

RAG Rating Guide

Red	Red - Action date passed - action not complete
Orange	Orange - Action not on target for completion by agreed/revisted date
Yellow	Yellow - Action on target to be completed by agreed/revisted 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	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.	Update 16/5/19 - Dates identified to invite Clare Pilman to the Board, ongoing liaison to confirm a date - likely early 2020	01/07/2019		Yellow	HB	Open
Board Meeting	24/01/19 6.1 Integrated Performance Report	Integrated Performance Report Work on workforce issued in Breast Test Wales to be taken forward outside Board to ensure issues are being progressed	Update 21/03/19 Workforce issues for Breast Test Wales have been remitted from Quality, Safety and Improvement Committee to People and OD Committee. Included on workplan for PODC to be considered in October 2019. Committee will report progress to Board.	01/10/2019		Yellow	SH	open
Completed actions to be approved by the Board								
Board Meeting	28/03/19 4.1 Service Story	Service Story: Year- end update on Microbiology Stabilisation The Board agreed to receive the full presentation slides outside the meeting.	Slides were distributed to Board following the meeting	30/05/2019		Green	HB	complete
Board Meeting	31/05/2018 3.1 Service User Story	Service User Story: Bevan Health Technology Exemplar Project (minute ref PHW60/2018): To receive the final project report (Bevan Health Technology Exemplar Project: dry swab Chlamydia testing/Gonorrhoea testing in the community setting) when available	Final report was circuated to Board members	30/11/2018	30/05/2019	Green	QS	Open
Completed actions								
Board Meeting	24/01/19 4.2 Board Action Log	Tripartite Work with Natural Resources Wales and Sports Cymru To recieve a formal report at the March Board	Update 27/02/19 Item on agenda for Board meeting 28/03/19	28/03/2019		Green	JA	Complete
Board Meeting	24/01/19 4.2 Board Action log	Board to Board with Aneurin Bevan UHB JA liaise with Dr Sarah Aitkin, Director of Public Health, ABUHB to finailise notes	Update 21/03/19 JA has liaised with Dr Sarah Aitkin and consideration is being given to another joint event	28/03/2019		Green	JA	Complete
Board Meeting	24/01/19 6.1 Integrated Performance Report	Integrated Performance Report To progress support 1000 Lives programme could provide to the Screening Division	Update 21/03/19 Being taken forward under Strategy priority 6 meetings and Stuart Silcox has discussed with Sharon Hillier and there's an offer of support from 1000 Lives for the improvement programme	28/03/2019		Green	JB	Complete
Board Meeting	24/01/19 6.1 Integrated Performance Report	Integrated Performance Report To provide further information in respect of the false positive results for Newborn Bloodspot Screening to Stephen Palmer	Update 19/03/19 information provided to Stephen Palmer	28/03/2019		Green	SH	Complete

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Board Meeting	24/01/19 6.1 Integrated Performance Report	Integrated Performance Report To consider updating the report to include the impact of actions not being achieved	Update 27/02/19 Report updated to include a focus on the impact of underperformance	28/03/2019			HG	Complete
Board Meeting	24/01/19 6.1 Integrated Performance Report	Integrated Performance Report To remit issues of vacancies and impact on capacity and capability to People and Organisational Development Committee	Update 27/02/19 Item added to Committee workplan	28/03/2019			PB	Complete
Board Meeting	24/01/19 6.1 Integrated Performance Report	Integrated Performance Report To present review of complaints' response time to Quality, Safety and Improvement Committee following consideration by Business Executive Team	Update 27/02/19 Item added to Committee workplan	28/03/2019			SB	Complete
Board Meeting	24/01/19 7.1 Integrated Medium Term Plan	Operational Plan 2019/20 To present to Board the operational plan for 2019/20	Update 27/02/19 Item on agenda for board meeting 28/03/19	28/03/2019			HG	Complete
Board Meeting	24/01/19 7.1 Integrated Medium Term Plan	Circulation of updated IMTP To circulate updated IMTP on 29 January for comments by midday 30 January 2019	Update 27/02/19 IMTP Circulated and submitted to Welsh Government	28/03/2019			HG	Complete
Board Meeting	24/01/19 7.1 Integrated Medium Term Plan	IMTP - updates prior to submission To include:	Update 27/02/19 Updates made and approved by Board outside of meeting	25/01/2019			HG	Complete
Board Meeting	24/01/19 9.1 Update on the Impact of Leaving the European Union	HIA on leaving EU To consider the HIA on leaving the EU at the February Board Development Session and consider the broader strategic risk	Update 27/02/19 Discussion held at Board Development session on 21/02/19	28/02/2019			PB	Complete
Board Meeting	24/01/19 9.5 Committees of the Board: Report from Committee Chairs	Deep dive: Breast Test Wales To explore outside the meeting the replacement of equipment issue highlighted at QSIC and consider inclusion on the Directorate/Division risk register	Update 21/03/19 Capital bid has been submitted to Welsh Government and is being followed up	28/02/19			AJ	Complete
Board Meeting	29/11/2018 5 Chief Executive's Report	JET Meeting To share, with the Board outside the meeting, the letter from Welsh Government summarising the JET meeting.	Update 17/01/2019 Letter received and share with Board outside the meeting	24/01/2019			TC	Complete
Board Meeting	29/11/2018 6.1 Implementing our Strategy and Budget Setting Framework 2019/20	Strategy and Budget Setting Framework To receive the papers and other information outside the meeting in preparation for the December Board Development Session.	Update 12/12/2018 Information circulated	20/12/2019			HG	Complete
Board Meeting	29/11/2018 6.2 1,000 Lives Improvement 2018-2021	Improvement Science Future development session in 2019 to focus on improvement science	Update 17/01/2019 Included within the Board Development Session work plan	31/05/2019			PB/JB	Complete
Board Meeting	29/11/2018 8.1 Integrated Performance Report	Performance Indicators To consider development of indicators that demonstrate whole system impact and exemplify whole system issue	Update 17/12/2018 Considered at the December Board Development Session	31/03/2019			HG	Complete
Board Meeting	29/11/2018 8.1 Integrated Performance Report	Quality and Impact Framework To provide a briefing on the Quality and Impact Framework outside the meeting	Update 15/01/2019 Report presented to the January Quality, Safety and Improvement Committee.	31/01/2019			SB	Complete

