

**Appendix 2: Audit and Inspection Actions Update Report**

**Quarter 4:  
2014/15**

NB. Actions include those arising from recommendations highlighted by audit or inspection

Summary	Current	Previous	Trend
Action(s) off target	2	0	↑
Action(s) at risk of being off target	2	0	↑
Action(s) proposed for closure	4	0	↑
Action(s) on target	23	4	↑
New action(s)	0	21	↓
Total closed action(s)	13	10	↑
Total actions	44	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	It is anticipated that there will be some slippage from the original target completion date and / or other constraints such as budget, available resource or expected efficiency saving. To be highlighted to the Portfolio Board as an issue for monitoring.
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	Target date	Original target date	Assigned to:	Recommendation	Action	Manager Responsible	Source/ Title	Action status	Action Update
BT/e493/131014	31/12/2014		Julie Mansfield	<b>Recommendation</b> The IT Business Continuity Toolkit - Tests & Exercise Tab should be fully completed and should provide comprehensive details of testing planned and undertaken.	Action: Update the Information Services department Business Continuity Toolkit Test & Exercise record with the results of Exercise Candle and the date of next year's test	Julie Mansfield	Baker Tilly: Business Continuity and IT Disaster Recovery Planning.	Off target	Planning is currently underway for a for a full County Wide break in IT Network service. This break is required for IS to complete an upgrade of the core network at HQ.  <b>Action requires a new target completion date.</b>
BT/84aa/24215	31/03/2015		Janet Carlin	<b>Recommendation</b> Nottinghamshire Police should review immediately the operation of the witness care unit in relation to the updating of victims. If required, by January 2015 the force should implement an action plan to ensure service improvement	Action: Review immediately the operation of the witness care unit in relation to the updating of victims. If required, the force should implement an action plan to ensure service improvement.	Janet Carlin	HMIC: Crime Inspection 2014 Nottinghamshire Police.	Off target.	Since this report, the Witness Care Unit Manager has reminded officers to follow the Victims Code in terms of the manner and timeliness of the feedback given to victims regarding the updates and outcomes of cases. There was no requirement to retrain members of the team as staff were aware and just needed reminding since the restructure and downsizing of the WCU in Notts. There has been some adapting of processes and service delivery in the unit as a result of the reduced staffing levels however, this will not impact adversely the support to victims.  The Supervisor has also introduced a regular series of dip sampling across all officers and their work to ensure that these procedures continue to be followed. Feedback is given immediately to the officers concerned, if required.  Dip samples have not been carried out over the past month owing to the absence of the team supervisor however they are about to commence once again.  The Regional Witness Care Unit Manager, who will be responsible for the service delivery and strategy of Witness Care across the East Midlands was appointed to role last week. This procedure will be reviewed as part of the new regional working requirements and the need to comply with the Inspection recommendation. Any learning from other forces and the new Manager will be added or will replace this procedure, if deemed to be an improvement on existing procedures. The experience of victims remains at the highest level at all times.  <b>Action requires a new target completion date.</b>

**Action(s) at risk of being off target**

Ref	Target date	Original target date	Assigned to:	Recommendation	Action	Manager Responsible	Source/ Title	Action status	Action Update
CH/3486/12315	31/05/2015		Det Supt Jackie Alexander	<b>Recommendation</b> Within six months, the force should review the level of detail documented, as part of the rationale, and how and where this is recorded to enable information to be more easily retrieved for auditing purposes	Action: Review the level of detail in relation to decision making rationale, in respect of timeliness, supervision and appropriateness.  This rationale to be recorded on Centurian to improve consistency across cases and therefore improve the monthly audit reporting Share across the departments with persons involved, (to include police staff) the rules and conventions to increase the recording rationale using the NDM at key points.	Det Supt Jackie Alexander	HMIC: Police Integrity and Corruption	At risk	A draft rationale form has been circulated by T/DI Waller which is currently being piloted across the department and will then be subject to further review.
