



NOT PROTECTIVELY MARKED

PUBLIC BOARD MEETING

26 March 2025

Item No 16

THIS PAPER IS FOR NOTING

BOARD REPORTING REVIEW MEETING UPDATE

Lead Director Author	Tom Steele, Chair Pippa Hamilton, Board Secretary
Action required	The Board is asked to note the update.
Key points	<p>This paper provides the Board with an update on the progress of the work to review the reporting of the undernoted areas to future Board meetings:</p> <ul style="list-style-type: none">• Review of Board Quality Indicators and Performance Report• Removal of Workforce data and information from Performance Report and development of a Workforce Directorate Report to also combine current Health and Wellbeing Board Report• Balance of Clinical data reporting between Clinical Governance Committee and Public Board reporting.• Review of Healthcare Associated Infection (HAI) Board Report
Timing	Initial meeting took place on Monday 24 th February 2025, with an update on progress provided to the March public Board meeting.



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SCOTTISH AMBULANCE SERVICE BOARD

BOARD REPORTING REVIEW MEETING UPDATE

TOM STEELE, CHAIR

SECTION 1: PURPOSE

To provide the Board with an update on the progress of the work to review the reporting of the undernoted areas to future Board meetings:

- Review of Board Quality Indicators and Performance Report, including the format and presentation of performance charts and narrative.
- Removal of Workforce data and information from Performance Report and development of a Workforce Directorate Report to also combine current Health and Wellbeing Board Report.
- Balance of Clinical data reporting between Clinical Governance Committee and Public Board reporting.
- Review of Healthcare Associated Infection (HAI) Board Report.

SECTION 2: BACKGROUND

The Board agreed to review and refresh a number of the reports presented to the public Board meetings. It was agreed that a meeting would be scheduled to discuss and agree the next steps for this work.

SECTION 3: DISCUSSION

The Review Group meeting took place on 24 February 2025, which included representation from both the Executive Team and Non Executive Directors, along with the Board Chair and Board Secretary. The outcomes and actions agreed at the meeting are detailed below.

Board Quality Indicators and Performance Report

It was agreed that changes to the presentation of performance charts and narrative for the public Board should be consistent with revised operational performance reporting. The Group agreed that work would be taken forward with the Business Intelligence Team to adopt a more meaningful and viewer friendly presentation of performance data and

narrative, similar to performance presentation used by Association of Ambulance Chief Executives (AACE). The Group also discussed the balance and level of detail being presented to the Standing Committees and the Public Board. Board reporting should be strategic and for assurance, with more granular detail being presented to the Standing Committees. The Group agreed that a small group would be established to take the work forward with an option paper presented back to the Review Group at the end of May 2025.

Workforce Reporting

It was agreed that a Workforce Report would be developed which would include workforce data, currently included within the Quality Indicators and Performance Report, key measures and activity from Human Resources, Employee Relations, Organisational Development and Health and Wellbeing. It was agreed that the current Health and Wellbeing report presented to the Board would be amalgamated into the new Workforce Report. A draft of the new report would be developed and presented back to the Review Group in May 2025.

Clinical Data Reporting between Clinical Governance Committee and Public Board

The Group noted that work was being undertaken to review safety and clinical data being presented to both Clinical Governance Committee and Board to ensure that the correct level of assurance is being provided to each. It was agreed that this work would be developed as the newly established Value Based Health and Care Group evolves. It was agreed that the Medical Director would take this work forward in collaboration with the Clinical Governance Committee Chair and Board Secretary.

Review of Healthcare Associated Infection (HAI) Report

The Group noted that work was being carried out to review the current HAI Board report and that a meeting was scheduled with the Head of Infection Prevention and Control with input from a Non Executive Director to discuss the development and future presentation of the report.

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