



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

## **SFRS BOARD MEETING DECISION LOG**

### **PURPOSE**

Decisions made at the meetings of the Board of the Scottish Fire and Rescue Service (SFRS) are recorded in the minutes of these meetings and published on the SFRS website. This ensures that all decisions of public interest are accurately documented and made available for public scrutiny. The Standing Orders for Meetings of the Board and its Committees state that a decision made by the Board cannot be changed within 6 months, unless the Chair rules that there has been a material change of circumstances.

The attached decision log therefore provides a record of all significant decisions made by the board at its meetings held in the most recent 12 months, and in accordance with Standing Orders, notes the earliest date for reviewing each decision. The decision log will also ensure there is a means for the Board to keep sight of their recent decisions and the follow up actions put in train, and helps to maintain high standards of corporate governance.

### **RECOMMENDATION**

The Board is invited to note the contents of the decision log.

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 8 September 2016</b>				
Item 4	<b>STRATEGIC PLAN 2016-19</b>	A report was presented to the Board with an overview of the outcomes of the consultation on draft Strategic Plan 2016/19 and submitted a finalised Plan for agreement.	<b>The Board approved the Strategic Plan and its submission to the Scottish Government.</b>	<b>March 2017</b>
Item 5	<b>OUTCOMES OF COMMITTEE REVIEW</b>	A report was presented to the Board outlining the key outcomes of the Committee Review.	<b>The Board approved the recommendation noting that the new and revised Terms of Reference would be submitted for approval in due course.</b>	<b>March 2017</b>

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 27 October 2016</b>				
Item 10	<b>CAPITAL BUDGET MONITORING REPORT – SEPTEMBER 2016</b>	A report was presented to the Board to advise of actual and committed expenditure and allocation of additional funds for fire behaviour training facilities at Kirkwall and Sumburgh.	<b>The Board approved the allocation of the additional funds for fire behaviour training facilities at Kirkwall and Sumburgh.</b>	<b>April 2017</b>
Item 13	<b>DRAFT ANNUAL OPERATING PLAN 2016/17</b>	A report was presented to the Board outlining the draft Revised Annual Operating Plan 2016/17.	<b>The Board approved the Draft Annual Operating Plan 2016/17.</b>	<b>April 2017</b>
Item 14	<b>REVISED COMMITTEE STRUCTURE IMPLEMENTATION PLAN</b>	A report was presented to the Board to propose the implementation plan for the new committee structures and the revised Terms of Reference for the Service Transformation Committee.	<b>The Board approved the implementation plan and the revised Terms of Reference for the Service Transformation Committee.</b>	<b>April 2017</b>

NOT PROTECTIVELY MARKED

Item 15	<b>BOARD FORWARD PLAN 2016/17</b>	A report was presented to the Board a revised Board Forward Plan 2016/17.	<b>The Board noted and approved the Board Forward Plan 2016/17</b>	<b>April 2017</b>
Item 16	<b>BOARD MEETING SCHEDULED 2017/18</b>	A report was presented to the Board a proposed Board Meeting Schedule 2017/18.	<b>The Board noted and approved the proposed schedule of Board related meetings.</b>	<b>April 2017</b>

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 15 December 2016</b>				
Item 11	<b>BUDGET STRATEGY 2017/18</b>	SO'D presented a report advising the Board of the proposed budget Strategy for 2017-18 which outlined the approach to developing both Resource and Capital Budgets within the context of both UK and Scottish Government Spending announcements.	<b>The Board, noting the comments made, approved the report.</b>	<b>June 2017</b>
Item 12	<b>CORPORATE PROCUREMENT STRATEGY (REVISED) 2016-18</b>	A report was presented to the Board advising of the revisions to the Corporate Procurement Strategy 2016-18 to account for the requirements of the Procurement Reform (Scotland) Act 2014	<b>The Board approved the revised Corporate Procurement Strategy 2016-18.</b>	<b>June 2017</b>
Item 15	<b>CODE OF CORPORATE GOVERNANCE</b>	A report was presented to the Board advising of the proposed SFRS Code of Corporate Governance, highlighting the importance of acting consistently with recognised principles of good governance.	<b>The Board approved the Code of Corporate Governance</b>	<b>June 2017</b>

