

INTEGRATED GOVERNANCE COMMITTEE MEETING – ROLLING ACTION LOG



SCOTTISH
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Background and Purpose

A rolling action log is maintained of all actions arising or pending from each of the previous meetings of the Committee. No actions will be removed from the log or their completion dates extended until approval has been sought from the Committee.

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 4 of these actions have been completed.

The Committee is therefore asked to approve the removal of the 4 actions noted as completed (Blue status), note the 1 action categorised as Green status and note the 0 actions categorised as Yellow status on the action log.

Integrated Governance Group Meeting: 14 June 2018						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 9.4.4	Measurement of TMPC/SDC Benefits Realised – Implementation and Monitoring - MD to continue to consider benefits realisation analysis for projects and to provide an update on the situation to a future meeting (January 2019).	MD	January 2019		January 2019	Completed (17/01/11) – Overarching benefits map for Service Transformation being developed alongside High Level plan. To Board Strategy Day January 2019. TMPC Committee workshops Jan/Feb/March to consider benefits map and measurement in more detail.

Integrated Governance Group Meeting: 4 October 2018						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 7.1.3	HMFSI Report – Concerns Relating to Timescales - Standing Agenda item be introduced to the IGC to provide a list of HMFSI reports planned together with anticipated timescales for completion	BST	January 2019		January 2019	Completed (17/01/11) – This has now been updated on IGC agenda and reference will be made to the HMFSI Routine Report that is presented to SDC.
Item 8.1.5	Feedback on Spotlight Reports at Committees - session on governance was scheduled at the next Strategy Day (November). It was suggested that this session includes the mapping of the scrutiny of risk at Executive and Non-Executive levels take place and relates to the overall governance of the Service. The session could also incorporate the process for HMFSI, Audit Scotland reports, etc. This would allow an ideal opportunity to reflect on the governance within the Service.	BST	November 2018			Update (17/01/11) – SFRS Governance and Accountability was presented and discussed at the Nov. Board Development / Information Day by Director of SPPC. The structure of Non-Executive and Executive structures and how information flows was detailed. Further to this a session has been programmed on 31 st Jan Board Strategy Day specifically focusing on Strategic Risk and how this will support the development of the next Strategic Plan.

NOT PROTECTIVELY MARKED

<p>Item 11.5</p>	<p>Chairs Issues and Common Themes – Proposal to hold a teaching/workshop session for members of RANSC to discuss this process and good practices. It was also suggested that the role of the Employee Partnership Forum and Partnership Advisory Group would also be discussed. This information session would be scheduled around a future Staff Governance Committee workshop (January).</p>	<p style="text-align: center;">BST</p>	<p style="text-align: center;">January 2019</p>		<p style="text-align: center;">January 2019</p>	<p>Completed (17/01/11) – A SGC workshop has been programmed for 22nd January 2019 which will allow for this information session to occur. BST will add this to the Workshop Agenda</p>
<p>Item 12.5</p>	<p>Service Improvement Strategy - AC informed the Committee that the original report (26 April 2018) noted that to implement the Service Improvement Strategy, a Service Improvement Programme for the whole Service would be deployed. The Committee noted and agreed to monitor the progress of the Service Improvement Programmes development and how this is taken forward within the Service.</p>	<p style="text-align: center;">BST</p>	<p style="text-align: center;">January 2019</p>		<p style="text-align: center;">January 2019</p>	<p>Completed (17/01/11) – This has been placed on the IGC forward plan for a progress update in 12 months (October 2019).</p>