

## PROGRAMME OFFICE BOARD MEETING – ROLLING ACTION LOG



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
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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 Board. No actions will be removed from the log or their completion dates extended until approval has been sought from the Board.

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 Programme Office Board rolling action log contains 8 Actions.

Board Meeting: 6 July 2016						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 5	<b>RISK REGISTER</b> STPR 5 – Lose / Shortage of key project staff to support delivery post programme closure All directorates to consider impact of department roles	Strategic leads	October 2016			28/11 Mtg action - JNilsen to share list of Project Managers Training log.

Interim Board Meeting: 28 Oct 2016						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 5	<b>HIGHLIGHT REPORTS</b> Cover paper to accompany report (Uniform Terms & Conditions) Also arrange off table meetings to revisit highlight report	M McAteer/ R Haggart	Nov 16  TBA			28/11 Mtg update - M McAteer to reorganise on D Vincent's return.

Board Meeting: 28 Nov 2016						
Agenda Item	Actions Arising	Lead	Due Date	Status	Completion Date	Position Statement
Item 4	<b>PROGRAMME DELIVERY</b> Pay & Rewards Dossier - update with reference to potential cashable savings	B Farquharson/ D Vincent				
Item 5	<b>CLOSING PROJECTS</b> Gis_Gazeteer Ph 2 – Original forecast of what Gazeteer would save vs actual.	J Nilsen/ Project Manager				
Item 5	<b>CLOSING PROJECTS</b> Gazeteer manger – look at other potential displaced candidates	R Haggart/ People & Organisational				

NOT PROTECTIVELY MARKED

		Development				
<b>Item 6</b>	<b>MONITORING PROJECTS</b> Human Resources & Payroll – Clarification on structure status	B Farquharson/ D Vincent	TBC			On D Vincent's return.
<b>Item 7</b>	<b>RISK REGISTER</b> PR 1 - Re-evaluate rating due to recent ICT resources & Control room staffing	B Farquharson/ P Managers				
<b>Item 9</b>	<b>AOB</b> Start-up checklist for projects coming onto programme	B Farquharson				