



SPSO Business plan 2020-2021



SPSO Business Plan 2020-21

Introduction

This document sets out the Scottish Public Services Ombudsman's annual business plan for the period from 1 April 2020 to 31 March 2021. It sets out what we will do this year towards delivery of our strategic vision and aims. It should be read in conjunction with our Strategic Plan 2020-2024.

Vision

The Scottish Public Services Ombudsman contributes actively and positively to high performing Scottish public services. Recognised for our innovative world-leading approach, we put people and learning at the heart of all we do.

Strategic themes

- Accessibility
- Access to justice
- Capacity
- Standards

SPSO Strategic aims 2020-2024

1	We will make our own services as accessible as they can be.
2	We will push for legislative change to enable us to make our services and those of other Scottish public bodies accessible.
3	We will continue to develop relationships with our stakeholders to both learn from and to contribute to fair, accessible Scottish public services.
4	We will deliver our statutory functions in line with legislative requirements and our published customer services standards and performance targets.
5	We will contribute to the development of the wider access to justice environment through engagement with relevant groups and stakeholders such as the UK Access to Justice Council, the Open Government Partnership, and other commissioners and ombudsman services.
6	We will continue to push for adequate funding for our functions and seek to develop a more sustainable funding model.
7	We will be acknowledged for having well-trained, properly supported people, who have the tools they need to deliver our services.
8	We will build or maintain our capacity, financial, human and infrastructure, to implement and deliver our statutory functions.
9	We will review and develop the support, guidance and training we offer to public bodies, complainers and whistleblowers to enable them to develop their own capacity, in particular the NHS in developing its capacity in respect of whistleblowing.
10	We will monitor Scottish public bodies' complaint, Scottish Welfare Fund and Whistleblowing handling, holding them to account for poor performance and giving credit for good performance.
11	We will develop our capacity to gather and share information to enable us to make informed and beneficial interventions when complaint, whistleblowing and Scottish welfare fund services fall below accepted standards.
12	We will review the Model Complaints Handling and National Whistleblowing standards, to ensure they remain fit for purpose.
13	We will contribute to the development and/ or review of other standards and guidance to ensure they deliver services to the standards required.



Equalities Commitments

1	Take proactive steps to identify and reduce potential barriers to ensure that our service is accessible to all.	4	Ensure that we play our part in ensuring that service providers understand their duties to promote equality within their complaints handling and review procedures.
2	Identify common equality issues (explicit and implicit) within complaints or reviews brought to our office and feed back learning from such cases to all stakeholders.	5	Monitor the diversity of our workforce and supply chain, and take positive steps where under-representation exists.
3	Ensure that we inform people who are taking forward a complaint or review of their rights and of any available support, and that we encourage public authorities to do the same.		

Risk appetite

Our current overall risk appetite is defined as 'Open'. This means the SPSO will continue to encourage new thinking and invest in people, systems and processes that will enable the organisation to achieve continuous improvement in the quality and user-focus of our services

Commonly used terms

BAU: Business as Usual

Priority: Relative priority

- **Statutory**, must do
- **Statutory/High**, part statutory part business high priority
- **High**, high strategic or business high priority (have a choice but achievement of strategic aims and business will suffer if not done)
- **Medium**, medium strategic or business high priority (have a choice about whether to do)
- **Low**, low business priority (have a choice about whether to do)

Resources

Total SPSO budget for 2020-21 is £5,169,000, broken down as follows:

- Total SPSO staff costs £4,078,000
- Total SPSO running costs £532,000
- Total Bridgeside House costs £558,620 to manage the Bridgeside House accommodation on behalf of SPSO, SHRC and CYPCCS
- Less Total estimated SPSO income (£100,000)

LT: Leadership team

C&I: Complaints and investigations

Corp Serv/ Services: Corporate Services

ISE: Improvement, Standards and Engagement

SWF: Scottish Welfare Fund

SPSO: the Ombudsman

Dir-: Director (followed by main operational area, e.g. Dir-C&I)

HoISE: Head of Improvement, Standards and Engagement

C&I PSC

No	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
1	Case-handling - Advice (assess suitability and maturity; provide advice and signposting; manage freephone telephone advice service; and production of complaint files)	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - C&I	PI1 95% of cases where advice stage was completed within 5 days	On target
2	Case-handling - Early resolution, Investigations Level 1 & 2	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - C&I	PI2-30 50% of cases where ER stage was completed within 30 days PI2 95% of cases where ER stage was completed within 80 days	On target
3	Case-handling - Investigations Levels 1-4	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - C&I	PI3-130 20% of cases where Investigation stage was completed within 130 days PI3-195 50% of cases where Investigation stage was completed within 195 days PI3 85% of cases where Investigation stage was completed within 260 days	On target
4	Information sharing casework related intelligence to relevant sector groups eg. Scottish Water Output Monitoring Group, HIS Sharing Intelligence Group, Strategic Scrutiny Group	Access to justice	BAU	As required	01/04/2020	31/03/2021	M	Dir - C&I	- input information/ papers to LT - attendance at meetings - feedback to LT	On target
5	Ombudsman groups: contribute to OA (and other) special interest groups operating in the sector to share good practice and learning and development	Access to justice	BAU	As required	01/04/2020	31/03/2021	M	Dir - C&I	- feedback for SPSO specific items - OA published minutes - ad hoc reports and recommendations as required	On target
6	Review our communications with complainants about delays to our service.	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - C&I	Improved communication with complainants.	On target
7	Outreach work with relevant advocacy services eg CAB Scotland, Shelter Scotland, to promote appropriate signposting to the SPSO	Accessibility	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - C&I	Feedback/referrals from relevant stakeholders	On target
8	Resourcing: monitor and plan recruitment to maintain appropriate level of staff resources for C&I	Capacity	BAU	Monthly	01/04/2020	31/03/2021	H	Dir - C&I	- Achievement of KPIs - Carry forward of cases at year end in line with target of less than 1000	On target
9	Service standards - monitor performance against service standards using internal and stakeholder feedback, and benchmarking against other ombudsmen services as far possible, and identify and implement improvements, feeding back to ISE for public reporting purposes	Standards	BAU	As required	01/04/2020	31/03/2021	M	Dir - C&I	- Qtrly reports containing performance against service standards data to Dir(Corp Serv) for inclusion in Casework Management Performance Group: learning captured, recommendations and details of action taken and planned	On target
10	Manage, monitor and report on the performance of the Service Improvement Forum	Standards	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - C&I	Report of actions to Casework Performance Management Meeting	On target
11	INWO: manage INWO transition to maintain investigations productivity and staff wellbeing	Access to justice	Project	Project defined	01/04/2020	31/03/2021	S	Dir - C&I	Successful delivery of new INWO function, whilst maintaining resourcing levels and productivity within C&I group	Not started
12	Reduction of allocation pool size and waiting times	Access to justice	Project	Project defined	01/04/2020	01/09/2020	H	Dir - C&I	Delivery of project to reduce allocation pool below 300 and to reduce waiting times to less than 12 weeks	Not started
13	Consider using 'snapshot' updates for multiple outstanding enquiries and recommendations for larger BUJs	Access to justice	Project	Project defined	01/10/2020	31/03/2021	M	Dir - C&I		Not started

