



## **SFRS BOARD MEETING DECISION LOG**

### **PURPOSE**

Decisions made at the meetings of the Board of the Scottish Fire and Rescue Service (SFRS) are recorded in the minutes of these meetings and published on the SFRS website. This ensures that all decisions of public interest are accurately documented and made available for public scrutiny. The Standing Orders for Meetings of the Board and its Committees state that a decision made by the Board cannot be changed within 6 months, unless the Chair rules that there has been a material change of circumstances.

The attached decision log therefore provides a record of all significant decisions made by the board at its meetings held in the most recent 12 months, and in accordance with Standing Orders, notes the earliest date for reviewing each decision. The decision log will also ensure there is a means for the Board to keep sight of their recent decisions and the follow up actions put in train, and helps to maintain high standards of corporate governance.

### **RECOMMENDATION**

The Board is invited to note the contents of the decision log.

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 25 April 2019</b>				
ITEM 11	<b>ANNUAL REVIEW OF BOARD AND COMMITTEE RELATED GOVERNANCE ITEMS</b>	The Director of Strategic Planning, Performance and Communications asked the Board to approve the proposed amendments outlined in the revised Standing Orders for Meetings of the Board and its Committees, Scheme of Delegations, Code of Conduct and other associated documents to ensure the continued effectiveness of the governance arrangements of the SFRS Board and its Committees. These arrangements are intended to ensure that the SFRS Board and its Committees continue to meet their statutory requirements and strategic ask of Ministers contained within the Fire and Rescue Framework for Scotland, together with the expectations of Scotland's communities.	<b>The Board approved the review and amended governance related items of the Board and its Committees, subject to Chair's actions (final amendments) and consultation with the Board.</b>	<b>October 2019</b>
Item 12	<b>DRAFT EXTENDED ANNUAL OPERATING PLAN 2018/19</b>	The Director of Strategic Planning, Performance and Communications presented an Extended Annual Operating Plan 2018/19 to the Board. The revised Plan covers the period between April 2019 and September 2019, ensuring that we continue to progress key actions identified to meet current strategic requirements until the next Strategic Plan is published in October 2019.	<b>The Board approved the extended Annual Operating Plan 2018/19.</b>	<b>October 2019</b>

Item 13	<b>SOCIAL IMPACT PLEDGE 2019</b>	The Director for Strategic Planning, Performance and Communications presented the Board with three projects recommended for inclusion in the Scottish Government's Social Impact Pledge initiative commitment for 2019. The recommended projects were Human Trafficking Reduction in City of Glasgow; Positive Steps with Partners in North Ayrshire; and Together Angus Project Brechin.	The Board approved the 3 recommended initiatives for submission as the Scottish Fire and Rescue Service's Social Impact Pledges for 2019.	October 2019
Item 18	<b>DRAFT STRATEGIC PLAN 2019-22 (PRIVATE)</b>	The Director for Strategic Planning, Performance and Communications presented the Board with the draft Strategic Plan 2019-22 to seek agreement for its release for consultation.	The Board approved the draft Strategic Plan 2019-22, subject to final amendments being approved by the Chair/Deputy Chair and final consultation with the Board.	October 2019
Item 19	<b>EMPLOYERS LIABILITY CLAIM AGAINST THE SCOTTISH FIRE AND RESCUE SERVICE (PRIVATE)</b>	The Director of Finance and Contractual Services provided a report to the SFRS Board in relation to an Employers Liability claim against the Service.	The Board approved the report and accepted the recommendations made by Clyde & Co	October 2019

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 27 June 2019</b>				
ITEM 12	<b>ASSET MANAGEMENT STRATEGY 2019-2029</b>	The Director of Finance and Contractual Services presented a draft Asset Management Strategy covering the period 2019 – 2029 for approval	The Board approved the Asset Management Strategy noting that consideration would be given to the comments made and on the understanding that the Plans were key and intrinsically linked to the overview review of risk.	December 2019

