



<b>Meeting</b>	<b>Authority Meeting</b>
<b>Date</b>	<b>30 November 2023</b>
<b>Location</b>	<b>COSLA, Edinburgh</b>
<b>Title of Paper</b>	<b>Committee and Oversight Group Reports</b>
<b>Presented By</b>	<b>Committee and Oversight Group Chairs/Members</b>
<b>Recommendation to Members</b>	<b>For Discussion</b>
<b>Appendix Attached</b>	<b>No</b>

**PURPOSE**

To provide the Authority with an update on business progressed through the following meetings which have met since the last Authority Meeting:

- Policing Together Oversight Group
- Police Negotiating Board
- Forensic Services Committee
- Audit, Risk and Assurance Committee
- Complaints and Conduct Committee
- People Committee
- Resources Committee
- Legal Committee

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<b>Committee</b>	<b>Chair/Member</b>	<b>Meeting Date</b>	<b>Page</b>
Policing Together Oversight Group	Tom Halpin	12.10.23	3
Police Negotiating Board	Jane Ryder	26.10.23	5
Forensic Services Committee	Paul Edie	30.10.23	8
Audit, Risk and Assurance Committee	Mary Pitcaithly	7.11.23	11
Complaints and Conduct Committee	Katharina Kasper	14.11.23 + 28.11.23	14
People Committee	Fiona McQueen	14.11.23	19
Resources Committee	Grant Macrae	15.11.23	20
Legal Committee	Jane Ryder	21.11.23	23

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## Summary report from Policing Together Oversight Group

12 October 2023

Tom Halpin, Chair

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### MAIN ITEMS OF BUSINESS

Policing Together Oversight Group intentions and ambitions, Group remit short, medium and long-term goals, deliverables and progress/impact reporting mechanisms.

### KEY ISSUES RAISED

Members of the Oversight Group discussed the planned approach to fulfil its role to promote and support continuous improvement in the policing of Scotland by considering evidence that will demonstrate positive changes for the people involved. There was in depth discussion as to what will be required in terms of oversight by this Group to be able to be assured in respect of the activity which will demonstrate to our workforce they are all important. Members welcomed the updates and were pleased to note the work already underway and planned is aligned to the Terms of Reference for this Oversight Group, however the Group were clear that the focus must now be on delivery and evidencing outcomes.

Attendees agreed the challenges for Police Scotland Leaders in doing this should, in no way, be underestimated.

Attendees agreed that the pace with which this work will progress is of critical importance and effort must be made to ensure that work progresses and impacts are seen as soon as possible.

### CONCLUSIONS/ACTIONS REACHED

Future work of the Group will focus on the border intentions and impacts of the 4 Pillars of Policing Together work: Leadership, Training, Communication and Prevention and other areas affected by discriminatory

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behaviours including, Violence against Women and Girls, and engagement with communities.

The Group will consider a paper on the work being done to review policies with a focus on the Group being assured that every policy is fit for purpose and does not create any unconscious bias or unwanted behaviours.

Members will consider the impacts of publishing misconduct results.

A paper to provide understanding of the outcomes of work done to explore what options are available to introduce flexible and part-time working opportunities for police officers will be considered by the group.

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## Summary report from Police Negotiating Board

26 October 2023

Jane Ryder, Chair

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### Pay

Since the August Authority Meeting an agreement on police officer pay was reached, which was as follows:

- 7% increase in pay and allowances for all police officers
- Joint agreement to commission independent research/review on
  - options, benefits and risks in relation to potential wage growth mechanisms that would ensure appropriate wage growth for police officers from 2025/26 onwards
  - police officer pay and benefits ensuring consideration of relevant comparators/factors

The joint research will be a key enabler to delivery of two areas for development outlined in the Joint Fair Work Annual Assessment presented to the People Committee in May 2023. These relate to the need to consider appropriate approaches to wage growth as well as a strategic approach to pay and reward.

The key purpose and intended outcome of the research will be to provide a shared evidence base for the Official Side and Staff Side to support collaborative working with regards to future pay and benefits negotiations.

### PNBS

As outlined at the Authority Meeting in August, PNBS replaced PNB on 17 August 2023 and the first meeting of the PNBS took place on 26 October 2023. This was the first meeting of new PNBS Chair Lisa Blackett who was appointed on 18 September 2023 for a period of four years.

The focus of discussion related to:

- agreeing principles and steps to progress the agreed independent research
- the plan to progress a PNBS Review Group which will reflect and review how PNB previously operated to ensure the opportunity is

taken to ensure improvement as part of the implementation of PNBS.

The PNBS Review Group will meet monthly to ensure progress in advance of the next PNBS in February 2024 with the hope that proposals for improvement can be agreed in advance of the commencement of 2024/25.

In summary the next steps are to:

- Work with the PNBS Chair and stakeholders to ensure PNBS is effective and efficient following implementation of PNBS legislation
- Commission independent research in relation to wage growth and pay and benefits
- Progress collaborative working between the Sides of the PNBS in considering and seeking agreement on next steps following the outcome of the independent research

### **Scottish Police Consultative Forum (SPCF)**

The SPCF provides a forum for effective consultation with key policing stakeholders on proposed changes to police regulations that are outwith the remit of PNBS (e.g Conduct, Performance and Promotion Regulations). In addition the forum also has an additional, and much broader remit, to discuss topics with key stakeholders that impact on policing in Scotland, providing advice to Scottish Ministers.

