



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

**PUBLIC MEETING: INTEGRATED GOVERNANCE COMMITTEE**

**THURSDAY 16 JANUARY 2020 @ 1330 HRS**

**SCOTTISH FIRE AND RESCUE SERVICE  
BRAIDWOOD SUITE, HQ, CAMBUSLANG, G72 7NA**

**PRESENT:**

Kirsty Darwent, Chair (KD)  
Nick Barr (NB)

Bill McQueen, Deputy Chair (BMcQ)  
Primrose Stark (PS)

**IN ATTENDANCE:**

Martin Blunden (MB)	Chief Officer
Richard Whetton (RW)	Head of Corporate Governance
Alasdair Cameron (AC)	Group Commander, Board Support Manager
Heather Greig (HG)	Board Support Team/Minutes

**OBSERVERS**

Chris McGlone, Fire Brigades Union

**1 CHAIR'S WELCOME**

1.1 KD opened the meeting and welcomed all those present.

**2 APOLOGIES**

2.1 Brian Baverstock (BB), Board Member  
Fiona Thorburn (FT), Board Member

**3 CONSIDERATION OF AND DECISION ON ANY ITEMS TO BE TAKEN IN PRIVATE**

3.1 It was agreed that the only items required to be taken in private were the private minutes from the previous meeting on 3 October 2019 and the private Action Log.

**4 DECLARATION OF INTERESTS**

4.1 None

**5 MINUTES OF PREVIOUS MEETING: 3 OCTOBER 2019**

5.1 The minutes were approved as an accurate record.

**6 ACTION LOG**

6.1 The Committee considered the action log and agreed the closure of the completed actions.

**Item 9.1 Inspections/Audits (03/10/19)** – It was noted that HMFSI provides quarterly updates to the Service Delivery Committee (SDC) with regards work carried out and a snapshot of the current situation. To ensure all Board Members were fully aware of HMFSI's work NB would highlight this during his SDC update at Board meetings with a more detailed focus being provided. KD and NB had met with HMFSI today and a note of that meeting would be circulated to Board members.

6.2 **The Committee noted the updated action log.**

## 7 AREAS OF OVERLAP

7.1 NB highlighted that the SDC had spotlighted the risk around water supplies for firefighting. The discussion had referred to recommendations contained within the Internal Audit Water Planning Arrangements report. The Integrated Governance Committee (IGC) was asked to determine which Committee would oversee the progress of actions against the recommendations. IGC suggested that the Audit and Risk Assurance Committee (ARAC) was content for SDC to oversee the risks related to this as it had clear service delivery implications. As BB was not present, his agreement with this proposal would be sought.

**ACTION: BST**

## 8 CHAIRS ISSUES AND COMMON THEMES

### 8.1 ICT

8.1.1 The update provided against ICT within the Action Log was noted. MB added that the contract for the external consultancy work would not cover an analysis of pay and terms and conditions relating to ICT, however, these should be highlighted from the review of the digital strategy and systems which the contract would focus on.

8.1.2 As ICT would be progressed through the Action Log, it would now be removed from this item on the agenda.

## 9 INSPECTIONS AND AUDITS

9.1 This item was covered under 6 – Action Log.

## 10 COMPLIANCE AND GOOD CORPORATE GOVERNANCE AND PRACTICES (PRINCIPLES 3 AND 4)

10.1 AC provided an update in relation to the performance reporting against principles 3 and 4 set out in the SFRS Code of Corporate Governance. The areas of improvement were highlighted. Three Reasonable Assurance had been increased to Substantial, there were no Insufficient or Limited Assurance, one Reasonable and 21 were Substantial.

10.2 Assurance was provided with regards to staff appraisals. AC confirmed that within the Appraisal form a list of values is detailed that each member of staff must record performance against. The Code of Corporate Governance Performance Report would be updated to clarify this position.

10.3 BMcQ asked if the option to live stream Board meetings was viable. KD confirmed this had been explored previously by the Board Support Team and would be kept under review going forward.

10.4 **The Committee noted the content of the report and progress made against the Improvement Actions.**

## 11 OBSERVATIONS FROM FIFE COUNCIL ENVIRONMENT AND PROTECTIVE SERVICES COMMITTEE

11.1 NB had attended the above meeting on 5 September 2019 as part of a benchmarking exercise undertaken by the Service Delivery Committee (SDC) to observe how other public bodies report on and scrutinise performance.

11.2 An overview of the business discussed at the meeting was provided. NB stated that although interesting there was no significant areas of learning identified from the process. However, it did provide assurance that overall the current processes related to SDC were good and robust while continuing to be a work in progress.

11.3 It was highlighted that currently some Board members contact Executive's in advance of meetings with queries or questions in relation to specific reports being submitted. It was agreed that where this occurs Board members should confirm this at the meeting so as to be recorded for the Minute.

11.4 **The Committee noted the verbal update.**

## **12 UPDATE REPORT ON ICT**

12.1 No formal update was available under this item.

## **13 FORWARD PLAN**

### **13.1 Committee Forward Plan**

13.1.1 AC presented the Committee Forward Plan for noting.

13.1.2 MB confirmed a report on ICT would be submitted to the next meeting however it would be dependent upon progress of the review whether recommendations were included or not.

13.1.3 The Committee noted the Forward Plan.

### **13.2 Items for Consideration at Future Board and Strategy/Information & Development Day Meetings**

13.2.1 KD noted that an agenda for the Board/SLT Away Days in March 2020 was currently being developed.

13.2.2 The Strategy Day scheduled for 30 January 2020 would be rescheduled due to timings around budgetary information.

13.2.3 KD and MB would undertake a series of staff engagement events to provide updates around the pay offer and invites would be sent out to Board members to attend these sessions along with a copy of the presentation to be given.

**ACTION: BST**

## **14 REVIEW OF ACTIONS**

14.1 AC confirmed the actions arising during the meeting which the Committee agreed.

## **15 DATE OF NEXT MEETING**

15.1 The next meeting of the Integrated Governance Committee is scheduled to take place on Wednesday 25 March 2020 at 1300 hrs in the Braidwood Suite, SFRS Headquarters, Westburn Drive, Cambuslang, G72 7NA.

15.2 There being no further matters to discuss in public, the meeting closed at 1410 hrs.

## **PRIVATE SESSION**

### **16 MINUTES OF PREVIOUS PRIVATE MEETING: 3 OCTOBER 2019**

16.1 The minutes were approved as an accurate record.

### **17 PRIVATE ACTION LOG**

17.1 The Committee considered the action log and agreed the closure of the completed action.

17.2 There being no further matters to discuss in private, the meeting closed at 1415 hrs.