

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 03rd June 2016						
SPAHR&R-030616-001	<p>Modern Apprentice Scheme: Continued engagement on this to be reported back to HRRC Members. Police Scotland HR team to liaise with PS Finance colleagues to establish the budget implications of the Modern Apprenticeship Levy.</p> <p>Financial Provision to be made in the budget given the 2017 implementation date.</p> <p>Members to be updated and the Framework to be presented to them at the next HRRC with Members input to be included in the draft.</p>	Alasdair Muir	Open	02 September 2016		<p>PS 24/05: Decision on approach by SG will not be available until after the elections.</p> <p>NP 03/06: Continued engagement on this matter, early indications is that it is doubtful that there will be exemptions.</p> <p>PSoS 24/08: SG consultation closed on 26/08/16 in respect to the levy. Further pressure has been put on Westminster businesses following Brexit as to 2017 implementation date. Further details are still awaited.</p>

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SPAHR&R-030616-002	Redundancy Modification Order (RMO): Members to be provided with details on the implications of potential outcomes and impacts of the RMO issue. Consideration to be given to how the SPA will progress this and what position they, as the employer, will adopt in this regard.	John Foley/Steve Simpson	Open	02 September 2016		On Agenda 02/09 - PROPOSE CLOSED
SPAHR&R-030616-003	EIA Publication: Progress update to be brought forward to HRRC in September 2016.	Judith MacKinnon	Open	02 September 2016		
SPAHR&R-030616-004	VR/VER Report: Next update to contain an overview of what was planned in respect to Organisational Change and the provision made for 200 VR/VERs against what was now likely to be achieved.	Nicky Page/Brian Hamilton	Open	02 September 2016		On agenda 02/09 - PROPOSE CLOSED
SPAHR&R-030616-005	SPA Staff/Police Staff Code of Conduct: Clarity to be provided on the outstanding TU concerns and then the document to be tabled at SPA Board meeting for Approval.	John MacLean	Open	02 September 2016		Approved at Board 25/08 - PROPOSE CLOSED
SPAHR&R-030616-006	Organisational Change Working Group: To be arranged to allow a Deep Dive of Organisational Change. To take place early August.	Nicola Marchant	Open	02 September 2016		Ongoing, DC trying to get a suitable date in diary.

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SPAHR&R-030616-007	Work Force Diversity Strategy: Briefing paper to be provided to Members to track; <ul style="list-style-type: none"> What has been achieved? What was heard, what was done in response to that. 	Peter Blair	Open	02 September 2016		29/04: Update yet to be circulated
SPAHR&R-030616-008	Superintending Review: More information on the review to be provided to Members. Details of how the devolution of responsibilities can be managed and the improvements that can be expected to be seen as a result.	John Gillies	Open	02 September 2016		29/04: Update yet to be circulated
SPAHR&R-030616-009	Performance Developing Conversation Toolkit (PDC): Toolkit to be divided into 2 distinct categories; for preparing for individuals' own PDC and then for delivering a PDC.	Angela Terry	Open	02 September 2016		On Agenda 02/09 - PROPOSE CLOSED
SPAHR&R-030616-010	Performance Developing Conversation Toolkit (PDC) Pilot Feedback: Feedback on how this pilot scheme was being received by managers and staff to be brought back to the HRRC at an appropriate time.	Angela Terry	Open	Early 2017		On Agenda 02/09 - PROPOSE CLOSED

PUBLIC SESSION held 04th March 2016

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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	Closed	03 June 2016	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	Closed	03 June 2016 02 September 2016		PS 24/05: Decision on approach by SG will not be available until after the elections. NP 03/06: continued engagement on this matter, early indications is that it is doubtful that there will be exemptions. New Action created (SPAHR&R-030616-001)
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	Closed	03 June 2016	03 June 2016	PS 24/05: Next steps and improvement plan has been developed through PS Executive Team.

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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	Closed	03 June 2016	03 June 2016	JohnM 27/05: SPPA have confirmed that the calculations are based on the average life expectancy in Scotland –
PUBLIC SESSION held 08th December 2015						
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	Closed	04 March 2016 03 June 2016	03 June 2016	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. Modernisation Workshop took place 29/04 where Members were fully briefed on the timeline of the project.

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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	Closed	04 March 2016 03 June 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

PUBLIC SESSION held 23rd October 2015

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Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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	Ongoing	03 June 2016 02 September 2016		Input from SPA to this work. JG 20/11: update paper on agenda 4/3 Information not contained in presented paper. PSoS 29/08: There are currently 240 Standard Operating Procedures in Police Scotland and 67% have EqHRIA which have been published. Work on the review and redaction of the SOPs to have them published in line with EqHRIA continues as the SOPS are reviewed within the current review periods.

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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	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	Closed	04 March 2016 03 June 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.

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

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