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Board Meeting	29/11/2018 9.1 Board Assurance Framework	Workforce Challenges To discuss, with Judi Rhys, the future challenges for the workforce outside the meeting	Update 14/01/2019 PB discussed with JR. Plan for regular updates to be provided to JR as Chair of People and Organisational Development Committee	31/01/2019			PB	Complete
Board Meeting	29/11/2018 9.3 Key themes from IANPHI Peer Review	Life expectancy To receive a briefing at a future Board meeting on the implications	Update 17/01/2019 Included within the draft Board work plan for 2019/20. Timings to be agreed	31/03/2019			CP/JA	Complete
Board Meeting	29/11/2018 10.1 Board Work Plan	Welsh Language Standards To consider the timings for reports to future meetings and provide dates to Board Secretariat for addition on the Board Work Plan	Update 14/01/2019 Included within the draft People and Organisational Development Committee work plan for 2019/20 - report to be provided in April and October. Updates to Board will be through the Composite Chair's Report to Board in May and November	31/01/2019			PB	Complete
Board Meeting	27/09/2018 3 Service Story	Flu or Influenza presentation To make the presentation available on iBabs	Update 11/10/2018 - presentation available on iBabs and internet	29/11/2018			CS	Complete
Board Meeting	27/09/2018 5 Chief Executive's Report	Improving hydration and reducing UTIs in the older population: benefit to working with Local Authorities To feed this into the 1,000 Lives care homes work stream.	Update 12/11/2018 - Improving hydration will be considered as part of the care homes 1,000 Lives work stream.	29/11/2018			JB	Complete
Board Meeting	27/09/2018 6.1 Integrated Performance Report	Complaints management To review those complaints that were not subject to a 30 day response, providing further information to the Quality, Safety and Improvement Committee.	Update 11/10/2018 - added to Committee work plan for January 2019.	15/01/2019			SB	Complete
Board Meeting	27/09/2018 6.1 Integrated Performance Report	Overview of financial performance To circulate further details and information on the detailed savings plans outside the meeting.	Update 21/11/2018 - information circulated outside the meeting	29/11/2018			HG	Complete
Board Meeting	27/09/2018 6.1 Integrated Performance Report	Diabetic Eye Screening Wales To provide an update on the Committee Chairs' report to the November Board meeting	Update 20/11/2018 - Agenda Item 9.5	29/11/2018			KE	Complete
Board Meeting	27/09/2018 8.3 Position statement on 20mph speed limits	Position statement on 20mph speed limits To review the final text, prior to publication	Update 11/10/2018 - amendments made and final position statement approved by TC and JW.	12/10/2018			CP	Complete
Board Meeting	27/09/2018 8.7 Welsh Language Standards: response to draft compliance notice	Welsh Language Standards To consider the issues raised during the discussion at a future Board Development Session.	Update 25/10/2018 Board development session held	25/10/2018			PB	Complete
Board Meeting	27/09/2018 8.7 Welsh Language Standards: response to draft compliance notice	Response to draft compliance notice To review and agree the final draft outside the meeting	Update 25/10/2018 Response submitted to the Commissioner.	19/10/2018			DE/TC/PB	Complete
Board Meeting	27/09/2018 8.5.1 Approved minutes of the Audit and Corporate Governance Committee	Update on the Strategic Partnership with Cymru Well Wales To ensure an update is received at the November Board Meeting.	Update 11/10/2018 - added to the Board Work Plan Update 20/11/2018 - Agenda item 3.1	12/11/2018			CS	Complete

