



**NOT PROTECTIVELY MARKED**

**PUBLIC BOARD MEETING**

**27 November 2024**

**Item 04**

**THIS PAPER IS FOR APPROVAL**

**MATTERS ARISING/PENDING FROM PREVIOUS MEETINGS**

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

<b>MEETING: Scottish Ambulance Service Board</b>						
<b>REF Mtg/Pg/Item</b>	<b>SUBJECT</b>	<b>ORIGINATION DATE</b>	<b>ACTION/RECOMMENDATION</b>	<b>RAG</b>	<b>TARGET DATE</b>	<b>COMMENTS</b>
212/04/07	Corporate Risk Register	September 2024	<b>Risk Manager, Director of Strategy Planning and Programme, Deputy Director of Workforce</b> to review the mitigating actions for risks 4636 and 5653 to ensure that relevant areas are captured.		November 2024	<b>Complete – propose to close</b>
212/06/10	Person Centred Care Update	September 2024	<b>Non Executive Director Carol Sinclair and Head of Corporate Affairs and Engagement</b> to have an offline discussion in relation to future reporting having more focus on areas of person centred care which are not progressing so well.		November 2024	<b>Propose to close – Head of Corporate Affairs and Engagement will pick up conversation with Carol Sinclair once new Patient Experience Manager has taken up post.</b>
212/06/11	Patient and Staff Safety HAI Update	September 2024	<b>1. Head of Infection Prevention and Control</b> 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.		<del>November 2024</del> January 2025	<b>Propose to defer to January 2024 to allow for amendments to be made for the next reporting period.</b>
			<b>2. Head of Infection Prevention and Control</b> to review chart 1 as there were more bars on the charts than station names.		<del>November 2024</del> January 2025	<b>Propose to defer to January 2024 to allow for amendments to be made for the next reporting period.</b>