C&I PSC

No	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
14	Review of current standards set for professional advice to ensure continued fitness for purpose	Access to justice	Project	Project defined			M	Dir - C&I		Not started
15	Develop subject specific templates to support complainants in making their complaint to BUJs	Access to justice	Project	Project defined			L	Dir - C&I	Feedback from LA network group.	Not started
16	Develop procedure for the auto transfer message to be switched on as required to divert abusive callers to support all SPSO colleagues.	Accessibility	Project	Project defined			L	Dir - C&I	Auto transfer message implemented.	Not started
17	Refresh of complaint form (consider sector/subject specific) to obtain correct information for A&G and DCR assessment.	Accessibility	Project	Project defined			M	Dir - C&I	New complaint form designed and implemented resulting in improved quality of information for assessment.	Not started
18	Review SPSO's 'electronic front door' to ensure in line with best practice in other schemes	Accessibility	Project	Project defined			L	Dir - C&I	An improvement in the quality of information being received electronically.	Not started
19	Improve our knowledge of advocacy services and develop closer links with SIAA.	Accessibility	Project	Continuous	01/04/2020	31/03/2021	L	Dir - C&I	Enhanced understanding of advocacy agencies to support complainants.	Not started
20	Review our commitments outlined in SPSO BSL Plan to ensure best practice	Accessibility	Project	Project defined			M	Dir - C&I	Successful delivery of service to our BSL users.	Not started
21	Review of new allocation process from an operational and staff wellbeing perspective	Capacity	Project	Project defined	01/09/2020	01/12/2020				Not started
22	Bed in new team structures and use as an opportunity for team building and knowledge sharing	Capacity	Project	Project defined	01/06/2020	31/03/2021	H	Dir - C&I		Not started
23	Review how extensive complaint submissions are managed to ensure the right information is received at the right time	Capacity	Project	Project defined	01/10/2020	31/03/2021	M	Dir - C&I		Not started
24	Reviewing input of data into Workpro to minimise duplication	Capacity	Project	Project defined	01/10/2020	31/03/2021	M	Dir - C&I		Not started
25	Develop 'time saving tool' in line with SWF product	Capacity	Project	Project defined			H	Dir - C&I	Increase in case closures.	Not started

C&I SWF

No	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
1	Case-handling times - SWF Reviews of Crisis Grants	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - SWF	95% of cases closed or progressed in 1 working day or fewer (from receiving all information)	On target
2	Case-handling times - SWF Reviews of Community Care Grants	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - SWF	95% of cases closed or progressed in 21 working days or fewer (from receiving all information)	On target
3	Case-handling process SWF - monitor practice, review and update case handling guidance, and disseminate through updates and training	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - SWF	Report to LT quarterly confirming learning captured and action taken and planned	On target
4	Reconsiderations	Access to justice	BAU	As required	01/04/2020	31/03/2021	H	Dir - SWF	95% of decisions are correct, Quarterly reporting to LT	On target
5	Monitor SG SWF Guidance, provide feedback and engage in review (perhaps to include a suggested restructure of the guidance to more clearly reflect the decision making process).	Access to justice	BAU	As required	01/04/2020	31/03/2021	H	Dir - SWF	Ad hoc updates and annual report to LT	On target
6	Produce content for SWF section of annual report and annual letters for comms	Access to justice	BAU	Annual	01/04/2020	31/03/2021	M	Dir - SWF	Published Annual Report	On target
7	Resourcing: monitor, plan and arrange recruitment to maintain appropriate level of staff resources for SWF	Capacity	BAU	Monthly	01/04/2020	31/03/2021	H	Dir - SWF	Achievement of KPIs	On target
8	Performance reporting: Service standards - monitor performance against service standards using internal and stakeholder feedback and identify and implement improvements	Access to justice	BAU	As required	01/04/2020	31/03/2021	M	Dir - SWF	- Quarterly report to LT as part of business plan update	On target
9	Maintain effective engagement with stakeholders via appropriate channels, working with ISE	Accessibility	BAU	As required	01/04/2020	31/03/2021	M	Dir - SWF	- Quarterly report to LT as part of business plan update - Consider as part of C&E strategy once available.	On target
10	Produce SWF text for monthly commentary as well as additional comms materials as and when required.	Access to justice	BAU	Monthly	01/04/2020	31/03/2021	M	Dir - SWF	- monthly content to ISE	On target
11	Review QA results (casework and telephone) and implement learning/ amend process as required.	Access to justice	BAU	Quarterly	01/04/2020	31/03/2021	M	Dir - SWF	- report of findings and recommendations to LT	On target
12	Maintain and promote professional development of staff and ensure team is appropriately resourced and skilled.	Capacity	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - SWF	Achievement of SWF function and business plan objectives.	On target
13	Assess customer experience of SPSO SWF quality of service delivery	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - SWF	- report of findings and recommendations to LT	On target
14	Review the communication we have with applicants at the start of the process to ensure that the message is consistent and clear	Access to justice	Project	Project defined	01/07/2020	20/09/2020	M	Dir - SWF	- report of findings and recommendations to LT	Not started
15	Review our communication with councils to facilitate greater understanding of our findings	Access to justice	Project	Project defined	01/07/2020	31/12/2020	M	Dir - SWF	- report of findings and recommendations to LT	Not started
16	Review the decision letter to remove repetition and unnecessary content	Access to justice	Project	Project defined	01/07/2020	30/09/2020	M	Dir - SWF	- Report and recommendations to LT	Not started
17	Conduct a seminar(s) for decision makers in Bridgeside house covering key topics such as reinforcing the role of the Ombudsman and important casework themes.	Standards	Project	Project defined	01/09/2020	13/03/2021	M	Dir - SWF	- Report and recommendations to LT	Not started
19	Review the data arising from the new signposting section of Workpro to identify accessibility issues and time spent delivering advice to councils	Accessibility	Project	Project defined	01/04/2020	30/06/2020	M	Dir - SWF	- report of findings and recommendations to LT	Not started
20	Newsletter to councils once a year to update them on learning activities/ themes (this may require some limited support from comms in terms of presentation)	Standards	Project	Project defined	01/10/2020	31/03/2021	M	Dir - SWF	- report of findings and recommendations to LT	Not started

C&I SWF

No	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
21	Develop our knowledge and application of SIP to handle recurring issues where councils do not amend their practice following our feedback (support from ISE with collation of data and guidance on SIP policy would be helpful/ also support from LT through escalation routes as required)	Standards	Project	Project defined	01/04/2020	31/03/2021	M	Dir - SWF	- report of findings and recommendations to LT	Not started
22	Completion of an online decision making tool that councils can refer to as a learning tool. This would enable us to refer to this as guidance for decision makers on specific points/ how to follow the decision making process in general (support from ISE sought)	Access to justice	Project	Project defined			M	Dir - SWF	- report of findings and recommendations to LT	Not started

