

**Item: 2**

**Title: Board Actions and Decision**

Date	Action Ref	Action	Owner	Target Completion date	Status
05.10.22	A22-01-05	Create risk register for April onwards and consider any risks that sit with Llais (outside of Programme) for the establishment phase.	Ceri Sullivan	26.07.2023	Closed: risk register has been created and discussed at Tim Arwain and the Audit, Risk and Assurance Committee – further work to be done before it comes to Board
05.10.22	A22-01-09	Further work be done to consider a standalone VPD.	Llais	27.03.2024	Open: To be considered as part of the review of NHS Wales Shared Services Partnership services
06.10.22	A22-01-12	Contact Welsh Language Commissioners office about their experience with Cyber security attack.	Ceri Sullivan	27.09.2023	Open: we have requested a session
06.10.22	A22-01-21	Draft narrative about the general direction Llais would like to go in in relation to	Medwin Hughes /	24.01.2023	Open: Awaiting discussion with Welsh

		location. This would be shared with the Minister and our people for comment.	Alyson Thomas		Government about the developing policy position for public sector bodies
06.10.22	A22-01-22	Consider how Llais will provide services to those without access to digital services.	Llais	26.07.2023	Closed: arrangements set out in accessibility statement
06.10.22	A22-01-23	Create policy statement setting out how Llais will focus on health and social care provision on a local, regional and national basis.	Alyson Thomas	26.07.2023	Closed: arrangements set out in accessibility statement
22.11.22	A22-02-04	Consider whether the frequency of engagement from the Board with CHC staff and members needs to be increased.	Alyson Thomas	28.04.2023	Closed: Llais is now operational – Strategic Director will be developing internal comms strategy
22.11.22	A22-02-05	Reissue Board members pen pictures to staff.	Ceri Sullivan	28.04.2023	Closed: published on webpages in May
20.12.22	A22-03-05	Seek formal advice and confirmation that future budgets would take into account inflationary cost increases, including pay agreements.	Ben Eaton	27.02.2023	Closed: This was originally linked to the budget for 2023/24 which has been agreed. This

					will form part of future discussion about budget
31.01.23	A23-01-02	Provide the Board with an update following discussions with the Minister for Health and Social Services on the budget for 2022-23.	Ben Eaton	22.03.2023	Closed: update provided at March meeting
31.01.23	A23-01-09	Make the necessary changes to the management procedure for policies, procedures and other written control documents and incorporate the annex setting out which groups are responsible for which documents. Share updated version with the Board form information.	Ceri Sullivan	28.04.2023	Closed: policies procedures and other written control documents captured in log and assigned to groups – A link will be included to the in the policy following IT implementation
31.01.23	A23-01-11	Remove section related to complaints about CHCs from the complaints procedure in April 2024.	Ceri Sullivan	24.04.2024	Open: this will remain an open action until after 12 month of operations
31.01.23	A23-01-12	Bami Adenipekun to support activities to attract a diverse volunteer base.	Bami Adenipekun	28.04.2023	Closed: this is an ongoing piece of work that Bami will support and advise on
27.02.23	A23-02-02	Seek formal clarification on Llais' ability to apply for research grants.	Ben Eaton	28.04.2023	Closed: This is in the framework agreement



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27.02.23	A23-02-07	Create a glossary for staff of all terms and acronyms that would be regularly used.	Llais	27.09.2023	Open
22.03.23	A23-03-01	Rajan to speak with North Wales CHC members to see if he can address some of their concerns about moving over to Llais.	Rajan Madhok	28.04.2023	Closed: Rajan has met with members and staff from NW region
22.03.23	A23-03-02	Arrange session in May with the Future Generations Commissioner for Wales to discuss young ambassadors programme.	Karen Lewis	12.05.2023	Closed: session with FGC requested for September
22.03.23	A23-03-03	Provide Board with information on the challenges CHCs faced with reaching diverse groups in communities so that members can consider support they can provide to address these challenges.	Llais Regional Directors	30.06.2023	Closed: Non-Execs members have started their ambassadorial roles.
22.03.23	A23-03-04	Share Board paper on staff counselling service.	Ceri Sullivan	28.03.2023	Closed: paper discussed a decision made on 28.03.23
22.03.23	A23-03-05	Share briefing with the Board on comms messaging. To include procedure to follow if they are asked to make public statements by members of the press.	Ben Eaton	28.04.2023	Closed: briefing lines shared in advance of go live – regional ambassadorial role document covers process



