

**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 29th APRIL 2015						
290415-SPABM-001	Approval Of Minutes held 31st March 2015: Agreed that Minute would be amended to reflect that Lis Tennant tendered apologies for the Board Meeting on March 31st 2015.	Eleanor Walker	Complete	11-May-15	24-Jun-15	
290415-SPABM-002	Chief Constable's Report – Para (2.7) Community Engagement - Ayrshire Division: Schedule of Police Scotland Community Engagement events to be circulated to Members for information.	CC Sir Stephen House	PROPOSED CLOSED	24-Jun-15		Schedule circulated in the form of a letter to the Chair on community engagement. Letter subsequently circulated to Members for information.
290415-SPABM-003	Chief Constable's Report – Para (2.8) Criminal Justice: <ol style="list-style-type: none"> 1. A more detailed briefing on the CJB to be brought to Members. 2. A timeline of planned activities to be done in relation to Criminal Justice Bill to be presented to F&I Committee For Noting ensure appropriate oversight of work ongoing within PS. 	CC Sir Stephen House	PROPOSED CLOSED	24-Jun-15 F&IC 26-May-15		Criminal Justice Bill (timeline of activities) presented to F&IC Closed session on 26 May 2015. Email sent to SPA Liaison with regards to a revised date for the SPA Board Update due to nothing new updates. The project team have not had anything confirmed from the Parliamentary Clerk in regards to when stages 2 and 3 will be and this information will not be obtained until approx. August time. It was agreed with SPA that a further updated position will be available to the SPA Board Meeting in August.
290415-SPABM-003	Forensic Services Report – Partnership Working: Further examples of partnership working to be highlighted in future reports.	Tom Nelson	PROPOSED CLOSED	24-Jun-15		Included within the Forensic Services report to the Board.

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290415-SPABM-004	Forensic Services Report – Gateway Learning: TN to evidence that learning is being taken forward into the Gateway work and the benefits to the Crown/PS are being evidenced (i.e waiting & response times etc). This be included in next FS Report.	Tom Nelson	PROPOSED CLOSED	24-Jun-15		Included within the Forensic Services report to the Board.
290415-SPABM-005	HR Report – 3C & Wellbeing Clinics: Reference page 10, last paragraph re staff absence. Members requested a further update is provided on the transition of the Glenrothes workloads and staff to Bilson Glen and advise whether there has been any people or performance impact	John Gillies	PROPOSED CLOSED	24-Jun-15		JG noted that an update will be reported to the HRRC in the first instance and then include in the next Board Report. Members have been regularly briefed in respect to the direct challenges associated with transition of workloads including people and performance information. A Recruitment campaign utilising extensive social media and open days at key venues has just concluded. Overall the campaign has been highly successful – with c1600 applications for Bilston, Govan and Motherwell centres being received. There have been intakes of staff within Bilston and Govan and a managed process is in place to ensure further intakes of staff at key junctures. The success of the wellbeing clinic at Bilston has also been recognised and built upon, with a roll out being planned for other 3C sites.
290415-SPABM-006	Health, Safety & Wellbeing – Near Miss Reporting: Benchmarking of Near Miss reporting to include Scottish Ambulance Service.	John Gillies	ONGOING	24-Jun-15		Noted and work ongoing
290415-SPABM-007	Chief Executive’s Report: Reform Collaboration Group – summary of the business from each meeting to be shared with all Members to keep them up to date with progress.	John Foley	PROPOSED CLOSED	24-Jun-15		Included within the Chief Executives report to the Board.

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290415-SPABM-008	Chief Executive's Report: A summary of the research activity that had been done in partnership with SIPR to be shared with Members to allow them to incorporate this work and findings into their future strategic thinking.	John Foley	PROPOSED CLOSED	24-Jun-15		Ongoing research activity is a central feature of the continued development of SPA's Evidence Based Strategic Planning and Performance Framework. Bespoke research has already been commissioned by SPA in relation to strategic police community engagement, blue light collaboration, police workforce development and benchmark comparison with New Zealand policing. In addition, SPA is leading engagement with Police Scotland and SIPR on Stop and Search research activity while also awaiting initial findings from its own commissioned research into community impacts of stop and search. SPA is represented on the SIPR Executive and Governance Committees which will help to inform future research programme and priorities.

