

**SFRS BOARD MEETING – ROLLING ACTION LOG -
2013/14**



Minute Ref	Action	Lead	Due Date	Completion Date	Position Statement
Meeting Date: 27 June 2013					
Item 9	<p>Targeted Recruitment.</p> <ul style="list-style-type: none"> • POD (Recruitment) and the Equality and Diversity Team to conduct an engagement exercise with underrepresented groups to determine current potential or perceived barriers to joining the service. • Report the findings of the new research and a recommended model for implementing sustainable positive action activities to the Board. 	E Gerrard	August 2014		<p>Lorna Harrison presented initial findings to the Board on 30 January 2014. A survey to engage under-represented groups has been developed but was not issued due a range of circumstances faced by the SFRS over the Autumn/Winter period. The Staffing Group was issued with a copy of the survey in December and pending final comments this will be issued to employee groups and external stakeholders in March 14. A report on the findings of the research and the other engagement activity outlined in the January Board paper will be presented to the Board by August 2014 (target date revised).</p> <p>Update: findings reported to the Board Planning day held on 18th November 2014.</p> <p>Positive action review completed and draft action plan coming forward in March 2015. This will cross reference with the paper from the FBU on gender related issues submitted to the EPF in Jan 2015.</p>

Minute	Action	Lead	Due Date	Completion Date	Position Statement
Meeting Date: 26 September 2013					

Item 4	Minutes of Previous Meeting (27 June 2013) under Item 9 - Targeted Recruitment - Arrange Development/Information Day to discuss options and how to proceed with initiative.	Diane Vincent	September 2014	November 2014	This will be scheduled to take place on completion of the positive action review (See Meeting Date 27 June 2013 - Item 9) Target date revised to September 2014 Update: findings reported to the Board Planning day held on 18 November 2014.
---------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------	----------------	---------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Minute Ref	Action	Lead	Due Date	Completion Date	Position Statement
Meeting Date: 26 June 2014					
Item 10	Internal Audit Plan 2014/15 – Liaise with Internal Audit regarding the requirement for the service’s Communications Audit to be looked at in a broader sense.	Neil Pirie	February 2015		Audit due to commence in February 2015, Terms of Reference for the Audit have been requested. Update: Jan 2015. Chair of ARAC met with Internal Audit - Plan 2014/15 is complete.

Minute Ref	Action	Lead	Due Date	Completion Date	Position Statement
Meeting Date: 31 July 2014					
Item 5	Action/Decision Log – Item 9 Risk Management Policy – Date for Risk Appetite Workshop still to be identified, to be followed up.	Board Support Team/Deputy Chief Officer	February 2015		Being progressed by BST – provisional date of February 2015 for workshop Update: arrangements made to meet with a range of consultants and discuss suitable risk appetite development days to meet Board needs.
Item 8.1 (b)	Evolving Local Scrutiny and Engagement Arrangements <ul style="list-style-type: none"> improved interaction/communication with partner organisations to be progressed with COSLA Discussion required with the Justice 	Chair/Chief Officer Chair/Chief Officer	January 2015		Chair meeting with COSLA on 6 March to progress this undertaking and will report back to members at March Board Meeting.

	Department on progressing further joint engagement with SPA.				
Item 10	Communications Strategy – Future Board Development Day on social media.	Deputy Chief Officer	March 2015		LSEC reviewing social media at the next committee meeting and will structure this to include full Board.
Item 11	Health, Safety & Wellbeing Corporate Standards & Policy (HSW) <ul style="list-style-type: none"> Report to be presented at future Board meeting on HSW audit process 	D Vincent	April 2015		<p>Comments noted, Policy will be amended during annual review scheduled for October 2015.</p> <p>Paper presented to SLT on 15th October outlining proposed process, will be presented at a future Board meeting/planning day.</p> <p>Further paper scheduled to be presented to SLT on 18 February 2015.</p> <p>HSW audits scheduled to be presented at Board planning day on 21 April 2015</p>
Item 13	Firefighter Safety Programme: Scoping Paper <ul style="list-style-type: none"> Mental health issues that relate to stress at work to be integrated into the programme and developed further. 	R Scott	January 2015		

