

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 16 th DECEMBER 2015						
161215-SPABM-001	PS Violence Reduction Strategy: Details of the Violence Reduction Strategy and how this is being developed to be provided to Members for awareness. Information to include expected outcomes to be achieved and a timeline for these to be achieved.	DCCNR	Open	25 February 2016		Propose that this is included within the agenda for the next Local Policing Briefing. PS 03.02.16 – Next briefing date is proposed as 18 March 2016 Propose to close
161215-SPABM-002	Seized Vehicles: Clarification to be provided to Members on what happens to vehicles seized under RT Act 1988 section 165.	DCCNR	Open	25 February 2016		Information requested was emailed to Members on 11 January 2016. Propose to close
161215-SPABM-003	Driver Engagement: Briefing to be provided to Members for information to explain the proven benefits arising from the increased driver engagement. Briefing to include details of the evidence based approach to developing approaches taken in Road Policing. (e.g. Media Campaigns)	DCCNR	Open	25 February 2016		Information requested was emailed to Members on 25 th January 2016. Propose to close
161215-SPABM-004	Local Police Plan Scrutiny: Update on progress of work on Local Police Plan Scrutiny Performance Reporting will be part of discussion alongside annual review in June but an update to be brought forward for Members' noting in February.	Tom McMahon	Open	23 June 2016		An update will be provided within the Strategic Police Plan Delivery Review on 25 February 2016. SPA 04.02.16 – Interim part now complete and a revisit will take place for the June Board. Propose to close

NOT PROTECTIVELY MARKED

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161215-SPABM-005	Policing Excellence Awards: Members to be provided with details of the process for the Excellence Awards for awareness to ensure Members' views are captured in that work at an appropriate time.	DCCNR	Open	25 February 2016		<p>PS 02.02.16 - Nominations were invited and the process was promoted via the Police Scotland Intranet. A detailed Guidance Document was provided and nominations thereafter submitted via an online form. All nominations are required to be signed off by the local Divisional Commander or relevant Head of Department prior to submission. At the closing date 290 nominations had been received. All nominations were then marked and scored using the Audit Scotland approved RADAR Scoring Matrix. The top three nominations for each category were then short listed for an Executive Judging Panel. The panel was made up of Deputy Chief Constable Designate Neil Richardson, Assistant Chief Constable Kate Thomson, Mr John Gillies – Director of People and Development and Lindsey McNeill – Director of Governance and Assurance, Scottish Police Authority. The panel chose a winner for each Category.</p> <p>SPA 03.02.16 - JMcC met with Police Scotland team leading on awards on 12 January and JMcC issued an explanatory briefing note to all members on 19 January 2016.</p> <p>Propose to close</p>
161215-SPABM-006	Reporting of Complaints Handling: Future CEO reports to be refreshed with improved terminology and clearer reporting of statistics to assist Members understanding of what is being reported.	John Foley	Open	25 February 2016		<p>Members' comments have been considered and improvements made to the relevant section within the CEO report.</p> <p>Propose to close</p>

