



**NOT PROTECTIVELY MARKED**

**PUBLIC BOARD MEETING**

**26 March 2025**

**Item 04**

**THIS PAPER IS FOR APPROVAL**

**MATTERS ARISING/PENDING FROM PREVIOUS MEETINGS**

|                                 |  |
|---------------------------------|--|
| <b>Lead Director<br/>Author</b> | Tom Steele, Chair<br>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 7 matters arising recommended for closure.</p> |

| <b>MEETING:</b> Scottish Ambulance Service Board |   |                       |   |            |                    |   |
|--|---|-----------------------|---|------------|--------------------|---|
| <b>REF Mtg/Pg/Item</b>                           | <b>SUBJECT</b>                                  | <b>ORINATION DATE</b> | <b>ACTION/RECOMMENDATION</b>  | <b>RAG</b> | <b>TARGET DATE</b> | <b>COMMENTS</b>   |
| 214/02/01  | Patient Story                                   | January 2025          | <b>Chief Executive and Chair</b> to discuss the arrangements for a Board to Board discussion with NHS Grampian.   |            | March 2025         | <b>Complete – propose to close</b>  |
| 214/03/05  | Board Quality Indicators and Performance Report | January 2025          | <b>Medical Director</b> to take forward suggestion of engagement with local authorities in relation to what guidance can be issued to planning authorities for potential developer contributions of Public Access Defibrillators (PADs) to be included as part of the planning application process.   |            | March 2025         | <b>Complete – propose to close</b><br>Local Authority engagement will be built into conversation re CARE zones. |
| 214/04/07  | Corporate Risk Register (Public)                | January 2025          | <b>Risk Manager</b> to update Corporate Risk Register following the undernoted suggestions from members: <ul style="list-style-type: none"> <li>• Risk 5888 workforce planning and 5889 workforce sustainability, it was suggested that wording needs to be included to reflect future capability in these areas.</li> <li>• Risk 5891, collaborative working, it was suggested that the risk description should be updated to include differing risk appetites of stakeholders and not just competing priorities.</li> </ul> |            | March 2025         | <b>Complete – propose to close</b>  |
| 214/05/08  | Board Assurance Framework                       | January 2025          | <b>Board Secretary</b> to add Board Assurance Framework Assurance Thresholds to Board Development Workplan.   |            |                    | <b>Complete – propose to close</b>  |

|           |                                     |              |   |  |            |                                    |
|-----------|-------------------------------------|--------------|---|--|------------|------------------------------------|
| 214/06/10 | Person Centred Care Update          | January 2025 | <p><b>(1) Head of Corporate Affairs and Engagement</b> to discuss the inclusion of the undernoted areas into future Board Reporting with the Patient Experience Manager:</p> <ul style="list-style-type: none"> <li>• Updates on the implementation of The Promise Scotland.</li> <li>• Addition of narrative on what positive changes have been made as a result of complaints.</li> </ul> |  | May 2025   |                                    |
|           |                                     |              | <p><b>(2) Board Secretary</b> to add governance reporting structure in relation to the Youth Charter and UNCRC to the next Integrated Governance Committee agenda for discussion.</p>   |  | March 2025 | <b>Complete – propose to close</b> |
| 214/07/11 | Patient and Staff Safety HAI Update | January 2025 | <p><b>Interim Associate Director of Care Quality and Professional Development</b> to meeting with Head of Infection Prevention and Control and Maggie Watts, Non-Executive Director to discuss future presentation of the HAI report to ensure that this provides the right level of assurance and information Board members require.</p>   |  | March 2025 | <b>Complete – propose to close</b> |

|           |                            |              |  |  |            |                                    |
|-----------|----------------------------|--------------|--|--|------------|------------------------------------|
| 214/08/15 | Staff Governance Committee | January 2025 | <b>Board Secretary</b> to add Equality Fora update to the Board Development Workplan for April 2025. |  | March 2025 | <b>Complete – propose to close</b> |
|-----------|----------------------------|--------------|--|--|------------|------------------------------------|