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No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	17.2011	12/05/11	Quarterly Report	The locally handled complaints to be differentiated from other investigated complaints in the Disposal Table.	DCS MF	Next Meeting	Now included in Quarterly Report.
2	17.2011	12/05/11	Quarterly Report	Clarification to be provided on the difference between de-recorded and discontinued complaints.	DCS MF	Next Meeting	Included in Quarterly Report at 2.5
3	17.2011	12/05/11	Quarterly Report	The Committee to receive historical information on PCSO conduct breaches to see if there is an issue that needs reviewing	DCS MF	Next Meeting	Report submitted.
4	18.2011	12/05/11	PSD Plans	To consider the wording of the “reducing misconduct” objective and the message this could give. Action to be taken once feedback from staff associations’ received.	DCS MF	ASAP	Feed back from Staff Associations and Support Groups did not support this.
5	18.2011	12/05/11	PSD Plans	The “changing perceptions of PSD” to be amended to “improving perceptions”.	DCS MF	ASAP	Decision taken to retain ‘Changing’ perceptions as ‘Improving’ only reinforces misconception that there are extensive poor perceptions only.
6	18.2011	12/05/11	PSD Plans	The outcomes to be linked to the KPIs	DCS MF	ASAP	Very few outcomes are a direct link on their own to KPI’s so decision taken to not to change structure of plan.
7	18.2011	12/05/11	PSD Plans	The action to reduce costs under the improving quality heading to be redrafted to say “reducing costs whilst maintaining quality”.	DCS MF	ASAP	Changed to ‘Optimising financial outlay’
8	19.2011	12/05/11	Dip Sampling Protocol	The Dip-Sampling Protocol was approved with the agreed amendment regarding sample size in thematic audits.	LB	ASAP	Complete: Final Version distributed 25 May

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9	19.2011	12/05/11	ICV	The Force to ensure that all officers are aware if the ICV role.	DCC	Update to Next Meeting on Action	A reminder was sent out to all custody officers and staff on ICV and uploaded to the custody intranet site.
10	21.2011	12/05/11	Risk Register	The Risk Register to be presented to the Committee on an annual basis to the April/May Meeting.	DCS MF to provide LB to request	May 2012 Meeting	Complete: Added to the paper schedule for PSC
11	24.2011	12/05/11	Annual Review	DCS Fry to discuss the grievance and ET data requested with his team and update the Chair at their interim meeting on what could be provided.	DCS MF	Interim Meeting with WT	Grievance and ET data included in Quarterly Report.

**Key:**

DCC Deputy Chief Constable  
DCS MF Martin Fry  
LB Lucy Barrick

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