

Appendix 2: Audit and Scrutiny Panel - Actions Update Report

Quarter 3: February 2014

NB. Actions include those arising from recommendations highlighted by audit, inspection or internal / external review, and any activity on the Force Activity Plan, where monitoring is required but not project management.

Summary	Previous	Current
Action(s) off target	0	0
Action(s) at risk of being off target	1	0
Action(s) proposed for closure	5	0
Action(s) on target	1	4
New action(s)	16	21
Total closed action(s)	3	10
Total actions	26	35

RAG Key	
On target	On target to deliver within constraints, including target completion date, budget and resource allocated. It is also anticipated that any expected efficiency savings will be met. No further action required at this time.
At risk	Actions will be off target within one month and / or are unlikely to be completed by the end date.
Off target	Target date and / or other constraints such as budget or available resource have been exceeded, or it is anticipated that an expected efficiency saving will not be met. Issue to be highlighted to the Portfolio Board and corrective action sought to meet business objectives.

Action(s) off target								
Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update
There are no actions off target.								

Action(s) at risk of being off target								
Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update
There are no actions at risk of being off target to report this quarter.								

Action(s) proposed for closure								
Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update

There are no actions proposed for closure to report this quarter.

New action(s)								
Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update
CH/04a5/16115	HMIC: Core Business: Making Best use of Police Time	Produce a high level project plan and include costs and the objectives of the National Policing Vision 2016 to progress the development of mobile technology	Information Services	Ian Rushton	01/09/2015	01/09/2015	On target	The Force currently have in place a mobile working solution using software from Capita. There is currently a Force strategic board and a project board chaired by ACC Torr and Ch Insp Antill, respectively, that is seeking a replacement system that needs to be in place by the end of next year. There is also a regional board lead by Simon Torr looking at the roadmap to a regional solution.
CH/64a8/15115	HMIC: Core Business: Making Best use of Police Time	Evaluate Violent Crime (other crime types) in any activity, operation or initiative to determine the effectiveness of the tactics employed. Record, evaluate and develop a central repository to capture the learning.	Crime and Justice	DCI Robert Griffin	31/03/2015	31/03/2015	On target	Activity is driven through a Gold governance structure, and each project/ initiative is evaluated and then recorded on the action tracker. DCI Rob Griffin is currently looking at developing a library for activity/ operation/ initiatives, and the resultant evaluation, in respect of other crime types.
CH/84ba/15115	HMIC: Core Business: Making Best use of Police Time	Secure the first years funding from the PCC to enable the use and development of ECINS. This is a multi-agency tool designed to record, monitor and manage partnership problem solving activity.	Local Policing	Supt Richard Fretwell	31/03/2015	31/03/2015	On target	A partnership working group has been set up, a scoping document, business case and project delivery plan have been developed and are being worked to. At present, there is a delay concerning the first years funding. Future years funding will also need to be agreed with partners should the system be agreed. There is a procurement exercise underway so that to enable implementation of the system as soon as funding is agreed.
CH/b48f/16115	HMIC: Core Business: Making Best use of Police Time	Carry out research to improve understanding of local demand. The results of this research should be made available to the College of Policing and progress reported to HMIC in the annual force management statement.	Business and Finance	Keiley Freeman	30/09/2015	30/09/2015	On target	No update provided to date.
CH/c4a4/15115	HMIC: Core Business: Making Best use of Police Time	Develop CIMA to include a central repository for force wide Problem Solving activity. It should record, monitor and manage its neighbourhood problem-solving cases.	Local Policing	Mark Dean	31/03/2015	31/03/2015	On target	Supt Fretwell will be meeting with the project lead to review the problem solving database element of the project and through Neighbourhood Policing Inspectors and Community Safety Partnerships decide how best use this. A report will be provided to the SNB Performance Group to establish appetite to use this as the problem solving database.
CH/d484/15115	HMIC: Core Business: Making Best use of Police Time	Carry out a review of problem solving with partners and key stakeholders. Identify best practice to enable dissemination of information and how to share best practice from the problem-solving database throughout the force, as well as local authorities and other relevant organisations involved in community-based preventive policing or crime prevention.	Local Policing	Ch Insp Davies	30/09/2015	30/09/2015	On target	As NHP Lead, Supt Fretwell will work with partners, including CSP Executive Groups in the County and Local Area Groups in the City, to ensure the approach to problem solving is partnership led.
CH/f496/15115	HMIC: Core Business: Making Best use of Police Time	Track the progress and evaluate the success of actions taken in relation to each neighbourhood problem-solving case recorded on the database.	Local Policing	Ch Insp Davies	31/03/2015	31/03/2015	On target	Chief Inspector Phil Davies will look at how the database will be used to evaluate the actions taken in problem solving cases. Engagement, priority setting and problem solving are a work package in the NHP Review Project Board.
CH/04b2/20115	HMIC: Crime Data Integrity (November 2014)	Formally agree that the auditing of compliance with NCRS by the FCRs is to be planned and implemented according to an annual audit schedule that is approved by the crime recording management board. The audit schedule should include referrals made to the domestic abuse support unit by other organisations. Make this requirement part of Force policy for crime recording and work with the Corporate Documentation team to record and communicate accordingly.	Local Policing	Paul Cook	31/03/2015	31/03/2015	On target	No update provided to date.
CH/2484/20115	HMIC: Crime Data Integrity (November 2014)	Formally agree that in all cases where an out-of-court disposal is used the nature and implications of accepting the disposal must be explained to the offender. In addition, agree responsibilities for the supervision of out-of-court disposals. Make these decisions part of Force policy and procedure for out-of-court disposals and work with the Corporate Documentation team to record and communicate them accordingly. Note: An action to address the issue of a victim's views has been agreed in relation to the national HMIC report on crime recording.	Specialist Services	James West	31/03/2015	31/03/2015	On target	No update provided to date.
CH/5496/20115	HMIC: Crime Data Integrity (November 2014)	Prepare a report for attention of ACC Jupp, detailing current issues with duplicate records and implications for the Niche project.	Local Policing	Amanda Hinchcliffe	31/03/2015	31/03/2015	On target	No update provided to date.