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Board Meeting	26/07/18 4 Chief Executive's Report	Impact of leaving the European Union (minute ref PHW90/2018): To discuss further at a Board Development session and then to receive a report at the November Board meeting	Agenda item for Board Development session on 01/10/2018. Standing item at future Board meetings - added to Board work plan	30/11/2018			QS/MB	Complete
Board Meeting	26/07/18 4 Chief Executive's Report	Health and Social Care Committee (minute ref PHW90/2018): To receive the response to the questions asked at the Health and Social Care Committee outside the meeting	Update 20/09/2018 circulated to Board outside meeting.	27/09/2018			CS	Complete
Board Meeting	26/07/18 5.1.b Annual Quality Statement	Annual Quality Statement (minute ref PHW92/2018) To share the Annual Quality Statement and the Young Person's Quality Statement with Vaughan Gething, Cabinet Secretary for Health and Social Services and the Young Person's Quality Statement with Huw Irranca-Davies, Minister for Children, Older People and Social Care	Update 01/08/2018 Annual Report, Annual Quality Statement and Young Persons Annual Quality Statement sent to Cabinet Secretaries.	07/09/2018			JW	Complete
Board Meeting	26/07/2018 5.2 Board Assurance Framework	Corporate Risk Register (minute ref PHW93/2018) To record the impact of leaving the European Union as a corporate risk.	Update 12/11/2018 - Risk assessment undertaken and added to the Corporate Risk Register	30/11/2018			SB	Complete
Board Meeting	26/07/18 5.3 Health and Safety: Health and Safety Executive Inspections Report	Health and Safety: Health and Safety Executive Inspections Report (minute ref PHW94/2018): To receive an update in August 2018 outside the meeting	Update 17/09/2018 Public Health Wales has complied with both improvement notices	07/09/2018			HG	Complete
Board Meeting	26/07/18 5.4 IANPHI Report	Report following the peer review by IANPHI (minute ref PHW95/2018): To receive the high-level action plan for further discussion	Update 30/08/18 Added to work plan	30/11/2018			QS	Complete
Board Meeting	26/07/18 6.1 Performance Report	Bowel Cancer Screening performance (minute ref PHW100/2018) To write to the Cabinet Secretary for Health and Social Services on the bowel cancer screening performance	Update 14/08/2018 - Letter sent to the Cabinet Secretary Update 14/09/2018 - Response received by Chair from the Cabinet	07/09/2018			JW	Complete
Board Meeting	26/07/2018 7.1 Public Health Wales Long Term Strategy 2018-2030	Long Term Strategy 2018-2030: implementation plan (minute ref PHW101/2018) To receive the implementation plan when finalised.	Update 11/10/2018 - added to the Board Work Plan Update 20/11/2018 - Agenda item 6.1	30/11/2018			TC	Complete
Board Meeting	31/05/2018 4.1.b Board Action Log	IANPHI report (minute ref PHW61/2018): The Board agreed to receive the IANPHI report outside the meeting when received	14/06/2018 Update - IANPHI report received and circulated to the Board.	30/06/2018			QS	Complete
Board Meeting	31/05/2018 4.1.b Board Action Log	IANPHI report (minute ref PHW61/2018): To formally receive and consider the IANPHI report at the July Board meeting	Added to Board Work Plan	31/07/2018			CS	Complete
Board Meeting	31/05/2018 7.1 Integrated Performance Report	Diabetic Eye Screening Performance Indicators: The Board remitted oversight of the performance indicators to the Quality, Safety and Improvement Committee.	Added to Committee Work Plan	29/06/2018			CS	Complete
Board Meeting	31/05/2018 7.1 Integrated Performance Report	Position paper on air quality: To circulate the position paper on air quality outside the meeting	Update 24/07/2018: Policy position circulated to Board members via email	28/06/2018			MB	Complete
Board Meeting	31/05/2018 7.3 Quality and Impact Framework Indicators	Quality and Impact Framework Indicators Update Report: To present an update report to Board in March 2019.	Added to Board Work Plan	29/06/2018			SB	Complete

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Board Meeting	31/05/2018 7.4 Operational Plan 2018-19	Welsh Language objectives for Public Health Wales: To consider, with Dyfed Edwards (DE), Non-Executive Director the Welsh Language objectives for Public Health Wales and provide an update to a future Board meeting.	12/06/18 Update - Meeting between Phil Bushby and Welsh Language Commission Imposition Officer to be held on 13/06/18, following which further clarity expected. Meeting also arranged between Phil Bushby and Dyfed Edwards.	13/07/2018			PB	Complete
Board Meeting	31/05/2018 7.4 Operational Plan 2018-19	Operational Plan - Foundation Year and Pre-School: To liaise with Chrissie Pickin (CP), Director of Health and Wellbeing and Julie Bishop (JB), Director of Health Improvement/Consultant in Public Health to agree the additional wording regarding the link with pre-school and foundation year	07/07/18 Update - Action undertaken	29/06/2018			HG	Complete
Board Meeting	31/05/2018 8.1 Joint Physical Activity Plan with Sports Wales and Natural Resources Wales	Joint Physical Activity Plan with Sports Wales and Natural Resources Wales: Partnership Agreement: Oversight of the partnership agreement	Added to Committee Work Plan	08/06/2018			KE	Complete
Board Meeting	27.03.18/PHW27/2018	"Listening to Parents: parent experience and need for support in the First 1000 Days" To review the report and presentation outside of the meeting	Update 01.05.18: Shared with Board	01.05.2018			MW/CS	Complete
Board Meeting	27.03.18/PHW28/2018	To ensure that the P&ODC oversees the implementation of Time for Physical Activity (25.01.18/PHW04/2018) project	Update 18.04.18: Added to Committee Work Plan by secretariat	30.04.2018			PB	Complete
Board Meeting	27.03.18/PHW29/2018	To consider, at a future development session, the opportunities arising from the World Health Organisation (WHO) Collaborating Centre on Investment for Health and Wellbeing	Update 18.04.18: Added to Board Development Work Plan	30.05.2018			PB	Complete
Board Meeting	27.03.18/PHW30/2018	To link with Welsh Government colleagues to move the all Wales tobacco control measures issues forward	Update 23.05.18: Discussion with Welsh Government colleagues. Action plan shared with Board	30.05.2018			CP	Complete
Board Meeting	27.03.18/PHW30/2018	People and Organisational Development Committee to consider the sickness and absence information provided to Local Partnership Forum	Update 18.04.18: Added to Committee Work Plan by secretariat	30.05.2018			PB	Complete
Board Meeting	27.03.18/PHW30/2018	To provide further information regarding sickness and absence to the Local Partnership Forum for discussion	Update 23.05.18: to report at the Local Partnership Forum Update 31.05.18 Local Partnership Forum receive information on sickness and absence data as a standing agenda item. Board agreed that this item would be	31.07.2018			PB	Complete
Board Meeting	27.03.18/PHW32/2018	Audit and Corporate Governance Committee to oversee the implementation of the Public Health Wales Stocktake Action Plan	Update 18.04.18: Added to Committee Work Plan by secretariat	30.05.2018			HG	Complete
Board Meeting	27.03.18/PHW33/2018	Audit and Corporate Governance Committee to oversee the assurance and governance arrangements of the Cymru Well Wales Partnership to the Audit and Corporate Governance Committee	Update 18.04.18: Added to Committee Work Plan by secretariat	30.05.2018			HG	Complete
Board Meeting	27.03.18/PHW34/2018	To circulate a collated list of amendments to the draft IMTP outside the meeting	Completed by Chris Orr	30.04.2018			HG	Complete
Board Meeting	27.03.18/PHW35/2018	To provide further information on the WHO Collaborating Centre on Investment for Health and Well-being to Board outside the meeting	Completed by Mariana Dyakova	01.05.2018			MB	Complete