No	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
1	Monitor and raise SPSO's public profile.	Accessibility	BAU	As required	01/04/2020	31/03/2021	H	HoISE	- Media monitoring – number of media mentions, media types - Engagement with SPSO newsletter, social media - Web traffic	On target
2	Produce & finalise Communications Strategy	Capacity	Project	As required	01/04/2020	31/09/2020	H	HoISE	Strategy signed off by LT	On target
3	Implement (and monitor) the introduction of the Communications Strategy Strategy.	Capacity	BAU	As required	01/10/2020	31/03/2021	H	HoISE	Were communication(s) received by target audience? When/how did they access information? Are target needs being met?	On target
4	Compile and Publish monthly compendium	Accessibility	BAU	Monthly	01/04/2020	31/03/2021	S	HoISE	Compendium prepared to time and quality standard. Compendium published on time.	On target
5	Compile, draft, coordinate and Publish Annual Report and Accounts 2019/20	Capacity	BAU	As required	01/04/2020	31/03/2021	S	HoISE	Publish Annual Report and Accounts: Draft report by June 2019 Final report prepared for September 2019, Annual Report and Accounts 2018/19 laid before Parliament October (and published) 2019	On target
6	Communications support for other internal business areas	Capacity	BAU	As required	01/04/2020	31/03/2021	M	HoISE	Support provided as required subject to resource availability and other priorities.	On target
7	Complaints handling: engage with public bodies to provide advice, guidance and support on all aspects of good complaint handling and a positive complaints culture (taking into account the need to update materials to reflect modified MCHP/INWO Standards).	Standards	BAU	As required	01/04/2020	31/03/2021	S	HoISE	-Public reporting on activity through SPSO Annual Report and Accounts, including demonstrable positive impact-Updates to LT, to demonstrable activity	On target
8	Support/play an active role in sector wide complaints networks.	Standards	BAU	As required	01/04/2020	31/03/2021	H	HoISE	SPSO (ISE) presence at each of the sector network events held through the year	On target
9	Standards support advice and awareness for internal business areas	Standards	BAU	As required	01/04/2020	31/03/2021	H	HoISE	Support provided as required subject to resource availability and other priorities.	On target

No	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
10	Conduct data & intelligence analysis to monitor performance	Capacity	BAU	Continuous	01/04/2020	31/03/2021	S	HoISE	Dashboard Monthly/Quarterly reports to LT & CPM on themes, trends, patterns, findings and recommendations where appropriate, learning and actions taken or proposed for external improvements, including outcomes. Including: - Complaints statistics - monthly analysis report - Corporate statistics quarterly analysis report - quarterly analysis report SWF statistics	On target
11	Policy and legal support for other internal business areas	Capacity	BAU	As required	01/04/2020	31/03/2021	M	HoISE	Support provided as required subject to resource availability and other priorities.	On target
12	Learning and Improvement support for other internal business areas	Accessibility	BAU	As required	01/04/2020	31/03/2021	M	HoISE	Support provided as required subject to resource availability and other priorities.	On target
13	Customer Service Complaints, monitor and report on performance in service complaints handling	Accessibility	BAU	Quarterly	01/04/2020	31/03/2021	H	HoISE	Preparation of quarterly customer service complaints reports presented to Leadership Team	On target
14	Customer Service Complaints, liaise with the Independent Customer Complaints Reviewer	Accessibility	BAU	As required	01/04/2020	31/03/2021	H	HoISE	Respond to ICCR requests in a timely manner as required of ICCR	On target
15	Training: research and development of training materials	Accessibility	Project	As required	01/04/2020	31/03/2021	H	HoISE	Scoping paper agreed and signed off by LT	On target
16	Training: deliver agreed SPSO training products through for example new Webinars, class based, e-learning and training specific guides as appropriate.	Capacity	BAU	As required	01/04/2020	31/03/2021	H	HoISE	Respond to customer requests in a timely manner. Provide quarterly update on training delivery	On target
17	Develop links with SPSO COPs in delivering ISE objectives for relevant sectors	Capacity	BAU	As required	01/04/2020	31/03/2021	M	HoISE	ISE attend CoP meeting(s)/CoP rep attends sector network meeting	On target
18	Training: rollout of agreed training products and offerings (MCHP & INWO)	Capacity	Project	Project defined	01/10/2020	31/03/2021	H	HoISE	Project plan presented & agreed. Timetable met	Not started
19	INWO - comms launch	Accessibility	Project	Project defined	01/04/2020	tbc	H	HoISE	All appropriate stakeholders notified. Monitoring of feedback and Comms activity undertaken & reported.	Not started
20	INWO: prepare SPSO for implementation of new jurisdiction	Access to justice	Project	Project defined	01/04/2020	tbc	S	HoISE	Progress (against plan - signed off by LT) being made to developing INWO Business Process Model, and supporting guidance/products.	On target
21	Develop methodology for monitoring standards (CHP, INWO, SWF)	Standards	Project	Project defined	01/04/2020	21/12/2020	H	HoISE	Project scope prepared and signed off, methodology meets specification in plan	Not started

ISE

No	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
22	Seek extension to spso powers	Accessibility	Project	Project defined	01/04/2020	31/12/2020	H	HoISE	Specifically in short term psro pub service reform order as appropriate psro reminder in Autumn to visit so revise position in Autumn 2020. Potentially, a report to be laid before parliament.	Not started
23	Project: SPSO Change Control process. Two main workstreams: 1. review identify and catalogue all spso products produced on same format as public authority publication scheme; 2. Develop product change control policy/procedure.	Capacity	Project	Project defined	01/07/2020	31/12/2020	H	HoISE	Project scope prepared and signed off, change control process developed for LT sign off.	Not started
24	Project - Scpoe and if appropriate develop bespoke workpro reports to support ISE functions	Capacity	Project	Project defined	01/07/2020	31/03/2021	H	HoISE	Project scope prepared and signed off, workpro reports to support ISE functions developed for LT sign off.	Not started
25	INWO - lead on introduction of INWO practitioners network	Standards	Project	Project defined	01/09/2020	31/03/2021	H	HoISE	Invite expressions of interest, convene inaugural meeting, develop and agree terms of reference	Not started
26	INWO - lead on introduction of INWO champions network -	Standards	Project	Project defined	01/07/2020	31/12/2020	H	HoISE	Invite expressions of interest, convene inaugural meeting, develop and agree terms of reference	Not started
27	Scope new dashboard for measuring performance against Service Standards (QA, CSCs, Surveys)	Capacity	Project	Project defined	01/10/2020	31/03/2021	H	HoISE	Project scope approved by the LT	Not started
28	Review first year of the Support & Intervention policy	Capacity	Project	Project defined	01/07/2020	31/12/2020	H	HoISE	Report and if appropriate, recommendations to the LT	Not started
29	Review ISE resource requirement, plan, prepare and riun ISE recruitment as required.	Capacity	Project	Project defined	01/07/2020	31/03/2021	H	HoISE	Recruitment needs agreed by LT. Recruitment exercise successfully completed	Not started
30	UAP - revise and refresh (including Expected Behaviours)	Accessibility	Project	Project defined	1/4/20	31/3/21	M	HoISE	Revised approach to managing behaviours presented to LT and signed off for implementation	On target