CH/5490/1415	31/05/2015		T/Insp Jane Stubbs	<b>Recommendation 8</b> Within three months: (pg21-22) We recommend that Nottinghamshire Police undertakes a review (jointly with children's social care services and other relevant agencies) of how it manages the detention of children. This review should include, as a minimum, how best to: a) improve custody staff awareness of child vulnerability and child protection; b) improve risk assessments to reflect the needs of children and the support they require at the time of detention and on release; c) ensure that all staff act within the law so that all children are only detained when absolutely necessary and for the absolute minimum amount of time; d) assess at an early stage the likely need for secure or other accommodation, and work with children's social care services to achieve the best option for the child; e) ensure that children detained under section 136 of the Mental Health Act are only detained in police custody as a last resort, for a minimum amount of time, are regularly checked and receive the services of the mental health nurse; and f) ensure specific additional consideration is given to using family members as appropriate adults for children detained under section 136 of the Mental Health Act, and parental support and personal attendance at the custody suite are encouraged.	Action: Undertake a review (jointly with children's social care services and other relevant agencies) of how the Force manages the detention of children. This review should include, as a minimum, how best to: a) improve custody staff awareness of child vulnerability and child protection; b) improve risk assessments to reflect the needs of children and the support they require at the time of detention and on release; c) ensure that all staff act within the law so that all children are only detained when absolutely necessary and for the absolute minimum amount of time; d) assess at an early stage the likely need for secure or other accommodation, and work with children's social care services to achieve the best option for the child; e) ensure that children detained under section 136 of the Mental Health Act are only detained in police custody as a last resort, for a minimum amount of time, are regularly checked and receive the services of the mental health nurse; and f) ensure specific additional consideration is given to using family members as appropriate adults for children detained under section 136 of the Mental Health Act, and parental support and personal attendance at the custody suite are encouraged.	T/Insp Jane Stubbs	HMIC: National Child Protection	At risk	The work conducted by T/Insp Jane Stubbs and social care supported by the Force Research team as to how this action will be progressed whether in part or in full. A meeting is scheduled with Social Work Services at the end of May. A new target completion date will be discussed at this meeting.

Action(s) proposed for closure									
Ref	Target date	Original target date	Assigned to:	Recommendation	Action	Manager Responsible	Source/ Title	Action status	Action Update
CH/248f/12315	31/05/2015		John Hammond	<b>Recommendation</b> Within six months, the force should ensure that any secondary employment or business interest applications which have been declined or withdrawn are followed up on to ensure compliance.	Action: Review and update the policy and health check to ensure any refusals or withdrawals to secondary employment or business interests are made known to the Professional Standards Department via line manager reporting. The health check should ensure probing questions are asked.	John Hammond	HMIC: Police Integrity and Corruption	On target	Policy reviewed and published April 2015. All refused interests will be reviewed by line managers.  <b>Recommend complete.</b>
CH/44b5/1415	31/05/2015		Supt Paul Burrows	<b>Recommendation 2</b> Chief constables should, with immediate effect, develop plans that set out how each force will complete the action required to make good progress in relation to the recommendations in HMIC's 2013 report, and publish these plans so that the public can easily see them on their websites. These plans should include the action forces are taking to comply fully with the Best Use of Stop and Search Scheme, initiated in April 2014 by the Home Secretary. *HMIC expects chief constables to use the self assessments they completed as part of this inspection to formulate their plans, alongside any other relevant information. We expect all forces to have completed, or to be making good progress in relation to, the recommended actions by November 2015	Action: Update the Stop and Search plan to show progress in relation to the 2013 recommendations. These will need to be refreshed after the 2014/15 data outcome period. The plan should be regularly updated to comply with the most recent recommendations from the Policing College, Home Office of HMIC. Publish on our website.	Supt Paul Burrows	HMIC: Stop & Search Powers 2	On target	Plans are in place to show progress in relation to the 2013 recommendations. The previous 21 stop and search action plans have been edited together into one; the actions have been updated and the recommendations, along with updates, from the 2013, 2015 HMIC reports and BuSSS included and updated.  <b>Recommend complete</b>
CH/348e/1415	31/7/2015		Supt Paul Burrows	<b>Recommendation 7</b> Within three months, chief constables should require their officers to record all searches which involve the removal of more than an outer coat, jacket or gloves. This record must specify: the clothing that was removed; the age of the person searched; whether the removal of clothing revealed intimate parts of the person's body; the location of the search including whether or not it was conducted in public view; and the sex of the officers present.	Action: Develop a separate section of the Stop Search dashboard to include Strip Search.	Supt Paul Burrows	HMIC: Stop & Search Powers 2	On target	The requirement for recording as outlined with the action has been communicated to officers via the Champions network and KYI articles. Compliance is now being audited via the strip search audit mechanism; however this will be improved once the new stop and search app is developed which will lead officers to comply. It is recommended that this action can be closed as the requirement has been made.  <b>Recommend complete</b>