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Board Meeting	27.03.18/PHW36/2018	People and Organisational Development Committee to oversee the actions relating to the areas within its remit within the Microbiology Services Action Plan	Update 23.05.18: Added to Committee Work Plan by secretariat	30.05.2018			PB	Complete
Board Meeting	27.03.18/PHW36/2018	Quality, Safety and Improvement Committee to oversee the actions relating to the areas within its remit within the Microbiology Services Action Plan	Update 23.05.18: Added to Committee Work Plan by secretariat	30.05.2018			SB	Complete
Board Meeting	27.03.18/PHW36/2018	To provide a further report on Microbiology Services	Update 18.04.18: Added to Board Work Plan by secretariat	29.11.2018			QS	Complete
Board Meeting	25.01.18/PHW07/2018	To determine the format for information presented to Board (within the Integrated Performance Report) regarding Research and Development, to meet the Welsh Government requirements	Work underway to ensure R&D data is included within a future iteration of the integrated performance report. R&D Annual Report also added to the Quality, Safety and Improvement Committee work plan for 2018-19.				MB	Complete
Board Meeting	25.01.18/PHW05/2018	To write to Welsh Government to ensure that the views of Public Health Wales are clear [Tobacco Control Measures]	See new action PHW28/2018	27.03.18			TC	Complete
Board Meeting	25.01.18/PHW04/2018	To build an evaluation programme and introduce the pledge for an incremental introduction of one hour per week for health and wellbeing activities.	28.02.18 MB has asked Dr Catherine Sharp and Dr Kat Ford to work on the analysis of this programme. Dr Catherine Sharp and Dr Kat Ford to work with Tim Williams and PB to ensure that this tool aligns to other wellbeing actions. See new action PHW28/2018	27.03.18			MB	Complete
Board Meeting	30.11.17/PHW98/2017	To develop a short "user friendly" synopsis of the policy and procedure to assist staff (Declaration of Interest Policy and Procedure)	16.01.18 Work is underway to develop the user friendly synopsis. 16.02.18 - Meeting held with Comms Team. Webpage to be developed which will split the policy and procedure into short "user friendly" sections. This method has been used with a People Policy and the method has received good feedback from users. 27.03.18 Board agreed the revised target date of 30 April 2018 23.05.18 Final web version agreed.	31.01.18	30.04.18		MW	Complete
Board Meeting	25.01.18/PHW04/2018	To work with the Aneurin Bevan Gwent public health team to achieve promoting the success of the programme on International Women's Day.	07.03.18 News article published http://howis.wales.nhs.uk/sitesplus/888/news/59458	08.03.18			HG/KA	Complete
Board Meeting	25.01.18/PHW04/2018	To work with the Aneurin Bevan Gwent public health team to support them to develop a robust evaluation	14.03.18 The Evaluation and Impact Lead within the Policy, Research and International Health Directorate has contacted the Aneurin Bevan Gwent public health team and has offered support. A response is awaited.				MB/CP	Complete
Board Meeting	25.01.18/PHW05/2018	To receive, outside of the meeting, the Stop Smoking Wales future model report previously presented to Board.	06.02.18 Report shared with Board members.	28.02.18			CP	Complete
Board Meeting	25.01.18/PHW05/2018	To share the response from Legal and Risk Services	06.02.18 Update provided to Board members. The advising solicitor is on leave this week and is due to return w/c 12th February when hopefully a response will be forthcoming. 15.03.18 Further advice received from Legal and Risk Services and shared with Board members	28.02.18			PB/MW	Complete
Board Meeting	25.01.18/PHW06/2018	To receive the weekly flu situation report as provided to JW	06.02.18 Situation report shared with Board members.	28.02.18			MW	Complete

