

**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 31 OCTOBER 2017						
311017-SPABM-001	Corporate Services Transformation: Further consideration to be given to Members' concerns re timescales for deliverables and the consequential financial implications, within the Q2 Forecast at the November Board meeting.	James Gray/ David Page	OPEN	28.11.17		07.11.17: The Quarter 2 financial report contains a budget forecast that reflects a prudent position on what can be delivered in the current financial year with regards to transformation work. This will be closely monitored and reported to future Finance Committee meetings and SPA Board meetings. Propose to close.
311017-SPABM-002	Corporate Services Transformation: Return to the December Board Meeting with a more detailed update on Corporate Services transformation plan.	Tom McMahon/ David Page	OPEN	19.12.17		13.11.2017: Paper will be prepared and presented by Tom McMahon at December Board 15.11.17: Item not yet due
311017-SPABM-003	Update on 2017/18 Change Programme: A high level report on risk assumptions and dependencies to be included within the November update.	David Page	OPEN	28.11.17		08.11.2017: This will be completed and included within the November report. 15.11.17: Police Scotland advised via email that Members required sight of critical and straightforward timeline of dependencies Propose ongoing.
311017-SPABM-004	Update on 2017/18 Change Programme: Ensure that detailed savings are included within the Commercial Services Programme Update being presented at the November SPA Board Meeting.	David Page/ Colette Sherry	OPEN	28.11.17 27.02.18		14.11.17: The Commercial Services Update has now moved to the February 2018 Board, Closed Session. 15.11.17: Item not yet due

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311017-SPABM-005	Update on 2017/18 Change Programme: A further update on the 2017/18 Change Programme to return to the December SPA Board Meeting once more of the team are in place.	David Page	OPEN	19.12.17		08.11.2017: This will be completed and an update will be provided to the December SPA Board. 15.11.17: Item not yet due
311017-SPABM-006	Stop & Search Code of Practice: Police Scotland Implementation Report: Provide the Policing Committee with an update report that includes training of officers, compliance with the Code of Practice and audit processes as well as providing an indication of impact this is having on crime.	ACC Mark Williams	OPEN	28.11.17		14.11.2017: This item will be placed on the agenda for the Policing Committee on 18 January 2018 and a report will be submitted within the committee timelines. 15.11.17: The Chair of the Policing Committee will include an update on this within the next report to the Board on 24 February 2018. Propose to close.
311017-SPABM-007	British Transport Police Integration Update: Return to the December SPA Board Meeting with an updated report including risks, accountabilities and accountability owners.	BTP Working Group/ David Page	OPEN	19.12.17		13.11.2017: Paper will be prepared and presented by Tom McMahon at December Board. 15.11.17: Item not yet due
311017-SPABM-008	Terms of Reference for Performance Briefings: A synopsis of performance briefings and any other presentations to be submitted to SPA Business Services in line with Board papers and published 3 days prior to SPA Meetings.	Police Scotland	OPEN	28.11.17		07.11.17: This action will be taken forward with the CT Performance Briefing in advance of the Public Board on 28 th November 2017. Propose to close.
MEETING HELD 28 SEPTEMBER 2017						
280917-SPABM-001	Chief Constable's Report: Provide Members with a more detailed overview of Data Protection to a subsequent Board Meeting.	DCC Iain Livingstone	OPEN	19.12.17		13.10.17: Item not yet due
280917-SPABM-002	Chief Constable's Report: Report back to the SPA Board on how GDPR is being addressed internally by Police Scotland.	David Page	OPEN	19.12.17		13.10.17: Item not yet due

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280917-SPABM-003	Chief Constable's Report: Localism and Local Approaches to Policing to become a separate section within the Chief Constable's Report going forward.	DCC Iain Livingstone	OPEN	19.12.17		07.11.17: This action has been incorporated into the Chief Constable's report, with the format of the report currently under review. 13.10.17: Item not yet due
280917-SPABM-004	Chief Constable's Report: Evidence-based deployment of resources within local policing to be reported within the new Performance Framework.	DCC Iain Livingstone	OPEN	28.11.17		07.11.17: The new Police Performance Framework will be supported by the formation of a project to produce accurate and current data on Demand and Productivity. Results from this will be incorporated into the framework. Propose ongoing.
280917-SPABM-005	Revised Forecast Q1 2017/18: Ensure that Finance Members are provided with an update on recurring savings ahead of the next Finance Committee (8 November).	James Gray	OPEN	28.11.17		11.10.17: Following the Police Scotland Corporate Finance & Investment Board meeting on 24 October, a report setting out the recurring and non-recurring savings within Police Scotland will be circulated to Members of the Finance Committee prior to the next meeting. 07.11.2017: Report updating on 2017/18 savings is being present to the closed session of the Finance Committee on 08.11.2017. 22.11.17: Information on savings are contained within the Q2 Financial Report being presented to the Board on 28 November 2017. Propose to close.