ITEM 13	<b>SFRS FAMILY SUPPORT TRUST GUARANTOR REQUEST – LGPS ADMISSION AGREEMENT</b>	The Director of Finance and Contractual Services sought Board support to extend the Local Government Pension Scheme (LGPS) Guarantor Agreements to include employees of the Family Support Trust, an affiliated charity.	<b>The Board agreed to continue to act as guarantor to a closed scheme for existing employees and review once the FST have reviewed any future pension provision should they want to seek an open scheme.</b>	<b>December 2019</b>
ITEM 14	<b>ACTION TO WRITE OFF OUTSTANDING DEBT</b>	The Director of Finance and Contractual Services presented a report seeking approval to write off debt totalling £14,456.41 that is unlikely to be collected.	<b>The Board approved the recommendation to write off debts raised by the Service since 1 April 2013.</b>	<b>December 2019</b>
ITEM 15	<b>ARRANGEMENTS FOR REVIEWING THE EFFECTIVENESS OF THE BOARD</b>	The Director of Strategic Planning, Performance and Communications asked the Board to acknowledge the progress made to date and approve the proposed arrangements for reviewing the effectiveness of the SFRS Board during 2019/20. These included arrangements for monitoring, scrutiny and development of the SFRS Code of Corporate Governance and the future development of Board Members and its Committees. These are intended to ensure that the SFRS Board continues to develop and improve to meet the strategic ask of Ministers contained within the Fire and Rescue Framework for Scotland 2016 and the expectations of Scotland's communities.	<b>The Board approved the proposed arrangements for reviewing the effectiveness of the SFRS Board</b>	<b>December 2019</b>

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 29 August 2019</b>				
ITEM 12	<b>ANNUAL PROCUREMENT REPORT FOR THE PERIOD 1 APRIL 2018 – 31 MARCH 2019</b>	The Director of Finance and Contractual Services presented the Annual Procurement Report for the period 1 April 2018 – 31 March 2019, as required under the Procurement Reform (Scotland) 2014.	<b>The Board approved the Annual Procurement for the period 1 April 2018 – 31 March 2019.</b>	<b>February 2020</b>
ITEM 13	<b>INTERNAL AUDIT SERVICE – INVITATION TO TENDER</b>	The Director of Finance and Contractual Services asked the Board to approve the Invitation to Tender for provision of Internal Audit Service.	<b>The Board noted the progress on the provision of Internal Audit and approved the invitation to tender.</b>	<b>February 2020</b>
ITEM 14	<b>STATUTORY EQUALITY REPORTING – MAINSTREAMING REPORT 2019</b>	The SFRS has an obligation under the Equality Act 2010 (Specific Duties) Regulations 2012 to publish the steps it has taken to mainstream equality across its business functions. The Mainstreaming Report sets out the processes the SFRS has put in place to support mainstreaming equality and provides a selection of illustrative examples of this in practice	<b>The Board approved the draft Mainstreaming Report for publication on the SFRS website.</b>	<b>February 2020</b>
ITEM 15	<b>CAPITAL MONITORING REPORT 2019/20 – JULY 2019</b>	The Director of Finance and Contractual Services advised the Board of actual and committed expenditure against the 2019/20 capital budget for the period ending 31 July 2019. It is currently anticipated that the budget of £33.160m will spend by 31 March 2020	<b>The Board noted the level of actual and committed expenditure for the period ended 31 July and approved the transfer of £1.65m from the Property programme to Fleet (£1.56m) and ICT (£0.09m).</b>	<b>February 2020</b>

ITEM 25	<b>STRATEGIC PLAN 2019-22 CONSULTATION OUTCOME (PRIVATE)</b>	The Director for Strategic Planning, Performance and Communications presented the Board with an overview of the Strategic Plan consultation which generated 259 responses. The Board were also asked to agree to the submission of the finalised Strategic Plan 2019-22 to the Minister for Community Safety.	<b>The Board noted the results of the consultation, and approved the finalised Strategic Plan 201922 for submission to the Minister for Community Safety.</b>	<b>February 2020</b>
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Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 3 October 2019 (Special Private Meeting)</b>				
ITEM 5	<b>DRAFT COLLECTIVE AGREEMENT ON BROADENING THE ROLE OF FIREFIGHTERS - FINANCIAL IMPLICATIONS (PRIVATE)</b>	The Director of Finance and Contractual Services presented a report advising the Board of the financial implications of the draft Collective Agreement, and to seek direction as to whether or not the Chief Officer should now proceed to a formal offer to the Fire Brigades Union, in the terms of the draft Collective Agreement.	<b>The Board formally noted and considered the financial and other implications of the draft Collective Agreement as outlined in the report.</b>  <b>The Board authorised the Chief Officer to proceed to a formal offer in terms of the draft Collective Agreement</b>	<b>April 2020</b>