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Board Meeting	25.01.18/PHW06/2018	People and Organisational Development Committee to consider an in-depth review of staff vaccination uptake and preparation for the vaccination season	20.02.18 Added to the Committee Work Plan for 2018/19				TR/PB	Complete
Board Meeting	25.01.18/PHW06/2018	Pharmaceutical Needs Assessment To share information with the Board as a means of clarification about the section 3.5 of the report, together with other points raised in advance of the meeting	06.02.18 Information shared with Board members.	28.02.18			MW	Complete
Board Meeting	25.01.18/PHW07/2018	To receive, outside of the meeting, the report shared with the NHS Executive Board regarding the colonoscopy challenges	06.02.18 Report shared with Board members.				MW	Complete
Board Meeting	25.01.18/PHW07/2018	To discuss further the support current available for PHD students and grant mechanisms	13.03.18 Submitted costed information and shared with SP. This information shows that PHW supported 12 members of staff during the year in terms of p[ost grad study to a cost of £25k. This included support for x2 PhDs.	12.03.18			PB/SP	Complete
Board Meeting	25.01.18/PHW07/2018 and 25.01.18/PHW09/2018	To receive an update on improving Cancer outcomes in Wales	20.02.18 Added to the Board Work Plan for 2018/19				MW	Complete
Board Meeting	25.01.18/PHW09/2018	To consider at a Board Development Sessions how prevention reduces costs in treatment and the impact on service development	20.02.18 Added to the Board Development Session Work Plan for 2018/19				MW	Complete
Board Meeting	25.01.18/PHW10/2018	To development of a simplified infographic to support the framework	20.02.18 Added to implementation plan				MW	Complete
Board Meeting	25.01.18/PHW10/2018	Audit and Corporate Governance Committee to oversee the current governance arrangements for joint working agreements	20.02.18 Added to the Committee Work Plan for 2018/19				MW	Complete
Board Meeting	25.01.18/PHW11/2018	To consider the authority to approve the entering into and signing of agreements and to seek approval of the additions at a future Board (Scheme of Delegation)	16.03.18 Meeting held between Corporate Governance and Finance. Revision proposed and work underway to update the relevant of the Scheme of Delegation.	31.05.18			MW	Complete
Board Meeting	25.01.18/PHW11/2018	Audit and Corporate Governance Committee to oversee further changes required to the Scheme of Delegation	20.02.18 Added to the Committee Work Plan for 2018/19				MW	Complete
Board Meeting	25.01.18/PHW13/2018	To receive, outside of the meeting, the Audit and Corporate Governance Committee update paper on the actions outlined in the management response to the Wales Audit Office report 'Collaborative Arrangements for Managing Local Public Health Resources – Public Health Wales NHS Trust'	06.02.18 Report shared with Board members.				MW	Complete
Board Meeting	25.01.18/PHW14/2018	To consider the organisational response to the Parliamentary Review at the February Board Development Session	06.03.18 The Chair and Chief Executive are currently engaging in meetings with Welsh Government Officials and Cabinet Secretaries/Ministers. This will help inform an organisational response to the Parliamentary Review which will be prepared when these meetings have been concluded. Update 27.03.18 Board agreed the revised target date of 31 May 2018 Update 31.05.18 Chief Executive reported to Board that the Local Health Board (LHB) and Trust Chairs and Chief Executives had worked closely with Welsh Government to develop a plan in response to the review. Board agreed that this action would be closed.	15.02.18	31.05.18		TC	Complete
Board Meeting	25.01.18/PHW14/2018	To share the presentation on the Parliamentary Review	06.02.18 Presentation shared with Board members.				TC	Complete
Board Meeting	25.01.18/PHW15/2018	To share the covering letter, which explained what should be contained in the IMTP, with the Board	06.02.18 Covering letter shared with Board members.				HG	Complete

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Board Meeting	25.01.18/PHW15/2018	To receive the final IMTP for approval at the March Board meeting	27.03.18 Agenda item 7	27.03.18			HG	Complete
Board Meeting	30.11.17/PHW102/2017	Report following the review by IANPHI to be received at Board meeting, when available	16.01.18 Report following the review by IANPHI has not been received at time of publishing papers for Board. 06.03.18 First draft report received and comments provided by Executive for collation and sharing with the Peer Review Team. 31.05.18 See action 31/05/2018 4.1.b Board Action Log	27.03.18			QS	Open
Board Meeting	30.11.17/PHW102/2017	Final report on the Public Health Wales Refresh (stocktake) to be received at Board meeting, when available	16.01.18 Final report on the Public Health Wales Refresh (stocktake) has not been received at time of publishing papers for Board. 13.02.18 Final report received from Welsh Government. 27.03.18 Agenda item 9	Subject to WG timescales			TC	Complete
Board Meeting	28.09.17/PHW65/2017	To provide an update report on the POCT project and further information regarding the identification and treatment rate required to meet the WHO target for eradication of HCV by 2030	Information circulated regarding the eradication of HCV by 2030. Further update re POCT project to be provided in January 2018. 24.01.18 Update provided via email	25.01.18			QS	Complete
Board Meeting	28.09.17/PHW71/2017	To seek legal advice to clarify the responsibilities of the Board in relation to ensuring the organisation meets its requirements with regards to training	Initial advice has been received. Further clarification is being sought and once finalised this will be shared with Board Members. 30.11.17 Verbal update provided to Board. Initial legal advice had been sought, further clarification required for specific areas. 25.01.18 Update provided to Board meeting. Response received from Legal and Risk Services to be shared with Members (see action 25.01.18/PHW05/2018)	30.11.17	25.01.18		PB/MW	Complete
Board Meeting	28.09.17/PHW73/2017	Provide a report outlining the impact of the primary and Community Care Development and Innovation Hub	Initial report provided to the Chair. Further information requested. The revised report will be shared with members for information outside of the meeting when available. 25.01.18 The Board agreed to receive the report when available. 06.02.18 Report shared with Board members.	31.01.18			CP	Complete
Board Meeting	30.11.17/PHW101/2017	To include the headline figures of grievance and disciplinary matters, together with the use of the Raising Concerns Policy, within the Integrated Performance Report	Report presented to the People and Organisational Development Committee on 18.01.18. Inclusion of headline figures within the Integrated Performance Report to be considered for future iterations of the report.	31.03.18			PB/HG	Complete
Board Meeting	PHW04/2017/i	Present draft paper outlining the requirements for future Board Champions at the Board meeting on 27 July 2017. The "role profile" of a champion would be considered as part of this work.	As there are to be further changes amongst the Non-Executive Directors (NEDs), it has been decided to defer this item to a future meeting. Initially it was thought that this would be September 2017, however as there are still NED vacancies this has been deferred to the New Year.	27.07.17			MW	Complete