CH/c48b/20115	HMIC: Crime Data Integrity (November 2014)	Update the Force Investigating Rape and Serious Sexual Assault Procedure (PD509) to accurately reflect NCRS for the recording of crime and to include a definition of additional verifiable information (AVI) and how it applies to the no-crime process. In addition, review the suitability of the current 'Rape no crime guidance' document (October 2010) and if it is still required then arrange for it to be made a formal corporate document.	Local Policing	Leah Johnson	31/03/2015	31/03/2015	On target	No update provided to date.
CH/e49b/22115	HMIC: Crime Data Integrity (November 2014)	Develop and deliver training to ensure a robust quality assurance process is adhered to within the force control room, including checking of compliance with the NCRS, to deliver continuous improvement and to secure crime data accuracy.	Local Policing	Paul Cook	31/03/2015	31/03/2015	On target	No update provided to date.
CH/649e/21115	HMIC: Crime Recording 'Making the Victim Count' (November 2014)	Formally agree that in all cases where an out-of-court disposal is used and there is a victim, the victim must be consulted before making the decision to issue or effect the disposal and a record must be made of the outcome of that consultation. In addition, agree that previous offending history should be checked whenever an out-of-court disposal is under consideration to verify that the offender is eligible and that a record must be made of the results of that check. Make these decisions part of Force policy and procedure for out-of-court disposals and work with the Corporate Documentation team to record and communicate them accordingly.	Criminal Justice	James West	31/03/2015	31/03/2015	On target	No update provided to date.
CH/84bf/21115	HMIC: Crime Recording 'Making the Victim Count' (November 2014)	Formally agree the principles and procedures used by the Force to audit compliance with NCRS, to specifically include the auditing of reports of serious sexual offences (including rapes). Make these decisions part of Force policy and procedure for crime recording and work with the Corporate Documentation team to record and communicate them accordingly.	Business and Finance	Paul Cook	31/03/2015	31/03/2015	On target	No update provided to date.
CH/9499/21115	HMIC: Crime Recording 'Making the Victim Count' (November 2014)	Formally agree responsibilities for supervisory oversight of crime recording decisions to monitor compliance with the HOCR, wherever those decisions are made. Make these responsibilities part of Force policy and procedure for crime recording and work with the Corporate Documentation team to record and communicate them accordingly.	Business and Finance	Ch Insp Burton	31/03/2015	31/03/2015	On target	No update provided to date.
CH/a4a9/21115	HMIC: Crime Recording 'Making the Victim Count' (November 2014)	Formally agree that when making crime recording decisions: - there should be a presumption that the victim is to be believed; - all reports of crime should be recorded as crimes at the earliest opportunity; - operational or performance pressures are not to be taken into account; - there should be no delay to the recording of a crime to allow for an initial investigation. Make these decisions part of Force crime recording policy and procedure then and work with the Corporate Documentation team to record and communicate them accordingly.	Business and Finance	Ch Insp Burton	31/03/2015	31/03/2015	On target	No update provided to date.
CH/4491/21115	Baker Tilly: Crime Recording (May 2014)	Formally agree a mandatory requirement for NCRS training, detailing the type of training, who should complete it and how often. Make this decision part of Force crime recording policy and then work with the Corporate Documentation team to record and communicate accordingly. The Force is in the process of obtaining a NCALT training package for NCRS from West Midlands Police which will form the basis of training to all staff. The FCRs are also delivering training to operational officers between now and December 2014.	Business and Finance	Ch Insp Burton	31/03/2015	31/03/2015	On target	No update provided to date.
CH/7495/21115	Baker Tilly: Crime Recording (May 2014)	Formally agree the process by which victims should be notified of a decision to record an incident as a crime, including instances where an incident is reclassified as a crime. Make this part of the Force crime recording policy and procedure then work with the Corporate Documentation team to record and communicate accordingly.	Business and Finance	Ch Insp Burton	31/03/2015	31/03/2015	On target	No update provided to date.
CH/74a1/21115	Baker Tilly: Crime Recording (May 2014)	Formally agree who has responsibility for the decision as to whether or not to record an incident as a crime. Make this decision part of Force crime recording policy and then record and communicate the decision accordingly.	Business and Finance	Ch Insp Burton	31/03/2015	31/03/2015	On target	No update provided to date.
CH/84a6/21115	Baker Tilly: Crime Recording (May 2014)	Update the Force Crime Recording Procedure to incorporate the process for tracking incidents that have been passed from one department to another for consideration and investigation.	Business and Finance	Paul Cook	31/03/2015	31/03/2015	On target	No update provided to date.
CH/d4ae/21115	Baker Tilly: Crime Recording (May 2014)	Review and if necessary update the Force Crime Registrar (FCR) job description, to include specific reference to management reporting lines.	Business and Finance	Ch Insp Burton	31/03/2015	31/03/2015	On target	No update provided to date.

