

Audit and Inspection
Code of Practice and training
Data Sharing
Data Quality
Governance
Open Space Process
Design
Papers and Information Updates
HOB
Custody Images

LEDS OPEN SPACE ACTION LOG – 26/02/2019 v2.2.1

Proposed Completed Action 25/02/2019

#	Proposed Complete Actions	Deadline	Status	When from?
2	Next stage of inspection regime to be shared with the group.	Feb'19	<b>Proposed Complete.</b> Inspection is included in the Governance update paper. Previous comments. Bring updated inspection discussion paper back into Feb'19 together with paper on progress on the inspection regime. Action 2,3,6,7,9	Oct'18
6	HO to think about right body to run inspection regime taking into consideration different bodies discussed at the workshop.	Feb'19	<b>Proposed Complete.</b> Inspection is included in the Governance update paper.  Bring updated inspection discussion paper back into Feb'19 together with paper on progress on the inspection regime.	Oct'18
7	HO to use existing Inspection examples to create LEDS Inspection process.	Feb'19	<b>Proposed Complete.</b> Inspection examples to be discussed with inspectorate as part of commissioning the inspection regime for LEDS. HO has created candidate template inspection processes based around current examples and will incorporate into inspection paper.	Oct'18

8	HO to ask group for recommendations on required record keeping for new data added to system.	Feb'19	<b>Proposed Complete. Artefact 8.</b>  As new data sets are added into scope the HO to ask the Open Space for recommendations on record keeping. Links to Actions 21 and 32	Oct'18
9	HO to consider and come back to the group on whether there should be an annual report on the stats of use of the system.	Feb'19	<b>Proposed Complete. Paper on governance describes proposed annual reports.</b> HO is committed to producing annual statistics and will bring back to the group suggested statistics as part of the Updated inspection process paper	Oct'18
11	Code of Practice must include a mechanism for how it will be updated, on what basis including responses to inspection regime.	Feb'19	<b>Proposed Complete. Paper on Code of Practice submitted with mechanism.</b>  Bring back updated Code of Practice paper and paper on progress on Code of Practice together with what is an entity for Feb'19	Oct'18
12	HO to review all recommendations for Purpose Statement & Commitments and update Code of Practice paper accordingly.	Feb'19	<b>Proposed Complete. Paper on Code of Practice submitted. Recommendations reviewed, and paper updated.</b>  Recommendations were worked into an updated paper and this paper is being circulated amongst operational groups. Bring back updated Code of Practice paper and paper on progress on Code of Practice together with what is an entity for Feb'19	Oct'18
13	HO to bring conversation of Public Consultation on Code back to the group.	Feb'19	<b>Proposed Complete. Paper on Code of Practice submitted need for consultation accepted.</b>  HO is now planning to open the consultation up to the public in addition to the formal consultation. Nearer the time the	Oct'18

			Open Space will be able to input into the proposed format of consultation questions.	
25	Ensure governance of LEDS is a key topic in workshop 4 covering future service/capability & future engagement on this area too and will be threaded throughout the other workshops	Dec'18	<b>Proposed Complete. Discussion planned for Feb'19.</b>  Initial Governance paper will be discussed in Dec'18 and kept updated	Jul'18
57	Involve to colour code action log based on a set criteria to make it easier to digest.	Feb'19	<b>Proposed Complete</b>	Dec'18
58	Involve to create appendix of completed actions to be circulated with action log.	Feb'19	<b>Proposed Complete</b>	Dec'18
59	HO to bring completed actions to meetings so CSOs can sign them off as completed to their satisfaction.	Feb'19	<b>Proposed Complete</b>	Dec'18
60	HO/Involve to share action log at least a week in advance of each workshop for CSOs to review.	Feb'19	<b>Proposed Complete</b>	Dec'18
61	Involve to change "WS2" column to the date of the workshop instead.	Feb'19	<b>Proposed Complete</b>	Dec'18
63	Status of Action 35 to be corrected as not "complete" yet – needs to be brought back to the space first.	Feb'19	<b>Proposed Complete.</b>	Dec'18
65	HO welcomed further comments and questions on from CSOs after the workshop the list of users with access to system circulated at the workshop.	Feb'19	<b>Proposed Complete.</b> although no comments received	Dec'18
67	HO welcomed further comments/feedback from CSOs on data dashboard area after the workshop too. HO explained they can travel to organisations to have these meetings.	Feb'19	<b>Proposed Complete.</b> although no comments received	Dec'18

