

**THE BOARD OF SCOTTISH FIRE AND RESCUE SERVICE  
THURSDAY 26 MARCH 2020**

**CHIEF OFFICER'S UPDATE – JANUARY-MARCH 2020**

**January 1-2 2020**

Public Holidays

**Friday 3 January 2020**

Regular catch up with Chief Officer Business Support team  
Meeting HROD advisor

**Monday 6 January 2020**

Professional discussion/feedback following interview process  
Regular 1-1's

**Tuesday 7 January 2020**

Regular 1-1's  
ACO Incident Command Assessment run through  
Pensions work

**8 -9 January 2020**

ACO/DCO ICL Assessments

**Friday 10 January 2020**

Regular catch up with Chief Officer Business Support team  
Meeting with Fire Brigade Union  
Strategic Leadership team meeting

**Monday 13 January 2020**

Franklin Covey work  
Attending Roll out of Wholetime Rural Watch Managers  
Meeting with Chief Officer Healey from Cumbria Fire Service  
Fire Station Visit – Methil Fire Station

**Tuesday 14 January 2020**

ACO/DCO Interviews

**Wednesday 15 January 2020**

LSO Area visits – North and South Lanarkshire  
Meeting with Chair of the Board and COSLA

**Thursday 16 January 2020**

DACO/AC Officer Briefing Session  
Mental Health meeting  
Integrated Governance Committee  
Integrated Governance Committee private workshop  
Meet and greet new recruits

**Friday 17 January 2020**

ACO/DCO interviews

**Monday 20 January 2020**

Audit Scotland 6-monthly catch up meeting  
Staff engagement session with Chair of the Board - Newbridge  
Teleconference with Pauline Howie Chief Executive for Scottish Ambulance Service

**Tuesday 21 January 2020**

Staff engagement session with Chair of the Board - Dumfries  
Meeting with Director of Finance and Contractual Services

**Wednesday 22 January 2020**

UFAS briefing session  
Ministerial Strategic Group for Health and Community Care meeting  
Staff engagement session with Chair of the Board - Cambuslang  
Interview feedback session

**Thursday 23 January 2020**

Prostate Cancer MOU Launch  
Audit & Risk Assurance Committee

**Monday 27 January 2020**

Regular 1-1's  
Meeting with Audit Risk and Assurance  
Strategic Leadership team meeting

**Tuesday 28 January 2020**

Newbridge Training Centre opening  
Corporate Narrative workshop

**Thursday 30 January 2020**

Gateway Review meeting  
Filming for Staff Engagement presentation  
Budget meeting with Director of Finance and Contractual Services  
Interview feedback  
Meeting with DACO McNeil  
Additional Strategic Leadership team meeting

**Friday 31 January 2020**

Regular 1-1's  
Meeting with Station Commander Stevenson  
Additional Strategic Leadership team meeting

**February 3-7**

Annual leave

**Monday 10 February 2020**

Preparation for Strategic Leadership team meeting  
Monthly CPD

**Tuesday 11 February 2020**

Franklin Covey teleconference  
Staff development discussion  
Advisory Forum teleconference

**Wednesday 12 February 2020**

Annual Leave

**Thursday 13 February 2020**

HMI meeting  
Strategic Leadership team meeting

**Friday 14 February 2020**

Office

**Monday 17 February 2020**

Gateway Review meeting  
Leading Edge Development Programme

**Tuesday 18 February 2020**

Leading Edge Development Programme

**Wednesday 19 February 2020**

Appraisal Review  
Interview feedback  
Anthony Nolan meeting  
Fire Station Design meeting  
Meeting with trainees - Newbridge

**Thursday 20 February 2020**

Monthly Budget meeting  
Meeting with ARAC Chair  
Regular 1-1's

**Friday 21 February 2020**

Regular catch up with Chief Officer Business Support team  
Visit to Cowcaddens Fire Station

**Monday 24 February 2020**

Regular 1-1's  
Meeting to discuss Director Roles and Responsibilities  
Appraisal Review  
Strategic Leadership team meeting

