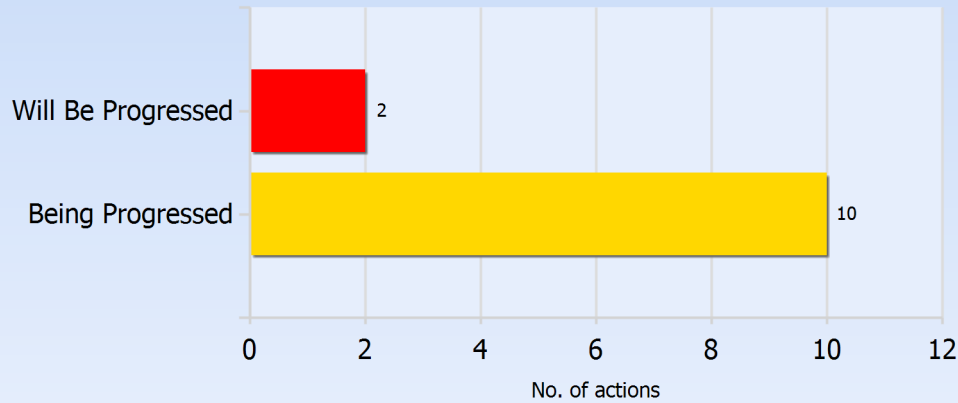


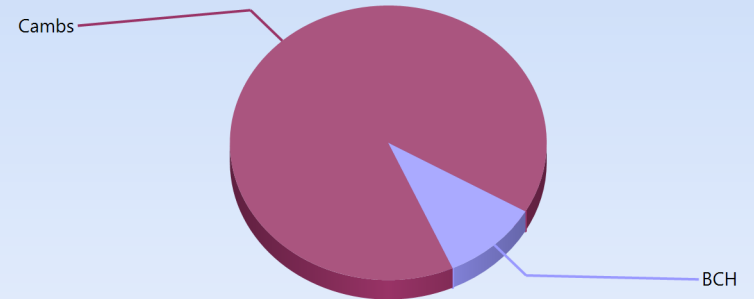


With one of the following status(es): Awaiting Review, Being Progressed, For Closure, In Progress, No Further Action Needed, On Hold, Status Unknown, Will Be Progressed, Will Not Be Progressed

Action Status:
12 Total Actions



Category



Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
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A full update for all actions listed under:

Internal Audit / Strategic Performance Board: Joint Audit Committee Actions 2016 (December 2016)

Estates Management (1.15/16) No stock condition surveys are performed at present due to gaps within the estates establishment. [Reference Number: IA/SPB/0/2016/1518]	Colin Luscombe	29/11/16	Due in 69 day(s) 31/05/2017	Cambs	Action	*Not Applicable*	Being Progressed
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Update Added:

06/12/16 Attempts to recruit a suitable surveyor either on a permanent basis or agency staff have not been successful. This work will, therefore, need to be outsourced and quotations are being obtained.

on Tuesday, December 06, 2016 5:15 PM by Colin Luscombe 3309

Update Added:

Estates have recruited 4 or 5 surveyors over the last year, all of whom have pulled out before starting work. The most recent waited 3 weeks for the vetting process and at that point, with the vetting still not complete, decided that they would not wait any longer. The preference has been to have a directly employed surveyor to do this work, but due to the problems recruiting someone and the importance of completing this work they have this week (wc 6/3/17) gone to external consultants to gain quotes.

