

NORTHERN IRELAND FIRE & RESCUE SERVICE BOARD

MINUTES OF A MEETING (VIRTUAL MEETING)

23 MARCH 2021

1.30 PM

PRESENT: Ms C McKinney, Chairperson presiding
Mr M Graham, Chief Fire & Rescue Officer
Ms B Anley
Mr J Craig
Mr C Enright
Mr K Henning
Mr R Irvine
Mr T O'Hanlon
Mr J Quinn
Mrs H Singleton
Ms L Smith

APOLOGIES: Mr G Smyth

IN ATTENDANCE: Mr M Deeney, Assistant Chief Fire & Rescue Officer
(Transformation, Performance & Governance)
Mr P Gallagher, Assistant Chief Fire & Rescue Officer (Service
Delivery)
Mr A Jennings, Assistant Chief Fire & Rescue Officer (Service
Support)
Mrs P White, Interim Director of Finance
Mrs D O'Connor, Interim Director of Human Resources
Ms I Hill, Governance & Business Support Services Advisor
Ms R Morgan, DoH Observer

The Chairperson welcomed everyone to the Meeting. She also welcomed Ms Morgan the DoH Observer.

Item 1: Apologies

Apologies from Members were noted.

The Chairperson commented on the volume of paperwork for the Meeting and commented that she felt there was a need to revisit this given the additional demands of the virtual environment and overly long meetings which would stray into an unsatisfactory length of time on screen. She would liaise with the appropriate Executives and Committee Chairpersons to discuss further.

She noted the apologies of Mr Smyth, Chairperson of the Audit, Risk & Governance Committee, and asked Mr Enright, as a Member of the Committee to bring through the Committee's business in Mr Smyth's absence.

Change in the Order of Business

The Chairperson referred to the Health & Safety Management presentation and proposed to take this item of business as the first Item. **Members agreed to this.**

At this point,
Group Commander Somerville joined the Meeting

Item 5: Items for Noting/Information Standalone Strategic Items

NIFRS Health & Safety Management

The Chairperson welcomed Group Commander Somerville to the Meeting. She noted that a copy of the presentation had been previously circulated to Members.

Group Commander Somerville gave his presentation to Members outlining in detail NIFRS' approach to Health & Safety. He noted future work streams with respect to Health & Safety including future Board reporting. He explained that in addition to the Board reporting, the Health & Safety Policy Unit (HSPU) will facilitate a short case study for the Board or Standing Committee on a 6 monthly basis.

The Chairperson welcomed the good working relationship with the Health & Safety Executive. She invited questions from Members.

During a full discussion, the Officers noted Members' comments and answered questions relating to aspects of the information presented.

The Chairperson thanked Group Commander Somerville for his presentation and asked that Members' comments be taken on board. It was agreed that there would be update briefings to the Board throughout the year and this would be taken forward by CFRO in consultation with committee chairs.

At this point,
GC Somerville left the Meeting

Item 2: Conflicts of Interest

The Chairperson enquired as to whether any Members of the Board wished to declare any potential conflicts of interest with any of the business items on the Agenda. Members confirmed there were no apparent conflicts of interest.

Mr Quinn declared a potential conflict of interest with respect to Agenda Item 4 – Pensions Board. The Chairperson noted same and stated that if she considered it appropriate she would ask Mr Quinn to leave the Meeting for this item of business.

Item 3: Minutes of Board Meeting – 26 January 2021

The Minutes of the Board Meeting held on 26 January 2021, having been printed and circulated, were taken as read and signed as a true record, on the motion of Mr Henning, seconded by Ms Smith.

Arising out of the Minutes:

Terms of Reference for Transformation

The Chairperson referred to the Chief Fire & Rescue Officer's comments on the impact of insufficient resourcing on progress with respect to workstreams within the Transformation Programme and sought an update.

