

**SPA Board Meeting - Public Session  
Rolling Action Log**

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
<b>MEETING HELD 28 NOVEMBER 2017</b>						
<b>281117-SPABM-001</b>	<b>Performance Briefing on Counter Terrorism:</b> Police Scotland to provide assurance to the Finance Committee that there is sufficient investment in terms of Counter Terrorism.	ACC Steve Johnson/ DCS Gerry McLean	<b>OPEN</b>	19-12-17		<b>12.12.17:</b> The Organised Crime & Counter Terrorism Unit has just undergone a detailed review of current operational demand and considered this within the budget setting framework for financial year 18/19. While some cost pressures have been identified along with Capital bids to enhance our current capability, should these not be delivered within the coming financial year of 18/19 then this would not detract or diminish the level of capability or operational resilience available to a CT incident.  <b>Propose ongoing.</b>
<b>281117-SPABM-002</b>	<b>Performance Summary Report Q2:</b> Ensure that forensics statistics are separated out from SPA statistics within future reporting.	DCC Rose Fitzpatrick	<b>OPEN</b>	27-02-18		<b>06.12.17: Item not yet due.</b>
<b>281117-SPABM-003</b>	<b>Performance Summary Report Q2:</b> Return to the People Committee with a more detailed report on officer assaults and RIDDORS and the work being done through the Health and Safety and Wellbeing Groups.	DCC Iain Livingstone	<b>OPEN</b>	19-12-17		<b>12.12.17:</b> Report being prepared for circulation and will be issued to the People Committee Members when received.  <b>Propose ongoing.</b>
<b>281117-SPABM-004</b>	<b>Performance Summary Report Q2:</b> Return to the Board with a report about Missing Persons to allow members to gain a clearer understanding of resources required.	DCC Iain Livingstone	<b>OPEN</b>	27-02-18		<b>06.12.17: Item not yet due.</b>

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<b>281117-SPABM-005</b>	<b>Performance Summary Report Q2:</b> Ensure that the impact of the new Stop & Search Code of Practice has had on knife and other crime is included within the 6 months review and report back to the SPA Board.	DCC Rose Fitzpatrick	<b>OPEN</b>	27-02-18		<b>06.12.17: Item not yet due.</b>
<b>281117-SPABM-006</b>	<b>Financial Performance Report Quarter 2 2017/18:</b> Review and consider, as a matter of urgency, how VR/VER can be built into financial projections for the year end.	James Gray	<b>OPEN</b>	19-12-17		<b>05.12.2017:</b> With regards to the revenue budget we are forecasting that no further savings will be made in the current year, given that the 17/18 VR/VER scheme has not yet been launched.  With regards to the reform budget we are considering how many packages will be agreed by 31/03/2018 and this will be reflected in the Quarter 3 forecast.  <b>Propose ongoing.</b>
<b>281117-SPABM-007</b>	<b>SPA Strategic Delivery Review:</b> Consider ways of promoting and raising awareness of the good practice that is being highlighted within the report.	Police Scotland/SPA	<b>OPEN</b>	27.02.18		<b>04.12.17:</b> Police Scotland and SPA to discuss at initial meeting on the 7 <sup>th</sup> December 2017 and include in ongoing engagement to agree inclusion of good practice, quarterly performance information and equality outcomes evidence into the Annual Review of Policing 2017/18.  <b>Propose to close.</b>
<b>281117-SPABM-008</b>	<b>Forensic Service: Performance Report Quarter 2 2017/18:</b> Consider comparative data in terms of customer insight, trend analysis and benchmarking to assist members in their understanding of the report.	Tom Nelson	<b>OPEN</b>	27.02.18		<b>06.12.17: Item not yet due.</b>

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<b>281117-SPABM-009</b>	<b>Progress on Digital, Data and ICT:</b> Provide a detailed report to the February 2018 Board Meeting on the development of the plan, strategies, costings and clear benefits of delivery.	David Page	<b>OPEN</b>	27.02.18		<b>06.12.17: Item not yet due.</b>
<b>281117-SPABM-010</b>	<b>Progress on Digital, Data and ICT:</b> Report back to the SPA Board at the December meeting with an update on development of the integrated strategy and vision.	David Page	<b>OPEN</b>	19.12.17		<b>08.12.17:</b> Brief update will be incorporated into Agenda Item 7.1.  <b>13.12.17:</b> David Page will provide a verbal update will be provided to the SPA at the Board on 19 December 2017 at Agenda Item 7.1.  <b>Propose to close.</b>
<b>281117-SPABM-011</b>	<b>Serving a Changing Scotland:</b> Report back to both the People and Finance Committee on the progress of Corporate Services Transformation Plan as a matter of urgency.	David Page	<b>OPEN</b>	19.12.17		<b>11.12.17:</b> Corporate Services Transformation will provide regular updates to the People & Finance Committees.  <b>Propose Ongoing.</b>
<b>281117-SPABM-012</b>	<b>Serving a Changing Scotland:</b> Ensure that recommendations from the Assurance Review are taken forward to address any risks associated to payroll and that this is reported through the appropriate forums.	Neil Dickson	<b>OPEN</b>	19.12.17		<b>11.12.17:</b> A number of new project resources have been assigned to the Payroll project, and the plan is being updated to reflect the assurance review. Progress against this project will be updated through relevant forums within PS and SPA.  <b>Propose Ongoing.</b>

