

Appendix 2: Audit and Scrutiny Panel - Actions Update Report

Quarter 2: December 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	1	0
Action(s) at risk of being off target	1	1
Action(s) proposed for closure	0	5
Action(s) on target	3	1
New action(s)	0	16
Total closed action(s)	8	3
Total actions	13	26

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
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No actions showing as 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
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	30/11/2014	31/08/2014	At Risk	The procedure has been drafted and includes the form reference. Initial consultation on the draft procedure has been completed. The draft procedure requires further review due to MFSS / PBS proposals. The target date has been reviewed and agreed for 30/11/2014.

Action(s) proposed for closure

Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update
BT/64a3/8914	HMIC: Domestic Abuse	Review the pilot being trialled on one of the control room groups whereby Dispatchers are closing DA incidents after all the checks have been verified as completed against a checklist. Managers to dip test incidents. Rollout to the rest of the groups if the trial is deemed a success.	Crime & Justice	Insp Lovegrove	30/11/2014	30/11/2014	Proposed for closure	Draft report submitted by PS Gaunt having completed one month's analysis of incidents. Recommendations from that report include: 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. The report has been shared with the CM SLT for further discussion regarding the recommendations. Action proposed for closure once evidence seen by DCC.
BT/44b3/141113	Baker Tilly: Partnership Governance	Develop a Partnership Policy.	Business and Finance	Martin Bakalarczyk	30/09/2014	31/10/2013	Proposed for closure	A Notts 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. Update FEB 24/11/2014 CC, ACO and ACC Jupp read Martin Bakalarczyks update (as above) and they also added that a lot of activity is developing around partnerships. Prevention work, the re definition of partnerships and there is activity around the City CDP. Please close down this action.
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.	Estates and Facilities.	Andy Baker	30/09/2014	30/09/2014	Proposed for closure	The current Environmental Strategy has been refreshed and a meeting has taken place with Paul Coffey to develop a communication plan around this. 24/11/2014 FEB update CC supports completion in the absence of DCC Fish. BT read out update dated 06/11/2014 this states that Corporate Communications have supported raising awareness of the environmental targets. The activity has been publishing news articles, force messages and ad hoc information when needed.

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	Proposed for closure	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.
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.	Crime & Justice	Supt Chamberlain	30/04/2015	30/04/2015	Proposed for closure	DCC scrutiny comment: There is I feel good evidence of equality and diversity in the selection and promotion process. We ask questions around vulnerability and partnership working. We 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.

New action(s)

Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update
BT/44a5/71114	Baker Tilly: Absence Management	HR consultants to remind managers of their responsibility to conduct Return to Work Interviews for all periods of absence via email. Introduce a monthly report and send out to divisional and departmental line managers. Complete audits to check compliance in December 2014 and March 2015	Human Resources	Susan Meadowcroft	30/04/2015	30/04/2015	On target	No update provided to date.
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	On target	Clarification is needed on this action to determine whether it is linked to action: BT/f4a4/8914 To develop and implement a Joint Strategic Board for oversight of City and County.
BT/24b1/8914	HMIC: Domestic Abuse	Research to compile a demand profile which will inform 'Delivering the Future'	Crime & Justice	Supt Chamberlain	31/08/2015	31/08/2015	On target	There is currently work to support the business case for additional staff within PP to manage the additional workload, this will be based on demand modelling.
BT/3491/8914	HMIC: Domestic Abuse	Include in the next strategic intelligence risk assessment references to stalking / harassment, Honour based violence and forced marriage.	Crime & Justice	Richard Goold	31/08/2015	31/08/2015	On target	These references have been considered and there is no explicit reference in the STRA because these are part of the overall crime types of DA 'other' violence. STRA signed off by COT and there will be a review in 6 months time.
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 BT/0488/8914: 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	On target	ACC Jupp recently chaired a cross authority oversight meeting including all partners and the Deputy PCC to ensure that commissioning and service are aligned and an assurance that practice will continue to align
BT/f4a6/8914	HMIC: Domestic Abuse	Create and communicate a problem profile so that staff are more aware of victims and perpetrators which will enable them to be proactive and apply offender management principles. Profiles to include: perpetrators details, definitions of serial and repeat and identification of management plans.	Crime & Justice	Det Insp Quinn	31/12/2014	31/12/2014	On target	An officer is now permanently embedded in the City Probation Service. Joint Police and Probation is designed to manage the risk of serial perpetrators of domestic abuse therefor reducing victimisation. There is a multi-agency meeting on 9th December with a view to defining serial perpetrator management following the ratification of the definition.
BT/04a6/71114	Baker Tilly: Information Management Arrangements	Review the training delivery via the Training Priorities Panel chaired by the Force SIRO.	Business and Finance	Pat Stocker	31/12/2014	31/12/2014	On target	No update provided to date.
BT/2480/101114	Baker Tilly: Information Management Arrangements	Carry out a data flow mapping exercise to identify information that leaves and enters the organisation.	Business and Finance	Pat Stocker	31/3/2015	31/3/2015	On target	No update provided to date.
BT/3487/101114	Baker Tilly: Information Management Arrangements	Identify during the development phase additions of MOPI grouping and linking of relevant records as an Information Assurance requirement.	Business and Finance	Pat Stocker	31/3/2015	31/3/2015	On target	No update provided to date.
BT/649c/101114	Baker Tilly: Information Management Arrangements	Review all the ISA's to ensure fit for purpose and place in the NC Forms network folder so it is accessible to all staff.	Business and Finance	Pat Stocker	31/12/2014	31/12/2014	On target	No update provided to date.
BT/748a/71114	Baker Tilly: Information Management Arrangements	Commission training at regional level at the regional IA Board chaired by the SIRO and deliver e-learning packages for all staff.	Business and Finance	Pat Stocker	31/12/2014	31/12/2014	On target	No update provided to date.
BT/a491/101114	Baker Tilly: Information Management Arrangements	Staff to undertake mandatory Information Management Training as per the Information Assurance Framework. Continue to report training records to FIAB.	Business and Finance	Pat Stocker	31/12/2014	31/12/2014	On target	No update provided to date.

