



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

PUBLIC MEETING - SCOTTISH FIRE AND RESCUE SERVICE BOARD

THURSDAY 31 MARCH 2022 @ 1000 HRS

BY CONFERENCE FACILITIES

PRESENT:

Fiona Thorburn, Deputy Chair (FT)
Nick Barr (NB)
Brian Baverstock (BB)
Angiolina Foster (AF)
Paul Stollard (PSt)
Mhairi Wylie (MW)

Stuart Ballingall (SJB)
Steve Barron (SBa)
Lesley Bloomer (LBI)
Malcolm Payton (MP)
Tim Wright (TW)

IN ATTENDANCE:

Ross Haggart (RH)	Deputy Chief Officer
Liz Barnes (LBa)	Director of People and Organisational Development
John Dickie (JD)	Assistant Chief Officer, Director of Training, Safety and Assurance
Mark McAteer (MMcA)	Director of Strategic Planning, Performance and Communications
Iain Morris (IM)	Acting Director of Asset Management
Stuart Stevens (SS)	Assistant Chief Officer, Director of Service Delivery
John Thomson (JT)	Acting Director of Finance and Procurement
Sandra Fox (SF)	Head of ICT (Item 14)
Desmond Donnelly (DD)	Group Commander Business Support
Alasdair Cameron (AC)	Group Commander Board Support
Heather Greig (HG)	Executive Officer Board Support
Debbie Haddow (DJH)	Board Support/Minutes

OBSERVERS:

Robert Scott, HMFSI

1 CHAIR'S WELCOME

- 1.1 FT opened the meeting and welcomed those participating and observing via MS Teams.
- 1.2 The Board were reminded to raise their hands, in accordance with the remote meeting protocol, should they wish to ask a question.
- 1.3 This meeting would be recorded and published on the public website.

2 APOLOGIES

- 2.1 Kirsty Darwent, Chair of SFRS Board
Martin Blunden, Chief Officer
Paul Stewart, Assistant Chief Officer, Director of Service Development

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- 3 CONSIDERATION OF AND DECISION ON ANY ITEMS TO BE TAKEN IN PRIVATE**
- 3.1 The Board agreed that the Liability Claim Against SFRS would be taken in private due to confidential matters relating to an individual (Standing Order 9D).
- 4 DECLARATION OF INTERESTS**
- 4.1 There were no declarations of conflict of interests made.
- 5 MINUTES OF PREVIOUS MEETING:**
- 5.1 **Thursday 16 December 2021**
- 5.1.1 Subject to a minor typographical adjustment to provide further clarity, the minutes were agreed as an accurate record of the meeting.
- 5.2 **Thursday 13 January 2022 (Special)**
- 5.2.1 The minutes were agreed as an accurate record of the special meeting.
- 5.3 **Thursday 24 February 2022 (Special)**
- 5.3.1 The minutes were agreed as an accurate record of the special meeting.
- 5.4 **The minutes of the meeting held on 16 December 2021 (subject to minor amendment), 13 January 2022 and 24 February 2022 were approved as a true record of the meetings.**
- 6 ACTION LOG**
- 6.1 The Board considered the action log and noted the updates.
- 6.2 **Members noted the updated Action Log and approved the removal of completed actions.**
- 7 DECISION LOG**
- 7.1 The Board considered the Decision Log.
- 7.2 AC reminded the Board and Executive that the Board Decision Log had been enhanced to include an impact assessment of all Board decisions following a period of 12 months from the initial decision being made. The first of these impact assessment updates would be captured from the next meeting (28 April 2022).
- 7.3 **Members noted the updated Decision Log.**
- 8 CHAIR AND DEPUTY CHAIR'S REPORT**
- 8.1 The Deputy Chair presented the Chair's Update report noting events which had occurred since the Board meeting held on 16 December 2021.
- 8.2 **The Board noted the report.**
- 9 CHIEF AND DEPUTY CHIEF OFFICER'S REPORT**
- 9.1 The Deputy Chief Officer presented the report noting events which had occurred since the Board meeting held on 16 December 2021.
- 9.2 **The Board noted the report.**
- 10 COMMITTEE UPDATES**
- 10.1 **Change Committee (CC)**
- 10.1.1 FT reported that the Committee held a public meeting on 3 February 2022 and referred the Board to the attached draft minutes. FT highlighted the following:
- Scrutiny of the Major Projects dashboard, Retained and Volunteer Duty System Strategy Improvement Framework and People, Training, Finance and Assets System programme.

