

## People Committee Action Log

Action Ref No	Action	Action Owner	Status	Expected Date of Closure	Date Action Closed	Commentary
<b>COMMITTEE MEETING 25 OCTOBER 2021</b>						
PEOPLE-20211025-001	<p><b>Your Voice Matters Staff Survey:</b> Committee Members to be provided with additional information in respect of;</p> <ul style="list-style-type: none"> <li>- Any significant regional or business area variations in results</li> <li>- Organisational level analysis of the free text responses</li> </ul>	Kirsty Garrick	Open	25 February 2022		<b>ACTION NOT DUE</b>

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<p>PEOPLE-20211025-002</p>	<p><b>Your Voice Matters Staff Survey:</b> A summary document to be prepared by SPA Workforce Governance Team which will provide assurances to Members to include;</p> <ul style="list-style-type: none"> <li>- that the actions being/to be taken are the correct interventions</li> <li>- what, specifically, is being done and by when will anticipated impacts be seen</li> <li>- what the outcome measures will be for these improvement actions</li> </ul>	<p>SPA Workforce Governance Team</p>	<p>Open</p>	<p>25 February 2022</p>		<p><b>ACTION NOT DUE</b></p>
<p>PEOPLE-20211025-003</p>	<p><b>Your Voice Matters Staff Survey:</b> Implementation plan to be developed for when it is next presented to the Committee so that it provides clear statements of what will be achieved and the timescales for completion. This will provide future opportunity for the committee to be assured that work is progressing as planned.</p>	<p>Kirsty Garrick</p>	<p>Open</p>	<p>25 February 2022</p>		<p><b>ACTION NOT DUE</b></p>

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PEOPLE-20211025-004	<b>MyCareer:</b> Deep Dive session to be arranged to give Members opportunity to better understand this area of P&D activity.	Governance Support	Open	25 February 2022		<b>ACTION BEING PROGRESSED AND DATE WILL BE CONFIRMED IN DUE COURSE.</b>
<b>COMMITTEE MEETING 02 SEPTEMBER 2021</b>						
PEOPLE-20210902-001	<b>Minute from 27 May 2021:</b> Draft to be updated; - To include DCC Taylor in the list of participant and - That, on page 7, it states Members asked if plans were in place with regards to not only female officers but all <u>also other protected groups</u>	Deborah Christie	Open	30 November 2021		Draft minute updated as agreed. <b>PROPOSE FOR CLOSURE</b>
PEOPLE-20210902-002	<b>H&amp;S Reporting:</b> Committee to consider lessons learned report in respect of the H&S of the policing of George Square incident and for this report to provide assurances that the lessons learned will be used to inform activity which will reduce assaults on officers and staff going forward.	James Bertram	Open	28 February 2022		<b>ACTION NOT DUE</b>

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<p>PEOPLE-20210902-003</p>	<p><b>H&amp;S Reporting:</b> Future reports to clearly identify areas of concern, resulting planned action, and how impact is being measured, using analysis of data to understand causes of incidents and inform preventative interventions, and to track resulting performance improvement over time.</p>	<p>James Bertram</p>	<p>Open</p>	<p>28 February 2022</p>	<p><b>ACTION ONGOING</b></p>
<p>PEOPLE-20210902-004</p>	<p><b>H&amp;S Reporting:</b> Future Reports to;</p> <ul style="list-style-type: none"> <li>- Incorporate assurance update in respect of fire safety.</li> <li>- Provide timeline for when it is anticipated that incident reporting levels will offer an accurate reflection of actual incident numbers</li> </ul>	<p>James Bertram</p>	<p>Open</p>	<p>30 November 2021</p>	<p><b>08/11:</b> This information cannot be supplied at this time due to the pressures of Op Urram and also the change over to the new contractor.</p> <p><b>ACTION ONGOING</b></p>

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<p>PEOPLE-20210902-005</p>	<p><b>Management Information Report:</b> Future Reports to;</p> <ul style="list-style-type: none"><li>- provide further analysis of data, considering median, mode, mean and range, and examining trends over time.</li><li>- to re-include information provided previously (incl. but not limited to age and Length of Service)</li><li>- to provide information on changes to projected retirements, and potential impact, as a result of pension remedy.</li><li>- To consistently include SPA and SPA Forensics</li></ul>	<p>Jen Allan</p>	<p><b>Open</b></p>	<p>30 November 2021</p>		<p><b>09/11:</b> This action was discussed at a meeting between SPA Workforce Governance &amp; PS SWP team.</p> <p>The agreed information for inclusion is captured within item 4.3 People Management Information Report Q2.</p> <p><b>PROPOSE FOR CLOSURE</b></p>
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<p>PEOPLE-20210902-006</p>	<p><b>H&amp;S, MI and Wellbeing reports to committee:</b> PS team to work collaboratively with SPA colleagues to ensure that future committee reports highlight key insights as a result of data analysis, that they identify areas of assurance and areas of concern (and action being taken in response).</p>	<p>Jude Helliker/ ACC Alan Speirs/ Chris Brown</p>	<p>Open</p>	<p>28 February 2022</p>	<p><b>ACTION NOT DUE</b></p>
<p>PEOPLE-20210902-007</p>	<p><b>Your Voice Matters Survey:</b> Timeline to be agreed for required activity which will ensure committee oversight of this matter to take place in a timely manner.</p>	<p>Chris Brown/ Kirsty Garrick</p>	<p>Open</p>	<p>30 November 2021</p>	<p><b>09/11:</b> Paper was discussed at a meeting of the People Committee on 25/10 and actions PEOPLE-20211025-001, PEOPLE-20211025-002 and PEOPLE-20211025-003 are now recorded for progression. This action will be subsumed in the above noted new actions.</p> <p><b>PROPOSE FOR CLOSURE</b></p>

