

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	26/09/2019 62/2019 Board Assurance Framework	The Board reaffirmed the need to progress the setting up of the Technology Advisory Forum as a matter of urgency and within this financial year.	Initial internal meetings taking place to update ToR, define membership and map external stakeholders. Further meeting planned 20/11/2019 to complete mapping and set date for first formal forum meeting	28/03/2020		Yellow	JB	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 January / March 2020 (dependant on the work of the strategic priority groups)	25/09/2019	26/03/20	Yellow	JB	Open
Completed actions to be approved by the Board								
Board Meeting	26/09/2019 65/2019 Composite Committee Chair's report	The Board agreed that amended Terms of Reference be recirculated to Knowledge, Research and Information Committee members.	Completed- Amended TOR were reported at the October Committee meeting and subsequently circulated to members.	28/11/2019		Green	HB	Complete
Board Meeting	26/09/2019 63/2019 NHS Wales Executive Update / Programme Changes	The Board received assurance around the transfer of Stop Smoking Wales Cessation services. The Board resolved to send personal letters to staff members affected.	Completed - letters were sent to staff members from JW and TC on behalf of the Board	28/11/2019		Green	JA/JW/TC	Complete
Board Meeting	26/09/2019 62/2019 Board Assurance Framework	The Board noted the completion of all accepted recommendations against risk 3.3, Delivery of the Screening for the Future Programme. QS agreed to share the closure report with the Board.	Closure report circulated to the Board.	28/11/2019		Green	QS	Complete
Board Meeting	26/09/2019 62/2019 Board Assurance Framework	The revised Board Assurance Framework would set out the relationship between the Board and the Committees in respect of Strategic Risk reporting. It would also focus on enhanced accountabilities through an improved action plan.	Update about the development of the BAF on Agenda for November	28/11/2019		Green	HB/RBW	Complete

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Board Meeting	26/09/2019 62/2019 Board Assurance Framework	<p>1. The Board agreed to receive the remodelled risk 2 as a matter of priority, for presentation at the November 2019 Board meeting.</p> <p>2. The Board agreed to remit oversight of compliance with All Wales policies to the Audit and Corporate Governance Committee.</p>	<p>1. Revised BAF on Agenda for November</p> <p>2. On Agenda for January 2020 Audit & Corporate Governance Committee</p>	28/11/2019			HB	Complete
Board Meeting	26/09/2019 61/2019 Update on the Impact of Leaving the European Union	The Board agreed that the preparations for leaving the EU should constitute a major item on the October development day programme.	Session delivered on 31 October, notes to be considered at the closed Board meeting on 28 November 2019	31/10/2019			TC/QS	Complete
Board Meeting	26/09/2019 61/2019 Update on the Impact of Leaving the European Union	PB summarised the advice provided to date in an effort to support staff in the event of a 'no deal' BREXIT and agreed to supply further information at the Board Development day in October.	<p>Work commenced in November 2018 to assess the potential workforce implications of a 'no deal' Brexit; to assess whether or not any service, location, team or job role was likely to be disproportionately affected by a 'no deal' Brexit; and to ensure that ESR records of staff nationality were accurate so that communications could be tailored and staff who wish to apply are supported to apply to the EU Settlement Scheme.</p> <ul style="list-style-type: none"> We have worked with colleagues in the organisation to complete impact assessments to determine local risks arising from a 'no deal' Brexit, and the workforce impact of these. We led the development of a Workforce and OD Brexit virtual network to address potential workforce implications of a 'no deal' scenario. We have worked closely with Communications and Planning colleagues to develop relevant and up to date content for a Brexit intranet page with supporting resources for staff, including the development of a toolkit for managers produced with the Welsh NHS Confederation. We have provided a number of drop in sessions, including EU immigration advice from Newfields Law available at NHS sites throughout Wales. From January 2018 to October 2019, the percentage of staff with 'unknown' nationality details recorded in ESR has reduced from 34.21% to 26.13%. 	31/10/2019			PB	Complete
Board Meeting	26/09/2019 60/2019 Integrated Performance Report	The Board queried the re-submission of identical progress updates at each meeting. QS confirmed his intention to improve on the narrative provided within the report, reinforcing the point that longer term actions may not vary significantly in-year.	The request has been noted, and updates will endeavour to reflect the Boards request				QS	Complete