The Chief Fire & Rescue Officer noted that Assistant Chief Fire & Rescue Officer Deeney's paper relates to the Service Delivery element of the Transformation Programme. He explained that the Programme Brief focuses on the development of the Business Case for the Service Delivery Operating Model which will demonstrate the benefits and cost of same. He also explained that the Business Case will be further developed before submission to DoH.

The Chief Fire & Rescue Officer stated that he hoped the position would be much clearer after Assistant Chief Fire & Rescue Officer Deeney's presentation. The Chairperson agreed to wait until the presentation was given and she would then invite questions from Members.

Item 4: Items for Adoption/Approval Reports from Board Committees, including noting of Committee Minutes and Adoption of Recommendations

Audit, Risk & Governance Committee – Meeting – 10 March 2021

It was noted that a Meeting of the Audit, Risk & Governance Committee had been held on 19 March 2021. The Minutes of the Meeting will be presented at the next Meeting of the Board.

Mr Enright, Audit, Risk & Governance Committee Member, noted the recommendations emanating from the Meeting.

The Chairperson noted that the policies recommended for approval by the Committee were subject to amendment and also to any changes following consultation. She sought clarity regarding same.

Mr Enright explained that the amendments to the policies were not significant, however, the Committee had acknowledged that following consultation it may be necessary for the policies to re-present. The Chairperson noted same.

Mr Enright, proposed that the Committee's recommendations, as detailed below, be adopted by the Board. This was seconded by Mr Irvine.

Audit, Risk & Governance Committee - Recommendation

- **Approval to defer the Audits of Payroll and Board Effectiveness to 2021/22;**
- **Acceptance of the Audits of Information Governance and Non-Pay Expenditure;**
- **Approval of the draft 2020/21 External Audit Strategy covering (i) Operational Accounts; and (ii) Pension Accounts;**
- **Approval of revised NIFRS Fraud Policy & Fraud Response Plan subject to amendments as discussed at the Meeting and also to any changes following consultation;**
- **Approval of NIFRS Raising Concerns Policy & Raising Concerns Procedure subject to amendments as discussed at the Meeting and also to any changes following consultation;**
- **Approval of NIFRS Code of Conduct subject to amendments as discussed at the Meeting and also to any changes following consultation;**
- **Approval of NIFRS Customer Complaints Procedure subject to amendments as discussed at the Meeting and also to any changes following consultation.**

Service Delivery Committee - Meeting – 11 March 2021

It was noted that a Meeting of the Service Delivery Committee had been held on 11 March 2021 and the Minutes of the Meeting will be presented at the next Meeting of the Board.

Mr Irvine, Chairperson of the Service Delivery Committee, presented the recommendations emanating from the Meeting. He also explained that the Members' comments/suggestions with regard to the policies presented were not significant. The chairperson noted same.

Mr Irvine proposed that the Committee's recommendation, as detailed below, be adopted by the Board. This was seconded Mr Henning.

Service Delivery Committee – Recommendations

- **Approval of revised NIFRS Travel & Subsistence Policy subject to amendment;**
- **Approval of NIFRS Stock & Asset Management Policy subject to amendment.**

People & Culture Committee - Meeting – 11 March 2021

It was noted that a Meeting of the People & Culture Committee had been held on 11 March 2021 and the Minutes of the Meeting will be presented at the next Meeting of the Board.

Mr Henning, Chairperson of the People & Culture Committee, provided a brief synopsis of the Business discussed at the Meeting noting the recommendations being brought forward.

Mr Henning proposed that the Committee's recommendation, as detailed below, be adopted by the Board. This was seconded Ms Anley.

People & Culture Committee – Recommendations

- **Approval of NIFRS Development to Competent Pay Policy;**
- **Approval of revised NIFRS Social Media Policy.**

Standalone Strategic Items

Strategic Annual Business Plan 2021/22

Members noted the draft Strategic Annual Business Plan 2021/22.

