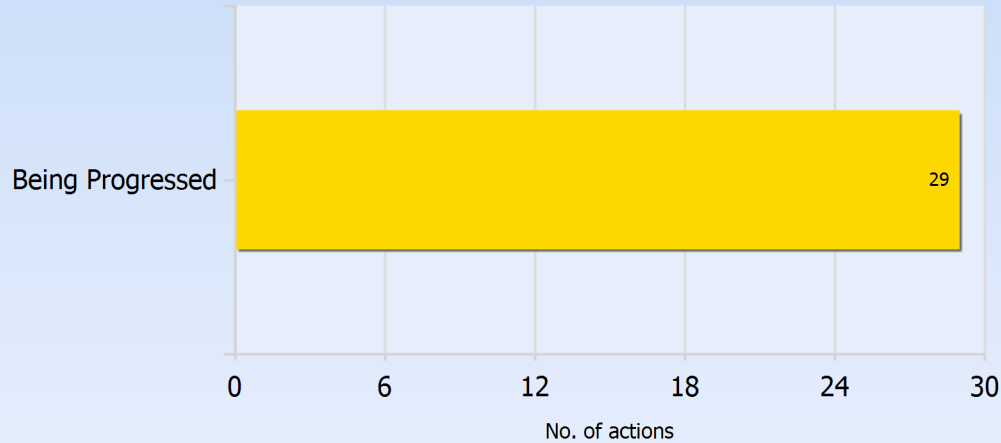
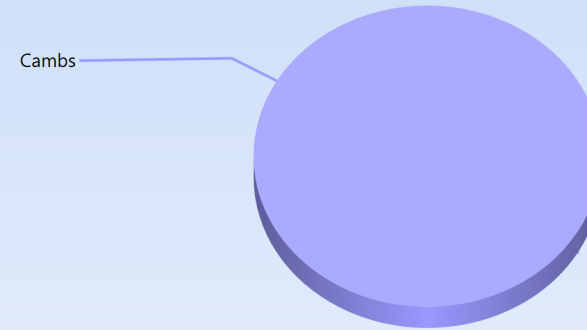


Action Status:
29 Total Actions



Category



Actions on Cambridgeshire Constabulary's AMS System

Subject	Sub Type	Subject Description	Month	Update Deadline	Status	Category	Action Type	Assigned To
Internal Audit	RSM	Equality and Diversity	2017	Overdue by 4 day(s) 30/09/2017	1 - Being Progressed	1 - Cambs	1 - Area for Improvement	Uma Kemthong
				Due in 88 day(s) 31/12/2017	6 - Being Progressed	6 - Cambs	6 - Area for Improvement	Uma Kemthong
				Due in 269 day(s) 30/06/2018	1 - Being Progressed	1 - Cambs	1 - Area for Improvement	Uma Kemthong
	Joint Audit Committee Actions 2016 / 2017	2016	Overdue by 4 day(s) 30/09/2017	51 - Being Progressed	51 - Cambs	47 - Action	ANDREW GILKS Colin Luscombe Fiona Nunn Les McCracken Uma Kemthong	



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Actions on Cambridgeshire Constabulary's AMS System

Subject	Sub Type	Subject Description	Month	Update Deadline	Status	Category	Action Type	Assigned To
Internal Audit	RSM	Joint Audit Committee Actions 2016 / 2017	2016	Overdue by 4 day(s) 30/09/2017	51 - Being Progressed	51 - Cambs	4 - Area for Improvement	Uma Kemthong

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 / RSM: Equality and Diversity (2017)

