

**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 31st MARCH 2016						
310316-SPABM-001	<u>Minute of Board Meeting held 25 February 2016</u> David Hume to be removed from the list of attendees as he was not in attendance to the public session on the 25 th Feb 2016.	Colette Craig	OPEN	20 June 2016		SPA 19.4.16 – David Hume removed from list of attendees. Propose to close.
310316-SPABM-002	<u>Rolling Action Log</u> Ensure that actions noted within logs correspond exactly as presented throughout the accompanying minute from 25 th February and reissue to Members.	Colette Craig	OPEN	20 June 2016		SPA 19.4.16 – Action Log amended to reflect the running order of actions detailed within the minute. Propose to close.
310316-SPABM-003	<u>Full Year Forecast 2015/16</u> Future reports must distinguish between unrealised and unidentified savings in order to identify where a saving had been expected to be made, but did not materialise.	Janet Murray	OPEN	20 June 2016		PS 18.05.16 –John Gillies, Director P&D - This action has been incorporated into the review of the 'financial monitoring - reporting format' report which was presented to Members of the Finance & Investment Committee on 11 May 2016. Propose to close.
310316-SPABM-004	<u>Full Year Forecast 2015/16</u> Explanations on movements within forecasts to be detailed within future reports to ensure that Members are fully informed.	Janet Murray	OPEN	20 June 2016		PS 18.05.16 –John Gillies Director P&D - This action has been incorporated into the review of the 'financial monitoring - reporting format' report which was presented to Members of the Finance & Investment Committee on 11 May 2016. Propose to close.

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310316-SPABM-005	<p><u>SPA (including Forensic Services) Capital and Revenue Budget 2016/17</u></p> <p>SPA to explore options with PS and bring forward to the Board a plan for income generation from Forensic Services.</p>	John Foley	OPEN	20 June 2016		<p>SPA 7.6.16 – The SPA Chief Executive will not discuss how the commercial for Forensic Services will be aligned to the Policing 2026 strategic development work.</p> <p>Propose to close.</p>
310316-SPABM-006	<p><u>SPA Review of Strategic Police Plan</u></p> <p>Letter to be drafted for the Chair to send to the Cabinet Secretary for Justice confirming Members’ decision to approve the recommendations from the review of the Strategic Police Plan.</p>	Tom McMahon	OPEN	20 June 2016		<p>SPA 19.4.16 – Letter was issued to the Cabinet Secretary on the 1st April 2016.</p> <p>Propose to close.</p>
310316-SPABM-007	<p><u>SPA Business Plan 2016/17</u></p> <p>A statement about affordability and deliverability to be incorporated within the SPA Business Plan.</p>	Tom McMahon	OPEN	20 June 2016		<p>SPA 19.4.16 – A statement to reflect this commitment has now been added to the final version of the Business Plan.</p> <p>Propose to close.</p>
310316-SPABM-008	<p><u>SPA Business Plan 2016/17</u></p> <p>SPA officers to confirm whether the appropriate wording was being used within Strategic Priority 2. <i>"The Authority will scrutinise the implementation of local police plans and the use of specialist support services"</i>.</p>	Tom McMahon	OPEN	20 June 2016		<p>SPA 19.4.16 – This wording was taken from the Authority’s commitment in current Strategic Police Plan. These commitments will be refreshed/replaced once the new Strategic Police Priorities have been agreed.</p> <p>Propose to close.</p>
310316-SPABM-009	<p><u>SPA Business Plan 2016/17</u></p> <p>The SPA Business Plan 2016/17 to be brought back to the Board in 6 months’ time, once both the implications of the recommendations from Review of Police Governance are clearer and the SG Strategic Police Priorities are agreed</p>	Tom McMahon	OPEN	27 October 2016		<p>SPA 19.4.16 – A response was issued to all Members following the March Board meeting to confirm this commitment.</p> <p>A revised version of the SPA Business Plan will be brought to the Board in October 2016.</p> <p>Propose ongoing.</p>