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- Update on Portfolio Office progress
- Evaluation report on the Protection of Vulnerable Groups project
- Discussion on Portfolio Office Risk and Committee Aligned Directorate risk as well as a spotlight on POD 010 (Project Support - Resource)
- Update on the Command and Control Futures (private session)

10.1.2 Command and Control Futures Project Update

RH provided the Board with a brief update on the Command and Control Futures Project noting that, at the Change Committee meeting, it was reporting amber on time, costs, quality and skills and resources. Due to the confidential financial and commercial information, a further health check update was provided within the private session of the Change Committee meeting.

10.1.3 RH reminded the Board that a further update would be provided at today's Strategy Day session.

10.1.4 In regard to the Service Delivery Model Programme, the Board sought clarification on the red status for skills and resources. RH noted that this directly related to the ongoing recruitment for individual(s) with geographic information system (GIS) skillset/knowledge.

10.1.5 **The Board noted the draft minutes and verbal updates.**

10.2 **Audit and Risk Assurance Committee (ARAC)**

10.2.1 BB noted that the Committee held a public meeting on 20 January 2022 and referred the Board to the attached draft minutes. BB highlighted the following:

- Internal Audit Final Report on Fire Safety Enforcement. Level of assurance was very good and the key area of improvement related to public access to information.
- Discussion regarding how to progress internal audit recommendations and good progress was being made.
- Comprehensive action plan developed following the Deloitte's wider scope review report.
- Revised format for the Corporate Risk Register and how it supports Committee scrutiny. Challenges remain around how Board/Committee members maximise the benefits of this improved approach.

10.2.2 BB reported that the Committee held a public meeting on 30 March 2022 and provided a verbal update, highlighting the following:

- Scrutinised Internal Audit progress report and noted the completion of the 2021/22 plan as scheduled.
- Final report for Environmental Sustainability as presented and, although a good report, the Service were reminded to continue to progress and seek improvements in this area.
- Internal Audit Plan 2022/24 was discussed and recommended for approval. This would be presented at the next Board meeting (28 April 2022).
- Review of Code of Conduct for Board Members of the SFRS was recommended for approval. Scrutinised the arrangements for preparing the Annual Governance Statement 2021/22. Verbal update provided on the Good Governance Framework. High level of governance arrangements within the Service and this work should be commended.
- Risk spotlight on Community Safety resilience, particularly the challenges due to Covid and partnership working. Helpful and informative update.
- Regular HMFSI update including a reminder of the imminent introduction of new format for Service Delivery Area audits which will replace the previous Local Area Inspection approach.

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10.2.3 **The Board noted the draft minutes and verbal update.**

10.3 **People Committee (PC)**

10.3.1 MW reported that the Committee held a public meeting on 2 December 2021 and referred the Board to the attached approved minutes, noting that a full verbal update had been provided at the previous meeting.

10.3.2 MW noted that the Committee held a further public meeting on 3 March 2022 and referred the Board to the attached draft minutes. MW highlighted the following:

- Highest level of Covid absences recorded during quarter 3. High level of Operations Control absences (16.5%) and work was ongoing to identify additional support for this function.
- Vacancy rate was currently 14%. Work was ongoing to review and improve recruitment/retention issues with Retained/Volunteer Duty System personnel. Future spotlight report has been requested for the next Committee meeting.
- Update on the continuing development on the delivery of training, including online and support for individuals to develop their IT skills.
- Update report on the increase in acts of violence and the Service's response.
- Exceptional report on the Measurement of Asbestos Fibres During Live Burn.
- Thanks were extended to John Dickie, Assistant Chief Officer and Julie Harkins, Acting Head of Safety and Assurance pending their upcoming retirement from the Service.
- Two workshops have been scheduled to review performance, KPIs, assurance reporting, etc to ensure robust assurance and to satisfy the Committee's responsibility of strategic planning to the Board.

10.3.3 In regard to acts of violence, SS reminded the Board of the strong positive working relationship with Police Scotland to closely pursue and identify any individuals involved. SS further noted the joint operation work with Police Scotland in the lead up to bonfire season.

10.3.4 Measurement of Asbestos Fibres During Live Burn

JD briefed the Board on the background, purpose and outcomes of a live burn exercise involving common types of asbestos containing materials found in domestic buildings and the potential levels of asbestos exposure to Firefighters. JD reminded the Board that firefighters were classed as asbestos workers and the Service's health surveillance arrangements.