CH/649e/21115	30/06/2015	31/03/2015	T/Sgt Vanessa Wake	<b>Recommendation</b> Within three months: all forces should ensure that: • in cases of out-of-court disposals where there is a victim, they consult the victim before making the decision to issue or effect the disposal, and make a record that they have done so; and on every occasion when the making of an out-of-court disposal is under consideration, the previous offending history of the offender is checked to ensure the offender is eligible for the disposal in question, and make a record that this has been done.	Action: 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.	Ch Supt Helen Jebb	HMIC: Crime-recording making the victim count	On target	It has become apparent that for Cautions a number of rationale documents exist, it was thought there was a standard document that all supervisors completed, work to be completed in order to standardise rationale document for each out of court disposals encompassing victims thoughts/wishes and implications for the offender.  The delay surrounding this was to also encompass the legal changes to cautions which brought about a legal requirement to consult with the victim and take their views into account. It was necessary to launch at the same time so not to confuse officers.  In addition, please rest assured that the working practice of OoCD's has also been to capture the views/wishes of the victim within decision making, noticeably officers have been asked to consider within their review:  • How does this outcome benefit the victim? • How does it prevent further offending? • How does the outcome benefit the community? • Why is this disposal option the correct outcome?  This document and the procedure will be attached to Weekly Orders dated 15/05/2015. They will be saved in the appropriate sections in the library.  <b>Recommend complete.</b>
Action(s) on target									
Ref	Target date	Original target date	Assigned to:	Recommendation	Action	Manager Responsible	Source/ Title	Action status	Action Update
CH/249d/1415	30/06/2015		Emma Laughton	<b>Recommendation</b> Within three months: We recommend that Nottinghamshire Police undertakes a review of the level and quality of supervisory activity in cases involving children missing from home.	Action: Review / audit a given number of cases in cases involving children missing from home to assess compliance with procedure regarding levels and quality of supervision.	Supt Helen Chamberlain	HMIC: Child Protection	On target	A sample of missing children cases from across the Force will be reviewed / audited throughout May 2015. The process will be aligned to the approach that is being taken across all 5 forces in the region, using a standardized template to assess procedural compliance, quality of investigation and supervision. The results of the audit will be reported on by the end of June 2015.
BT/a493/131014	30/06/2015		Julie Mansfield	<b>Recommendation</b> An IT disaster recovery test schedule should be documented and approved. The IS disaster recovery plan should be tested at least annually or after a change of key personnel, operational system or any aspect of the operational infrastructure. Where recovery testing takes place this should also assess recovery point and recovery time testing to ensure the specified objectives are achieved.	Action: Plan, document and gain approval from the head of department for an Information Services disaster recovery test schedule and record; tests should be at least annually and after any changes to key personnel, operational system or infrastructure.	Julie Mansfield	Baker Tilly: Business Continuity and IT Disaster Recovery Planning.	On target	The documentation and working practices are established and a process for updating exists after significant change. However the test schedule has not been started as the resources required to contribute to this have been diverted to other Force Priority projects including MFSS, PSN, Network Improvement, Telephony Replacement
BT/b4ad/81014	30/06/2015		Julie Mansfield	<b>Recommendation</b> An action plan needs to be developed to ensure IT Information Services have an associated suite of recovery documentation covering all the identified critical IT services.	Action: Create a suite of recovery documentation covering all identified critical IT systems.	Julie Mansfield	Baker Tilly: Business Continuity and IT Disaster Recovery Planning.	On target	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 a failure. With current workload in the teams, a new target completion date of June 2015 has been agreed.
BT/f4a6/8914	30/06/2015		Richard Goold	<b>Recommendation</b> Managing victims and offenders: Effective use of intelligence at strategic and individual case levels in the management of victims and offenders.	Action: 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.	Det Supt Mark Pollock	HMIC: Domestic Abuse.	On target	Profile discussed and agreed at Force Tasking. The Profile will be resourced through FI - terms of reference discussed with Supt Chamberlain and the profile will be a refresh of the last profile. Currently on course for end of May / Early June completion.

CH/24a2/12315	31/08/2015		DI Louise Jordan	<b>Recommendation 4</b> By 31 August 2015, chief constables should review the number of officers and staff with protected characteristics who have formal allegations made against them, to ensure that force processes are operating without bias or discrimination.	Action: Review the current formal allegation process to include capturing a record of all protected characteristics. (Disability, Race, Gender Reassignment, Religion and Belief, Age, Marriage and Civil Partnership, Pregnancy and Maternity, Sex and Sexual Orientation). This should also be extended to conduct investigations and included in the quarterly report	Det Supt Jackie Alexander	HMIC: Police Integrity and Corruption	On target	D/Supt Alexander and DI Jordan holding meetings with support networks and groups and now working with the analyst around reporting on protected characteristics. On target.
