Audit, Risk and Assurance Committee
Rolling Action Log

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 17 APRIL 2024						
20240419 -AUD-001	**Information Sharing Agreements:** Progress update on working to discharge information sharing agreements recommendations to be provided to next meeting.	DCC Smith	**OPEN**	8.5.24		**7/5/24:** Significant work has been undertaken to expand fields on our SharePoint site to capture additional views to show ISAs nearing their due date and ISAs that are overdue – along with compliance rates against these due dates. In addition, for illustration and testing purposes risk categories (High, Medium and Low) have been aligned with a suggested time periods but will require additional work to identify suitable timeframes for each risk level. However, data quality work may be required to manually update previous records/fields to show accurate Risk Assessment entries.

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						The work undertaken to date is noteworthy and extensively conforms to progress made by Information Assurance in this arena. **Propose to close**
20240419-AUD-002	**iVPD System:** Members to be provided an overview of on the process of how people are added and removed from the system, and requested examples are shared on when the systems use has been successful and when someone has been added and then removed.	DCC Smith	**OPEN**	8.5.24		**3/5/24:** DCI Grimason will contact Audit and Assurance to co-ordinate the vetting levels of Members attending the Hub and start engaging with a Divisional Hub to prepare for a visit. Once vetting of the relevant Members is confirmed, arrangements will be made for them to attend a Divisional Concern Hub (facilitated and managed by NRAC) and they can be shown the journey of a Concern Report and the associated nominals on iVPD from data capture through to data sharing, whilst identifying suitable nominals that have a chronology showing the outcomes of the sharing. This will give Members the opportunity to see first hand the real-life pressures and decisions being made within the Hubs and how the data is handled. **Propose ongoing**

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MEETING HELD 6 FEBRUARY 2024						
20240206-AUD-001	**Police Scotland Recommendation Tracker:** Future reports to detail timeline of a preliminary route to ascertain if the process is working regarding benefit realisations recommendations.	Audit Manager, Police Scotland	**OPEN**	8.5.24		**26/04/2024** - Further evidence has been presented to BDO for review and accepted for closure. As detailed within BDO report at Item 2.1. **Propose to close**
20240206-AUD-002	**ICO Audit of Police Scotland:** Committee to be updated on progress to deliver recommendations.	Data Protection Officer, Police Scotland	**OPEN**	8.5.24		**23/04/2024** - All ICO recommendations are recorded and updated within 4Action in terms of their progress/ultimate discharge as part of PSoS BAU process. This item is now subsumed into Agenda item 2.2 as part of the overarching audit/recommendation update and high-level progress will be provided therein. A final report following September's follow-up by ICO, can be presented, should the Committee be agreeable. **Propose to close (with final report added to workplan, if Members agreeable)**

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MEETING HELD 2 AUGUST 2023						
20230802 -AUD-001	**Police Scotland Change Portfolio:** Three year roadmap to be provided to Members.	Head of Portfolio Management, Police Scotland	**OPEN**	~~07.11.23~~ ~~6.2.24~~ 8.5.24		**30/10/2023** – Request to defer to next meeting. **24/1/2024** – Request that this item be deferred to the May ARAC to allow the work to be completed given financial settlement and need for 3 year plan which is being worked on currently. **7/5/2024** – Work still ongoing on plan. To be presented to next Committee. **Propose ongoing**
MEETING HELD 22 JUNE 2023						
20230622 -AUD-003	**Police Scotland Change Portfolio:** Future reports to present a strategic overview of change. SPA and Police Scotland colleagues to also consider providing deep dives on key change projects.	Chief Digital Information Officer, Police Scotland, and Head of Finance, Audit and Risk, SPA	**OPEN**	~~07.11.23~~ ~~6.2.24~~ 8.5.24		**27/10/2023** – Still in discussion between SPA and PS. **24/1/2024** – Request that this item be deferred to the May ARAC to allow the work to be completed given financial settlement and need for 3 year plan which is being worked on currently.

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						7/5/2024 – Work still ongoing on plan. To be presented to next Committee. **Propose ongoing**
MEETING HELD 31 MARCH 2023						
20230331 -AUD-001	**Internal Audit Report on Police Scotland Compliance:** David Page and ACC Alan Speirs to review the delivery milestones for PAVA management actions and advise Members if there are opportunities to resolve actions and associated risk earlier.	Deputy Chief Officer, Police Scotland	**OPEN**	~~30.05.23~~ ~~07.11.23~~ ~~6.2.24~~ 8.5.24		**02/06/2023** - SharePoint survey is currently being developed, with a target completion date of 30th of June. Once this is established, this will be issued to ensure that all 300 operational sites respond, providing a current picture of PAVA controls across the country. Local surveys have taken place in both the West & the East to understand the nature of controls. **20/07/2023** Sites are currently being surveyed to understand their level of PAVA control across the PS estate – with a targeted completion date of 27th August 2023. Whilst this is being undertaken, steps are progressing with Digital Division to ensure an electronic asset management system is in place by the end of the year to transfer all the data across into an auditable process. **18/10/2023 -** PAVA Survey now completed across the PSOS estate –

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						with data now available on types of storage, location of canisters and local levels of control. The SOP is currently being drafted that will ensure that current storage is compliant with the requirements of the force. We are still working with Digital Division to produce a digital solution to ensure audit capability is up and running for the 31st of January 2024. **24/01/2024** - SOP is now being circulated, which includes improvements to guidance on storage lockers, named responsible people in divisions and requirements in each station. The electronic lifecycle management system to manage this is currently in development by digital division and we are expecting a prototype of the system soon that will allow us to upload all records into a national database. **22/04/2024** – A full update on progress is summarised within Item 2.2 and full detail against open recommendations provided within the BDO report at Item 2.1 **Propose to close**