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280917-SPABM-007	3 Year Financial Plan/10 Year Financial Strategy: Ensure that Members have sight of any developments around the supernumerary pool, including risks and any trends predicted. Ensure that supernumerary costs are shown within future financial reports.	James Gray	OPEN	28.11.17		<p>11.10.17: Actions 280917-SPABM-007 and 280917-SPABM-008 are effectively one action. If supernumerary costs become significant in year they will be reported in the variance analysis in future finance reports. In future revenue budgets may contain a separate line for Supernumerary costs in the event that restructuring has left the organisation with excess staff as a result of an inability to make people redundant involuntarily.</p> <p>01.11.17: The Chair advised that regardless of how significant the supernumerary costs are they must be shown within future financial reports.</p> <p>07.11.2017: Information on these costs now provided within the monthly Financial Performance reports.</p> <p>Propose to close.</p>
280917-SPABM-010	National Database Enquiry Unit Business Case: Police Scotland to bring forward concrete proposals/options of what jobs could come to Inverness and elsewhere out with the central belt as part of the Corporate Services restructure/ implementation plan.	David Page	OPEN	29.3.18		13.10.17: Item not yet due

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280917-SPABM-013	HMICS Thematic Inspection of the Scottish Police Authority – Phase 1 Review of Openness and Transparency – Action Plan: Following approval of the Action Plan ensure that all action discharge completion dates are included.	Stephen Jones	OPEN	19.12.17		<p>11.10.17: It has been agreed that Matt Smith will chair an assurance group to oversee delivery of the Improvement Plan. Terms of reference for this group are being prepared and the group will meet as soon as possible to agree target completion dates.</p> <p>A progress report will come to the Board on 19 December 2017.</p> <p>13.10.17: Item not yet due</p>
280917-SPABM-014	Committee Chair Report – Policing: Ensure that a project implementation audit is undertaken (via the C3 Governance & Assurance Group) following the Board's decision and report back to the Board on the outcome before the transition from Inverness takes place in January 2018.	George Graham/ ACC Hawkins	OPEN	19.12.17		<p>13.10.17: This action supersedes action 240817-SPABM-016 which will now be closed.</p> <p>13.10.17: Item not yet due</p>
280917-SPABM-016	AOB: Provide Members with a report or presentation on the Youth Volunteers work. Craig Rankin and a few of the volunteers to be invited to the Board meeting.	DCC Iain Livingstone	OPEN	28.11.17		<p>13.10.17: A suitable date is currently being identified and will be added to the Board workplan in due course.</p> <p>14.11.17: Proposed date sent to SPA Business Services. Awaiting confirmation.</p> <p>21.11.17: This item will be scheduled into the Board workplan for Q1 2018/19.</p> <p>Propose to close.</p>

MEETING HELD 24 AUGUST 2017

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
240817-SPABM-004	Performance Report: Ensure that non-criminal justice interventions become more visible within future performance reporting.	DCC Johnny Gwynne / DCC Iain Livingstone	OPEN	19.12.17		<p>13.09.2017: Work is being carried out which will address the actions for future meetings.</p> <p>07.11.17: Work continues to develop measures for the new Performance Framework. This work will include measurement and reporting on non-criminal justice interventions.</p> <p>13.10.17: Item not yet due</p>
240817-SPABM-005	Performance Report: Ensure data is contextualised in terms of trends and demographics, eg domestic house break-ins, to allow reporting to become clearer.	DCC Iain Livingstone	OPEN	28.11.17		<p>13.09.2017: Work is being carried out which will address the actions for future meetings.</p> <p>07.11.17: Feedback incorporated into the current Performance report and will be included in the new performance reporting.</p> <p>Propose ongoing.</p>
240817-SPABM-006	Performance Report: Clarify the reporting of historical information and how it impacts on current data to allow Members to understand if improvements were being made.	DCC Iain Livingstone	OPEN	28.11.17		<p>13.09.2017: Work is being carried out which will address the actions for future meetings.</p> <p>07.11.17: Feedback incorporated into the current Performance report and will be included in the new performance reporting.</p> <p>Propose ongoing.</p>

