



**NOT PROTECTIVELY MARKED**

**Public Board Meeting**

**September 2018**

**Item 03**

**THIS PAPER IS FOR APPROVAL**

**MATTERS ARISING/PENDING FROM PREVIOUS MEETINGS**

<b>Lead Director Author</b>	Pauline Howie, Chief Executive Lindsey Ralph, Board Secretary
<b>Action required</b>	The Board is asked to  1. <b>Note</b> the update provided against each of the matters arising or pending from previous meetings. 2. <b>Approve</b> the removal of each of those actions annotated as complete.
<b>Background</b>	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.
<b>Status</b>	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"><li>● Task completed – to be removed from listing</li><li>● No identified risk to action target completion date</li><li>● Target completion date extended and rationale provided for movement</li><li>● Target completion date exceeded with further explanation required and/or to be provided at meeting</li></ul> A total of 3 actions have been completed and are recommended for removal from the listing.

<b>MEETING: Scottish Ambulance Service Board – September 2018</b>						
<b>REF Mtg/Pg/Item</b>	<b>SUBJECT</b>	<b>ORINATION DATE</b>	<b>ACTION/RECOMMENDATION</b>	<b>RA G</b>	<b>TARGET DATE</b>	<b>COMMENTS</b>
163/5/7	Biodiversity Report	January 2018	<b>Director of Finance and Logistics</b> to arrange for the Biodiversity collaborative report to be published.		<del>March 2018</del> November 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	<b>Board Secretary</b> to add Values Based Recruitment and Values Toolkit to the Board Development session work plan.		<del>August 2018</del> October 2018	Added to the Board Development Session work plan for October 2018.
164/8/11	Person Centred Care	March 2018	<b>Head of Corporate Affairs and Engagement</b> 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.		<del>May 2018</del> 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.
167/5/5	Towards 2020: Taking Care to the Patient and Quality Improvement	July 2018	<b>Director of Care Quality and Strategic Development</b> to include an update on scheduled care and a risk assessment for each activity detailed in future papers.		November 2018	<b>On track</b> - Scheduled care update included in paper. Action re risk assessment for each activity will be included for future papers.
167/5/6 i	Approval of Corporate Risk Register 2018-19	July 2018	<b>Board members</b> to review the Corporate Risk Register after the August Development session discussion and agree if the wording of the current financial risk requires to be changed, or a new risk added.		November 2018	<b>On track</b> - Corporate Risk Register will be reviewed by the Board at its meeting in September 2018.

167/5/6 ii	Approval of Corporate Risk Register 2018-19	July 2018	<b>Board Secretary</b> to arrange for the Audit Committee to consider and add to its work plan a review of the Service' risk management arrangements.		November 2018	<b>Complete</b> - Will be discussed by the Audit Committee at its meeting in October 2018.
167/8/5 i	Procurement Strategy	July 2018	<b>Interim Assistant Director of Finance</b> to arrange for the strategy to be reviewed to:- a. include reference to the specific duties about equality and procurement b. review the reference to EQIA being completed for procurement over £1m c. replace the reference with key suppliers with suppliers and review the wording of section 5.3 d. ensure the appropriate governance process for approval was then completed.		September 2018	<b>On Track</b> – revised strategy is being presented to the Board in September (agenda item 8)
167/8/5 ii	Procurement Strategy	July 2018	<b>Head of Corporate Affairs and Engagement</b> will work with the Head of Procurement to provide assurance to the Board that the Service's Corporate stakeholder mapping is applied to all regulated procurements.		September 2018	<b>Complete</b>
167/8/5 iii	Procurement Strategy	July 2018	<b>Interim Assistant Director of Finance</b> to arrange for the Heads of Estates to provide Board members with a briefing of the Service's responsibility regarding the health and safety at work factors, as monitored through the contract management process.		November 2018	Director of Finance and Logistics will circulate this information to Board members.