

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 22 MARCH 2017						
220317- SPABM-001	Chief Constable's Report: Stop and Search - Report back to the Board with an explanation about the 3% that were not correctly assessed and advise what learning was being progressed as a result.	CC Philip Gormley	OPEN	25.5.17		11.05.17: In reference to the HMICS Audit and Assurance review carried out in December 2016. During the review HMICS Inspectors carried out an audit of 600 randomly selected stop and search database entries to assess the accuracy of data held on the database. (As the database entries were random, they would have included records from across the country). The audit found 584/600 records (97.3%) had been correctly assessed in accordance with the NSSU business rules and where required, amendments had been made and any officer / organisational learning shared where appropriate. Further detail on this has been provided to the Board. Propose to close.
220317- SPABM-002	Chief Constable's Report: Bring back a report which details the split of gender and other diversity aspects of those officers that were recently promoted. (When process is complete)	CC Philip Gormley	OPEN	24.8.17		04.05.17: This item is not yet due.
220317- SPABM-003	SPA & PS Capital & Revenue Annual Budgets 2017/18: Return to the June Board meeting with a transformation implementation plan which lays out the intended route detailing timelines and responsibilities.	David Page	OPEN	22.06.17		04.05.17: This item is not yet due.

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220317-SPABM-004	SPA & PS Capital & Revenue Annual Budgets 2017/18: More formal forecast to be reported on quarterly basis to Finance Committee and then Board. Finance Committee to agree process.	David Page/ James Gray	OPEN	25.05.17		08.05.17: Agreed and arrangements in place to agree templates in advance. Propose to close.
220317-SPABM-005	SPA & PS Capital & Revenue Annual Budgets 2017/18: For 2017/18 produce a monthly breakdown for the Board that shows not only where money is being spent, but also the cost types and activity generated as a result.	James Gray	OPEN	25.05.17		08.05.17: Police Scotland will start development of this reporting in the 2017/18 monthly reports. Propose to close.
220317-SPABM-006	SPA Annual Internal Audit Plan 2017/18: Ensure that when the risk register is updated and improved the Internal Audit Plan is also reviewed and reflective of those changes.	Gary Devlin/ John Foley	OPEN	22.06.17		04.05.17: This item is not yet due.
220317-SPABM-007	Pensions – Auto-enrolment: Ensure that staff are appropriately advised about the implications of auto enrolment on a timelier basis prior to the next cyclical enrolment.	James Gray	OPEN	25.05.17		08.05.17: Staff will be advised prior to next cyclical enrolment. Propose to close.
220317-SPABM-008	Relocation of Haddington: Revisit the 10 years break clause term with East Lothian Council with a proposal of 5-7 years break clause and represent to John Foley (CEO) for approval.	David Page/ ACC Andy Cowie	OPEN	22.06.17		08.05.17: East Lothian Council have agreed to a 7 year break clause. A paper has been compiled and is to be submitted to the Board on 22 June for approval. 11.05.17: This item is not yet due. Propose Ongoing.
220317-SPABM-009	Estates Re-Modelling Proposal within Peterhead: Revisit proposal with Aberdeenshire Council to agree 5-7 years break clause; Council as landlord and Police Scotland tenant; accept change to NPV up to 20%. Ensure John Foley is sighted and agrees to revised proposal. If revised terms cannot be agreed, then proposal should return to the Board.	David Page/ ACC Andy Cowie	OPEN	25.05.17		08.05.17: Negotiations are on-going with Aberdeenshire Council where we seek terms similar to that of Haddington. This currently sits with PSOS Legal Team and the Board will be updated at the conclusion of these discussions. Propose Ongoing.

