

Police Authority - Change Management Board action plan

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
Live Actions					
2	Identify and appoint a temporary monitoring officer	CR – Action 1	<ul style="list-style-type: none"> • Identify suitable individual <p>Report received from Glen O’Connell 26 July 2010</p> <p>Agreement for interim arrangements made on 28 July 2010</p> <p>Report to HR committee 4 August 2010</p>	Aug 10	AG
8	<p>With the force develop a new strategic 3 year plan (2010) that is prefaced with a strategic assessment</p> <p>Develop processes to monitor Force performance and VFM</p>	<p>CR – Action 4</p> <p>PPSG letter 30 March – Rec 1B</p>	<ul style="list-style-type: none"> • Establish target setting criteria with CMB • Consultation with partners • Develop strategic assessment • First draft of Policing Plan considered by CMB • AG to meet with Chairs of CDRP to discuss plan • Final Plan to be signed off by 	<p>12 May 10</p> <p>19 May 10</p> <p>21 June 10</p> <p>21 June 10</p> <p>4 June 10</p> <p>29 June 10</p> <p>30 June 10</p>	

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
			<p>Nottinghamshire Police Authority</p> <ul style="list-style-type: none"> • Create an analytical product for a new performance framework to present to the PA • Create a performance management framework • Develop a VfM framework <p>Specific work being undertaken with Alan Street and Simon Holdaway and will be complete before 1 September 2010</p>	<p>July 10</p> <p>July 10</p> <p>July 10</p>	
9	Appraise skills and training of Members	<p>CR – Action 1</p> <p>PPSG letter 30 March – Rec 1C</p>	<ul style="list-style-type: none"> • Locate assessment tool • Develop and complete self assessment skills audit tool for members <p>Outstanding assessments from:</p> <p>John Clarke Glynn Gilfoyle Eric Kerry Steff Webber</p>	<p>1 June 10</p> <p>16 June 10</p>	
10	To assess and develop the	CR – Action 2	<ul style="list-style-type: none"> • Obtain information on the JDs 	June 10	

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
	ongoing structure of the Nottinghamshire Police Authority secretariat	PPSG letter 30 March – Rec 1	<p>and person specification for each PA secretariat member</p> <ul style="list-style-type: none"> • Review the capacity and skills of the secretariat in light of the new decision making structure • Present the Hull (Humberside) structure to the HR committee to compare and contrast with our own • Realign responsibilities in light of the review providing temporary capacity if required • Agree new structure including revised job descriptions and grades • Consider the role of committees officer • Recruit new permanent posts as required <p>It has now been agreed that this will be discussed in full at the PA meeting in September 2010</p>	<p>Aug 10</p> <p>7 July 10</p> <p>July 10</p> <p>Aug 10</p> <p>Aug 10</p> <p>Aug 10</p>	
12	Prepare the Police Authority for Inspection before Jan 2011	CR – Action 7	<ul style="list-style-type: none"> • Identify evidence required to inform the inspection and demonstrate improvement 	June/July 10	