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310316-SPABM-010	<u>Internal Audit Plan 2016/17</u> Ensure that work detailed within the Internal Audit Plan is progressed as soon as possible.	John Foley	OPEN	20 June 2016		SPA 19.4.16 - Scott Moncrieff has already commenced reviews as detailed within the Plan. Progress will be monitored by the A&RC and update reports will be provided to the Board by the interim chair of the A&RC, David Hume and the Chief Executive. Progress updates and any issues will be reported to the monthly SPA senior management business meetings. Propose to close.
310316-SPABM-011	<u>Police Scotland – Overview of Health and Safety Management Across Police Scotland Estate</u> Investigate the use of Safety Climate Survey tool to triangulate with staff / user perspective and provide ownership of the whole improvement plan.	John Gillies	OPEN	20 June 2016		PS – 16.05.16- John Gillies, Director P&D - Use of Safety Climate Tool will be investigated in line with the Overview of Health & Safety Management across Police Scotland. That paper will be presented to HRRC on 3 June 2016 and thereafter the Chair of the HRRC will provide a verbal update to the Board. Propose to close.
310316-SPABM-012	<u>Police Scotland – Overview of Health and Safety Management Across Police Scotland Estate</u> PS to come back with a more strategic overview of where organisational change is still necessary, ie transition from legacy arrangements to an integrated workforce has yet to take place. The report should be provided to the next HRRC in the first instance and then brought to the Board.	John Gillies	OPEN	20 June 2016		09.05.16 – A report was provided to the HRCC on 3 June 2016. The Chair of the HRRC will provide a verbal update to Members when she is providing the Board with the summary report from that Committee. Propose to close.

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310316-SPABM-013	<p><u>Non Competitive Action: Extension for Cleaning (Soft FM) Service at Legacy SPSA Properties</u></p> <p>To request that Internal Audit undertakes a review of the contracts register and related management processes.</p>	John Foley	OPEN	20 June 2016		<p>SPA 07.06.16 – Internal Audit commenced field work in June 2016 and the final report of findings from the audit will be presented to the A&RC in October 2016.</p> <p>Propose to close.</p>
310316-SPABM-014	<p><u>Non Competitive Action: Extension for Cleaning (Soft FM) Service at Legacy SPSA Properties</u></p> <p>Provide assurance to the Board that the future Hard and Soft FM contracts have requirements for the new living wage.</p>	CS Billy Gordon	OPEN	20 June 2016		<p>PS 27.04.16 – CS Billy Gordon - To ensure adherence with the Public Contracts (Scotland) Regulations 2015 and Procurement (Scotland) Regulations 2016 all procurements post 18th April 2016 will include an assessment of Fair Working Practices and Living Wage.</p> <p>These have been included within the Hard FM procurement which is a live procurement, and will included for the Soft FM procurement which will commence Q2 of this financial year</p> <p>Propose to close.</p>
310316-SPABM-015	<p><u>Review of Police Governance</u></p> <p>HMICS CiP recommendations to be married together with the recommendations within Review of Police Governance and progress update to be reported back in 3 months on implementation of the combined improvement plan.</p>	John Foley	OPEN	20 June 2016		<p>SPA 20.4.16 – on agenda for 20 June Board Meeting. Full Project Implementation Plan prepared taking all previous improvement recommendations into account as well as those stated in the Chair’s Review of Police Governance. Update on progress subject to Board Agenda Item 12.</p> <p>Propose to close.</p>

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MEETING HELD 25th FEBRUARY 2016						
250216-SPABM-004	PS Performance Report: Report to be re-designed jointly by PS + SPA to provide more detail on what is being reported and how it matches against organisational objectives.	CC Gormley/PPSG	ONGOING	20 June 2016		<p>03.03.16 – CC Gormley met with DCC Fitzpatrick and DCC Livingstone on 01.03 to progress action. Item will be on PPSG agenda.</p> <p>SPA 17.3.16 - Action not due this meeting.</p> <p>PS – 25.05.16 - ACC Graham - The Public June SPA Board Meeting will be presented with an updated report for Q4 15/16. More significant change to the Performance Framework will be developed throughout the remainder of 16/17, with a substantive change in reporting format and style planned for Q1 16/17.</p> <p>Propose to close.</p>
250216-SPABM-008	CEO Report – Independent Custody Visiting: Annual report on ICV to be circulated to Member and publically available.	John Foley	ONGOING	20 June 2016		<p>SPA 17.3.16 – ICVS team already working to an agreed plan of producing an annual report of ICVS activity which will be made publicly available, and to do so within a parallel timescale to the publication of the SPA annual review of policing – end June 2016.</p> <p>SPA 17.3.16 - Action not due this meeting.</p> <p>SPA 20.4.16 – Report is on track to publish in June to co-incide with the Annual Review of Policing.</p> <p>Propose to close.</p>

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MEETING HELD 16th DECEMBER 2015						
161215-SPABM-012	Workforce Diversity: Report to be brought forward to HRRRC 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	ONGOING	20 June 2016		<p>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 HRRRC in March 2016 and thereafter the SPA Board</p> <p>SPA 17.3.16 - Action not due this meeting.</p> <p>09.05.16 – The Chair of the HRRRC will provide a verbal update to Members when she is providing the Board with the summary report from that Committee.</p> <p>Propose to close.</p>

End