70	Summary of any follow up conversations/meetings between CSOs and HO on around data dashboard (or other open space topics) are to be shared with the space.	Feb'19	<b>Proposed Complete.</b> although no comments received	Dec'18
72	HO to clarify/confirm if how convictions are deleted can be discussed at future workshops.	May'19	<b>Proposed Complete.</b> Discuss in May 19 workshop.	Dec'18
73	HO to check if can share with the space the quote for custody image deletion work from current systems.	Feb'19	<b>Proposed Complete.</b> Custody image work relating to supplier's systems is commercially sensitive. However, a broader approach included in Custody Paper. This will get to the same position without exposing sensitive costings.	Dec'18
74	Paper from the HO on policy implications and technological options to be provided for next discussion on custody images.	Feb'19	<b>Proposed Complete.</b> Included in Custody Paper.	Dec'18
75	HO to bring road map/timeline to Workshop 4 in February to explain progress on custody image work.	Feb'19	<b>Proposed Complete.</b> Included in Custody Paper.	Dec'18
76	HO/Involve to table a discussion on how the open space members can influence custody image discussion when only some of many stakeholders – next conversation on this needs other key stakeholders in the room.	Feb'19	<b>Proposed Complete.</b> Included in Custody Paper.	Dec'18
80	Home Office Biometrics (HOB) to confirm if auto-matching includes unidentified human remains	Feb'19	<b>Proposed Complete.</b> Response sent through to ██████ following the meeting in December. ██████ has asked a follow up question about whether the searching will stay the same in the new system and seeking confirmation from the project	Dec'18
81	CSOs to share, as part of the future discussion, the outcomes of what they want to see from their work and HOB to focus on suppliers and technology –	Feb'19	<b>Proposed Complete.</b> The HOB Briefing session aims to identify areas of the programme that CSOs would like covered in future Open Space events	Dec'18

	HOB confirmed they can share this information if needed though.			
82	HOB to confirm with space members in what situations biometrics data is recorded.	Feb'19	<b>Proposed Complete.</b> This will be covered by the HOB Briefing session and the persona slides	Dec'18
89	Involve to send out a matrix with organisations and issue areas so space members can identify the issue areas they want to engage on.	Feb'19	<b>Proposed Complete.</b>	Dec'18

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Ongoing Actions 25/02/2019

#	Actions	Deadline	Status	When from?
3	HO to map out different regulatory bodies that will cover LEDS and how this will work with different regulatory processes.	Mar'19	<b>Ongoing</b> this needs to be written after the programme board. This to be included within the updated inspection discussion paper back into Feb'19 together with paper on progress on the inspection regime.	Oct'18
10	HO to produce report on what defines an entity on system & session to be held on this at future workshop.	Mar'19	<b>Ongoing. This will be defined in a separate note.</b>  Bring back updated Code of Practice paper and paper on progress on Code of Practice together with what is an entity for Feb'19. Action 10,11,12,14, 15 will be included in combined paper.	Oct'18
16	HO committed to providing provocation paper on data sharing in LEDS, including but not limited to the types of data shared and sharing of data with 3rd parties.	May'19	<b>Ongoing.</b> Substantive discussion on data sharing and Example of Data Sharing Agreement and Paper will be produced for May'19	Jul'18