on Friday, March 10, 2017 10:28 AM by Mike Horder 291



Full Update

With one of the following status(es): Awaiting Review, Being Progressed, For Closure, In Progress, No Further Action Needed, On Hold, Status Unknown, Will Be Progressed, Will Not Be Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
The logical and physical security standards for information management to be operated in the new IMD have yet to be fully aligned in practice across the three Force areas. [Reference Number: IA/SPB/0/2016/1534]	Andrew Gilks	29/11/16	Due in 70 day(s) 01/06/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>Update Added: Update 09/03/17 Status: In Progress</p> <p>This activity will be progressed through the delivery of Action Ref. 1.5., which on this document has the reference IA/SPB/0/2016/1532 on Monday, March 13, 2017 12:00 PM by Mike Horder 291</p>							
Although in progress, the design and documentation of SOPs (Standard Operating Procedures) and staff training courses relating to the shared IMD have not yet been completed. [Reference Number: IA/SPB/0/2016/1532]	Andrew Gilks	29/11/16	Due in 70 day(s) 01/06/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>Update Added: Update 09/03/17 Status: In Progress</p> <p>Process alignment and thereafter process optimisation is to be delivered during the Spring and Summer 2017. This will be achieved with the direct involvement of IMD staff at all levels of the organisation. on Monday, March 13, 2017 11:44 AM by Mike Horder 291</p>							
Work has yet to be completed regarding the integration of all appropriate existing systems with new information management systems being developed in association with the implementation of the IMD, such as the new case management system, federated search processes, the Athena system, and data warehouse systems. [Reference Number: IA/SPB/0/2016/1533]	Andrew Gilks	29/11/16	Due in 70 day(s) 01/06/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>Update Added: Update 09/03/17 Status: In Progress</p> <p>This activity will be progressed through the delivery of Action Ref. 1.1 and 1.5, which on this document have the reference numbers IA/SPB/0/2016/1528 and IA/SPB/0/2016/1532 respectively. on Monday, March 13, 2017 11:54 AM by Mike Horder 291</p>							



Full Update

With one of the following status(es): **Awaiting Review, Being Progressed, For Closure, In Progress, No Further Action Needed, On Hold, Status Unknown, Will Be Progressed, Will Not Be Progressed**

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
External governance arrangements, i.e. review by managers or a nominated group independent of the immediate line management structure have not been defined for the shared IMD. [Reference Number: IA/SPB/0/2016/1529]	Andrew Gilks	29/11/16	Due in 70 day(s) 01/06/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>Update Added: Update 09/03/17 Status – in progress</p> <p>A paper has been drafted for Ian Bell, the IMD Senior Responsible Owner, proposing a governance structure for IMD. The proposal features an Information Management Board and Information Assurance Board. The paper is to be presented to JCOB. <i>on Monday, March 13, 2017 11:36 AM by Mike Horder 291</i></p>							
A health and safety inspection programme will be put in place setting out the sites to be reviewed and when. [Reference Number: IA/SPB/0/2016/1524]	Fiona Nunn	29/11/16	Due in 70 day(s) 01/06/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>Update Added: Nov 16 Annual Health and Safety Inspection/audit programmes are in place for Cambridgeshire and Bedfordshire, (Herts TBC), which include Federation and Unison attendance. Appointment of SPOCS and SRP's in December 2016 will also see the introduction of local inspections being undertaken biannually across BCH <i>on Tuesday, November 29, 2016 10:05 AM by Mark Greenhalgh 1484</i></p>							
<p>Update Added: Nov 16 Annual Health and Safety Inspection/audit programmes are in place for Cambridgeshire and Bedfordshire, (Herts TBC), which include Federation and Unison attendance. Appointment of SPOCS and SRP's in December 2016 will also see the introduction of local inspections being undertaken biannually across BCH <i>on Tuesday, November 29, 2016 12:04 PM by Mark Greenhalgh 1484</i></p>							
<p>Update Added: SRP & SPOC model launched delayed until April/May 2017 as IOSH training is still ongoing. Following model launch, all assigned areas will undertake regular quarterly inspections. Cambs annual safety inspection programme continues. Beds annual safety inspection continues. Herts six monthly inspections are undertaken by BSA's in Estates and Facilities. <i>on Wednesday, March 15, 2017 8:46 AM by Mike Horder 291</i></p>							
The design of IMD project benefits and Key Performance Indicators for the IMD under BAU (Business as Usual) conditions has not been finalised and approved by senior management. [Reference Number: IA/SPB/0/2016/1530]	Andrew Gilks	29/11/16	Due in 70 day(s) 01/06/2017	Cambs	Action	*Not Applicable*	Being Progressed



