skilled Workforce Programme is expected be confirmed in the early autumn. |
| 4 –<br>13/06/2022 | 130622-8   | Deep dive on Regional Pathfinders (SOAG/22/04 & SOAG/22/05) to be held at the next SOAG meeting.  | SFC                            | Start of August       | Green |  |
|                   |            |   |                                |                       |       |  |
| 3 –<br>04/05/2022 | 040522 - 1 | SOAG Action Tracker to be updated with unique ID, RAG status and deadlines for the next meeting.  | SG, SDS and SFC                | Before June 2022 SOAG | Blue  | Complete - document amended  |

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Paper 1  
OFFICIAL SENSITIVE

|                   |            |   |  |                         |       |  |
|-------------------|------------|---|--|-------------------------|-------|--|
| 3 –<br>04/05/2022 | 040522 – 2 | SFC and SDS to meet SROs to progress the outstanding ESIF action, SOAG and ESIF Collaborative Working Group to liaise on ensuring appropriate governance embedded within their processes, in advance of the next meeting of SOAG. | SFC, SDS and SRO's   | June 2022               | Blue  | Complete - SG, SFC and SDS met in May 2022 and agreed a route forward.                                   |
| 3 –<br>04/05/2022 | 040522 – 3 | SG, SDS and SFC leads to review the governance structure and clarify the relationship of both SOAG and the projects on the Shared Outcomes Framework with NSET structures for consideration at the next meeting of SOAG.          | SG SOAG team (Reform division) liaising with Skills Division and NSET Team | For June 2022 2022 SOAG | Blue  | Complete - Matter discussed at the 13 June SOAG; action 130622-7 follows on.                             |
| 3 –<br>04/05/2022 | 040522 – 4 | SG to provide clarity on timescales for submission of completed templates and to work with SDS and SFC to finalise the proposed summary dashboard ahead of next SOAG meeting.   | SG SOAG Team (Reform division)   | End May 2022            | Blue  | Complete- emails issued to SFC and SDS 12 May 2022. Dashboard piloted in new format for June SOAG.       |
| 3 –<br>04/05/2022 | 040522 - 5 | SG, SFC and SDS to develop in advance of the next SOAG meeting a proposition setting out to progress vision, governance and accountability issues pertinent to addressing the red   | SG (SOAG team/ Hannah Garrow, Skills) linking to SDS and SFC               | June 2022               | Amber | Discussions took place in advance of the June SOAG and partners working together on this action, however |

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MEETING 5 – August 2022  
Paper 1  
OFFICIAL SENSITIVE

|                   |            |  |             |           |      |  |
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|                   |            | milestones on the apprenticeship projects in advance of the next SOAG meeting.   |             |           |      | apprenticeship projects still have outstanding red milestones. Priority actions have been agreed to progress red milestones through JEG on 3rd August. |
| 3 –<br>04/05/2022 | 040522 – 6 | Deep dive on FA and GA to be taken at the next SOAG meeting to include the governance and accountability points.   | SRO Leads   | June 2022 | Blue | Complete – item scheduled for June SOAG agenda.  |
| 3 –<br>04/05/2022 | 040522 – 7 | SDS and SFC to meet in advance of the next SOAG to discuss the Regional Pathfinder.  | SDS and SFC | June 2022 | Blue | Complete - SDS and SFC have met and agreed a Deep Dive for the Regional Pathfinder.  |
| 3 –<br>04/05/2022 | 040522 – 8 | SG and SFC to provide comments to work package 2 paper by 9 May. SFC to review and agree date to come back with comments to allow for sign off ahead of the next SOAG. | SG and SFC  | May 2022  | Blue | Complete - SFC provided notice of anticipated delay arising from sickness in the team.   |
| 3 –<br>04/05/2022 | 040522 – 9 | SDS and SFC to discuss CESAP bilaterally in advance of next SOAG.  | SDS and SFC | June 2022 | Blue | Complete – meeting has taken place.  |