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22.03.23	A23-03-06	Circulate final version of the 100 day plan.	Ceri Sullivan	28.04.2023	Closed: shared as meeting paper
22.03.23	A23-03-07	Schedule item for June to discuss the code of practice on access to premises.	Ceri Sullivan	28.04.2023	Closed: added to agenda for June
22.03.23	A23-03-08	Identify themes from consultation responses and share with Board.	Anthony Jordan	26.05.2023	Open: themes are included in consultation response summary – Board to advise if further information required
22.03.23	A23-03-09	Work with local authorities and NHS bodies to further develop the cooperation arrangements document.	Llais Regional Directors	27.09.2023	Open: discussions are progressing at a regional level – further updates will be provided
22.03.23	A23-03-10	Board members to contact regional Chief Officers to discuss legacy statements.	Non-Executives	31.05.2023	Closed: picked up as part of ambassadorial roles
22.03.23	A23-03-11	Board members circulate public statement on the awareness of Llais and accessibility.	Ceri Sullivan	28.03.2023	Closed: paper discussed a decision made on 28.03.23
22.03.23	A23-03-12	Share reasoning behind length of retention period for immigration information about staff following termination of contracts.	Llais	31.05.2023	Open: awaiting further advice

22.03.23	A23-03-13	Head of IT and Infrastructure to review security policy within the first 3 months of operations.	Head of IT&I	31.07.2023	Open: work has begun to review
22.03.23	A23-03-14	Provide clarification on the references to OJEU within the procurement policy.	Ceri Sullivan	28.03.2023	Closed: clarification sent to Board by email
22.03.23	A23-03-15	Update section within publication standards on most accessible format for screen readers.	Ceri Sullivan	28.03.2023	Closed: amendment made to final version
22.03.23	A23-03-16	Circulate information on the definition of social care.	Ben Eaton	28.04.2023	Closed: circulated to Board by Ben
22.03.23	A23-03-17	Share list of the regions allocated to Board members.	Medwin Hughes	28.04.2023	Closed: sent to Board
28.04.23	A23-04-01	Circulate the role description and arrangements for the non-executives' ambassadorial roles.	Ceri Sullivan	26.07.2023	Closed: Alyson Thomas circulated to members and set up introductory meetings
28.04.23	A23-04-02	Set up development sessions with policy leads in the Welsh Government to talk about the requirements set out in the Remit Letter.	Ceri Sullivan	27.09.2023	Closed: A list of development sessions has been started and includes references from Remit letter



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28.04.23	A23-04-03	ARAC review the first financial plan before submitting to the Board for formal approval.	ARAC	26.07.2023	Closed: This has been superseded by other arrangements. Full Board discussed at briefing on 13/07
28.04.23	A23-04-04	The Board agreed that the Audit, Risk and Assurance Committee meeting should be scheduled for a later date.	Ceri Sullivan	05.05.2023	Closed: ARAC meeting rescheduled
Date	Decision Ref	Decision	Review Date		
28.04.23	D23-04-01	The Board formally ratified the decisions taken during the establishment phase.	N/A		
28.04.23	D23-04-02	The Board agreed the revised Standing Orders.	SO's will be reviewed 12 months after operations		
28.04.23	D23-04-03	The Board formally noted acceptance of the Remit Letter and Framework Document.	N/A		
28.04.23	D23-04-04	The Board formally noted the progress set out in the finance report and agreed that ARAC would review the first financial plan before submitting to the Board for formal approval.	N/A		



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28.04.23	D23-04-05	The Board agreed to remove the payment approval limits for the Chief Executive and the changes required to the relevant documents.	N/A
28.04.23	D23-04-06	The Board formally agreed the Committee membership.	N/A
28.04.23	D23-04-07	The Board agreed the outline process and timeline for the appointment of the Associate Member and for the process to be started in discussion with the trade unions.	N/A
24.05.23	DooC-07	The agreed the final version of the Non-Executives Ambassadorial role description.	Review after 12 months
24.05.23	DooC-08	The Board agreed the Boards workplan for the remainder of 2023/24	Review at end of 2023/24 FY