

**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 2015						
310315-SPABM-001	Item 7 Standing Firearm Authority – PS Response to SPA Inquiry - EIA: An Equality Impact Assessment to be carried out on both internal and external impacts even if no impacts are initially perceived.	DCC Livingston	Proposed Closed	29-Apr-15	29-Apr-15	Duplicate Action from Closed Session. This forms part of the internal and external consultation process and will be carried out.

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
310315-SPABM-002	<p>Item 3 Standing Firearm Authority – PS Response to SPA Inquiry – Engagement Strategy: Engagement strategy to be clear on the role the SPA will carry out to articulate that appropriate governance and scrutiny will be exercised. Distinction between the functions of PS and SPA to be made clear and noting that SPA will assist and add value as a 'critical friend'.</p>	DCC Livingston/ John Foley	ONGOING	29-Apr-15		<p>Duplicate Action from Closed Session.</p> <p>Members advised caution that current commentary could give the impression a decision has already been taken and a direction of travel established despite full engagement and appropriate governance and scrutiny being carried out.</p> <p>John Foley to engage further with Police Scotland on the details of a future engagement exercise including what appropriate and complimentary role the SPA will play alongside the service in that exercise.</p> <p>This forms part of the internal and external consultation process John McCroskie will engage further with Police Scotland on the details of a future engagement exercise including what appropriate and complimentary role the SPA will play alongside the service in that exercise. Members will be updated as appropriate.</p>

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
310315-SPABM-003	Item 8 Police Budget 2015/16 – Approved Paper: Formal Board Paper to be re-submitted for the formal records and Board pack which includes an amendment to the Recommendations and an Addendum to reflect the actions and recommendations put forward by the Members of the Finance and Investment Committee held 16 th March 2015 (as read out by Paul Rooney at the meeting and recorded in the email sent 19 th March 2015, also circulated hard copy during the meeting).	Janet Murray	Proposed Closed	Immediate	29-Apr-15	Copy of actions and recommendations recorded in the minute. Reference Paper (8.1) Revenue Budget Proposal 2015/16: addendum paper re-submitted to SPA 01/04/15.
310315-SPABM-005	Item 9 SPA Police Performance Report - 101 Calls: Steps to be taken to improve data reporting and reflect service levels in different areas.	Tom McMahon	ONGOING	24-Jun-15		21.04: Work underway to brief members on this matter at June Board Meeting.
310315-SPABM-006	Item 9 SPA Police Performance Reporting – Format Going Forward: Data to be accompanied with appropriate commentary (not lengthy) and explanation to allow better interpretation/understanding.	Tom McMahon	ONGOING	24-Jun-15		21.04: Format of performance reporting will change fundamentally in Q1 15-16 report which be tabled at the Board Meeting in August 2015. Members briefed in April at Members Meeting regarding new format.
310315-SPABM-007	Item 9 SPA Police Performance - Survey Methodology: 1) Police Scotland Public Confidence Survey Methodology to be issued to Board Members for information 2) Police Scotland to explain the reasons for reduction in Youth Crime figures presented for Quarter Three e.g. 40% reduction	Tom McMahon	ONGOING	24-Jun-15		21.04: Action 1) Police Scotland Public Confidence survey methodology and additional contextual research previously presented to Members in December will be reissued by SPA Performance team to enable Member understanding. Action 2) Police Scotland to explain the reduction in Youth Crime – is it due to differing reporting practices in legacy forces now being reported consistently on iVPD national system or is there evidence that EEI and other interventions are successful.

