

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 7 JUNE 2017</b>						
<b>070617-SPABM-001</b>	<b>Sexual Crime:</b> Following the Live Stream presentation, Police Scotland to provide additional Sign posting within online communication channels to assist victims with reporting.	DCC J Gwynne/ DCS Lesley Boal	<b>OPEN</b>	22.06.17		<b>16.06.17:</b> Following the presentation, information was placed on Police Scotland Social Media, directing members of the public towards, "Thinkuknow", which allows members of the public to raise concerns they may have around child exploitation. This supports current signposting to numerous agencies that support victims, and potential victims, of domestic abuse and violence. <b>Propose to close.</b>
<b>070617-SPABM-002</b>	<b>Police Scotland Performance:</b> The Policing Committee to work with Police Scotland to develop a 12-18 month forward programme of Focus Briefing topics for quarterly performance Board meetings.	Chair of Policing Committee	<b>OPEN</b>	24.08.17		<b>07.06.17: This item is not yet due.</b>
<b>070617-SPABM-003</b>	<b>SPA Strategic Delivery Review:</b> Ensure that Evidence Development Areas are brought forward to next quarter to show what action had been taken and provide a linkage between each quarter. In addition identify how the report can be used to monitor performance against delivery of the strategy going forward.	John Foley/ Jackie McKelvie	<b>OPEN</b>	24.08.17		<b>12.06.17:</b> For the August Board we will provide a reformatted report to access delivery of the Annual Police Plan pending new Strategy Performance Framework. <b>Propose ongoing.</b>

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070617-SPABM-004	<b>Police Scotland Contact Command and Control Progress Update:</b> Engage with Highland Council to address their concerns about proposals relating to the Inverness Control Room and Service Centre, and the NDEU.	ACC J Hawkins	OPEN	24.08.17		<b>13.06.17:</b> The Chief Constable has written to the Leader of Highland Council and a meeting, which had been arranged prior to this issue coming to light, will take place on 23rd July, between H & I Council, ACC Hawkins, ACC Cowie, Mr Derek Penman, HMICS and the Programme Team. A full briefing will be provided in relation to Police Scotland's ongoing planning activity. This will be discussed at the GAAG on 28th July 2017.  <b>Propose ongoing.</b>
<b>MEETING HELD 25 MAY 2017</b>						
250517-SPABM-001	<b>Financial Report – Indicative Year End Outturn:</b> Address directly with Scottish Government their change to the use of Reform funding (classification) for Trade Union costs in respect of financial year 2016/17.	John Foley	OPEN	22.06.17		<b>07.06.17:</b> CEO is in ongoing dialogue with SG Colleagues.  <b>Propose ongoing.</b>
250517-SPABM-002	<b>Financial Report – Indicative Year End Outturn:</b> Finance Committee to ensure that there was no offset to operational overspends with Reform funding for 2017/18.	Elaine Wilkinson	OPEN	22.06.17		<b>14.06.17:</b> This was considered by the Finance Committee on the 1 <sup>st</sup> June 2017, however, the Chair has requested that the action remains ongoing until the TUS costs position is clarified by PS finance.  <b>Propose Ongoing.</b>

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250517-SPABM-003	<b>Financial Report – Indicative Year End Outturn:</b> Ensure that appropriate controls were in place to address the overspend in capital which were largely related to ICT.	James Gray	OPEN	22.06.17		<b>08.06.17:</b> There was expected to be capacity in the capital programme (with risk being attached to the high level of spend forecast for the final 2 months of the year). In order to manage the risk, additional spend was progressed towards the year-end and so the ICT capital outturn was in line with revised plans.  <b>Propose to close.</b>
250517-SPABM-004	<b>Financial Report – Indicative Year End Outturn:</b> Provide the Finance Committee with an update on the Proceeds of Crime Act funding and how Police Scotland would be progressing with that for the immediate years ahead.	James Gray	OPEN	22.06.17		<b>08.06.17:</b> CFO Gray has approached Scottish Government with a view to progressing this matter and will report on developments.  <b>Propose Ongoing.</b>
250517-SPABM-005	<b>2026 Strategy – Serving a Changing Scotland:</b> Ensure the comments made by Members are considered and where appropriate incorporated into the final strategy.	Tom McMahon	OPEN	22.06.17		<b>08.06.17:</b> SPA Board Members comments have been taken into account throughout development of strategy and are fully reflected in the document which is being considered by Scottish Ministers under s.34 (6) of the Police and Fire Reform (Scotland) Act 2012.  <b>Propose to close.</b>
250517-SPABM-006	<b>SPA Corporate Governance Framework – Recommendations for Early Revision:</b> Review the Board decisions to ensure that there was consistency in implementation across the committees and Board and that processes are operating effectively.	John Foley	OPEN	24.08.17		<b>07.06.17:</b> This item is not yet due.
250517-SPABM-007	<b>SPA Corporate Governance Framework – Recommendations for Early Revision:</b> Arrange meeting with Police Scotland to agree improved planning, timelines and quality assurance processes, and how this will be enforced and managed.	SPA Business Services	OPEN	24.08.17 TBC		<b>07.06.17:</b> This item is not yet due.

