

RAG Rating/Status

At risk	Red - Action date passed or revised date needed
On track	Yellow - Action on target to be completed by agreed/revised date
Complete	Green- Action complete
No longer needed	Blue - Action to be removed and/or replaced by new action

FORMAL BOARD								
Meeting Item Reference	Action Reference	Lead	Meeting Item Title	Details of action	Update on progress	Original target date	Revised target date	RAG rating/Status
None								At risk
OPEN ACTIONS FOR REVIEW - In Progress -								
PHW 2025.05.29/4.1	PHW 2025/5	PV / JM	Chief Executive's Report	Referencing the Arts Council for Wales, PB commented on the potential to develop stronger ties with Melo (Mental Health and wellbeing resources provided by Aneurin Bevan University Health Board) to help join all the strands up. TC welcomed this idea and agreed to invite the Chair and Chief Executive of the Arts Council of Wales to a Board meeting.	July Update: This is in progress and will be added to the Board Forward Look when confirmed.	25-Sep-25		On track
PHW 2025.05.29/4.3	PHW 2025/14	JM	Performance and Finance 2024/25 Review	PB also asked whether there was data available on how long people had been smoking, to consider the numbers of people were taking up smoking compared to those who had been smoking for several years. and agreed that further information on how long people had been smoking would be useful. PB asked JM to present this information to the Board at a future date, including insight into the impact of this data on the interventions provided.	July Update: This is in progress and an appropriate way of sharing this information with the Board is being explored. Further update to be provided in September.	25-Sep-25		On track
PHW 2025.05.29/4.3	PHW 2025/12	MK	Performance and Finance 2024/25 Review	PB thanked MK for the information provided. She asked MK to review the position in relation to the screening data provided, and undertake a systematic review of Screening Service provision, including structures, processes, underlying causes of the delays, and the associated improvement actions that would support improvement to the provision.	July Update: This is in progress. A verbal update will be provided on the position by MK at the July meeting, with the intention of the outline for the systematic review to be presented to the Board in September.	25-Sep-25		On track
ACTIONS RECOMMENDED TO BE CLOSED AT 31 July 2025 MEETING								
PHW 2025.05.29/4.1	PHW 2025/4	JM/TC	Chief Executive's Report	The Board noted the opportunities to present the prevention based healthcare framework on a national basis and welcomed KY's offer to connect with the National Care Advisory Group. PB also suggested sharing the report across Government departments to help support and inform future approaches. TC agreed to take this forward with JM.	July Update: This has been taken forward, propose action closed.	31-Jul-25		Complete
PHW 2025.05.29/4.2	PHW 2025/6	IB	Rapid Overview Dashboard	MK asked about figures in the dashboard relating to the alcohol co-related admissions to hospitals. IB agreed to review the figures around this.	July Update: IB will cover an update on this issue as part of the presentation of the Rapid Overview Dashboard at the July Board Meeting. Propose action closed.	31-Jul-25		Complete
PHW 2025.05.29/4.2	PHW 2025/7	IB	Rapid Overview Dashboard	The Board discussed vaccination scepticism and the role the Organisation played in reversing the decline in vaccination uptake, referencing the Organisations' role with the winter influenza vaccination campaign. MK asked IB of the regional variation uptake data could be included in the dashboards. IB agreed to investigate this.	July Update: IB will cover an update on this issue as part of the presentation of the Rapid Overview Dashboard at the July Board Meeting. Propose action closed.	31-Jul-25		Complete
PHW 2025.05.29/4.3	PHW 2025/8	NL	Performance and Finance 2024/25 Review	NL outlined the work with managers to improve the accuracy of the data reporting sickness; further improvement was needed to the data. NL proposed to take a more detailed report concerning sickness absence rates, including stress and anxiety levels to the next People and Organisational Development Committee in July and work through proposals to improve the quality of data.	July Update: People and OD Committee considered an update at their meeting in July, the outcome of this is summarised in the Committee Board report to Board on the agenda for July Board. A further update will be provided to the Committee in October 2025. Propose action be closed.	31-Jul-25		Complete
PHW 2025.05.29/4.3	PHW 2025/9	NL	Performance and Finance 2024/25 Review	NE sought clarification on the definition of the term long term, noting it was unclear in the graphs within the report the time period it referred to. NL agreed to provide the definition to the next meeting.	July Update: This has been discussed with the Lead and the performance team and will be reflected in the IPR this month where appropriate. Propose Action closed.	31-Jul-25		Complete
PHW 2025.05.29/4.3	PHW 2025/10	NL	Performance and Finance 2024/25 Review	Regarding the appraisal data, TC suggested including the numbers of people in Directorates alongside the percentage as the figures would allow a better understanding of the impact / scale when considering the smaller Directorates.	July Update: This has been discussed with the Lead and the performance team and will be reflected in the IPR this month where appropriate. Propose Action closed.	31-Jul-25		Complete
PHW 2025.05.29/4.3	PHW 2025/11	MK	Performance and Finance 2024/25 Review	NE suggested including a trajectory of recovery to measure progress and the target completion date. He also noted an anomaly in the collective incubation measure of less than 4 hours and the 100% rating. MK agreed review the metrics and consider how to include a trajectory in the data.	July Update: This has been discussed with the Lead and the performance team and will be reflected in the IPR this month where appropriate. Propose Action closed.	31-Jul-25		Complete
PHW 2025.05.29/4.3	PHW 2025/13	JM	Performance and Finance 2024/25 Review	PB asked if the information was available comparing rates of vaping with smoking. JM confirmed the figures related to smoking only within the dashboard, however he noted that there was a considerable amount of information about vaping available and he suggested this could be presented to the Board at future meeting for a more in-depth discussion,	July Update: This has been put forward as a Board Development session and will be programmed in for later in the year. Propose action closed.	31-Jul-25		Complete

