

**RAG Rating Guide**

Red	Red - Action date passed - action not complete
Orange	Orange - Action not on target for completion by agreed/revised date
Yellow	Yellow - Action on target to be completed by agreed/revised date
Green	Green- Action complete
Blue	Blue - Action to be removed and replaced by subsequent action

Meeting	Date Raised / Action Ref	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
Board Meeting	23/01/20 PHW05/2020 Board Action Log	Following the introduction of agenda items featuring the organisation's Strategic Partners, Board members requested regular updates regarding ongoing work and developments with Strategic Partners, including expected impact.	Action on hold due to COVID-19	26/03/2020	30 September 2020		HB	Open
Board Meeting	23/01/20 PHW08/2020 Recruitment Deep Dive	Board members went on to request a summary of the correlation between vacancies and the risk to the success of the organisation, and how this was being managed. HG suggested the translation of this issue into a mission critical action plan, reviewed through Board Assurance Framework discussions at Board.	Action on hold due to COVID-19	26/03/2020	30 September 2020		PB/HB	Open
Board Meeting	28/11/19 93/2019 Scheme of Delegation	The Board Secretary to further consider delegation of decisions relating to workforce remuneration.	Will form part of the overall scheme of delegation review work that is underway. Now on hold due to COVID-19	31/03/2020	30 September 2020		HB	Open
Board Meeting	28/11/19 93/2019 Scheme of Delegation	In relation to the delegation of oversight of risk, The Board agreed that a schematic 'infographic' would be helpful in setting out respective Board/Committee roles and responsibilities.	Action on hold due to COVID-19	31/03/2020	30 September 2020		HB	Open
Board Meeting	28/11/19 92/2019 Welsh Language Standards	During 2020, the Board resolved to consider further developments around language and culture	Will form part of the Board Development Programme in 2020/21	2020/21			MB	Open
Board Meeting	28/11/19 92/2019 Welsh Language Standards	The Board resolved to consider a strategic options paper on translation services	Options to be developed and taken through Exec Team and reported to Board	30/06/2020	30 September 2020		PB	Open
Board Meeting	28/11/19 89/2019 Intergrated Performance Report	Board members commented on workforce issues being a factor affecting performance across a number of areas.....members agreed to ask Health Education and Improvement Wales to meet with the Board/Committee to explore how its remit would address these shortages	PB & RBW met with HEIW to consider areas for them to invest in and potentially fund. POD Chair and Lead Exec to consider if HEIW should be invited to a POD meeting. Update 23/2/20 - action on hold due to COVID-19	28/02/2020	30 September 2020		PB	Open
Board Meeting	25/07/19 37.1 Assessment of progress towards a Healthier Wales	The Board commented on the links with Public Health Wales Strategic Priorities and sought further clarity on the performance measures and outcomes for the next year. JB agreed to produce an additional appendix to the report to reflect this.	Update: This action is ongoing - a briefing paper and action plan will be tabled at the Strategic Priorities Coordination Group in November. The paper will ask for nominations for a task and finish group to map the actions in A Healthier Wales to the strategic priorities. As Strategic Priority Groups finalise their outcomes and impact measures this month, the task and finish group will then explore the best method for incorporating these into the assessment. A further update will be provided to the Board in March 2020 (dependant on the work of the strategic priority groups)	25/09/2019	26/03/20		JB	Open
<b>Completed actions to be approved by the Board</b>								

