

People Committee Action Log

Action Ref No	Action	Action Owner	Status	Expected Date of Closure	Date Action Closed	Commentary
COMMITTEE MEETING 30 NOVEMBER 2021						
PEOPLE-20211130-001	<p>MI Report: Future reports to:</p> <ul style="list-style-type: none"> - clearly articulate where FTE data excludes detached officers who are currently working outside of Police Scotland and SPA. - Include turnover and length of service by gender 	Jen Allen	Open	28 February 2022		<p>16/02: The descriptor of inclusion/exclusion criteria for detached officers is provided in the first slide of the pack.</p> <p>Turnover (sides 13, 14 and 16 in item 3.1) and Length of Service (slide 7) are now analysed by sex. For this report, they are a point in time snapshot. They will be compared against preceding quarter from next report.</p> <p>PROPOSE FOR CLOSURE</p>
COMMITTEE MEETING 25 OCTOBER 2021						

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<p>PEOPLE-20211025-001</p>	<p>Your Voice Matters Staff Survey: Committee Members to be provided with additional information in respect of;</p> <ul style="list-style-type: none"> - Any significant regional or business area variations in results - Organisational level analysis of the free text responses 	<p>Kirsty Garrick</p>	<p>Open</p>	<p>28 February 2022</p>	<p>31/01: YVM Implementation Plan paper currently progressing through internal governance, with final destination of SPA People Committee in February.</p> <p>Agenda item 6.1 on 28 February.</p> <p>PROPOSE FOR CLOSURE</p>
<p>PEOPLE-20211025-002</p>	<p>Your Voice Matters Staff Survey: A summary document to be prepared by SPA Workforce Governance Team which will provide assurances to Members to include;</p> <ul style="list-style-type: none"> - that the actions being/to be taken are the correct interventions - what, specifically, is being done and by when will anticipated impacts be seen - what the outcome measures will be for these improvement actions 	<p>SPA Workforce Governance Team</p>	<p>Open</p>	<p>28 February 2022</p>	<p>21/02: Update on progress will be provided as part of People Committee member briefing on item 6.1</p> <p>PROPOSE FOR CLOSURE</p>

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<p>PEOPLE-20211025-003</p>	<p>Your Voice Matters Staff Survey: Implementation plan to be developed for when it is next presented to the Committee so that it provides clear statements of what will be achieved and the timescales for completion. This will provide future opportunity for the committee to be assured that work is progressing as planned.</p>	<p>Kirsty Garrick</p>	<p>Open</p>	<p>28 February 2022</p>	<p>Agenda item 6.1 on 28 February. PROPOSE FOR CLOSURE</p>
<p>COMMITTEE MEETING 02 SEPTEMBER 2021</p>					
<p>PEOPLE-20210902-002</p>	<p>H&S Reporting: Committee to consider lessons learned report in respect of the H&S of the policing of George Square incident and for this report to provide assurances that the lessons learned will be used to inform activity which will reduce assaults on officers and staff going forward.</p>	<p>Supt Ross Allan</p>	<p>On going</p>	<p>28 February 2022 01 June 2022</p>	<p>14/02: Supt Allan is in the process of updating V2-Initiator Review and shall progress in the coming period. The Formal Debrief Report identifies Practice Issues, Observations and Recommendations which shall be considered and implemented as necessary. Conversation will continue to identify owners and progress appropriate actions to capture organisational learning going forward. PROPOSE ONGOING</p>

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<p>PEOPLE-20210902-003</p>	<p>H&S Reporting: Future reports to clearly identify areas of concern, resulting planned action, and how impact is being measured, using analysis of data to understand causes of incidents and inform preventative interventions, and to track resulting performance improvement over time.</p>	<p>James Bertram</p>	<p>On going</p>	<p>28 February 2022</p> <p>01 June 2022</p>	<p>30/11: Update provided during Quarterly H&S Report that ambition is to provide this data in the report to the February Committee.</p> <p>14/02: We cannot provide this information as there is now no access to the Mite Direct Audit system and our new FM provider doesn't yet have an electronic system. Happy to provide information as soon as we can get access to it.</p> <p>PROPOSE ONGOING</p>
<p>PEOPLE-20210902-004</p>	<p>H&S Reporting: Future Reports to;</p> <ul style="list-style-type: none"> - Incorporate assurance update in respect of fire safety. - Provide timeline for when it is anticipated that incident reporting levels will offer an accurate reflection of actual incident numbers 	<p>James Bertram</p>	<p>On going</p>	<p>28 February 2022</p> <p>01 June 2022</p>	<p>08/11: This information cannot be supplied at this time due to the pressures of Op Urram and also the change over to the new contractor.</p> <p>16/02 - Following change of service provider from Mitie to Servest on 1/12/21, the transfer of data which will enable the required reporting will now take longer than expected. Propose ongoing to the next meeting.</p> <p>PROPOSE ONGOING</p>

