



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 19/16

MEETING	Dorset Local Performance & Scrutiny Committee
DATE OF MEETING	29 May 2019
SUBJECT OF THE REPORT	Action progress
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	To note
EXECUTIVE SUMMARY	Contained within this report is a list of outstanding actions from previous meetings with regular update comments.
RISK ASSESSMENT	None for the purposes of this report
COMMUNITY IMPACT ASSESSMENT	None for the purposes of this report
BUDGET IMPLICATIONS	None for the purposes of this report
RECOMMENDATIONS	Members are asked to note the actions and comments.
BACKGROUND PAPERS	Past minutes of Local Performance and Scrutiny Committee meetings.
APPENDICES	None
REPORT ORIGINATOR AND CONTACT	Name: Marianne Taylor, Democratic Services Officer Email: Marianne.taylor@dwfire.org.uk Tel no: 01722 691074

1. Introduction

- 1.1 The report contains a list of actions which are outstanding from the previous meeting. Actions are programmed to be checked on a weekly basis and are chased until such time as they are complete or can be closed.

2. Action progress report:

No.	Agenda Item	Action	Assigned to	Comments	Progress
121	D18/8.4 & 8.5	To revise the letter to be sent to the Principal/ Headteacher and Chairman of Governors for schools that had not engaged with SDSA, requesting that paragraph one and two be swapped to provide more impact and to be signed by the DWFRA Chairman and the DWFRS Chief Fire Officer	Ian Hopkins	<p>26/3 - SDSA letters posted today by Steph Howard, 20x letters to 6 schools in Dorset and an update email sent out to Members.</p> <p>29/8/18 - Chairman agreed to hold unless needed for this school year;</p> <p>12/7 - CFO Ansell has agreed the revised wording. MT to discuss with Authority Chairman.</p> <p>18/5 - at the meeting Members discussed this action and suggested it be amended to provide detail on which schools have not engaged and how best to approach them. Members discussed the best way to ensure that the forum understands what is going on with schools within Dorset.</p> <p>4/4/18 - MT has final draft ready for use; 15/3 - Comment from Ian Hopkins: Draft letter was presented at the meeting, and with a few suggested amendments a final copy was produced.</p>	Completed

- 2.1 Some Actions are closed quickly because they were actioned at or immediately after a meeting and some take longer, especially if they are related to external providers.

3. Summary and Key Points

- 3.1 No actions were taken at the meeting on 28 February. There has been one action pending from a previous meeting and this has now been completed.

May 2019