10.3.5 **The Board noted the approved and draft minutes and verbal updates.**

10.4 **Service Delivery Committee (SDC)**

10.4.1 NB reported that the Committee held a public meeting on 24 November 2021 and referred the Board to the attached approved minutes, noting that a full verbal update had been provided at the previous meeting.

10.4.2 NB noted that the Committee held a further public meeting on 23 February 2022 and referred the Board to the attached draft minutes. NB highlighted the following:

- Informative Service Delivery quarterly update.
- Quarterly Performance Report, enhanced by Power BI input, and the Committee continued to encourage the Data Management Team in the development of capabilities of this system.
- Future deep drive into Home Fire Safety Visits, particularly the link between vulnerable groups and the reduction in fires.
- Update on HMFSI inspection and action plans.

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- Operational learning: Clinical Governance work continues to progress. Both the Memorandum of Understanding and Service Level Agreement were now in place with Scottish Ambulance Service.
- Future invitation to be extended to the Chair of the National Fire Chief's Council's National Operational Learning Committee to provide an insight on how SFRS and other UK FRS learn from past events.
- Climate Change future update on electric vehicles including firefighting and potential new appliances.
- Spotlight risk on Omicron and the Service's ability to respond.
- Regular HMFSI update and welcomed the new format of Service Delivery Area audits.
- Update on Operations Control Resilience Management (private session).

10.4.3 Grenfell Tower Fire Update

SS provided the Board with an update on the work undertaken by the Service in conjunction with relevant partners, following the Grenfell Tower fire tragedy in June 2017. The following key points were highlighted:

- Significant progress made during this reporting period including the delivery of a series of training exercises to test the fireground and operations control procedures.
- Phase One action plan has been completed and was being implemented across the Service.
- Closing report to be presented to the next meeting (31 May 2022) and will include a presentation on how the Service has developed and improved the high-rise firefighting procedures.
- HMFSI were currently undertaking a thematic inspection of High Rise Buildings.

10.4.4 **The Board noted the approved and draft minutes and verbal updates.**

11 **RESOURCE BUDGET 2022-23**

11.1 JT presented a report to the Board seeking approval of the Resource Budget for 2022/23 and highlighted the following key points:

- Brief reminder of the process for developing the budget with both Strategic Leadership Team (SLT) and Board involvement.
- Efficiencies identified to reach a balanced budget.
- Additional income from shared services/locations.
- Key changes included the increase in pay and social care levy, structural changes to workforce and temporary resources in Covid recovery.
- Significant cost pressures due to external environments.
- Ability to reduce costs due to one off initiatives.

11.2 In regard to the efficiencies, JT confirmed that these were already identified and reflected in the overall budget position. The efficiencies would be regularly monitored and refined as required in response to any uncertainties. JT commented on the risks associated with the overall budget and as such the Service would have to be more agile in operating the budget.

11.3 JT outlined the purpose of the SLT sub group convened to review the budget setting process including initiatives, cost pressures and efficiencies, ensuring a collective, collegiate understanding and vested interest in the final budget.

11.4 The Board commented on the expansion of fire prevention/safety work with vulnerable households and JT confirmed the 30 additional Community Safety Advocates and Fire Enforcement Officer roles to progress this work. JT further confirmed the £118,000 savings within new recruit accommodation was due to the revised (dual) delivery of the courses.

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11.5 In regard to Support Staff costs, the Board queried whether there was potential for this to reduce and highlighted the risk in relying on this shortfall in spend going forward. JT noted that the overall view was for more investment in support staff due to the value this staffing group brought to the organisation. It was further noted that this staffing group reflected a variety of roles including roles delivering service delivery activities on a daily basis. JT agreed that any savings within the budget were potentially non-reoccurring however the Service were sighted and aware of this. JT provided assurance that the recruitment process and associated timings had been reviewed to create a profile to enable budget capacity to be identified. JT noted that further work could be undertaken to identify wider efficiencies across the Service and provided assurances that the Service would continue to identify efficiencies wherever possible.

11.6 JT advised the Board that the Service had made assumptions regarding inflation, however the Service continued to mitigate and manage all risks as best as possible.

11.7 **The Board approved the Resource Budget for 2022/23.**

12 CAPITAL PROGRAMME 2022/23 – 2024/25

12.1 JT presented a report to the Board seeking approval of the proposed Capital Programme for 2022/23 – 2024/25. The total proposed expenditure over the 3-year period is £110.900 million, funded by anticipated Capital DEL budget of £97.500million; estimated capital receipts from fleet disposals and sale of property of £10.400million and Net Zero Transition Grants of £3.000million.