17	Further conversations needed on data sharing and data input to LEDS from external sources.	May'19	<b>Ongoing.</b> Substantive discussion on data sharing and Example of Data Sharing Agreement and Paper will be produced for May'19	Oct'18
18	Discussion needed in data sharing conversation on how data is shared, if standards for data quality can be enforced on data from external sources & how this data could get on LEDS.	May'19	<b>Ongoing.</b> Substantive discussion on data sharing and Example of Data Sharing Agreement and Paper will be produced for May'19	Oct'18
20	Review missing commitment re. inputting data.	May'19	<b>Ongoing.</b> Following the Data Quality update in WS2. HO to provide update on data quality failures by omission of data by Feb'19	Oct'18
21	HO to share prioritised list of operational impact assessments for new LEDS data sets and capabilities.	Feb'19	<b>Ongoing. Re-planning nearly complete however this will not be signed off until March 2019.</b> Following the completion of the re planning exercise in Jan 2019. The HO will share prioritised operational impact assessments for new capabilities.	Jul'18
24	HO to explain governance around data onboarding.	May'19	<b>Ongoing.</b> For information paper being drafted following Dec'18 discussion on governance.	Oct'18
26	HO to provide explanation of how decision is made as to what data is kept/isn't and what the process is.	May'19	<b>Ongoing. Subject to Retention project and custody image review.</b>  Within the operational environment decisions are taken to save and delete data. HO to provide an update paper for information.	Oct'18
30	HO to add headline issues to the timelines that are being discussed with law enforcement organisations and any other organisations and circulate to CSOs.	Mar'19	<b>Ongoing. Pending the outcome of the March Programme Board.</b> NLEDP re-planning will be complete by Jan 2019 and the timeline will be constructed then. It will be circulated prior to workshop 4.	Jul'18

31	Discussion to be had at future workshop on HO decision-making for what's included on system.	Mar'19	<b>Ongoing. Pending the outcome of the March Programme Board.</b>  Proposal for how this engagement might occur to be tabled at Feb'19. This sits with action 30.	Oct'18
33	Involve to follow up with Defence Lawyers & Law Enforcement organisations.	Ongoing	<b>Ongoing.</b> Links with action 30	Jul'18
35	Involve & HO to link up with Aerospace Defence Security Space (ADS) process.	Ongoing	<b>Ongoing.</b>	Jul'18
37	HO to share with CSOs a list of business services accessible through LEDS before next workshop.	Mar 19	<b>Ongoing. Pending the outcome of the March Programme Board.</b>  This will be shared as a for information paper following completion of the re-planning exercise in Jan 2019	Jul'18
39	HO confirmed that they will provide progress document to detail timeframes on the whole programme.	May'18	<b>Ongoing. Pending the outcome of the March Programme Board.</b>  Update provided to the effect that programme is being re-planned and therefore timeframes will only be possible after Mar 2019.	Jul'18
40	HO need to check how they can share data types but will review and follow up.	May'19	<b>Ongoing.</b> This update paper will be shared following drafting and internal validation of the data types paper.	Jul'18
43	Discussion to be had at future workshop on what data should appear on screen for users.	<b>Ongoing</b>	<b>Ongoing.</b> The timing for the next system demonstration to the Open Space and this discussion to be taken after planning is complete in Jan 2019	Oct'18
44	HO to bring new system prototypes to future workshops to review again.	<b>Ongoing</b>	<b>Ongoing.</b> HO commits to bringing prototypes back to future workshops. Following planning compete in Jan 2019 a timeline for these prototypes will be shared.	Oct'18



45	HO come back to how fingerprint match will be highlighted on LEDS.	Ongoing	Ongoing. HO commits to providing this information.	Oct'18
47	HO to look into how new system will impact officer decision-making and therefore training.	May'19	Ongoing. The Home Office will table a training paper by May'19 meeting	Jul'18
48	HO to provide clarity on what from LEDS is/isn't evidence.	Mar 2019	Ongoing. Evidential paper to be agreed in Mar 2019. This paper to be circulated to Open Space.	Oct'18
49	HO to provide explanation of what "intelligence" covers.	Feb 2019	Ongoing. Intelligence paper to be agreed in Mar 2019. This paper to be circulated to Open Space.	Oct'18
50	HO to share with group when/how person record created.	Mar 2019	Ongoing. PNC and PND to be agreed in Feb 2019. This paper to be circulated to Open Space.	Oct'18
51	HO to share number of records on PNC & PND now.	Dec'18 and Feb'19	<b>Partially Complete PNC records Artefact 6.</b> The number of PNC records (see notes below). PND records needs further work to agree a useful definition of a record	Oct'18
52	HO to share outputs with CSOs from other impact assessment discussions.	Apr 2019	Ongoing. Information being compiled	Jul'18
53	HO to share law enforcement mission statements with CSOs.	Apr 2019	Ongoing. Information being compiled.	Jul'18
54	Involve to take helicopter view of process to see how decision is made for new areas to be brought into scope of the Open Space.	Feb'19	Ongoing. This will be arranged following the discussion of the future of Open Space in Feb'19.	Dec'18
55	Home Office (HO)/Involve to arrange further conversation with the Minister to discuss the more strategic element of this work and how this Open Space can be developed in future.	May'19	Ongoing. This will be arranged following the discussion of the future of Open Space in Feb'19.	Dec'18
56	HO/Involve to table a future Open Space discussion on further areas of scope that have been parked previously. HO invited CSOs to share ideas/suggestions of	Feb'19	Ongoing. This will be arranged following the discussion of the future of Open Space in Feb'19.	Dec'18