1.1.3.1 OWNER CHRIS SAVAGE The Constabulary will ensure that a Terms of Reference is developed for the Network Chairs Meeting [Reference Number: IA/RSM/0/2017/7707]	Uma Kemthong	18/09/17	Due in 88 day(s) 31/12/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
1.1.5.1 OWNER CHRIS SAVAGE The Constabulary will update the EEIG Terms of Reference to reflect the currently quarterly frequency of meetings as well as a prescribed review frequency for the document. [Reference Number: IA/RSM/0/2017/7711]	Uma Kemthong	18/09/17	Due in 88 day(s) 31/12/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
1.1.3.2 OWNER CHRIS SAVAGE The Constabulary will ensure that Network Chairs Meeting take place on a quarterly basis and are evidenced via meeting minutes. [Reference Number: IA/RSM/0/2017/7708]	Uma Kemthong	18/09/17	Due in 88 day(s) 31/12/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
1.1.5.2 OWNER CHRIS SAVAGE The Constabulary will ensure that the Equality, Inclusion and Integrity Policy is updated to include the governance structure to monitor equality and diversity issues. [Reference Number: IA/RSM/0/2017/7712]	Uma Kemthong	18/09/17	Due in 88 day(s) 31/12/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
1.1.1 OWNER - ANGELA HAYWARD. The Constabulary will ensure that Equality, Inclusion and Integrity Policy is updated with version control and a prescribed review date [Reference Number: IA/RSM/0/2017/7705]	Uma Kemthong	30/11/17	Overdue by 4 day(s) 30/09/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
1.1.2 OWNER - The Constabulary will ensure that the training programme for all staff and officers is reviewed in order to consider the use of equality and diversity refresher training. [Reference Number: IA/RSM/0/2017/7706]	Uma Kemthong	18/09/17	Due in 269 day (s) 30/06/2018	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
1.1.3.3 OWNER - CHRIS SAVAGE The Constabulary will ensure that the Support Group SLA is updated periodically in order to ensure that groups are reflective of the communities within the Cambridgeshire area. [Reference Number: IA/RSM/0/2017/7709]	Uma Kemthong	18/09/17	Due in 88 day(s) 31/12/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
1.1.4 OWNER - The HR Manager will ensure that the HR Advisor allocated with the responsibility for ensuring Fairness at Work procedures are adhered to is proactive in ensuring that managers are aware of and comply with the timescales outlined in the Fairness at Work procedures. This will be achieved by communicating with managers via emails and booking preliminary meetings in managers' diaries to meet the prescribed timescales. [Reference Number: IA/RSM/0/2017/7710]	Uma Kemthong	18/09/17	Due in 88 day(s) 31/12/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed

A full update for all actions listed under:

Internal Audit / RSM: Joint Audit Committee Actions 2016 / 2017 (2016)



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>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/RSM/0/2016/1534]</p> <p>Update Added: Update 09/03/17 Status: In Progress</p> <p>This activity will be progressed through the delivery of Action Ref. 1.5., 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> <p>Update Added: This activity will be progressed through the delivery of (IA/SPB/0/2016/1532), UPDATE BY ANDY GILKS 20/06/17 on Wednesday, June 21, 2017 12:58 PM by Uma Kemthong 9736</p> <p>Update Added: All security standards and policies have been produced, aligned and signed off by the SIRO. CLOSED UPDATE BY ANDY GILKS 25.08.2017 on Tuesday, August 29, 2017 8:39 AM by Uma Kemthong 9736</p>	Andrew Gilks	29/11/16	Overdue by 4 day(s) 30/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>Risk Management: OWNER LES MCCRACKEN. 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/RSM/0/2016/1868]</p> <p>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 on Tuesday, June 20, 2017 1:39 PM by Uma Kemthong 9736</p> <p>Update Added: All controls assurances have been reviewed and reworded where necessary to ensure that the assurance is clear. An exercise is currently in progress to review all controls and assurances with risks owners and/or other stakeholders to ensure clarity and continued relevance. This exercise is due to be completed by the end of October 2017. Periodic review of controls and assurances will then continue. UPDATE BY LES MCCRACKEN 14.08.2017 on Friday, August 18, 2017 9:33 AM by Uma Kemthong 9736</p>	Les Mccracken	10/03/17	Overdue by 4 day(s) 30/09/2017	Cambs	Action	*Not Applicable*	Being Progressed



