

Response to Outstanding Reference 9 from the May Police Performance and Resource Management Sub Committee

1. Introduction

- 1.1. The Police Performance and Resource Management Sub Committee was presented with an update on the status of Force policy at their May 2017 meeting. This was as a result of the Chairman for 2016-17, Deputy Doug Barrow, requesting an annual update on policies at a previous meeting where it was agreed that the annual update would be presented every Spring meeting of this Sub Committee and report on the year end position.
- 1.2. The May Performance and Resource Management Sub Committee was chaired by the new Chairman of this Sub Committee, Deputy James Thomson and as a result of discussion at the meeting the following OR was raised.

OR no:	Meeting date and reference	Action
9.	30/05/17 Item 8 - <i>CoLP Policy Oversight Annual Update 2016-2017</i> Newly RED status indicator	The Commissioner explained that many of these documents were marked as requiring review only due to a process of scheduling reviews automatically. Commissioner to provide separate reporting indicator in future for all measures turning RED within the last period.

- 1.3 As Policy Review is not an actual measure in the Force Plan and does not appear in every performance update to the Sub Committee or as an agenda item (as it was agreed to provide an annual update on policy review), it is not possible to provide a separate *reporting indicator* as such on this issue.
- 1.4 The below table illustrates the position as reported to your Sub Committee in May- this was the end of year position in March 2017.

Directorate	Total Number of policies & procedures	Number within date	Number requiring review (current gap)	Trend	Risk Assessment
BSD	79	59	20	↑	Yellow - 7
					Amber - 9
					Red - 4
CRIME	39	37	2	↓	Yellow - 0
					Amber - 1
					Red - 1
ECD	3	1	2	→	Yellow - 1
					Amber - 1
					Red - 0
I&I	31	26	5	→	Yellow - 2
					Amber - 2
					Red - 1
UPD	63	49	13	↓	Yellow - 4
					Amber - 5
					Red - 4
Total	215	172	42	↓	Yellow - 14
					Amber - 18
					Red - 10

2. Current Position

2.1. However, this briefing note provides as requested an update on the current position of Force policy and procedure documents as reported for the **1st quarter 2017/18** to the Force Performance Management Group and those that are now shown as RED.

2.2. The current position for Force Policy documents reported for the end of Q1 June 2017 is summarised in the table below:

Directorate	Total Number of policies & procedures	Number within date	Number requiring review (current gap)	Trend	Risk Assessment
BSD	81	54	27	↑	Yellow - 13
					Amber - 9
					Red - 5
CRIME	39	39	0	-	Yellow - 0
					Amber - 0
					Red - 0
ECD	3	1	2	→	Yellow - 1
					Amber - 1
					Red - 0
I&I	30	29	1	↓	Yellow - 0
					Amber - 1
					Red - 0
UPD	67	57	9	↓	Yellow - 5
					Amber - 3
					Red - 1
Total	220	180	39	↓	Yellow - 19
					Amber - 14
					Red - 6

2.3 Since end of March 2017 to End of Q1 June 2017 the total number of policies assessed as RED has reduced from 10 to 6 and in the last month has reduced further to 4. (See below for detail)

2.4 Member are reminded that the Policy and procedure documents are not graded as RED for being overdue for review, but are graded as a red risk for review if it is deemed that the Force is at risk of the following by not having an up to date policy in place- ***could be open to litigation if relevant policy area is not providing sufficient guidance to staff. Major operational impact if consistent process not followed. Governance implications could lead to financial vulnerability if standard process not followed.***

2.5 The current RED graded policies are listed as follows:

SOP	Directorate	Date of last review	Date of next review	Expected publication date	Risk Assessment
Accident Management	BSD	Feb-12	Feb-15	N/K	RED
First Aid Training	BSD	Dec-14	Dec-16	N/K	RED

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HR – Recruitment	BSD	Jun-14	Jun-16	Jul-17	RED
Personal Protective Equipment	BSD	May-11	May-14	Oct-17	RED
PSD - Force Vetting	BSD	Sep-15	May-17	N/K	RED
Armed Policing - Security Escorts	UPD	Feb-16	Feb-17	N/K	RED

- 2.6 *Since this list was submitted to the Force PMG in July the Recruitment and Security Escort Policies have been updated and published.* Leaving only 4 policies from this list currently being reviewed, with their current position listed below for reference.

SOP	Directorate	Date of last review	Date of next review	Risk Assessment
Accident Management	BSD	Feb-12	Feb-15	RED
Update	The SOP has been rewritten and is awaiting approval by the Force H&S Committee			
First Aid Training	BSD	Dec-14	Dec-16	RED
Update	The sop is awaiting approval before publication.			
Personal Protective Equipment	BSD	May-11	May-14	RED
Update	The SOP is being reviewed and planned for formal approval at the September Force Health & Safety Board			
PSD - Force Vetting	BSD	Sep-15	May-17	RED
Update	Awaiting information from Directorates to complete the review			

- 2.7 Policies are continually reviewed by owners and the position of the Force database is reported monthly to the Force PMG for oversight to which the Chairman of Performance and Resource Management Sub Committee is invited.

3 Conclusion

- 3.1 PMG are also notified of policies that will soon require review with owners receiving 3 month's notice from Strategic Development as part of the paper submission.

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