12.2 The following key points were noted:

- Brief reminder of the process for developing the budget with both Strategic Leadership Team and Board involvement.
- Underfunding within the capital programme and the reason for this.
- Additional comparative capital programme information outlining capital demand and potential investment.
- Capital programme allocation for property/major work and minor work, fleet, ICT and Operational Equipment.

12.3 The Board queried the total cost associated with the provision of dignified facilities across the entire property portfolio. IM advised that the condition and suitability assessments provided costings for individual sites however, these were currently being re-evaluated and the overall figure would be available later this year.

12.4 A full discussion took place on the current risk based approach to the capital budget allocation, the shortfall in funding, continual raising of awareness and impact of the backlog of investment required whilst seeking to secure support from Scottish Government and ensuring health and safety and other legislative requirements were being met within the budget available.

12.5 JT clarified that the Service would invest in assets, specifically the West Asset Resource Centre, to increase the potential capital receipt upon sale of the current site which could be reinvested back into the capital programme.

12.6 JT confirmed that the withdrawal and replacement of time expired equipment was being managed appropriately.

12.7 **The Board approved the proposed Capital Programme for 2022-25 recognising that the figures for years 2 and 3 are indicative and will be refined for future years.**

13 SFRS CHARGING POLICY – APRIL 2022

13.1 JT presented a report to the Board seeking approval of the draft updated SFRS Charging Policy, which takes account of recent developments, particularly in relation to

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asset sharing with partner organisations. JT informed the Board that further work would be undertaken during 2022/23 to identify other potential areas of income generation and financial recovery for shared services (capital contribution).

- 13.2 In regard to shared services, IM reminded the Board that the Service recovered costs only (non profit making) and that these costs were reviewed as necessary. IM noted that the Service does not receive any capital receipts resulting from property disposal by other agencies.
- 13.3 The Board commented on the appropriateness of applying a national rate for the hire of facilities (venue), the potential inconsistency in the application of Community Group/Charities rates and whether it was appropriate to charge these group/charities due to the activities being undertaken.
- 13.4 The Board queried the charge for the provision of private MOT testing within SFRS Asset Resource Centre's. IM informed the Board of the Service's legislative requirement to offer private MOTs, the commercial (DVLA) rate being applied which would generate income and the potential impact on resources within the workshops.
- 13.5 **The Board approved the updated Charging Policy, along with the updated Scale of Charges, noting that charges may include an overtime element where capacity does not permit the service to be carried out during normal working hours.**

(Meeting broke at 1144 hrs reconvened at 1150 hrs)

14 DIGITAL STRATEGY 2022-25

- 14.1 SF presented a report to the Board seeking approval of the SFRS Digital Strategy 2022 – 2025 and highlighted the following key points.
- Strategy developed through a cross Service collaborative approach.
 - Strategy outlined a range of themes as well as planned and ongoing major projects.
 - High level example of the impact of the strategy on particular users to increase greater awareness and ownership.
- 14.2 The Board commented on the strategy's alignment with other public sector digital strategies and policies, benchmarking against other emergency services, awareness of the wider digital environment and the inclusion of the impacts of this Strategy on the end users.
- 14.3 The Board noted the aspirations of the Strategy and queried how progress would be monitored/delivered. SF reminded the Board that the Strategy was a cross service Strategy and not ICT specific. SF noted that an annual ICT work plan was prepared and submitted to the Digital Board for approval. SF further noted that an annual review of the Strategy would be submitted to the Digital Board and SLT.
- 14.4 The Board commented on the need to clearly reference the direct quote from Scottish Government's Strategy "A Changing Nation" within the document. SF noted that although the changes within the Service may be enhanced by digital technology, there was no intention to infer that only the Digital Strategy would change the Service.
- 14.5 The Board briefly commented and would welcome further details on how the digital priorities would support the Service's strategic priorities, resourcing and budgetary consideration, future digital collaboration opportunities and the integration of ICT with other functions.
- 14.6 The Board commented on the requirement for an Equality Impact Assessment being carried out. Following a brief discussion, it was agreed the Digital Strategy would be

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resubmitted to the next Board meeting (28 April 2022) along with the Equality Impact Assessment and Data Protection Impact Assessment, if applicable.

