



NOT PROTECTIVELY MARKED

Public Board Meeting		27 January 2021 Item 04
THIS PAPER IS FOR APPROVAL		
MATTERS ARISING/PENDING FROM PREVIOUS MEETINGS		
Lead Director Author	Pauline Howie, Chief Executive Lindsey Ralph, Board Secretary	
Action required	The Board is asked to 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 There are 5 matters arising recommended for removal.	

MEETING: Scottish Ambulance Service Board – January 2021

REF Mtg/Pg/Item	SUBJECT	ORIGINATION DATE	ACTION/RECOMMENDATION	RAG	TARGET DATE	COMMENTS
183/2/01	Patient Story	September 2020	Medical Director to discuss the case study with the Chair of the Service's clinical guidelines group and arrange for it to be shared with the UK wide JRCALC group.		January 2021	Medical Director will provide an update.
184/7/6i	Corporate Register Risk	November 2020	Risk Manager to review the terminology used in the Heatmap to change the wording of 'risk score stable' to reflect the nature of the dynamic risk register.		January 2021	Complete.
184/7/6ii	Corporate Register Risk	November 2020	Risk Manager to work with risk owners to include more interim milestones within the risks and tolerances and on the Heatmap to clearly demonstrate how the Service was managing these risks in the context of the challenges within the wider health and social care system.		March 2021	Complete.
184/7/6iii	Corporate Register Risk	November 2020	Risk Manager - to consider the inclusion of a risk dashboard for Board reporting.		March 2021	This work is being progressed by the Risk Manager.
184/7/6iv	Corporate Register Risk	November 2020	Risk Manager to amend the wording in Section 4a to read graphical instead of geographical		January 2021	Complete - report has been amended.
184/9/9	Person Centred Care update	November 2020	Director of Care Quality and Professional Development to consider the inclusion of a 'you said, we did' section in future reports.		March 2021	This work is being progressed by the Director.

184/09/10	Patient and Staff Safety - Healthcare Associated Infection Report	November 2020	Board Secretary to amend the last paragraph of the report to make it clear it was for discussion and not approval by the Board.		January 2021	Complete.
184/10/12	Chief Executive's verbal report	November 2020	Board Secretary to send Board members the link to the Scottish Veterans Care Network website.		January 2021	Complete.