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<b>MEETING HELD 31 OCTOBER 2017</b>						
<b>311017-SPABM-002</b>	<b>Corporate Services Transformation:</b> Return to the December Board Meeting with a more detailed update on Corporate Services transformation plan.	Tom McMahon/ David Page	<b>OPEN</b>	19.12.17		<p><b>13.11.17:</b> Paper will be prepared and presented by Tom McMahon at December Board</p> <p><b>12.12.17:</b> Item no longer on agenda for December and will be placed on the workplan as a future item for early 2018.</p> <p><b>Propose Ongoing.</b></p>
<b>311017-SPABM-003</b>	<b>Update on 2017/18 Change Programme:</b> A high level report on risk assumptions and dependencies to be included within the November update.	David Page	<b>ONGOING</b>	<del>28.11.17</del> 27.02.18		<p><b>08.11.2017:</b> This will be completed and included within the November report.</p> <p><b>15.11.17:</b> Police Scotland advised via email that Members required sight of critical and straightforward timeline of dependencies</p> <p><b>13.12.17:</b> Neil Dickson, Director of Change, will provide a summary report to Members before the next Board.</p> <p><b>13.12.17: Item not yet due</b></p>
<b>311017-SPABM-004</b>	<b>Update on 2017/18 Change Programme:</b> Ensure that detailed savings are included within the Commercial Services Programme Update being presented at the November SPA Board Meeting.	David Page/ Colette Sherry	<b>OPEN</b>	<del>28.11.17</del> 27.02.18		<p><b>14.11.17:</b> The Commercial Services Update has now moved to the February 2018 Board, Closed Session.</p> <p><b>Propose to close.</b></p>

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<b>311017-SPABM-005</b>	<b>Update on 2017/18 Change Programme:</b> 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	<b>OPEN</b>	19.12.17		<p><b>08.11.2017:</b> This will be completed and an update will be provided to the December SPA Board.</p> <p><b>08.12.17:</b> Update will be incorporated into Agenda Item 7.1.</p> <p><b>13.12.17:</b> To be updated within the 3 year Implementation Plan.</p> <p><b>Propose to close.</b></p>
<b>311017-SPABM-007</b>	<b>British Transport Police Integration Update:</b> Return to the December SPA Board Meeting with an updated report including risks, accountabilities and accountability owners.	BTP Working Group/ David Page	<b>OPEN</b>	19.12.17		<p><b>13.11.2017:</b> Paper will be prepared and presented by Tom McMahon at December Board.</p> <p><b>08.12.17:</b> Update will be incorporated into Agenda Item 7.2.</p> <p><b>Propose to close.</b></p>
<b>MEETING HELD 28 SEPTEMBER 2017</b>						
<b>280917-SPABM-001</b>	<b>Chief Constable's Report:</b> Provide Members with a more detailed overview of Data Protection to a subsequent Board Meeting.	DCC Iain Livingstone	<b>OPEN</b>	19.12.17		<p><b>08.12.17:</b> Update will be incorporated into Agenda Item 8.1.</p> <p><b>Propose to close.</b></p>
<b>280917-SPABM-002</b>	<b>Chief Constable's Report:</b> Report back to the SPA Board on how GDPR is being addressed internally by Police Scotland.	David Page	<b>OPEN</b>	19.12.17		<p><b>08.12.17:</b> Update will be incorporated into Agenda Item 8.2.</p> <p><b>Propose to close.</b></p>