The Chief Fire & Rescue Officer noted that the Plan had been discussed in detail at a Workshop the previous day and was now presented for approval.

The Chairperson noted that the Annual Business Plan was subject to amendment in light of comments raised by Members.

During a detailed discussion, the Chief Fire & Rescue Officer noted Members' comments regarding the challenge of the lack of a 5-year budget and answered Members' questions particularly with respect to meeting the objectives within the Plan relating to Transformation given there is no additional funding to progress same.

The Chief Fire & Rescue Officer acknowledged the challenges of delivering Transformation objectives in-year. He emphasised the need for the organisation to move forward and to find a way to progress Transformation within its current budget whilst working with DoH to secure additional funding.

He noted the position with respect to the establishment of a Project Management Office (PMO) explaining that it will be necessary for the organisation to introduce a project management approach in the longer-term, with its focus on Transformation in the first instance. The Chairperson asked what the costs of this would be given the absence of additional funding and what other areas would lose out if funding was diverted to the PMO.

The Chairperson requested an update for clarity on the business case for Transformation which had undergone a number of iterations. During further discussion the Chief Fire & Rescue Officer answered questions relating to the information presented.

The Board, on the motion of Ms Smith, seconded by Mr Henning, unanimously approved the Strategic Annual Business Plan 2021/22, subject to amendments.

Pensions Board

Members noted a paper briefing the NIFRS Board (in their capacity as Scheme Manager for the Firefighters' Pension Scheme) in relation to legislative requirements to appoint a Pension Board and setting out options and a recommended approach.

The Interim Director of Finance referred to the Pension Project and explained that it also includes the need to ensure effective and efficient governance of Pensions administration. She stated that with the 'soft' handover of the administration of Pensions to HSC Pensions, now is the time to re-establish the Pension Board.

The Interim Director of Finance noted that the NIFRS Board had established a Pensions Board in April 2015 and updated Members on the current position explaining that as of March 2021 only one member remains on the Pension Board. She emphasised that the Pension Board does not have a decision making role and outlined the role of the Board. She drew attention to the Terms of Reference included at Annex B of the paper.

Referring to the proposed governance structure, the Interim Director of Finance outlined a proposed change to the membership of the Scheme Advisory Board (SAB). She noted the role of the SAB and that currently the Employer (NIFRS) representative is a NIFRS Board Member. It is proposed that is changed to the Director of Finance with the timing of this to change to coincide with the appointment of a substantive Director of Finance.

The Interim Director of Finance referred to next steps and provided a detailed explanation of the options for the appointment of the Chair of the Pension Board. She stated that is recommended that the Scheme Manager (the NIFRS Board) externally recruit an Independent Chair and noted the rationale for same. She further noted the Business Case for the remuneration of the Chair of the Pension Board included in the Briefing Paper.

The Chairperson sought clarification as to who appoints the Pensions Board; who the Board is accountable to; who conducts appraisals. She also enquired if contact had been made with the Commissioner of Public Appointments Judena Leslie. The Interim Director of Finance explained that the Scheme Manager is responsible for the appointment of the Pension Board, but that this could be delegated. She further explained that it is proposed the Pension Board reports into the Chief Fire & Rescue Officer from a day-to-day management perspective.

During a full discussion, the Interim Director of Finance answered Members' questions/provided clarification regarding the information presented.

The Chairperson indicated her support for the direction of travel and concurred with the Chief Fire & Rescue Officer as the Accounting Officer having responsibility for the day-to-day management of the Pension Board but reiterated the need to explore the matter further with the Commissioner of Public Appointments and to also have clarity on the accountability of the Board.

The Interim of Director of Finance undertook to follow up on same. She noted that NIFRS has engaged with HSC Pensions and with DoH on the matter.

With respect to the appointment of the Employer representatives, the Interim Director of Finance summarised the options and explained that the recommended option is that Employer representatives are appointed using a direct appointment process based on job role. She noted the proposal to appoint the Heads of Finance and HR as the Employer representatives emphasising that this did not attract any additional remuneration.