**Tuesday 25 February 2020**

Hamilton Office Refurb visit with Chair of the SFRS Board  
Archives Tour with Chair of the SFRS Board  
Visit to Fire Museum and Heritage Centre with Chair of the SFRS Board

**Wednesday 26 February 2020**

National Joint Council meeting - London

**Thursday 27 February 2020**

Special Board meeting  
SFRS Board Development Day

**Monday 2 March 2020**

Annual leave

**Tuesday 3 March 2020**

Regular 1-1's  
Introductory meeting with CEO of Workplace Chaplaincy with Chair of the SFRS Board  
SLT Reference meeting

**Wednesday 4 March 2020**

Civ Tech Demo Day

**Thursday 5 March 2020**

Teleconference with ACO Curtin, Melbourne FRS  
Remunerations and Nominations Sub Committee  
Extraordinary Strategic Leadership team meeting  
Meeting with Chief Constable Livingstone, Police Scotland

**Friday 6 March 2020**

Morden Solutions Teleconference  
Regular catch up with Chief Officer Business Support team  
Visit to Safe and Well House  
Preparation for Strategic Leadership team meeting

**Monday 9 March 2020**

Monthly CPD  
Regular 1-1's  
Meeting to discuss ACAS Rap meeting

**Tuesday 10 March 2020**

Stonewall update meeting  
Coaching meeting with Tim Threipland

**Wednesday 11 March 2020**

Regular Meeting with Chair of the SFRS Board Meeting with Minister for Community Safety with  
Chair of the SFRS Board  
Quarterly catch up meeting with Director for Safer Communities

**Thursday 12 March 2020**

National Organisational Learning meeting  
Meeting with FBU Rep  
Small Animal Oxygen Therapy Handover Event  
Meet and greet new trainees

**Friday 13 March 2020**

Regular catch up with Chief Officer Business Support team  
Email work

**Monday 16 March 2020**

SFRS Board Pre-Agenda meeting  
Integrated Governance Committee - Pre-Agenda meeting  
Scottish Government Internal Audit Teleconference  
Professional discussion following interview process  
COVID – 19 SLT meeting  
Covid-19 SGoRR Teleconference

**Tuesday 17 March 2020**

Catch up with Chief Executive for Aberdeenshire Council  
COVID – 19 SLT meeting  
Review Risk Register  
SGoRR (Ministerial) meeting

**Wednesday 18 March 2020**

Strategic Leadership team meeting

**Thursday 19 March 2020**

Catch up with Chief Executive for Aberdeenshire Council  
Appraisal Preparation  
Coronavirus Covid-19 Justice Board meeting  
Preparation for SLT meeting  
Justice Board Teleconference  
SGoRR (ministerial) meeting

**Friday 20 March 2020**

Regular catch up with Chief Officer Business Support team  
COVID 19 SLT meeting  
Friday Broadcast to staff  
Regular 1-1's

**Monday 23 March 2020**

Appraisal Review  
COVID 19 SLT meeting  
Communications Team Debrief  
Strategic Leadership team meeting

**Tuesday 24 March 2020**

HMFSI teleconference  
SGoRR (Ministerial) meeting

**Wednesday 25 March 2020**

Audit & Risk Assurance Committee  
COVID 19 SLT meeting  
Integrated Governance Committee  
Appraisal meeting with SFRS Board Chair

**Thursday 26 March 2020**

SFRS Board meeting  
SFRS Private Board meeting  
SGoRR (Ministerial) meeting

**Friday 27 March 2020**

Regular catch up with Chief Officer Business Support team  
COVID 19 SLT meeting

**Saturday 28 March 2020**

Cheapside Memorial Necropolis

**Monday 30 March 2020**

COVID 19 SLT meeting  
Preparation for Accountable Officer Training Course

**Tuesday 31 March 2020**

Strategic Contest Board for Scotland Teleconference  
SGoRR (Ministerial) meeting