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 31 October 2019</b>				
ITEM 12	<b>BOARD FORWARD PLAN SCHEDULE 2020-21</b>	The Director of Strategic Planning, Performance and Communications asked the SFRS Board to approve a proposal setting out a Meetings Schedule for the Board and its Committees and Board Forward Plan until March 2021. These set out the Board's programme of scrutiny and key decisions for 2020-21. The	<b>The Board approved the approve the proposed schedule of meetings for SFRS Board and its Committees and Board Forward Plan 2020-21 along with the arrangements for reviewing these.</b>	<b>April 2020</b>

		proposal will ensure that the business being brought forward is strategic in nature and aligning with the Service's planning cycle, governance policies and procedures.		
ITEM 13	<b>3 YEAR PROGRAMME OF WORK DEVELOPMENT UPDATE AND DRAFT ANNUAL OPERATING PLAN 2019-20 (OCTOBER 2019 TO MARCH 2020)</b>	The Director of Strategic Planning, Performance and Communications presented the Board the draft Annual Operating Plan 2019/20 (October to March 2020) for approval. The draft Annual Operating Plan 2019/20 contains 63 actions aligned to the outcomes of the Strategic Plan 2019-22.	<b>The Board approved the realignment and commencement of the 3 Year programme of work to April 2020 and approved the draft Annual Operating Plan 2019/20 which will run from October 2019 to March 2020.</b>	<b>April 2020</b>
ITEM 24	<b>DRAFT ANNUAL REPORT AND ACCOUNTS 2018/19 (PRIVATE)</b>	The Director of Finance and Contractual Services presented the Annual Report and Accounts for the year ended 31 March 2019. The document reports a Resource budget underspend of £0.194 million and a Capital budget underspend of £0.009 million. It was also noted that Deloitte LLP have provided an unqualified audit opinion.	<b>The Board approved and authorised the Chief Officer, as Accountable Officer, to sign and submit these accounts along with the Letter of representation.</b>	<b>April 2020</b>
ITEM 25	<b>PROVISION OF INTERNAL AUDIT SERVICES</b>	The Director of Finance and Contractual Services presented a report detailing the outcome of the procurement exercise for the Provision of Internal Audit Services.	<b>The Board approved the contract award for Provision of Internal Audit Services.</b>	<b>April 2020</b>

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 12 December 2019</b>				
ITEM 12	<b>HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2018-19</b>	The Health and Safety Manager presented Scottish Fire and Rescue Service (SFRS) Board with an overview of the Health, Safety and Wellbeing (HSW) Annual Report 2018-19.	<b>The Board approved the 2018-19 Annual Report for publication.</b>	<b>June 2020</b>
ITEM 13	<b>CORPORATE PARENTING PLAN 2020-2023</b>	The Director of People and Organisational Development presented the Board with the Corporate Parenting Plan Evaluation Report which highlights initiatives and good practice examples that were adopted during the implementation phase of the 2016-2019 Plan. The Director of People and Organisational Development also presented the Scottish Fire and Rescue Service (SFRS) Corporate Parenting Plan 2020-2023 detailing the proposed initiatives that the SFRS commits to achieving in order to seek to improve the life chances of care experienced individuals.	<b>The Board approved the Evaluation Report 2016-2019 including the case studies which reflect the work undertaken across the functions/ areas. The Board also approved the Corporate Parenting Plan 2020-2023 and the actions within this and associated timescales.</b>	<b>June 2020</b>
ITEM 14	<b>CLIMATE CHANGE RESPONSE PLAN – 2045</b>	The Director of Finance and Contractual Services presented the draft Climate Change Response Plan 2045, seeking Board approval. The Plan sets out SFRS's commitment to align its policies and activities to support and contribute to the achievement of the Scottish Government's long-term commitment to deliver net zero emissions by 2045.	<b>The Board approved the Climate Change Response Plan 2045.</b>	<b>June 2020</b>



