

Action No.	Status	Action	Date raised	Owner	Due	Comments and Updates
213	Propose to close	Insert Workgroup and Workgroup Chair responsibilities into the Ways of Working presentation	Feb 2019	Code Admin	March 2020	<p>Ongoing – this is a cross code presentation and is being redrafted in light of comments from other Panels. Legal text guidance recirculated 8 August and republished 15 August. Panel ways of working issued 7 October and presented at October Panel and following comments will be refined. This will then be uploaded to website. Requirement for and timing for the Workgroup ways of working document to be agreed and confirmed.</p> <p>Deprioritised due to high volume of workload in the current circumstances.</p> <p>Nisar Ahmed – 19 Oct 2021 This action is from 2019 and the Code Administrator believes that Ways of Working were covered at the start of the new Panel being formed in January 2021.</p> <p>Also, processes have moved on with the passing of time since the action was raised. Therefore, it is no longer relevant.</p>
370	Open	Matt Baller to clarify timescales on modification GC0126 and, thereafter, to report back on progress by exception to Panel.	Aug 2020	Rob Wilson	Forward Plan Dec 21	<p>To be discussed by exception when relevant updates are available.</p> <p>Monthly update not required.</p>
373	Propose to close	NA to seek advice from IT if Microsoft TEAMS is available to create a tool	Sept 2020	Code Admin		In progress.

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		for collaboration for GCRP meeting documents or any other platforms.				Panel SharePoint site has been setup. Access to the area has been covered off with 121 meetings with individual Panel members. Trial is underway
408	Propose to close	GC0141 NA to issue the Panel guidance note drafted by Rob Wilson for and on behalf of Panel after approval from Trisha. NA to engage with the Ben Marshall, the Proposer and the workgroup to discuss and agree on the Panel's proposed guidance in relation to his alternative proposal.	September 2021	Code Admin		In progress. Panel recommendation forwarded to Workgroup on 14 October 2021.
409	Propose to close	ESO to amend the GC0138 Workgroup Report and Code Administrator to circulate updated Workgroup report to the Workgroup to review and agree before re-presenting to Panel	September 2021	Code Admin	October 2021	In progress Revised Workgroup Report circulated to Workgroup members for approval on 14 October 2021.

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410	Propose to close	NA to draft and circulate protocols around editing, reviewing, and sharing documents and files, NA & BJO to do a round call to Panel members to ensure they have access and to address any issues or concerns raised	October 2021	Code Admin	October 2021	Actions completed and protocols drafted. No longer going to be used for Panel in the short-medium term.