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No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	38/11	26.10.11	File Review	PSD to review the wording of letters to complainants in relation to the file review.	DCS AL	25.01.12	Complete. This has been reviewed. There is a necessary bureaucracy to set out correct processes and procedure in accordance with complaint legislation.
2	40/11	27.07.11	Matters Arising	To monitor the uptake of officers reviewing their IO report at the PSD	DCS AL	25.01.12	Complete. A notice has been placed on the PSD Intranet site. PSD will monitor the uptake.
3	40/11	27.07.11	Matters Arising	The BTP to circulate their review of the guidance on recording speeding offences out of committee	DCS AL	25.01.12	Complete. Emailed to BTPA 20.12.11.
4	40/11	27.07.11	Matters Arising	BTP to ensure that Inspector Bragg was fully briefed to provide an explanation on the CCTV in the strip search room at the next Islington ICV Panel Meeting	DCS AL	25.01.12	Complete.
5	42/11	27.07.11	Quarterly Report	The Committee to monitor the number of complaint allegations categorised as discriminatory behaviour	DCS AL	25.01.12	Complete. An update is included in the quarterly report.
6	42/11	27.07.11	Quarterly Report	BTP to provide a profile of incivility complaints at the next meeting	DCS AL	25.01.12	Complete. The incivility profile was circulated with the papers for the meeting on 25.01.12.
7	42/11	27.07.11	Quarterly Report	BTP to provide a summary of the Lessons Learned over the quarter rather than the full report	DCS AL	25.01.12	Complete. An update is included in the quarterly report.
8	42/11	27.07.11	Quarterly Report	The Committee to continue to monitor PCSO complaints	DCS AL	25.01.12	Complete. This work is now business as usual.
9	42/11	27.07.11	Quarterly Report	BTP to add further narrative to the grievance section on future quarterly reports	DCS AL	25.01.12	Complete. A separate report on grievances and ETs will be presented by HR to future PSC meetings.

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10	42/11	27.07.11	Quarterly Report	The Committee to monitor grievance data split by gender	DCS AL	25.01.12	Complete. As above.
11	43/11	27.07.11	PSD Business Plan	A draft outline of the PSD Plan 2012-13 to be brought to the January Committee meeting	DCS AL	25.01.12	Complete. A verbal update on progress will be provided to the PSC on 25.01.12.
12	43/11	27.07.11	PSD Business Plan	The BTP to submit the Staff Charter at the next meeting	DCS AL	25.01.12	Complete. The draft Staff Charter report was circulated with the papers for the meeting on 25.01.12.
13	43/11	27.07.11	PSD Business Plan	BTP to review the staff associations that it meets regularly to discuss disproportionality in the complaints process	DCS AL	25.01.12	Complete. This work is now business as usual.
14	44/11	27.07.11	Executive Update	BTP to inform the LN Custody Suite of the role of ICVs	DCS AL	25.01.12	Complete.
15	44/11	27.07.11	Executive Update	BTPA to contact MPS about the spread of the timing of ICV visits.	LB	25.01.12	Complete – The MPA continue to endeavour to ensure a spread of timings of their visits.
16	46/11	27.07.11	Proposed Legislative Changes	BTP to update the Committee on the progress of UPP in January.	DCS AL	25.01.12	Complete. An update is included in the quarterly report.
17	46/11	27.07.11	Proposed Legislative Changes	The Executive to send a copy of the consultation to the Committee when it becomes available.	LB	25.01.12	Complete
18	47/11	27.07.11	Changes at the PCCS	BTP to update the committee on the PCCS situation.	DCS AL	25.01.12	Complete. An update is included in the quarterly report.

Key:

DCC Deputy Chief Constable
DCS AL Alistair Lawson
LB Lucy Barrick

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