No.	Meeting Date & Reference	Action	Owner	Status
1.	**30/11/17** Item 4 - *Outstanding References* **26/09/17** Item 5 - *Internal Audit Update Report* **IT Transformation Report**	The Chamberlain explained that Audit & Risk had just released a report on IT transformation developments. The Chamberlain suggested that this be circulated to Members. The Director of IT provided Members with a verbal update on the IT transformation programme at the November 2017 meeting. He explained that the Phase II programme was now being defined, for which a separate report had been produced. The Assistant Commissioner confirmed that it was all on track. The Member requested that the Phase II report be forwarded from IT Sub (Finance) Committee to the next meeting. **Update 08/12/17** – The Director of IT suggested that it might be more productive to forward the next iteration of the draft that will go to IT Sub-Committee in February to the following meeting of PRM in April.	Director of IT	**REPORT DUE APRIL 2018**
2.	**30/11/17** Item 4 - *Outstanding References* **Operation Mass 2018 dates**	The Assistant Commissioner explained that the planned dates for 2018 "Operation Mass" events were now available. The Chairman requested that these be circulated to Members via email. **Update 05/01/18**: Dates circulated to Members via email on 05/01/18.	CoLP	**COMPLETE**

| 3. | **30/11/17**
Item 5 -
Internal Audit Update Report

Security Vetting Issues | The Assistant Commissioner explained that inter-departmental communication issues were not simply due to IT systems themselves, but also difficulties in determining which recipients have security clearance to receive information. The Chairman noted that this vetting issue had been raised previously, regarding the transmission of critical information.   He requested reassurance that this was being resolved as an imperative.

Update 17/01/18: Response from CoLP Estates and Support Services Director:
• Vetting protocols and processes have been clearly explained to CoL colleagues and third party contractors engaged within works for CoLP.
• A number of briefing sessions were completed along with the supply of clear document processes, markings and storage protocols.
• Vetting statuses and requirements have been made clear to all and there are currently no delays with the vetting process for the clearance of required staff. | CoLP | **COMPLETE** |
| 4. | **30/11/17**
Item 5 -
Internal Audit Update Report

Recommendations Checklist | The Head of Audit & Risk Management explained that there was a quarterly review of the recommendations and an upgrade of the audit software which enabled "auto-checking". This allowed live access to recommendations with the ability to upload information detailing why recommendations have been raised, and to respond with requests to approve sign off from Audit.

The Chairman asked for a list schedule to be included for recommendations to be checked off.

Update 17/01/18: Appendix 4 to the Internal Audit report to this Sub Committee already contains updates on recommendations so clarification is sought as to what additional (…) | CoLP/
Chamberlain | **OUTSTANDING** |

		requirements the Sub Committee want. However, an e-mail was sent to Pat Stothard on the 4th January regarding this and it is understood that a test will be undertaken on a new web based database at the end of January. The Force is seeking clarification from internal audit on the process it will need to use in order to update this database. This will be progressed jointly with internal audit during the next reporting period.		
Recommendations Checklist				
5.	**30/11/17** Item 5 - *Internal Audit Update Report* **Sub-Committee Budgetary Scrutiny Meeting**	It was agreed that there would be a future meeting involving the Chairman, Police Authority, CoLP Chief Officers, Chamberlain and Deputy Chamberlain to discuss future scrutiny direction of this Sub-Committee in parallel to the Grand Committee. The Deputy Chamberlain explained that this scrutiny could then feed into the Medium Term Financial Plan to ensure that funding was more predictable. **Update 17/01/18**: Meeting scheduled for 1 February 2018	Chairman/ Town Clerk/ Chamberlain/ CoLP	**COMPLETE**
6.	**30/11/17** Item 5 - *Internal Audit Update Report* **26/09/17** Item 3 - *Minutes* **Project Management Audit Report**	It was agreed that an update on the Project Management internal audit report should be submitted to the next meeting of the Sub-Committee as part of the standing internal audit update. **Update 30/11/17** - The Chairman enquired as to the status of the Programme Management report, and asked if this report could be recirculated to ensure that all Members received it. The Assistant Commissioner explained that it was not yet finalised. The Town Clerk illustrated their confusion at the report being submitted to Audit & Risk Management Committee if it was not final. The Head of Audit & Risk Management explained that since being submitted to the Audit & Risk Management Committee they were looking at incorporating comments and amendments before it would be considered a true final draft. It could then be submitted to the next meeting of the sub-committee on 1 February.	Chamberlain	**COMPLETE –** **ON THE AGENDA**

7.	**30/11/17** Item 5 - *Internal Audit Update Report* **Programme Office Representative Attend**	The Assistant Commissioner asked if it would be beneficial to ensure that a representative of the Programme Office attended the next meeting of this Sub-Committee on 1 February 2018 to give an overview of the current programmes and projects underway. Members all agreed.	CoLP	**COMPLETE –** **ON THE AGENDA**
8.	**30/11/17** Item 6 - *Q2 Performance vs Measures Set Out in the Policing Plan* **Suicide Figures**	In reference to Measure 5 – The capability and impact the Force is having in safeguarding and protecting vulnerable people, the Chairman noted that the number of suicides had increased and requested that any further trend is monitored and commented upon in the narrative. **Update 17/01/18**: A full narrative has been included in the appendix to the report on the agenda for Measure 5 but over Q3 there has been a decrease in actual suicides and the number of attempt suicides remains consistent for Oct -16, Nov-14 and Dec-15. Some of these have been by the same individuals making multiple attempts and CoLP is working with partners and relevant agencies for plans to be put in place to try and manage this. An update on this issue will form part of the narrative update for this measure going forward.	CoLP	**COMPLETE**
9.	**30/11/17** Item 6 - *Q2 Performance vs Measures Set Out in the Policing Plan* **Tachograph Training**	In reference to Measure 7 – The capability and impact the Force is having in policing City roads, a Member asked about the comment in the narrative that there was a lack of trained officers able to use tachographs. The Assistant Commissioner acknowledged this and stated that he would check how it was being addressed. **Update 17/01/18**: Roads Policing are proactively seeking training with police and other training providers during 2018 for all aspects of Roads Policing. Driver Vehicle Standards Agency are assisting as part of joint partnership operations with provision of tachograph analysis and vehicle (…)	CoLP	**COMPLETE**

