

This document is classified as **White** in accordance with the Panel Information Policy. Information can be shared with the public, and any members may publish the information, subject to copyright.

<b>Paper Reference:</b>	<b>CSC_27_2505_02</b>
<b>Action:</b>	<b>For Decision</b>

## Actions Outstanding

Outlined below are the actions outstanding from previous meetings and their current status. The Action Reference identifies the meeting number followed by the action number.

Action Reference	Action	Responsibility	Date Raised	Target Completion Date	Update	Status
26/01	CSC members to inform the Chair of any further comments on the proposed delegation of modification responsibilities by <b>5pm on Tuesday 11 May 2021.</b>	CSC Members	27/04/2021	11/05/2021	No comments were received. The Panel has since agreed to proceed with the delegation. A paper is being presented to the CSC at this meeting to seek final views and comments before the Panel is asked to sign this off in June 2021.	Propose to Close
26/02	SECAS (HB) to grant access to all Change Sub-Committee members to the new Microsoft Teams channel and issue to issue guidance in the	SECAS (HB)	27/04/2021	25/05/2021	The team's channel has now been set up where members were granted access on 7 May 2021. An 'Introduction to Teams' can be found	Propose to Close

Action Reference	Action	Responsibility	Date Raised	Target Completion Date	Update	Status
	week commencing 3 May 2021. Change Sub-Committee members are requested to raise any problems to <a href="mailto:sec.change@gemserv.com">sec.change@gemserv.com</a> in order for it to assist further.				under the 'files' tab within the channel. Two members raised access issues which have since been resolved. Papers for the May meeting will be uploaded via this channel.	
26/03	SECAS (HB) to seek potential dates via Doodlepoll to hold the next Change Sub-Committee meeting, which is currently scheduled on 1 June 2021.	SECAS (HB)	27/04/2021	25/05/2021	Dates were sought and the CSC was re-scheduled to 25 May 2021.	Propose to Close