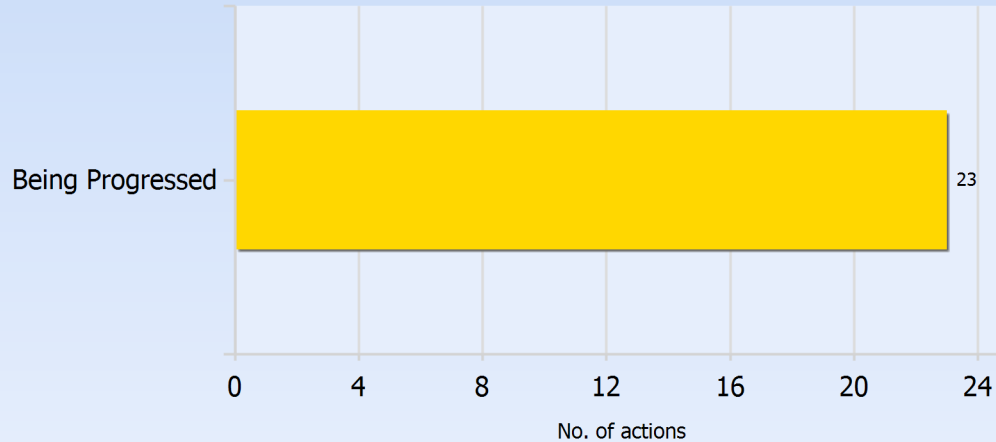
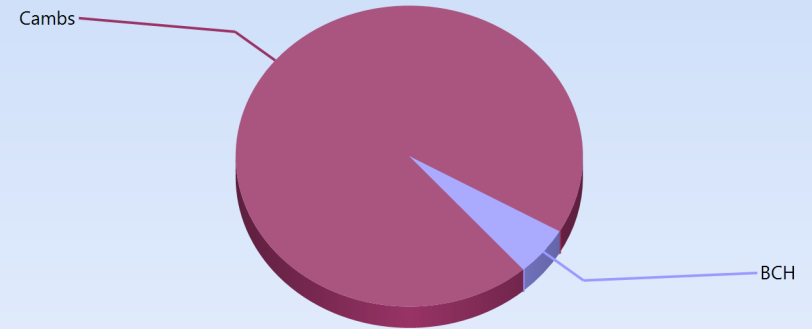


With one of the following status(es):
 Awaiting Review, Being Progressed, No Further Action Needed, Status Unknown, Will Be Progressed, Will Not Be Progressed

Action Status:
23 Total Actions



Category



Actions on Cambridgeshire Constabulary's AMS System

Subject	Sub Type	Subject Description	Month	Update Deadline	Status	Category	Action Type	Assigned To
Internal Audit	Strategic Performance Board	Joint Audit Committee Actions 2016 / 2017	Dec 2016	Due in 90 day(s) 19/09/2017	38 - Being Progressed	2 - BCH	2 - Action	Uma Kemthong
						36 - Cambs	31 - Action	ANDREW GILKS
								Colin Luscombe
								Fiona Nunn
								Les McCracken
		5 - Area for Improvement		Uma Kemthong				

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
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Subject Search -

Internal Audit / Strategic Performance Board

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

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
A full update for all actions listed under: Internal Audit / Strategic Performance Board: Joint Audit Committee Actions 2016 / 2017 (December 2016)							
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 90 day(s) 19/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
Update Added: Update 09/03/17 Status: In Progress 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 <i>on Monday, March 13, 2017 12:00 PM by Mike Horder 291</i>							
Update Added: This activity will be progressed through the delivery of (IA/SPB/0/2016/1532), UPDATE BY ANDY GILKS 20/06/17 <i>on Wednesday, June 21, 2017 12:58 PM by Uma Kemthong 9736</i>							
Delivery of the Police & Crime Plan. Owner: NICKY PHILLIPSON 1.1 : The OPCC will ensure that performance and monitoring meetings/communications with service partners and collaborations are documented. [Reference Number: IA/SPB/0/2016/4463]	Uma Kemthong	21/06/17	Due in 90 day(s) 19/09/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
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]	Les Mccracken	10/03/17	Due in 90 day(s) 19/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
Update Added: This is an ongoing action to review the assurances attached to controls on 4Risk, which arose out of the risk audit earlier in the year. We are working through this during 'business as usual' and currently plan to complete by the end of October 2017. Update by LES MCCRACKEN 20.06.2017 <i>on Tuesday, June 20, 2017 1:39 PM by Uma Kemthong 9736</i>							