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
310315-SPABM-008	Item 9 SPA Police Performance – Reporting: Noting Members dissatisfaction with the format, data and methodology of how performance is reported, Members asked that the performance reporting improvement work that is ongoing be made a business priority and a progress update be provided at the next Board Meeting.	Tom McMahon	Proposed Closed	29-Apr-15	29-Apr-15	21.04: Members briefed privately in April on new approach to performance reporting from August 2015 (Quarter 1 report). Proposed action is closed.
310315-SPABM-009	Item 10 SPA Business Plan 2016/16: No reference was given to a SPA planned schedule of scrutiny. Item to be taken forward to the next Members Meeting for further discussion.	Tom McMahon	ONGOING	06-May-15		MM Agenda Item.
MEETING HELD 24th FEBRUARY 2015						
240215-SPABM-001	Item 10 Minutes: Amendment to Public Session Minutes held 17 th December 2014 to be included.	Eleanor Walker	Proposed Closed	29-Apr-15	29-Apr-15	
240215-SPABM-002	Item 13 Performance Report: Report was withdrawn from the meeting. Members requested that the paper be carried over to the next Members Meeting (3 rd March) and an updated performance report be brought forward to the March Board Meeting.	Tom McMahon	Proposed Closed	31-Mar-15	31-Mar-15	Tabled at Board Meeting held 31 st March 2015.
240215-SPABM-003	Item 14 Chief Constable's Report - Stop & Search: Briefing Note to be prepared advising Members of when the weekly checks of the data were resumed and what the outcomes of the Fife Pilot were.	DCC Fitzpatrick	Proposed Closed	29-Apr-15	17-Mar-15	Proposed Closed Information was sent to the SPA in the form of a letter from DCC Fitzpatrick to Mr John Foley on 17/03/15.
240215-SPABM-004	Item 14 Chief Constable's Report - Stop & Search: An update on the Fife Stop & Search pilot to be included in Chief Constable's Report.	DCC Fitzpatrick	Proposed Closed	29-Apr-15	16-Mar-15	Fife Division Pilot Update – Stop and Search letter was circulated to SPA/SG on 16/03/15.

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
240215-SPABM-005	Item 14 Chief Constable's Report – C3: C3 Detailed Brief to be prepared for April Board Meeting on C3 addressing Savings Projected To Date v Savings Achieved To Date, Call Handling Performance, Number of Staff Posts Reduced To Date v Target of Number to be Released (Stages 1-3), No.s of Staff Posts to be Reduced in Total (Stages 1-7), and Stage 7 to be better explained. Brief also to include the community impact of the C3 changes re loss of local knowledge, response times, etc. Also to be included is a verification of call answering times for 101 after GH raised an issue of a member of the public waiting 30 minutes to be answered and then abandoning the call.	ACC Val Thomson	ONGOING	29-Apr-15 24-Jun-15		Police Scotland is currently assessing the various impacts of the latest phase of C3 reform. Initial engagement has taken place with spa on that, and with other key stakeholders. In addition to any immediate internal action required to support a continuing quality service for the public, SPA has requested Police Scotland undertake a review of the people, technical, service, and financial elements of the strategic direction. An interim report will be presented to the Authority during May and brought back formally to the Board Meeting in June.
240215-SPABM-006	Item 14 Chief Constable's Report - Wildlife Crime: Update to be presented to the April Board within the Chief Constable's Report.	Sir Stephen House	Proposed Closed	29-Apr-15	29-Apr-15	Update added to CC report.

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
240215-SPABM-007	Item 14 Chief Constable's Report - Stonewall Index: Evaluation process on how Police Scotland will monitor and evaluate performance.	DCC Richardson	Proposed Closed	29-Apr-15	29-Apr-15	Having received the Workplace Equality Index scoring results in February 2015, Stonewall briefed the force executive and subsequently met with CI Gill Boulton and Brenda Armstrong to examine the results and scoring in detail and to look at key areas for improvement. To that end an Action Plan has been developed to prioritise the work to be undertaken in advance of the 2016 submission (September 2015) and this will be used to ensure that progress is continually monitored in the lead up to the submission date. An initial meeting including each business area who will be involved in the Index has taken place and the Action Plan shared. CI Boulton will maintain oversight of the Action Plan and updates will be provided to the Equality and Diversity Governance Group.
240215-SPABM-008	Item 16 Communications & Engagement Strategy: Performance against strategy to be monitored at Board level. Progress Report due to August Board Meeting (6 months).	Alison Shields	ONGOING	27-Aug-15		
240215-SPABM-009	Item 16 Communications & Engagement Strategy: Evaluation Plan and Toolkit to be developed and reported to the June Board.	Alison Shields	ONGOING	24-Jun-15		
240215-SPABM-010	Item 18 SPA Public Risk Report – Risk 013: Risk Management Plan commentary confusing and to be clarified and reworded in simpler language.	Tom McMahon	ONGOING	24-Jun-15		-