PHW 2025.05.29/5.4	PHW 2025/16	AW	Policies for Approval - Travel Policy	PB noted that there was a section on reasonable adjustments in the Policy, however she suggested that could be highlighted more throughout the policy, for example, there may be occasions where people need transport outside of the policy suggestions, such as getting a taxi as part of a reasonable adjustment. AW agreed to make this more explicit within the final version.	July Update: The Policy has been reviewed and ensured that it covers the point raised appropriately. Propose the action closed.	31-Jul-25		Complete
PHW 2025.05.29/5.4	PHW 2025/16	AW	Policies for Approval - Travel Policy	PB noted that there was a section on reasonable adjustments in the Policy, however she suggested that could be highlighted more throughout the policy, for example, there may be occasions where people need transport outside of the policy suggestions, such as getting a taxi as part of a reasonable adjustment. AW agreed to make this more explicit within the final version.	July Update: The Policy has been reviewed and ensured that it covers the point raised appropriately. Propose the action closed.	31-Jul-25		Complete
PHW 2025.05.29/5.7	PHW 2025/17	IB	Digital Transformation Audit – Audit Wales	As part of the Audit, each body had been asked to submit a self-assessment based on a questionnaire that would be sent out by Audit Wales imminently. It was a requirement that all Board Members had an opportunity to contribute to the self-assessment. IB would circulate the Digital Transformation Audit – Audit Wales questionnaire to all Board Members for input.	July Update: This was circulated to the Board on 6 June. Propose action closed.	31-Jul-25		Complete
PHW 2025.05.29/5.1.1	PHW 2025/15	LB	Standing Orders and Scheme of Delegation and Committee Terms of Reference Annual Review	Board considered and approved the proposed revisions to Standing Orders and Reservations and Delegations of Powers and Committee Terms of Reference, effective from 1 June 2025, subject to the amendment of the title for the NHS Executive with the Committee Terms of Reference.	July Update: This has been completed and the Terms of reference updated and published. Propose action closed.	31-Jul-25		Complete
PHW 2025.05.29/6.2	PHW 2025/18	LB	Board Forward Plan	CB noted that the timing of the Corporate Risk reporting needed to be amended to reflect that it had been considered by the Board at this meeting.	July Update: This has been updated in the work plan. Propose action closed	31-Jul-25		Complete