



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

20 March 2020

**TO ALL MEMBERS OF THE SCOTTISH FIRE AND RESCUE SERVICE**

Dear Member

You are invited to attend the fiftieth meeting of the Scottish Fire and Rescue Service Board as follows:

**Date:** Thursday 26 March 2020

**Time:** 1000 hours

**Venue:** Teleconference

The business for the meeting is detailed overleaf.

Should you require any other information, please contact Debbie Haddow on 07341 880523, or Group Commander Alasdair Cameron on 07786 856986.

Yours sincerely

A handwritten signature in cursive script that reads 'Kirsty L Darwent'.

**KIRSTY DARWENT**  
Chair



**SCOTTISH**  
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**PUBLIC MEETING - SCOTTISH FIRE AND RESCUE SERVICE BOARD**  
**THURSDAY 26 MARCH 2020 @ 1000 HOURS**  
**TELECONFERENCE**

**AGENDA**

**1 CHAIR'S WELCOME**

**2 APOLOGIES FOR ABSENCE**

**3 CONSIDERATION OF AND DECISION ON ANY ITEMS TO BE TAKEN IN PRIVATE**

**4 DECLARATION OF INTERESTS**

*Members should declare any financial and non-financial interest they have in the items of business for consideration, identifying the relevant agenda item, and the nature of their interest.*

**5 MINUTES OF PREVIOUS MEETING:**

*K Darwent*

a) Thursday 12 December 2019 (*attached*)

b) Thursday 27 February 2020 – Special meeting (*attached*)

*The Board is asked to approve the minutes of these meetings.*

**6 ACTION LOG (*attached*)**

*K Darwent*

*The Board is asked to note the updated Action Log and approve the closed actions.*

**7 DECISION LOG (*attached*)**

*K Darwent*

*The Board is asked to note the Decision Log.*

**8 CHAIR'S REPORT (*attached*)**

*K Darwent*

*The Board is asked to note the Chair's Report.*

**NOT PROTECTIVELY MARKED**

- 9 CHIEF OFFICER'S REPORT** *(attached)* *M Blunden*
- The Board is asked to note the Chief Officer's Report.*
- 10 DEPUTY CHIEF OFFICER - SERVICE TRANSFORMATION UPDATE** *(verbal)* *D McGown*
- The Board is asked to note the verbal report.*
- 11 COMMITTEE REPORTS:**
- The Board is asked to note the following updates:*
- a. **Audit & Risk Assurance Committee:** *Draft Minutes of Meeting: 23 January 2020 (attached) and Update of meeting: 25 March 2020 (verbal)* *B Baverstock*
  - b. **Service Delivery Committee:** *Approved Minutes of Meeting: 10 December 2019 (attached) and Update of meeting: 12 March 2020 (verbal)* *N Barr*
  - c. **Staff Governance Committee:** *Approved Minutes of Meeting: 5 December 2019 (attached) and Update of meeting: 5 March 2020 (verbal)* *P Stark*
  - d. **Transformation & Major Projects Committee:** *Draft Minutes of Meeting: 6 February 2020 (attached)* *F Thorburn*
  - e. **Integrated Governance Committee:** *Draft Minutes of Meeting: 16 January 2020 (attached) and Update of Meeting: 25 March 2020 (verbal)* *K Darwent*
- 12 RESOURCE BUDGET 2020/21** *(attached)* *S O'Donnell*
- The Board is asked to approve the report.*
- 13 CAPITAL PROGRAMME 2020-2021** *(attached)* *S O'Donnell*
- The Board is asked to approve the report.*
- 14 DRAFT ANNUAL OPERATING PLAN 2020-21** *(attached)* *M McAteer*
- The Board is asked to approve the report.*
- 15 PERFORMANCE MANAGEMENT FRAMEWORK** *(attached)* *M McAteer*
- The Board is asked to approve the report.*
- 16 RESOURCE BUDGET MONITORING – FEBRUARY 2020** *(attached)* *S O'Donnell*
- The Board is asked to note the report.*

**NOT PROTECTIVELY MARKED**

- 17 CAPITAL BUDGET MONITORING REPORT – FEBRUARY 2020** *S O'Donnell*  
*(attached)*

*The Board is asked to note the report.*

- 18 SUSPENSION OF PUBLIC ACCESS TO SFRS BOARD PUBLIC MEETINGS** *R Whetton*  
*(attached)*

*The Board is asked to note the report.*

- 19 RISK THEMES** *(verbal)* *K Darwent*

*The Board is asked to reflect on any risk themes identified during this meeting.*

- 20 FORWARD PLAN** *(attached)* *A Cameron*

*The Board is asked to note the update.*

- 21 DATE OF NEXT MEETING**

Thursday 30 April 2020 at 1000 hrs  
Braidwood Suite, SFRS HQ, Westburn Drive, Cambuslang, G72 7NA

**PRIVATE SESSION**

- 22 PRIVATE MINUTES OF PREVIOUS MEETING: 12 DECEMBER 2019** *K Darwent*  
*(attached)*

*The Board is asked to approve the minutes of this private meeting.*

- 23 COP 26** *(verbal)* *J Dickie*

*The Board is asked to note the verbal report.*