

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)
Completed actions to be approved by the Board								
Board Meeting	30/04/20 PHW64/2020 Strategic Risk Framework	HB referenced the need to review those strategic risks that reflected the environment facing Public Health Wales in the coming months and to frame a strategic risk specifically relating to the pandemic. HB advised that she, RB-W and John Lawson would be meeting shortly, to review the risk landscape and reflect on the in-year risks.	Risk management on agenda for 28 May, revised strategic risks relating to COVID-19 presented.	28/05/2020			HB, RBW, JL	Complete
Board Meeting	30/04/20 PHW60/2020 Novel Coronavirus	Workforce: KE asked for clarification around the 500-550 staff identified as being on civic duties; RB-W explained that this data was not accurate and was in the process of being updated and cleansed. SB expanded into this point, confirming that managers were in regular contact with these staff and agreeing work packages; many staff were also volunteering. RB-W agreed to update the explanation given, to provide greater clarity	Further reconciliation of data has now been undertaken taking the number on the workforce digital tool as being just over 100	28/05/2020			RBW/ SB	Complete
Board Meeting	30/04/20 PHW60/2020 Novel Coronavirus	Closed Settings: JW thanked JA and TC for the update; given the significance of the care home sector, she requested specific reports on this sector for future meetings, together with reports on the prison sector, another significant closed setting. In the latter context, she referenced a recent report from Public Health England on the management of COVID-19 in prisons in England and Wales. QS commented on this report and the proposed communications with Public Health England.	Closed settings paper presented on 28 May agenda as part of the COVID-19 paper	28/05/2020			JA / QS	Complete
Board Meeting	30/04/20 PHW60/2020 Novel Coronavirus	Closed Settings: TC outlined the strategic approach under development; Andrew Jones was engaged in this work and she would ask him to provide a written briefing. TC would also forward a letter to the sector from Frank Atherton and Albert Heaney, setting out how the public health system would support care homes.	Letter sent via email to Board members from HB	28/05/2020			AJ / TC	Complete
Action on Hold Due to COVID-19 (As agreed at Board meeting on 26 March 2020)								
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

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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 Integrated 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