		examination three days a week, and CoLP are waiting for Agilisys Technical Services sign to off to install the software required for tachograph analysis for CoLP.		
	Tachograph Training			
10.	**30/11/17** Item 6 - *Q2 Performance vs Measures Set Out in the Policing Plan* **Public Order Resilience**	In reference to Measure 8 - Public Order and Protective Security, the Chairman noted that the issue with the current number of trained Public Order officers was being addressed positively by the Force. Members requested assurance that resourcing of upcoming events had been sufficiently considered. The Assistant Commissioner confirmed that the Force was still able to resource current local and national demand but ideally wished to increase resilience in this area. Members asked for an update at subsequent meetings on this issue. **Update 17/01/18**: Inspector UPD is organising a recruitment drive among the groups. Public Order Instructors are attending musters and speaking with officers who may not have thought of level II PO as a career path. This will also include an open day at the Gravesend PO facility. This is being monitored at the Public Order working group. HR are holding adverts for both external and internal recruitment of public order officers. Currently six Transferee's are to be boarded for current vacancies and there are six internal applicants. Updates on this issue will be included as a matter of course in the narrative of this measure in the appendix going forward.	CoLP	**COMPLETE**

11.	**30/11/17** Item 7 - *HMICFRS Inspection Update* **GDPR Compliance**	A Member asked whether the CoLP website was compliant with the General Data Protection Regulation (GDPR). They emphasised that if it was not, then it would pose a significant challenge to do so. The Assistant Commissioner said he would confirm. **17/01/18 Update**: The personal data received by CoLP through the website is through a Corporation shared software form package called Achieve Forms. This has been upgraded and we are launching the new forms from February 8th 2018. The update from Corporation on this is: The new version of Achieve Forms has built-in GDPR compliance and we are mid-roll out. It is anticipated that CoLP will therefore be compliant by the requisite deadline in this respect. CoLP will also look to put a new GDPR statement on our website, replacing the current Data Protection statement.	CoLP	**COMPLETE**
12.	**30/11/17** Item 8 - *HR Monitoring Information 1st April 2017 – 30th September 2017* **Report Template Discussion**	The Chairman agreed that the omission of HR reports meant strategic insights were being missed. The Assistant Commissioner suggested that the CoLP and any interested Members sit down to develop an updated template for this report. **Update 17/01/18**: This is still to be progressed. However, the next HR Monitoring report is not due to the Sub Committee until the July Meeting. This will be progressed asap in order to develop the template accordingly.	CoLP/ Members	**OUTSTANDING**

13.	**30/11/17** Item 12a - *Value for Money Update* **STRA Plaudits**	The Chairman indicated his approval of the STRA process, and noted that it had been very effective in providing a structured view of efficiency and effectiveness. He requested that his approval be passed on to all those involved in carrying it out. **Update 17/01/18**: This message was passed on to Detective Chief Supt Dai Evans for further dissemination.	CoLP	**COMPLETE**
14.	**26/09/17** Item 3 - *Minutes* **Deloitte Review Standing Item > Value for Money Update**	The Chairman requested that a standing item for information be added to future agendas providing an update to Members on the progress relating to the Deloitte review outcomes. **UPDATE 26/09/17** - The Force is in the process of recruiting initial resources for the Transformation Team. This OR will remain outstanding until a Programme Manager is appointed to the Transformation Team who will, as part of their role provide the relevant written progress updates to various Committees. **UPDATE 30/11/17** – This will be included as "Value for Money Update" standing item.	CoLP	**COMPLETE –** **ON THE AGENDA**
15.	**30/05/17** Item 6 - *4th Quarter Performance Against Measures set out in the Policing Plan 2016-19* **Licensee responsibility for CCTV**	A Member suggested that appropriate levels of CCTV should be taken into consideration when granting licences for new premises in the City of London. T/Supt Hector McKoy and David Macintosh from CoL attended the pre-brief for this Sub Committee with the Chairman on the 23rd November in order to brief him on the issues surrounding CCTV and the role of the Licensing Committee in providing scrutiny in this area. A Member explained that there was a requirement for a dialogue between the CoLP and the Licensing Committee to increase understanding of how licensing make decisions (…)	CoLP	**COMPLETE**

	Licensee responsibility for CCTV	on the imposition of conditions, or the exception of CCTV conditions for some premises. **Update 17/01/18**: The AC has directed that no further action is required of the licensing team in this respect. Having made enquiries with the team he is satisfied that the Force and CoL Licensing team are working in partnership and that with regard to the CCTV condition the City of London is acting in line with other forces and licensing authorities nationally. A more detailed note from the licensing team is attached.		