

Topic	AMS Action Number	Recommendation Description and Source Document	Responsible Officer	Latest Update Date	Progress to Date	Status		
						Red	Amber	Green
Equality and Diversity	IA/RSM/0/2017/7707 (1.1.3.1)	The Constabulary will ensure that a Terms of Reference is developed for the Network Chairs Meeting	Chris Savage	18/09/2017	Action created. There is a service level agreement in place and terms of reference will follow.			
	IA/RSM/0/2017/7711 (1.1.5.1)	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.	Chris Savage	18/09/2017	Action created. Feedback taken at last EEIG meeting (November 2017), with a draft to be produced for discussion at the next meeting.			
	IA/RSM/0/2017/7708 (1.1.3.2)	The Constabulary will ensure that Network Chairs Meeting take place on a quarterly basis and are evidenced via meeting minutes	Chris Savage	18/09/2017	Linked to 1.1.3.1.			
	IA/RSM/0/2017/7712 (1.1.5.2)	The Constabulary will ensure that the Equality, Inclusion and Integrity Policy is updated to include the governance structure to monitor equality and diversity issues.	Chris Savage	18/09/2017	Policy updated and published on force website.			
	IA/RSM/0/2017/7705 (1.1.1)	The Constabulary will ensure that Equality, Inclusion and Integrity Policy is updated with version control and a prescribed review date.	Angela Hayward	18/09/2017	Completed.			
	IA/RSM/0/2017/7706 (1.1.2)	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.	Ethics, equality and inclusion Board	18/09/2017	Action created. The training plan for 17/18 is set. Engagement is underway to establish what provision is possible during 18/19.			
	IA/RSM/0/2017/7709 (1.1.3.3)	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.	Chris Savage	18/09/2017	Action created.			
	IA/RSM/0/2017/7710 (1.1.4)	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.	Sarah Gilham	18/09/2017	Action created.			

Risk Management	IA/RSM/0/2016/1868	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.	Les McCracken	24/11/2017	The review and update of controls and assurances has been completed and was signed off by Risk Review Board on 23rd November 2017. This completes the single recommendation made in the 2017 internal audit. Going forward, periodic reviews and updates will be handled as business as usual.	
	IA/RSM/0/2016/4467 (1.9)	Assurance on the effectiveness of controls is recorded, including whether they are positive or	Les McCracken	24/11/2017	The situation remains as previously stated other than that the review and update of controls and assurances has been completed and was signed off by Risk Review Board on 23rd	
	IA/RSM/0/2016/4466 (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	Les McCracken	14/08/2017	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.	
Information Management	IA/RSM/0/2016/1532	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.	Andrew Gilks	15/11/2017	Progress has been made on this action. All of the SOPs are now complete. Training for IMD is still being arranged and a number of options are being considered from different training providers. This part of the action remains on going.	
	IA/RSM/0/2016/1533	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	Andrew Gilks	15/11/2017	Progress has been made on this action however none are yet complete. The new case management system eCase has been installed and will be operational by December 2017. The federated search is subject to User Testing. It is already live in Beds and Herts and is due to go live in Cambs in January 2018. Athena will go live in May 2018 and the data warehouse the following three months.	
Estates Management	IA/RSM/0/2016/1518	No stock condition surveys are performed at present due to gaps within the estates establishment.	Colin Luscombe	21/08/2017	Due to continued difficulties with recruiting the Stock Condition Surveys have been outsourced. The building surveys are well advanced with reporting during September.	

BCH HR	IA/RSM/0/2016/1525	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.	Fiona Nunn	24/11/2017	The tender has not been sent out for the new OH/H&S system as yet. The requirements are being put together over the next week or two to enable this to happen in December. This is the current requirement around investigations: The system shall allow further investigation e.g. by H&S Adviser to be recorded, including attaching of, or linking to, witness statements, photos, reports, etc. It shall enable additional information in a variety of formats (MS Word documents, PDF files, jpeg images, etc.) to be appended to a record by a system administrator in the H&S Team, by the injured person or their manager, with an audit trail to record these. RELEASE DATE OF THE SYSTEM IS NOT TILL NOVEMBER 2018 - THERE WILL BE NO FURTHER CHANGES/UPDATES UNTIL AFTER NOVEMBER 2018.
	IA/RSM/0/2016/1871	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	Rachel Wilkinson	15/11/2017	DCC Alan Baldwin chairs the People Board. The next meeting is 15/12 when TORs will be discussed and any changes signed off. The Board addressed the specifics of comms at the last Board and Rachel Wilkinson has now implemented plans to ensure outcomes and decisions are thoroughly communicated (an example being her blog). This matter remains Alan's responsibility as chair.
	IA/RSM/0/2016/1870	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.	Rachel Wilkinson	24/11/2017	Responsibility for budget monitoring has been assigned to each member of the current HR Strategic Leadership Team for their respective functional areas. Budget performance issues will be included in SLT meetings as a standard agenda item going forward. In addition, the new Performance Scorecard under development with the Change Portfolio Office will include budget performance data, and this will be discussed at the Organisational Support Programme Board.

CHIS	IA/RSM/0/2016/4335	<p>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.</p>	Ian Middleton	14/11/2017	<p>The process is up and running and being actively monitored by the DI in charge of the unit. Officer turn over on the unit is very low and at present we only have two new members of staff both of whom are being actively mentored and the checklists are being maintained to monitor and document their progress. The checklists are updated and saved in the team-s private drive under a dedicated folder for the mentoring checklists. We are also now holding 4 bespoke training events annually in addition to a specific one-off disclosure training event that we are holding this Friday. These training events focus on operational tradecraft and are led by a former College of Policing trainer for CHIS Handlers and Controllers. The first training event was on 6th October and the next will be in January (exact date TBC).</p>	
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