Corp Services

No.	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
1	BH Handbook: Health, safety, security - review and update, disseminate through updates and training, and monitor practice.	Access to justice	BAU	Annual	01/06/2020	30/09/2020	S	Dir - CS	- LAW review report to LT	On target
2	BH Handbook: MoU - review and update, disseminate through updates and training, and monitor practice.	Access to justice	BAU	Annual	01/06/2020	30/09/2020	S	Dir - CS	- Review undertaken and signed off by BHMG	On target
3	BH: Facilities - ongoing management of maintenance plans including statutory, and preventative, resolve day to day maintenance issues, prioritise & fixed efficiency, liaise with landlord, trade engineers, ensure carbon management practices maintained, supplies and equipment maintained,	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S/H	Dir - CS	- Bridgeside House facilities maintained - prioritised preventative maintenance actioned	On target
4	BH: Health, Safety and Security (management) - promoting health, safety & security with ongoing management in Bridgeside House working environment ensuring statutory regulations are complied with records are maintained for legal duties including - fire safety training, fire tests, fire drills, qualified first aiders, Office risk assessment, legionella risks controlled, Security management, workplace inspections, Internal audit outcomes, actions and other reports/inspections while also testing business continuity plans (BCP)	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - CS	- Annual H&S Assurance Statement to SPSO - Training and updates disseminated to all staff - Low residual risk in operational risk register - 2 fire drills annually evacuate in 3 minutes - Pass annual H&S audit	On target
5	BH: Health, Safety and Security (staff training) - new staff H&S induction; annual H&S+ S staff questionnaire, Annual Display Screen Equipment assessment (DSE).	Access to justice	BAU	Annual	01/07/2020	30/09/2021	S	Dir - CS	- All new staff completed H&S+S building Induction - Annual H&S + S training	On target
6	BH: Mail & delivery management - provide efficient service for pick-up of all mail & deliveries	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- secure & timely mail support services	On target
7	BH: Managed Contracts - ongoing management of contracts and contractors of Bridgeside House including acting as first point of contact for suppliers, manage lease, cleaning, waste, security while working with procurement and finance to achieve best value	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- contracts delivering on service expectations	On target
8	BH: Shared Area Management - providing a well-coordinated Bridgeside House shared facility service for three office holders, ensuring the shared areas meet the requirements of the users including shared meeting rooms, booking system, supporting events, monitoring costs, billing, technology	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- shared space, AV & equipment requirements managed fairly and rooms fit-for-purpose	On target
9	Climate change duties: implement actions from plan	Access to justice	BAU	Continuous	01/10/2020	31/03/2021	M	Dir - CS	- Action plan implemented and reported in Climate Change Duties report	On target
10	Climate change duties: monitor primary energy usage and waste management	Access to justice	BAU	Monthly	01/04/2020	31/03/2021	S	Dir - CS	- Continued reduction in our Baseline carbon footprint (2015/16 72 tCO2e)	On target
11	Climate change duties: produce and publish Climate Change Annual Report (including discharging duties under section 32 (1)(a) of the PSR Scotland Act 2010)	Access to justice	BAU	Annual	01/04/2020	30/09/2020	S	Dir - CS	- Published annual report	On target
12	Decision Review: carry out decision reviews in a timely manner	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - C&I	40% in 50 working days, 95% in 90 working days	On target
13	Finance: Annual Budget BH - plan and prepare submission for SPCB, including resource planning, staff and non-staff; profile approved budget	Access to justice	BAU	Annual	01/08/2020	31/03/2021	S	Dir - CS	- Annual budget submission, signed off by LT	On target
14	Finance: Annual Budget SPSO - plan and prepare submission for SPCB, including resource planning, staff and non-staff; profile approved budget	Access to justice	BAU	Annual	01/08/2020	31/10/2020	S	Dir - CS	- Annual budget submission, signed off by LT	On target
15	Finance: Audit, External - Annual report and Accounts - agree annual external audit plan with auditors; - provide information and access to External Auditors; - prepare fully audited Financial and Governance Statements for SPSO Annual Report and Accounts ((including discharging duties under section 32 (1)(b) of the PSR (Scotland) Act 2010) - including Trade Union Publication of Facility Time Data Regulations Reporting	Access to justice	BAU	Annual	01/12/2019	31/10/2020	S	Dir - CS	- Agreed External Audit annual plan - External Audit Report	On target