The Interim Director of Finance outlined the options available for the appointment of the Member representatives.

Mr Quinn stressed that he would not be voting on the matter but commented on the lack of consistency with the current arrangement for Chair position of the Pension Board. He stated the appointment of a Chair would bring stability. He commented that his preference would be direct appointments for both Employer and Member representatives. He noted the depth of knowledge with the Fire Brigades' Union with respect to Firefighters' pensions. The Chairperson noted Mr Quinn's comments.

Further discussion followed regarding the external appointment of an independent Chair and the remuneration for the position; the legalities of the Heads of Finance and HR as Employer representatives; the potential impact on the sitting member of the Pension Board. The Chairperson noted Members' comments/queries and requested further detail and also assurances around the issues raised. She requested that this matter should be brought back to the Board at its next Meeting before final approvals are sought from the Board.

The Board, on the motion of Ms McKinney, seconded by Ms Smith, agreed in principle subject to the provision of further detail and further Board discussion prior to any final approval being given:

- (1) the structure for the Pension Board as set out in Annex A;**
- (2) the Terms of Reference for the Pension Board as set out in Annex B;**
- (3) the appointment of an external independent Chair of the Pension Board who will be appointed by the NIFRS Board (as Scheme Manager);**
- (4) the remuneration payable to the Chair of the Pension Board, subject to DoH approval;**
- (5) the appointment of the Heads of Finance and HR as Employer representatives;**
- (6) and the appointment of the Fire Brigades' Union and Member representatives.**

The Chairperson noted that it will be necessary to return to this matter to ensure that there is full clarity and agreement before final approvals are recorded at the Board.

NIFRS Disciplinary Policy & Procedure

Members noted NIFRS revised Disciplinary Policy & Procedure, along with the associated key points and changes document.

The Chief Fire & Rescue Officer explained that through the Board an independent review, led by Mr Henning on behalf of the Board, had been conducted. He explained that the outworkings of the review had been considered and taken forward by the Interim Director of HR and her team with the revised Policy & Procedure presented for approval.

The Chairperson explained that she had raised her concerns with the Chief Fire & Rescue Officer last July regarding the matter. She commended and thanked Mr Henning for his work on this on behalf of the Board prior to the handover to the Chief Fire & Rescue Officer and the Interim Director of HR.

Mr Henning commented on the independent review and emphasised that the proposed changes are necessary and will enhance the policy and procedure. He welcomed the revised document.

The Interim Director of HR provided a high level overview of the key points and changes to the policy and procedure.

During discussion, the Interim Director of HR noted Members' comments and answered Members' questions relating to aspects of the information presented.

The Board, on the motion of Ms Smith, seconded by Mr Henning, unanimously approved the revised NIFRS Disciplinary Policy & Procedure, subject to amendments.

At this point, the Meeting adjourned for a short break (3.35 pm)

The Meeting reconvened at 3.45 pm

NIFRS Dignity at Work Policy & Procedure

NIFRS revised Dignity at Work Policy & Procedure, along with the associated key points and changes document were noted.

The Interim Director of HR explained why the documentation was being presented to the Board for approval. She provided an explanation of the key points and changes to the policy and procedure.

The Board, on the motion of Ms Smith, seconded by Mr Irvine, unanimously approved the revised NIFRS Dignity at Work Policy & Procedure, subject to amendments.

NIFRS Website & Content Refresh

Members noted the Briefing Note relating to NIFRS website redesign and content refresh project.

The Interim Director of HR outlined the background to the website redesign and content refresh which represents NIFRS as modern, progressive fire and rescue service. She explained that the Corporate Communications Department was currently collating feedback on same prior to the website 'going live'.

