

## Activity Plan for :- POL separation project - Criminal Investigations Policy

<b>BASELINE PROJECT START DATE</b>		3/8/2011					
<b>BASELINE PROJECT END DATE</b>		9/1/2011			<b>Ref No :</b>		
<b>ON TARGET ? : Green / Amber / Red</b>		IF Project <b>NOT</b> on Target please provide reasons below inc date of change.					
<b>Updated by:</b>		Graham Ward					
<b>Updated On:</b>		12/2/2012					
ACT No.	ACTIVITY Description	Responsibility	Planned Completion Date	Actual Completion Date	Forecast Completion Date	RAG Status	Comments
M1	Develop and record a process map for the role of criminal investigations policy within POL, post separation from RMUK.	Graham	01/09/11		01/09/11	G	Initial meeting undertaken with Ray Pratt and Mick Matthews. Stakeholders in this programme have now been identified. As follows:  (Ray Pratt RP/Pete Smith PS) Investigation & Prosecution (Phil Gerrish PG/RP/Suzanne Rawson SR) Legislation/Administration (Mick Matthews-MM) Forensics/CCTV - (Dave Brassington) H&S SSOW - (Alison Angus) POL stakeholders - John Bigley (JB), Dave Pardoe, John Scott
P1	Develop and agree the format for programme plan & process maps.	Graham/JB	31/05/11	20/05/11		G	
1.1	Programme plan will be submitted to JB 15/04/11 for sight and comment before first map is completed.	Graham	15/04/11	15/04/11		G	9 process maps required, covering points P2 - P10 inclusive
1.2	Deploy process for creating maps	Graham	31/05/11		31/05/11	G	Draft map for P2 to be sent to JB by 31/05/11
1.3	Working Group meeting with Security Ops to identify inputs & outputs for investigation procedures	Graham	24/05/11	24/05/11		G	Meeting arranged in Coton House (working group - Paul W, Paul S, Dave P and Helen D)
P2	Investigation related courses		10/06/11	27/05/10	10/06/11	G	
2.1	Initial meeting with RP and MM	Graham	23/03/11	23/03/11		G	Contact details provided and sources of information supplied
2.2	Identify business benefits, Inputs & Outputs	Graham	24/05/11	24/05/11		G	
2.3	Produce Map	Graham	31/05/11	24/05/11		G	
2.4	Review Map	All	10/06/11	31/05/11	31/05/11	G	Map will be reviewed by JB and focus group
P3	Research, interpretation, preparation, development and publication of investigation procedures		31/07/11		31/07/11		
3.1	Initial meeting with RP and MM	Graham	23/03/11	23/03/11		G	Contact details provided and sources of information supplied
3.2	Area's to consider document produced	Graham	31/03/11	31/03/11		G	
3.3	Identify business benefits, Inputs & Outputs	Graham	23/05/11	23/05/11		G	