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250517-SPABM-008	<b>SPA Forensic Services Performance Report:</b> Identify the possibility of benchmarking Forensic Services with Northern Ireland and Ireland.	Tom Nelson	OPEN	24.08.17		<b>01.06.17: This item is not yet due.</b>
250517-SPABM-009	<b>Joint National Forensic Gateway pilot – Update on Evaluation:</b> Approach Police Scotland on the rejection rate and feedback to Members.	Tom Nelson	OPEN	22.06.17		<b>01.06.17:</b> Det Ch Supt Sean Scott is in dialogue with Jim Dougan within Police Scotland Gateway. A further update is awaited from Police Scotland.  <b>Propose ongoing.</b>
250517-SPABM-010	<b>SPA Corporate Performance Report:</b> Produce a Balance Scorecard to allow members to see at glance progress against objectives.	John Foley	OPEN	28.11.17		<b>07.06.17:</b> On completion of Business Plan dashboard will be produced. Completion date will be November 2017.  <b>Propose ongoing.</b>
250517-SPABM-011	<b>SPA Corporate Performance Report:</b> Follow up on the progress of obtaining information on the number of children being detained in police custody with Police Scotland. In addition, the Policing Committee that this is included as part of the development of the new Performance Framework and in particular the tracking of children being detained in police custody.	John Foley/ George Graham	OPEN	22.06.17		<b>30.05.17:</b> This action is currently being handled by the Policing Committee and being incorporated within the committee workplan.  <b>Propose to close.</b>
250517-SPABM-012	<b>British Transport Police Integration:</b> Bring forward regular progress reports to the board, first being presented to the August Board to allow a more substantive discussion on the British Transport Police Integration.	John Foley	OPEN	24.08.17		<b>07.06.17: This item is not yet due.</b>
250517-SPABM-013	<b>Whistleblowing Policies:</b> SPA to formally communicate back to the unions and staff associations on the concerns raised by UNISON during the consultation process.	John MacLean	OPEN	22.06.17		<b>15.06.17:</b> Members were provided with a response to Unions from John Foley following their concerns.  <b>Propose to close.</b>

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250517- SPABM-014	<b>Whistleblowing Policies:</b> Nicola Marchant to ensure that the People Committee follows up on the roll out and promotion of both policies and David Hume to ensure the Audit Committee reports back to the Board on the key metrics.	Nicola Marchant/ David Hume	OPEN	22.06.17		<b>15.06.17:</b> Members were updated on the 15 <sup>th</sup> June on the People Committees approach to the roll out of both Whistleblowing policies. They have also been provided with a response to Unions from John Foley following their concerns.  <b>19.06.17:</b> Members were provided with an update in relation to what the Audit Committee will report back to the Board in terms of key metrics on the 19 <sup>th</sup> June 2017.  <b>Propose to close.</b>
250517- SPABM-015	<b>Committee Chairs Report – Policing:</b> Return to the August Board with an update on how the Policing Committee was Developing under its new approach.	George Graham	OPEN	24.08.17		<b>15.06.17: This item is not yet due.</b>
<b>MEETING HELD 22 MARCH 2017</b>						
220317- SPABM-002	<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	OPEN	24.8.17		<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.  <b>04.05.17: This item is not yet due.</b>
220317- SPABM-003	<b>SPA &amp; PS Capital &amp; Revenue Annual Budgets 2017/18:</b> Return to the June Board meeting with a transformation implementation plan which lays out the intended route detailing timelines and responsibilities.	David Page	OPEN	22.06.17		<b>09.06.2017:</b> This matter that will be updated at the 22 June Public Board, as per agenda item.  <b>Propose to close</b>

