

Meeting	OLC Board Meeting	Agenda Item No.	3
		Paper No.	109.2
Date of meeting	26 October 2020	Time required	10 minutes

Title	Outstanding actions from previous meetings
Sponsor	Kay Kershaw, Board Secretary
Status	OFFICIAL
To be communicated to:	Members and those in attendance

Executive summary
The attached paper provides members with a record of the outstanding action points from previous Board meetings.
Recommendation/action required
Board is asked to note the update.

Action points outstanding from previous OLC Board meetings

29 September 2020

Agenda item	Action Required	Owner	Date required	Report on progress
2 Para 4	To publish the minutes of the OLC Board meeting held on 27 July 2020.	Board Secretary	26 October 2020	The minutes of the July Board meeting were published on 12 October. Action completed.
2 Para 5	To publish the minutes of the RemCo meeting held on 11 March 2020.	Board Secretary	26 October 2020	The minutes of the July Board meeting were published on 12 October. Action completed.
2 Para 6	To publish the minutes of the RemCo meeting held on 16 April 2020.	Board Secretary	26 October 2020	The minutes of the July Board meeting were published on 12 October. Action completed.
3 Para 6	To close action 3 paragraph 16 from the Board meeting on 27 April 2020, following Board agreement.	Board Secretary	26 October 2020	Action closed. Action completed.
6 Para 30	To consider developing a Covid plan to mitigate the risk of the unknown impact of Covid on supply and demand.	The Executive	26 October 2020	The Executive wishes to seek further clarity from Board on what is required
6A Para 55	To review the proposed KPI targets and make recommendations to Board on 5 October on what targets would be acceptable and achievable in 2020/21 and what	A sub-group of the P&Q Group	5 October 2020	The sub group met and presented their findings at the Board meeting on 5 October. Action completed.

	targets would have been if Covid hadn't had an impact on organisational performance.			
8 Para 73	To consider presenting a paper to Board that aligns performance against actual budget.	Head of Finance	26 October 2020	The Executive wishes to seek further clarity from Board on what is required.
10 Para 103	To update the Board forward plan to include a review of all actions arising from the Independent Review.	Board Secretary	23 November 2020	To be completed
15 Para 128	To update the Scheme of Delegations in line with the amendments set out in the Board Paper and publish the updated Scheme of Delegations.	Head of Finance	26 October 2020	The Scheme has been updated and will be published week commencing 19 October
15 Para 130	To publish the September Board papers subject to the approved redactions and items for non-disclosure.	Board Secretary	26 October 2020	The September Board papers were published on 12 October. Action completed.

27 July 2020

Agenda item	Action Required	Owner	Date required	Report on progress
8 Para 70	To consider external communications about any potential increase in unit cost as part of a review of the 2019/20 Annual Report and Accounts process.	External Affairs Team Leader	26 October 2020	This has been factored into the planning. Information on unit cost is included in the agreed data set.
13 Para 109	To publish the Welsh Language Report.	The External Affairs Team Leader	28 September 2020	There has been a delay publishing this report due to annual leave and other work priorities. This is now in the process of being translated after which it will be published.

				<p>October update:</p> <p>The report is with the translators and expected to be published during the week commencing 19 October.</p>
--	--	--	--	---

27 April 2020

Agenda item	Action Required	Owner	Date required	Report on progress
<p>3 Para 15</p>	<p>To consider RemCo's role in the proposed pay benchmarking exercise referred to in the previous action March 5, para 28 (see below) and advise the Executive accordingly.</p>	<p>The Chair of RemCo</p>	<p>29 June 2020 28 September 2020</p>	<p>July Update: See March action 5 para 28 below – the action for the Executive to initiate a pay benchmarking exercise has been postponed to September.</p> <p>September update: The Executive Team wish to consider this further and will report back to RemCo.</p> <p>October update:</p> <p>HR has completed a limited pay benchmarking exercise for investigator roles and this has been reported to the Executive Team. Information about a wider pay benchmarking exercise and RemCo's involvement will be discussed with RemCo at its next meeting on 18 November.</p>

<p>13 Para 94</p>	<p>To consider inviting the Consumer Panel to a future Board meeting to discuss the findings of the recent Consumer Impact Report</p>	<p>The External Affairs Team Leader</p>	<p>27 July 2020</p>	<p>July Update: Contact has been made with the Consumer Panel and we are awaiting their availability to attend an OLC Board meeting.</p> <p>September update: The Consumer Panel have confirmed their availability to attend the October Board meeting. The Executive and OLC Chair are to consider the October Board agenda and whether it is possible for the Consumer Panel to attend this meeting.</p> <p>October Update:</p> <p>The Chair met with the LSCP this week and had a helpful discussion both on business plan priorities and policy areas of interest. We will be considering when it is appropriate for the panel to meet with the Board, but it is likely to be in the New Year.</p>
<p>15 Para 100</p>	<p>To commission the Board Member and Senior Manager Expenses Report for presentation at the next Board meeting after lockdown has ended.</p>	<p>Board Secretary</p>	<p>TBC</p>	

26 March 2020

Agenda item	Action Required	Owner	Date required	Report on progress
5 Para 28	To initiate a pay benchmarking exercise once the final outturn position for 2019/20 budget had been settled.	DCS / Head of HR	29 June 2020 28 September 2020	<p>June Update: Due to current workloads the Executive has suggested that the completion date for this action is adjusted to 28 September 2020.</p> <p>September update: The Executive Team wish to consider this further and will report back to RemCo.</p> <p>October update:</p> <p>HR has completed a limited pay benchmarking exercise for investigator roles, and this has been reported to the Executive Team. Information about a wider pay benchmarking exercise and RemCo's involvement will be discussed with RemCo at its next meeting on 18 November.</p>