CH/04a5/16115	01/09/2015		Richard Hitch	<b>Recommendation 37</b> By 1 September 2015, all forces should have in place, and thereafter implement to the greatest extent reasonably practicable, a sufficient and costed plan to progress the development of mobile technology which prioritises the requirements of frontline officers and staff, and to achieve the objectives of the National Policing Vision 2016	Action: 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.	Richard Hitch	HMIC: Core Business: Making Best use of Police Time.	On target	The Force currently has in place a mobile working solution using software from Capita. There is a strategic board and a project board chaired by ACC Torr and Supt Antill respectively; the Force is seeking a replacement system that needs to be in place by the end of 2016. There is also a regional board lead by Simon Torr looking at the roadmap to a regional solution
CH/f4b6/1415	30/10/2015		Ch Insp Jim West	<b>Recommendation 3</b> Immediately: (pg 18-19) We recommend that Nottinghamshire Police takes steps to ensure that all relevant information is properly and uniformly recorded, and is readily accessible in all cases where there are concerns about the welfare of children.	Action: Implement the Public Protection module as part of phase 2 of the regional NICHE project.	Supt Helen Chamberlain	HMIC: National Child Protection (Nottinghamshire)	On target	The PP module of NICHE is not being delivered in the first phase of the NICHE roll out. The PP module will be phase 2. This has to be developed with the four forces that are collaborating, the NICHE PP module that Lincolnshire are using looks sufficient for DV/CP/VA purposes. Officers will be immediately directed that where ever checks of systems are to be made that they are to check all systems available to ensure that they have the most up to date information.
BT/949a/111214	18/09/2015		DS Les Charlton	<b>Recommendation</b> Large Scale Cyber Incident page 12: The force has not developed joint working with academic institutions and private industry that focus on the recruitment of people with information, communication and technology skills. Nor has it asked for assistance from volunteer information, communication and technology professionals. This would improve the force's skills in this area.	Action: Recruit for a student placement following the re-location to larger accommodation (Academia links supported here).	Det Supt Mark Pollock	HMIC: Strategic Policing Requirement	On target	Due to slippage in the facilities timescales, we do not anticipate moving now until July 2015 so recruitment would be delayed. As student placements need finalising before the summer, it may not be possible to complete this academic year.
CH/b48f/16115	30/09/2015		Keilley Freeman	<b>Recommendation 27</b> All forces should progress work to gain a better understanding of the demands they face locally, and be prepared to provide this to the College of Policing to establish good practice in this respect. All forces should inform HMIC of their progress on this matter through their annual force management statements.	Action: 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.	Julie Mair	HMIC: Core Business: Making Best use of Police Time.	On target	Force Research previously carried out means that the Force has a good understanding of demand. We are still awaiting guidance from HMIC in relation to the annual force management statement.
BT/24a2/111214	30/09/2015		Richard Goold	<b>Recommendation</b> Chief constables should conduct an evidence-based assessment of the national threats (as described in the SPR), at least annually, and make it part of their arrangements for producing their strategic threat and risk assessments. This should start immediately because it is essential to understand the threat and risks before deciding upon the level of resources that are necessary to respond.	Action: 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.	Det Supt Mark Pollock	HMIC: Strategic Policing Requirement	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/3487/101114	31/12/2015		Ch Insp Jim West	<b>Recommendation</b> The Force should implement MoPI groupings so that nominal crimes can be clearly grouped and reviewed.	DCC review - New Action: Following the implementation of NICHE, implement MoPI groupings so that nominal crimes can be clearly grouped and reviewed as an Information Assurance requirement.	Ch Insp Jim West	Baker Tilly: Information Management Arrangements	On target	This piece of work is now incorporated into the Niche BRC Strategy in terms of what is to be done with Nottinghamshire records before being migrated to Niche but also how MOPi compliance is managed going forwards as BAU.
BT/3491/8914	30/9/2015		Richard Goold	<b>Recommendation</b> [Leadership and Governance / Performance Management.] Include in the next strategic intelligence risk assessment references to stalking / harassment, Honour based violence and forced marriage.	Action: Include in the next strategic intelligence risk assessment references to stalking / harassment, Honour based violence and forced marriage.	Det Supt Mark Pollock	HMIC: Domestic Abuse.	On target	Work has begun on the new Strategic Assessment and these areas will be included as part of the DA section.
CH/e4bc/15115	30/06/2015	31/12/2014	Supt Richard Fretwell.	<b>Recommendation 17</b> By 31 December 2014, all forces should ensure that PCSOs are not being used to respond to incidents and crimes beyond their role profiles, in respect of which they have no powers, or for which they have not received appropriate levels of training.	Action: Review the role of the PCSO to assess the issue in relation to responding to incidents and crimes beyond their role profile.	Supt Richard Fretwell.	HMIC: Core Business: Making Best use of Police Time.	On target	Awaiting feedback from the NHP phase two review workshops where PCSOs have the opportunity to tell us whether they are being used appropriately or not. We will be speaking to all PCSOs again as part of the reducing numbers project which represents a further opportunity to obtain feedback. Work is in progress with the Head of Contact Management to monitor adherence to the graded response policy. A new procedural guide for the use of PCSOs is being developed which will clarify what they can / cannot attend. This will be completed by the end June 2015.