Corp Services

No.	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
16	Finance: Audit, Internal - produce and deliver Internal Audit Plan	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - CS	- Internal Audit Plan, signed off by LT - Internal Audit reports to LT in line with plan, accompanied by Dir-CS recommendations	On target
17	Finance: Expenditure BH - monitor and manage expenditure against budget plan and report to BHMG; pay invoices against approved orders and process payment of creditors	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S/H	Dir - CS	- 5% variance: budget to actual spend at year end - monthly spend against budget statement to LT with recommendations - 95% of undisputed invoices paid within 10 working days - 100% of undisputed invoices paid within 30 working days - Reported in Annual Report and Accounts	On target
18	Finance: Expenditure SPSO - monitor and manage expenditure against budget plan; pay invoices against approved orders and process payment of creditors	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S/H	Dir - CS	- 5% variance: budget to actual spend at year end - monthly spend against budget statement to LT with recommendations - 95% of undisputed invoices paid within 10 working days - 100% of undisputed invoices paid within 30 working days - Reported in Annual Report and Accounts	On target
19	Finance: Income BH - issue and monitor receipt of payment for all ad hoc income	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - CS	- all income received in year	On target
20	Finance: Income SPSO - issue and monitor receipt of payment for all ad hoc income	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - CS	- all income received in year	On target
21	Finance: Procurement - procure and manage contracts for services and professional advice ensuring best value for money	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - CS	- Published current contract list	On target
22	Finance: Statements of Expenditure - produce and publish under Section 31 of the PSR (Scotland) Act 2010, and details of contractors	Access to justice	BAU	Annual	01/04/2020	30/09/2020	S	Dir - CS	- Published annual report	On target
23	Governance: Business plan - coordinate and produce annual plan	Access to justice	BAU	Annual	01/01/2021	30/04/2020	H	Dir - CS	- Published business plan	On target
24	Governance: Business plan - co-ordinate quarterly update and publication	Access to justice	BAU	Quarterly	01/04/2020	31/03/2021	H	Dir - CS	- Updated plan republished quarterly	On target
25	Governance: Incident register - record and report all incidents in line with the Risk and Incident policy and data breach procedures	Access to justice	BAU	As required	01/04/2020	31/03/2021	S/H	Dir - CS	- Effective incident management - quarterly updates to Leadership Team	On target
26	Governance: Risk - BCP - test and review Business Continuity Plan	Access to justice	BAU	Annual	01/07/2020	30/09/2020	H	Dir - CS	- Test demonstrates no significant risks - Up-to-date BCP - Staff updates/ awareness	On target
27	Governance: Risk - strategic and operations registers - prepare annually in line with business planning process, then regularly review and update	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- Effective risk management	On target
28	Governance: Secretariat - provide secretariat to Advisory Audit Board and Leadership Team	Access to justice	BAU	Quarterly	01/04/2020	31/03/2021	H	Dir - CS	- Annual meeting schedule planned and issued - Papers prepared and issued at least one week prior to meeting - Declarations of interest published	On target
29	HR: Annual staff survey and accompanying action plan	Access to justice	BAU	Annual	01/04/2020	31/03/2021	H	Dir - CS	- Analysis of 2018-19 survey and action plan produced for 2019-20 business planning.	On target
30	HR: Equalities and Human Rights: monitor, report and review practice	Access to justice	BAU	Annual	01/04/2020	01/07/2020	S	Dir - CS	- include in annual HR report	On target
31	HR: Health and wellbeing - Monitor and annually report on the activities and achievements of the Mental Health and Wellbeing Group.	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir-MHWP Chair	Continue to encourage support from colleagues and deliver objectives of group.	On target
32	HR: Implement annual IIP assessment and agree actions	Access to justice	BAU	Annual	01/04/2020	31/03/2021	H	Dir - CS	- IIP review and report completed and action plan produced for 2019-20 business planning.	On target

Corp Services

No.	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
33	HR: Learning and Development - annual manager training	Capacity	BAU	Annual	01/04/2020	01/06/2020	M	Dir - CS	- Plan and deliver annual manager training session	On target
34	HR: Learning and development - monitor progress against plan, particularly resources.	Capacity	BAU	Quarterly	01/04/2020	31/03/2021	M	Dir - CS	- Well skilled workforce - Annual report to LT	On target
35	HR: Learning and development - prepare and fully resource annual learning and professional development plan, including specialist technical training for different staff groups as requested	Capacity	BAU	Annual	01/04/2020	31/03/2021	M	Dir - CS	- PDPs completed with analysis, survey and IIP action plan incorporated - Plan shared with all staff	On target
36	HR: Payroll - manage and maintain payroll	Access to justice	BAU	Monthly	01/04/2020	31/03/2021	S	Dir - CS	- Staff paid promptly and correctly - Successfully audited accounts	On target
37	HR: provide the organisation with an effective HR service	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S/H	Dir - CS	- HR stats report to LT of the HR service, including workforce composition, absence management, staff performance management (summary level not personal information)	On target
38	HR: Resourcing - monitor, plan and recruit to maintain appropriate level of staff resource	Capacity	BAU	Monthly	01/04/2020	31/03/2021	H	Dir - CS	- Delivery of CS statutory duties - Achievement of KPIs	On target
39	HR: Well-being - IIP Health and Wellbeing review	Capacity	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - CS	- Maintain Healthy Working Lives Accreditation	On target
40	HR: Well-being - Implement well-being strategy and plan	Capacity	BAU	Annual	01/04/2020	31/03/2021	H	Dir - CS	- TBC by well-being group - % lost days due to sickness to not exceed PS average	On target
41	ICT: Applications - Ad hoc - ensure appropriate software applications are available and fit for purpose	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- Appropriate applications available for staff to complete their roles and responsibilities	On target
42	ICT: Applications - Case-handling system (Workpro) - manage the maintenance and enhancement of application and casework EDMS	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- Case-handling application up-to-date and meeting business and information management requirements	On target
43	ICT: Applications - eRDM - manage the maintenance and enhancement of non-casework electronic document file system	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- EDMS meeting information management requirements	On target
44	ICT: Hardware - monitoring and management of IT hardware	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - CS	- Functioning, fit for purpose hardware - exception reporting - Annual statement to LT	On target
45	ICT: Induction, training and user support	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - CS	- Users operating all systems effectively	On target
46	ICT: Information management - develop, build and maintain statistical reports from case-handling system	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - CS	- Scheduled reports accurate and issued on time	On target
47	ICT: IS installation (network) - monitor implementation and maintenance of security and cyber resilience standards by contractor	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- Regular meetings with business partner and annual service report.	On target
48	ICT: Security and cyber resilience - implement Public Sector Action Plan for Cyber Resilience, monitor actions and report	Access to justice	BAU	Quarterly	01/04/2020	31/03/2021	H	Dir - CS	- Acceptable level of residual risk - Exception reporting to LT - Up-to-date Information and Data related Policies and Procedures	On target
49	ICT: Security and cyber resilience - Annual refresher training on IT Code of Conduct and Cyber Security	Access to justice	BAU	Annual	01/04/2020	31/03/2021	S	Dir - CS	- Appropriate use of ICT systems	On target
50	ICT: Security and cyber resilience - Cyber Essentials re-certification	Access to justice	BAU	Annual	01/10/2020	31/12/2020		Dir - CS	- Cyber Essentials re-certification achieved	On target
51	ICT: Strategy - develop and maintain ICT and digital strategy	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	M	Dir - CS	- Review undertaken and signed off by LT	On target
52	ICT: Telephony - monitoring and management of telephony network and hardware, including mobile communications and connectivity.	Accessibility	BAU	Continuous	01/04/2020	31/03/2021	H	Dir - CS	- telephony functionality available for staff to complete their roles and responsibilities	On target
53	Information Governance: DP Subject access requests (including all DP rights requests)	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - CS	- Reporting performance against statutory target of one month	On target
54	Information Governance: FOI/EIR Requests and Reviews	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S	Dir - CS	- Reporting performance against statutory target of 20 days	On target

