

## 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 5 Actions. A total of 3 of these actions have been completed.

The Board is therefore asked to approve the removal of the 3 actions noted as completed (Blue status), note the 2 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: 12 DECEMBER 2019 |   |             |                                 |        |                 |  |
|---------------------------------|---|-------------|---------------------------------|--------|-----------------|--|
| Agenda Item                     | Actions Arising   | Lead        | Due Date                        | Status | Completion Date | Position Statement   |
| Item 9.3                        | <b>Chief Officer's Report</b> – 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). | SO'D/<br>MB | October 2020<br>(Org June 2020) |        |                 | <b>Update: (26/03/20)</b> – 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.<br><b>Update: (30/04/20)</b> – Contract now awarded, however field work not due to commence until September due to Covid19. Report will come to October Board. |

| Board Meeting: 26 MARCH 2020 |   |      |            |        |                 |   |
|------------------------------|---|------|------------|--------|-----------------|---|
| Agenda Item                  | Actions Arising   | Lead | Due Date   | Status | Completion Date | Position Statement  |
| 5.1.2                        | <b>Matters Arising (12/12/2019)</b> - The "2019 Round Up" of notable events, awards, etc had not yet been finalised and would be circulated in due course.              | MB   | May 2020   |        |                 | <b>Update: (30/04/20)</b> – Due to COVID-19, the "2019 Round Up" was still being finalised. |
| 11.1.3                       | <b>Audit and Risk Assurance Committee (ARAC)</b> - Final Internal Audit report for Performance Management to be circulated to provide clarification on recommendations. | BST  | April 2020 |        | April 2020      | <b>Complete (30/04/20)</b> – Final Internal Audit Report recirculated to the Board.         |

NOT PROTECTIVELY MARKED

|        |   |      |            |  |            |  |
|--------|---|------|------------|--|------------|--|
| 11.2.2 | <b>Service Delivery Committee (SDC)</b><br>- MMcA to circulate brief (by email) on the changes to the governance process around the production of action plans as a result of inspection/audit reports. Information on the procedure for collating national themes emerging from HMFSI inspection to be included. | MMcA | April 2020 |  | April 2020 | <b>Complete: (30/04/20)</b> – Email circulated to all Board Members. |
| 20.2   | <b>Forward Plan</b> – Additional items for COVID-19 update and Revised Annual Operating Plan to be added to the next meeting (April 2020).  | BST  | April 2020 |  | April 2020 | <b>Completed: (30/04/20)</b> – Forward Plan updated as directed.     |