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
13	Develop a strategic approach to ASB across the County	CR – Action 4	<ul style="list-style-type: none"> • To liaise with CSPs across the County to determine the potential for strengthening the Force’s approach to tackling crime and ASB. 	Sep 10	
15	<p>To develop policy imperatives which can be addressed through regional/national collaboration</p> <p>To develop initiatives for internal collaboration</p>	CR – Action 4	<ul style="list-style-type: none"> • Work with the new DCC to agree if, Communications, human resources, finance, IT, payroll, procurement, property management etc are areas for consideration in relation to <ul style="list-style-type: none"> ○ Collaboration with other areas ○ Understanding best practice ○ Benchmarking and replicating best practice <p>Work with PA committees to develop specific areas of possible collaboration in an effort to reduce costs</p> <p>Review the ‘Policing in the 21st Century: reconnecting police and the people’ Home Office Consultation</p>	<p>Aug 10</p> <p>First meeting 28 July 10</p> <p>Aug 2010</p>	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
			Document 26 July 2010		
16	To work with the Force to ensure that shift patterns match the demand profile	CR – Action 4 PPSG letter 30 March – Rec 1	<ul style="list-style-type: none"> • Work with the Police Service to understand the current position in relation to shift patterns • Check the pattern matches the demand profile • Report to the Police Authority via the Communities and Partnership meeting 7 July 2010 • Chief Constable to update the Authority on evaluation in September 2010 	July 10	AG Chief Con
17	To establish new accommodation for the Nottinghamshire Police Authority secretariat and members	CR – Action 2 PPSG letter 30 March – Rec 1C	<ul style="list-style-type: none"> • Agree that accommodation offered in County Hall is suitable • Clarify the financial implications for the Authority • Liaise with County Hall in relation to refurbishment • Move into new accommodation 	October 10	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
18	Develop and establish a Police Authority consultation program for 2010/2011	CR – Action 4 PPSG letter 30 March – Rec 1C	<ul style="list-style-type: none"> • Map planned NPA, police, CSP consultation activity 2010/11, to include demographics, geographical spread and methods • Seek advice from external companies on the cost of a ‘super’ survey for NPA and partners <p>Mapping complete, paper to Communities Committee in September</p>	July 10	AG
19	Develop an analytical capability for Nottinghamshire Police Authority	CR – Action 4 PPSG letter 30 March – Rec 1C	<ul style="list-style-type: none"> • Agree with the Authority the format in which it would wish to receive performance data • Offer options for staffing the analytical function on a permanent basis to provide that data • Develop a performance management pack for the Authority 	July 10	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
			(Also see action 8)		
21	<p>Develop ongoing responses to PPSG meetings:</p> <p>20th July 2010 Focusing on Nottingham Early afternoon at HMIC HQ Globe House - London</p> <p>October 2010 Early afternoon at HMIC HQ Globe House - London</p> <p>2nd December 2010 Early afternoon at HMIC HQ Globe House - London</p>	Internal driver	<ul style="list-style-type: none"> ● Circulate dates of future PPSG meetings ● Ensure details of the ongoing action plan are circulated to the PPSG meetings in advance ● Add any new actions arising from the PPSG meetings to the action planning process 	Ongoing	AG
22	Preparation for business meetings	Internal driver	<ul style="list-style-type: none"> ● Circulate the action plan in advance of the business meetings to ensure that members have the opportunity to engage in the change management action plan. 	Ongoing	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
24	Develop a new members handbook for members	Internal driver	Draft Complete	May 10	Toni Price S Youdell
25	Develop an induction programme for members	Internal driver	Draft Complete	July 10	AG
26	Organise for a members training day with the NPIA	Internal driver	<ul style="list-style-type: none"> ● Meet with the NPIA to scope potential ● Focus initially on performance and agree training ● Agree other training required ● Deliver training 	June10 June 10 Ongoing Awaits	AG
27	Review and update the Police Authority constitution (Scheme of Delegation)	Internal Driver	For Police Authority in August	Aug 2010	AG Charlotte Radford
30	To agree a schedule for the completion of the Annual Policing Plan 2012 / 13, that finalises before 31 March 2012	Internal driver	To develop a plan with DCC Eyre Work has now begun and will be complete by March 11	To begin in July 2010 for completion before 31 March 2011	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
31	Prepare for the selection of new PA independent members	Internal driver	<p>Ensure that the PA Chair is aware of progress and is available for the selection process.</p> <p>Current members:</p> <p>Alan Street Gill Harrison Kam Gill Steff Webber</p> <p>All will complete a first or second term on 31 March 2011 and will require re-selection or replacement.</p> <p>Alan Street will have completed the maximum term in March 2011</p> <p>Consider the implications of the new Bill relating to the election of police commissioners. (Police Reform and Social Responsibility Bill)</p>	September 2010	AG
33	Work with the Police Service to	Internal driver	<ul style="list-style-type: none"> Review current publications 	August	SY

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
	establish the best way of getting local messages to the community		<ul style="list-style-type: none"> Develop alternative options 	2010	
34	Create tri-fold mini policing plans that are area specific		<ul style="list-style-type: none"> Create leaflets Arrange for circulation <p><i>Challenges of seven local summary policing plans</i></p> <ul style="list-style-type: none"> Cost £15K - £20K - Best use of resources? Out of date within 6 months Impossible to evaluate the impact of local summaries Others may view the expenditure negatively <p><i>Preferred cost neutral solution</i></p> <ul style="list-style-type: none"> Produce 7 bespoke press releases (for each CSP area) that include priorities and targets, with signposting for people who 	Aug 10	SY Matt Tapp

