

## SPA Board Meeting Rolling Action Log

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
<b>MEETING HELD 27 FEBRUARY 2018</b>						
<b>270218-SPABM-001</b>	<b>Action Log Review:</b> SPA Interim Chief Officer to establish processes whereby (a) assurance can be provided to the Board that points raised at Board meetings are captured and monitored as work is taken forward and (b) the benefits and return on investment are tracked and reported back to Board at appropriate intervals	Kenneth Hogg/ Catherine MacIntyre	<b>Open</b>	29.03.18		<b>12.03.18:</b> A process is being established as part of SPA's improvement plan so that points raised in discussions both at Board and Committees are captured, monitored by the relevant SPA Executive Lead. Updates will be provided to Board Members as appropriate, e.g. PS performance reporting or SPA briefing note.  <b>Propose for closure</b>
<b>270218-SPABM-002</b>	<b>Action Log Review:</b> To ensure that a report on organisational learning from Operation Border Riever is submitted to the Policing Committee	ACC Nelson Telfer	<b>Open</b>	29.03.18		<b>07.03.18:</b> Currently being reviewed to identify organisational learning and develop associated action plan.  <b>Propose ongoing.</b>
<b>270218-SPABM-003</b>	<b>DCC Designate Report:</b> To commission a report that describes the overall growth and development across the organisation since Police Scotland came into being on 1 April 2013.	DCC Designate Iain Livingston	<b>Open</b>	31.05.18		<b>14.03.18:</b> Work is ongoing to provide the board with the progress report requested with the view to report this to the SPA board in the near future.  <b>Propose ongoing.</b>

Action Log updated from Board Meeting held on 27 February 2018

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<b>270218-SPABM-004</b>	<b>Draft Annual Police Plan:</b> To ensure that Members' feedback and comments are considered and reflected in the final version of the plan.	DCC Designate Iain Livingston/ ACC Malcolm Graham	Open	29.03.18		<b>07.03.18:</b> SPA feedback and comments received have been included within the final draft of the APP. SPA Board will receive a final copy of the APP to endorse at the meeting on 29.03.18. A formal letter of response was also sent to Kenneth Hogg, SPA Interim Chief Officer from DCC Livingstone.  <b>Propose for closure.</b>
<b>270218-SPABM-005</b>	<b>Draft Annual Police Plan:</b> To consider how SPA obtains views from stakeholders about delivery of the Annual Police Plan during the course of the year	Kenneth Hogg	Open	29.03.18		<b>13.03.18:</b> The community accountability, communications and performance teams will seek input from stakeholders to both the annual review and annual police planning cycle. For the year ahead, work is being developed to incorporate planned feedback events, surveys and commissioned public attitudes work.  <b>Propose to close.</b>
<b>270218-SPABM-006</b>	<b>BTP Integration Project Plan:</b> To be added to agenda as a standing item at future Board Meetings and discussion to take place with BTP WG Chair on how best to build on the work of the Group.	Catherine MacIntyre	Open	29.03.18		<b>12.03.18:</b> BTP Integration added to the Board workplan. Discussion between the Chair and BPT working group chair scheduled for w/c 12 March 2018.  <b>Propose for closure</b>
<b>270218-SPABM-007</b>	<b>Draft Police Scotland Performance Framework:</b> Members' feedback and comments to be considered when developing the final version of the Framework.	DCC Designate Iain Livingston/ ACC Malcolm Graham	Open	29.03.18		<b>07.03.18:</b> SPA feedback and comments noted and will be incorporated in the development and design of the Framework as part of the wider ongoing Communication and Engagement Plan.

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						The Framework will continue to be shared and discussed with SPA Members as it evolves.  <b>Propose for closure.</b>
<b>MEETING HELD 19 DECEMBER 2017</b>						
<b>191217-SPABM-002</b>	<b>Independent Assurance Report on the use of firearms ranges and armouries within Police Scotland:</b> Report back to the Board or Policing Committee on the Independent Assurance Review of use of the 9 Firearms Ranges and armouries in Police Scotland.	DCC Iain Livingstone	<b>OPEN</b>	31.05.18		<b>9.2.18:</b> Work is ongoing to provide independent assurance reports requested. Once complete, Police Scotland will report to SPA Policing Committee and if required thereafter to the SPA Board.  <b>13.03.18:</b> Reports are being finalised and will be submitted to the Policing Committee in April and thereafter if required to the SPA Board.  <b>Propose ongoing</b>
<b>191217-SPABM-009</b>	<b>British Transport Police (BTP) Integration Plan:</b> Provide Members with a clear project plan from 1 April 2018 including fully articulated key risks.	David Page/ Tom McMahan	<b>ONGOING</b>	27.02.18 29.03.18		<b>31.01.18:</b> Integration Programme Plan in development and is owned and led by Scottish Government Programme Management Unit, with input from Police Scotland / BTP MTT Programme Management team. Visibility on Programme plan is being provided to SPA Integration Working Group and progress against milestones will be reported to Authority meetings at regular intervals.  <b>07.03.18:</b> Work ongoing to scope and progress the re-plan exercise. This will be reported to SPA as part of ongoing updates.  <b>Propose for closure</b>