NOT PROTECTIVELY MARKED

<b>ITEM 15</b>	<b>RDS MODIFIED PENSION SCHEME TAX ISSUE</b>	The Director of Finance and Contractual Services advised the Board of an issue relating to income tax and National Insurance Contributions that has arisen following payments made to retired members of the Modified Pensions Scheme introduced in 2015 for RDS firefighters.	<b>The Board noted the briefing paper in anticipation of HMRC issuing a Letter of Offer to the SFRS and approved the write off of the debt as SG will cover the cost involved.</b>	<b>June 2020</b>
<b>ITEM 29</b>	<b>REQUEST AUTHORISATION FOR SETTLEMENT OF INSURANCE CLAIM</b>	The Director of Finance and Contractual Services sought approval from the Board to negotiate settlement of an Employers Liability Claim raised against the Service.	<b>The Board approved the report and authorised Clyde &amp; Co to settle the claim.</b>	<b>June 2020</b>

<b>Minute Ref</b>	<b>Paper</b>	<b>Issue</b>	<b>Decision</b>	<b>Earliest Review Date</b>
<b>Meeting Date: 27 February 2020 (Special Meeting)</b>				
<b>ITEM 6</b>	<b>BUDGET STRATEGY 2020-21</b>	The Director of Finance and Contractual Services sought approval from the Board for the proposed Budget Strategy for financial year 2020/21, which outlines the approach to developing both Resource and Capital budgets, within the context of the Scottish Government's budget proposals.	<b>The Board approved the Board Strategy 2020-21.</b>	<b>July 2020</b>

Minute Ref	Paper	Issue	Decision	Earliest Review Date
<b>Meeting Date: 26 March 2020</b>				
<b>ITEM 12</b>	<b>RESOURCE BUDGET 2020/21</b>	The Director of Finance and Contractual advised the Board of the proposed Resource Budget for 2020/21 and sought approval for the proposals to be submitted to the Board. The total Resource Budget for 2020/21 will be set at £276.0million, in line with resource budget funding from the Scottish Government.	<b>The Board approved the proposed Resource Budget 2020/21.</b>	<b>September 2020</b>
<b>ITEM 13</b>	<b>CAPITAL PROGRAMME 2020-2023</b>	The Director of Finance and Contractual Services advised the Board of the proposed Capital Programme for 2020 – 2023 and sought approval for the proposals to be submitted to the Board. Total proposed expenditure is £99.060million, funded by Capital DEL budget of £97.500million, plus capital receipts from Strategic Intent of £1.560million.	<b>The Board approved the proposed Capital Programme for 2020-2023.</b>	<b>September 2020</b>
<b>ITEM 14</b>	<b>DRAFT ANNUAL OPERATING PLAN 2020/21</b>	The Director of Strategic Planning, Performance and Communications presented the draft Annual Operating Plan 2020/21 for approval. The AOP 2020/21 has been prepared from Year 1 actions of the Strategic Plan three-year Programme of Work. Any activity identified as transformation or major projects has not been included in this Plan to avoid duplication of reporting and scrutiny	<b>The Board approved the Draft Annual Operating Plan 2020-21 and that the revised Plan is brought back to the next meeting</b>	<b>September 2020</b>

ITEM 15	<b>PERFORMANCE MANAGEMENT FRAMEWORK</b>	The Director of Strategic Planning, Performance and Communications presented the revised Performance Management Framework to the Board for approval.	<b>The Board approve the revised Performance Management Framework.</b>	<b>September 2020</b>
ITEM 18	<b>SUSPENSION OF PUBLIC ACCESS TO SFRS BOARD PUBLIC MEETINGS</b>	Under normal circumstances the Fire (Scotland) Act 2005 requires that the SFRS committees and subcommittees are held with access to the public. However, the COVID 19 is an exceptional situation requiring a significant change to normal business and the SFRS has a duty of care to all concerned. As such it is neither advisable nor wholly possible for SFRS to allow for normal public access for the foreseeable time. As from the 25 March 2020 the SFRS will hold all Board and Committee meetings without public access, until further notice. The SFRS Board will publish a statement that outlines its approach on the SFRS Website.	<b>The Board reiterated their approval of the decision (agreed by email) to suspend public access to SFRS Board public meetings.</b>	<b>September 2020</b>