Minute Ref	Action	Lead	Due Date	Completion Date	Position Statement
Meeting Date: 25 September 2014					
Item 7	Chief Officer's Report – Current Interim Scheme of Delegations to be reviewed.	Board Support Team	March 2015		Update – review has been integrated with the outcomes of the review of the effectiveness of the Board and subsequent action plan.
Item 8.3	Service Transformation Committee Update – Future Board Strategy day to be arranged on lessons learned from the transformation process.	Board Support Team/F Clayton	March 2015		
Item 10	2014/15 Corporate Risk Register - Risks to be presented on the CRR as they currently stand, with the proposed mitigating actions and the new expected risk rating.	Sarah O'Donnell	March 2015		Next iteration of the CRR to be presented before ARAC in March

Item 18	Resource Budget Monitoring Report – August 2014 – Controllable cost areas (supplies and services) - Action Plan to be developed on unanticipated incidents.	Sarah O'Donnell	March 2015		
----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------	------------	--	--

Minute Ref	Action	Lead	Due Date	Completion Date	Position Statement
Meeting Date: 27 November 2014					
Item 7	Chief Officer's Report – The Chief Officer to provide a more detailed update to the Board on the work the Service are doing in partnership with the Defence Fire and Rescue Service and the wider Defence authorities.	Assistant Chief Officer David Goodhew	March 2015		
Item 8.4	Finance & Performance Working Group – Paper detailing Committee Structures, including scrutiny of performance to be prepared for January Board Meeting	Chair/ Board Support Team	29 January 2015		
Item 9	Environmental Strategy and Policy – Environmental Strategy and Policy to be integrated with the Strategy containing the Policy.	Sarah O'Donnell	29 January 2015	January 2015	Combined Environmental Strategy/Policy has been published.
Item 15	Outcome of the 2014 Annual Review of the Effectiveness of the SFRS Board – <ul style="list-style-type: none"> Board Strategy Day and paper regarding Committee restructure to be prepared for January Board Meeting. Chief Officer to nominate member of SLT to work with Deputy Chair on action plan. 	Chair/Board Support Team Chief Officer	29 January 2015	29 January 2015	<ul style="list-style-type: none"> Completed – Board strategy Day held and paper presented at January Board meeting. Completed – ACO Robert Scott has been nominated.

Minute	Action	Lead	Due Date	Completion Date	Position Statement
---------------	---------------	-------------	-----------------	------------------------	---------------------------

Meeting Date: 29 January 2015					
Item 8.1	HMFSI – Inspections and Thematic reports – ACO Boyle to review feedback and action plans with a view to update ARAC and Board regularly on thematic inspections.	ACO Boyle/ Board Support Team	March 2015		
Item 7	Out of Hospital Cardiac Arrest - Scottish Government will launch an OFHCA Strategy on 26 March. Arrange Strategy Day for update and discuss options and how to proceed with initiative	BST/ACO Dave Boyle	21 April 2015		Scheduled strategy days to allow for regular updates leading up to project conclusion.
Item 12	Committee Arrangements 2015/16 – It was agreed the Chief Officer would meet with the Committee Chairs to discuss the future works of the committees	CO/ Board Support Team	26 Feb 2015		
Item 15	Capital Monitoring Report - The Board has requested more detailed information about capital spend. It was agreed there would be an amendment to the expenditure table under report item (3) Expenditure – the column headed up “actual” would be amended to read “paid”.	Sarah O’Donnell	March 2015		Scheduled strategy day in March to allow for further discussion on presentation of information detail.

<p>Item 16</p>	<p>Resource Budget Monitoring Report – ACO Boyle will consider the issue of overtime costs through the on-going working group; As part of next year’s Operating Plan, Asset Management will take a comprehensive look at streamlining contract cleaning. The Board requested further breakdown for Wholetime Employee Costs, Sarah O’Donnell will progress this. Requested for variances to be depicted as percentages as well as figures in future reports.</p>	<p>Sarah O’Donnell/AC O Boyle</p>	<p>26 Feb 2015</p>		
-----------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------	--------------------	--	--