

HTA Board meeting, 6 March 2025

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 prior Board meeting
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
5 December 2024 Item 1.2	Declarations of Interest Record interests declared by Mhairi Anderson and Andy Greenfield	Private Office	Within 5 days of meeting	G	Complete: declarations have been filed, but (as they do not to active involvement in licensed organisations) have not been published
Item 3.1	Budget and Fees Provide ARAC with opportunity to reflect on the organisation's risk appetite in relation to potential debtors and non-payers, and on processes around identifying and managing relationships with higher risk organisations.	Katrina Leighton-Hearn and Nicolette Harrison		A	Scheduled for the June ARAC meeting.
Item 3.1	Budget and Fees Board AGREED: (a)HTA's operating budget requirement for 2025/26; (b) HTA's proposed revision to the funding requested from Devolved Governments; (c) HTA's recoverable licence fee requirement, (d) adoption of the revised fees as proposed; each as set out in Board paper HTA 29-24.	Katrina Leighton-Hearn and Colin Sullivan	With immediate effect	G	Complete: Budget adopted and shared with DHSC. Revised budget to be brought to Board if changes in wider public sector financing require more efficiency savings or constrain scope to charge fees
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 and any recommendations in 2025.
19 Sep 2024 Item 3.1	HTA activities to increase protections for the dignity	Nicolette Harrison	Update at Board	G	A meeting was held in the

	<p>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</p>		<p>meeting of 5 Dec 2024</p>		<p>afternoon, following the Board meeting of 5 December 2024. The group agreed that no further action was required at this time and that this would be reviewed once the findings, recommendations and Government response to Sir Jonathan Michael's Phase 2 Report was known.</p>
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. 				