Subject Search -

Internal Audit / Strategic Performance Board

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

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<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]</p> <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. <i>on Monday, March 13, 2017 11:44 AM by Mike Horder 291</i></p> <p>Update Added: The CPO are supporting the delivery of aligned processes through Continuous Improvement workshops. Nominated SMEs are being trained with a view to owning this work from August onwards. UODATE BY ANDY GILKS 20/06/17 <i>on Wednesday, June 21, 2017 12:57 PM by Uma Kemthong 9736</i></p>	Andrew Gilks	29/11/16	Due in 90 day(s) 19/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
<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]</p> <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. <i>on Monday, March 13, 2017 11:54 AM by Mike Horder 291</i></p> <p>Update Added: This activity will be progressed through the delivery of (IA/SPB/0/2016/1528) and (IA/SPB/0/2016/1532). UPDATE BY ANDY GILKS 20/06/17 <i>on Wednesday, June 21, 2017 12:58 PM by Uma Kemthong 9736</i></p>	Andrew Gilks	29/11/16	Due in 90 day(s) 19/09/2017	Cambs	Action	*Not Applicable*	Being Progressed



Subject Search -

Internal Audit / Strategic Performance Board

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

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
Risk Management. Owner: LES MCCRACKEN 1.9 : Assurance on the effectiveness of controls is recorded, including whether they are positive or negative [Reference Number: IA/SPB/0/2016/4467]	Uma Kemthong	21/06/17	Due in 90 day(s) 19/09/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
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 90 day(s) 19/09/2017	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> <p>Update Added: CCC Wood has agreed that ACO Shackleton will cover Director of Information whilst Ian Bell is posted to National Project. Ian Bell will retain SIRO role. IMB will be chaired by ACO Shackleton IAB will be chaired by ACO Bell Uodate by ANDY GILKS 20/06/17 <i>on Wednesday, June 21, 2017 12:53 PM by Uma Kemthong 9736</i></p>							
IT General Controls. Owner: JONATHAN BLACK 1.6 : Management will review the existing Change Management Policies and produce a single overarching Policy to reflect the BCH shared IT Service arrangements and responsibilities and the latest agreed change management practices [Reference Number: IA/SPB/0/2016/4464]	Uma Kemthong	21/06/17	Due in 90 day(s) 19/09/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
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 90 day(s) 19/09/2017	Cambs	Action	*Not Applicable*	Being Progressed



Subject Search -

Internal Audit / Strategic Performance Board

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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.</p> <p><i>on Monday, March 13, 2017 11:38 AM by Mike Horder 291</i></p>							
<p>Update Added: Disclosure and Barring 3 3 Information Assurance 4 4 Information Rights 7 5 One baseline requires some more work to validate it. One requires a small amount of further data</p> <p>The remaining two baselines are dependent on eCase and on process mapping work starting</p> <p>PNC 6 5 The remaining baseline has been requested from Pete by the end of the month and should not be difficult to obtain</p> <p>Records Management 4 4</p> <p>Total 24 21 (88%)</p> <p>The Intention is to get the benefit tracking up and running ready for the Org Support Programme Board on 11th July (so we can start to give an update in terms of whether benefits are actually being realised as well as an update about the development of the plan). UPDATE BY ANDY GILLS 20/06/17 <i>on Wednesday, June 21, 2017 12:54 PM by Uma Kemthong 9736</i></p>							
Risk Management. Owner: LES MCCRACKEN 1.8 : Where existing controls do not mitigate the risk to an acceptable level (below a score of 13 as defined by the Risk Management Strategy), future actions are identified to further reduce the level of risk, resulting in an aspirational risk score [Reference Number: IA/SPB/0/2016/4466]	Uma Kemthong	21/06/17	Due in 90 day(s) 19/09/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed



