



**NOT PROTECTIVELY MARKED**

<b>Public Board Meeting</b>		<b>30 November 2022</b> <b>Item 04</b>
<b>THIS PAPER IS FOR APPROVAL</b>		
<b>MATTERS ARISING/PENDING FROM PREVIOUS MEETINGS</b>		
<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> There are 6 matters arising recommended for closure.	

**MEETING:** Scottish Ambulance Service Board – November 2022

REF Mtg/Pg/Item	SUBJECT	ORIGINATION DATE	ACTION/RECOMMENDATION	RAG	TARGET DATE	COMMENTS
197/5/06	Corporate Risk Register	July 2022	<b>Board Secretary and Director of Finance, Logistics &amp; Strategy</b> – to include a review of the Board’s risk tolerance levels on the agenda for the Board Development session in October 2022.		November 2022	Workshop held at Board Development session in October 2022.
198/5/05	Board Quality Indicators and Performance report	September 2022	<b>Chief Executive</b> – To provide a Board briefing note on the key messages related to Hospital Turnaround Times to Board members for engagement with their networks.		November 2022	Briefing note was shared with Board members on 25 October 2022.
198/6/06	Corporate Risk Register (public)	September 2022	<b>Director of Finance, Logistics &amp; Strategy</b> – Risk Manager to review Risk ID 4638 to ensure it more clearly described the potential impact on patient harm, particularly in relation to extended hospital turnaround times.		November 2022	
198/6/07	Draft Sustainability Strategy	September 2022	<b>Director of Finance, Logistics &amp; Strategy</b> – to amend the final version of the strategy to include references to the source of information related to percentage of the health service’s carbon footprint directly apportioned to clinical choices and the circular economy processes and information about the link between the Board Climate Emergency and Sustainability Champion role and the governance reporting structure.		November 2022	

198/7/08	Draft Digital and Data Strategy	September 2022	<p><b>Director of Finance, Logistics and Strategy</b> – to amend the final version of the strategy</p> <ul style="list-style-type: none"> <li>• Page 17 - Vaccine passport apps would be amended to vaccination status app</li> <li>• Page 7 – workforce strategy to be amended to read people strategy</li> <li>• Page 23, 2<sup>nd</sup> paragraph – table should read tablet</li> </ul>		November 2022	
198/8/10	2030 Strategy and Governance Reporting	September 2022	<p><b>Director of Finance, Logistics &amp; Strategy</b> - to show in the Governance Structure diagram how the Programme Boards that Non Executive Director representatives had oversight roles on were aligned to this structure</p>		November 2022	
198/9/15	Health and Wellbeing Update	September 2022	<p><b>Director of Workforce</b> to ensure</p> <ul style="list-style-type: none"> <li>- Future reports highlighted the areas of activities that had been progressed in the reporting period.</li> <li>- The Healthy Culture workstream aim included detail on the specific action related to people feeling listened to and treated with dignity and respect</li> </ul>		January 2022	