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being 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/RSM/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> <p>Update Added: Processes for both DBS and PNC have been aligned, documented and agreed. However, processes and documentation for Information Rights and Records Management are on-going. Staff training requirements across IMD have been identified and planned. Training for many staff has begun with more scheduled. This action will remain on-going. UPDATE BY ANDY GILKS 25.08.2017 <i>on Tuesday, August 29, 2017 8:37 AM by Uma Kemthong 9736</i></p>	Andrew Gilks	29/11/16	Overdue by 4 day(s) 30/09/2017	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/RSM/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>	Andrew Gilks	29/11/16	Overdue by 4 day(s) 30/09/2017	Cambs	Action	*Not Applicable*	Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<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>							
<p>Update Added: These activities remains on-going. The new case management system for Information Rights remains in development with the supplier. The development and user testing work is due to be completed by mid-September with go-live before the end of September 2017. Work remains on-going, within DBS, assisting in developing the new Tri-force federated search system. Athena and the Data Warehouse systems have been delayed, however these systems are not considered to be part of IMD and therefore outside of the scope of the IMD project. UPDATE BY ANDY GILKS 25.08.2017 <i>on Tuesday, August 29, 2017 8:38 AM by Uma Kemthong 9736</i></p>							
<p>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/RSM/0/2016/4467]</p>	Uma Kemthong	21/06/17	<p>Overdue by 4 day(s) 30/09/2017</p>	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
<p>Update Added: All assurances of controls are recorded, including limitations. No controls or assurances identified have a negative impact. An exercise is currently in progress to review all controls and assurances with risks owners and/or other stakeholders to ensure clarity and continued relevance. This exercise is due to be completed by the end of October 2017. UPDATE BY LES MCCRACKEN 14.08.2017 <i>on Friday, August 18, 2017 9:36 AM by Uma Kemthong 9736</i></p>							
<p>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/RSM/0/2016/1529]</p>	Andrew Gilks	29/11/16	<p>Overdue by 4 day(s) 30/09/2017</p>	Cambs	Action	*Not Applicable*	Being Progressed
<p>Update Added: Update 09/03/17 Status – in progress 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>							



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<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>							
<p>Update Added: A briefing paper went to JCOB on 28 March 2017, it was agreed by CC Wood that ACO Shackleton will cover Director of Information whilst Ian Bell is posted to National Project. Ian Bell will retain SIRO role. JCOB approved the setting up of Information Management Board (IMB) and Information Assurance Board (IAB) chaired by the SIRO. – CLOSED. UPDATE BY ANDY GILKS 25.08.2017 <i>on Tuesday, August 29, 2017 8:36 AM by Uma Kemthong 9736</i></p>							
<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/RSM/0/2016/4464]</p>	Uma Kemthong	21/06/17	Overdue by 4 day(s) 30/09/2017	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
<p>Update Added: This has now been reviewed and updated to single BCH ICT policy. UPDATE BY JONATHAN BLACK 10.08.2017 CAN NOW BE CLOSED. <i>on Friday, August 18, 2017 9:28 AM by Uma Kemthong 9736</i></p>							
<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/RSM/0/2016/1530]</p>	Andrew Gilks	29/11/16	Overdue by 4 day(s) 30/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>Update Added: Update 09/03/17 Status: In Progress 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>							



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<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>							
<p>Update Added: All IMD project benefits have been identified, recorded and baselined. These went to the Org Support Programme Board on 11 July 2017 and were approved. - CLOSED. UPDATE BY ANDY GILKS 25.08.2017 <i>on Tuesday, August 29, 2017 8:36 AM by Uma Kemthong 9736</i></p>							
<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/RSM/0/2016/4466]</p>	Uma Kemthong	21/06/17	<p>Overdue by 4 day(s) 30/09/2017</p>	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
<p>Update Added: The Constabulary Risk Management Policy does not require that all risks are mitigated to below the tolerance level. Sometimes this is impossible as mitigation is outside the Constabulary's control or the cost of further actions would be prohibitive. The purpose of setting the tolerance level is to ensure regular reporting, review and directing, at the appropriate seniority, of risks above that level with a view to reducing the severity where possible or recognising that the severity will remain above the tolerance level, despite best efforts. Where possible and economically viable, actions are raised to reduce the severity to below tolerance but this will never be possible in all cases. UPDATE BY LES MCCRACKEN 14.08.2017 <i>on Friday, August 18, 2017 9:34 AM by Uma Kemthong 9736</i></p>							