Closed action(s)

Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update
BT/64a3/8914	HMIC: Domestic Abuse	<p>Review the pilot being trialled on one of the control room groups wherby Dispatchers are closing DA incidents after all the checks have been verified as completed against a checklist. Managers to dip test incidents.</p> <p>Rollout to the rest of the groups if the trial is deemed a success.</p>	Crime & Justice	Insp Lovegrove	30/11/2014	30/11/2014	Closed	<p>Draft report submitted by PS Gaunt having completed one month's analysis of incidents. Recommendations from that report include:</p> <ol style="list-style-type: none"> 1. All DV incidents to be closed by a supervisor with appropriate training. 2. The compliance checking should be a team approach by both control room managers and CRT sergeants. CRT sergeants should take the lead role as they already check compliance for NCRS. However, control room managers must be proactive in taking the task on during peak periods and solely between 02:00 -07:00 hours. 3 This would ensure violent incidents are not masked from NCRS checking by the DV priority tag. 4. Incidents need to be reviewed as they become available for closure so as not to become a burden on the supervisor. <p>The report has been shared with the CM SLT for further discussion regarding the recommendations.</p> <p>Action scrutinised by DCC and agreed as complete.</p>

BT/d493/8914	HMIC: Domestic Abuse	b) The recruitment into 3 posts in Public Protection has finalised. Research to compile a demand profile which will inform 'Delivering the Future' ACC Jupp supports the recent re structure. As PP is a critical function it is of a high priority to keep resourced. Cross ref with issue: Investigation teams are staffed to meet identified demand including DA (and other cases).	Crime & Justice	Supt Chamberlain	30/04/2015	30/04/2015	Closed	DCC scrutiny comment: There is good evidence of equality and diversity in the selection and promotion process. The Force ask questions around vulnerability and partnership working and recruit to values and competencies. Interviewees are assessed against decision making and leading people and working with others for example. The application form is assessed against the PP framework. Action scrutinised by DCC and agreed as complete.
BT/24b1/8914	HMIC: Domestic Abuse	Research to compile a demand profile which will inform 'Delivering the Future'.	Crime & Justice	Supt Helen Chamberlain	31/08/2015	31/08/2015	Closed	Demand modelling has taken place to support the business case for additional staff within Public Protection. Action scrutinised by DCC and agreed as complete.
BT/44b3/141113	Baker Tilly: Partnership Governance	Establish, communicate and implement a partnership policy to include a partnership working definition and adherence to the criteria according to the CIPFA guidance.	Business & Finance	Martin Bakalarczyk	30/09/2014	31/10/2013	Closed	A Nottinghamshire CDP Partnership Policy is currently in development and the Force intends to use the experience and principles attained from that to inform the Force's general policy on Partnership Working. Action scrutinised by CC and agreed as complete.
BT/c482/13314	Baker Tilly: Environmental Policy	Work with Corporate Communications to develop and produce a Strategy and plan to ensure all employees are fully aware of environmental targets.	Assets	Andy Baker	30/09/2014	30/09/2014	Closed	The current Environmental Strategy has been refreshed and a meeting has taken place with Paul Coffey, Head of Corporate Communications, to develop a communication plan to address this. News articles and Force Messages have since been published to raise awareness of environmental targets. Action scrutinised by CC and agreed as complete.
