

INTEGRATED GOVERNANCE COMMITTEE MEETING – ROLLING ACTION LOG



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Background and Purpose

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

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 15 Actions. A total of 13 of these actions have been completed.

The Committee is therefore asked to approve the removal of the 13 actions noted as completed (Blue status), note the 2 action categorised as Green status and note no actions categorised as Yellow status on the action log.

Integrated Governance Group Meeting: 4 October 2018						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 8.1.5	Feedback on Spotlight Reports at Committees - session on governance was scheduled at the next Strategy Day (November). It was suggested that this session includes the mapping of the scrutiny of risk at Executive and Non-Executive levels take place and relates to the overall governance of the Service. The session could also incorporate the process for HMFSI, Audit Scotland reports, etc. This would allow an ideal opportunity to reflect on the governance within the Service.	BST	November 2018		February 2019	Update (17/01/19) – SFRS Governance and Accountability was presented and discussed at the Nov. Board Development / Information Day by Director of SPPC. The structure of Non-Executive and Executive structures and how information flows was detailed. Further to this a session has been programmed on 31 st Jan Board Strategy Day specifically focusing on Strategic Risk and how this will support the development of the next Strategic Plan. Completed (27/03/19) – Strategic Risk session now taken to the 28 February Strategy Day meeting.
Item 11.5	Chairs Issues and Common Themes – Proposal to hold a teaching/workshop session for members of RANSC to discuss this process and good practices. It was also suggested that the role of the Employee Partnership Forum and Partnership Advisory Group would also be discussed. This information session would be scheduled around a future Staff Governance Committee workshop (January).	BST	January 2019		January 2019	Completed (17/01/19) – A SGC workshop has been programmed for 22 nd January 2019 which will allow for this information session to occur. BST will add this to the Workshop Agenda Re-opened (17/01/19) – To be reopened so that the process for negotiations, role of the RANSC could be discussed. Input would be welcomed from KD, CO Hay or Liz Barnes. NJC training materials to be sourced and circulated. A separate RANSC workshop to be arranged. Post Meeting note: RANSC workshop originally arranged for 5 February 2018, however, due to time constraint this will have to be rescheduled. In the meantime the NJC presentation was circulated to the Board. This was also covered to some degree at the Strategy Day on 31 January 2019. This is now considered complete.

Integrated Governance Group Meeting: 17 January 2019						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 7.1.3	Spotlight Risks Across Committee - It was agreed that the guidance email issued to Responsible Officer presenting spotlight report would be circulated for information.	BST	March 2019		March 2019	Completed (27/03/19) – Guidance e-mail circulated accordingly.
Item 7.1.4	Spotlight Risks Across Committee - Concerns raised over introducing a new format of reporting risks at the TMPC. Following a brief discussion, it was suggested that this approach be introduced or discussed at the next meeting of the Staff Governance and Service Delivery Committees in the first instance.	BST	March 2019		March 2019	Completed (27/03/19) – BST contacted respective Chairs to confirm selected risks following which the responsible Risk Owner were requested to attend the next relevant Committee meeting to give a verbal update and where applicable against the Risk Action Plan or link to the Directorate Plans. This approach was adopted by the Staff Governance and Service Delivery Committee as agreed and Chairs are now in a position to provide verbal feedback at this meeting of the IGC.
Item 9.3	Annual Workshop of Committee to Review Effectiveness/Alignment of Terms of Reference - Revised committee's terms of references could be brought back to this forum prior to being submitted to the Board for approval.	BST	March 2019		March 2019	Completed (27/03/19) – Will be presented to ensure the responsibilities the Chairs for each Committee of the Board are clear and can discuss where the focus of each Committee should lie moving into 2019/20.
Item 9.4	Annual Workshop of Committee to Review Effectiveness/Alignment of Terms of Reference - Board Support Team to oversee and highlight any areas of duplication to the Committee Chair or Integrated Governance Committee.	BST	March 2019		March 2018	Completed (27/03/19) – BST will continue to oversee and highlight any areas of duplication.
Item 9.6	Annual Workshop of Committee to Review Effectiveness/Alignment of Terms of Reference – Potential for Committee's terms of reference to be amended to state that Committees were able to make decisions within the	VV/BST	March 2019		March 2019	Completed (27/03/19) – BST have made contact with VV Legal Services and agreed wording updating the all Committee Terms of Reference accordingly, this will also be reflected within the Scheme of delegations.