Item 16	<b>CORPORATE PARENTING PLAN</b>	A report was presented advising the Board of the draft Corporate Parenting Plan, as prepared by the Corporate Parenting Working Group, and requested approval for publishing and implementing of same	<b>The Board approved the Corporate Parenting Plan for publication and implementation.</b>	June 2017
Item 17	<b>REVISED COMMITTEE STRUCTURE IMPLEMENTATION UPDATE</b>	A report advising the Board of the key outcomes of the committee review, progress made towards completion of the implementation plan and the draft terms of reference for individual committees, the revised Scheme of Delegation and Standing Orders for Meetings.	<b>The Board noted the key outcomes and progress toward completing the implementation plan and approved the individual Committee's Terms of Reference, revised Scheme of Delegations and Standing Orders for Meetings.</b>	June 2017

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 28 March 2017</b>				
Item 11	<b>BUDGET STRATEGY 2017/18</b>	A report was presented advising the Board of the total proposed Resource Budget for 2017/18 is £262.821 million, in line with resource budget funding from the Scottish Government (£259.221 million) plus the surplus on property sales (£3.600 million), which is recognised within the Resource Budget.	<b>The Board approved the proposed Resource Budget 2017/18.</b>	<b>September 2017</b>
Item 12	<b>CAPITAL PROGRAMME 2017-2020</b>	A report was presented advising the Board of the total proposed expenditure for 2017 – 2020 is £107.000 million, funded by anticipated Capital DEL budget of £97.500 million, plus estimated capital receipts from Strategic Intent	<b>The Board approved the proposed Capital Programme for 2017-2020 and recognised that figures for years 2 and 3 were indicative and would be refined in future years.</b>	<b>September 2017</b>

		of £9.500 million. Expenditure for 2017/18 amounts to £42.000 million.		
Item 13	<b>CONTRACTS AND SCHEDULES FOR EMPLOYMENT – REDUNDANCY MODIFICATION ORDER (RMO)</b>	A report was presented advising the Board of the current position for the SFRS in relation to the RMO and seeks advice from Board Members on dealing with this matter.	<b>The Board noted the report and approved the extension of the indemnity period until March 2018.</b>	<b>September 2017</b>
Item 14	<b>REVISED COMMITTEE STRUCTURE IMPLEMENTATION PLAN</b>	A report was presented advising the Board of the progress towards the completing the implementation plan, sought final approval of the revised draft Terms of Reference for each Committee and approval of the appointment of Committee Chairs.	<b>The Board noted the progress against the implementation plan, approved the revised terms of Reference and recognised the approved Chair for each committee.</b>	<b>September 2017</b>

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 27 April 2017</b>				
Item 9	<b>EQUALITY STATUTORY REPORTING</b>	A report was presented advising the Board of the proposal to publish the draft Mainstreaming Report and proposed Equality Outcomes by 30 <sup>th</sup> April 2017 as per our legal obligations under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.	<b>The Board approved the Mainstreaming Report and Equality Outcomes for publication, subject to the comments made</b>	<b>October 2017</b>
Item 10	<b>SCOTTISH FIRE AND RESCUE SERVICE CO-RESPONSE TO OUT OF HOSPITAL CARDIAC ARREST INCIDENTS (OHCA)</b>	A report was presented advising the Board of the outcomes of the evaluation of national Trials to a co-response to OHCA incidents with Scottish Ambulance Service and sought approval to continue to provide a co-response to Out of Hospital Cardiac incidents in line with its commitments to Scottish	<b>The Board approved the implementation of an evidence based service-wide delivery plan for co-response to OCHA/EMR and the associated consumable costs.</b>	<b>October 2017</b>

