NOT PROTECTIVELY MARKED

Public Board Meeting	**July 2018** **Item 03**
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: ● 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 A total of 10 actions have been completed and are recommended for removal from the listing.

MEETING: Scottish Ambulance Service Board – July 2018						
REF Mtg/Pg/ Item	SUBJECT	ORIGINATION DATE	ACTION/RECOMMENDATION	RAG	TARGET DATE	COMMENTS
163/5/4	Towards 2020: Taking Care to the Patient and Quality Improvement	January 2018	**Director of Care Quality and Strategic Development** to provide vector of measures on one page in future reports.	⬛	~~March 2018~~ May 2018	Board discussed the presentation of the vector charts at meeting on 29 March 2018. New format will be presented in May 2018. The new format of vector measures, grouped in themes, was presented to the Board in May 2018.
163/5/7	Biodiversity Report	January 2018	**Director of Finance and Logistics** to arrange for the Biodiversity collaborative report to be published.	🟧	March 2018	SAS completed the governance process in January 2018. The report will be published after the governance process has been completed by all parties.
164/7/9	Workforce Planning 2018-19	March 2018	**Board Secretary** to add Values Based Recruitment to the Board Development session work plan.	🟩	~~August 2018~~ October 2018	Added to the Board Development Session work plan for October 2018.
164/8/11	Person Centred Care	March 2018	**Head of Corporate Affairs and Engagement** to review the current contact process for Care Opinion and refine it so an individual is not asked to make separate contact with different people in the Service after sharing their story.	🟧	~~May 2018~~ September 2018	Patient Experience Manager is reviewing the process with operational regions to address this. An update will be provided in the Person Centred Board paper when this work is complete.
165/5/6	Corporate Risk Register 2018-19	May 2018	**Risk Manager** to remove the six medium level risks from the Corporate Risk Register to be managed at an operational level.	⬛	May 2018	Complete.
165/6/10	Scottish Emergency Services National Collaboration Strategy	May 2018	**Board members** to provide the Director of Care Quality & Strategic Development with any further comments on the Strategy by 8 June 2018.	⬛	May 2018	Complete.

165/7/11	Financial Performance	May 2018	**Interim Director of Finance and Logistics** to provide a breakdown of the efficiency savings, including any that were part of the deferred expenditure from 2017-18.	May 2018	Complete – included in the financial performance paper (agenda Item 09)
165/9/18	Staff Governance Committee minutes	May 2018	**Director of Human Resources and Organisational Development** to circulate the Staff Governance Action Plan 2017-18 closing report to Board members.	July 2018	Complete.
166/2/1	Annual Reports from Board Committees	June 2018	**Board Secretary** to amend the Staff Governance Report to remove the word "Board" from the heading of Appendix 3.	July 2018	Complete.
166/3/2	Annual Report Resilience Committee	June 2018	**Board Secretary** to amend the Annual Report Resilience Committee to show the correct date of 2017-18 on Appendix 2.	July 2018	Complete.
166/3/4	Internal Audit Plan 2018-19	June 2018	**Director of Human Resources and Organisational Development** to clarify the scope of the planned audit on sickness absence with the internal auditors.	July 2018	Complete - Discussed with Internal Auditors on 2 July 2018 who are reviewing the scope of the audit.
166/4/5	External Audit Report 2017-18	June 2018	**Interim Director of Finance and Logistics** will progress the amendments suggested by Board members with Grant Thornton before finalisation of the report.	July 2018	Complete.
166/5/7	2017-18 Annual Report – Feedback, Comments, Concerns and Complaints	June 2018	**Director of Care Quality and Strategic Development** to amend the report with feedback received from Board members before submission to Scottish Government.	July 2018	Complete.