



**NOT PROTECTIVELY MARKED**

**PUBLIC BOARD MEETING**

**25 September 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>	<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"><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 4 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>
209/8/13	Patient and Staff Safety HAI Update	May 2024	<b>Interim Director of Care Quality and Professional Development/Health of Infection Prevention and Control</b> to take forward a review and refresh of the Patient and Staff Safety HAI Board paper and strengthen the presentation to highlight areas which are ongoing issues or areas of concern together with framing risks and clinical areas.		July 2024 September 2024	<b>Update 31 July 2024</b> – Board agreed that this action would remain open as newly appointed Head of Infection Prevention and Control only took up post on 01 July 2024 and would be undertaking work to review and refresh the presentation of the paper in advance of the September Board meeting.  <b>Update 10 September 2024</b> – Reviewed paper on September agenda for Board discussion and feedback.
211/2/04	Matters Arising – Continuous Improvement of Board Papers	July 2024	<b>Carol Sinclair</b> to discuss with Board Chair on how continuous improvement of Board papers should be captured within the public board action tracker.		September 2024 November 2024	<b>Update 18 September 2024</b> - This discussion will be taken to the Integrated Governance Committee meeting in November.
211/3/05	Board Quality Indicators and Performance Report	July 2024	<b>Director of Strategy, Planning and Programmes</b> to discuss the future presentation of employee resourcing data and the suggested move away from tables and numbers and inclusion of trajectory information and supporting narrative with the Business Intelligence Team.		September 2024	<b>Complete propose to close</b> - Discussion has taken place with Head of Strategic Workforce Planning & Analytics and follow up meeting being planned Madeline Smith & Carol Sinclair
211/4/06	Delivering our 2030 Strategy – Portfolio Update	July 2024	<b>(1) Director of Strategy, Planning and Programmes</b> to ensure that the pathway to “green” and		September 2024 November 2024	<b>Update 18 September 2024</b> - Path to Green is included for Amber and

			percentage progress to plan is included within future reporting for all projects with “amber” status to provide more assurance to the Board.		Red Projects. Further discussions underway around % completion.
			<b>(2) Director of Strategy, Planning and Programmes</b> to ensure that all new information contained within future presentations of the Delivering our 2030 Strategy paper is highlighted in red text to support effective Board discussion.	September 2024	<b>Complete propose to close</b> - Actioned for September 2030 Board Paper.
211/5/07	Corporate Risk Register (Public)	July 2024	<b>Risk Manager</b> to show more trajectory and less history in relation to mitigating actions and within the “effect of risk” column include progress towards tolerance within future reporting.	September 2024	<b>Complete –propose to close</b> Risk Performance over time’ charts have been updated and some additional narrative has been included in the effect on risk column. This will be continually reviewed and developed further.
211/6/10	Person Centred Care Update	July 2024	<b>Head of Corporate Affairs and Engagement</b> to ensure that future reporting of the involving people section of the person centred care paper is aligned to the 2030 Strategy.	September 2024	<b>Complete – propose to close</b> - included within September Board report.