

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 15 DECEMBER 2016						
151216-SPABM-001	Chief Constable's Report: Comparative context (normal/lower/higher) and reasons for referrals to be provided when referring to PIRC Reports.	CC Philip Gormley/ DCC Livingstone	OPEN	24.02.17		<p>17.2.17: The PIRC update is now presented within the Police Performance Report, which reflects the number of and reasons for referrals to the PIRC during Q3, along with that for Q3 of 2015/16.</p> <p>The requirement to provide a comparative context will be built in to future updates.</p> <p>Propose to Close</p>
151216-SPABM-002	Chief Constable's Report: Number of referrals upheld / not upheld by PIRC to be included within work plan for the Policing Committee.	DCC Livingstone	OPEN	24.02.17		<p>24.01.17: This action has been transferred to the Policing Committee for further discussion.</p> <p>Propose to Close</p>
151216-SPABM-003	Police Scotland Performance Report: Consider bringing third party and partner data together with internal data in order to provide a clearer picture around confidence levels.	DCC Fitzpatrick	OPEN	24.02.17		<p>09.02.17 : PS has set up a multi-agency Public Confidence Steering Group to co-ordinate evidence based activity to enhance public confidence and satisfaction. This will progress measurement and analysis of public confidence and address this action. First meeting 29 March 2017.</p> <p>Propose to Close</p>

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
151216-SPABM-004	Police Scotland Performance Report: DCC Iain Livingstone to ensure that future Performance Reports are more balanced and include some of the good work being carried out by Police Scotland so that there is a more accurate picture of performance and utilisation of police officers.	DCC Livingstone	OPEN	24.02.17		<p>24.01.17: This action has been incorporated within the Policing Committee forward workplan.</p> <p>07.02.2017: Work on the performance framework for financial year 2017/18 continues as part of the 2026 project and this was discussed in detail at the recent workshop which was convened to look at the work programme of the Policing Committee.</p> <p>Propose to Close</p>
151216-SPABM-005	SPA Strategic Delivery Review: Report back on the outcome of the Polish Language Version of Your View Counts.	DCC Fitzpatrick	OPEN	24.02.17		<p>14.02.17: Surveys completed: 220 (68 from Polish language version, 152 from English language version)</p> <p>Findings: PRIORITY Selection Local: 1. Anti-social behaviour 2. Drug dealing 3. Littering 4. Hate Crime 5. Drunken Behaviour National: 1. Anti-social behaviour 2. Counter terrorism 3. Drug dealing 4. Violence 5. Hate Crime</p> <p>Of note, in terms of user satisfaction, of the 70 respondents who had contact with police, 72% indicated satisfaction with service (currently 59.4% on the national survey results)</p> <p>Propose to Close</p>
151216-SPABM-006	SPA Strategic Delivery Review: Issue the document to Local Scrutiny Committees in additional to publishing online.	Tom McMahon	OPEN	24.02.17		<p>20.12.16: SPA Community Accountability team has already established a process for sharing this report with local scrutiny bodies.</p> <p>Propose to Close</p>

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
151216-SPABM-007	Proposed Transfer of Services from Dundee Service Centre to Police Scotland Service Centre: Ensure that a 'Go Forward' checklist is developed which will be reviewed and take account of any operational issues as at 10 January 2017 prior to going live with the proposed transfer.	ACC John Hawkins	OPEN	24.02.17		03.02.2017: Stringent governance arrangements were put in place in advance of 'go-live'. A debrief has since been held to ensure learning is captured and taken forward to future stages. Propose to Close
151216-SPABM-008	C3IR Programme Timeline: Discuss and agree the appropriate timing for the proposed closure of Aberdeen Service Centre to come to the SPA Board.	ACC John Hawkins/ George Graham	OPEN	24.02.17		03.02.2017: The intention, as per the paper presented at Agenda Item 12, is to present at the March Board. Propose Ongoing.
151216-SPABM-009	C3IR Programme Timeline: Ensure that C3 and finance staff are engaged so that the financial implications associated with C3 (VR/VER) are properly accounted for within the budget.	ACC John Hawkins	OPEN	24.02.17		03.02.2017: Following the December SPA Board Meeting, Dundee Service Centre, closed in keeping with the planned date, with the associated VR/ER savings being realised. The programme team closely monitor the financial and staffing implications of change, with the being reviewed by the HR business partner. Further to this a representative from the Finance Department provides a detailed update at each Programme Board. Looking forward, a refresh of VR/VER preferences is being carried out in the North, to ensure accurate figures can be incorporated into Divisional Financial planning Propose to close.