The Chairperson stated that she felt it was important that Members had sight of the redesign and content refresh and an opportunity to provide feedback. She asked that Members share any comments with the Interim Director of HR by 31 March 2021.

Business Cases

NIFRS Fleet Motor Insurance Renewal

Members noted the Executive Summary relating to the renewal of NIFRS Fleet Motor Insurance Renewal.

Assistant Chief Fire & Rescue Officer Deeney gave an overview of the information presented noting the preferred option is that NIFRS continue with the current insurance arrangement. He explained that this provides 3rd party cover including employee passengers and as this is beyond the minimum level of motor vehicle insurance to comply with Road Traffic Act (1998) it is deemed 'novel' expenditure DoH and DoF approval is required for the additional premium to cover the employee passenger risk.

Assistant Chief Fire & Rescue Officer Deeney answered Members' questions relating to the employee passenger cover explaining that DoH supported NIFRS' proposed approach. He stated that the Business Case would be submitted to DoF subject to Board approval.

The Board, on the motion of Mr Irvine, seconded by Mr Henning, unanimously agreed to approve the Business Case for NIFRS Fleet Motor Insurance Renewal.

At this point,
Mr Craig left the Meeting (4.00 pm)

GIS & Risk Management Software

The Executive Summary pertaining to the Business Case for Geographical Information System (GIS) & Risk Management Software was noted.

Assistant Chief Fire & Rescue Officer Deeney informed Members that the Business Case had been previously approved by the Board, in principle, and explained that the Business Case has subsequently been revised in light of DoH queries. He further explained that the revised Business Case has DoH approval but the project had not been progressed as the revised Business Case was subject to Board approval.

In response to Members' questions, Assistant Chief Fire & Rescue Officer Deeney explained that the Business Case did not require to be resubmitted to DoH and added if it was approved by the Board NIFRS could move to procurement. He noted that there is funding allocated within the capital budget for the software.

The Board, on the motion of Mr Henning, seconded by Mr Irvine, unanimously agreed to approve the Business Case for GIS & Risk Management Software.

COVID-19 Sanitisations of NIFRS Sites

The Executive Summary relating to the Business Case for COVID-19 Sanitisations of NIFRS Sites was noted.

The Chief Fire & Rescue Officer outlined the purpose of the Business Case refresh which extended the current arrangement for COVID-19 sanitisations of NIFRS sites through the period April 2021 to March 2022.

The Board, on the motion of Ms McKinney, seconded by Mr Henning, unanimously agreed to recommend approval of the Business Case for COVID-19 Sanitisations of NIFRS Sites.

Provision of Working at Height Kit

Members noted the Executive Summary relating to the Business Case for the provision of Working at Height Kit.

The Chief Fire & Rescue Officer outlined the purpose of the project.

The Board, on the motion of Mr Henning, seconded by Mr Irvine, unanimously agreed to approve the Business Case for the provision of Working at Height Kit.

Provision of Foam

Members noted the Executive Summary relating to the Business Case for the provision of Foam.

The Chief Fire & Rescue Officer provided an explanation of the purpose of the Business Case.

The Board, on the motion of Ms McKinney, seconded by Ms Smith, unanimously agreed to recommend approval of the Business Case for the provision of Foam.

Item 5: Items for Information/Noting

Change in the Order of Business

It was agreed to take the Finance Report as the next item of business.

Finance Report

The Finance Report updating Members on the financial position for the period ended 28 February 2021 was noted.

The Interim Director of Finance provided a detailed overview of the information presented with respect to the Revenue Budget. She reported positively on engagement with DoH during Quarter 4 to identify opportunities to utilise additional funding. She noted that NIFRS had secured an additional £0.9m and added that work continued with DoH to explore further opportunities to bring forward spend that would otherwise create pressure for the next financial year.

The Interim Director of Finance explained how this additional funding had been utilised. She also explained that DoH had allocated an additional £0.4m to meet the pressure arising from the element of the pay award which exceeded 1%.