Full Update

With one of the following status(es): **Awaiting Review, Being Progressed, For Closure, In Progress, No Further Action Needed, On Hold, Status Unknown, Will Be Progressed, Will Not Be Progressed**

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>Update Added: Update 09/03/17 Status: In Progress</p> <p>Benefits work has commenced in earnest with 25 benefits identified which are currently in the process of being validated and baselined (8 benefits – 32% – have baselines in place). Targets and timelines are being set as part of the baselining process. It is anticipated that the benefits plan will be ready for sign off during March. Benefit tracking is ready to commence in some areas; once this has started, progress towards benefits realisation will be regularly assessed and reported for each sub-department (e.g. DBS, Information Rights). The Business Change Managers within IMD have been asked to provide Performance Dashboards for regular review at weekly SLT meetings. <i>on Monday, March 13, 2017 11:38 AM by Mike Horder 291</i></p>							
<p>Risk Management: There is a lack of clarity on assurances that controls are operating. Assurance on controls will clearly state what the assurance is, for example performance report. [Reference Number: IA/SPB/0/2016/1868]</p>	Les Mccracken	10/03/17	Due in 162 day (s) 01/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>As part of the development of the tri-force new incident reporting database, there will be an addition to the system specification which requires managers to record if an investigation has been carried out or not, with text to explain the reasons if not. [Reference Number: IA/SPB/0/2016/1525]</p>	Fiona Nunn	29/11/16	Due in 70 day(s) 01/06/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>Update Added: Nov 16 Business case submitted for eOPAS / eSAFETY system functionality for BCH <i>on Tuesday, November 29, 2016 10:06 AM by Mark Greenhalgh 1484</i></p>							
<p>Update Added: Nov 16 Business case submitted for eOPAS / eSAFETY system functionality for BCH <i>on Tuesday, November 29, 2016 12:05 PM by Mark Greenhalgh 1484</i></p>							
<p>Update Added: This is still at the stage of having the business case submitted as per the previous update. <i>on Wednesday, March 15, 2017 9:39 AM by Mike Horder 291</i></p>							



Full Update

With one of the following status(es): Awaiting Review, Being Progressed, For Closure, In Progress, No Further Action Needed, On Hold, Status Unknown, Will Be Progressed, Will Not Be Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>Information Management : Management will ensure that the following issues are included in the documentation for the staff consultation process and are ultimately resolved, agreed and approved by senior management and staff: ? The allocation of staff resources to ensure adequate coverage at information storage locations across the three counties. ? Agile working practices covering the new storage locations. ? Access to electronically-held legacy information, currently held separately by each of the three Forces. ? How to handle the storage of Major Crime information, e.g. whether this will stay with the 'owning' Force, or be held elsewhere and/or be accessible to all three Forces</p> <p>[Reference Number: IA/SPB/0/2016/1528]</p>	Andrew Gilks	29/11/16	Due in 70 day(s) 01/06/2017	Cambs	Action	*Not Applicable*	Being Progressed



Full Update

With one of the following status(es): **Awaiting Review, Being Progressed, For Closure, In Progress, No Further Action Needed, On Hold, Status Unknown, Will Be Progressed, Will Not Be Progressed**

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
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Update Added:

Q. Access to electronically-held legacy information, currently held separately by each of the three Forces?

Update 09/12/16

Status – in progress

DBS

The three DBS teams require access and common search of operational data so the processes can be aligned. Jerry White is working on this.

Records Management

TranSearch is used by all three forces however the Cambs Data is held separate from BCH. Jill Saxby is working with UK Software on building a single warehouse. Again work in progress.

BCH Legacy Data

This is a wider piece of work which links to Athena implementation. BCH will need access to legacy data as well as Athena data. This work is being led by Brin as part of his Management Information Board. It also needs to link with Dave Alexander and the Athena Programme. There is an MIB meeting this afternoon. This warehouse needs to be configured so we can undertake MOPI RRD so IMD is a key stakeholder but not the lead.

Update 09/03/16

Status – in progress

This activity continues to be work in progress. DBS and Records Management related work should be delivered in Q1 2017/18.