CH/c4a4/15115	30/06/2015	31/03/2015	Supt Richard Fretwell.	<b>Recommendation 3</b> By 31 March 2015, every force that does not have an adequate, force-wide problem-solving database should develop and start making use of one, to record, monitor and manage its neighbourhood problem-solving cases.	Action: Develop CIMA to include a central repository for force wide Problem Solving activity. It should record, monitor and manage its neighbourhood problem-solving cases.	Supt Richard Fretwell.	HMIC: Core Business: Making Best use of Police Time.	On target	The CIMA system is up and running. Use of the database to record, monitor and manage problem solving cases is a work package within the Neighbourhood Policing Review. Due to a technology issue on CIMA problem solving plans are temporarily on the Neighbourhood Policing intranet site.
CH/f496/15115	31/08/2015	31/03/2015	T/ Ch Insp Phillip Davies	<b>Recommendation 4</b> By 31 March 2015, all forces should ensure they are using their databases to track the progress and evaluate the success of actions taken in relation to each neighbourhood problem-solving case recorded on the database.	Action: Track the progress and evaluate the success of actions taken in relation to each neighbourhood problem-solving case recorded on the database.  Interdependent with Recommendation 3	Supt Richard Fretwell.	HMIC: Core Business: Making Best use of Police Time.	On target	Requires completion of the action arising from Recommendation 3. Due to a technology issue on CIMA problem solving plans are temporarily on the Neighbourhood Policing intranet site.
CH/d484/15115	31/10/2015	31/03/2015	T/ Ch Insp Phillip Davies	<b>Recommendation 5</b> By 31 March 2015, each force should ensure that it is able to disseminate information and share good practice from its database throughout the force, as well as local authorities and other relevant organisations involved in community-based preventive policing or crime prevention.	Action: 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.  Interdependent with Recommendation 3.	Supt Richard Fretwell.	HMIC: Core Business: Making Best use of Police Time.	On target	Requires completion of the action arising from Recommendation 3. The review can be carried out when CIMA and ECINS are fully functional. The partnership system is ECINS and this will be scoped at the next steering group meeting in June.

CH/5484/1415	30/06/2015	30/4/2015	A/DCI Yvonne Dales	<b>Recommendation 1</b> Immediately: (pg 9-11) We recommend that Nottinghamshire Police ensures that in domestic abuse incidents, officers see and speak to children (where possible and appropriate) and record their observations of a child's behaviour and demeanour so that better assessments of children's needs are made.	Action: Update the DA procedure to state that in domestic abuse incidents, officers see and speak to children and record their observations of the child's behaviour and demeanour to enable a better assessment of their needs. As a result of a national enquiry with the ACPO Child Protection lead as to good practice in this area on the 25th March 2015, there is now research being carried out by the University of Bedfordshire to review amongst other matters what this looks like in practice. When complete communicate the changes through a weekly order and corporate communications.	Supt Helen Chamberlain	HMIC: National Child Protection (Nottinghamshire)	On target	The Domestic Abuse Procedure has been updated to include these requirements. Emphasis added to the sections where this is mentioned to highlight the changes to the reader. In view of the other significant changes to the Procedure this has now gone out for Consultation, replies required back by 15th May 2015. Once this process is completed, the new Procedures can be published.
CH/e4ba/1415	30/06/2015	30/4/2015	A/DCI Yvonne Dales	<b>Recommendation 6</b> Within three months: (pg12-14) We recommend that Nottinghamshire Police undertakes a review, together with children's social care services, of how it manages child protection referrals to ensure a timely response to initial concerns, that action is subsequently taken, concerns are followed up and cases are regularly reviewed.	Action: Carry out a review with identified practitioners from both local authorities and the police to address a plan for the points raised within the recommendation and also highlight where action has already taken place with Theresa Godfrey (Social Care County) and John Matravets (Social Care City).	Supt Helen Chamberlain	HMIC: National Child Protection (Nottinghamshire)	On target	T/DCI Dales met with Teresa Godfrey ( Group Manager – Children's Social Care, County) to discuss the HMIC findings and joint actions. CSC County have already formulated an implementation plan in response to this report. Collectively, TG and YD will now work together to look at coordinating the activities more effectively to develop a high-level implementation plan across both agencies. The finer details of this are currently being worked through in conjunction with the Public Protection -Dtf work. Further meetings are planned and T/DCI Dales has now arranged a meeting with John McTravers Children's Social Care – City for the 6th May 2015. In light of the work needed target date needs to be extended to end June.