3.4	Meeting with Focus Group & Alison Angus to identify prosecution process & establish possible POL batons	All	24&25/05/2011	25/05/11		G	
3.4A	Identify POL Admin forms required and transfer to POL sharepoint site (currently located on RMUK site)	Graham	31/07/11	23/08/11		G	Prepare a glossary of all forms from RMUK sharepoint and identify those needed for POL, editing those most frequently used in time for POL separation.
3.5	Produce Map	Graham	24/06/11	24/06/11		G	
3.6	Review Map	Paul W & Paul S	31/07/11	23/08/11		G	
P4	<b>Evaluation of criminal misconduct complaints and subsequent internal investigations</b>		31/07/11		31/07/11		
4.1	Initial meeting with RP and MM	Graham	23/03/11	23/03/11		G	Contact details provided and sources of information supplied
4.2	Identify business benefits, Inputs & Outputs	Helen	28/06/11	13/06/11		G	Identify RMUK process for dealing with internal complaints, Helen to produce a word document / e-mail with RMUK process for dealing with internal investigations & send to GW
4.3	Produce Map	Graham	30/06/11	17/06/11		G	
4.4	Review Map	Helen	31/07/11	17/06/11		G	
P5	<b>Forensic examination of computers for investigation/prosecution</b>		31/07/11		31/07/11	G	
5.1	Initial meeting with Dave Brassington	Dave P	23/06/11	16/06/11		G	Contact details provided and sources of information supplied
5.2	Identify business benefits, Inputs & Outputs	Dave P	30/06/11	16/06/11		G	Identify RMUK process for dealing with forensic examination of computers, DP to produce a word document / e-mail with relevant information & send to GW
5.3	Produce Process Map	Graham	14/07/11	17/06/11		G	
5.4	Review Map	Dave P	31/07/11	22/06/11		G	
P6	<b>Safe Systems of Work (SSoW) and near miss evaluation</b>		31/07/11		31/07/11		
6.1	Initial meeting with RP and MM	Graham	31/05/11	23/03/11		G	Contact details provided and sources of information supplied
6.2	Identify business benefits, Inputs & Outputs	Graham	23/05/11	25/05/11		G	
6.3	Meeting with Alison Angus to identify H&S process	Graham	25/05/11	25/05/11		G	
6.4	Produce Map	Graham	30/06/11	26/05/11		G	
6.5	Review Map	Paul W	31/07/11	22/06/11		G	
P7	<b>Tape recording, playback and copying machines</b>		31/07/11		31/07/11		
7.1	Initial meeting with RP and MM	Graham	23/03/11	23/03/11		G	Contact details provided and sources of information supplied
7.2	Initial meeting with Dave Brassington	Dave P	23/06/11	23/06/11		G	Identify RMUK process for dealing with Tape Recording, DP to produce a word document / e-mail with relevant information & send to GW
7.3	Identify business benefits, Inputs & Outputs	Dave P	30/06/11	24/06/11		G	
7.4	Produce Map	Graham	14/07/11	24/06/11		G	
7.5	Review Map	Graham	31/07/11	24/06/11		G	
P8	<b>Copying of CCTV tapes for investigation/prosecution</b>		31/07/11		31/07/11		

8.1	Initial meeting with RP and MM	Graham	23/03/11	23/03/11		G	Contact details provided and sources of information supplied
8.2	Initial meeting with Dave Brassington	Dave P	23/06/11	23/06/11		G	Identify RMUK process for dealing with CCTV tapes , DP to produce a word document / e-mail with relevant information & send to GW
8.3	Identify business benefits, Inputs & Outputs	Dave P	30/06/11	24/06/11		G	
8.4	Produce Map	Graham	14/07/11	24/06/11		G	
8.5	Review Map	Graham / JB	31/07/11	24/06/11		G	
P9	Police Almanac & POL scheduled under POCA		14/08/11	01/08/11	14/08/11		
9.1	Initial meeting with RP and MM	Graham	23/03/11	23/03/11		G	Contact details provided and sources of information supplied
9.2	Identify business benefits, Inputs & Outputs	Paul S	30/07/11	30/07/11		G	Produce a bullet point document / e-mail outlining the rationale for POL being named in the police almanac & being scheduled under POCA
9.3	Is a map required ? -	Graham				n/a	No map - bullet document preared
9.4	Document produced detailing requirements	Graham	14/08/11	02/08/11		G	e-mail with Almanac narrative sent to h.gough <span style="border: 1px solid black; padding: 2px;">GRO</span> 15/11/11
P10	Operational Primacy - MOU for joint RMG / POL enquiries		14/08/11		14/08/11		
10.1	Initial meeting with RP and MM	Graham	23/03/11	23/03/11		G	Contact details provided and sources of information supplied
10.2	Identify business benefits, Inputs & Outputs	Dave Pardoe	30/07/11			n/a	Telephone call & follow up t-mail to Dave Pardoe 25/05/11 - DP agrees to deal with Phil Gerrish
10.3	Is a map required ? -	Graham	n/a	n/a	n/a	n/a	No map
10.4	Meeting with Head of RM investigations	Dave Pardoe	31/07/11			R	Produce a policy style document outlining a formal agreement for joint operations between RMUK & POL investigation teams
10.5	Document produced detailing requirements	Graham	14/08/11	05/09/11		R	see e-mail from Dave Pardoe dated 5th September