

HTA Board meeting, 5 December 2024

Agenda item	1.4 Actions Log
Purpose: for information or decision?	Information
Decision making to date?	N/A
Recommendation	The HTA Board is asked to note progress on actions from the meeting of 19 September 2024
Which strategic risks are relevant?	Risk 1: Regulation Risk 2: Sector Risk 3: Staff Risk 4: Financial Risk 5: Digital
Strategic objective	Efficient and Effective
Core operations / Change activity	Core operations
Business Plan item	Senior Management Team – strategic direction and leadership of operational delivery across the organisation (including risk management and seeking opportunities for ALB collaboration)
Committee oversight?	Board only
Finance and resource implications	Various due to the range of items covered
Timescales	Various due to the range of items covered
Communication(s) (internal/external)	N/A
Identified legislative implications	N/A

Actions Log

Board date and item	Action	Owner	Deadline	Status	Update
19 Sep 2024 Item 2.4	Performance report Clarify Portfolio Management graphic for projects to include clarification of whether un-started projects are consciously planned to start later or whether they have slipped	John McDermott	By Board meeting of 5 Dec 2024	G	Complete Paper HTA 28-24 duly amended, and this will be adopted in future papers.
19 Sep 2024 Item 3.1	HTA activities to increase protections for the dignity of the deceased Bring a table of recommendations <i>[from Phase 2 of Sir Jonathan Michael's Inquiry into the Offending in a Hospital Mortuary by David Fuller]</i> and related HTA actions to Board as part of ongoing reporting.	Nicolette Harrison	In line with the Inquiry's timetable for publication of Phase 2 recommendations	A	On track. We anticipate publication of Phase 2 Inquiry Report (including any recommendations) in 2025.
19 Sep 2024 Item 3.1	HTA activities to increase protections for the dignity of the deceased, Convene small group <i>[as discussed at meeting]</i> to look at potential implications for the HTA of dignity-based protections for tissues derived from the living and bring back thinking to the Board. This could be shared with the DHSC / the Inquiry if this issue were to become part of their policy remit. HTA has to be careful not to exceed its own remit and would need to limit activities to framing the issues based on the HTAs experience with implications for others to consider	Nicolette Harrison	Update at Board meeting of 5 Dec 2024	A	An initial meeting is scheduled for 5 Dec 2024 after the Board meeting
27 Jun 2024 Item 2.1	Chair's Objectives Cascade objectives to board members and CEO when finalised	Chair	Board meeting of 19 Sep 2024	G	Completed before 19 Sep meeting but not reported there due to Chair's absence.

R	R: action not completed or reported on by due date
A	A: action under way or not yet due
G	G: action complete
<ul style="list-style-type: none"> • Where no deadline specified in minutes, Action Holders to report on progress at next meeting • Actions will be removed from the log only when completion has been reported to the Board, or if the Board agree that they have been superseded or may otherwise be closed. 	

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