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
151216-SPABM-010	<p>SPA Corporate Governance Framework and Related Documentation: Consider a mechanism to engage with stakeholders and the public in order to obtain better understanding on their views in order to assist with SPA decision making.</p>	John Foley	OPEN	24.02.17		<p>07.02.17: Work is already ongoing to review and refresh the SPA's stakeholder engagement and communications strategy, and will be informed by stakeholder mapping and planning work that SPA comms has led within the collaborative 2026 policing programme. Ensuring that the SPA is able to appropriately engage and assess public attitudes and views on policing issues will be one strand of that refreshed plan, with the aim of ensuring that the public voice is effectively considered in decision-making on policing issues. The localism strand of that refreshed engagement work has already been presented to, and endorsed by, the SPA members at a business meeting of 2 February 2017. The full SPA stakeholder mapping exercise and refreshed plan will be completed by SPA Comms and Relationship teams by end March 2016, for subsequent further engagement and review with SPA members by May.</p> <p>Propose Ongoing.</p>
151216-SPABM-011	<p>SPA Corporate Governance Framework and Related Documentation: Ensure that the Board's agreement of Committee membership is appropriately recorded.</p>	John Foley	OPEN	24.02.17		<p>03.02.17: Since the December Board meeting, Members have agreed that Membership of Committees should be included within the Governance Implementation quarterly update due to be presented to the Board on 24.2.17. Members also requested that the section within the Corporate Governance Framework is reviewed and, if appropriate, updated to ensure that the process for appointing Members to Committees is clear. This will be carried forward and included within the 6 months' review.</p> <p>Propose to close</p>

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
151216-SPABM-012	SPA Corporate Governance Framework and Related Documentation: Take forward arrangements for a review of the Corporate Governance Framework to be undertaken after 6 months with a report on findings brought to the August Board Meeting.	John Foley	OPEN	24.08.17		03.02.17: A paper is currently being drafted setting out options for undertaking the review. This will be provided to the Board for comment in March. Propose Ongoing
151216-SPABM-013	HMICS Review of Police Scotland CCU: Provide confirmation of PIRC's position in relation to Whistleblowing and third party reporting.	DCC J Gwynne	OPEN	24.02.17		13.01.2017: The PIRC is not defined as a 'prescribed person': people and bodies whom employees may approach to report concerns and still retain the full protections afforded by the Public Interest Disclosure Act (PIDA). There is no legislative mechanism that would allow the PIRC to function as a third party reporting body. Any change sought would have to be progressed at Home Office level, via the Scottish Government. The PIRC has reviewed its ability to undertake a third party reporter role against the Police Public Order and Criminal Justice (Scotland) Act 2006 (as amended). This legislation does not provide the Commissioner with powers to deal with complaints made by police officers via a whistleblowing procedure. Additionally, the Commissioner has no legal remit to investigate police conduct matters (except in the respect of misconduct of senior officers). The PIRC is open to the future provision of a whistleblowing process which is underpinned by appropriate legislation. However, in the short to medium term, the development of the Whistleblowing Policy and SOP will continue without the PIRC being identified as a third party reporting mechanism. Propose to close

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
151216-SPABM-014	SPA Forensic Services Report: Report to a future Board meeting on how Bar-coding, Image Management System and other initiatives come together collectively to provide a productivity gain.	Tom Nelson	OPEN	August 2017		07.02.17: Bar coding goes live in June 2017, therefore the intention is to a paper to go to the Board in Aug to explain the benefit in these initiatives. Propose Ongoing
151216-SPABM-015	SPA Chief Executive's Report: Circulate a previously received ICV report from DCC Livingstone to Members.	John Foley	OPEN	24.02.17		03.02.17: Since the Board meeting in December, Members have agreed that this issue should be appropriately prioritised within the Policing Committee workplan and progressed by that Committee in the first instance. A report will be brought back to the Board at a future date and should, therefore, be included as a Forthcoming Item of Business within the Board Workplan. Propose to close
MEETING HELD 27 OCTOBER 2016						
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		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. Propose ongoing.
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		28.11.16: Information regarding apprenticeship proposals to be provided to Members following the mobilisation period. Propose ongoing.

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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	ONGOING	15.12.16 24.02.17		<p>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.</p> <p>15.12.16: NMarchant advised that there was approximately 34% response on the Pulse Survey and PS will be returning to the People Committee with outcomes. The Chair confirmed that it had been overly ambitious to report at the December meeting and asked for a detailed briefing to come to the February Board Meeting.</p> <p>01.02.17: Pulse survey outcomes have been collated and are currently being analysed for publication. The People Committee chair, Nicola Marchant has been liaising with Louise Haggerty and the results and proposed communications will be sent to the SPA for circulation in advance of any broader communication.</p> <p>Propose to ongoing.</p>
MEETING HELD 25 AUGUST 2016						

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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 24.02.17		<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>24.01.17: Tom Nelson advised that SPA + PS took the decision to extend the pilot by a further month. A report will, therefore, be provided to the Board at the 25 May meeting.</p> <p>Propose ongoing.</p>

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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	ONGOING	15.12.16 24.02.17 22.03.17		<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>15.12.16: Nicola Marchant advised that this was still currently being reviewed and that she hoped to update the Board in due course.</p> <p>03.02.17: This information will be incorporated within a report due to come to the Board on 22 March 2017.</p> <p>Propose Ongoing.</p>

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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 24.02.17		<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>17.2.17: Police Scotland has built partnership engagement into our strategic assessment processes going forward both local and national analytical processes will underpin our 2016 strategy and this will allow comparisons with key partner data such as the NHS, voluntary groups as well as the Scottish Crime Justice Survey.</p> <p>Propose to ongoing.</p>

End