BT/1494/81214	30/06/2015	30/04/2015	Det Supt Mark Pollock	<b>Recommendation 38</b> Chief constables and the heads of law enforcement agencies should ensure that his or her force or agency has, or has access to, an operational security advisor who has passed the relevant course.	EMSOU have an operational security advisor. Nottinghamshire in the process of recruiting. Access to EMSOU OPSE if required.  Action: Nottinghamshire to recruit an operational security advisor.	Det Supt Mark Pollock	HMIC: Undercover Policing	On target	In the process of putting the post out for advert; hopeful that we will have someone in post in the next three months or so. <b>Action requires a new target completion date.</b>
CH/649b/1415	30/06/2015	30/4/2015	T/DI Steve Peaks	<b>Recommendation 4</b> Within three months: (pg12-14) We recommend that Nottinghamshire Police undertakes a review, together with children's social care services and other relevant agencies, to ensure that the police are fulfilling their statutory responsibilities set out in Working Together to Safeguard Children. As a minimum this should include: a) attendance at, and contribution to, initial child protection conferences; and b) recording decisions reached at meetings on police systems to ensure that staff are aware of these and of all relevant developments.	Action: A review will take place with identified practitioners from both local authorities and the police to address a plan for all the points raised within the recommendation and also highlight where action has already taken place with Theresa Godfrey (Social Care County) and John Matravets (Social Care City). a) Our Joint safeguarding procedures are written to reflect working together and states: A conference should consist of only those people who have a significant contribution to make due to their knowledge of the child and family or their expertise relevant to the case b) The organising and running of Child Protection Conferences remains the responsibility of Children's Social Care and the production of minutes is their decision. When minutes are communicated they are recorded on PP CATS system. These are then actioned appropriately.	Supt Helen Chamberlain	HMIC: National Child Protection (Nottinghamshire)	On target	T/DI Peaks is having meetings with CSC to ensure that the MASH are copied into the invites for ICPC. The finer details re attendance and criterion are still being worked through. This is linked to the Public Protection Dtf work.
BT/4493/71114 BT/44a5/71114 BT/548d/71114 BT/949d/71114 BT/e4bb/71114	30/06/2015	30/04/2015	Pippa Wood	<b>Recommendations</b> 1. In accordance with the Policy, management visits should be taking place. 2. For a consistent approach a Return to Work Interview should be completed for every period of absence. Managers should ensure that Return to Work Interviews are conducted once an employee returns to work. 3. Spot checks should be completed to ensure compliance with Policy and process. Checks should be completed prior to Line Manager's PDR's to inform the process and highlight as a potential weakness in compliance with process. 4. If an employee has three periods of absence or 10 days during a 12 month rolling period a stage 1 interview should take place. Furthermore a further two periods of absence should result in a stage 2 meeting. Spot checks on compliance with this element should take place. 5. Line Managers should update the system with the sickness absence, as soon as it is possible, to ensure the system reflects an accurate position of sickness absence, across the Force. Furthermore, the log within Origin HRMS should be utilised and updated to clearly demonstrate compliance with the Policy and to effectively and consistently manage the sickness.	Action: HR consultants to remind managers of their responsibility via email. Introduce a monthly report and send out to divisional line managers. Complete audits to check compliance in December 2014 and March 2015	Steve Mitchel	Baker Tilly: Absence Management	On target	Multiple recommendations to be addressed by single course of action. Pippa Wood has now due to changes in HR taken over the responsibility in this area of sickness, alongside Steve Mitchel, Senior HR manager.  HR Consultants remind managers of their responsibility monthly via email and face to face. HR Consultants also to attend monthly People Meetings. Audit to check compliance will be completed in June 2015
BT/c4a4/71114	31/03/2016	30/04/2015	Pat Stocker	<b>Recommendation</b> To ensure that responsibilities and procedures are clear, the force needs to develop and implement a comprehensive Information Management Strategy in line with National Guidance.	DCC Review - New Action: Develop and implement a comprehensive Information Management Strategy in line with National Guidance to include the following: i) To ensure staff in IM are aware of their roles and responsibilities, review and update policies and procedures for records management, information security, data disposal and data quality; ii) Ensure that the Information Assurance Improvement Plan and Risk Register are updated to include the risks and implications of not having appropriate strategy and policy documentation in place which is adhered to; iii) Report progress of development and implementation of the Information Management Strategy and associated policies and procedures to IRMG and FIAB.	Julie Mair	Baker Tilly: Information Management Arrangements	On target	Information Management Strategy still in draft format and other IM Policy still being drafted and reviewed - This piece of work has been delayed as a result of high priority Project work such as MFSS and long term sickness of relevant support members of staff - action will be to provide a plan for action to be managed through FIAB.  New completion date will be end of March 2016 as the end result will be significantly affected by both the Regional Niche Project and PBS project