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220317- SPABM-006	<b>SPA Annual Internal Audit Plan 2017/18:</b> Ensure that when the risk register is updated and improved the Internal Audit Plan is also reviewed and reflective of those changes.	Gary Devlin/ John Foley	OPEN	22.06.17		<b>07.06.17:</b> The Scott-Moncrieff public sector internal audit team is one of the largest in Scotland and able to deploy additional resources quickly and efficiently to meet the requirements of SPA and Police Scotland. The Internal Audit Plan is reviewed formally at the SPA Audit Committee on a quarterly basis and can be adjusted and work reprioritised to suit changing business requirements as can be evidenced by recent changes to the current workplan.  <b>Propose to close</b>
220317- SPABM-008	<b>Relocation of Haddington:</b> Revisit the 10 years break clause term with East Lothian Council with a proposal of 5-7 years break clause and represent to John Foley (CEO) for approval.	David Page/ ACC Andy Cowie	OPEN	22.06.17		<b>08.05.17:</b> East Lothian Council have agreed to a 7 year break clause. A paper has been compiled and is to be submitted to the Board on 22 June for approval.  <b>09.06.17:</b> This item is being presented to the SPA Public Board on 22 June.  <b>Propose to close.</b>
220317- SPABM-009	<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.	David Page/ ACC Andy Cowie	OPEN	25.05.17		<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.  <b>12.06.17:</b> Engagement/ Negotiations still ongoing with Aberdeenshire Council. Board will be updated in due course.  <b>Propose Ongoing.</b>

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220317-SPABM-012	<b>SPA Corp Governance Framework:</b> Reflect upon current governance arrangements and best practice, with a view to developing a Code of Governance setting out expectations and guidelines, and come back to the Board with recommendations.	David Hume	OPEN	24.08.17		<b>04.05.17:</b> Work is continuing and a draft Project Initiation Document (PID) has been prepared and will be discussed with the Chair and SPA Officers.  <b>Propose Ongoing.</b>
<b>MEETING HELD 24 FEBRUARY 2017</b>						
240217-SPABM-001	<b>Chief Constable's Report:</b> Ensure there is ongoing assessment and monitoring as part of the implementation of Code of Practise for Stop and Search.	DCC Fitzpatrick	OPEN	28.11.17		<b>03.03.17:</b> The Code of Practice is not implemented until 11 May 2017 and the ongoing assessment and monitoring will commence at that time. It would seem appropriate to perhaps monitor this for a period of 2-3 months prior to reporting back to the SPA and initially this response would probably more suit report to the SPA Policing Committee prior to consideration by the SPA Board.  <b>04.05.17: This item is not yet due.</b> <b>Propose Ongoing.</b>
240217-SPABM-005	<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	OPEN	24.08.17		<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.  <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.  <b>11.05.17: This item is not yet due.</b> <b>Propose Ongoing.</b>

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<b>240217-SPABM-007</b>	<b>Police Scotland Performance Report:</b> Provide Members with a deep dive presentation on <u>domestic abuse</u> and invite those staff responsible for this area.	DCC Livingstone	<b>OPEN</b>	24.08.17		<p><b>08.03.17:</b> Analysis is ongoing to inform the presentation on sexual crime for the board.</p> <p><b>08.05.17:</b> This will be addressed at the Public Board at the next Performance Reporting SPA Board. (Item 7.2) and has been recorded on the Board workplan.</p> <p><b>Propose Ongoing.</b></p>
<b>240217-SPABM-010</b>	<b>SPA Forensic Services Report:</b> Ensure that the Forensic Services Management Advisory Board review the current Forensic Services performance framework so that evidence from outcomes and customer satisfaction is included as part of the suite of performance data and subsequent reporting.	Tom Nelson	<b>OPEN</b>	24.08.17		<p><b>07.03.17:</b> The next meeting of the MAG is now scheduled to take place on 11 May. An update on progress will be provided at the May QPR.</p> <p><b>04.05.17:</b> A number of reports have been circulated that we generate for various Police Scotland groups, this is noted on the agenda for discussion at the MAG on 11th and it is envisaged following feedback from the MAG that we will then be in a position to circulate a revised performance framework for the next QPR SPA Board meeting.</p> <p><b>Propose Ongoing.</b></p>



