



**Scottish  
Ambulance  
Service**

University National NHS Board



**NOT PROTECTIVELY MARKED**

**Public Board Meeting**

**25 January 2023**

**Item 04**

**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>	<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"><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>There are 4 matters arising recommended for closure.</p>

**MEETING:** Scottish Ambulance Service Board – January 2023

REF Mtg/Pg/Item	SUBJECT	ORIGINATION DATE	ACTION/RECOMMENDATION	RAG	TARGET DATE	COMMENTS
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 2023	Updated for January 2023 Board paper.
199/5/06	Developing our 2030 Strategy – Portfolio updates	November 2022	<p><b>Director of Finance, Logistics &amp; Strategy and Associate Director of Strategy, Planning and Programmes</b> – to reflect the Board’s feedback for the next version of the report (a focused summary report which included additional detail on any specific challenges, emerging issues, risks, impact to timelines in achieving the strategic aims and objectives, the inclusion of impact evaluation measures, an overarching timeline for the next 6-12 months, and the specific action required by the Board at each meeting).</p>		March 2023	Actions are being progressed with some completed for the January 2023 Board paper.
199/6/07 (i)	Corporate Risk Register (public)	November 2022	<p><b>Director of Finance, Logistics &amp; Strategy and Risk Manager</b> – to reflect the external risks to the Service from the impact of wider system pressures more clearly in the ‘resulting in’ section and progress this through the appropriate governance route to the Board’s Corporate Risk Register.</p>		January 2023	

199/6/07 (ii)	Corporate Risk Register (public)	November 2022	<b>Director of Finance, Logistics &amp; Strategy and Risk Manager</b> – to meet with Liz Humphreys, Non Executive Director to discuss her feedback on the Corporate Risk Register in more detail.		January 2023	Complete
199/10/14	Health and Wellbeing update	November 2022	<b>Director of Workforce</b> – to include <ul style="list-style-type: none"> <li>• an extra column in the Health and Wellbeing Road map to show how each area was being impact assessed to evidence improvements</li> <li>• An update on the Health and Wellbeing Strategy evaluation would be presented to the Staff Governance Committee meeting in December.</li> </ul>		March 2023	On track
199/10/15	SCOTSTAR and Air Ambulance Update	November 2022	<b>Chief Operating Officer</b> – to discuss specific challenges related to service provision in rural areas with his team and provide any further information to Board members out with the meeting.		January 2023	Chief Operating Officer has reviewed with team. In relation to the National Treatment Centres position, there are currently no perceived risks to air ambulance provision in remote and rural communities. Any identified risks will be notified through the governance channels and escalated as appropriate