	areas they would like to see brought to the space.			
62	Involve/HO to add section on access requirements and when topics will come back to the space.	Feb'19	<b>Ongoing.</b> This will be arranged following the discussion of the future of Open Space in Feb'19.	Dec'18
64	HO/Involve to pull notes from discussion on list of users with access to system and add them to Access paper from previous workshop as documented changes.	Feb'19	<b>Ongoing.</b> This will be arranged following the discussion of the future of Open Space in Feb'19.	Dec'18
66	HO to table a discussion at future workshop on whether there should be a LEDS Info Access Panel.	May'19	<b>Ongoing.</b> This will be arranged following the discussion of the future of Open Space in Feb'19.	Dec'18
68	HO/Involve to table specific session on transparency at future workshop. Suggested stages of conversation: 1) Accessibility 2) Consultation 3) Mass understanding.	May'19	<b>Ongoing.</b> To be discussed alongside the Code of Practice, public guide and public consultations. This will be aided by the future publication timeframe shared in the governance and future of Open Space papers.	Dec'18
69	Results of the metrics from the data dashboard measures of accuracy pilot to be brought back to space post-March 2019.	May'19	<b>Ongoing.</b> Waiting for pilot to be concluded.	Dec'18
71	HO to clarify Goughran policy re. how convictions held and how deletion works & update space.	May'19	<b>Ongoing.</b>	Dec'18
77	HO/Involve to table a conversation on thresholds for deletion and Open Space members asked by HO to create statement informing HO what outcomes they want from HO custody image policy and HO to then see how can deliver this – this links to implications for wider records too.	May'19	<b>Ongoing.</b> The conversation about deletion should be scheduled for May. The conversation on the	Dec'18

78	HO/Involve to table discussion on business rules for system.	May'19	<b>Ongoing.</b> This should be available for May Open Space, subject to agenda	Dec'18
79	HO/Involve to take core areas raised as parameters to design governance discussion at a future workshop.	Feb'19	<b>Ongoing.</b> This should be available for May Open Space, subject to agenda	Dec'18
83	Involve to map stakeholders needed for an extended space incorporating biometrics work.  a. Biometrics Commissioner might be interested in being part of Open Space – Involve/HO to follow up.	May'19	<b>Ongoing.</b> This work will start following the programme board decision in March.	Dec'18
84	HO to clarify if audit is done on data coming in from other systems and update the members of the space.	May'19	<b>Ongoing.</b> This should be available for May Open Space, subject to agenda.	Dec'18
85	HO/Involve to table a discussion on what audit transparency would look like in the transparency discussion at a future workshop.	May'19	<b>Ongoing.</b> This should be available for May Open Space, subject to agenda.	Dec'18
86	HO to share design principles for protected views with open space members.	May'19	<b>Ongoing.</b> This should be available for May Open Space, subject to agenda.	Dec'18
87	HO to arrange access controls demonstration when ready.	May'19	<b>Ongoing.</b> This should be available for May Open Space, subject to agenda.	Dec'18
88	HO to table two system integration demonstrations for internal and user interface processes.	May'19	<b>Ongoing.</b> This should be available for May Open Space, subject to agenda.	Dec'18