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>Estates Management (1.15/16) No stock condition surveys are performed at present due to gaps within the estates establishment. [Reference Number: IA/RSM/0/2016/1518]</p>	Colin Luscombe	29/11/16	Overdue by 4 day(s) 30/09/2017	Cambs	Action	*Not Applicable*	Being Progressed
<p>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></p>							
<p>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></p>							
<p>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></p>							
<p>Update Added: Due to continued difficulties with recruiting the Stock Condition Surveys have been outsourced. The building surveys are well advanced with reporting during September. UPDATE BY COLIN LUSCOMBE 18.08.2017 <i>on Monday, August 21, 2017 7:58 AM by Uma Kemthong 9736</i></p>							
<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/RSM/0/2016/1525]</p>	Fiona Nunn	29/11/16	Overdue by 4 day(s) 30/09/2017	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>							



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<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>							
<p>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></p>							
<p>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></p>							
<p>Update Added: August 2017 update - There is no change to this since June update - The issue is still ongoing at BCH level and Origin is being used as an interim solution. new accident system is being introduced for BCH next year. UPDATE BY FIONA NUNN 15.08.2017 <i>on Friday, August 18, 2017 9:39 AM 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/RSM/0/2016/1528]</p>	Andrew Gilks	29/11/16	<p>Overdue by 4 day(s) 30/09/2017</p>	Cambs	Action	*Not Applicable*	Being Progressed



Subject Search -

Internal Audit / RSM

With one of the following status(es):
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 / RSM

With one of the following status(es):
Being 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

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



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>Update Added: The Information Management model went live in March of 2017, all staff consultation paperwork and processes were completed, signed off and successfully implemented.</p> <ol style="list-style-type: none"> 1. Following an assessment and subsequent increase in records management (RM) staff. This area is now assessed to be adequately staffed to support the 3 RM centres across the BCH locations - CLOSED 2. Where possible agile working practices were incorporated into the project and have been adopted across BCH - CLOSED 3. The transearch records management system has now being developed into a BCH tri-force solution. All other legacy single force electronic will remain accessible – CLOSED 4. Major Crime Unit (MCU) files are held internally in force for both Beds and Herts, whilst Cambs MCU paper files are held off-site by a third party. Therefore, this action is CLOSED. <p>UPDATE BY ANDY GILKS 25.08.2017 <i>on Tuesday, August 29, 2017 8:34 AM by Uma Kemthong 9736</i></p>							
<p>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/RSM/0/2016/4465]</p>	Uma Kemthong	21/06/17	<p>Overdue by 4 day(s) 30/09/2017</p>	Cambs	Area for Improvement	*Not Applicable*	Being Progressed
<p>Update Added: This has now been reviewed and updated to single BCH ICT policy. UPDATE BY JONATHAN BLACK 10.08.2017 CAN NOW BE CLOSED. <i>on Friday, August 18, 2017 9:30 AM by Uma Kemthong 9736</i></p>							



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being 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. Owner - RACHEL WILKINSON.</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/RSM/0/2016/1871]</p>	Uma Kemthong	17/03/17	Overdue by 4 day(s) 30/09/2017	Cambs	Action	Effectiveness	Being Progressed
<p>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 <i>on Friday, June 16, 2017 12:46 PM by Uma Kemthong 9736</i></p>							
<p>Update Added: This work is still ongoing, together with work to explore means of communicating decisions made by the Board to management across all 3 forces. This work will be completed by 31st December 2017. UPDATE BY RACHEL WILKINSON 24.08.2017 <i>on Tuesday, August 29, 2017 8:07 AM by Uma Kemthong 9736</i></p>							
<p>Owner - D Supt Ian Middleton. 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.</p> <p>[Reference Number: IA/RSM/0/2016/4336]</p>	Uma Kemthong	15/06/17	Overdue by 4 day(s) 30/09/2017	Cambs	Action	Thematic	Being Progressed
<p>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></p>							
<p>Update Added: This practice is now in place for all relevant expeditures. UPDATE BY IAN MIDDLETON 09.08.2017 ACTION CAN NOW BE CLOSED <i>on Friday, August 18, 2017 9:24 AM by Uma Kemthong 9736</i></p>							