Subject Search -

Internal Audit / Strategic Performance Board

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 Awaiting Review, Being Progressed, No Further Action Needed, Status Unknown, Will Be Progressed, Will Not Be Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
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 90 day(s) 19/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
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. <i>on Tuesday, December 06, 2016 5:15 PM by Colin Luscombe 3309</i>							
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. <i>on Friday, March 10, 2017 10:28 AM by Mike Horder 291</i>							
Update Added: Due to continued difficulties with recruitment it has been agreed to outsource this work and a consultant has been secured and an order raised. Surveys are to commence in July and will be completed by 28th September - Colin Luscombe <i>on Friday, June 16, 2017 12:38 PM by Uma Kemthong 9736</i>							
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]	Fiona Nunn	29/11/16	Due in 90 day(s) 19/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
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>							
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>							
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>							



Subject Search -

Internal Audit / Strategic Performance Board

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 Awaiting Review, Being Progressed, No Further Action Needed, Status Unknown, Will Be Progressed, Will Not Be Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
Update Added: This issue is still ongoing - origin is currently being used in the interim <i>on Wednesday, May 17, 2017 11:24 AM by Mark Greenhalgh 1484</i>							
Update Added: June 2017 update - There is no change to this since May update - The issue is still ongoing at BCH level and Origin is being used as an interim solution <i>on Thursday, June 15, 2017 1:22 PM by Mark Greenhalgh 1484</i>							
CHIS - The Department will ensure that all receipts are scanned as well as filed in hard copy going forward. Where circumstances require that an asset acknowledgment cannot be obtained, this should be noted in the relevant contact sheet. Owner - D Supt Ian Middleton [Reference Number: IA/SPB/0/2016/4336]	Uma Kemthong	15/06/17	Due in 90 day(s) 19/09/2017	Cambs	Action	Thematic	Being Progressed
Update Added: 2. This has been communicated to the team and is in place - DI Jamie Stenton <i>on Friday, June 16, 2017 12:34 PM by Uma Kemthong 9736</i>							
CHIS - Going forward, review of the departmental budget will form part of bimonthly meetings between the Controller and the Authorising Officer. Owner - D Supt Ian Middleton [Reference Number: IA/SPB/0/2016/4337]	Uma Kemthong	15/06/17	Due in 90 day(s) 19/09/2017	Cambs	Action	Thematic	Being Progressed
Update Added: Once budget has been confirmed by finance these reviews will take place, next quarterly review is due on 12th September 2017 and finance/reward review will take place then - DI Jamie Stenton <i>on Friday, June 16, 2017 12:35 PM by Uma Kemthong 9736</i>							



Subject Search -

Internal Audit / Strategic Performance Board

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 Awaiting Review, Being Progressed, No Further Action Needed, Status Unknown, Will Be Progressed, Will Not Be Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>CHIS - Going forward, the mentoring checklist will be used by the Department to ensure evidence is recorded that new staff have completed training in the core competencies, and are fit for progression in the role. This will be reviewed by the Controller and signed off within 12 months of the employee's start date. Owner - D Supt Ian Middleton [Reference Number: IA/SPB/0/2016/4335]</p>	Uma Kemthong	15/06/17	Due in 90 day(s) 19/09/2017	Cambs	Action	Thematic	Being Progressed
<p>Update Added: Mentoring checklist is now in use for new handler DC Owen Phillips and will be used for new controller DS Mansfield when she starts on 3rd July 2017 - DI Jamie Stenton <i>on Friday, June 16, 2017 12:34 PM by Uma Kemthong 9736</i></p>							
<p>CHIS - Going forward, the Authorising Officer will dip sample 5 reward payments as part of his quarterly CHIS review, to gain assurance that reward payments are reasonable and appropriate. The Expense and Reward SOP will be updated to reflect this procedure. Owner - D Supt Ian Middleton [Reference Number: IA/SPB/0/2016/4338]</p>	Uma Kemthong	15/06/17	Due in 90 day(s) 19/09/2017	Cambs	Action	Thematic	Being Progressed
<p>Update Added: Once budget has been confirmed by finance these reviews will take place, next quarterly review is due on 12th September 2017 and finance/reward review will take place then - DI Jamie Stenton <i>on Friday, June 16, 2017 12:36 PM by Uma Kemthong 9736</i></p>							