BT/44b1/8914	HMIC: Domestic Abuse	Develop an intelligence log on MEMEX. Intelligence 'drops off' PNC after 28 days. This intelligence needs to be retained. This links to the National Work serial and perpetrator management.	Crime & Justice	Det Insp Quinn	31/08/2015	31/08/2015	Closed	All successful applications for Domestic Violence Protection Orders (DVPO) are entered into MEMEX to provide corporate memory and for potential use for bad character evidence in future proceedings. Please show this action as complete. Action scrutinised by DCC and agreed as complete.
BT/0488/8914	HMIC: Domestic Abuse	Develop a clear multi-agency strategy to address DA, across the City and County. Identify ownership and incorporate defined objectives.	Crime & Justice	Supt Chamberlain	30/04/2015	30/04/2015	Closed	There isn't a multiagency strategy and it is not felt one is not required as there are clear City and County strategies which are aligned. This action is linked the action to 'Develop and implement a Joint Strategic Board for oversight of City and County.' Action scrutinised by DCC and agreed as complete.
BT/f4a4/8914	HMIC: Domestic Abuse	Develop and implement a Joint Strategic Board for oversight of domestic abuse issues within City and County partnerships. Link to action: Develop clear multi-agency strategies in the City and the County to address DA. Identify ownership and incorporate defined objectives. Ensuring that the strategies are aligned	Crime & Justice	Supt Chamberlain	30/04/2015	30/04/2015	Closed	A cross reference authority oversight meeting exists which oversees domestic abuse issues within City and County partnerships. Action scrutinised by DCC and agreed as complete.
BT/148d/11014	Baker Tilly: Payments and Creditors	Carry out a full review of old sales ledger and purchase ledger balances during 2014 with a recommendation that approval is obtained from the PCC as required under the financial regulations for any write off.	Business and Finance	Pamela Taylor	29/01/2015	31/12/2014	Closed	The relevant transactions have been identified and checks made to ensure that all avenues for recovery exhausted. The Treasurer approved the write off of £518.51 (net) from the Purchase Ledger and £45719.75 from the sales ledger on 30/12/14. The write offs have now been processed into the ledgers. Action scrutinised by DCC and agreed as complete.
BT/44b6/81014	Baker Tilly: Business Continuity & IT Disaster Recovery Planning	An action plan needs to be developed to ensure IT Information Services have a complete and up to date Business Continuity Toolkit	Information Services	Julie Mansfield	31/12/2014	31/12/2014	Closed	This recommendation requires a different approach. Paul White (Strategic Support Officer) is in discussion with the DCC re agreeing changes to the Business Continuity Policy which will be based on functions rather than departments.IT business continuity will form part of functional plans where necessary. Show this action as superceded. The IT disaster recovery actions are still valid. Action scrutinised by FEB and agreed as superceded.
Action(s) on target								
Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update
BT/24a2/111214	HMIC: Strategic Policing Requirement	Update the format of the Force Strategic Intelligence Assessment so that from the production of the next assessment report there is a separate section which describes the level of threat within Nottinghamshire in relation to each of the national threats in the SPR.	Crime & Justice	Richard Goold	30/09/2015	30/09/2015	On target	This year SPR factors were included within thematic themes to give the best overall impression of how local and national crimes problems are affecting Notts. We will look to include a separate SPR section in next year's assessment to further highlight issues around national problems.

