

SPA Board Meeting - Public Session
Rolling Action Log

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 27 OCTOBER 2016						
271016- SPABM- 001	Financial Performance Report - Period 5 2016/17: To provide a more extensive report to next SPA Board Meeting which details the reasons for overruns in the first 6 months and projects forward for the full year with a robust forecast that includes what the variances may be and options for addressing potential overruns.	James Gray	OPEN	15.12.16		22.11.16: Covered in Mid-Year review paper due to be presented to the Board at Item 8.1 on the agenda for the meeting on 15 December 2016. Propose to close.
271016- SPABM- 002	HMICS Review of CCU – Implementation of Recommendations: Provide explanation to the Audit & Risk Committee about how Recommendations 21 (Integrity Matters) and 22 (Whistleblowing) will work together.	DCC Johnny Gwynne	OPEN	15.12.16		08.11.16: Action passed to both Police Scotland and Committee Co-ordinator for ARC discussion at the next Committee. Whistleblowing and CCU are updates that are going to the ARC that I can't get a date for. Likely to be beginning of Dec. 21.11.16: Letter of response from DCC Johnny Gwynne emailed onto The Chair on the 21 st Nov. 01.12.16: The Chair of the Audit Committee has agreed for this to be brought to the Committee in January 2017. Propose to close.

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271016-SPABM-003	HMICS Review of CCU – Implementation of Recommendations: To report back to the Board on the remaining timeline for discharging all recommendations.	DCC Johnny Gwynne	OPEN	15.12.16		<p>21.11.16: Letter of response from DCC Johnny Gwynne emailed onto The Chair on the 21st Nov.</p> <p>18.11.16: DCC Gwynne sent letter to Mr Foley detailing action update</p> <p>02.11.16: DCC Gwynne reissued a letter to the Chair which detailed the estimated completion dates in support of the development work being undertaken in response to each of the recommendations contained within the HMICS Review of Police Scotland's Counter Corruption Unit.</p> <p>Propose to close.</p>
271016-SPABM-004	Police Scotland Contact Command & Control Progress Update: SPA Public Board Meeting to be arranged for consideration of transition of services from Dundee Service Centre to the PS Service Centre prior to the 15 th December Board Meeting.	Business Services	OPEN	15.12.16		<p>4.11.16: Decision taken that this matter will be considered by the Board at its scheduled meeting on 15 December 2016.</p> <p>Propose to close.</p>

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271016-SPABM-005	Award of Contract for Hard FM: PS to provide Environmental KPIs in due course for circulation to Members.	Colette Sherry	OPEN	30.04.17		<p>28.11.16: Following board approval the Contract Award has now been formalised, we have now commenced a 4 month mobilisation progress which will enable both organisations to prepare for Service Commencement 1st April 2017. Within the Mobilisation period all elements of Contract Management, Governance, Reporting, TUPE and Service Delivery Model will be concluded. PS will provide a report to Members at the end of the mobilisation period that provides a summary of the outcomes.</p> <p>Propose ongoing.</p>
271016-SPABM-006	Award of Contract for Hard FM: Once the contract has been awarded to Mitie, Colette Sherry to provide information for circulation to Members about apprenticeship proposals.	Colette Sherry	OPEN	30.04.17		<p>28.11.16: Information regarding apprenticeship proposals to be provided to Members following the mobilisation period.</p> <p>Propose ongoing.</p>
271016-SPABM-007	Review of Governance Implementation: Ensure that a review would be undertaken to evidence that any actions from previous reviews had been properly discharged.	John Foley	OPEN	15.12.16		<p>01.12.16: The alignment between the improvement actions and the Governance Review recommendations was presented to the Audit and Risk Committee on 12 December. No actions have as yet been closed, however they remain on the tracker for audit trail purposes and will be monitored by the CEO.</p> <p>Propose to close.</p>

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271016-SPABM-008	Committee Minutes and Chair Reports: Questions included within the Pulse Survey to be circulated to HRRC Members.	DCC Iain Livingstone	OPEN	15.12.16		28.11.16: Members' received sight of questions as part of their briefing for the item at the HRRC on the 2nd September 2016. Propose to close.
271016-SPABM-009	Committee Minutes and Chair Reports: Analysis of Pulse Survey to be brought to the next SPA Board Meeting on 15 December if available. Members noted that this timescale may be ambitious.	DCC Iain Livingstone	OPEN	15.12.16		02.12.16: The Pulse survey was extended to the 8 December, therefore in light of that extension, and the time it will take to compile the results, the CC will provide an update in answer to the actions during his remarks on the Chief Constable Report. Propose to ongoing.
MEETING HELD 25 AUGUST 2016						

