

ACTION LOG

BOARD MEETING IN PUBLIC  
20 May 2025

Actions are RAG rated as follows:

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

Meeting Date	Action Ref	Minute Ref./ Heading	Action	Lead	Action due date	Update on current position/ Progress	RAG Rating	Evidence of completion
26-Nov-24	B24-02	3.2 - Board Performance & Risk Report	A report on short notice cancellations, including the impacts and actions to reduce these, to be brought to the Board in May 2025, following analysis over a three month period.	Gerry Gogarty	Jul-25	Timeline revised from May 2025 - A report will be shared with Board members ahead of the July 2025 Board meeting	On track	
01-Apr-25	PB01/25	3.4 - Health of the Organ, Blood Product and Stem Cell Donor Bases	Executive Team to further develop the approach to blood related actions and other donor bases and registers, ahead of Board seminar sessions being held for each. Non-Executive Directors to be engaged through the process.	Mark Chambers	TBC	Mark Chambers to provide an update at the May meeting.	TBC	
01-Apr-25	PB02/25	4.4 - Confidentiality and Data Protection Policy	AI policy will be added to the Board Forward Plan for discussion in approximately 8–9 months' time.	Rebecca Tinker	Jan-26	Exact timing to be agreed	TBC	
01-Apr-25	PB03/25	4.4 - Confidentiality and Data Protection Policy	Roles of Caldicott Guardian and Data Protection Officer and reporting lines to the Board are to be confirmed by email following the meeting.	Rebecca Tinker	May-25	Caldicott Guardian - Charlotte Washington (Consultant in Donor Medicine) reports to Gail Mifflin, CMO.  Data Protection Officer - Jo Fitzpatrick (Head of Data Security Privacy and Records Management) reports to Phil Chatterton, who in turn reports to Rebecca Tinker, CDIO.	COMPLETED AT MAY BOARD	