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
240215-SPABM-011	Item 19 Risk Register (Public): SRR-039: Financial Savings 2014-15: Risk Score lowered, rationale needs to be provided to why the score was lowered. Not clear in commentary provided.	Janet Murray	Proposed Closed	24-Jun-15	29-Apr-15	The score was lowered as a result of the overview of ongoing monitoring of the 2014/15 financial position. The overall financial position is monitored and reported on a monthly basis and this combined with the review of the year-end financial projection led to the reduced score of 8. The final 2014/15 year end audit will verify the cost reduction programmes that have been in place throughout the financial year in order to produce a balanced budget.
240215-SPABM-012	Item 22 Finance Report: For F&I Committee in March, Janet Murray to show how/where the budget gap will be balanced from. Variance currently reporting as unidentified.	Janet Murray	Proposed Closed	16-Mar-15	16-Mar-15	Discussed at F&IC held 16 th March 2015.
MEETING HELD 17th DECEMBER 2014						
SPABM-171214-007	14. Independent Custody Visiting – Code of Practice: Annual detailed report collating key issues, performance and findings to be provided to Board.	Lindsey McNeill	ONGOING	Annual Report 24-Jun-15		Noted that regular updates will be fed through the SPA CEO Report with exception to a detailed report being provided on an annual basis. SPA: Annual report will be provided post year end of 31 st March 2015.
SPABM-171214-010	16.1 SPA Policing Performance Report - BENCHMARK: Consideration to be given to including benchmark in the report to highlight where the statistics sit compared to other forces/countries.	Tom McMahon	Proposed Closed	24-Feb-15	29-Apr-15	SPA 12/2: Work is ongoing to include benchmarked statistics in future SPA performance reports where appropriate in order to identify differences and drive continuous improvement. SPA is working with PSIF to establish a robust benchmarking framework that will also be of use to Police Scotland. This is action is now superseded by 310315-SPABM-006

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
SPABM-171214-012	16.1 SPA Policing Performance Report – GROUP 6: Members asked if there was a plan to start reporting on the figures on Group 6 crimes. It was acknowledged that would be beneficial to include Group 6 statistics and this would be done with the reason only Groups 1-5 had been reported to date being they were the official component groups of reported crime.	Tom McMahon	Proposed Closed	24-Feb-15	29-Apr-15	SPA 12/2: SPA has conducted analysis on Divisional-wide Group 6 crimes that will be reported in next Performance report. Going forward SPA will be looking to break Group 6 down to Local Authority level for future reporting. This is action is now superseded by 310315-SPABM-006
SPABM-171214-015	19. Health, Safety and Wellbeing – PUBLIC STATISTICS: John Gillies to provide information on who collates accident statistics involving the public's interactions with Police Scotland, e.g. slips, trips and falls in Police buildings or RTCs involving Police and public vehicles.	John Gillies	ONGOING	24-Feb-15		PSOS 05/02/15 SS: This action was discussed at January 2015 HRRC to report back on March 11 th 2015. Work is currently ongoing to analyse the reporting arrangements and how this is recorded for inclusion in People and Development reports. PSOS 09/02/15 JG: Paper provided by Health, Safety and Wellbeing Team. To be discussed by senior management team within Police Scotland and then by Director P&D, Chair HRRC, HR Lead SPA. Culmination of those discussions and recommendation then to be shared with SPA members. Targeting response by end March.