Corp Services

No.	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
55	Information Governance: manage information risks, coordinate mitigation procedures, and log and risk assess information assets	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S/H	Dir - CS	- up-to-date log - report to LT in line with governance arrangements	On target
56	Information Governance: monitor compliance, and ensure documentation, controls and procedures are in place and applied	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S/H	Dir - CS	- Non compliance reported to LT	On target
57	Information Governance: Publication Scheme - review and update SPSO Publication Scheme, and Re-use, to ensure compliance	Access to justice	BAU	Annual	01/01/2021	31/03/2021	S	Dir - CS	- Publication scheme compliant	On target
58	Information Governance: Retention and disposal - ensure retention and disposal of documents in line with policy (casework and non-casework)	Access to justice	BAU	Quarterly	01/04/2020	31/03/2021	S/H	Dir - CS	- Annual assurance statement to LT - Annual file location audit - 100% of hard copy case files located securely and correctly recorded on CMS - ad hoc updating as required	On target
59	Information Governance: Training - implement compulsory data protection and ad-hoc information governance training and inductions	Access to justice	BAU	As required	01/04/2020	31/03/2021	S	Dir - CS	- Evidence ALL staff receive update/ refresher training	On target
60	Ombudsman groups: contribute to OA (and other) special interest groups	Access to justice	BAU	As required	01/04/2020	31/03/2021	L	Dir - CS	- As required	On target
61	Ombudsman groups: manage membership	Access to justice	BAU	As required	01/04/2020	31/03/2021	M	Dir - CS	- Representatives identified and resource available	On target
62	Performance Reporting: Annual stats - preparation and data cleansing	Access to justice	BAU	Annual	01/01/2021	31/03/2021		Dir - CS		On target
63	Performance Reporting: Annual stats - Stats production and checking	Access to justice	BAU	Annual	01/04/2020	30/06/2020		Dir - CS		On target
64	Performance reporting: Complaints - collation of statistics and year-to-date performance	Access to justice	BAU	Monthly	01/04/2020	31/03/2021	S	Dir - CS	- Dashboard - monthly analysis report to LT	On target
65	Performance reporting: Corporate - collation of statistics and year-to-date performance	Access to justice	BAU	Monthly	01/04/2020	31/03/2021	S	Dir - CS	- quarterly analysis report to LT	On target
66	Performance reporting: FOI/EIR - collation of quarterly statistics and year-to-date performance	Access to justice	BAU	Quarterly	01/04/2020	31/03/2021	H	Dir - CS	- Submitted to SIC on time - quarterly analysis report to LT	On target
67	Performance reporting: Professional advice - collation of statistics and year-to-date performance	Access to justice	BAU	Monthly	01/04/2020	31/03/2021	H	Dir - CS	- quarterly analysis report to LT	On target
68	Performance reporting: Service standards - monitor performance against service standards using internal and stakeholder feedback and identify and implement improvements	Access to justice	BAU	As required	01/04/2020	31/03/2021	M	Dir - CS	- Annual report to LT with: learning captured, recommendations and details of action taken and planned	On target
69	Performance reporting: SWF - collation of statistics and year-to-date performance	Access to justice	BAU	Monthly	01/04/2020	31/03/2021	S	Dir - CS	- Dashboard - monthly analysis report to LT	On target
70	Professional Advice Service: Annual Report on advice service	Access to justice	BAU	Annual	01/04/2020	31/03/2021	M	Dir - CS	Report on service	On target
71	Professional Advice Service: deliver a well-resourced professional advice service	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S/H	Dir - CS	- Continued reduction in the % of advice responses received in excess of 20 working days. (2016-17 Baseline 64.1%)	On target
72	Quality assurance: annual quality assurance plan proposal	Access to justice	BAU	Annual	01/04/2020	01/07/2020	H	Dir - CS		On target
73	Quality assurance: Casework	Access to justice	BAU	Annual	01/04/2020	31/03/2021	H	Dir - CS	- 95% of decisions correct - annual N77 report to LT of learning and action taken and recommendations for wider improvement initiatives	On target
74	Quality assurance: Professional advice	Access to justice	BAU	6 monthly	01/04/2020	31/03/2021	H	Dir - CS	- Six monthly report to LT of learning and action taken, and recommendations for wider improvement initiatives	On target
75	Quality assurance: SWF decisions	Access to justice	BAU	6 monthly	01/04/2020	31/03/2021	H	Dir - CS	- 95% of decisions correct - Annual report to LT of learning and action taken and recommendations for wider improvement initiatives	On target

Corp Services

No.	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
76	Quality assurance: Telephone	Access to justice	BAU	Annual	01/04/2020	31/03/2021	H	Dir - CS	- Annual report to LT - assessment of quality of telephone calls against customer service standards. Actions taken and recommendations for wider improvement initiatives made	On target
77	SPSO Handbook: all volumes - ensure reviewed by owners and update in line with policy review cycle and ensure effective dissemination	Access to justice	BAU	Continuous	01/04/2020	31/03/2021	S/H	Dir - CS	- Up-to-date, legally and standards compliant, policies and procedures - Annual self-certification by all staff	On target
78	SPSO Handbook: Complaints and investigations guidance and processes - review and update, disseminate through updates and training, and monitor practice.	Access to justice	BAU	Quarterly	01/04/2020	31/03/2021	H	Dir - CS	Report to LT quarterly confirming learning captured and action taken and planned	On target
79	SPSO Handbook: Finance- review, update and ensure implementation of good governance arrangements.	Access to justice	BAU	Annual	01/10/2020	31/03/2021	S	Dir - CS	- Internal audit report to LT	On target
80	SPSO Handbook: Governance, risk and incident management policy - review annually in line with business planning process	Access to justice	BAU	Annual	01/10/2020	31/03/2021	S/H	Dir - CS	- Internal audit report to LT	On target
81	SPSO Handbook: HR volumes - review and update, disseminate through updates and training, and monitor practice. (3-yr rolling review of volumes)	Access to justice	BAU	Annual	01/07/2020	31/10/2020	H	Dir - CS	- Review undertaken and signed off by LT	On target
82	SPSO Handbook: ICT - review and update, disseminate through updates and training, and monitor practice.	Access to justice	BAU	Annual	01/07/2020	31/10/2020	H	Dir - CS	- Review undertaken and signed off by LT	On target
83	SPSO Handbook: Information governance - review and update information governance policies, processes and guidance covering data protection (including rights, breaches, security), FOI/EIR, records management, and supporting measures	Access to justice	BAU	Annual	01/04/2020	30/06/2020	S	Dir - CS	- Review undertaken and signed off by LT	On target
84	Survey management: administration and advice on all electronic surveys issued, including Customer, BUJ, SWF, Staff, etc.	Access to justice	BAU	As required	01/04/2020	31/03/2021	M	Dir - CS	- Results provided on time	On target
85	Training Unit: administrative support to the training unit. Booking forms, invoices, handouts and updating of materials	Access to justice	BAU	As required	01/04/2020	31/03/2021	H	Dir - CS		On target
86	UAP: monitor application and effectiveness	Access to justice	BAU	Monthly	01/04/2020	31/03/2021	H	Dir - CS	- 6-monthly report to LT of effectiveness, including summary of who is being managed under policy, when it was applied, when review is due and who has been removed	On target
87	BH: Bridgeside House Memorandum of Understanding	Access to justice	Project	Project defined	01/04/2020	31/03/2021	H	Dir - CS	-Ensure MOU is complete and published for all 3 organisations	Slippage
88	BH: Project to improve facilities - enhance shared areas to promote enhanced conference communication with remote video to reduce environmental impact and enhance changing facilities to improve clean environment and wellbeing	Access to justice	Project	Project defined	01/04/2020	31/03/2021	M	Dir - CS	- Delivery video conference to Boardroom - Deliver enhanced changing facilities	Not started
90	Governance: Risk - BCP - Recommend changes to our working practices, as a result of our learnings from responding to COVID-19 lockdown	Access to justice	Project	Project defined	01/06/2020	31/03/2021	M	Dir - CS	Working practices implemented	Not started
91	HR: Develop and implement people strategy	Capacity	Project	Project defined	01/04/2020	31/03/2021	M	Dir - CS	- People strategy to LT	Not started
92	HR: Development of an Interactive Skills Refresher Programme for staff training purposes - scoping and testing	Capacity	Project	Project defined	01/04/2020	31/03/2021	M	Dir - CS	Implemented training programme	Not started
93	HR: Diversity - Review SPSO approach to diversity, inclusion and equality across all areas of work: what we measure, how and how frequently, and develop new Diversity and Inclusion policy and plan	Accessibility	Project	Project defined	01/04/2020	31/03/2021	S	Dir - CS	Approved and effective Diversity and Inclusion Policy and Plan	Not started
94	HR: HR policy review	Access to justice	Project	Project defined	01/04/2020	31/03/2021	M	Dir - CS	- Up-to-date HR policies	Not started
95	HR: INWO resourcing, consultation and learning and development including refreshing existing job descriptions as required	Access to justice	Project	Project defined	01/04/2020	31/03/2021	M	Dir - CS	- Fully resourced INWO team and reorganisation	Not started
96	HR: Learning and development - Explore best practice mechanisms for further raising awareness of and access to learning and development opportunities, including external opportunities. Links to 25 & 26	Capacity	Project	Project defined	01/04/2020	31/03/2021	M	Dir-CS	Report to LT and include any recommendation within the IIP/staff survey action plan recommendations	Not started