14.7 **The Board therefore did not approve the Digital Strategy 2022-25. The Board requested that the Digital Strategy report be reviewed and resubmitted to the next meeting (28 April 2022).**

15 **GAELIC LANGUAGE PLAN 2022-2025**

15.1 LBA presented a report to the Board seeking approval for the 2nd iteration of the SFRS Gaelic Language Plan (GLP) to meet our statutory duties as set out by the Gaelic Language (Scotland) Act 2005. LBA highlighted the following:

- Amendments made following public consultation and SLT, highlighted yellow and blue respectively for ease of reference.
- Breakdown of translation costs incurred to date.
- High level aims detailed within Section 3 of the GLP.

15.2 The Board welcomed the revisions to the Gaelic Language Plan 2022-25 and queried the reasons for the late submission for approval. LBA informed the Board that the impact of Covid as well as the debates at the SLT had resulted in the tight timescale.

15.3 The Board noted the costings associated with the plan and questioned whether this was appropriate use of public funds. LBA noted that the costings within the report were based on the spend to date. LBA further noted that the Service had to offer translation services, however, this was not always utilised. Regarding dual signage, the Service would consider this as and when any existing signage required replacement or alternatively, on specific priority locations ie museum.

15.4 LBA informed the Board that public opinion was divided on this topic, however, the Service were required to meet our legislative requirements under the Gaelic Language Scotland Act 2005.

15.5 **The Board approved the Gaelic Language Plan.**

16 **RESOURCE BUDGET MONITORING REPORT – FEBRUARY 2022**

16.1 JT presented a report advising the Board of the resource budget position for the period ending 28 February 2022. JT outlined the analysis of the financial position and referred Members to Appendix A of the report, which identified the current resource position showing an underspend of £4.390million and a forecasted year-end underspend of £0.979million. This forecast position was on the basis that additional funding would be received to support the Service's investment in COP26, Test & Protect and Emergency Services Mobile Communications Programme (ESMCP). The following key points were highlighted:

- Current underspend of £4.390million relates primarily to asset management initiatives which have slipped, however, renewed efforts have been made to ensure maximum spend before the end the financial year.
- No budget virements within this month.
- Due to the risk of underspend, actions have been taken to accelerate spend within other areas including smoke detection, hydrants repairs, property repairs, etc.
- Due to the projected year end underspend (£0.979million), Scottish Government had agreed and authorised the Service to overspend on Capital budget to offset the Resource budget underspend. Further discussions have taken place with Scottish Government, who have agreed that the Service could overspend on Capital budget without necessarily offsetting against the Resource budget.
- Overall Resource position on Employee Costs was forecasting an underspend of £0.40million. Significant overspend on overtime and Control Firefighter costs, whilst underspending on Support Staff and RVDS.

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(S Stevens left the meeting at 1230 hrs)

- 16.2 The Board noted and welcomed Scottish Government's support and agreement to overspend on the Capital budget.
- 16.3 In relation to overtime, JT reminded the Board of the standard and public holiday overtime payment rates.
- 16.4 The Board queried when the Service could expect to reduce overtime down to a lower/minimal level. JT advised that the minimal overtime level would not be possible until the Target Operating Model (TOM) had been achieved. JT reminded the Board that there would always be a requirement for overtime due to particular skillsets/operational needs. JT advised the Board that ACO Stevens had convened a group to review and identify whether achieving the TOM could be accelerated. JT commented on the emerging risk following the recent pension changes and the potential increased retirements.
- 16.5 JT provided further clarity on Scottish Government's agreement to overspend the Capital budget (up to £2.000million) without the need to offset against the Resource budget. JT confirmed that any underspend of Resource budget would be returned to Scottish Government, however he reminded the Board that every effort was being made to maximise the spend potential prior to the end of the financial year.
- 16.6 **The Board scrutinised the resource budget position for the period 28 February 2022.**

17 CAPITAL MONITORING REPORT 2021/22 – 28 FEBRUARY 2022

- 17.1 JT presented a report advising the Board of the actual and committed expenditure against the 2021/22 capital budget position for the period ending 28 February 2022. It was anticipated that the revised budget of £40.582million will be overspent at £41.417million, at 31 March 2022. The following key points were highlighted:
- Additional monies received through sale of vehicles (£0.038million) and additional budget from Scottish Government to address the accounting adjustment for PPE stock (£3.700million).
 - Due to the anticipated challenges and to increase maximum spend ability, a robust and overcommitted capital programme had been developed. Agreement had been received from Scottish Government to authorise the Service to overspend up to £2.000million.
- 17.2 **The Board scrutinised the level of actual and committed expenditure for the period ending 28 February 2022.**

