



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

23 April 2020

TO ALL MEMBERS OF THE SCOTTISH FIRE AND RESCUE SERVICE

Dear Member

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

Date: Thursday 30 April 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



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PUBLIC MEETING - SCOTTISH FIRE AND RESCUE SERVICE BOARD
THURSDAY 30 APRIL 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: THURSDAY 26 MARCH 2020 *K Darwent*
(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)* R Haggart
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: 25 March 2020 (attached)* B Baverstock
 - b. **Service Delivery Committee:** *Draft Minutes of Meeting: 12 March 2020 (attached)* N Barr
 - c. **Staff Governance Committee:** *Draft Minutes of Meeting: 5 March 2020 (attached)* P Stark
F Thorburn
 - d. **Transformation & Major Projects Committee**
 - e. **Integrated Governance Committee:** *Draft Minutes of Meeting: 25 March 2020 (attached)* K Darwent
- 12 AMENDED ANNUAL OPERATING PLAN 2020-21** *(attached)* M McAteer
The Board is asked to approve the report.
- 13 ANNUAL GOVERNANCE REVIEW OF BOARD AND COMMITTEE RELATED ITEMS** *(attached)* M McAteer
The Board is asked to approve the report.
- 14 SFRS GOVERNANCE INFORMATION RELATED TO COVID 19** *(attached)* M McAteer
The Board is asked to note the report.
- 15 FORWARD PLANNING AND RECOVERY GROUP FRAMEWORK** *(attached)* P Stewart
The Board is asked to note the report.
- 16 COVID-19 – STAFF WELLBEING** *(verbal)* L Barnes
The Board is asked to note the verbal report.
- 17 ANNUAL OPERATING PLAN Q3 PROGRESS REPORT** *(attached)* M McAteer
The Board is asked to note the report.

NOT PROTECTIVELY MARKED

- 18 BOARD SUMMARY PERFORMANCE REPORT Q3 (attached)** *M McAteer*
The Board is asked to note the report.
- 19 REVIEW OF INTERNAL COMMUNICATIONS AND ENGAGEMENT (attached)** *M McAteer*
The Board is asked to note the report.
- 20 BUSINESS INTELLIGENCE REVIEW (attached)** *M McAteer*
The Board is asked to note the report.
- 21 END OF YEAR CAPITAL POSITION 2019/20 (verbal)** *S O'Donnell*
The Board is asked to note the verbal report.
- 22 RISK THEMES (verbal)** *K Darwent*
The Board is asked to reflect on any risk themes identified during this meeting.
- 23 FORWARD PLAN (attached)** *A Cameron*
The Board is asked to note the update.
- 24 DATE OF NEXT MEETING**
Thursday 25 June 2020 at 1000 hrs
- PRIVATE SESSION**
- 25 PRIVATE MINUTES OF PREVIOUS MEETING: 26 MARCH 2020 (attached)** *K Darwent*
The Board is asked to approve the minutes of this private meeting.
- 26 AUTHORISATION FOR SETTLEMENT OF INSURANCE CLAIM (attached)** *S O'Donnell*
The Board is asked to approve the report.
- 27 RESPONSE STRATEGY TO UFAS - COVID-19 PANDEMIC (attached)** *S Stevens*
The Board is asked to note the report.