The Interim Director of Finance stated that the Corporate Management Team is confident that breakeven will be achieved at year-end.

Referring to the Capital Budget, the Interim Director of Finance updated Members on the current position as at 28 February 2021.

The Interim Director of Finance reported positively on NIFRS Prompt Payment Performance.

The Interim Director of Finance updated Members on the position with respect to NIFRS financial planning for 2021/22 noting that formal notification of the budget allocation was awaited. She updated Members with respect to the NI pay freeze; and the opportunity to bid for additional COVID funding. She highlighted a key pressure pertaining to IT TUPE costs explaining that this will be funded separately. She noted an opening pressure of £2.9m which the Corporate Management Team was working to address and noted that they are confident breakeven can be achieved at year-end.

With respect to the Capital Budget, the Interim Director of Finance noted an allocation of £7m and explained that a significant element of this allocation was already committed.

The Interim Director of Finance answered Members' questions relating to the information presented.

Reports from Committees, including noting of Committee Minutes and adoption of Recommendations

Audit, Risk & Governance Committee - Minutes – 20 January 2021

The Minutes of the Meeting of the Audit, Risk & Governance Committee held on 20 January 2021 were noted. It was also noted that the recommendations contained therein were adopted by the Board at its Meeting on 26 January 2021.

Service Delivery Committee - Minutes – 19 January 2021

The Minutes of the Meeting of the Service Delivery Committee held on 19 January 2021 were noted. It was also noted that the recommendation contained therein was adopted by the Board at its Meeting on 26 January 2021.

People & Culture Committee - Minutes – 21 January 2021

The Minutes of the Meeting of the People & Culture Committee held on 21 January 2021 were noted. It was also noted that the recommendation contained therein was adopted by the Board at its Meeting on 26 January 2021.

Standalone Strategic Items

Update on Independent Review into Issues around the Investigation Processes and Timescales

Members noted the Independent Review Action Plan Update as at 9 March 2021.

The Chief Fire & Rescue Officer provided an overview of the information presented reporting positively on the progress achieved as at 9 March. He informed Members that following BSO Internal Audit initial validation, 15 Recommendations have been confirmed as closed leaving a balance of 11 Recommendations. He highlighted that it is expected that all recommendations/actions will be closed by 31 March 2021, dependent on BSO Internal Audit Review and evidence of embeddedness.

The Chairperson sought assurances from the Chief Fire & Rescue Officer that the planned actions were on track. The Chief Fire & Rescue Officer explained that the planned policy reviews were progressing and that he is hopeful that this work will be completed in-year, though validation through BSO Internal Audit may not be provided until later in the year.

The Chairperson sought assurance from Mr Quinn, the Board Representative on the Independent Review Working Group, that progress was on track. Mr Quinn assured the Meeting of same.

Project Highlight Report

A Project Highlight Report providing updates on COVID-19; Service Delivery Modelling; and EU Exit was noted.

The Chief Fire & Rescue Officer noted that it was a year since the first lockdown and the impact of COVID. He thanked the Board for its support over the past 12 months and paid tribute to the work of all staff in continuing to deliver services.

The Chief Fire & Rescue Officer updated Members on the management of COVID-19. He noted the statistics relating to COVID-19 absences as at 11 March 2021 and outlined the key areas of work progressed such as Wholetime recruitment with 40 Trainees having commenced their course at LDC. He also noted the positive work progressed by the Interim Director of HR and her team with respect to Health & Wellbeing.

The Chief Fire & Rescue Officer updated Members on work ongoing with respect to progressing recovery towards the delivery of key areas of work such prevention and protection and operational training all be it in a COVID secure way.

The Chairperson stated that she was also conscious of the wellbeing of Members acknowledging the lengthy duration of some Board Meetings and the very long agenda to be discussed that day. She once again emphasised that she would engage with the Executives to look at the volume of papers coming through and seek to find a more streamlined approach which facilitated meetings to last no longer than the 2 hours as recommended within a virtual environment.

