



**NOT PROTECTIVELY MARKED**

**Public Board Meeting**

**May 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 <ol style="list-style-type: none"> <li>1. <b>Note</b> the update provided against each of the matters arising or pending from previous meetings.</li> <li>2. <b>Approve</b> the removal of each of those actions annotated as complete.</li> </ol>
<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> <p>A total of 4 actions have been completed and are recommended for removal from the listing.</p>

<b>MEETING: Scottish Ambulance Service Board – May 2018</b>						
<b>REF Mtg/Pg/Item</b>	<b>SUBJECT</b>	<b>ORIGINATIO N DATE</b>	<b>ACTION/RECOMMENDATION</b>	<b>RAG</b>	<b>TARGET DATE</b>	<b>COMMENTS</b>
163/5/4	Towards 2020: Taking Care to the Patient and Quality Improvement	January 2018	<b>Director of Care Quality and Strategic Development</b> 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. Target date was extended to May 2018. New format will be presented in May 2018.
163/5/7	Biodiversity Report	January 2018	<b>Director of Finance and Logistics</b> 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.
164/5/6	Review of Corporate Risk Register 2017-18	March 2018	<b>Risk Manager</b> to review the wording of the “actions to mitigate risk” section of Risk 3962 to refer specifically to the National On Call Working Group report.		May 2018	<b>COMPLETE</b> Risk Manager has amended the wording.
164/5/7	SAS Operational Plan 2018-19	March 2018	<b>Director of Care Quality &amp; Strategic Development</b> to add a descriptor to the Ambulance Control Centre Call Handler assisted telephone CPR section on page 3.		May 2018	<b>COMPLETE</b> A descriptor was added by the authors.
164/7/8	Financial Planning 2018-19	March 2018	<b>Director of Finance and Logistics</b> to amend the wording of the Service’s Statutory financial obligations in the paper to “the statutory obligation for the Service was year on year to deliver a break even position against a challenging efficiency programme”.		May 2018	<b>COMPLETE</b> Paper amended.
164/7/9	Workforce Planning 2018-19	March 2018	<b>Board Secretary</b> to add Values Based Recruitment to the Board Development session work plan.		August 2018	Added to the Board Development Session work plan for August 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.		May 2018	Contact has been made with Care Opinion. Patient Experience Manager is reviewing the process.
164/8/12	Patient and Staff Safety – HAI report		<b>Director of Care Quality &amp; Strategic Development</b> to review the charts in future reports to include an arrow to highlight which direction was improvement.		May 2018	<b>COMPLETE</b> The report for May 2018 Board paper includes this information.