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240817-SPABM-007	Performance Report: Ensure that the People and Development area of the report provides a broader picture of resource deployment and succession planning to provide an understanding of future challenges that Police Scotland could be facing.	DCC Iain Livingstone	OPEN	28.11.17		<p>13.09.2017: Work is being carried out which will address the actions for future meetings.</p> <p>07.11.17: This action is being progressed and information will be contained within the future performance reports.</p> <p>Propose to close.</p>
240817-SPABM-008	Performance Report: Ensure that measures for Training Development are included within the People and Development area of the report.	DCC Iain Livingstone	OPEN	28.11.17		<p>13.09.2017: Work is being carried out which will address the actions for future meetings.</p> <p>07.11.17: This action is being progressed and information will be contained within the future performance reports.</p> <p>Propose to close.</p>
240817-SPABM-009	Performance Report: Feedback to Members on the outcomes of the Probationer Training Course that took place in July.	David Page	ONGOING	28.09.17 31.10.17 28.11.17		<p>25.09.2017: An update was circulated to Members on the 25th September 2017 and they were advised that a further update would be provided with a more detailed examination of the initial training delivered to course 2/17.</p> <p>26/10/2017: Analysis of the feedback from the training course is ongoing and results will be provided to the Board at a future date.</p> <p>21.11.17: Report submitted to SPA Liaison and circulated to Members on 21st November 2017.</p> <p>Propose to close.</p>

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240817-SPABM-010	Performance Report: Ensure that Police Scotland Corporate Performance reports includes Enabling Strategies and delivery targets, particularly in ICT, to inform Members of Police Scotland's progress.	David Page/ DCC Iain Livingstone	OPEN	28.11.17		<p>13.09.2017: Work is being carried out which will address the actions for future meetings.</p> <p>07.11.17: This action is being progressed and information will be contained within the future performance reports.</p> <p>Propose to close.</p>
240817-SPABM-011	SPA Strategic Delivery: Reflect on the comments made by Members and consider how these should be reflected within future SPA Strategic Delivery Review.	Stephen Jones	OPEN	28.11.17		<p>06.07.17: Quarter Two version of Strategic Delivery Review will reflect Member comments relating to clearer linkage to APP commitments, business as usual and enabling strategies. Quarter Three and Four versions will include reported progress towards strategy milestones as identified in the 2026 Strategy Implementation Plan.</p> <p>15.11.17: Quarter Two version of the Strategic Delivery Review takes into account Member comments and is presented to Board on 28 November for further comment to inform Q3 version.</p> <p>Propose to close.</p>

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MEETING HELD 22 JUNE 2017						
220617-SPABM-008	<p>Draft 3 Year Transformation Implementation Plan Progress:</p> <p>Return to the Board with confirmation that:</p> <p>i) Police Scotland are on track with 3 year implementation plan starting on 1 October 2017, or 2.5 year implementation plan starting 1 October.</p> <p>ii) Financial stability will still be achieved by year 4.</p>	David Page	ONGOING	24.08.17 28.09.17 31.10.17 28.11.17		<p>14.08.2017: A verbal update to be provided to the SPA Board on the 24th August 2017.</p> <p>15.09.2017: i) The 3 Year Implementation Plan will be discussed with members at a meeting scheduled for 19 September 2017.</p> <p>ii) PSOS remain focused on achieving Financial Stability by year four.</p> <p>13.10.17: Work is ongoing to progress projects within Police Scotland, under a governance structure approved at the 27th Sept SLB. Projects are at different stages of scoping and as such updates on the 3 year plan will be provided in a phased way over the coming months. October Board will focus on Corporate Services & Year 1 Deliverables. November will provide an update on ICT, year 1 and commercial services, and February will provide updates on year 1 deliverables, 3 year plan priorities, capacity & capability planning, revised financial plans & estates strategy. In March a 3 year rolling implementation and financial plan will be presented, update on year 1 actual deliverables, and year 2 planned deliverables, fleet strategy and ICT.</p> <p>08.11.2017: Ongoing as per above update.</p> <p>Propose ongoing.</p>

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220617-SPABM-013	SPA Corporate Governance Framework – Six Months’ Review Terms of Reference: Have further discussions with HMICS and Audit Scotland about what ‘good governance’ looks like and come back to the Board to allow a fuller discussion about the timing of the review.	David Hume	ONGOING	28.09.17 28.11.17		<p>07.08.17: Comments on the Good Governance Framework have been received from CIPFA SOLACE and discussions have taken place with Audit Scotland and Scottish Government. A draft workbook has piloted with 2 board members and a fuller update will be provided at the September SPA Board Meeting.</p> <p>11.09.17: Detailed interviews are underway with SPA Board Members and Officers. A further update will be provided to the November SPA Board Meeting.</p> <p>15.11.17: David Hume will be providing Kenneth Hogg with an update on Good Governance work. A Board Workshop discussion on the improvement actions will be arranged and a report will be provided to the SPA Board Meeting on the 19th December 2017.</p> <p>Propose Ongoing.</p>
220617-SPABM-022	SPA Independent Custody Visiting Report: Include information relating to children being detained in Police Custody within the activity table of the ICV Report.	John McCroskie/ Brian McFadyen	OPEN	19.12.17		07.08.17: This item is not yet due.
MEETING HELD 25 MAY 2017						