SHARED OUTCOMES ASSURANCE GROUP  
MEETING 5 – August 2022  
Paper 1  
OFFICIAL SENSITIVE

|                          |                       |  |                       |                             |             |  |
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| 3 –<br>04/05/2022        | 040522 – 10           | SG, SDS and SFC SOAG leads will discuss planning and structure of deep dives for future meetings.  | SG, SDS and SFC       | June 2022                   | Green       | On Track – we will continue to meet and plan ahead for the next SOAG meetings.   |
| 3 –<br>04/05/2022        | 040522 – 11           | SG, SDS and SFC ESIF leads to finalise reporting outputs as part of the current ESIF work stream and consider further work to develop recommendations for a future shared research programme.  | SRO Lead              | August 2022                 | Green       | Agreement has been reached on the outputs; these will be finalised and published (dates tbc).                                |
| 3 –<br>04/05/2022        | 040522 – 12           | A commissioning email for the next SOAG will be issued shortly, containing for reference a blank PSR template which all SROs should use to report on their respective projects.                | SG, SDS and SFC       | May 2022                    | Blue        | Complete - All projects which have commenced have provided PSRs.   |
| 3 –<br>04/05/2022        | 040522 – 13           | We aim to share a revised draft of the SOF Executive Summary in the week beginning 9 May 2022 which, following agreement would be shared with Committee clerks for views prior to publication. | SG                    | May 2022                    | Blue        | Complete – The Executive Summary has been shared with the Committee and it along with the updated SOF are on the SG website. |
|                          |                       |  |                       |                             |             |  |
| <b>Joint Ministerial</b> | <b>JMM/220322 – 1</b> | <b>SOAG to discuss apprenticeships before the</b>  | <b>SOAG SRO leads</b> | <b>Before summer recess</b> | <b>Blue</b> | <b>Complete - item programmed for June 2022 SOAG</b>   |

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MEETING 5 – August 2022  
Paper 1  
OFFICIAL SENSITIVE

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| <b>Meeting<br/>22/03/22</b>                           |                           | <b>summer recess (proposed<br/>for the June meeting)</b>  |   |  |             |   |
| <b>Joint<br/>Ministerial<br/>Meeting<br/>22/03/22</b> | <b>JMM/220322<br/>- 2</b> | <b>SOAG and ESIF<br/>Collaborative Working<br/>Group to liaise on ensuring<br/>appropriate governance<br/>embedded within their<br/>processes</b> | <b>SOAG SRO<br/>leads</b>                   | <b>Before<br/>summer<br/>recess</b>      | <b>Blue</b> | <b>Complete – a<br/>presentation was<br/>given to SOAG on<br/>ESIF; SG ESIF<br/>SRO working with<br/>agency SRO's<br/>and Collaborative<br/>Working Group to<br/>progress action.</b> |
| <b>Joint<br/>Ministerial<br/>Meeting<br/>22/03/22</b> | <b>JMM/220322<br/>- 3</b> | <b>FWES to liaise with ALS to<br/>ensure consistency of<br/>approach in attendance at<br/>agency board meetings.</b>                              | <b>SG</b>                                   | <b>Before next<br/>SOAG<br/>meeting.</b> | <b>Blue</b> | <b>Both sponsor<br/>teams have<br/>arrangements in<br/>place which<br/>comply with the<br/>recommendations<br/>of the Ryan<br/>Review into<br/>Public Bodies.</b>                     |
| <b>Joint<br/>Ministerial<br/>Meeting<br/>22/03/22</b> | <b>JMM/220322<br/>- 4</b> | <b>Agencies to agree date for<br/>joint SG/agency meeting on<br/>Resource Spending Review<br/>as soon as possible</b>                             | <b>SG, SFC, SDS</b>                         | <b>Asap after<br/>the<br/>meeting.</b>   | <b>Blue</b> | <b>RSR discussions<br/>took place.</b>  |
|   |                           |   |   |  |             |   |
| <b>2 –<br/>15/03/22</b>                               | <b>150322 – 1</b>         | <b>Agendas, minutes, and<br/>papers of previous and future<br/>meetings to be placed online.</b>  | <b>SG Programmes<br/>Unit</b>               | <b>April 2022</b>                        | <b>Blue</b> | <b>Complete</b>   |
| <b>2 –<br/>15/03/22</b>                               | <b>150322 – 2</b>         | <b>2022 – 2023 Letters of<br/>Guidance to be issued by 31<br/>March 2022, with copies (or</b>   | <b>SG SDS and<br/>SFC Sponsor<br/>Teams</b> | <b>31 March<br/>2022</b>                 | <b>Blue</b> | <b>Complete</b>   |

