



NOT PROTECTIVELY MARKED

Public Board Meeting		29 July 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	<p>The Board is asked to</p> <ol style="list-style-type: none"> 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	<p>The attached appendix contains a status update against each of the matters arising or pending.</p> <p>Actions are annotated in the RAG status update as follows:</p> <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 <p>There are 2 matters arising recommended for removal.</p>	

MEETING: Scottish Ambulance Service Board – July 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 & Strategic 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	The MI team are working with Regional Directors to understand the planned work in each region for the year ahead and build in these trajectories. The Board agreed at its meeting in May to extend the target date to September 2020.
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	Medical Director and Director National Operations developing hear and treat arrangements as part of Covid-19 response and Annual Operational Plan. The Board agreed at its meeting in May to extend the target date to September 2020.
180/5/5	Corporate Risk Register (Public)	July 2020	Director of Finance, Logistics & Strategy - to amend the wording of risk 4651 to read “there is a risk that the Service cannot consistently deliver patient centred care where increasing demand exceeds available capacity, resulting in the potential for adverse patient outcomes”		July 2020	Change is reflected in the Corporate Risk Register presented to the Board in July 2020.
180/5/6	Revised Governance Arrangements	July 2020	Board Secretary to update the paper to reflect the agreed changes to the revised Board governance arrangements.		July 2020	Paper updated by the Chair and Board Secretary to reflect the agreed changes.