

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 24 FEBRUARY 2017						
240217-SPABM-001	Chief Constable's Report: Ensure there is ongoing assessment and monitoring as part of the implementation of Code of Practise for Stop and Search.	DCC Fitzpatrick	OPEN	22.03.17		03.03.17: The Code of Practice is not implemented until 11th May 2017 and the ongoing assessment and monitoring will commence at that time. It would seem appropriate to perhaps monitor this for a period of 2-3 months prior to reporting back to the SPA and initially this response would probably more suit report to the SPA Policing Committee prior to consideration by the SPA Board. Propose Ongoing.
240217-SPABM-002	Police Scotland Performance Report: Give consideration to terminology used to categorise crime within the report by taking into account how accessible the information is to the public.	DCC Livingstone	OPEN	25.05.17		08.03.17: Terminology to categorise crime will be simplified for future reports to make this more accessible for the public. Propose to close.
240217-SPABM-003	Police Scotland Performance Report: Separate historical and current sexual crimes to assist with understanding trends.	DCC Livingstone	OPEN	25.05.17		08.03.17: Historical and current sexual crimes will be separated where possible to show trends. Propose to close.
240217-SPABM-004	Police Scotland Performance Report: Report back to the Authority on why sexual crime had increased within rural areas of Scotland and advise what action is being taken to understand and address that.	DCC Livingstone	OPEN	25.05.17		08.03.17: The deep dive report on sexual crime will include analysis of sexual crime in rural areas. Propose to close.

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
240217-SPABM-005	Police Scotland Performance Report: Reference pg22/23, consider a more in-depth discussion around public confidence at a future SPA Board Meeting.	DCC Fitzpatrick	OPEN	25.5.17		03.03.17: The presentation around public confidence is work that ACC Cowie leads on. A more in depth discussion will take place at the May Board meeting in the context of developing the new Performance Framework. 14.03.17: This item is not yet due. Propose Ongoing.
240217-SPABM-006	Police Scotland Performance Report: Provide Members with a deep dive presentation on <u>sexual crime</u> and invite those staff responsible for this area.	DCC Livingstone	OPEN	25.05.17		08.3.17: Analysis is ongoing to inform the deep dive presentation on sexual crime for the board. 14.03.17: This item is not yet due. Propose Ongoing.
240217-SPABM-007	Police Scotland Performance Report: Provide Members with a deep dive presentation on <u>domestic abuse</u> and invite those staff responsible for this area.	DCC Livingstone	OPEN	24.08.17		08.03.17: Analysis is ongoing to inform the presentation on sexual crime for the board. 14.03.17: This item is not yet due. Propose Ongoing.
240217-SPABM-008	Police Scotland Performance Report: Discuss and agree the requirements of a deep dive with George Graham as Chair of the Policing Committee.	DCC Livingstone/ George Graham	OPEN	25.05.17		08.03.17: This will be discussed at the next Policing Committee on 12th April 2017. 14.03.17: This item is not yet due. Propose Ongoing.
240217-SPABM-009	Quarter 3 Financial Report: Bring back a report which details reconciliation/changes that were applied to the Police Scotland budget.	Alison Dougall	OPEN	22.03.17		08.03.17: This information will be presented to the Board within the Financial Report Period 10 Paper. Propose to close.

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
240217-SPABM-010	SPA Forensic Services Report: Ensure that the Forensic Services Management Advisory Board review the current Forensic Services performance framework so that evidence from outcomes and customer satisfaction is included as part of the suite of performance data and subsequent reporting.	Tom Nelson	OPEN	25.05.17		07.03.17: The next meeting of the MAG is now scheduled to take place on 11 May. An update on progress will be provided at the May QPR. 14.03.17: This item is not yet due. Propose Ongoing.
240217-SPABM-011	SPA Forensic Services Report: Further consideration to be given to bringing forward the date for establishing a PMO within Forensic Services, partner where appropriate and ensure there is no duplication between Forensic Services and Police Scotland PMOs.	Tom Nelson/ David Page	OPEN	25.05.17		07.03.17: Date of meeting with David Page and Tom Nelson yet to be confirmed. 15.03.17: Further consideration to be given to bringing forward the date for establishing a PMO within Forensic Services, partner where appropriate and ensure there is no duplication between Forensic Services and Police Scotland PMOs. The arranged meeting between Mr Page, Tom Nelson and Louise Haggerty is currently being rescheduled to take place at a later date. 14.03.17: This item is not yet due. Propose Ongoing.
240217-SPABM-012	SPA Corporate Performance Report: Working Group between Police Scotland and SPA to be established to progress work relating to British Transport Police following C3 Governance and Assurance Group Structure.	John Foley	OPEN	22.03.17		10.03.17: Working group on BTP transfer will be established in coming months after formal Royal Assent of Railway Policing (Scotland) Bill in Summer 2017 as SPA work to operationalise the transfer of governance responsibilities from BTPA to SPA. Propose Ongoing.

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
240217-SPABM-013	HMICS Review of Police Scotland CCU – Update on Implementation of Recommendations: Update Graham Houston on date changes noted within recommendations under paragraph 2.8 of the report.	DCC Johnny Gwynne	OPEN	22.03.17		13.03.17: DCC Gwynne has provided Mr Graham Houston with a written update. Propose to close.
240217-SPABM-014	HMICS Review of Police Scotland CCU – Update on Implementation of Recommendations: Provide Members with an update following the final Reference Group Meeting. This will be taken as an action update rather than an agenda item.	Graham Houston	OPEN	25.05.17		13.03.17: Not due for this meeting. Propose Ongoing.
240217-SPABM-015	Board Workplan: Police Scotland to feed in agenda items for the workplan to Catherine MacIntyre / SPA Liaison.	David Page / PS Liaison	OPEN	22.03.17		09.03.17: Workplan has been circulated to Exec team and Directors for views. Propose Ongoing.
MEETING HELD 15 DECEMBER 2016						
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	ONGOING	24.02.17 22.03.17		03.02.2017: The intention, as per the paper presented at Agenda Item 12, is to present at the March Board. 24.02.17: Chair advised that closure of the Aberdeen Service centre was not due to come to the Board until 22 March. 07.03.17: Paper being presented to SPA Board on 22 March. 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	ONGOING	24.02.17 25.05.17		<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>14.03.17: This item is not yet due.</p> <p>Propose Ongoing.</p>
151216-SPABM-012	<p>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.</p>	John Foley	OPEN	24.08.17		<p>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.</p> <p>03.03.17: Review to be undertaken by core team alongside Internal Auditors and report submitted to August Board meeting.</p> <p>14.03.17: This item is not yet due.</p> <p>Propose Ongoing</p>

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	24.08.17		<p>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.</p> <p>14.03.17: This item is not yet due.</p> <p>Propose Ongoing</p>
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	25.05.17		<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>14.03.17: This item is not yet due.</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	25.05.17		<p>28.11.16: Information regarding apprenticeship proposals to be provided to Members following the mobilisation period.</p> <p>14.03.17: This item is not yet due.</p> <p>Propose ongoing.</p>

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 22.03.17		<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>15.03.17: This is a substantive item on the agenda at the SPA Board Meeting on 22nd March 2017 which will be dealt with by an update from Louise Haggerty, Interim Director HR, Police</p> <p>Propose to close.</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	<p>25.8.16 27.10.16 24.02.17</p> <p>25.05.17</p>		<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>14.03.17: This item is not yet due.</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>15.03.17: This is a substantive item on the agenda at the SPA Board Meeting on 22nd March 2017 which will be dealt with by an update from Louise Haggerty, Interim Director HR, Police</p> <p>Propose to close.</p>

End