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161215-SPABM-007	<p>Monthly Financial Update to Members: Updated Financial Summary Report to be circulated to Members for awareness at the end of each monthly period. To be provided as soon as figures are finalised. Furthermore, any ad hoc updates to be provided to Members as and when appropriate between formal governance meetings.</p> <p><i>Note: Breakdown of what savings have been achieved to be presented to the F&I Committee. The report should highlight the savings in a phased way to allow Members to track the progress being made.</i></p>	Janet Murray	Open	31 March 2016		<p>This will be a monthly report of financial performance and how it aligns to the financial recovery plan.</p> <p>Propose that the following actions are now subsumed within this action:</p> <p>161215SPABM-011 relating to overtime 271015SPABM-005 relating to reform savings</p>
161215-SPABM-008	<p>SPA Paper Report Templates: SPA Board/Committee paper template to be updated to include a section on 'Environmental Implications' to ensure a consistency of reporting.</p>	Catherine MacIntyre	Open	25 February 2016		<p>Both SPA and PS paper templates have been updated.</p> <p>SPA 04.02.16 – Templates with the SPA comms team before circulating to relevant teams.</p> <p>Propose to close</p>
161215-SPABM-009	<p>i6: Chair of the SPA to be invited to any meetings with Accenture to discuss the i6 project. Members to be kept informed of progress in this regard.</p>	DCCNR	Open	25 February 2016		<p>SPA 04.02.16 – Meetings have taken place during Jan and Feb with a summit meeting scheduled for later in February.</p> <p>Propose to close</p>
161215-SPABM-010	<p>Employee Opinion Survey workshops: Thought to be given to holding a session at Pacific Quay to ensure SPA Staff feel they have had opportunity to contribute.</p>	Angela Terry/John Foley	Open	25 February 2016		<p>PS 02/02/16 - SPA staff have been attending National workshop events, however a specific session for SPA staff within Pacific Quay is currently being co-ordinated through SPA contact.</p> <p>Propose to close</p>
161215-SPABM-011	<p>Officer Overtime: Further detail and clarification behind the overspend on Officer Overtime to be provided to Members.</p>	Janet Murray/ DCC Rose Fitzpatrick	Open	25 February 2016		<p>PS 02/02/16 - Future reporting on this matter is subsumed within action 161215-SPABM-007 above.</p> <p>Propose to close</p>

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161215-SPABM-012	Workforce Diversity: Report to be brought forward to HRRC to provide Members with an update on the initial work to have a workforce that is more representative of our society. Strategy to subsequently be reported to the Board in Q1 2016/17	John Gillies	Open	23 June 2016		PS 02/02/16 -Work to engage with and support under-represented communities in joining Police Scotland continues. An updated report in that regard will be presented to HRRC in March 2016 and thereafter the SPA Board
MEETING HELD 27th OCTOBER 2015						
271015-SPABM-002	Operational Resource Edinburgh: Members to be assured the correct levels of operational resource are available for Edinburgh given the fluctuations in population at various points throughout the year.	DCCNR	On Going	16 December 2015 25 February 2016		27/11/2015 CI Bell: This is being considered as part of the HMICS recommendation 3 for Local Policing Edinburgh after HMICS inspection of policing in Edinburgh. A strengthening process is under way with DCC Rose Fitzpatrick as Strategic Lead and Director of HR Mr John Gillies as the Tactical Owner. PS 03/02/16 – This is being progressed as part of the HMICS recommendations which are further scrutinised through A&RC. Propose to close
271015-SPABM-005	Reform Savings: Savings to be generated from significant areas of reform namely 'underpinning technology', 'workforce' and 'efficiency' to be reported to Members through the Business Change Working Group	Janet Murray	On Going	16 December 2015 25 February 2016		9/12/2015 Being progressed at BCWG on 17.12.15 and governed through the Finance & Investment Committee. This action has been superseded by a more recent action above 161215-SPABM-007 Propose to close
271015-SPABM-009	i6 Project: regular updates to Chair of SPA to ensure he is fully informed of developments. Any emerging issues to be reported to Chair at earliest opportunity.	DCC Neil Richardson	On Going	16 December 2015 25 February 2016		9/12/2015 Item 12 Board public session 16 December 2015 - verbal update – not for closure This action is superseded by more recent action above 161215-SPABM-009. Propose to close

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271015-SPABM-010	Stop and Search: Arrangements for review of the practices to be clarified for Members information. This to be provided when Code of Practice is in place.	DCC Rose Fitzpatrick	On Going	16 December 2015 25 February 2016		<p>26.11.2015 Supt McKay: Members to note that the governance structure contained within the Stop and Search Improvement Plan will remain in place while the Scottish Government consults on the Code of Practice and be reviewed once that consultation is complete.</p> <p>25.2.2016 Following comment from members regarding the current governance arrangements around stop and search, the meeting structures have been reviewed and the frequency of meetings has been significantly reduced. The structure however will remain in place to support the pending Code of Practice in early 2017. The related Action Plan is monitored by A&RC.</p> <p>Propose to close</p>

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