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Board Meeting	26/09/2019 60/2019 Integrated Performance Report	1.The Board commented on the 'performance improvements' section, advising that an additional 'concerns' section would provide a balanced overview. 2.The Board reaffirmed the intention to consider the flow of high level information into Board and Committees at the next Board Development Day.	1. Added to the Performance Report. 2. Board development discussion scheduled in December on Outcome/Management	12/12/2019			HG	Complete
Board Meeting	26/09/2019 60/2019 Integrated Performance Report	The Board looked for significant improvement in the reporting of midyear appraisals. TC advised that executive team members all had the appraisal completion target as an objective.	Following a targeted approach to upload My Contributions, compliance has improved from 57.8% at end of August to 72.7% at the end of October. This is reported in the Intergrated Performance Report. The Executive Team will continue to target this area.				PB	Complete
Board Meeting	26/09/2019 60/2019 Integrated Performance Report	PB confirmed that Public Health Wales would be submitting a comprehensive response to the current Department of Work and Pensions consultation on potential NHS Pension scheme flexibilities.	Consultation Submitted	28/11/2019			PB	Complete
Board Meeting	26/09/2019 60/2019 Integrated Performance Report	PB advised that the Salary Sacrifice Scheme was on target to achieve the required savings. PB commented on his level of confidence around the Organisational Review yielding enough benefit to meet the target and confirmed his intention to review this.	New plan being developed and discussed at the Senior Leadership team meeting in November. This will improve confidence levels for sustainable benefits to be delivered.	28/11/2019			PB	Complete
Board Meeting	26/09/2019 59/2019 Chief Executive's report	TC drew the Board's attention to the Young Ambassadors' Programme and asked for further details on the timing of Young Ambassadors' being elected to attend Board meetings.	Following an opportunity for YA to shadow at the January 2020 Board meeting and participate in the February 2020 Board Development session, the nominated Young Ambassadors will be fully participating in the Board meetings from March 2020. To note the availability of the Young Ambassador Board nominations is likely to be restricted by term time school/college timetables.				RBW	Complete
Board Meeting	26/09/2019 59/2019 Chief Executive's report	QS provided an update on a recent case of Legionnaires disease that had been reported in the media and reaffirmed the intent to ensure that Board members received press releases in advance of media coverage.	Board members will receive relevant forward warning about significant press releases moving forward.				TC/QS	Complete
Board Meeting	26/09/2019 59/2019 Chief Executive's report	MD / HB agreed to circulate the proposed Memorandum of Understanding (MoU) between Welsh Government and the World Health Organisation for Investment in Health and Well-being.	MOU Circulated to Board members	28/11/2019			HB	Complete
Board Meeting	26/09/2019 59/2019 Chief Executive's report	MD updated the Board on a Health Impact Assessment workshop and agreed to provide the Board with an updated briefing.	Briefing delivered within Board discussion in October	31/10/2019			MB	Complete

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Board Meeting	26/09/2019 55/2019 Strategic Priority Update and Strategic Partnership	The Board noted the intention to conduct a deep dive into Strategic Priority 3 at its November 2019 meeting.	On the November Board agenda	28/11/2019			TC/JA	Complete
Board Meeting	25/07/19 35.1 Integrated Performance Report	The Board requested that if absence and attendance management reports should separate turnover to include categories to cover regrettable turnover and turnover relating to promotion or fixed term contracts.	November Update: Turnover reports now separated out of FTCs and also separate out 'regrettable' turnover	25/09/2019	31/10/19		PB	Complete
Board Meeting	28/03/2019 5.1 MOU between Public Health Wales and Natural Resources Wales	Memorandum of Understanding (MOU) between Public Health Wales and Natural Resources Wales To invite Clare Pilman, Chief Executive of Natural Resources Wales to attend a future Board meeting. To adopt the Memorandum of Understanding between Public Health Wales and Natural Resources Wales.	Claire Pilman confirmed to attend the July 2020 Board meeting	01/07/2019	01/09/19		HB	Complete