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<b>280917-SPABM-003</b>	<b>Chief Constable's Report:</b> Localism and Local Approaches to Policing to become a separate section within the Chief Constable's Report going forward.	DCC Iain Livingstone	<b>OPEN</b>	19.12.17		<p><b>07.11.17:</b> This action has been incorporated into the Chief Constable's report, with the format of the report currently under review.</p> <p><b>12.12.17:</b> Information will be captured within Chief Constable's verbal update to the SPA Board Meeting on 19 December 2017.</p> <p><b>Propose to close.</b></p>
<b>280917-SPABM-004</b>	<b>Chief Constable's Report:</b> Evidence-based deployment of resources within local policing to be reported within the new Performance Framework.	DCC Iain Livingstone	<b>OPEN</b>	28.11.17		<p><b>07.11.17:</b> 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.</p> <p><b>12.12.17:</b> This has been incorporated into the new Performance Framework due 2018</p> <p><b>13.12.17:</b> The Policing Committee will provide assurance to the Board that this has been appropriately incorporated within the new Performance Framework.</p> <p><b>Propose to close.</b></p>
<b>280917-SPABM-010</b>	<b>National Database Enquiry Unit Business Case:</b> 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	<b>OPEN</b>	29.3.18		<p><b>13.10.17: Item not yet due</b></p>
<b>280917-SPABM-013</b>	<b>HMICS Thematic Inspection of the Scottish Police Authority – Phase 1 Review of Openness and Transparency – Action Plan:</b> Following approval of the Action Plan ensure that all action discharge	Stephen Jones	<b>OPEN</b>	19.12.17		<p><b>11.10.17:</b> 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</p>

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	completion dates are included.					<p>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><b>12.12.17:</b> This update will be incorporated within Agenda Item 5</p> <p><b>Propose to close.</b></p>
<b>280917-SPABM-014</b>	<b>Committee Chair Report – Policing:</b> 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	<b>OPEN</b>	19.12.17		<p><b>13.10.17:</b> This action supersedes action 240817-SPABM-016 which will now be closed.</p> <p><b>04.12.17:</b> The Working Group Chair has discussed the timeline for the Inverness closure with C3 Colleagues including Ch. Supt Waddell and has concluded that there would be limited value in convening the GAAG until the end of January 2018. It has been agreed that a meeting around the third week of January would be much more beneficial, allowing detailed discussion on the imminent transition of service from Inverness and emerging thinking on post project analysis and reporting.</p> <p><b>Propose ongoing.</b></p>

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<b>MEETING HELD 24 AUGUST 2017</b>						
<b>240817-SPABM-004</b>	<b>Performance Report:</b> Ensure that non-criminal justice interventions become more visible within future performance reporting.	DCC Johnny Gwynne / DCC Iain Livingstone	<b>OPEN</b>	19.12.17		<p><b>13.09.2017:</b> Work is being carried out which will address the actions for future meetings.</p> <p><b>07.11.17:</b> Work continues to develop measures for the new Performance Framework. This work will include measurement and reporting on non-criminal justice interventions.</p> <p><b>12.12.17:</b> This has been incorporated into the new Performance Framework due 2018.</p> <p><b>13.12.17:</b> The Policing Committee will provide assurance to the Board that this has been appropriately incorporated within the new Performance Framework</p> <p><b>Propose to close.</b></p>
<b>240817-SPABM-005</b>	<b>Performance Report:</b> Ensure data is contextualised in terms of trends and demographics, eg domestic house break-ins, to allow reporting to become clearer.	DCC Iain Livingstone	<b>ONGOING</b>	<del>28.11.17</del> 27.02.18		<p><b>13.09.2017:</b> Work is being carried out which will address the actions for future meetings.</p> <p><b>07.11.17:</b> Feedback incorporated into the current Performance report and will be included in the new performance reporting.</p> <p><b>12.12.17:</b> This has been incorporated into the new Performance Framework due 2018.</p>



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						<p><b>13.12.17:</b> The Policing Committee will provide assurance to the Board that this has been appropriately incorporated within the new Performance Framework.</p> <p><b>Propose to close.</b></p>
<b>240817-SPABM-006</b>	<b>Performance Report:</b> 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	<b>ONGOING</b>	<del>28.11.17</del> 27.02.18		<p><b>13.09.2017:</b> Work is being carried out which will address the actions for future meetings.</p> <p><b>07.11.17:</b> Feedback incorporated into the current Performance report and will be included in the new performance reporting.</p> <p><b>12.12.17:</b> This has been incorporated into the new Performance Framework due 2018.</p> <p><b>13.12.17:</b> The Policing Committee will provide assurance to the Board that this has been appropriately incorporated within the new Performance Framework.</p> <p><b>Propose to close</b></p>

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<b>MEETING HELD 22 JUNE 2017</b>						
<b>220617-SPABM-008</b>	<p><b>Draft 3 Year Transformation Implementation Plan Progress:</b></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	<b>ONGOING</b>	<del>24.08.17</del> <del>28.09.17</del> <del>31.10.17</del> <del>28.11.17</del> 27.02.18		<p><b>14.08.2017:</b> A verbal update to be provided to the SPA Board on the 24<sup>th</sup> August 2017.</p> <p><b>15.09.2017:</b> 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><b>13.10.17:</b> 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 &amp; 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 &amp; capability planning, revised financial plans &amp; 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><b>08.11.2017:</b> Ongoing as per above update.</p>

