



NOT PROTECTIVELY MARKED

PUBLIC BOARD MEETING

**31 July 2024
Item 04**

THIS PAPER IS FOR APPROVAL

MATTERS ARISING/PENDING FROM PREVIOUS MEETINGS

Lead Director Author	Tom Steele, Chair Pippa Hamilton, Acting 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	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"> ● 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 07 matters arising recommended for closure.</p>

MEETING: Scottish Ambulance Service Board						
REF Mtg/Pg/Item	SUBJECT	ORINATION DATE	ACTION/RECOMMENDATION	RAG	TARGET DATE	COMMENTS
208/3/05	Board Quality Indicators and Performance Report	March 2024	Executive Directors to ensure new information contained within the refreshed Board Quality Indicators and Performance report since the last presentation be highlighted in red text to support effective discussion.		July 2024	Complete propose to close.
208/7/12	Patient and Staff Safety HAI Update	March 2024	Medical Director to take forward a discussion with the Board Chair and Chair of Clinical Governance Committee in relation to wider patient safety reporting relationship between Clinical Governance Committee and the Public Board.		May 2024 November 2024	Update 29 May 2024 – Action not yet completed as wider discussion requires to be had in relation to the balance of clinical data to Clinical Governance Committee and Public Board meetings. It was agreed that this action would be picked up in discussion with the Integrated Governance Committee and this has been added to the Committee agenda for 07 November 2024. Added to bring forward for Integrated Governance Committee meeting agenda 07 November 2024. Complete – propose to close
209/8/03	Minutes of Board Meeting held on 27 March	May 2024	(1) Acting Board Secretary to update page 7 of March public Board minutes and action tracker to reflect that the Medical Director would take forward a discussion with the Board Chair and Chair of Clinical Governance Committee in relation to wider patient safety reporting		June 2024	Complete – propose to close

			relationship between Clinical Governance Committee and the Public Board.		
209/5/07	Delivering our 2030 Strategy – Portfolio Updates	May 2024	Director of Strategy, Planning and Programmes to send details of AACE Population Health Session to the Acting Board Secretary for circulation to Board members.	June 2024	Compete – propose to close circulated to Board members on 29 May 2024.
209/6/08	Corporate Risk Register	May 2024	Risk Manager and Director of Finance, Logistics and Strategy to consider the removal of reference to reputational risk within the risk descriptors of future reporting.	July 2024	Compete – propose to close
209/7/12	Person Centred Care Update	May 2024	Interim Director of Care Quality and Professional Development/Head of Corporate Affairs and Engagement to carryout a review of the PFPI section of the report, to remove outdated phrase of PFPI and ensure that context of the section is reviewed to outline how this work is supporting the 2030 Strategy and wider programmes.	July 2024	Compete – propose to close
209/8/13	Patient and Staff Safety HAI Update	May 2024	Interim Director of Care Quality and Professional Development 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	Compete – propose to close