MEETING HELD 31st MARCH 2015

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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	PROPOSED CLOSED	29-Apr-15		<p>Duplicate Action from Closed Session. 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. 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. 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> <p>SPA Director of Communications and Relationships has raised and discussed strategic opportunities and risks with Police Scotland Head of Corporate Communications (14 May). Further internal consideration within Police Scotland ongoing on timing and scope. Further SPA engagement will be led by Director of Communications and Relationships as approach moves from principles to plans, with progress monitored through monthly meets with PS Head of Corporate Comms.</p>

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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	PROPOSED CLOSED	24-Jun-15		<p>21.04: Work underway to brief members on this matter at June Board Meeting.</p> <p>Police Scotland will present briefing on 101 call performance to Members. During May and June SPA Performance Team analysed weekly 101 and 99 performance reports from Police Scotland and will be providing a summary report of C3 performance for Members' information. SPA Performance Lead visited West Service Centre and was briefed on current performance improvement actions at both East and West Service Centres.</p>
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	PROPOSED CLOSED	24-Jun-15		<p>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.</p> <p>Members were briefed in May on progress to deliver new public performance reporting format for SPA Corporate and SPA Strategic Plan delivery.</p>

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310315-SPABM-007	<p>Item 9 SPA Police Performance - Survey Methodology:</p> <p>1) Police Scotland Public Confidence Survey Methodology to be issued to Board Members for information</p> <p>2) Police Scotland to explain the reasons for reduction in Youth Crime figures presented for Quarter Three e.g. 40% reduction</p>	Tom McMahon	<p>PROPOSED</p> <p>CLOSED</p> <p>ONGOING</p>	24-Jun-15		<p>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.</p> <p>Public Confidence Survey Methods and Analysis paper WAS reissued to Members in April.</p> <p>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.</p> <p>SPA have asked Police Scotland for relevant reasons for reduction in Youth Crime – response currently awaited.</p>
310315-SPABM-009	<p>Item 10 SPA Business Plan 2016/16:</p> <p>No reference was given to a SPA planned schedule of scrutiny. Item to be taken forward to the next Members Meeting for further discussion.</p>	Tom McMahon	<p>PROPOSED</p> <p>CLOSED</p>	06-May-15		<p>MM Agenda Item.</p> <p>Presented at Members Meeting held 3rd June 2015. A majority of Members supported scrutiny as part of improved performance reporting from PS & SPA at operational, corporate & strategic levels.</p>
MEETING HELD 24th FEBRUARY 2015						

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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	PROPOSED CLOSED	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. C3 Update provided to Private Members Meeting and further report to the SPA Board on 24/06/15.
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		AS and LA had a meeting with John McCroskie. The action relating to the August board will be an update on 6 month progress on the comms and engagement strategy. The toolkit will be wrapped up into that.
240215-SPABM-009	Item 16 Communications & Engagement Strategy: Evaluation Plan and Toolkit to be developed and reported to the June Board.	Alison Shields	PROPOSED CLOSED	24-Jun-15		This action is addressed through a written update. This paper was issued for information on 19 th June and is attached to the action log for reference.
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	PROPOSED CLOSED	24-Jun-15		Risk has been reviewed and updated by the risk owner to reflect Member's feedback.
MEETING HELD 17th DECEMBER 2014						

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Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
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	PROPOSED CLOSED	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. Appended to annual review Annual report will be provided post year end of 31 st March 2015. ICV Annual Report was prepared in April 2015 as requested, and is appended to the Annual Review at Agenda Item 22.
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 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. Discussion has taken place between Director of P&D and Director of Governance & Assurance (SPA); Paper provided to Director of Governance & Assurance and verbal update provided at HRRC on 29 May 2015. Proposal that meeting be held between Director of P & D; Director of Governance & Assurance and Chair of HRRC to determine the way forward.
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		PSOS JG 09/02/15: Liaison with new provider of services is ongoing to enable information to be provided from April 2015 onwards. First draft of wellbeing data will be provided at June meeting. Data will be limited due to services only live for 8 weeks. First quarterly review meetings where more detailed MI will be provided, are not due until mid July.

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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 24.4.15: The review will commence shortly and the Chief Executive will provide an update to Members on progress in due course.</p> <p>It is anticipated that an update will be provided at the August Members 'meeting.</p>
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 PROPOSED CLOSED	June 2015		<p>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.</p> <p>Benchmarking data was obtained and provided to the HRRC as part of the Health, Safety and Wellbeing Annual Performance Report. Benchmarking was conducted across a range of organisations including: Scottish Fire Service, Scottish Prison Service, Scottish Ambulance Service, Metropolitan Police Service, Police Service of Northern Ireland.</p>

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