

SFRS BOARD MEETING – ROLLING ACTION LOG



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Background and Purpose

A rolling action log is maintained of all actions arising or pending from each of the previous meetings of the Board. No actions will be removed from the log or their completion dates extended until approval has been sought from the Board.

The status of Actions are categorised as follows:

- Task completed – to be removed from listing
- No identified risk, on target for completion date
- Target completion date extended to allow flexibility
- Target completion date unattainable, further explanation provided.

Actions/recommendations

Currently the rolling action log contains 10 Actions. A total of 3 of these actions have been completed.

The Board is therefore asked to approve the removal of the 5 actions noted as completed (Blue status), note the 3 actions categorised as Green status and note the 2 action categorised as Yellow status on the action log.

Board Meeting: 27 October 2016						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 8.2	CHIEF OFFICER'S REPORT: West Midland Fire Service peer review to be circulated to Board Members when available.	A Hay	April 2017		August 2017	<p>Update – The draft report is currently awaiting comments from West Midlands Fire Service before the final version is produced.</p> <p>Update – The final report is currently awaited and will be circulated when available.</p> <p>Update (30/06/17) - Final report is with West Midlands FRS and has not yet been publicly released. The report will not be available for circulation more widely until they have published it on their website.</p> <p>Completed (11/08/17) – Copy of final report circulated to Board/SLT.</p>

Board Meeting: 27 April 2017						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 12.3	REVISED COMMITTEE STRUCTURE IMPLEMENTATION UPDATE: Alternative interim performance management tool to be produced to allow the Board to continue to monitor performance	MMcA	June 2017			<p>Update – This is currently still being developed with timescales for completion to be confirmed. A verbal update can be provided on progress to date.</p> <p>Update – A performance scorecard will be tabled at the Service Delivery Committee on the 21 September 2017 for discussion and finalisation before being presented at a future Board meeting.</p>
Item 13.3	REVIEW OF STRATEGIC RISK REGISTER: The word “hungry” in relation to risk appetite be substituted with an alternative.	SO'D	June 2017			<p>Update - Proposal to revise the current risk appetite as “risk setting”. This will be presented at the next ARAC meeting.</p>

NOT PROTECTIVELY MARKED

Board Meeting: 29 June 2017						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 4.1&4.2	Minutes of Previous Meeting - 27 April 2017: Item 16b Title to be amended to Service Transformation Committee, Item 16cii removal of the word "budget"	BST	June 2017		June 2017	Completed – Minutes of previous meeting were amended as agreed.
Item 6.1	Decision Log – OHCA (Item 10 27/4/17): Joint evaluation report to be circulated in due course.	LR	October 2017			Update – Report to be submitted to SLT Policy meeting (September 2017) and thereafter submitted to the Board (October 2017).
Item 9.3	Resource Budget Monitoring Report – May 2017: Overtime figures incurred by the implementation of the common duty system to be presented separately to provide a clearer picture along with trend information.	SO'D	August 2017			Update - Work is ongoing to develop a process whereby this can be identified and reported.
Item 10.3	Capital Budget Monitoring Report – May 2017: Local operational input into redesign process of services facilities (reference made to Orkney)	SO'D	August 2017		August 2017	Completed - Noted
Item 10.5	Capital Budget Monitoring Report – May 2017: Update on the capital budget challenges to be brought back to the Board.	SO'D	October 2017		August 2017	Completed - Included in August monitoring report
Item 11.4	Draft Annual Operating Plan 2017/18: Consideration to be given to raising the priority of the harmonisation of the T&C along with a breakdown of milestone.	DV	August 2017			Update - Negotiations with all relevant Trade Unions commenced in July and is currently in progress, with planned end date for negotiations of November 2017.
Item 11.7	Draft Annual Operating Plan 2017/18: Corporate Risk Register link to be included in Governance and Social Responsibility Action 8	MMcA	August 2017		August 2017	Update - Link to Corporate Risk Register confirmed and included.