Meeting	Date Raised / Action Ref	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
Board Meeting	PHW15/2020 Self-assessment of Current Quality Governance Arrangements	Board members reflected on their substantive contribution to the self-assessment report submitted to Welsh Government in January 2020. The Board noted that the Audit and Corporate Governance Committee, and Quality and Safety and Improvement Committee would take forward ongoing monitoring arrangements.	Ongoing Monitoring of the Self-assessment of Current Quality Governance Arrangements has been scheduled on the work plans for Audit and Corporate Governance Committee and Quality and Safety Committee for 2020/21.	26/03/2020			KE/RBW/DE/HG/HB	Complete
Board Meeting	PHW14/2020 Board Assurance Framework	The Board went on to consider the revised content in the new version of the BAF, noting continued developments around assurance mapping and a broader assurance framework. The Board noted that HB and the Executive Team would continue to consider the headline presentation of risk 2, underpinned by additional details, and revise risk 1 to reflect discussions held earlier in the Board meeting.	The Recruitment plan work will be built into the workforce plan, and actions worked through by People and OD. Internal Audit have recently concluded their own audit into Recruitment, which will yield a reasonable assurance ratings with a range of actions. Undertake a review of recruitment processes which will give assurance to internal audit and a range of further actions for People and OD to complete. This will be reported through the Audit and Corporate Governance Committee and the People and Organisational Development Committee.	26/03/2020			Executive Team	Complete
Board Meeting	PHW13/2020 Update on the Impact of Leaving the European Union	The Board thanked QS for the update, recommending that future reports should provide assurance on business continuity, impact on staff and the supply of drugs/medicines.	Action requested noted and will be added to future reports.	26/03/2020			QS	Complete
Board Meeting	PHW11/2020 Building a Healthier Wales	JA to provide future updates on the Building a Healthier Wales programme as appropriate during 2020/21	Action noted and will be provided as appropriate.				JA	Complete
Board Meeting	PHW10/2020 Strategic Plan Approval 2020 - 2023	The Board approved the Strategic Plan 2020-2023 subject to the inclusion of the above recommendations.	Amendments made and plan submitted to Welsh Government by the required date.	26/03/2020			HG	Complete
Board Meeting	PHW10/2020 Strategic Plan Approval 2020 - 2023	The Board noted that members would receive the final version for information, which would include an update to the section on risk.	Final version provided by email.	26/03/2020			HB	Complete
Board Meeting	PHW09/2020 People Strategy 2020-2030	The Board agreed to receive the workforce plan at the March Board meeting.	Scheduled on the Board Agenda for March.	26/03/2020			PB	Complete
Board Meeting	PHW09/2020 People Strategy 2020-2030	In a wide-ranging discussion, Board members emphasised the need to attract a workforce with the strong public health and research skills necessary to inform and develop the organisation's work. Reflecting on future skills, members suggested explicit inclusion of engagement with academia and professional bodies; brand narrative; and the creation of a flexible working environment on an equitable All Wales basis.	The text within specific sections of the People Strategy have been updated to reflect the Boards request comment on areas that would benefit from more explicit detail. Changes available on request to the Board Business Unit	26/03/2020			PB	Complete
Board Meeting	23/01/20 PHW08/2020 Recruitment Deep Dive	Board members discussed apprenticeships; PB acknowledged that the apprenticeship focus had been around young people, and agreed to explore the possibility of higher-level apprenticeships.	One of the current graduate appointments in PHW is working on a project that will conclude in August 2020, which will pull these aspects together. The output of this work will be reported to People and Organisational Development Committee and the Board.	26/03/2020			PB	Complete
Board Meeting	23/01/20 PHW08/2020 Recruitment Deep Dive	Members acknowledged the effect of recruitment issues on performance, and set a challenge to improve the long-term position by strengthening links with education establishments. PB advised of investment in a graduation scheme and agreed to include meeting this challenge in the long-term solutions.		26/03/2020			PB	Complete

Meeting	Date Raised / Action Ref	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
Board Meeting	28/11/19 83/2019 Strategic Partnership	TC concluded the discussion by highlighting common priorities, including: violence prevention, building winter resilience and identifying what 'good' looked like in an ageing population. She agreed to meet with HH to develop this agenda further.	A follow up meeting between the Commissioner and TC is being arranged. Update: meeting held between Commissioner and Mark Bellis. Further updates to be provided later in 2020/21	28/02/2020			TC / JA	Complete