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Board Meeting	30.06.16/17c	Share the proposal regarding the approach to Smoking Prevention and Cessation with the Board before the end of 2016	Proposals on the approach to smoking prevention and cessation is being developed through the revision of the Tobacco Control Action Plan for Wales. The Board will be kept informed of developments. 30.11.17 Presentation received by Board. Further update to be provided on the revision of the Tobacco Control Action Plan for Wales when available (added to workplan). See action ref 25.01.18/PHW05/2018	Q3 2016-17	Q3 2017-18		CP	Complete
Board Meeting	40.04	Board Secretary to draft a framework for collaborations and present to the Board for approval	The Partnership Framework has been developed and has proceeded to consultation phase. This prompted a number of comments which are currently being considered. The final document will be presented to the Board in January 2018 for approval. 25.01.18 Presented and approved at Board	30.06.16			MW	Complete
Board Meeting	28.09.17/PHW71/2017	To provide a report to Board outlining the action plan to achieve 95% compliance for Mandatory and Statutory training	Performance has improved for the majority of Directorates. Public Health Services Directorate presents the greatest challenge and a detailed action plan has been developed. 30.11.17 Verbal update provided to Board. Report. See action 30.11.17/PHW94/2017	30.11.17			PB	Complete
Board Meeting	30.11.17/PHW94/2017	People and Organisational Development Committee to oversee the implementation of the Directorate of Public Health Services action plan to achieve 95% compliance on mandatory and statutory training.	02.01.18 Added to Committee Work Plan for 2018/19				TR/MW	Complete
Board Meeting	30.11.17/PHW94/2017	To consider, as part of the Board Development Programme, the role of the Board in creating a positive health and safety culture across the organisation	02.01.18 Added to Board Development Work Plan for 2018/19				JW/MW	Complete
Board Meeting	30.11.17/PHW95/2017	Audit and Corporate Governance Committee to oversee the governance arrangements for the ACEs work.	02.01.18 Added to Committee Work Plan for 2018/19				KE/MW	Complete
Board Meeting	30.11.17/PHW95/2017	To receive the "Our Space - Sustainability/Circular Economy) presentation during 2018.	02.01.18 Added to Board Work Plan for 2018/19				HG	Complete
Board Meeting	30.11.17/PHW95/2017	To receive the stakeholder engagement strategy, when available, during 2018	02.01.18 Added to Board Work Plan for 2018/19				HG	Complete
Board Meeting	30.11.17/PHW95/2017	To write on behalf of the Board to the laboratory service	08.01.18 Letter sent to all Microbiology Network Staff.	25.01.18			JW	Complete

Meeting	Date Raised / Action Ref	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
Board Meeting	30.11.17/PHW96/2017	To share the presentation on Smoking Cessation Services and the Public Health Wales position on e-cigarettes with Board	01.12.17 Presentations circulated to Board. 07.12.17 Public Health Wales position on e-cigarettes circulated.	31.12.17			MW	Complete
Board Meeting	30.11.17/PHW95/2017	To develop a stakeholder engagement strategy and present at a future meeting	02.01.18 Added to Board Work Plan for 2018/19				TC/MW	Complete
Board Meeting	30.11.17/PHW97/2017	Quality, Safety and Improvement Committee to oversee the implementation of the Public Health Wales Approach to Engagement	02.01.18 Added to Committee Work Plan for 2018/19				JW/MW	Complete
Board Meeting	30.11.17/PHW97/2017	People and Organisational Development Committee to oversee the action to build capacity and capability to enable implementation of the Public Health Wales Approach to Engagement	02.01.18 Added to Committee Work Plan for 2018/19				TR/MW	Complete
Board Meeting	30.11.17/PHW97/2017	To receive an update on the approach to public engagement	02.01.18 Added to Board Work Plan for 2018/19				JW/RBW	Complete
Board Meeting	30.11.17/PHW98/2017	Audit and Corporate Governance Committee oversee compliance against the Declarations of Interest, Gifts, Hospitality and Sponsorship Policy and Procedure	02.01.18 Added to Committee Work Plan for 2018/19				MW	Complete
Board Meeting	30.11.17/PHW100/2017	People and Organisational Development Committee to be assured on the development of an Occupational Health Service for Public Health Wales	02.01.18 Added to Committee Work Plan for 2018/19				TR/MW	Complete
Board Meeting	30.11.17/PHW100/2017	People and Organisational Development Committee to receive information on the potential blockages, and the action needed to deliver progress on the gender and diversity pay gap.	02.01.18 Added to Committee Work Plan for 2018/19				TR/MW	Complete
Board Meeting	30.11.17/PHW100/2017	Quality, Safety and Improvement Committee to received the risk assessment and future operational model for the microbiology service	02.01.18 Added to Committee Work Plan for 2018/19				JW/RBW	Complete
Board Meeting	30.11.17/PHW101/2017	To write to the incoming Chair of Health Education Improvement Wales (HEIW) on the wider system leadership and training issues.	08.01.18 Letter sent to Dr CDV Jones.	25.01.18			JW	Complete
Board Meeting	30.11.17/PHW101/2017	To receive headline information relating to serious adverse incidents at future meetings	19.12.17 Added to Board Work Plan for 2018/19				RBW	Complete
Board Meeting	30.11.17/PHW101/2017	Audit and Corporate Governance Committee to consider the Internal Audit report on the raising concerns arrangements and the management response.	02.01.18 Added to Committee Work Plan for 2018/19				KE/MW	Complete
Board Meeting	30.11.17/PHW101/2017	To share with Board the case studies which supported the Mid Year Review of Performance: Well-being Statement and Objectives section of the Integrated Performance Report	01.12.17 Case studies shared with Board	31.12.17			MW	Complete
Board Meeting	30.11.17/PHW101/2017	People and Organisational Development Committee to undertake in-depth reviews of: - Diversity and gender - Long term vacancies	02.01.18 Added to Committee agenda for 18.01.18				TR/MW	Complete
Board Meeting	30.11.17/PHW101/2017	Quality, Safety and Improvement Committee to undertake in-depth review of: - Serious Adverse Incidents	02.01.18 Added to Committee Work Plan for 2018/19				JW/MW	Complete