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
			<p>want to have 'their say'</p> <ul style="list-style-type: none"> • A media engagement plan (developed by the police) for each area targeting mainstream and community publications • Opportunity to have a local senior representative to 'head up' the media response • Information cascaded through Neighbourhood meetings • On line summary versions 		
35	Develop a robust MTFP including capital expenditure	Internal	<ul style="list-style-type: none"> • Clarify current position • Work with DCC to develop a MTFP including capital expenditure 	Aug 10	Charlotte Radford DCC
36	Check on the need to select or re-select independent members prior to the election of the Directly Elected Independent Commissioners	Internal	<ul style="list-style-type: none"> • Check Home Office guidance (Amobi Modu) 	Aug 10	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
Completed Actions					
1	Development a Police Authority Improvement Plan.	CR – Action 4 PPSG letter 30 March – Rec 1C	<ul style="list-style-type: none"> • Develop and agree terms of reference for the CMB • Develop recommendations for Improvement Plan 	29.04.10 29.04.10	AG AG
3	Recruit the new Command Team	CR – Action 3 PPSG letter 30 March – Rec 1A	<ul style="list-style-type: none"> • Make arrangements for interviews and appointments of the DCC and ACCs • Interview dates agreed 	12 May10 21 – 26 May	AG AG
4	Develop a Police Authority Vision	CR – Action 1	<ul style="list-style-type: none"> • Arrange a PA away day to determine the ‘Vision’ for the Authority 	2 July 10	AG
5	Recruitment of the Change Management Team	CR – Action 2 PPSG letter 30 March – Rec 1C	<ul style="list-style-type: none"> • Nottinghamshire Police Authority to agree contract for CMT • Finalisation of contracts for CMT 	29.04.10 29 May 10	Police Authority
6	Gain active support of the County Council, City Council and District Councils for the change process	CR – Action 5 PPSG letter 30 March – Rec 1C	<ul style="list-style-type: none"> • All groups to be represented on the Change Management Board 	12 May 10	AG
7	Develop a Nottinghamshire Police	CR – Action 4	<ul style="list-style-type: none"> • Propose a new structure 	30 April 10	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
	Authority decision-making framework	PPSG letter 30 March – Rec 1C	<ul style="list-style-type: none"> • Propose ToR for new committees • Develop Process for selection for Chairs/Vice Chairs • Create a regular forum for Chair and Vice Chairs to meet • Meet with new Chairs at inaugural committee meetings to agree agendas 	27 May 10 12 May 10 1 June 10 1 June 2010	AG AG AG
11	Develop new relationships within key partnerships including CSPs and LSPs	CR – Action 5	<ul style="list-style-type: none"> • Seek membership of the LCJB confidence group (Refused 15 July 2010) • Locate best practice within and outside the County • Carry out bi-lateral meetings with key players in CSPs, LSPs and the LCJB to explain the new vision and role of the Authority and explore partnership opportunities • Meet with the NPIA 	June/July 10 June 10	
14	To review with the Force the current BCU boundaries	CR – Action 4	<ul style="list-style-type: none"> • Work with the new DCC to agree areas for consideration in relation to BCU boundaries 	Sept 10	AG
20	Increase Police Authority visibility	CR – Action 1	<ul style="list-style-type: none"> • Partner with police 	July 10	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
			communications teams <ul style="list-style-type: none"> • Refresh Internal communications • Complete a 'Confidence Calendar' • Refresh the Police Authority corporate identity (Logo) • Refresh the Police Authority website • Refresh the process of CSP collaboration • Develop a media template for members to use to 'harvest' news worthy information 		
23	Seek advice from those who are able to offer assistance	CR – Action 6	This action has been subsumed by the offer from the NPIA to work with the new PA structure and offer best practice from across the country within each committee	Ongoing	AG
24	Create a 90 Force Action Plan to July 2010 to initiate improved performance	CR – Action 4 PPSG letter 30 March – Rec 1E	<ul style="list-style-type: none"> • Develop and deliver the action plan 	April 10 to July 10	Chief Constable
28	Review all previous Authority committees and panels and ensure	Internal driver	<ul style="list-style-type: none"> • Collate minutes and agenda items from previous meetings 	June 10	AG

ACTION NUMBER	ACTION	CR REVIEW REFERENCE PPSG	TASK INVOLVED IN ACTION	DUE DATE	OWNER on behalf the of PA
	that new committee chairs have access to previous work streams affecting their new portfolio		and forward to new chairs for the inaugural meetings of the new committees		
29	To report to the CMB the outcomes of the Authority 'Away Day'	Internal driver	<ul style="list-style-type: none"> To complete a report on the findings of the 'Away Day' 	July 10	AG Derek Stewart
32	Create a 'member pack' for each member containing Codes of Conduct, and information on individual responsibilities	Internal driver	<ul style="list-style-type: none"> To be completed and distributed for signature at the member 'Away Day' on 2 July 2010 	2 July 2010	AG
37	Arrange for Performance and Policing Committee to have bespoke training with the NPIA		<ul style="list-style-type: none"> Arrange with Steve Curtis (NPIA) 	July 10	Complete