NOT PROTECTIVELY MARKED

	limits of what is specified within their terms of reference and provided that this does not impact on the strategic direction of the Service. VV noted that the scheme of delegations would have to be reviewed to reflect this. VV to provide appropriate wording.					
Item 9.7	Annual Workshop of Committee to Review Effectiveness/Alignment of Terms of Reference – The Committee would welcome Richard Whetton’s input on agenda structure, report classification and any recommendations on corporate governance to a future Board meeting (April).	MMcA	March 2019		March 2019	Completed (27/03/19) – As part of our newly introduced annual governance review process, which takes into account the Standing Orders, Scheme of Delegations Members Code of Conduct, we are also strengthen our approach to Board and Committee Agendas through a more structured forward planning process. Some examples of this are as follows; adding to our report classification ‘For Recommendation’, standardising Committee Terms of Reference where possible, however making clear the responsibilities for each Committee and giving them an avenue through IGC for Common Themes to be addressed. Introduce the role of Deputy Committee Chairs for improved resilience and as a development opportunity. As a maturing Service and Board we are now looking to delegate the ability ‘For Decision’ where appropriate at a Committee level. Look also at the level of reporting and ensure the quality of reports are improved upon and the quantity wherever possible is reduced.
Item 11.5	Transformation Project – Additional Information to be Provided at Future Board Meetings - MMcA and MD to discuss further at the Transformation & Major Projects Committee workshop and decide how this information could be presented to the Board	MMcA/MD	March 2019		March 2019	Completed (27/03/19) – TMPC workshop has been rescheduled to May 2019. Following that an update will be provided to the Board.
Item 12.1	Inspection/Audits - HMFI structure to be sourced and circulated to Board Members.	BST	March 2019		January 2019	Completed (27/03/19) – HMFSI department structure sourced and circulated to the Board for information.

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Item 12.2	Inspection/Audits - HMFSI Scrutiny Plan to be circulated to the Board once available.	BST	March 2019		February 2019	Completed (27/03/19) – HMFSI Scrutiny Plan was circulated to the Board on 18 February 2019.
Item 12.4	Inspection/Audits - The Committee discussed the process for developing the future planned reviews/programme and the benefits of seeking the opinions of the Board on areas to focus on. Whilst the independency of the HMFSI was acknowledged, it was suggested that HMFSI be invited to engage with the Board and attend a future Strategy Day.	BST	March 2019		March 2019	Completed (27/03/19) – HMFSI has been invited and accepted to attend at the July Board Development/Information Day.
Item 13.2	Compliance and Good Corporate Governance and Practices - In regards to Principle 3 Action - <i>Establish arrangements for appraising staff against our values</i> , it was noted that the action does not state that staff were being appraised against the values. BMcQ asked for clarification on whether staff were appraised against the values or not. AC to seek clarification from HR.	BST	March 2019		March 2019	Completed (27/03/19) – The values are incorporated into the appraisal pro-forma for all staff.
Item 14.1.2	AOCB High Level Transformation Plan - MMcA was tasked with how the Board would be appraised of the proposed arrangements (MTFA) and bring recommendations to come back the Committee for consideration.	MMcA	March 2019			Update (27/03/19) – Verbal update to be provided at the meeting.
Item 14.1.3	AOCB High Level Transformation Plan - Clarification to be sought on whether Board Members Security Clearance would be required and to be brought back to the next meeting.	BST	March 2019			Update (27/03/19) – Contact made with R&R lead. A new policy is being submitted to SLT with a proposal to create a Strategic Security Board (SLT) which will look at this and decide the most appropriate course of action moving forward.