

SFRS BOARD MEETING – ROLLING ACTION LOG



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 the 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 8 Actions. A total of 7 of these actions have been completed.

The Board is therefore asked to approve the removal of the 7 actions noted as completed (Blue status), note the one action are categorised as Green status and note there are zero actions categorised as Yellow status on the action log.

NOT PROTECTIVELY MARKED

Board Meeting: 29 AUGUST 2019						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 12.10	Annual Procurement Report for the Period 1 April 2018 – 31 March 2019 - SO'D agreed to provide an analysis report to the Audit and Risk Assurance Committee to understand the extent of the issue (non-contract spend) and the remedial plans in place to address these issues.	SO'D	Rev January 2020 (Org October 2019)		March 2020	Update: (31/10/19) – A report is being prepared and will be presented to the Audit and Risk Assurance Committee in January 2020. Update: (10/12/19) – As per previous update, this report will be presented to the ARAC in January 2020. Completed: (26/03/20) – This report was presented to ARAC in January and as such the action should be closed.

Board Meeting: 31 OCTOBER 2019						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 14.4	Resource Budget Monitoring – September 2019 – Consideration to be given at the next Review of the Scheme of Delegations, to include authorisation for virements (value to be determined). <i>(Added to Action Log at 12 December 2019 meeting)</i>	BST	March 2020		March 2020	Completed: (26/03/20) – BST will incorporate as part of the Annual Governance Review. Will liaise with relevant parties to determine and propose a value which will come back to the Board (April) for decision.

Board Meeting: 12 DECEMBER 2019						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 8.2	Chair's Report – Consideration to be given to share the Minister's written feedback from Mid Year Review with staff.	KD	March 2020		March 2020	Completed: (26/03/20) – Circulated by email to all Board Members.

NOT PROTECTIVELY MARKED

<p>Item 9.2</p>	<p>Chief Officer's Report – It was suggested that an update on Reform Collaboration Group (RCG) could be provided at a future Strategy Day. In the meantime, information provided at the Mid Year Review would be shared with the Board.</p>	<p>MMcA</p>	<p>March 2020</p>		<p>March 2020</p>	<p>Completed: (26/03/20) – Update was provided at the Board Strategy Day on 27 February 2020.</p>
<p>Item 9.3</p>	<p>Chief Officer's Report – Regarding the ICT Review, MB informed the Board of discussions held to identify potential future ideas in relation to continuous improvement and to help inform the tendering process to support the Digital Strategy. Update report would be brought back to the Board (circa April 2020).</p>	<p>MB/SO'D</p>	<p>June 2020</p>			<p>Update: (26/03/20) – An invitation has been issued to the market to undertake a strategic review of SFRS's organisational readiness to deliver against its Strategic Plan 2019-2022, including use of digital technology and data, among other organisational drivers and enablers. It is anticipated that the contract start date will be late March, with a 10 week delivery period.</p>
<p>Item 12.3</p>	<p>Health, Safety and Wellbeing Annual Report 2018-19 – The Board noted that it would be helpful to be kept abreast of the outcomes of any criminal proceedings and it was agreed that legal services would action as necessary.</p>	<p>MMcA</p>	<p>March 2020</p>		<p>March 2020</p>	<p>Completed: (26/03/20) – Legal Services will monitor with HSW colleagues.</p>
<p>Item 14.5</p>	<p>Climate Change Response Plan 2045 - The update provided to the Service Delivery Committee on wildfires to be circulated (extract from minutes) to the Board for information.</p>	<p>BST</p>	<p>March 2020</p>		<p>December 2019</p>	<p>Completed (26/03/20) – Extract from Service Delivery Committee minutes was circulated on 12 December 2019.</p>

NOT PROTECTIVELY MARKED

Item 25.1	Forward Plan - Grenfell Fire update would be submitted in due course. A brief discussion took place on the duplication of reports being submitted to the Service Delivery Committee and the Board. It was agreed that this would be discussed further at the Integrated Governance Group.	BST	March 2020		March 2020	Completed: (26/03/20) – BST have confirmed with the Chair of Service Delivery Committee and ACO Haggart in order to reduce duplication. This will form part of the Service Delivery Committee Update at the Board (March).
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