BT/2480/101114	31/03/2016	31/03/2015	Pat Stocker	<b>Recommendation</b> The Force should perform a data flow mapping exercise to identify information flows written and information that leaves and enters the organisation	Action: Carry out a data flow mapping exercise to identify information that leaves and enters the organisation.	Julie Mair	Baker Tilly: Information Management Arrangements	On target	A Data flow Mapping exercise cannot take place until we have identified all of our Information assets. The initial step in this process is to identify all Information Asset Owners and formally identify their assets in an Information Asset Register. Following the production of the first draft of the IAR we will then review the requirements for a Data Flow Mapping exercise ( bearing in mind the timescales for Niche) and provide an options for paper for FIAB.  New completion date will be end of March 2016 as the end result will be significantly affected by both the Regional Niche Project and PBS project



Ref	Target date	Original target date	Assigned to:	Recommendation	Action	Manager Responsible	Source/ Title	Action status	Action Update
CH/84ba/15115	31/03/2015		Supt Richard Fretwell.	<b>Recommendation 3.1:</b> By 31 March 2015, every force that does not have an adequate, force-wide problem-solving database should develop and start making use of one, to record, monitor and manage its neighbourhood problem-solving cases.	Action: 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.	Supt Richard Fretwell.	HMIC: Core Business: Making Best use of Police Time.	Closed	ECINS funding secured. Show this action as complete
CH/64a8/15115	31/03/2015		DCI Robert Griffin	<b>Recommendation 9</b> By 31 March 2015, all forces should ensure that crime prevention or disruption activity carried out is systematically recorded and subsequently evaluated to determine the effectiveness of tactics being employed.	Action: 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	Det Ch Supt Helen Jebb.	HMIC: Core Business: Making Best use of Police Time.	Closed	Following research of national best practice, and then subsequently in conjunction with senior Intell and performance analysts, a "Results report form," has been developed. This will be used as a single, consistent means of capturing the evaluation of plans. Once the Operation/initiative/tactic and results report is completed, it will be uploaded onto CIMA. CIMA (Crime Intelligence Management and Analysis) is a dedicated computer programme available to all operational officers and staff as well as though in operational support roles. It can be accessed via the Intranet through Intelligence Applications. All operational staff have the ability to upload documents onto the system, which will store them in a searchable format Documents can be searched for or filtered by using name, geographical area, crime type or product type. The system has a version control but stores previous versions (all available to view) in case they are needed Over time, CIMA will become an operational organisational memory database, with both officer reports as well as analytical and performance products. Its search facilities will be good enough to allow officers to see what previous plans and operations have been used around the Force as well as keep track of the operations they themselves have run. It will operate, in effect as a library for learning from an Ops planning perspective. Currently the system is live and can be accessed by all officers and equivalent staff, however we are working out the last few minor bugs before we promote the widespread use of the system so that it will have the maximum impact. We anticipate this full role out will be some time in April. However, documents can be uploaded in the meantime via the Senior Analysts.
CH/5496/20115	31/3/2015		Ch Insp Jim West	<b>Recommendation:</b> Within three months: The force should assess and put in place appropriate actions to mitigate the risks associated with duplicate records being carried forward to any new multi-force IT system for incidents, crime and intelligence recording	Action: Prepare a report for attention of ACC Jupp, detailing current issues with duplicate records and implications for the Niche project.	Ch Insp Andrew Burton	HMIC: Crime Data Integrity (November 2014)	Closed	Report presented to FEB data cleanse and MOPI compliant approach agreed. Work in this area being led by Insp Ahmed and linked into the Niche programme. Please show this action as complete.
CH/c48b/20115	31/3/2015		Neil Fletcher	<b>Recommendation:</b> Immediately: The force should amend its guidance on the investigation of rape and serious sexual assault to accurately reflect NCRS for the recording of crime and to include a definition of additional verifiable information and how it applies to the no-crime process.	Action - 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.	Supt Helen Chamberlain	HMIC: Crime Data Integrity (November 2014)	Closed	(PD509) Investigating Rape and Serious Sexual Assault Procedure has been updated.