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>ICT STRATEGY - Management will identify how the ICT Strategy supports the Plans and Strategies of each of the three Commissioner and Forces. The links between the ICT Strategy and the Plans/corporate strategies of the three Commissioners and Forces will be identified in a supporting document to be linked to the Strategy.</p> <p>Note: To assist management, we have undertaken a high level analysis of the key technology-related objectives and initiatives contained in the Police and Crime Plans and Delivery Plans (Strategies) for the 3 Commissioner and Forces and identified how these are supported by the Strategy, the details of which are shown in the table at Appendix C. Owner - Jonathan Black [Reference Number: IA/SPB/0/2016/4340]</p>	Uma Kemthong	15/06/17	Due in 90 day(s) 19/09/2017	Cambs	Action	Thematic	Being Progressed
<p>Update Added: Supporting document is nearing completion but has been delayed due to competing demands for work around the new ICT target operating model. Document due to be completed by 30/06/2017. Update by JONATHAN BLACK 20.06.2017 <i>on Tuesday, June 20, 2017 1:45 PM by Uma Kemthong 9736</i></p>							
<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 [Reference Number: IA/SPB/0/2016/1528]</p>	Andrew Gilks	29/11/16	Due in 90 day(s) 19/09/2017	Cambs	Action	*Not Applicable*	Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>Update Added: Q. Access to electronically-held legacy information, currently held separately by each of the three Forces?</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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. <i>on Monday, March 13, 2017 10:54 AM by Mike Horder 291</i></p>							
<p>Update Added: Q. Agile working practices covering the new storage locations. ?</p> <p>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.</p> <p>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. <i>on Monday, March 13, 2017 10:54 AM by Mike Horder 291</i></p>							



Subject Search -

Internal Audit / Strategic Performance Board

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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

Update Added:

This work is being considered within the 7F Records Management programme. Update by ANDY GILKS 20/06/2017

on Wednesday, June 21, 2017 12:50 PM by Uma Kemthong 9736

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
IT General Controls. Owner: JONATHAN BLACK 1.10 : Management will review and update the Software Asset Management Policy and Procedures and software in use since the last update and the Tri-Force IT arrangements [Reference Number: IA/SPB/0/2016/4465]	Uma Kemthong	21/06/17	Due in 90 day(s) 19/09/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
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. 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. [Reference Number: IA/SPB/0/2016/1871]	Uma Kemthong	17/03/17	Due in 90 day(s) 19/09/2017	BCH	Action	Effectiveness	Being Progressed
Update Added: These pieces of work are ongoing – the timescales for them identified in the report are the end of July 2017, so there is no substantive update at the present time other that these are ongoing - Rachel Wilkinson on Friday, June 16, 2017 12:46 PM by Uma Kemthong 9736							
Responsibility for monitoring HR budgets has not been assigned to any group within the HR or BCH structure. 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. [Reference Number: IA/SPB/0/2016/1870]	Uma Kemthong	17/03/17	Due in 90 day(s) 19/09/2017	BCH	Action	*Not Applicable*	Being Progressed
Update Added: These pieces of work are ongoing – the timescales for them identified in the report are the end of July 2017, so there is no substantive update at the present time other that these are ongoing - Rachel Wilkinson on Friday, June 16, 2017 12:46 PM by Uma Kemthong 9736							
Victim and Witness Hub - The compliance action plan will be updated as part of the Improvement Group meetings. Steve Welby [Reference Number: IA/SPB/0/2016/4343]	Uma Kemthong	15/06/17	Due in 90 day(s) 19/09/2017	Cambs	Action	Thematic	Being Progressed



Subject Search -

Internal Audit / Strategic Performance Board

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 Further Action Needed, Status Unknown,
 Will Be Progressed, Will Not Be
 Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
Victim and Witness Hub - The actions within the Victim and Witness-Service Improvement Group's Action Log have a timeline by which completion or progress will be reported back to the group. Owner - Steve Welby [Reference Number: IA/SPB/0/2016/4344]	Uma Kemthong	15/06/17	Due in 90 day(s) 19/09/2017	Cambs	Action	Thematic	Being Progressed