Meeting	Date Raised / Action Ref	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
Board Meeting	30.11.17/PHW102/2017	To provide regular updates in 2018 on response to the Wales Audit Office report on the Collaborative arrangements for managing Local Public Health Resources – Public Health Wales NHS Trust via the Board Assurance Framework Update Report.	02.01.18 Added to BAF				TC	Complete
Board Meeting	26.01.17/85	Add discussion on Mental Health to a future Board Development session	Board Development 2017-18 workplan is under development and Mental Health will be added. The Board agreed to revise the target date to November 2017. To be considered on 14 December 2017.	23.03.17	14.12.17		RBW/MW	Complete
Board Meeting	27.07.17/PHW45/2017/i	Write to Director General of Health and Social Services/Chief Executive, NHS Wales outlining the potential impact on the organisation regarding funding to be made available to Public Health Wales with regard to the requirements to undertake Health Impact Assessments	Letter to the Director General of Health and Social Services/Chief Executive, NHS Wales has been prepared. Confirmation that this has been sent will be provided at the meeting. 30.11.17 It was confirmed at the Board Meeting that a letter had been sent to the Director General of Health and Social Services/Chief Executive, NHS Wales	28.09.17			TC	Complete
Board Meeting	28.09.17/PHW68b/2017	To provide Board an update on the Graduated Driving Licenses outside of the meeting	Welsh Government colleagues contacted again to offer support. If WG require further information/wish to discuss further board members will be informed.				TC/MW	Complete
Board Meeting	28.09.17/PHW81/2017	To develop a snap shot survey for review of the meeting effectiveness	A survey tool has been developed. Board members will be asked to complete the questionnaire for the first time following the Board meeting on 30 November 2017.	30.11.17			MW	Complete
Board Meeting	PHW05/2017	Present report on the recommendations arising from the review on approaches to Public and Service User Engagement in Public Health Wales Transformations Partners (Wales) Ltd carried out in 2016, assuring the Board that the organisation was responding where appropriate to the recommendations or had plans to do so	This was presented to Board Members by Rhiannon Beaumont-Wood and Chrissie Pickin on the 21/22nd June 2017. This is an agenda item on the November Board (Agenda item 6.301117)	27.07.17	28.09.17		RBW	Complete
Board Meeting	23.03.17/98i	Share with Board members the Memorandum of Understanding between Public Health Wales and Local Health Boards which had been extended to include a number of additional areas. These had been discussed with Local Health Boards and had been taken for sign off at the April All Wales Chief Executive meeting	Agreement shared for information on 22 November 2017	25.05.17	30.11.17		TC	Complete
Board Meeting	28.09.17/PHW69/2017	To send a letter of thanks to member of staff	Letter of thanks sent to member of staff on 20 November 2017				TC	
Board Meeting	28.09.17/PHW70/2017	To provide Board with an update on the screening programme of work	Included in Chief Executive Report	30.11.17			QS	Complete
Board Meeting	28.09.17/PHW70/2017	To provide information on the strategic review of screening services to TC and Chair before Chair's meeting with Cabinet Secretary.	30.10.17 Update provided to Chair and Chief Executive ahead of the meeting with the Cabinet Secretary	30.10.17			QS	Complete

Meeting	Date Raised / Action Ref	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
Board Meeting	28.09.17/PHW70/2017	To arrange a meeting between the Chair and Interim Chair of HEIW to discuss emerging roles	Meeting scheduled for 01 November.				Chair	Complete
Board Meeting	28.09.17/PHW71/2017	To set a target date for completion of CSTF training by Non Executive Directors	Complete – agreed 3 months from date first requested therefore by 30.11.17				MW	Complete
Board Meeting	28.09.17/PHW74/2017	To make amendments to the organisational response to the White Paper – “Services Fit for the Future” and share the final response with Board	Response updated, submitted in accordance with the timescale and shared with Board members.				RBW	Complete
Board Meeting	27.07.17/PHW41c/2017	Advise on next steps with regard to closed Action Action 29.11.16/65b – Update on responses received re Graduated Driving Licences Position Statement or plans for taking things forward	See new action 28.09.17/PHW68b/2017	28.09.17			TC/MW	Complete
Board Meeting	27.07.17/PHW42b/2017	Update on colonoscopy: Further clarification requested with regards to the meaning of the term “symptomatic service” and a briefing to be provided for the incoming Chair providing the current position re Colonoscopy waiting times. This is an area the Cabinet Secretary for Health Well-being and Sport has a keen interest in.	Briefing paper providing the current position re Colonoscopy waiting times was circulated to teh Chair on 19 September.	28.09.17			QS	Complete
Board Meeting	27.07.17/PHW45/2017/ii	Provide an update report in six months time on Preparation for the Public Health (Wales) Act 2017	Item has been added to the workplan for report to come to Board in January 2017.	25.01.18			MB	Complete
Board Meeting	27.07.17/PHW50/2017	Clarification required regarding the reference to “work related ill health” on page 6 (6 incidents) in the Health and Safety Annual Report 2016/17 and the types of ill health this represented.	21.09.17 - Having reviewed the incidents referred to in the report, is clear that the category 'work related ill health' needs to be better articulated as some incidents do not clearly fit with the category title. For example a minor injury arising from a bang to the head which would be better described as an accident Further work will done to improve the description of the categories within future reports.	28.09.17			RBW	Complete
Board Meeting	27.07.17/PHW49/2017	Move Board Assurance Framework item to Performance Reporting section of the Board agenda	Board Assurance Framework has been moved to Performance Reporting section of the Board agenda	28.09.17			EC/MW	Complete
Board Meeting	Patient Story/i	Meeting to be arranged between CP, MB and Public Affairs and campaign Officer, Royal British Legion (Wales) to discuss the potential links between Adverse Childhood Experiences (ACEs) and Veteran's Health	Meeting scheduled for 24 August.	27.07.17			CP	Complete
Board Meeting	Patient Story/ii	Link Public Affairs and Campaign Manager, Royal British Legion (Wales) with colleagues in Ministry of Defence with regards to resilience	Email sent to Peter Evans with contact details for colleagues in MOD on 09 June 2017	09.06.17			MA	Complete
Board Meeting	PHW04/2017/ii	Look at how we go about publicising the signing of the Armed Forces Covenant	Published on the intranet on the 29th June 2017.	27.07.17			RBW	Complete
Board Meeting	PHW06/2017	Share with the Board the Hosting Arrangements between Public Health Wales and NHS Wales Health Collaborative	Hosting arrangements shared with the Board	27.07.17			MW	Complete
Board Meeting	PHW08/2017	Equality Lead to be identified as "Diversity and Inclusion Champion" with potential nominees to be considered alongside wider discussions around Board Champions	The Chair has discussed this matter with the Non-Executive Director 3rd Sector who has tentatively agreed.	27.07.17			MW	Complete