Corp Services

No.	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure/ KPI/Reporting	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
97	HR: Learning and Development - Review of competency framework and associated HR activities	Access to justice	Project	Project defined	01/04/2020	31/03/2021	M	Dir - CS	- Updated and approved values-based competency framework - Update recruitment, performance management, learning and development processes and documents in line with outcomes	On target
98	HR: learning and development: review offering, giving consideration to setting a minimum offering/CPD requirement, and access to external development opportunities	Capacity	Project	Project defined	01/09/2020	31/03/2021	M	Dir - CS	Project findings and recommendations	Not started
99	HR: Resourcing - explore option of creating additional complaints investigation capacity through establishment of a pool of contractor CRs	Capacity	Project	Project defined	01/09/2020	31/03/2021	M	Dir - CS	- Delivery of project outcome	Not started
100	HR: Scope HR and payroll information systems	Access to justice	Project	Project defined	01/04/2020	31/03/2021	M	Dir - CS	- Report to LT with recommendations	Not started
101	ICT: Applications - Case-handling system (Workpro) - changes to accommodate new INWO jurisdiction	Access to justice	Project	Project defined	01/10/2019	30/09/2020		Dir - CS	- Case-handling application up-to-date and meeting INWO business and information management requirements	On target
102	ICT: Applications - Case-handling system (Workpro) - changes to fix and update Workpro File Management processes (new timescales and anonymisation rules)	Access to justice	Project	Project defined	01/07/2019	30/06/2020		Dir - CS	File management running successfully with new timescales and anonymisation rules	On target
103	ICT: Applications - Case-handling system (Workpro) - changes to identify Prisons as a standalone sector, separate from Scottish Government from 1 April 2020	Access to justice	Project	Project defined	01/01/2020	30/06/2020		Dir - CS	Reports with Sector breakdowns show Prisons as a distinct sector, separate from SG	On target
104	ICT: Applications - Case-handling system (Workpro) - using the CAS Anonymous Product Usage Tracking report and data, and their User Experience specialist team, review the application's design and assess any training requirements for users.	Access to justice	Project	Project defined	01/06/2020	31/03/2021	M	Dir - CS	Project findings and recommendations	Not started
105	ICT: Applications - Connect - move to eRDM Connect to improve compliance with GDPR and sharing electronic information	Access to justice	Project	Project defined	01/03/2020	31/07/2020	H	Dir - CS	Project closure report and sign-off and updated business plan	Not started
106	ICT: Hardware - refresh plan	Access to justice	Project	Project defined	01/04/2020	31/03/2021		Dir - CS		Exceeded
107	ICT: Internal Support - review and evaluate effectiveness of ICT champion structure	Access to justice	Project	Project defined	01/09/2020	31/03/2021	M	Dir - CS	Project findings and recommendations	Not started
108	ICT: INWO Team Induction and training	Access to justice	Project	Project defined	01/04/2020	30/09/2020		Dir - CS	- INWO users on-boarded and operating all systems effectively	Not started
109	ICT: User Support - develop 'ICT Help' area of SPSO Intranet.	Access to justice	Project	Project defined	01/04/2020	31/03/2021	M	Dir - CS	ICT help area available to support and inform staff	not started
110	Information Governance: Progress Update Review - self assessment of agreed Records Management Plan	Access to justice	Project	Project defined	01/04/2020	31/05/2020	M	Dir - CS	- Self assessment submitted to the Keeper within 3 month	Not started
111	Information Governance: Publication Scheme . A best practice self assessment using module 4 of the SIC toolkit also taken into account the actions identified by OSIC in their recent mystery shopping exercise 2018.	Access to justice	Project	Project defined	01/01/2021	31/03/2021	M	Dir - CS	- Publication scheme compliant, demonstrating best practice	Not started
112	INWO Preparation: implement floor plan changes and purchase required furniture	Access to justice	Project	Project defined	01/04/2020	30/06/2020	H	Dir - CS	ICT in place for new starts	Slippage
113	INWO Preparation: plan and purchase required ICT	Access to justice	Project	Project defined	01/04/2020	30/06/2020	H	Dir - CS	Floor plan in place and INWO team established in the building	On target
114	INWO Preparation: purchase required stationery and equipment	Access to justice	Project	Project defined	01/04/2020	30/06/2020	H	Dir - CS		On target
115	Quality assurance: Increase knowledge of proportionality guidance, and confidence in proportionality decisions through training	Access to justice	Project	Project defined	01/04/2019	31/03/2021	S	Dir - C&I	Training session delivered on time and reduction in review requests relating to proportionality decisions	On target
116	Quality assurance: Telephone - develop new telephone QA system making best use of new telephone technology and encouraging staff self reflection and coaching conversations.	Access to justice	Project	Project defined	01/10/2019	31/03/2021	M	Dir - CS	Report of findings and recommendations to LT.	Not started

