SCOTTISH POLICE AUTHORITY
ÙGHDARRAS POILIS NA H-ALBA

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 22 JUNE 2023						
20230622 -AUD-001	**Introduction of Radio Frequency Identification (RFID):** Members to be provided with project timeline for introduction of RFID.	Head of Forensic Infrastructure and Support, Forensic Services	**OPEN**	02.08.23		**25.07.23:** a Request for Procurement Action (RPA) has been submitted and forms part of the Capex budget for year 2023-2024, implementation planned for Q4. **Propose to close**
20230622 -AUD-002	**SPA Audit and Improvement Recommendation Actions:** Members to be provided with timescales for progressing the three overdue actions from the 2018 ICO SPA Audit – GDPR compliance.	Head of Finance, Audit and Risk, SPA	**OPEN**	02.08.23		**25.07.23:** SPA are in discussions with Police Scotland on how these actions can be progressed. **Propose ongoing**
20230622 -AUD-003	**Police Scotland Change Portfolio:** Future reports to present a strategic overview of change. SPA and Police Scotland	Chief Digital Information Officer, Police Scotland, and	**OPEN**	15.11.23		**Propose ongoing**

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	colleagues to also consider providing deep dives on key change projects.	Head of Finance, Audit and Risk, SPA				
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		**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. **Propose ongoing**

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20230331 -AUD-003	**Internal Audit Report on Staff Absence and modified duties:** Consideration to be given on whether 'other' category for estimated hours to miscellaneous category (pg 34 of IA report) can be broken down further by reason but also by location / business area to establish local variations and trends.	Deputy Chief Officer, Police Scotland	**OPEN**	30.05.23		**08/06/2023 -** This is currently being reviewed by DCO Page and Director Miller, due to the sensitivity of the information contained within this category. **20/07/2023** - In response to the report's recommendations, a review of the 'miscellaneous' category was undertaken with a revised list of categories now agreed. This has reduced the number absence reasons within the 'miscellaneous' category from 117 to 36. A significant number of absences categorised under 'miscellaneous' were cancer related so we have removed cancer related illnesses from miscellaneous to a new separate. In addition, People Direct staff have been issued with guidance on how to appropriately categorise absences. They are now engaging in enhanced call handling and response to ensure appropriate absence categories / reasons are captured by line managers while encouraging minimised use of the 'miscellaneous' category. We are actively monitoring the reduced use of this category for each division. **Propose to close**