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						<p><b>12.12.17:</b> Matter will be addressed with agenda Item 7.1</p> <p><b>Propose ongoing.</b></p>
<b>220617-SPABM-013</b>	<p><b>SPA Corporate Governance Framework – Six Months’ Review Terms of Reference:</b> 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.</p>	David Hume	<b>ONGOING</b>	<p><del>28.09.17</del></p> <p><del>28.11.17</del></p> <p>27.02.18</p>		<p><b>07.08.17:</b> 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><b>11.09.17:</b> Detailed interviews are underway with SPA Board Members and Officers. A further update will be provided to the November SPA Board Meeting.</p> <p><b>15.11.17:</b> 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 19<sup>th</sup> December 2017.</p> <p><b>12.12.17: This item is not yet due.</b></p>
<b>220617-SPABM-022</b>	<p><b>SPA Independent Custody Visiting Report:</b> Include information relating to children being detained in Police Custody within the activity table of the ICV Report.</p>	John McCroskie/ Brian McFadyen	<b>OPEN</b>	19.12.17		<p><b>12.12.17:</b> This will be addressed at Item 10.3 on the Public Agenda.</p> <p><b>Propose to close.</b></p>

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<b>MEETING HELD 25 MAY 2017</b>						
<b>250517-SPABM-010</b>	<b>SPA Corporate Performance Report:</b> Produce a Balance Scorecard to allow members to see at glance progress against objectives.	John Foley Stephen Jones	<b>ONGOING</b>	<del>28.11.17</del> 27.02.18		<p><b>07.06.17:</b> 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><b>15.11.17:</b> 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><b>12.12.17: This item is not yet due.</b></p>

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<b>MEETING HELD 22 MARCH 2017</b>						
<b>220317-SPABM-002</b>	<b>Chief Constable's Report:</b> 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	<b>ONGOING</b>	<del>24.8.17</del> <del>28.09.17</del> <del>31.10.17</del> <del>28.11.17</del> 19.12.18		<p><b>14.06.17:</b> 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 24<sup>th</sup> August 2017.</p> <p><b>19.7.17:</b> 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><b>14.08.17:</b> Draft report has been compiled and will be presented to Senior Leadership Board 30<sup>th</sup> August 2017 by Director of People and Development and thereafter circulated to members.</p> <p><b>20.09.17:</b> Report will now be presented to the Senior Leadership Board on 27 September and a future SPA Board.</p> <p><b>26.10.17:</b> Report was presented at Senior Leadership Board however further work is required before it can be presented to SPA Board.</p> <p><b>01.11.17:</b> DCC Iain Livingstone committed to bringing this report to the November SPA Board Meeting. This paper is due at SLB on 14.11.17 and will be forwarded to SPA for circulation after that.</p>

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						<p><b>12.12.17:</b> This report was circulated to Members on the 27<sup>th</sup> November 2017.</p> <p><b>Propose to close.</b></p>
<b>220317-SPABM-009</b>	<p><b>Estates Re-Modelling Proposal within Peterhead:</b> 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.</p>	David Page/ ACC Andy Cowie	<b>ONGOING</b>	<p><del>25.05.17</del> <del>24.8.17</del> <del>28.09.17</del> <del>31.10.17</del> <del>28.11.17</del> 27.02.18</p>		<p><b>08.05.17:</b> 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><b>12.06.17:</b> Engagement/ Negotiations still ongoing with Aberdeenshire Council. Board will be updated in due course.</p> <p><b>13.09.2017:</b> Discussions continue with Aberdeenshire Council, PSOS and Scottish Futures Trust to identify an acceptable solution to all parties.</p> <p><b>08.11.2017:</b> 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><b>12.12.17: This item is not yet due.</b></p>

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<b>MEETING HELD 24 FEBRUARY 2017</b>						
<b>240217-SPABM-005</b>	<b>Police Scotland Performance Report:</b> Reference pg22/23, consider a more in-depth discussion around public confidence at a future SPA Board Meeting.	DCC Fitzpatrick	<b>ONGOING</b>	<del>24.08.17</del> <del>28.09.17</del> <del>28.11.17</del> 27.02.18		<p><b>03.03.17:</b> 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><b>08.05.17:</b> Work is currently ongoing in relation to public confidence and is anticipated that a paper will come before the August board.</p> <p><b>07.08.17:</b> The Chair asked for consideration of this item to be postponed due to other priorities for the August Board Agenda.</p> <p><b>14.09.2017:</b> This matter will be addressed at the Policing Committee in October and then presented to the November Public Board.</p> <p><b>13.10.17:</b> Paper submitted for Policing Committee on 24/10/17</p> <p><b>07.11.17:</b> Public Confidence input moved provisionally to December Board</p> <p><b>13.12.17:</b> This has been added to the workplan for future rescheduling.</p> <p><b>12.12.17: This item is not yet due.</b></p>