Meeting	Date Raised / Action Ref	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
Board Meeting	PHW11/2017	Write to the two Local Public Health Teams and Directorates who had not completed and submitted Welsh Language Monitoring Reports asking for the reason they had not submitted and advising them of the need to submit the form	Teams and Directorates have been written to	27.07.17			PB	Complete
Board Meeting	23.03.17/97ii	Amend minutes from 26 January 2017 meeting	Minutes updated	25.05.17			EC	Complete
Board Meeting	23.03.17/97ii	Provide an update on the progress being made to commit to the Armed Forces Covenant	Armed Forces Covenant to be discussed at meeting (see agenda item 08.250517) Armed Forces Covenant signed by the Board on the 25th May 2017.	25.05.17			RBW	Complete
Board Meeting	23.03.17/97iii	Review the structure of the Action Log with a view to one integrated action log for Executive Team, Board and Committee meetings	Review of structure of Action Log has been carried. One integrated action log now in place with RAG rating	25.05.17			MW/EC	Complete
Board Meeting	23.03.17/97iv	PB to email Carl Clowes with an update on action arising from the Welsh Language Statutory Investigation Report. An update report is also to be provided at a future Board meeting	Report to be submitted to Board meeting in May and Carl was written to ahead of the board meeting. The update report on the investigation was included in the board report and subsequently submitted to the WL Commissioner on 31 May 2017.	25.05.17	25/05/2017		PB	Complete
Board Meeting	23.03.17/98ii	Write a formal invitation letter to the Minister of Social Services and Public Health to attend a future Board meeting	Letter has been drafted and shared with Chair for approval. Letter sent to Minister for Social Services and Public Health on 21 May 2017.	25.05.17			SS/MW/EC	Complete
Board Meeting	23.03.17/98iii	Invite Chief Medical Officer to future Board meeting to discuss the affect budget restraints could have on performance over the coming years	Chief Executive will discuss with the Chief Medical Officer at her next routine meeting on 12 June 2017.	25.05.17			MW/EC	Complete
Board Meeting	29.11.16/65b	Update on responses received re Graduated Driving Licences Position Statement or plans for taking things further	Response email received from Cabinet Secretary for Economy and Infrastructure on 14 March as Graduated Driving Licencing falls in their portfolio. A meeting will be arranged to discuss this further with Welsh Government officials. Awaiting a mutually suitable time to meet WAG officials. MA requested changes and taken lead on, Action to be reassigned See new action 27.07.17/PHW41c/2017	26.01.17	25.05.17		CP/MA	Complete
Board Meeting	30.06.16/17cii	Develop guidance for staff to ensure that they are clear regarding the need to state whether they are commenting publicly on behalf of Public Health Wales or in another capacity if their views are being sought by an external organisation.	Current guidance has been received from internal comms and reviewed. This will be updated following a meeting between PB/MW and Anna Ashman, Communications Manager paper has been developed by Comms	29.11.16	23.03.17		PB	Complete
Board Meeting	30.06.16/19a	Ensure the engagement of Non-Executive Directors as the digital strategy progresses in the autumn.	Draft Digital strategy and SOP shared with NEDS on 11.05.17 for comment and feedback.	Q3 2016-17	31.05.17		HG	Complete
Board Meeting	30.06.16/21	Board to receive and agree the Strategic Equality Plan and Objectives Implementation Plan	Paper was received by Board in May and agreed that the plan and actions could be owned by the People and OD Committee. This will meet in July 2017. An annual assurance report will be provided to the board and more often if required by expection.	29.11.16	25.05.17		PB	Complete

Meeting	Date Raised / Action Ref	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
Board Meeting	30.06.16/23vi	MW, TC, AW and Kate Ashill to meet and discuss potential ways of ensuring Committee meetings and the Board are accessible to the public and staff by the end of 2016.	Initial meeting held. MW visited the lead within Torfaen Council on 11/11/16 to discuss further. There has been no further progress with since the last meeting. Public Health Wales Board is becoming more visible by visiting different locations throughout the year. The Board will be meeting a various venues across Wales during 2017/18, which will increase visibility.	Q3 2016-17	Q4 2016-17		MW	Complete