



NOT PROTECTIVELY MARKED

Public Board Meeting		30 September 2020 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 4 matters arising recommended for removal.	

MEETING: Scottish Ambulance Service Board – September 2020

REF Mtg/Pg/Item	SUBJECT	ORIGINATIO N DATE	ACTION/RECOMMENDATION	RAG	TARGET DATE	COMMENTS
176/5/5(i)	Towards 2020 Taking Care to the Patient and Quality Improvement	September 2019	Director of Care Quality & Professional Development - to arrange for a trajectory to be included in the See, Treat and Referral charts for future reports.		November 2019 March 2020 May 2020 Sep 2020	Updates provided to Board and revised target dates agreed. The Board agreed at its meeting in May to extend the target date to September 2020. As part of the Redesign of Urgent Care, the Head of Business Intelligence is progressing this work through the Recovery Planning Delivery Group Data and Intelligence Sharing Workstream.
177/4/5	Towards 2020 Taking Care to the Patient and Quality Improvement	November 2019	Madeline Smith and Martin Togneri - in their respective roles as Chair of the Clinical Governance Committee in NHS 24 and the Service, would arrange a review of the governance arrangements in relation to hear and treat.		March 2020 July 2020 September 2020	Agreed at Clinical Governance Committee in August 2020 that the Medical Director will prepare a report summarising the information provided on the governance arrangements of the revised “Hear and Treat” procedures. This would be circulated to the Committee to allow members to assess whether the discussion and its outcomes allow the Committee to fulfil the action.
182/3/5	Board Quality Indicators and Performance Report and Towards 2020 Taking Care to the Patient	July 2020	Board Secretary - to arrange a meeting with the Chair and Non Executive Director representatives to discuss the presentation and format of the performance report to seek views on what Board members would find useful in future reports.		September 2020	Complete - Meeting was held on 3 rd August 2020.

182/6/6	Corporate Risk Register (Public)	July 2020	Risk Manager to review Risks 4636 and 4637 and update the risk description, controls and mitigations in the context of COVID-19.	September 2020	Complete - Agenda item 6 refers.
182/8/10 (i)	Person Centred Care update	July 2020	Director of Care Quality and Professional Development - to provide an overview of the principles and implementation of the Learning from Events group to the Staff Governance Committee in September.	September 2020	Complete - presented to Staff Governance Committee on 16 September 2020.
182/8/10 (ii)	Person Centred Care update	July 2020	Director of Care Quality and Professional Development - to amend the quorum in the Terms of Reference to reflect that there was one Vice Chair included in the membership.	September 2020	Complete