

HR and Remuneration Committee
Rolling Action Log – Public Session

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
PUBLIC SESSION held 04th March 2015						
SPAHR&R-040316-001	Equality and Diversity Equality Outcomes Action Plan: Time-line to be presented to Members to show the planned activity (including for SPA) which will allow the appropriate support to be available.	Steve Simpson	Open	03 June 2016		Agenda item 03/06 - PROPOSE CLOSED
SPAHR&R-040316-002	Modern Apprentice Scheme: SG to be approached with a view to a collaborative approach to developing the scheme.	Alasdair Muir	Open	03 June 2016		PS 24/05: Decision on approach by SG will not be available until after the elections.
SPAHR&R-040316-003	Employee Opinion Survey: Steering Group to meet and develop the next steps and update to be provided to Members at the next HRRC.	Angela Terry	Open	03 June 2016		PS 24/05: Next steps and improvement plan has been developed through PS Executive Team.
SPAHR&R-040316-004	Police Pensions: Checks to be done to establish if the calculations are being done on an average life expectancy in Scotland or if UK statistics are being used.	John MacLean	Open	03 June 2016		JohnM 27/05: SPPA have confirmed that the calculations are based on the average life expectancy in Scotland – PROPOSE CLOSED

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PUBLIC SESSION held 08th December 2015						
SPAHR&R-081215-001	SPA Scrutiny - Police Pensions: Pensions update paper to be brought forward to update Members on SLA and any outstanding issues with Staff Associations.	Judith MacKinnon	Closed	04 March 2016	04 March 2016	Agenda 04/03
SPAHR&R-081215-002	Modernisation Project Governance Arrangements Proposals to change governance arrangements to come to HRRRC for Approval before being implemented	Steve Simpson /Judith MacKinnon	Closed	04 March 2016	04 March 2016	PSOS 10/02: Any changes to Governance arrangements will come back to the HRRRC for final Approval. At present a review is being undertaken of the project and governance arrangements.

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SPAHR&R-081215-003	Modernisation Project Timeline: Refreshed timeline to be presented to Members for awareness. Assessment of how well the work is progressing against original estimates to be provided.	Steve Simpson	On-Going	04 March 2016 03 June 2016		<p>PSOS 19/01: PS OD team have been working on a refreshed timeline with the associated interdependencies and this will be available at the end of March 2016. Separate meeting with the HRRC Sub Committee to discuss in detail.</p> <p>Modernisation Workshop took place 29/04 where Members were fully briefed on the timeline of the project.</p> <p>PROPOSE CLOSED</p>
SPAHR&R-081215-004	Modernisation Project Sub Committee: Meeting of group (JF/PR/IW) to be arranged before next HRRC.	John Gillies/Judith MacKinnon	Closed	04 March 2016	04 March 2016	<p>PSOS 16/02: Due to change in Committee Memberships arrangements require to be made with Nicola Marchant/Elaine Wilkinson and Ian White.</p> <p>Meeting to take place 09/03</p>

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SPAHR&R-081215-005	Ill Health Retirement Recommendations: Timescale for implementation of IHR recommendations to be provided to Members.	John Gillies	Closed	04 March 2016	04 March 2016	PSOS 16/02: Meeting arranged with Nicky Page and Jackie Kidd to progress. Sub Committee scheduled for 11/03
SPAHR&R-081215-006	SPA Policy Governance Process for People Related Policies: Page 2 – SOP Approval Process. 'This <i>may</i> be discussed' should be changed to 'this <i>will</i> be discussed'.	John MacLean	Closed	04 March 2016	04 March 2016	JM 23/02: wording updated
SPAHR&R-081215-007	VR/VER: Details of the historic pending VR/VERs to be updated and reported back to HRRC in the next VRVER report.	Nicky Page	Closed	04 March 2016	04 March 2016	Report updated.
SPAHR&R-081215-009	Supernumerary Year-end Report: Summary of the activity to be provided to Members.	Nicky Page	Closed	04 March 2016	04 March 2016	PSOS 17/02: Report being provided on 4 March 2016
SPAHR&R-081215-010	Ill Health Retirement: Route map to be provided for staff to make clear the steps to be taken and to provide transparency for parties involved.	John Gillies/Judith MacKinnon	Closed	04 March 2016	04 March 2016	PSOS 17/02: draft route map has been prepared and is out for consultation. Once agreed will be circulated prior to next HRRC in June 2016.