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
SPABM-171214-016	19. Health, Safety and Wellbeing - DATA: John Gillies to review the presentation of 'well-being' data, e.g. in regard to stress in the workplace and see if this could be developed appropriate reporting to the Board/HR Committee.	John Gillies	ONGOING	24-Feb-15		<p>PSOS 05/02/12 SS: There will be a revised reporting format of 'wellbeing' data from May 2015. We have entered into a national agreement with a new Employee Assistance Provider and information will be available on this in May 2015. In addition, there will be a summary report of the Health, Safety and Wellbeing group that has been formed and now working on a range of actions.</p> <p>PSOS JG 09/02/15: Liaison with new provider of services is ongoing to enable information to be provided from April 2015 onwards.</p>
SPABM-171214-018	21. Chief Executive's Report - FOIs: Members requested a breakdown of the FOI statistics month by month and reported either every 6 months or annually. JFol agreed this would be beneficial and he would look into the optimum reporting approach. It was suggested that a Graph to be provided when reporting FOI statistics to highlight trends.	John Foley	Proposed Closed	24-Feb-15	29-Apr-15	SPA: 12.02.15 Annual report will be provided with associated graphs and analysis of trends following year end of 31 March 2015.
SPABM-171214-020	22. Forensics Report: Members requested a more strategic assessment be done to assess what partnership work could be done and what SPA involvement and influence could take place. The Chair endorsed this request and asked for a review of the benefit realisation in Forensic Services.	Tom Nelon	ONGOING	24-Feb-15		<p>This should also include what benefits have been realised as a result of colocation in Gartcosh Crime Campus.</p> <p>SPA 02.02.15: The Chief Executive is currently discussing the scope of this review with the Director of Forensic Services. A key feature of this review will be improvements related to the MoU and the Forensic Services Strategic Partnership Forum.</p> <p>SPA 24.4.15: The review will commence shortly and the Chief Executive will provide an update to Members on progress in due course.</p>

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 30th OCTOBER 2014						
SPABM-301014-007	Item 14. Health, Safety and Wellbeing: MA questioned if any benchmarking was planned to assess where Police Scotland sat compared to similar large police forces. JG confirmed that although this was not done regularly it has been done in the past and that the comparisons were made comparing per 1000 officers for example. JG advised that comparisons could be made and recommended that every 6 months was a suitable frequency for this type of reporting.	John Gillies	6 Monthly Reporting	June 2015		PSOS 05/02/15 SS: This action was also discussed at the HRRC in January 2105. It has been agreed that there will be a Health and Safety Report produced for the May 2015 meeting which will include benchmarking information.
MEETING HELD 27th AUGUST 2014						
SPABM-270814-014	Item 8 SPA Policing Performance Report –Benefits of Reform: The benefits of reform should be able to be benchmarked against the performance data and the report should include references to this. Metrics should also be produced to identify trends with supporting commentary	Sir Stephen House Tom McMahon/ Leslie Bain	Proposed Closed	29-Oct-14 17-Dec-14	29-Apr-15	SPA 12/2: SPA is developing a new product - Strategic Performance Plus for reporting to Board, organised under each Strategic Policing Priority, referencing SPA Strategic Police Plan objectives and incorporating key statistics included in Performance in a Page. Under Strategic Priority 3 there will be an assessment of existing evidence to identify realisation of the benefits of reform. This approach was endorsed by the Policing Performance Steering Group (PPSG) on 2 nd February 2015 and will be shared with Members, as a work in progress at the next Members Meeting. This is action is now superseded by 310315-SPABM-006
MEETING HELD 25th JUNE 2014						

NOT PROTECTIVELY MARKED

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
SPABM-260614-009	Item 18 SPA Policing Performance Report: Consideration should be given, in addition to Performance on a Page, to developing a balance scorecard with a handful of KPI's to measure corporate performance. TMcM agreed to look at this and advise back	Tom McMahon	Proposed Closed	27-Aug-14 End of financial year	29-Apr-15	SPA 12/2: A Corporate Measures Dashboard was presented in December's SPA Performance report. It is a quarterly snapshot of Police Scotland corporate service activity. 12 out of the 24 indicators identified could not be presented for a variety of reasons – e.g. annual reporting or under development. Future dashboard reporting will include comment on these particular indicators currently not able to be reported or to come on line for later reporting in 2014/15 or next year 2015/16. A Corporate Strategy Balanced Scorecard has been developed by SPA as requested by Members and SPA will engage with Police Scotland on available evidence to populate the Scorecard and present to Members on a quarterly basis. This is action is now superseded by 310315-SPABM-006

NOT PROTECTIVELY MARKED