Completions&Additions

No	Completions	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure	Status	Comment/ update
	<i>work outstanding at the end of the year that it was anticipated would be finished in the current year.</i>		<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>	
Corporate Services 2019-20											
18	INWO resourcing, consultation and learning and development		Project	Project defined	01/11/2019	31/03/2020	H	Dir - CS	INWO team established and trained by INWO launch date	Slippage	Recruitment for INWO Team Manager and CS Team Assistant in progress. Role development for other new INWO roles in progress. Internal consultation underway.
22	HR: Annual staff survey and accompanying action plan		BAU	Annual	01/04/2019	30/06/2019	H	Dir - CS	-Analysis of 2018-19 survey and action plan produced for 2019-20 business planning.	Slippage	Action planning group carried out, proposals from the group will be sent to LT for sign-off
23	HR: Implement annual IIP assessment and agree actions		BAU	Annual	01/05/2019	30/06/2019	H	Dir - CS	- IIP review and report completed and action plan produced for 2019-20 business planning.	Slippage	Action planning group carried out, proposals from the group will be sent to LT for sign-off
45	Information Governance: Publication Scheme - review and update SPSO Publication Scheme, and Re-use, to ensure compliance		BAU	Annual	01/01/2020	31/03/2020	S	Dir - CS	- Publication scheme compliant	Slippage	Due to CS team resourcing - also listed as a project at CS81
64	SPSO Handbook (information governance) - review and update information governance policies, processes and guidance covering data protection (including rights, breaches, security), FOI/EIR, records management, and supporting measures		BAU	Annual	01/07/2019	31/12/2019	S	Dir - CS	- Review undertaken and signed off by LT	Slippage	Due to EDMS project requirements. Business Classification Scheme and Retention and Disposal policy under full review.
66	SPSO Handbooks (finance) - review, update and ensure implementation of good governance arrangements.		BAU	Annual	01/01/2020	31/03/2020	S	Dir - CS	- Internal audit report to LT	Slippage	Final review delayed due to resourcing issues following IT project rollouts and COVID-19 lockdown.
67	Survey management: administration and advice on all electronic surveys issued, including Customer, BUJ, SWF, Staff, etc.		BAU	As required	01/04/2019	31/03/2020	M	Dir - CS	- Results provided on time	Slippage	Complainant surveys for Q3 and Q4 unable to be issued due to reporting function not being available in the casework management system. BUJ surveys were not issued in 2019/0, awaiting refreshed questions.
74	HR: Achieve Carer First Accreditation		Project	Project defined	01/07/2019	31/03/2020	M	Dir - CS	Accredited	Slippage	Research and scoping in progress
75	HR: Learning and development - Explore best practice mechanisms for further raising awareness of and access to learning and development opportunities, including external opportunities.		Project	Project defined	01/10/2019	31/03/2020	M	Dir-CS	Report to LT and include any recommendation within the IIP/staff survey action plan recommendations	Slippage	Is being considered as part of the IIP/Staff survey action plan
76	HR: Learning and Development - Review of competency framework and associated HR activities		Project	Project defined	01/04/2019	30/09/2019	M	Dir - CS	- Updated and approved values-based competency framework - Update recruitment, performance management, learning and development processes and documents in line with outcomes	Slippage	Phase 1 (values refresh) of project complete. Phase 2 (review of the competency and behavioural framework) planning underway.
81	Information Governance: Publication Scheme . A best practice self assessment using module 4 of the SIC toolkit also taken into account the actions identified by OSIC in their recent mystery shopping exercise 2018.		Project	Project defined	01/01/2020	31/03/2020	M	Dir - CS	- Publication scheme compliant, demonstrating best practice	Slippage	Mystery shopping exercise actions completed; and scheme reviewed and confirmed compliant with 2018 MPS changes. A full best practice self assessment using module 4 of the SIC toolkit will be undertaken when resources are available.
C&I PSC 2019-20											
14	Prison health care premature study : gather qualitative and quantitative information to identify issues that require to be considered in improving access via THE CHP.		Project	Project defined	01/07/2019	31/12/2019	M	Dir - C&I	Report of findings and recommendations to LT.	Slippage	Proposal to gather data approved by LT. A+G Inclusion Scotland intern will work on this project Q1 2020 (CN)
18	Develop wording for SPSO to include information leaflets and on website and for BUJ's to include in stage 2 responses who sign post common OOJ subjects of complaint to SPSO to assist in managing expectations.		Project	Project defined	01/10/2019	31/03/2020	L	Dir - C&I	Production of information	Slippage	High complaint work loads mean limited availability in investigations teams
ISE 2019-20											
18	Map, evaluate and review the customer communications journey to identify and recommend areas for improvements to our communications, including web site accessibility.		Project	Project defined	01/04/2019	30/09/2019	H	HoISE	- Map of customer journey identifying frequency and forms of communication. - Review paper with recommendations and action plan developed and agreed by LT.	Slippage	This project only started in Q3, and will be concluded during Q1 of 20/21
19	Develop internal communications strategy and plan.		Project	Project defined	01/04/2019	30/09/2019	M	HoISE	Strategy developed and agreed by LT. Plan developed and agreed by LT.	Slippage	Due to the delay with research project ISE 18 ,which through its findings will inform recommended Communications activities, the Communications strategies (external and internal) have not been finalised yet. This will be c/f to 2020/21
20	Develop stakeholder engagement strategy and plan.		Project	Project defined	02/09/2019	30/09/2019	H	HoISE	Strategy developed and agreed by LT. Plan developed and agreed by LT.	Slippage	Due to the delay with research project ISE 18 ,which through its findings will inform recommended Communications activities, the Communications strategies (external and internal) have not been finalised yet. This will be c/f to 2020/21

Unallocated

No	Activity	Strategic Aims	Type	Frequency	Start	End	Priority	LT owner	Measure	Status
	<i>description of task/ activity/ project</i>	<i>List which strategic</i>	<i>select</i>	<i>select</i>			<i>select</i>	<i>select</i>		<i>select</i>
1	Inv 1/2 - pilot/introduce paperless professional advice system - to improve security of confidential health files leaving Bridgeside House, reduce carbon foot print in transporting files, reduce SPSO administration time and reduce large courier costs incurred. Dependent on introduction of Objective in 2019-20	Capacity	Project	Project defined			H	Dir - CS		Not started
2	Healthcare Communications project	Standards	Project	Project defined			M	HoISE	ID performance measure if goes ahead.	Not started
3	Develop effective communication approach of lessons learned from SPSO investigations for internal and external stakeholders	Access to justice	Project	Project defined			M	HoISE	ID performance measure if goes ahead.	Not started
4	Develop searchable open data resource of SPSO recommendations	Access to justice	Project	Project defined			M	HoISE	From unallocated	Not started
5	Recommendations: develop approach to measuring impact of recommendations, involving internal and external stakeholders	Access to justice	Project	Project defined			H	HoISE	From unallocated	Not started
6	Assess accessibility to the CHP & complaints information within the (NHS complaints handling project)	Standards	Project	Project defined			M	HoISE	From unallocated	Not started