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250816-SPABM-001	<p>Police Scotland Performance Report/SPA Forensic Services Report: Provide explanation to Members around the 35% rejection rate from National Forensics Gateway and ensure that work is carried out with Forensic Services Gateway Partners in the meantime, including consideration of Lean Six Sigma processes, to reduce that rate. <u>(This action incorporates previously closed action numbers 200616-SPABM-001, 200616-SPABM-004 and 200616-SPABM-009)</u></p>	CC Philip Gormley/ Tom Nelson	ONGOING	25-8-16 27-10-16 March 2017		<p>26.08.16: Support has now been provided to the National Forensic Services Gateway (NFG) by Continuous Improvement Staff from Police Scotland Organisational Development who are trained in the delivery of Lean Six Sigma. This programme of work will be taken forward by the FSSPF with a Short Life Working Group focusing on the performance of the National Forensics Gateway. The training will assist in improving current rejection rates, with initial interviews/consultation having taken place with NFG National Manager and staff on Thursday 18 August 2016. Further engagement will be undertaken with partners to confirm understanding of roles and responsibilities within the end to end submission process. A report of findings and progress will be provided by DSU Sean Scott at the conclusion of this work and is anticipated to be made available to Members in advance of the next SPA Board on 27 October 2016.</p> <p>27.10.16: Although in hand Members are yet unaware of the results, therefore agreed it should be ongoing.</p> <p>03.11.16: Tom Nelson advised that this is a 3 month pilot, due to complete in February 2017, after which a report will be provided to the Board at its March Meeting.</p> <p>Propose ongoing.</p>

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250816-SPABM-002	Chief Constable's Report: Analysis of the Exit Survey to be brought forward to the December SPA Board Meeting.	DCC Iain Livingstone	OPEN	15.12.16		<p>12.12.16: The Exit Survey has been shared with the Chair of HRRC who, with DCC Livingstone, can provide a verbal update the SPA Board meeting on 15.12.16 in advance of the Exit Survey and associated papers being circulated.</p> <p>Propose Ongoing.</p>
250816-SPABM-003	Chief Constable's Report: Report back on work carried out with SWDF with regard to staff (male v female) retention within the context of Police Scotland's broader equalities work.	Mr Peter Blair	OPEN	15.12.16		<p>12.12.16: Update circulated to Members via email on the 12 December 2016.</p> <p>Propose to close.</p>

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250816-SPABM-005	Police Scotland Performance Report: Police Scotland to address the need for a measurement system to triangulate and provide evidence that the recorded crime figures are robust.	DCC Iain Livingstone	ONGOING	27.10.16 15.12.16		<p>19.09.2016: Police Scotland records crime in accordance with the Scottish Crime Recording Standard which has been in place since 2004 to ensure victim centred ethical crime recording. The National Crime Registrar who is independent of operational performance decision making undertakes regular audit of crimes and incidents to ensure compliance with SCRS and reports his findings to the Force Governance Board and Audit and Risk Committee. HMICS, which in their 2016 Audit of Crime Recording, reported an increased level of SCRS compliance, also determined that the arrangements for auditing crime recording within Police Scotland was good.</p> <p>27.10.2016: The Chair was not content with this update and advised that there was other evidence and statistics that could be used as a comparative to identify differences, therefore Members agreed that action should remain ongoing. DCC Livingstone advised he would take The Chairs points away and report back to December SPA Board Meeting.</p> <p>06.12.16: Police Scotland addressed the matter with the Chair and work to discharge this action is ongoing.</p> <p>Propose to ongoing.</p>

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250816-SPABM-014	Code of Conduct: Discuss the inclusion of Whistleblowing and 'requirement' for staff to raise concerns rather than 'encourage' at the stage of first annual review of the Code.	John Gillies	OPEN	Aug 2017		<p>22.11.16: John Gillies - matter will be discussed at stage of 1st Annual Review.</p> <p>06.12.16: Item has been transferred to the Board work plan for 2017.</p> <p>Propose to close.</p>

End