BCH Legacy Data – due to the link to Athena and scope of this work, this is being developed slower time. A BCH data warehouse will be delivered that will hold all of our legacy data. Federated search functionality will be available for officers and staff.

on Monday, March 13, 2017 10:54 AM by Mike Horder 291

Update Added:

Q. Agile working practices covering the new storage locations. ?

Update 07/12/16

Status – in progress

Agile working was conceptually introduced to staff at the beginning of consultation at a meeting with all staff on the 11th July 2016. Agile working practices that are to be introduced at each records management location are still being developed.

Update 09/03/17

Status – closed

Following the implementation of the new structure on the 1st March 2017, Records Management functions for BCH remain in Luton (Beds), Letchworth (Herts) and Monks Wood (Cambs). Desk allocation matches the number of staff en situ. Agile hot-desks are available in Letchworth and Monks Wood. Agile working practices for IMD will be developed slower time and are intrinsically linked to the cultural changes that will be embedded over the next 12 to 24 months.

on Monday, March 13, 2017 10:54 AM by Mike Horder 291



Full Update

With one of the following status(es): **Awaiting Review, Being Progressed, For Closure, In Progress, No Further Action Needed, On Hold, Status Unknown, Will Be Progressed, Will Not Be Progressed**

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
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Update Added:

Q. How to handle the storage of Major Crime information, e.g. whether this will stay with the 'owning' Force, or be held elsewhere and/or be accessible to all three Forces

Update 07/12/16

Status – on hold pending further information

It is understood the storage of Major Crime information is subject to scoping within a 7 force regional collaboration project. This is being checked with Nichola Newman, Shared Support Business Services Programme Lead (Essex) from the regional programme.

Update from AG 09/12 - The 7F project is scoping the option of a single store for all of our physical records which includes MCU. The options are on a suitable police premises or we procure third party storage. This would have been raised as BCH currently do this differently and we need to resolve when the contract ends at the end of 2017. Cambs have a contract with Norfolk & Suffolk with Deep Store. Beds and Herts do not. In other words MCU can store Cambs MCU files in Deep Store but not B & H. Herts have room for this Beds do not.

Update 09/03/17

Status – in progress

Work is ongoing as part of the 7 force regional collaboration project.

on Monday, March 13, 2017 10:54 AM by Mike Horder 291

Update Added:

Q. The allocation of staff resources to ensure adequate coverage at information storage locations across the three counties. ?

Update 07/12/16

Status – closed

	Original Proposal	Final Model
Manager	1.00	1.00
Supervisor	1.00	3.00
Practitioner	14.46	12.00

In the original model, the levels of supervision initially proposed did not provide adequate resilience. Accordingly the levels of supervision were increased from 1.00 to 3.00 FTE to allow a supervisor to be based at each records management location. This was communicated to staff at the end of consultation meeting on the 7th September 2016.

on Monday, March 13, 2017 10:54 AM by Mike Horder 291



Full Update

With one of the following status(es): Awaiting Review, Being Progressed, For Closure, In Progress, No Further Action Needed, On Hold, Status Unknown, Will Be Progressed, Will Not Be Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>Not all parties within BCH are aware of the People Boards activities and responsibilities, resulting in a risk that the Board will not be effective.</p> <p>Action - The terms of reference for the People Board will be reviewed with its responsibilities and delegated authority more clearly defined and a process by which decisions and agreed actions are communicated to all HR leads.</p> <p>[Reference Number: IA/SPB/0/2016/1871]</p>	Rachel Wilkinson	17/03/17	Due in 100 day (s) 01/07/2017	BCH	Action	Effectiveness	Will Be Progressed
<p>Responsibility for monitoring HR budgets has not been assigned to any group within the HR or BCH structure.</p> <p>Action-Responsibility will be assigned for the monitoring of budgets and agreeing of action where there is variance together with following up on those actions.</p> <p>[Reference Number: IA/SPB/0/2016/1870]</p>	Rachel Wilkinson	17/03/17	Due in 100 day (s) 01/07/2017	BCH	Action	*Not Applicable*	Will Be Progressed