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<b>MEETING HELD 15 DECEMBER 2016</b>						
<b>151216-SPABM-010</b>	<b>SPA Corporate Governance Framework and Related Documentation:</b> Consider a mechanism to engage with stakeholders and the public in order to obtain better understanding on their views in order to assist with SPA decision making.	John Foley	<b>ONGOING</b>	<del>24.02.17</del> 22.06.17		<p><b>07.02.17:</b> Work is already ongoing to review and refresh the SPA's stakeholder engagement and communications strategy, and will be informed by stakeholder mapping and planning work that SPA comms has led within the collaborative 2026 policing programme. Ensuring that the SPA is able to appropriately engage and assess public attitudes and views on policing issues will be one strand of that refreshed plan, with the aim of ensuring that the public voice is effectively considered in decision-making on policing issues. The localism strand of that refreshed engagement work has already been presented to, and endorsed by, the SPA members at a business meeting of 2 February 2017. The full SPA stakeholder mapping exercise and refreshed plan will be completed by SPA Comms and Relationship teams by end March 2016, for subsequent further engagement and review with SPA Members by May.</p> <p><b>04.05.17:</b> This is now planned to come to Board Members in June 2017.</p> <p><b>13.06.17:</b> This action has been superseded by the approval of the Chair's Recommendations detailed within his paper titled SPA Corporate Governance Framework – Recommendations for Early Revision on the 25<sup>th</sup> May 2017.</p> <p><b>Propose to close.</b></p>

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151216-SPABM-012	<b>SPA Corporate Governance Framework and Related Documentation:</b> Take forward arrangements for a review of the Corporate Governance Framework to be undertaken after 6 months with a report on findings brought to the August Board Meeting.	John Foley	OPEN	24.08.17		<p><b>03.02.17:</b> A paper is currently being drafted setting out options for undertaking the review. This will be provided to the Board for comment in March.</p> <p><b>03.03.17:</b> Review to be undertaken by core team alongside Internal Auditors and report submitted to August Board meeting.</p> <p><b>11.05.17:</b> This action has been superseded by action number 220317-SPABM-012.</p> <p><b>Propose to close.</b></p>
151216-SPABM-014	<b>SPA Forensic Services Report:</b> Report to a future Board meeting on how Bar-coding, Image Management System and other initiatives come together collectively to provide a productivity gain.	Tom Nelson	OPEN	24.08.17		<p><b>07.02.17:</b> Bar coding goes live in June 2017, therefore the intention is to a paper to go to the Board in Aug to explain the benefit in these initiatives.</p> <p><b>Propose Ongoing</b></p>
<b>MEETING HELD 25 AUGUST 2016</b>						
250816-SPABM-001	<b>Police Scotland Performance Report/SPA Forensic Services Report:</b> Provide explanation to Members around the 35% rejection rate from National Forensics Gateway and ensure that work is carried out with Forensic Services Gateway Partners in the meantime, including consideration of Lean Six Sigma processes, to reduce that rate. <u>(This action incorporates previously closed action numbers 200616-SPABM-001, 200616-SPABM-004 and 200616-SPABM-009)</u>	CC Philip Gormley/ Tom Nelson	ONGOING	<del>25.8.16</del> <del>27.10.16</del> <del>24.02.17</del>  25.05.17		<p><b>26.08.16:</b> Support has now been provided to the National Forensic Services Gateway (NFG) by Continuous Improvement Staff from Police Scotland Organisational Development who are trained in the delivery of Lean Six Sigma. This programme of work will be taken forward by the FSSPF with a Short Life Working Group focusing on the performance of the National Forensics Gateway. The training will assist in improving current rejection rates, with initial interviews/consultation having taken place with NFG National Manager and staff on Thursday 18 August 2016. Further engagement will be undertaken with partners to confirm understanding of roles and responsibilities within the end to end submission process. A report of findings and progress will be provided by DSU</p>

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						<p>Sean Scott at the conclusion of this work and is anticipated to be made available to Members in advance of the next SPA Board on 27 October 2016.</p> <p><b>27.10.16:</b> Although in hand Members are yet unaware of the results, therefore agreed it should be ongoing.</p> <p><b>03.11.16:</b> Tom Nelson advised that this is a 3 month pilot, due to complete in February 2017, after which a report will be provided to the Board at its March Meeting.</p> <p><b>24.01.17:</b> Tom Nelson advised that SPA + PS took the decision to extend the pilot by a further month. A report will, therefore, be provided to the Board at the 25 May meeting.</p> <p><b>15.06.17:</b> This action now relates to new actions 240217-SPABM-010 and 250517-SPABM-009. Once those actions have been discharged the same will apply to this action.</p> <p><b>Propose ongoing.</b></p>