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|-----------------|------------|---|-----------------|---------------------------------------|-------|---|
|                 |            | links to published versions)<br>sent to PAC   |                 |                                       |       |   |
| 2 –<br>15/03/22 | 150322 – 3 | Information within the project templates is to be reviewed regularly to monitor progress and to ensure this aligns with wider objectives outlined within the NSET | ALL SROS        | Recurring task for each SOAG meeting. | Green | On Track – all projects now producing PSRs on the required template.  |
| 2 –<br>15/03/22 | 150322 – 4 | Update on ESIF to be provided in advance of next SOAG meeting.  | Stuart King     | May 2022                              | Blue  | Complete  |
| 2 –<br>15/03/22 | 150322 – 5 | Reporting tool for use across SOF projects to be developed (using apprenticeship model as starting point for rolling out)   | All Members     | June 2022                             | Blue  | All projects have provided a PSR for June 2022 SOAG with the exception of the Upskilling project which is still in scoping. |
| 2 –<br>15/03/22 | 150322 – 6 | Feedback to be provided to SDS on the detailed Work Plan for CESAP WP2  | SFC and SG      | June 2022                             | Blue  |   |
| 2 –<br>15/03/22 | 150322 – 7 | Agreement of Work Plan for CESAP WP2  | SDS, SFC and SG | June 2022                             | Blue  | Complete  |
| 2 –<br>15/03/22 | 150322 – 8 | Agreement of Work Plan for Regional Pathfinder  | SFC and SDS     | June 2022                             | Blue  | SFC have agreed a revised deadline of Friday 24 June.   |
| 2 –<br>15/03/22 | 150322 – 9 | Timelines and support needed to progress Regional Pathfinders project to be discussed before next meeting.  | SFC and SDS     | June 2022                             | Blue  | This will be progressed on completion of Action 150322-8 (receipt of the full workplan).                                    |

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Paper 1  
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| 2 –<br>15/03/22 | 150322 - 10 | Future SOAG and joint Ministerial arrangements to be discussed with SFC and SDS, to allow sufficient time to prepare and review papers. | SG Leads          | Recurring task for each SOAG meeting. | Blue | On Track – regular meetings in place; further discussion regarding clearance timescales to be held. |
|                 |             |   |                   |                                       |      |   |
| 1 –<br>17/01/22 | 170122 - 1  | Minutes of final SAAG December 2021 to be recirculated  | Helen McGillivray | January 2022                          | Blue | Complete  |
| 1 –<br>17/01/22 | 170122 – 2  | Governance diagram that shows the different groups and relationships to be drafted and added as an Annex to the ToR                     | Lesley Ward       | March 2022                            | Blue | Complete  |
| 1 –<br>17/01/22 | 170122 – 3  | Comments to be reflected in ToR and revised version to be circulated with minutes of meeting  | Lesley Ward       | March 2022                            | Blue | Complete  |
| 1 –<br>17/01/22 | 170122 – 4  | Convene further workshop on Shared Outcomes Framework development   | Lesley Ward       | February 2022                         | Blue | Complete  |
| 1 –<br>17/01/22 | 170122 – 5  | Add apprenticeships to agenda for next Joint Ministerial meeting  | Lesley Ward       | March 2022                            | Blue | Complete  |
| 1 –<br>17/01/22 | 170122 - 6  | All SRO's to provide updates to plans in Shared Outcomes Framework to be provided in advance of next SOAG meeting                       | ALL SROS          | February 2022                         | Blue | Complete  |