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COMMITTEE MEETING 27 MAY 2021						
<p>PEOPLE-20210527-001</p>	<p><b>H&amp;S Reporting:</b> Update to be provided to committee which gives details of the findings of the work to investigate circumstances surrounding business areas which have disproportionately high incident levels. Update to include details of actions taken to address any issues that were identified.</p>	<p>James Bertram</p>	<p><b>On Going</b></p>	<p>02 September 2021  30 November 2021</p>		<p><b>23/08:</b> To date, work has been carried out in Custody and recommendations passed back to CJSD. Due to the detailed nature of this work and being cognisant of capacity issues within the department it is proposed that this work transfer to BAU and is reported back to the committee through the regular updates provided.</p> <p><b>02/09:</b> The update provided for this action did not provide Members with the information that has been sought and it was agreed this would remain ongoing</p> <p><b>08/11:</b> Disproportionately High Incident Rates (30/11/21) We cannot supply the detail at this time due to the pressures of Op Urram.</p> <p><b>ACTION ONGOING</b></p>

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<p>PEOPLE-20210527-002</p>	<p><b>Wellbeing report:</b> Future reports to provide improved insight into workforce wellbeing to enable an assessment of progress against wellbeing aims and to inform organisational response to improvement.</p>	<p>CI Jackie Dunbar</p>	<p><b>On Going</b></p>	<p>02 September 2021 30 November 2021</p>	<p><b>23/08:</b> Following discussion it was agreed that this action would not feature in the Q1 Report but will be incorporated into future wellbeing reporting.</p> <p><b>02/09:</b> It was agreed at the September Committee the Wellbeing Dashboard will feature in future reports. Links to overarching activity in response to new action PEOPLE-20210902-006</p> <p><b>PROPOSE TO CLOSE</b></p>
<p>PEOPLE-20210527-003</p>	<p><b>Wellbeing Audit:</b> Update to be provided which gives Members an understanding of the progress made against recommendations made following a recent Internal Audit report on Wellbeing. Update to provide understanding of key areas of work and any challenges being faced with outstanding actions to be highlighted.</p>	<p>Susan Beaton</p>	<p><b>Open</b></p>	<p>02 September 2021 30 November 2021</p>	<p><b>23/08:</b> Appendix A of Q1 Wellbeing Report provides detail of progress made against Wellbeing Audit Recommendations.</p> <p><b>02/09:</b> The appendix for this action did not provide Members with the information requested and it was agreed this would remain ongoing.</p> <p><b>09/11:</b> Further detail on status of audit recommendations included with Appendix A of item 5.1 Wellbeing Q2 2021/22</p> <p><b>PROPOSE TO CLOSE</b></p>

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<p>PEOPLE-20210527-006</p>	<p><b>SWP</b> – future update to the committee to provide an overview of the SWP work-stream owners and a timeline for key activities to be completed.</p>	<p>Jude Helliker</p>	<p><b>Open</b></p>	<p>30 November 2021</p>	<p><b>09/11:</b> Details of work stream owners and key activity under each work stream capture within 4.2 Bi-annual SWP Update Report.</p> <p><b>PROPOSE TO CLOSE</b></p>
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**ACTIONS TRANSFERRED FROM RESOURCES COMMITTEE**

<p>RES-20210209-003</p>	<p><b>Special Constables and Volunteers:</b> Briefing note to be provided which gives Members an understanding of the planned activity in relation to the volunteering strategy.</p>	<p>ACC John Hawkins</p>	<p><b>On Going</b></p>	<p><del>27 May 2021</del> <del>30 November 2021</del> 28 February 2022</p>	<p><b>03/03:</b> After approval of the Volunteering Strategy via Senior Leadership Board, focus is now being applied to the mechanisms for delivery of the strategy. In this regard, a Business Justification Case (BJC) has been developed and is in the process of presentation through relevant Change Governance Groups. A positional update paper will be developed in respect of the Volunteering Strategy and progress for the May 2021 meeting.</p> <p><b>27/04:</b> The Volunteering Strategy requires to be cleared through internal Police Scotland governance and A positional update briefing paper will be provided, once plans for future delivery have been considered.</p>
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					<p><b>16/11:</b> The PS Volunteering Strategy has progressed through internal governance, with ACC Hawkins appointed as the Executive Lead. Ongoing governance reporting mechanisms are delivered through the Local Policing Programme Board, with an oversight function through the National Volunteering Steering Group. Whilst positive engagement is ongoing to support and develop the current cadre of Special Constables and other volunteers across the Force, the impact of the pandemic has delayed the full implementation of the Strategy. Work is ongoing to deliver an appropriate resourcing model to progress with the objectives contained within the Strategy and a full update on the Strategy itself and action undertaken will be provided in a paper to the Committee at the February meeting.</p> <p><b>ACTION ONGOING</b></p>
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<p>RES-20210209-005</p>	<p><b>Modified Duties:</b> Report to be brought back to Committee to provide assurances in respect of the work being done to identify posts suitable for modified duties and to give overview of the support being provided to those on modified duties.</p>	<p>Peter Blair</p>	<p><b>Open</b></p>	<p>30 November 2021</p>	<p><b>23/08:</b> Update will be provided as part of Q1 2021/22 – P&amp;D activity update aligned to 2021/24 People and Professionalism Delivery Plan with a fuller position presented at November Committee as part of the bi-annual SWP report.</p> <p><b>09/11:</b> Update captured with 4.2 Bi-annual SWP Update Report along with details on further work to be undertaken to support officers on modified duties.</p> <p><b>PROPOSE FOR CLOSURE</b></p>
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*End.*

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