CH/448d/21115	31/1/2015		DCI Paul Murphy	<b>Recommendation:</b> Nottinghamshire Police should upload the Code of Practice for Victims of Crime on the website.	Action: Make the full Code of Practice for Victims of Crime, and associated guidance, available to the public on the Force website. Ensure that the Code features prominently on the home page.	Det Ch Supt Helen Jebb	Baker Tilly: Crime Recording (May 2014)	Closed	This action has been completed. VCoP can be found on the Intranet and Internet pages at Nottinghamshire Police. See <a href="http://www.nottinghamshire.police.uk/victims">http://www.nottinghamshire.police.uk/victims</a> for source
BT/44b6/81014	31/12/2014		Julie Mansfield	<b>Recommendation:</b> An action plan needs to be developed to ensure IT Information Services have a complete and up to date Business Continuity Toolkit	Action: Update the Information Services department Business Continuity Plan using the Force BC Toolkit.	Christi Carson	Baker Tilly: Business Continuity and IT Disaster Recovery Planning.	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. The IT disaster recovery actions are still valid. Request be recorded as superseded
CH/d4ae/21115	31/3/2015		Ch Insp Andrew Burton	<b>Recommendation:</b> Clarification around management reporting lines for the FCR need to be clarified and strengthened. Once clarified, the job description will need to be updated to reflect any changes made. Furthermore, it is essential that the FCR has an annual PDR, in line with process. The PDR provides a formal mechanism to discuss and consider training needs, progression and any issues in performing the current role and responsibilities.	Action: Review and if necessary update the Force Crime Registrar (FCR) job description, to include specific reference to management reporting lines.	Ch Insp Andrew Burton	Baker Tilly: Crime Recording (May 2014)	Closed	Ch Insp Burton met with both FCRs. Job description has been revised to reflect management reporting lines. Moving towards 1 permanent and 1 part time FCR assistant.
CH/84bf/21115	31/1/2015		Ch Insp Andrew Burton	<b>Recommendation:</b> Immediately: all forces should ensure their auditing procedures in respect of reports of serious sexual offences, including rapes, are sound.	Action: 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.	Ch Insp Andrew Burton	HMIC: Crime Recording making the victim count. (November 2014)	Closed	Sexual offences and rapes are included in the weekly NCRS compliance audits being conducted. The cumulative results are reported quarterly to the CAIDQ Board. Bespoke CATs audits are also conducted by the FCRs. The audit process will be easier with the introduction of NICHE when all reports will be recorded in the one system.
BT/44b1/8914	31/8/2015		DI Pete Quinn	<b>Recommendation</b> Managing victims and offenders. Effective use of intelligence at strategic and individual case levels in the management of victims and offenders. 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.	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.	Supt Helen Chamberlain	HMIC: Domestic Abuse.	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
BT/f4a4/8914	30/4/2015		Supt Helen Chamberlain	<b>Recommendation</b> Strategic leadership and governance. PCC and CC engage relevant partners and support sector in regular scrutiny of service.	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	Supt Helen Chamberlain	HMIC: Domestic Abuse.	Closed	ACC Jupp chairs 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.  Cross ref with BT/0488/8914
BT/0488/8914	30/4/2015		Supt Helen Chamberlain	<b>Recommendation</b> Strategic leadership and governance. A clear multi-agency strategy exists to address DA with defined objectives and ownership. Progress is monitored in regular multi-agency meetings and relevant support sector agencies have a scrutiny and challenge role.	Develop a clear multi-agency strategy to address DA, across the City and County. Identify ownership and incorporate defined objectives.  Link to action: Develop and implement a Joint Strategic Board for oversight of City and County partnerships.	Supt Helen Chamberlain	HMIC: Domestic Abuse.	Closed	Action complete. See above.
BT/148d/11014	29/1/2015		John Gordon	<b>Recommendation</b> The Force should clear down old debit balances on creditor accounts to prevent creditors from being understated.	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.	John Gordon	Baker Tilly: Payments and Creditors	Closed	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.

BT/54b9/24215	30/4/2015		T/DI Justine Wilson	<p><b>Recommendation</b>  Within three months Nottinghamshire Police should develop and commence the implementation of an action plan to improve the quality of investigations which will ensure that:</p> <p>(a) investigating officers and police staff are aware of the standards required, especially in relation to initial enquiries, and have the professional skills and expertise to fulfil their duties;</p> <p>(b) supervisors know what is expected of them in driving up standards;</p> <p>(c) the right resources are targeted in the right areas; and</p> <p>(d) there is appropriate monitoring and oversight of investigative quality.</p>	<p>Action: Develop and commence the implementation of an action plan to improve the quality of investigations which will ensure that:</p> <p>(a) investigating officers and police staff are aware of the standards required, especially in relation to initial enquiries, and have the professional skills and expertise to fulfil their duties;</p> <p>(b) supervisors know what is expected of them in driving up standards;</p> <p>(c) the right resources are targeted in the right areas; and</p> <p>(d) there is appropriate monitoring and oversight of investigative quality.</p>	Det Ch Supt Helen Jebb.	HMIC: Crime Inspection 2014. Nottinghamshire Police.	Closed	Communications have previously been delivered and workpackages have now been delegated through the improving investigations project board to ensure that the actions are met in line with the restructure of the BCU CID - violence team and local CID.
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