BT/a4a9/101114	Baker Tilly: Information Management Arrangements	Conduct a Training Needs Analysis to identify those staff with elevated information management responsibilities, including IAOs, in order to inform an IA training plan. Review the training delivery via the Training Priorities Panel and commission required training via the Regional IA Board chaired by the SIRO	Business and Finance	Pat Stocker	31/12/2014	31/12/2014	On target	No update provided to date.
BT/c4a4/71114	Baker Tilly: Information Management Arrangements	Regularly review the Information Management responsibilities to ensure the process identifies any gaps and risks to information management responsibilities and that they are identified and addressed in the Information Management Strategy.	Business and Finance	Pat Stocker	31/12/2014	31/12/2014	On target	No update provided to date.
BT/44b6/81014	Baker Tilly: Business Continuity and IT Disaster Recovery	Update the Information Services department Business Continuity Plan using the Force BC Toolkit.	Information Services	Julie Mansfield	31/12/2014	31/12/2014	On target	No update provided to date.
BT/b4ad/81014	Baker Tilly: Business Continuity and IT Disaster Recovery	Create a suite of recovery documentation covering all identified critical IT systems.	Information Services	Julie Mansfield	31/12/2014	31/12/2014	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/84b3/8914	Policing in austerity: meeting the challenge.	Recommendation 4 Not later than 15 October 2014, each of the 20 forces which plan to achieve less than 10 percent of their savings in the current spending review period from collaboration should: (a) review its plans for increasing savings from collaboration with other organisations (in the public, private and voluntary sectors) in 2015/16 and 2016/17; (b) consult its police and crime commissioner and HMIC on the amendments to which it considers are necessary or expedient to improve the level of savings from collaboration to the greatest extent reasonably practicable; and (c) after taking into consideration such representations as may be made in that respect by the police and crime commissioner and HMIC, provide its police and crime commissioners and HMIC with amended collaboration plans that specify, in detail, the steps it will take in those financial years to improve its level of savings from collaboration to the greatest extent reasonably practicable.	Business & Finance	Paul Steeples	15/10/2014	15/10/2014	Action closed	23/10/2014 Report completed as per recommendation and sent to HMIC. Action complete.
BT/a49e/8914	Policing in austerity: meeting the challenge.	Recommendation 1 Not later than 30 September 2014, each of the three forces with an overall assessment of 'requires improvement' should: (a) carry out an urgent review of its savings plan; and (b) provide to its police and crime commissioner and HMIC a comprehensive and detailed plan which specifies the sufficient steps it will take to remedy the failures and other shortcomings which have led to the assessment in question. Those steps may include, but should not be limited to: (i) a comprehensive assessment and understanding of current demand; (ii) developing and implementing an affordable organisational model (often referred to as the force's operating model); and (iii) assuring themselves that the model for policing can respond to the assessed demand that the force faces.	Business & Finance	Paul Steeples	30/09/2014	30/09/2014	Action closed	23/10/2014 Action plan template supplied by HMIC completed as per instructions and sent to HMIC with other supporting material. Action complete.
BT/b490/8914	Policing in austerity: meeting the challenge.	Recommendation 3 Not later than 30 September 2014, the Chief Constable of each force that has a savings plan which fails to assume that the level of year-on-year funding restrictions from 2015/16 will continue at the same rate as those in the current spending review period should: (a) review the force's savings plans in that respect; (b) consult his or her police and crime commissioner and HMIC on the amendments which he or she considers are necessary to remedy that failure; and (c) after taking into consideration such representations as may be made in that respect by the police and crime commissioner and HMIC, amend the plans so as to ensure that the failure in question is remedied.	Business & Finance	Paul Steeples	30/09/2014	30/09/2014	Action closed	23/10/2014 Report completed as per recommendation and sent to HMIC. Action complete.

Action(s) on target								
Ref	Source/ Title	Action overview	Dept / Div	Action Owner	End date	Original end date	Action status	Action Update
NB/c49e/1414	Business Planning	Implement the Schengen protocol to share information to safeguard public safety following the European Union wide removal of border controls.	Crime and Justice	Insp Simon Carter	31/03/2015	31/10/2014	On Target	<p>The Home Office have announced a slippage of the Schengen, which will go live by the end of the financial year at the latest.</p> <p>Policy and procedural guidance with quick guides for staff have all been completed. The website has now launched force wide.</p> <p>Mandatory NCALT training has now commenced within Force and is being monitored by our Training Department. A Weekly Order reminding staff to undertake the mandatory training was published in September.</p> <p>The form to ensure communication between the PNC Bureau and Contact Management is still in design stage. This awaits the introduction of the PNC training database.</p> <p>Back Record conversion assessment for Article 36 Discrete checking is currently being undertaken. This will need manual inputting post go live. The numbers required for circulation are anticipated to be less than 400 circulations.</p> <p>Richard Mace has audited PNC Objects and found a high 90's % compliance in readiness for go live.</p> <p>Information Services have confirmed that Capita have scoped the costs of any potential changes to the interfaces with the Home Office and Capita.</p> <p>Update FEB 24/11/2014 CC supports new completion date of 31st March 2015.</p>