

Not Protectively Marked

No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	17.1	24/07/13	People	Members were invited to attend a People and Development Compstat meeting.	PJ/LY	30/09/13	LY contacted Sam Owen for dates 15/11/13.
2	40.1	24/07/13	Custody	The accuracy of the Early Intervention Reports figures to be tested and the recording criteria explained to the Committee.	PR	January meeting	Complete. Update provided in Custody Report.
3	16.1	23/10/13	Quarterly Report	Invitations to be sent to Members to attend the live death in custody exercise as soon as the date is confirmed.	GW	When available	Verbal update to be provided at meeting.
4	16.2	23/10/13	Quarterly Report	A report on Vigilance Pro, including costs, to be submitted to the next Committee meeting.	GW	Next meeting	Complete. Update included in PSD Quarterly Report.
5	16.3	23/10/13	Quarterly Report	The structure chart to be circulated to the Committee once approved.	GW	When available	Verbal update to be provided at meeting.
6	16.4	23/10/13	Quarterly Report	More detail on the IPCC recommendations to be provided in future – see minutes for detail.	GW	Next meeting	Completed. Update included in PSD Quarterly Report.
7	16.5	23/10/13	Quarterly Report	A briefing to be provided to the next meeting on the process for communicating and embedding IPCC recommendations and lessons learned, both internal and external, throughout the organisation.	GW	Next meeting	Complete. Update included in PSD Quarterly Report and a more detailed verbal update will be provided at the meeting.
8	16.6	23/10/13	Quarterly Report	DSU Williams to arrange for the Committee to be informed of the breakdown of the civil claim estimate and any high-value claims.	GW	Next meeting	Complete. Update included in PSD Quarterly Report.
9	20.1	23/10/13	Departmental Plan	The draft 2014/15 performance measures to be circulated to the Committee for comment.	GW	30/11/13	Complete. Circulated with agenda.
10	24.1	23/10/13	Operation Vale	The Committee to be updated outside of committee of any slippage to the timetable and significant matters arising.	GW	Until 31 March 2014	Verbal update on Op Vale will be provided at meeting.
11	32.1	23/10/13	Complaint and conduct benchmarking	Analysis to be conducted benchmarking BTP with similar size forces to understand how BTP compares.	GW	Next meeting	Complete. Update included in PSD Quarterly Report.
12	48.1	23/10/13	College of Policing	Paul Jackson to circulate the list of training courses offered by the College for	PJ	30/11/13	Complete. CoP report on the agenda.

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				information.			
13	51.1	23/10/13	Authority HR report	This report to be provided on an annual basis to the April meeting.	LY	April 2014 & ongoing	Complete: Added to paper schedule

Key:

- GW Gareth Williams
- PJ Paul Jackson
- PR Peter Rowe
- LY Lucy Yasin

Professional Standards Department

Proposed Key Performance Indicators (KPIs) for 2014/15

1. Percentage of complaint and conduct cases finalised (to write off date) by PSD within 120 working days from date received in Force.

Target = 85%

[>80% = Amber]

2. Percentage of complaint cases assessed as having 'non special requirements' which have finalised by Division within 40 days.

Target = 85%

[>80% = Amber]

3. Percentage of complaint appeals which have been not upheld (by the IPCC and in Force).

Target = 75%

[>70% = Amber]

4. Percentage of Level 1 Meetings which are held within 45 days (from determination to meeting)

Target = 90%

[>85% = Amber]

5. Percentage of existing employees subject to dip-sampled vetting review.

Target = 10% MV 5% BV