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SPAHR&R-081215-011	SWDF Pregnancy & Maternity Report: SPA Governance team to include the implementation of the SWDF report in Scrutiny Plan for 16/17	Judith MacKinnon	Closed	04 March 2016	04 March 2016	SPA 23/02: Will be included in the development of the 2016/17 scrutiny plan.
SPAHR&R-081215-012	SWDF Pregnancy & Maternity Report: Claire Hussain to return in March with update on the implementation of recommendations.	Claire Hussain	Closed	04 March 2016	04 March 2016	Agenda 04/03
SPAHR&R-081215-013	Code of Conduct: Members to discuss directly with TUs their concerns with the Code of Conduct. Code to be re-presented to HRRC after this discussion.	Judith MacKinnon	On-Going	04 March 2016 03 June 2016		On agenda for meeting with TUs w/c 14/12 23/02: Meeting took place with UNISON (Drew) and Chair of HRRC. SPA officers to liaise with P & D on the specific outcome of the meeting. Agenda item 03/06 - PROPOSE CLOSED
SPAHR&R-081215-014	PS recruitment Strategy: Future update to Members to provide evidence of how this strategy fits with Pathways to Policing.	Peter Blair	Closed	04 March 2016	04 March 2016	Agenda 04/03

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SPAHR&R-081215-015	Employee Opinion Survey: Internal comms to be sent out to inform staff of the progress being made and that the key trends are to be presented to the Board on the 16/12.	Angela Terry	Closed	04 March 2016	04 March 2016	PSOS 17/02: Updated communications have been issued to staff providing an update on work undertaken since the engagement events completed, what will happen next, and the expected timelines to complete. A Terry liaising with corporate communications on wider communication plan to launch improvement plans during March.
PUBLIC SESSION held 23rd October 2015						
SPAHR&R-221015-002	Equalities Update: Update to be provided to Members by end of Q1 in 2016 to determine if proposals have been met.	Ross Aitken	On-Going	03 June 2016		Input from SPA to this work. JG 20/11: update paper on agenda 4/3

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SPAHR&R-221015-003	RMO: Chair of SPA to write to SG to request an update in this regard as PS have yet to receive a response to their requests.	Jeane Freeman	On-Going	08 December 2015 04 March 2016 03 June 2016		<p>SS 12/11: Info sent to SPA for letter</p> <p>08/12: Draft to be sent to Chair for review.</p> <p>04/03 JM: Letter has been sent by SPA CEO, await response.</p> <p>Agenda item 03/06 – PROPOSE CLOSED</p>
SPAHR&R-221015-005	VR/VER: Jeane Freeman, Paul Rooney Nicola Marchant, Iain Whyte, Elaine Wilkinson to meet with John Gillies to discuss organisational change plan going forward.	Nicola Marchant/ John Gillies	On-Going	02 September 2016		<p>Discussion to involve future projections of releases to allow Members oversight and planning for future budgets.</p> <p>08/12: Still to get a date that suits. JG to progress meeting arrangements.</p> <p>06/05: Discussed at Agenda Planning that this meeting is still required but will be of more benefit if it is arranged for some time in the future when the long term financial strategy is agreed.</p>

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SPAHR&R-221015-007	HR Statistics Pilot - data collection: PS to have discussion with SPA on data integrity to understand the nature of the difficulties in collecting data and how the issues can be resolved. HR Stats pilot to be paused in the meantime.	John Gillies/Judith MacKinnon	On-Going	04 March 2016 03 June 2016		JMacK 09/11: Meeting arranged with PS for 19 th November to start conversation. JMacK 04/03: To be subsumed into broader PS HR strategy development and SPA Performance Framework.
SPAHR&R-221015-012	Modern Apprenticeship Scheme: Formal consultation with TUs to begin. Further information on the financial implications for the organisations to be provided to Members.	Alistair Muir	Closed	04 March 2015	04 March 2015	To be presented at JNCC 12/11 NP 20/11: update paper will be provided Agenda 04/03
PUBLIC SESSION held 11th August 2015						
SPAHR&R-110815-008	Equality Outcomes Update Data Gaps: Members to be updated on the progress of this work.	Steve Simpson	Closed	04 March 2016	04 March 2016	PS 02/10: Work is ongoing on this action. Agenda 04/03

*Closed actions will remain on the log for 1 month and then archived.
End.*

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