		Government Out of Hospital Cardiac Arrest Strategy, working in partnership with Scottish Ambulance Service to improve patient outcomes and survivability rates.		
Item 11	<b>PREPARATION OF CORPORATE PAPERS</b>	A report was presented advising the board of the The purpose of this report is to seek feedback from the Scottish Fire and Rescue Service (SFRS) Board regarding the proposed revised template and guidance for preparing and presenting Corporate level papers (i.e. papers being presented to the Board, Strategic Leadership Team (SLT) and Senior Management Team (SMT)).	<b>The Board approved the content of the report along with the standard template and guidance notes, subject to the recommended changes being made.</b>	<b>October 2017</b>
Item 12	<b>REVISED COMMITTEE STRUCTURE IMPLEMENTATION UPDATE</b>	A report was presented advising the Board of the completion of the implementation plan, subject to proposals for providing on-going monitoring and updates as necessary to develop a corporate performance scorecard.	<b>The Board approved the implementation plan as completed, subject to proposals for providing on-going monitoring and updates as necessary to develop a corporate performance scorecard.</b>	<b>October 2017</b>
Item 13	<b>REVIEW OF STRATEGIC RISK REGISTER</b>	A report was presented advising the Board of the work undertaken to revise the Strategic Risk Register and develop associated risk action plans in line with the new SFRS Strategic Plan.	<b>The Board approved the revised Strategic Risk Register, noting the comments made.</b>	<b>October 2017</b>
Item 14	<b>INTERNAL AUDIT PLAN 2017/18</b>	A report was presented advising the Board of the SFRS Internal Audit Plan 2017/18, which set out a timetable of 8 main reviews of key activities during 2017/18 that are intended to assist in ensuring	<b>The Board noted the report and approved the Internal Audit Plan 2017/18</b>	<b>October 2017</b>

		effective governance and monitoring arrangements within SFRS which link to the organisation's purpose, objectives and risks.		
Item 15	<b>EQUAL PAY REPORT 2016/17</b>	A report was presented advising the Board of the statutory requirements to publish an Equal Pay Report, and to seek Board approval to publish the attached reports in fulfilment of this requirement.	<b>The Board approved the Equal Pay Report.</b>	<b>October 2017</b>

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 29 June 2017</b>				
Item 11	<b>DRAFT ANNUAL OPERATING PLAN 2017/18</b>	A report was presented advising the Board of the draft Annual Operating Plan 2017/18.	<b>The Board approved the Draft Annual Operating Plan 2017/18 noting the comments made.</b>	<b>December 2017</b>
Item 12	<b>AUDIT &amp; RISK ASSURANCE COMMITTEE AUDIT ANNUAL REPORT 2016/17</b>	A report was presented advising the Board of the Audit and Risk Assurance Committee (ARAC) Annual Report 2016/17.	<b>The Board approved the contents of the Audit &amp; Risk Assurance Committee Annual Report 2016/17.</b>	<b>December 2017</b>
Item 13	<b>ARRANGEMENTS FOR REVIEW OF EFFECTIVENESS OF THE BOARD</b>	A report was presented advising the Board of the proposed arrangements for reviewing the effectiveness of the Scottish Fire and Rescue Service (SFRS) Board to its Members for approval.	<b>The Board approved the proposed arrangements for reviewing the effectiveness of the Board, with clarification provided for Item 3.2</b>	<b>December 2017</b>
Item 14	<b>COMMODITY STRATEGY: PROVISION OF STRUCTURAL FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	A report was presented advising the Board and seek approval for the proposed route of market for the procurement of the firefighter structural personal protective equipment (PPE).	<b>The Board approved the Commodity Strategy and that the Kent and Medway Fire and Rescue Authority Framework be used to supply Firefighter PPE.</b>	<b>December 2017</b>