18 COMBINED RISK AND PERFORMANCE Q3 2021/22 PROGRESS REPORT

- 18.1 MMcA presented a report advising the Board of the quarterly progress made against the strategic outcomes and objectives. He noted that individual Committees undertake detailed scrutiny of performance and risk and this report presented a high-level overview to the Board. The following key points were highlighted:
- Accidents and Injuries trend analysis has been incorrectly captured within the report. The correct RAG status was green showing an 11% improvement in the Accident and Injuries rate.
 - Strategic Risks: Extremely High (4), High (5).
 - Annual Operating Plan: 20 actions (green), 6 actions (ambers) and one action (red).
 - Performance:
 - RVDS Appliance Availability figures were reporting off track (red) at 74% due to the target of 84% not being met. Reminder of the work to drive improvements within the RVDS.

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- Number of HFSV had greater increased on the previous year, however work continued to increase awareness and improve against previous pre-pandemic figures.
- Non Domestic fires show a decrease (7%) against the 3 year rolling average.
- Fire Fatalities show an increase (11%) against the 3 year rolling average. It was noted that the overall number of fatalities remained relatively low, and as such there was a degree of volatility within the figures.
- Fire Casualties show a continuing decrease (10%) against the 3 year rolling average.
- UFAS incidents continue to remain below pre-pandemic levels, however it was anticipated that this would increase once final restrictions were removed.
- Number of overall Incidents Attended has increased during this reporting year particularly to outdoor fires and special services (effecting entry/exit).

18.2 In relation to the Health and Safety Management Information System (Objective 3.1), the Board enquired whether there were any risks associated with the delay. JD provided assurance that there was no risk to health and safety or compliance. JD noted that the delay was due to the competing demands within ICT, however, there was good communications between ICT and Health & Safety functions.

18.3 In relation to the Exception Reporting on AOP Actions 2021/22, the Board commented on the lack of or ambiguous revised timescale/due dates and asked for this to be considered for future reports. MMcA noted the comments and advised that this would be included within the next iteration of the report.

ACTION: MMcA

18.4 **The Board scrutinised the Combined Risk and Performance Quarter 3 Progress Report.**

19 REPORTS FOR INFORMATION ONLY:

19.1 Race Equality Update

19.1.1 This report was presented to inform the Board about current activities relating to race equality and the approach recommended to SLT when responding to Scottish Parliament's requests for improvement on the grounds of race equality in employment.

19.1.2 **The Board noted the report.**

19.2 Equality Improvement Update

19.2.1 This report was presented to provide the Board with an update on equality, diversity, inclusion and human rights activities. This includes the recommendations made to SLT for a series of improvements for consideration and adoption in 2022/2023 which will direct the priorities of the Equality and Diversity Team (E&D Team) to further support the mainstreaming of equality, diversity, inclusion and human rights.

19.2.2 **The Board noted the report.**

20 RISK THEMES

20.1 There were no new or emerging issues identified during this meeting.

21 FORWARD PLAN

21.1 The Forward Plan was noted and would be kept under review.

21.2 As agreed earlier, the Digital Strategy would be resubmitted to the next meeting (28 April 2022).

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22 DATE OF NEXT MEETING

22.1 The next formal meeting of the Board is scheduled to take place on Thursday 28 April 2022 at 1000 hrs.

22.2 There being no further matters to discuss in public, the meeting closed at 1255 hours.

PRIVATE SESSION

23 MINUTES OF PREVIOUS PRIVATE MEETING:

23.1 Thursday 16 December 2021

The private minutes were agreed as an accurate record of the meeting.

23.2 Thursday 13 January 2022 (Special)

The private minutes were agreed as an accurate record of the meeting.

23.3 The private minutes of the meetings held on 16 December 2021 and 13 January 2022 were approved as a true record of the meeting.

24 PRIVATE ACTION LOG

24.1 The Board considered the private action log noting the updates and agreed the removal of completed actions.

24.2 **Members noted the updated Private Action Log and approved the removal of completed actions.**

25 LIABILITY CLAIM AGAINST SFRS

25.1 LBa presented a report, previously circulated by email, to the Board seeking approval to support the settlement of the claim.

25.2 **The Board approved the recommendation to support the settlement of the claim.**