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220317-SPABM-010	SPA CEO Report: Seek clarity around timescales of the ESMCP project and provide Members with briefings following attendance at forthcoming ESMCP meetings.	John Foley	OPEN	25.05.17		04.05.17: A briefing paper, prepared by Police Scotland, has been circulated to members with a summary of the current programme / project status / SPA representation at relevant ESMCP meetings. ESMCP is one of the priorities for the Policing Committee workplan for 2017/18 and is on the agenda for discussion at the Policing Committee on 11 May. Propose to Close.
220317-SPABM-011	SPA CEO Report: Agenda items from Justice Board meetings to be circulated to the Board.	John Foley	OPEN	25.05.17		08.05.17: Agenda items from relevant Justice Board meetings have been circulated to Members. This action will be undertaken as a matter of course hereon in. Propose to Close.
220317-SPABM-012	SPA Corp Governance Framework: Reflect upon current governance arrangements and best practice, with a view to developing a Code of Governance setting out expectations and guidelines, and come back to the Board with recommendations.	David Hume	OPEN	24.08.17		04.05.17: Work is continuing and a draft Project Initiation Document (PID) has been prepared and will be discussed with the Chair and SPA Officers. Propose Ongoing.
220317-SPABM-013	Workplan: 3 and 10 year financial strategies to be split with 3 year due to the Board in May/June and 10 year in September.	Catherine MacIntyre	OPEN	25.05.17		04.05.17: Workplan updated as agreed. Propose to Close.
220317-SPABM-014	Workplan: Formalised forecasting to be added once the Finance Committee have agreed a process.	Catherine MacIntyre	OPEN	25.05.17		04.05.17: Dates confirmed with EWilkinson, Chair of Finance Committee, and Workplan updated accordingly. Propose to Close.
MEETING HELD 24 FEBRUARY 2017						

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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	28.11.17		<p>03.03.17: The Code of Practice is not implemented until 11 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.</p> <p>04.05.17: This item is not yet due.</p> <p>Propose Ongoing.</p>
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	24.08.17		<p>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.</p> <p>08.05.17: Work is currently ongoing in relation to public confidence and is anticipated that a paper will come before the August board.</p> <p>11.05.17: This item is not yet due.</p> <p>Propose Ongoing.</p>
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		<p>08.3.17: Analysis is ongoing to inform the deep dive presentation on sexual crime for the board.</p> <p>08.05.17: This item will be addressed at Item 7.1 on the agenda.</p> <p>Propose to close.</p>

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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. 08.05.17: This will be addressed at the Public Board at the next Performance Reporting SPA Board. (Item 7.2) and has been recorded on the Board workplan. Propose to close.
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. 08.05.17: DCC Livingstone and George Graham have discussed and agreed this moving forward. Propose to close.
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	24.08.17		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. 04.05.17: A number of reports have been circulated that we generate for various Police Scotland groups, this is noted on the agenda for discussion at the MAG on 11th and it is envisaged following feedback from the MAG that we will then be in a position to circulate a revised performance framework for the next QPR SPA Board meeting. 04.05.17: This item is not yet due. Propose Ongoing.

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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		<p>07.03.17: Date of meeting with David Page and Tom Nelson yet to be confirmed.</p> <p>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.</p> <p>14.03.17: An email was received on 19/04 from Mr Page's office and subsequently a meeting has now taken place and Kerri MacIver and Fiona Douglas will meet to develop a costed options paper to take this action forward.</p> <p>09.05.17: David Page has advised that Meetings held with PSOS PMO and an option is being developed.</p> <p>Propose to close.</p>
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 25.05.17		<p>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.</p> <p>04.05.17: This item will be presented to the Board on the 25 May 2017.</p> <p>Propose to Close.</p>

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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		04.05.17: Graham Houston will provide Members with a verbal update at this point in the action log. Propose to close.
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 25.05.17		09.03.17: Workplan has been circulated to Exec team and Directors for views. 09.05.17: Workplan being reviewed continually via Committees and feedback provided via this route. Police Scotland have also been advised that any Board Workplan items should be fed back to Catherine MacIntyre via email on 9 th May 2017. Propose to close.
MEETING HELD 15 DECEMBER 2016						

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 22.06.17		<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>04.05.17: This is now planned to come to Board Members in June 2017.</p> <p>11.05.17: This item is not yet due.</p> <p>Propose Ongoing.</p>

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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		<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>11.05.17: This action has been superseded by action number 220317-SPABM-012.</p> <p>Propose to close.</p>
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

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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>17.05.17: A paper was circulated to Board Members on the 17th May 2017 to discharge this action.</p> <p>Propose to close.</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>17.05.17: A paper was circulated to Board Members on the 17th May 2017 to discharge this action.</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	25.8.16 27.10.16 24.02.17 25.05.17		<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>