

HTA Board meeting, 26 June 2025

Agenda item	1.5 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 meetings
Which strategic risks are relevant?	Risk 1: Operational Risk 2: Reputational Risk 3: Financial Risk 4: Strategy Risk 5: People Risk 6: Security
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
6 Mar 2025 Item 4.1		HTA People Strategy Take the Board’s commentary into account as Strategy finalised and launched and report progress through existing ARAC and RemCo work programmes and standing performance reports to Board.	Katrina Leighton-Hearn	26 Jun 2025	G	Complete. Strategy was launched in April Implementation will be reported to Board, with more detailed review and advice on Strategy’s implementation plan by RemCo.
5 Dec 2024 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	26 Jun 2025	G	Complete: The organisation's risk appetite statement was discussed and reviewed at ARAC’s meeting of 10 June 2025, including risk appetite to Finance. ARAC was able to see from the ARA that much work has been done in the area of historic debt including greater collaboration between Regulation and Finance Teams
19 Sep 2024 Item 3.1		HTA activities to increase protections for the dignity of the deceased Bring recommendations from Phase 2 of Sir Jonathan Michael’s Inquiry, 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	We maintain a watching brief here. We anticipate publication of Phase 2 Inquiry Report and any recommendations later in 2025.
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 meetingActions 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.						