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<p>Owner - D Supt Ian Middleton. CHIS - Going forward, review of the departmental budget will form part of bimonthly meetings between the Controller and the Authorising Officer. [Reference Number: IA/RSM/0/2016/4337]</p> <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 12:35 PM by Uma Kemthong 9736</i></p> <p>Update Added: NOW IN PLACE. UPDATE BY IAN MIDDLETON 09.08.2017 ACTION CAN NOW BE CLOSED <i>on Friday, August 18, 2017 9:26 AM by Uma Kemthong 9736</i></p>	Uma Kemthong	15/06/17	Overdue by 4 day(s) 30/09/2017	Cambs	Action	Thematic	Being Progressed
<p>Owner - D Supt Ian Middleton. 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. [Reference Number: IA/RSM/0/2016/4335]</p> <p>Update Added: We do not have any current plans to recruit new team members, but a process is agreed to ensure compliance with this action as and when we do next recruit to the team. UPDATE BY IAN MIDDLETON 09.08.2017 <i>on Friday, August 18, 2017 9:23 AM by Uma Kemthong 9736</i></p> <p>Update Added: Mentoring checklist is now in use for new handler. Update amended from 16.06.2017 <i>on Wednesday, October 04, 2017 8:40 AM by Uma Kemthong 9736</i></p>	Uma Kemthong	15/06/17	Overdue by 4 day(s) 30/09/2017	Cambs	Action	Thematic	Being Progressed
<p>Owner - D Supt Ian Middleton. 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. [Reference Number: IA/RSM/0/2016/4338]</p>	Uma Kemthong	15/06/17	Overdue by 4 day(s) 30/09/2017	Cambs	Action	Thematic	Being Progressed



Subject Search -

Internal Audit / RSM

With one of the following status(es):
Being Progressed

Description	Action Owner	Action Date	Update Deadline	Category	Action Type	Inspection Type	Status
<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 on Friday, June 16, 2017 12:36 PM by Uma Kemthong 9736</p>							
<p>Update Added: NOW IN PLACE. UPDATE BY IAN MIDDLETON 09.08.2017 ACTION CAN NOW BE CLOSED on Friday, August 18, 2017 9:26 AM by Uma Kemthong 9736</p>							
<p>Responsibility for monitoring HR budgets has not been assigned to any group within the HR or BCH structure. Owner - RACHEL WILKINSON. 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/RSM/0/2016/1870]</p>	Uma Kemthong	17/03/17	<p>Overdue by 4 day(s) 30/09/2017</p>	Cambs	Action	*Not Applicable*	Being Progressed
<p>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</p>							
<p>Update Added: There are still issues with the production of monitoring reports for the HR budget. Additionally, there are still legacy single force budget issues to resolve with the non-pay budget (below the line issues). These matters are steadily progressing to resolution and HR Senior Managers are being briefed on their budgets and their responsibilities. There are regular meetings between the HRD and Finance colleagues to resolve the outstanding budget issues. UPDATE BY RACHEL WILKINSON 24.08.2017 on Tuesday, August 29, 2017 8:08 AM by Uma Kemthong 9736</p>							
<p>Victim and Witness Hub - The compliance action plan will be updated as part of the Improvement Group meetings. Steve Welby [Reference Number: IA/RSM/0/2016/4343]</p>	Uma Kemthong	15/06/17	<p>Overdue by 4 day(s) 30/09/2017</p>	Cambs	Action	Thematic	Being Progressed
<p>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/RSM/0/2016/4344]</p>	Uma Kemthong	15/06/17	<p>Overdue by 4 day(s) 30/09/2017</p>	Cambs	Action	Thematic	Being Progressed