



NOT PROTECTIVELY MARKED

PUBLIC BOARD MEETING

**29 May 2024
Item 04**

THIS PAPER IS FOR APPROVAL

MATTERS ARISING/PENDING FROM PREVIOUS MEETINGS

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| 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 | <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 6 matters arising recommended for closure.</p> |

| MEETING: Scottish Ambulance Service Board – March 2024 | | | | | | |
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| REF Mtg/Pg/Item | SUBJECT | ORINATION DATE | ACTION/RECOMMENDATION | RAG | TARGET DATE | COMMENTS |
| 205/06/12 | Health and Wellbeing update | September 2023 | (3) Head of OD and Wellbeing - To include more information related to staff feedback in the format of you said, we did actions to measure the effectiveness of the Service's ongoing engagement with staff. | | January 2024 March 2024 May 2024 | Update 27 March 2024 – Extension to target date to May 2024 agreed. |
| 207/3/04 | Matters Arising – Board Quality Indicators and Performance Report | January 2024 | Director of Strategy, Planning and Programme to work with the Executive Team to review and refresh the Board Quality Indicators and Performance Report and presented the revised version to the May Board. | | May 2024 | Complete – propose to close refreshed paper presented to May 2024 Board meeting. |
| 207/3/05 | Board Quality Indicators and Performance Report | January 2024 | Chief Operating Officer/ Director of Strategy, Planning and Programme to ensure that future projections for 30 day survival rate is included within future reporting. | | May 2024 | Complete – propose to close included within from May 2024 Board meeting. |
| 208/3/05 | Board Quality Indicators and Performance Report | March 2024 | (1) 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 | |
| | | | (2) Chair and Chief Executive to consider writing further to the Scottish Government in relation | | May 2024 | Update 27 May 2024 – Propose for closure - The Executive Directors have made a number of |

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| | | | to the lack of improvement of Hospital turnaround Times (HTAT), following on from their correspondence of October 2023 | | approaches through the sponsorship team and directly with the leadership of NHS Scotland to raise our concerns related to Hospital turnaround times. The change of leadership at Scottish Government has offered an opportunity to understand the new First Minister's priorities. We intend to raise this issue during our biannual review which is scheduled to take place in the next few weeks. |
| 208/4/07 | Corporate Risk Register (Public) | March 2024 | Risk Manager to include more “by when” detail within the interconnected and future risks section of future presentations of the Corporate Risk Register paper. | | May 2024 Complete – propose to close. |
| 208/4/08 | Public Bodies Framework | March 2024 | Director of Finance, Logistics and Strategy to review the wording for ex-gratia payments section (items 26 and 27) of Public Bodies Framework to make clear that these payment align with the Board's Standing Financial Instructions and Standing Orders. | | May 2024 Complete – propose to close. |
| 208/9/17 | Governance Committees | March 2024 | Acting Board Secretary to provide written update reports from the latest Governance Committee meetings as part of the Board papers rather than verbal updates from Committee Chairs going forward. | | May 2024 Complete – propose to close. Written reports provided with Board papers from May 2024 Board meeting. |