



NOT PROTECTIVELY MARKED

PUBLIC BOARD MEETING

29 January 2025

Item 04

THIS PAPER IS FOR APPROVAL

MATTERS ARISING/PENDING FROM PREVIOUS MEETINGS

Lead Director Author	Tom Steele, Chair Pippa Hamilton, Board Secretary
Action required	The Board is asked to <ol style="list-style-type: none">1. Note the update provided against each of the matters arising or pending from previous meetings.2. Approve the removal of each of those actions annotated as complete.
Background	A log is maintained for all matters arising or pending from each of the previous meetings. No action is deleted from the listing until reported as complete and approved for removal.
Status	<p>The attached appendix contains a status update against each of the matters arising or pending.</p> <p>Actions are annotated in the RAG status update as follows:</p> <ul style="list-style-type: none">● Task completed – to be removed from listing● No identified risk to action target completion date● Target completion date extended and rationale provided for movement● Target completion date exceeded with further explanation required and/or to be provided at meeting <p>There are 7 matters arising recommended for closure.</p>

MEETING: Scottish Ambulance Service Board							
REF Mtg/Pg/Item	SUBJECT	ORIGINATION DATE	ACTION/RECOMMENDATION	RAG	TARGET DATE	COMMENTS	
212/06/11	Patient and Staff Safety HAI Update	September 2024	1. Head of Infection Prevention and Control to amend chart 1, National cleaning Services Specification (NCSS) audits, to include only rectifications which have not been completed after 21 days and any in process be removed.		November 2024 January 2025	Complete – propose to close	
			2. Head of Infection Prevention and Control to review chart 1 as there were more bars on the charts than station names.		November 2024 January 2025	Complete – propose to close	
213/02/05	Board Quality Indicators and Performance Report	November 2024	1. Medical Director to share Integrated Clinical Hub Evaluation Report with Board members.		January 2025	Complete – propose to close Circulated to Board members on 20 January 2024.	
			2. Board Secretary to arrange a meeting to discuss the review of the Quality Indicators and Performance Report.		February 2025	Complete – propose to close Meeting arranged for 24 February 2025 to discuss the review of Board papers including Quality Indicators and Performance Report.	
			3. Board Secretary to arrange for 2025 PPSG meeting dates to be shared with Board members.		January 2025	Complete – propose to close	
213/08/14	Patient and Staff Safety HAI Update	November 2024	Interim Director of Care Quality and Professional Development to request Head of Infection Prevention and Control to include a run chart			January 2025	Complete – propose to close

			outlining trend over time data for section 7, table 1 NCSS audit compliance with future Board reporting.		
213/08/15	Health and Wellbeing Update	November 2024	Acting Director of Workforce to discuss with Board Secretary the rebadging of the Health and Wellbeing report to a Workforce Directorate report.	February 2025	Complete – propose to close Meeting arranged for 24 February 2025 to discuss the review of Board papers including Quality Indicators and Performance Report.