

RAG Rating Guide

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| 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) |
|---|--|---|--|----------------------|---------------------|------------|--------|---------------------------|
| Completed actions to be approved by the Board | | | | | | | | |
| Board Meeting | 28/05/2020 PHW90/2020 COVID-19/Enclosed cell settings | StP welcomed the role of the Communicable Disease Surveillance Centre in undertaking a number of studies into Care Home settings; this was important work. QS agreed to discuss these epidemiological studies further outside the meeting. | Discussions held - subject to confirmation from StP recommend action closed | 25/06/2020 | 30/07/2020 | | QS/StP | Complete |
| Board Meeting | 30/04/20 PHW60/2020 Novel Coronavirus | In view of Board members' interest in the transitional arrangements, AJ agreed to produce a separate briefing paper. | Briefing not produced. Updates provided in subsequent Board updates and now reported in the weekly DCA report provided to Board members. Recommend action is closed. | 28/05/2020 | 30/07/2020 | | AJ | Complete |
| Board Meeting | 25/06/20 PHW115.2/2020 Integrated Performance Report | Workforce: SW noted the helpful data provided in relation to various workforce matters. SW asked if the Local Partnership forum could receive and discuss the data. RB-W agreed to facilitate this. | Data shared via Board reports to the LPF Chair | 30/07/2020 | | | RB-W | Complete |
| Board Meeting | 25/06/2020 PHW115.1/2020 Chief Executive's Report | TC to forward the reports from Public Health Wales and Welsh Government to the Board. | Completed - sent 29 July 2020 | 30/07/2020 | | | TC | Complete |
| Board Meeting | 25/06/20 PHW115.1/2020 Chief Executive's Report | SW to highlight any learning from the Unite organisation national BAME network meeting to the Public Health Wales network. | Feedback will be provided as meetings happen. Recommend close action on that basis | 31/08/2020 | | | SW | Complete |
| Board Meeting | 25/06/20 PHW115.2/2020 Integrated Performance Report | COVID-19: QS noted the forthcoming additions to the surveillance report; taken together with the wider dashboard indicators that MB outlined, they would give the Board a broader picture of the position. | Action noted, surveillance report circulated to Board members each week | 30/07/2020 | | | QS/MB | Complete |
| Board Meeting | 25/06/20 PHW116.5/2020 Workforce - Our People | RBW agreed to provide a briefing to the Board on the follow up questions around staff health and wellbeing; support for staff working at home; VPN access; the breakdown of staff available for redeployment; resources available for training and support; recruitment plans and managing overtime and annual leave. | Answers to questions to be provided via email | 30/07/2020 | | | RB-W | Complete |
| Board Meeting | 25/06/20 PHW117/2020 Committees of the Board: Report from Committee Chairs | DE advised that the Audit and Corporate Governance Committee had also sought assurance on Information Flows and My Contribution. Oversight would continue on both on behalf of the Board. | The item will be considered again at the Committee meeting on the 13 August | 30/07/2020 | | | DE/HG | Complete |
| Board Meeting | 28/05/2020 PHW90/2020 COVID-19 | RB-W set out the work still underway to populate the digital workforce model and agreed to provide added detail outside the meeting. | Additional information shared with Board members via email w/c 22 June 2020. | 25/06/2020 | | | RBW | Complete |
| Action on Hold Due to COVID-19 (As agreed at Board meeting on 26 March 2020) | | | | | | | | |

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|---------------------------------|---|---|---|----------------------|---------------------|------------|-------|---------------------------|
| 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 |
| Board Meeting (Private Session) | 22/08/19 31/2019 TB Outbreak | Commissioning of an external review TC to develop a set of principles to underpin future external reviews. | In progress. Will be shared with the Board between meetings via email. Action on hold due to COVID-19 | 31/01/2020 | 30/09/20 | | TC/HB | Open |