

## HTA Board meeting, 18 September 2025

Agenda item	<b>1.5 Actions Log</b>
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
26 Jun 2025 Item 2.2	<b>Annual Report and Accounts 2024- 25</b> Share final document with members for information	Katrina Leighton-Hearn	On publication	<b>G</b>	<b>Complete:</b> see <a href="#">ARA reference on HTA website</a> and <a href="#">Publication on Gov.UK</a>
26 Jun 2025 Item 2.5	<b>Sir Jonathan Michael Inquiry into issues raised by the David Fuller case</b> Alert members to developments related to Government's implementation of Phase 2 recommendations accepted by Ministers	Nicolette Harrison	As required or at September board meeting	<b>G</b>	<b>Complete:</b> members were briefed on the Phase 2 report on 22 July 2025, and a further update will be provided at the Board meeting of 18 September 2025
26 Jun 2025 Item 2.5	<b>HTA People Strategy</b> Ensure continued RemCo sight of strategy implementation and impacts, with a further report to the Board in due course.	Ellen Donovan and Katrina Leighton-Hearn	In line with RemCo forward plan	<b>G</b>	<b>Complete:</b> Strategy implementation is standing item at forward RemCo meetings. Strategy update to be provided in the post-Board meeting briefing session on 18 September 2025
26 Jun 2025	<b>Performance Report (People Strategy)</b> Raise Change Control request for the 2025-26 Business plan, regarding MoSCoW prioritisation for the People Strategy project	John McDermott	By September Board meeting	<b>G</b>	<b>Complete:</b> Considered by PSMT on 22 July and again on 19 August, decision taken to retain current MoSCoW prioritisation within the context of the current ALB landscape developments
26 Jun 2025 Item 3.3	<b>Evidential Compliance Assessments trialed in the PM sector in 2024-25</b> Provide Board members with further information about the main areas of non-compliance, and the remedial action taken with	Nicolette Harrison	By September Board meeting	<b>G</b>	<b>Complete.</b> Additional information issued to members on 22 August 2025

	those licences identified to be fast-tracked for follow-up.				
26 June 2025 Item 3.4	<b>Questions submitted by members of the public (Body Donation)</b> Further to response at the meeting, follow up with enquirer to provided supplementary information	Private Office	Immediately after Board meeting	<b>G</b>	<b>Complete.</b>
G19 Sep 2024 Item 3.1	<b>HTA activities to increase protections for the dignity of the deceased</b> 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	<b>G</b>	<b>Complete.</b> Phase 2 Report published on 15 Jul 2025. Board was briefed at meeting on 26 July.2025. Further paper brought to Board meeting of 18 September 2025
<b>R</b>	R: action not completed or reported on by due date				
<b>A</b>	A: action under way or not yet due				
<b>G</b>	G: action complete				
<ul style="list-style-type: none"><li>Where no deadline specified in minutes, Action Holders to report on progress at next meeting</li><li>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.</li></ul>					