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250517-SPABM-010	SPA Corporate Performance Report: Produce a Balance Scorecard to allow members to see at glance progress against objectives.	John Foley	OPEN	28.11.17		<p>07.06.17: SPA's Corporate Performance Framework will be developed to align with SPA's Business Plan from 2018/19. A conventional Balanced Scorecard approach will be explored to test its suitability as a tool for reporting on the outcomes and objectives set out in the Business Plan, as will other dashboard reporting formats. Progress update will be reported to the Board within the SPA Corporate Performance report.</p> <p>15.11.17: The SPA Strategy Team has produced, for Q3 and Q4 of 2017/18, a plan of key business deliverables for SPA Corporate, structured around the existing functional business areas within SPA. Performance reporting on Q3 will be reported to the board in February 2018. Consideration is being given by the Performance Team to using a balanced scorecard format for reporting performance, both for Q3 and Q4 of 2017/18, as well as the for the SPA's next Business Plan from 2018/19 onwards.</p> <p>Propose Ongoing.</p>
250517-SPABM-015	Committee Chairs Report – Policing: Return to the August Board with an update on how the Policing Committee was developing under its new approach.	George Graham	ONGOING	24.8.17 28.11.17		<p>07.08.17: The Policing Committee will request feedback on how the committee is operating ahead of the September committee, with a view to reporting back to the November Board. Views will be sought on the following areas; Agenda content; strategic purpose of the committee; level of support and challenge opportunities; any gaps in the business of the committee; transition from private to public; achievements so far.</p>

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						<p>21.11.17: George Graham, chair of the Policing Committee, will provide a verbal update to the Board on the outcome of the review at its meeting on 28 November 2017 which completes this action.</p> <p>Propose to close.</p>
MEETING HELD 22 MARCH 2017						

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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	ONGOING	24.8.17 28.09.17 31.10.17 28.11.17		<p>14.06.17: Collation and analysis of this data is currently being carried out alongside a broader piece of work around Improvements in Equality and Diversity. An update will be provided at the SPA Board Meeting on the 24th August 2017.</p> <p>19.7.17: Director of People and Development has produced a briefing to be circulated for member's attention rather than a paper presented at the Board.</p> <p>14.08.17: Draft report has been compiled and will be presented to Senior Leadership Board 30th August 2017 by Director of People and Development and thereafter circulated to members.</p> <p>20.09.17: Report will now be presented to the Senior Leadership Board on 27 September and a future SPA Board.</p> <p>26.10.17: Report was presented at Senior Leadership Board however further work is required before it can be presented to SPA Board.</p> <p>01.11.17: DCC Iain Livingstone committed to bringing this report to the November SPA Board Meeting.</p> <p>13.11.17: This paper is due at SLB on 14.11.17 and will be forwarded to SPA for circulation after that.</p> <p>Propose ongoing.</p>

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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	ONGOING	25.05.17 24.8.17 28.09.17 31.10.17 28.11.17		<p>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.</p> <p>12.06.17: Engagement/ Negotiations still ongoing with Aberdeenshire Council. Board will be updated in due course.</p> <p>13.09.2017: Discussions continue with Aberdeenshire Council, PSOS and Scottish Futures Trust to identify an acceptable solution to all parties.</p> <p>08.11.2017: Discussions continue with Aberdeenshire Council, PSOS and Scottish Futures Trust to identify an acceptable solution to all parties. Currently, Aberdeenshire Council and Scottish Futures Trust are developing layout proposals and estimated development costs. Future work includes the preparation of a report for submission to the SPA board in early 2018.</p> <p>Propose ongoing.</p>
MEETING HELD 24 FEBRUARY 2017						

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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	ONGOING	24.08.17 28.09.17 28.11.17		<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>07.08.17: The Chair asked for consideration of this item to be postponed due to other priorities for the August Board Agenda.</p> <p>14.09.2017: This matter will be addressed at the Policing Committee in October and then presented to the November Public Board.</p> <p>13.10.17: Paper submitted for Policing Committee on 24/10/17</p> <p>07.11.17: Public Confidence input moved provisionally to December Board</p> <p>Propose ongoing.</p>
MEETING HELD 25 AUGUST 2016						
250816-SPABM-001	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,</u>	CC Philip Gormley/ Tom Nelson	ONGOING	25.8.16 27-10-16 24.02.17 25.05.17 28.09.17 28.11.17		<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</p>

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	<u>200616-SPABM-004 and 200616-SPABM-009)</u>					<p>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>15.06.17: This action now relates to new actions 240217-SPABM-010 and 250517-SPABM-009. Once those actions have been discharged the same will apply to this action.</p> <p>08.08.17: The JNFG Pilot Evaluation document was submitted to the Forensics Services Management Advisory Board on 7th August 2017 and will be submitted to the SPA Board on 24th August 2017.</p> <p>12.09.17: The Board requested a further report</p>

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						on rejection rates to the SPA Board on 28 November 2017. Propose to close.