

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	March 2015	<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>Update: 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> <p>Completed – draft action plan presented at Board Strategy Day on 03 March 2015</p>

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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 Completed - findings reported to the Board Strategy day held on 18 November 2014.

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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/ACO Robert Scott	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 Department on progressing further joint engagement with SPA. 	Chair/Chief Officer	March 2015		Chair meeting with COSLA on 6 March to progress this undertaking and will report back to members at March Board Meeting.
Item 10	Communications Strategy – Future Board Development Day on social media.	ACO Robert Scott	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	March 2015	Comments noted, Policy will be amended during annual review scheduled for October 2015. Paper presented to SLT on 15th October outlining proposed process, will be presented at a

					<p>future Board meeting/planning day.</p> <p>Further paper scheduled to be presented to SLT on 18 February 2015.</p> <p>Completed - HSW audits has been scheduled for Board Strategy day on 21 April 2015.</p>
Item 13	<p>Firefighter Safety Programme: Scoping Paper</p> <ul style="list-style-type: none"> Mental health issues that relate to stress at work to be integrated into the programme and developed further. 	ACO Robert Scott	January 2015		

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Item 7	<p>Chief Officer's Report – Current Interim Scheme of Delegations to be reviewed.</p>	Board Support Team	March 2015		<p>Update – review has been integrated with the outcomes of the review of the effectiveness of the Board and subsequent action plan.</p> <p>Update – paper for approval being presented to the Board on 26 March 2015</p>
Item 8.3	<p>Service Transformation Committee Update – Future Board Strategy day to be arranged on lessons learned from the transformation process.</p>	Board Support Team/F Clayton	March 2015	March 2015	Completed – Service Transformation Lessons Learned session is being conducted at STC workshop on 23 April 2015 and the outcomes will be reported to the Full Board.
Item 10	<p>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.</p>	Sarah O'Donnell	March 2015	March 2015	<p>Next iteration of the CRR to be presented before ARAC in March.</p> <p>Completed – This was presented at ARAC Meeting on 04 March 2015.</p>
Item 18	<p>Resource Budget Monitoring Report – August 2014 – Controllable cost areas (supplies and services) - Action Plan to be developed on unanticipated incidents.</p>	Sarah O'Donnell	March 2015		

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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	January 2015	January 2015	Completed – paper on Committee Operating Arrangements presented to the Board on 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	Completed - 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	January 2015	Completed – Board Strategy Day held and paper presented at January Board meeting. ACO Robert Scott has been nominated as the executive lead.

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Item 9	Whistleblowing Policy – consider referencing HM Fire Service Inspectorate at Section of the Policy	Diane Vincent	March 2015		
Item 12	Committee Arrangements 2015/16 – The Chief Officer to meet with the Committee Chairs to discuss the future works of the committees	CO/ Board Support Team	February 2015		Update: meeting has taken place with the Chair of the new Performance Committee, meetings with other new Chairs currently being scheduled.
Item 15	Capital Monitoring Report – <ul style="list-style-type: none"> • More detailed information about capital spend to be outlined at March Board Strategy Day. • Amendment to be made to the expenditure table under report item (3) Expenditure – the column headed up “actual” to be amended to read “paid”. 	Sarah O’Donnell	March 2015		
Item 16	Resource Budget Monitoring Report – <ul style="list-style-type: none"> • Further breakdown of Wholetime Employee Costs, Sarah O’Donnell will progress this. • Variances to be depicted as percentages as well as figures in future reports. 	Sarah O’Donnell	February 2015		

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Item 4	Minutes of Previous Meeting 29 January 2015 – Address matters raised in regards to accuracy within the minutes relating to actions captured within the action log and correlating with the minutes.	Business Support Team	March 2015	March 2015	Completed – these matters have been addressed with the Action Log and/or the Minutes of the Meeting held on 29 January being amended.
Item 7	Chief Officers Report - Chief Officer to circulate an overview of areas being looked at by the Reform Collaboration Group to Board Members.	Chief Officer	April 2015		