The Chairperson noted the duration of the Meeting at that point and enquired if Members were content to continue to 5.00 pm to conclude the Agenda otherwise another Meeting would be required. Members indicated they were content to continue with the Business.

The Chief Fire & Rescue Officer stated that the Project Highlight Report had been circulated for noting and explained that elements of the Report would be picked up by Assistant Chief Fire & Rescue Officer Deeney in his paper – Service Delivery Operating Model.

At this point,
Ms Anley and Mr Enright left the Meeting (4.35 pm)

Performance Management

Members noted the Performance Management Updates for Quarter 3.

Service Delivery Operating Model – Programme Brief

Members noted a Programme Brief relating to the transformational change with respect to the Service Delivery Operating Model.

The Chairperson stated that if Members felt it was necessary to have a further session on this item this would be facilitated.

Assistant Chief Fire & Rescue Officer Deeney explained that the purpose of the Programme Brief is to provide Members with an update on the direction of travel with regards to transforming the service delivery arm of the organisation and to set out the proposed direction of travel to complete the Outline Business Case noting that NIFRS is adopting the Five Case Model approach to business case development.

Assistant Chief Fire & Rescue Officer Deeney provided a synopsis of the key points with the Programme Brief drawing attention to the proposed next steps. He also drew Members' attention to the resources required to achieve the work.

Assistant Chief Fire & Rescue Officer Deeney emphasised that the Programme Brief only pertains to the Service Delivery aspect of Transformation.

The Chairperson acknowledged the work progressed; however, she noted the level of information presented to Members to consider after nearly 3 hours on a virtual meeting platform. With hindsight, her view was that this item should have been higher on the Agenda for the day rather than the last matter for discussion which, given the duration of the meeting thus far, did not facilitate the discussion and engagement that it merited. She explained why she felt it would be beneficial to convene a single-item agenda meeting at a later date to allow due diligence and consideration of this key item for the Board and the organisation. She suggested a meeting at the end of April. Assistant Chief Fire & Rescue Officer Deeney acknowledged and accepted the points made. He indicated he was very content to return on another date to present his paper.

Mr O'Hanlon supported this proposal stating the need to allow Members to give the work of Assistant Chief Fire & Rescue Officer Deeney and his team the respect and consideration it deserves.

Following discussion, it was agreed that a Special Meeting/Information Session be convened on 27 April 2021 to consider the Service Delivery Operating Model.

Item 6: Chairperson's Business

The Chairperson reported positively on a virtual meeting with the Chairperson of NIAS, Nicole Lappin, along with Assistant Chief Fire & Rescue Officer Jennings, to discuss co-production partnership.

The Chairperson informed Members that she had appointed Mr Irvine as the Board's Health & Safety Champion; and Mr Enright as its 'Green' Champion.

Item 7: Relevant Correspondence

There was no relevant correspondence.

Item 8: Documents for Sealing

There were no documents for sealing.

Item 9: Schedule of Future Meetings, etc

A Schedule of Meetings, etc, was noted.

The Chairperson thanked everyone for their contribution and support given the duration of the meeting and the lengthy Agenda before them that day.

Post Meeting Note

Retirement of HM Chief Inspector of the Scottish Fire & Rescue Service, Simon Routh-Jones

The Chairperson, on behalf of the Board, had written to express thanks to Mr Routh-Jones for his support and interest in the life and the work of NIFRS and extended him best wishes for his retirement. The Chief Fire & Rescue Officer and the Chairperson had also together written to HMIFRS Scotland to wish Mr Routh-Jones well for the future. The new Chief Inspector of the Scottish Fire & Rescue Service, Mr Robert Scott, takes up his post on 1 April 2021.

THIS CONCLUDED THE BUSINESS
AND THE MEETING ENDED
AT 5.00 PM