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<p>PEOPLE-20210902-006</p>	<p>H&S, MI and Wellbeing reports to committee: PS team to work collaboratively with SPA colleagues to ensure that future committee reports highlight key insights as a result of data analysis, that they identify areas of assurance and areas of concern (and action being taken in response).</p>	<p>Jude Helliker/ ACC Alan Speirs/ Chris Brown</p>	<p>Open</p>	<p>01 June 2022</p>		<p>08/02: Meetings have been held between SPA and Police Scotland Wellbeing and MI teams to discuss the development of reporting into PC moving forward.</p> <p>Work continues internally within People and Development to streamline reporting whilst augmenting data analysis and the provision of insights linked to strategic objectives in order to provide assurance to the Committee.</p> <p>PROPOSE ONGOING</p>
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COMMITTEE MEETING 27 MAY 2021

<p>PEOPLE-20210527-001</p>	<p>H&S Reporting: Update to be provided to committee which gives details of the findings of the work to investigate circumstances surrounding business areas which have disproportionately high incident levels. Update to include details of actions taken to address any issues that were identified.</p>	<p>James Bertram</p>	<p>On Going</p>	<p>02 September 2021 30 November 2021</p>	<p>23/08: To date, work has been carried out in Custody and recommendations passed back to CJSD. Due to the detailed nature of this work and being cognisant of capacity issues within the department it is proposed that this work transfer to BAU and is reported back to the committee through the regular updates provided.</p> <p>02/09: The update provided for this action did not provide Members with the information that has been sought and it was agreed this would remain ongoing</p> <p>08/11: Disproportionately High Incident Rates (30/11/21) We cannot supply the detail at this time due to the pressures of Op Urram.</p> <p>16/02: At present there are challenges in providing an accurate measure of the number on incidents which occur. There is</p>
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						<p>ongoing work around increasing reporting and future reports will continue to include the reporting data table as per previous papers. This will demonstrate progress towards closing the gap between the number of crimes reported and the number of incidents recorded on SCoPE.</p> <p>As this reporting is heavily dependent on processes and IT capabilities, a date cannot be given for this ongoing improvement process to be completed (if ever).</p> <p>Propose closure at this time</p>
PEOPLE-20210527-006	SWP – future update to the committee to provide an overview of the SWP work-stream owners and a timeline for key activities to be completed.	Jude Helliker	On Going	<p>30 November 2021</p> <p>01 June 2022</p>		<p>09/11: Details of work stream owners and key activity under each work stream capture within 4.2 Bi-annual SWP Update Report.</p> <p>30/11: During action log review it was agreed this would remain ongoing as the submitted paper did not provide the information and assurances being sought by</p>

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					<p>the committee. Committee request detail on how progress to achieve objectives will be monitored and reported.</p> <p>07/02: - Work on this action is currently ongoing and will form part of the Bi-Annual SWP Update. This is expected to be submitted to the June meeting and will cover the following points;</p> <ul style="list-style-type: none">• the intended outcomes/objectives of each workstream• if the intended outcomes/objectives have changed in any way since publication of the SWP• workstream owner• what key activities have been and are still to be delivered to achieve all intended• outcomes/objectives• anticipated timescales for intended activities still to be delivered. <p>PROPOSE ONGOING</p>
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ACTIONS TRANSFERRED FROM RESOURCES COMMITTEE					
RES-20210209-003	Special Constables and Volunteers: Briefing note to be provided which gives Members an understanding of the planned activity in relation to the volunteering strategy.	ACC John Hawkins	On Going	<p>27 May 2021</p> <p>30 November 2021</p> <p>28 February 2022</p>	<p>03/03: After approval of the Volunteering Strategy via Senior Leadership Board, focus is now being applied to the mechanisms for delivery of the strategy. In this regard, a Business Justification Case (BJC) has been developed and is in the process of presentation through relevant Change Governance Groups. A positional update paper will be developed in respect of the Volunteering Strategy and progress for the May 2021 meeting.</p> <p>27/04: The Volunteering Strategy requires to be cleared through internal Police Scotland governance and A positional update briefing paper will be provided, once plans for future delivery have been considered.</p> <p>16/11: The PS Volunteering Strategy has progressed through internal governance, with ACC Hawkins appointed as the Executive Lead. Ongoing governance reporting mechanisms are delivered through the Local Policing Programme Board, with an oversight function through the National Volunteering Steering Group. Whilst positive engagement is</p>

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					<p>ongoing to support and develop the current cadre of Special Constables and other volunteers across the Force, the impact of the pandemic has delayed the full implementation of the Strategy. Work is ongoing to deliver an appropriate resourcing model to progress with the objectives contained within the Strategy and a full update on the Strategy itself and action undertaken will be provided in a paper to the Committee at the February meeting.</p> <p>19/01: The Volunteer Co-ordination Unit (VCU) held a workshop in December 2021, to review/revise the proposed delivery plans for the Volunteering Strategy and to consider the most appropriate resourcing model, to achieve the Strategy objectives. Due to the ongoing impact of the Covid-19 pandemic however, resources from Corporate/Specialist Divisions have been required to support the priority of frontline service delivery. As a result, a number of officers who routinely work within the VCU have been abstracted to perform frontline duties, which will impact upon the timeline for implementation of the Strategy. Wherever possible though, work</p>
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						<p>remains ongoing to support and develop the existing cadre of Special Constables. A further update will be provided to the People Committee, once these resources have returned to VCU duties and the delivery plans have resumed.</p> <p>PROPOSE FOR CLOSURE AND ADD ITEM TO WORKPLAN</p>
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End.

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