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Completed Actions 25/02/2019

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#	Completed Actions	Deadline	Status	When from?
1	HO to share list of LEDS users with group.	Dec'18 dec'18	<b>Complete. Artefact 1</b>	WS2 Oct'18
4	HO to clarify if user such as probation services would have access to LEDS.	Dec'18 dec'18	<b>Complete: Artefact 2</b>	WS2 Oct'18
5	HO to confirm if there will be access controls for LEDS users in the police for searching family information for example.	Feb'19 feb '19	<b>Complete: Artefact 5</b> The answer is contingent on the approval of the audit system. HO to provide an update in Workshop 4.	WS2 Oct'18
14	HO to look at accessibility of the Code and providing hard copy information to users.	Dec'18	<b>Complete.</b> Commitment contained within the paper on the Code of practice. A limited number of hard copies of the Code will be produced.	Oct'18
15	HO to review if Code will include governance outline e.g. who to go to with whistleblowing concerns.	Complete	<b>Complete.</b> Code of Practice will include a section on whistleblowing concerns. A request for this has been shared with the drafters of the Code and a commitment for this will be included in subsequent Updated Code papers brought back to Open Space.	Oct'18

			The Code of Practice will contain details on the establishment of local whistleblowing arrangements. The existence of the local whistleblowing arrangements will be inspected against. There will be references to National arrangements for whistleblowing contained in the Code.	
19	HO to clarify level of accuracy of Data through the new Data Quality Dashboard and to share the Data Quality definitions. These will feed into the Data Protection Impact Assessment (DPIA).	WS2 and Dec'18	<b>Complete.</b> Discussion of impact of data quality. Complete. Anonymised copy of dashboard has been shared and the six measures of data quality described.	Jul'18
22	HO to share blank copy of dashboard.	Dec'18	<b>Complete. Artefact 3</b>	Oct'18
23	Paper on governance to be brought back to a future workshop.	Dec'18	<b>Complete.</b> Initial paper on governance and substantive discussion at workshop 3.	Oct'18
27	Home Office to share high level view of recommendations from the Delivery Review to Open Space participants.	Dec'18	<b>Complete. Artefact 7.</b>	Oct'18
28	Governance: group want to see which powers have reviewed system.	Mar 2019	<b>Complete for Audit and System Demo Artefact 9.</b> <b>Ongoing for Architecture.</b>  Ongoing: Compiling lists of groups that have reviewed Audit, System Demo and Architecture	Oct'18
29	To avoid the possibility of discussions in the Open Space being derailed at a late stage the HO to engage with relevant non-CSO actors early to avoid those last-minute amendments.	<b>Complete</b>	<b>Complete.</b> Input to and Output from Open Space fed through governance. Governance paper includes measure for how to ensure this risk does not occur.	Jul'18

			Home Office to maintain engagement with non-CSO actors over the outputs from the Open Space.	
32	HO committed to giving early warning to this space if Automatic Facial Recognition (AFR) and other areas are due to become part of Law Enforcement Data System (LEDS).	Complete	<b>Complete. Artefact 8.</b> Potential new data sets will be communicated to the Open Space along with the rationale for their retention.	Jul'18
34	Request from group for ongoing process where group knows they can raise and discuss set issues in the longer term.	Complete	<b>Complete.</b> Discussion at Feb 2019 workshop. Achieved through Involve reaching out to Membership.	Oct'18
36	HO to share with CSOs list of competent authorities they are discussing LEDS with before next workshop and explain levels of access for those on the list.	Dec'18	<b>Complete: Artefact 1</b>	Jul'18
38	HO confirmed they will provide visual representation of system to CSOs.	WS2	<b>Complete</b>	Jul'18
41	Share slides with attendees.	WS2	<b>Complete</b>	Jul'18
42	Share "who else needs to be in the room?" criteria for CSOs to review & feedback on.	WS2	<b>Complete</b>	Jul'18
46	Home Office (HO) to arrange demonstration of the high-level architecture and prototype for new system for civil society organisations (CSOs).	WS2	<b>Complete</b>	Jul'18