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<b>191217-SPABM-018</b>	<p><b>Independent Custody Visiting Report:</b> The Policing Committee to engage with Police Scotland on the following:</p> <ul style="list-style-type: none"> <li>The amount of time children spend in police custody.</li> <li>Police Scotland's approach to safeguarding children in custody and provide Members with the assurance that there is a safeguarding framework being applied in Scotland.</li> </ul>	Chair of Policing Committee/ DCC Iain Livingstone CS Garry McEwan	<b>ONGOING</b>	<del>27.02.18</del> 29.03.18		<p><b>08.02.18:</b> Meeting between Supt Banks and David Hume will take place to obtain clarity as to the exact information required.</p> <p><b>08.03.18:</b> Arrangements are in place to provide this information to Members via the Policing Committee.</p> <p><b>Propose for closure.</b></p>
<b>MEETING HELD 28 NOVEMBER 2017</b>						
<b>281117-SPABM-008</b>	<p><b>Forensic Service: Performance Report Quarter 2 2017/18:</b> Consider comparative data in terms of customer insight, trend analysis and benchmarking to assist members in their understanding of the report.</p>	Tom Nelson	<b>ONGOING</b>	<del>27.02.18</del> 29.03.18		<p><b>13.2.18:</b> Forensic Services has sent out a customer survey with PS and COPFS and have engaged with the new Director General of the Dublin laboratory to see if we can benchmark some of our data. It is likely that we will be able to report back on the survey in the Q4 Performance Report and thereafter on the benchmarking.</p> <p><b>13.03.18:</b> As above. The survey is now completed and the results will be reported in the Q4 Forensic Services Performance Report.</p> <p><b>Propose ongoing.</b></p>

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<b>MEETING HELD 28 SEPTEMBER 2017</b>						
<b>280917-SPABM-010</b>	<b>National Database Enquiry Unit Business Case:</b> Police Scotland to bring forward concrete proposals/options of what jobs could come to Inverness and elsewhere out with the central belt as part of the Corporate Services restructure/ implementation plan.	David Page	<b>OPEN</b>	29.3.18		<p><b>15.02.18:</b> This is being considered as part of the development of the corporate services transformation plan and will be reported to the Board in March 2018</p> <p><b>07.03.18:</b> There is continuing development of around the Corporate Services restructure. There remains a commitment to geographical diversity of employment.</p> <p><b>Propose ongoing</b></p>
<b>MEETING HELD 22 MARCH 2017</b>						
<b>220317-SPABM-009</b>	<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	<b>ONGOING</b>	<p>25.05.17</p> <p>24.8.17</p> <p>28.09.17</p> <p>31.10.17</p> <p>28.11.17</p> <p>27.02.18</p> <p>29.3.18</p>		<p><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.</p> <p><b>12.06.17:</b> Engagement/ Negotiations still ongoing with Aberdeenshire Council. Board will be updated in due course.</p> <p><b>13.09.2017:</b> Discussions continue with Aberdeenshire Council, PSOS and Scottish Futures Trust to identify an acceptable solution to all parties.</p> <p><b>08.11.2017:</b> Discussions continue with Aberdeenshire Council, PSOS and Scottish</p>

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						<p>Futures Trust to identify an acceptable solution to all parties. Currently, Aberdeenshire Council and Scottish Futures Trust are developing layout proposals and estimated development costs. Future work includes the preparation of a report for submission to the SPA board in early 2018.</p> <p><b>17.01.18:</b> A report to be taken to the SPA Board via the Finance Committee in the near future.</p> <p><b>06.03.18:</b> Report discussed at Finance Committee on 06.03.18, progressing to future SPA Board meeting for final approval.</p> <p><b>Propose ongoing.</b></p>