

HTA Board meeting, 4 December 2025

Paper Title (+Reference)	1.5 Actions Log
Information / Decision	Information
Decision Making	N/A
Recommendation	Board is asked to note progress on actions from prior Board meetings
Strategic Risks	Risk 1: Operational Risk 2: Reputational Risk 3: Financial Risk 4: Strategy Risk 5: People Risk 6: Security
Strategic Theme	Efficient and Effective
Core Operations / Change Activities	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)
Board / Committee Oversight	Board only
Finance / 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
Legislative Implications	N/A

Actions Log

Board date and item	Action	Owner	Deadline	Status	Update
18 Sep 2025 Item 2.4	Performance report Report Board feedback to key contributing staff	Colin Sullivan	4 December 2025	G	Complete: feedback duly relayed to staff contributing to the report.
18 Sep 2025 Item 3.1	Dignity of the deceased: making improvements Note Board’s comments in work by the HTA to further improve how establish-ments within its remit protect the security and dignity of the deceased in their care.	Nicolette Harrison	4 December 2025	G	Complete: Board comments have been relayed to key staff working in this area
18 Sep 2025 Item 3.2	Strategic Change Note Board feedback and keep Board aware of developments	Louise Dineley	4 December 2025	G	Complete: Board feedback duly noted. Board will be kept abreast of development on a regular basis.
18 Sep 2025 Item 4.2	Any other business: Board agenda planning Set aside additional time before and after meetings for more structured member-only discussion and feedback.	Private Office	4 December 2025	G	Complete: Duly scheduled for future meetings
26 Jun 2025 and prior meetings	all actions completed	-	-	-	-
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be removed from the log only when completion has been reported to the Board, or if the Board agree that they have been superseded or may otherwise be closed.					