

ACTION LOG

**BOARD MEETING IN PUBLIC
26 SEPTEMBER 2023**

ON TRACK
Action on track to complete

OFF TRAJECTORY
Action is behind schedule

DUE DATE PASSED
Action not completed by the due date

NOT YET DUE
Action is not due for completion

COMPLETED
Action completed
Proposed for closure

Actions are RAG rated as follows:

Meeting Date	Action Ref	Minute Ref./ Heading	Action	Lead	Action due date	Update on current position/ Progress	RAG Rating	Evidence of completion
31-Jan-23	B47	3.4 Finance Report	G Miflin to liaise with Company Secretary about which Board Committee to bring the Clinical Biotechnology Centre Business plan and agree a time scale.	Gail Miflin Chief Medical Officer	Sep-23	On the agenda. Proposed to be closed.	BLUE	
06-Jun-23	B53	3.1 Chief Executive's Board and Board Performance Report	The Job Description for the Chair for the Forward Together Programme to be circulated to the Board.	Deborah Mckenzie Chief People Officer	Jul-23 Oct-23	The approach has been changed - the plan is to secure a subject matter expert to advise the FT programme, as opposed to a Chair. The role profile will be shared as soon as it is confirmed. A new action due date has been proposed.	GREEN	
06-Jun-23	B51	4.1.2 Board Effectiveness Review Action Plan	The narrative for the action on the development of the long-term plan to be amended	Brenda Thomas Interim Company Secretary	Sep-23	The actions have been updated. The updated action plan will be presented to the Board at its next meeting.	BLUE	
26-Jul-23	B54	3.2 Finance Report	Provide an update on the Capital Programme.	Carl Vincent	Sep-23	This is included in the finance report. Proposed to be closed.	BLUE	