BT/b4ad/81014	Baker Tilly: Business Continuity and IT Disaster Recovery	Develop and action plan to ensure IT Information Services have an associated suite of recovery documentation covering all the identified critical IT services.	Information Services	Julie Mansfield	30/06/2015	31/12/2014	On target	<p>Working instructions and knowledge is available within the teams and core recovery documentation for each of the IT services is held within the Business Continuity folder on the network. New documentation is published on the commissioning of each new or changed system or service. The documentation does require modernisation, however, the information is currently functional and appropriate and provides the information that the engineers need to restore a service in the event of failure.</p> <p>A new target date of 30/06/2015 was agreed due to resource constraints.</p>
CH/e4bc/15115	HMIC: Core Business: Making Best use of Police Time	Review the role of the PCSO to assess the issue in relation to responding to incidents and crimes beyond their role profile.	Local Policing	Supt Richard Fretwell	01/04/2015	31/12/2014	On target	<p>This action is taking part as part of the Delivering the Future work with regard to Neighbourhood Policing.</p> <p>Safeguards are in place through the contact management policy to ensure PCSOs are not despatched to incidents inappropriately. The NHP Lead continues to engage with staff, through the Champions Group, and the Union, regularly to ensure any instances of PCSO's acting outside of their role profile are flagged and addressed.</p> <p>A refresher training package is being developed for PCSOs which will address any issues of them responding to incidents and crimes beyond their role profile.</p> <p>New target date agreed for 1st April 2015.</p>
BT/9499/18314	Baker Tilly: Workforce Planning	Add an authorised 'Acting and Temporary Duty' form reference into the 'Police Officer Acting Duties and Temporary Promotion Procedure'.	Human Resources	James Lunn	30/04/2015	31/08/2014	On target	<p>A draft policy has been consulted widely and received general agreement to the proposals, however, this needs to be reviewed in light of the new National Police Promotion Framework (NPPF) and Delivering the Future (DTF) plans to move our HR shared service to the MFSS in Cheshire and for the operational and strategic HR teams to collaborate with Northamptonshire.</p> <p>Due to resource implications in HR, in relation to change management, a new staff member will need to be recruited to complete this action.</p> <p>Baker Tilly are currently dip sampling data and the Force are waiting to receive confirmation that the recommendation has been satisfied.</p> <p>New target date agreed for 30th April 2015.</p>