This forum is independently chaired by the PNBS Chair and it is anticipated that the efficiency and effectiveness of this forum will be reviewed alongside PNBS. An area of particular interest as part of this review is understanding what the broader remit of the SPCF means in practice.

The focus of the forum in recent months has been to:

- consider the implications and potential regulatory changes required for the Police (Ethics, Conduct and Scrutiny) (Scotland) Bill
- consider potential regulatory implications associated with HMICS recommendations in relation to Vetting
- facilitate discussions on the impact of mental health and court processes on policing demand
- discuss potential regulatory improvements in relation to Ill Health Retirement and Injury on Duty processes for police officers (with regular updates provided to People Committee)

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Further updates on SPCF will be provided alongside PNBS updates going forward.



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## Summary report from Forensic Services Committee

30 October 2023

Paul Edie, Committee Chair

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*The formal minute of the public items of business will be available at the meeting scheduled for 4 December 2023. This will also be published on the SPA's website. A full recording of the public items of business taken at this meeting can be accessed at [Forensic Services Committee – 30 October 2023](#)*

### MAIN ITEMS OF BUSINESS

- Forensic Services performance, including financial
- Drug Driving
- HMICS Assurance Review of Forensic Toxicology Provision – Improvement Plan and Timeline for Delivery
- Forensic Services Change Programme
- 10 Year Anniversary – Cold Case Review
- Strategic and Operational Risk

### KEY ISSUES RAISED

#### Forensic Services Directors Report

Members commended the team for reaching a signed Memorandum of Understanding between Forensic Services, Police Scotland and the Crown Office. In addition, members welcomed and commended the new Forensic Services branding.

#### Forensic Services Performance Framework

Following a considerable amount of work by Forensic Services over the past 9 months, along with discussions at a recent committee workshop, members welcomed and approved the new Forensic Services Performance Framework. It was noted that the Framework includes examples of best practice, including target setting and agreed tolerances.



The Framework will now be used as the basis for quarterly reporting to show progress in relation to the Forensic Services key strategic objectives and monitor performance levels, including any areas for improvement.

### Forensic Services Performance

Members were provided with an overview of the Forensic Services Performance Report, Q2 2023/24. This paper reflected new format and content as agreed at a recent committee workshop, and members welcomed the improved clarity and focus provided by the new report.

Members noted that overall Q2 performance was broadly positive with a good balance of demand and capacity across the organisation. Members also noted recent improvements in performance in relation to post-mortem toxicology, which had been raised as a concern at the previous committee meeting. Members queried why, in several areas, priority 3 cases were showing a higher performance compared to priority 2 cases and were assured that work was being done in this area and that necessary action will be taken to improve priority 2 performance levels.

In order to understand trends, members asked that future reports include details of how many short-term sickness absences convert into long term, as opposed to the staff member returning to work.

### Drug Driving / Forensic Toxicology Improvement

Members were updated on progress on the Drug Driving Toxicology Service and were advised that consideration was being given to continuing the outsourcing of some cases into 2024/25, with a likely request being put forward to Scottish Government, although it is not yet clear how much funding would be required. Members sought clarity on the progress on the Long-Term Sustainable Model and were advised that as a result of HMICS recommendations, it is likely that there will be further iterations of the model to be developed, noting the need to discuss future demand with Police Scotland as part of that.

### HMICS Assurance Review of Forensic Toxicology Provision – Improvement Plan

An update was provided on progress with the HMICS Assurance Review of Forensic Toxicology Improvement Plan and timeline for delivery. HMICS attended the meeting and noted that a lot of very good work had been

progressed, however work was still ongoing to ensure that the action being taken will fully address the original recommendations.

HMICS noted their concerns around outsourcing for next year and their desire to see more detail in the performance report about expectation levels for internal service delivery, along with what can be delivered through outsourcing.

#### Forensic Services Change Programme Update

Members welcomed an update on the progress against the Forensic Services Change Programme Plan and introduction to the Benefits Realisation Management Framework & Plan. Members were encouraged to hear about the development opportunities being taken up by existing staff, noting that having available progression within an organisation is very beneficial to staff morale.

#### 10 Year Anniversary – Cold Case Review

Members were provided with an update on the work of the Forensic Services Cold Case Review Team that was created a decade ago, and noted the importance of this work throughout the wider justice system. Along with members, both Police Scotland and the Crown Office paid tribute to the team and its work, noting that Police Scotland would not have been able to follow through on some convictions without the work of the team.

#### Strategic and Operational Risk

Members were provided with the opportunity to review FS Strategic and Operational Risks.

### **CONCLUSIONS/ACTIONS REACHED**

Members **AGREED** that future reports should include details of how many short-term sickness absences convert into long term. This will give members an indication of any trends.

Members **AGREED** that future performance reports should provide more detail about expectation levels for internal service delivery, along with what can be delivered through outsourcing.

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## Summary report from Audit, Risk and Assurance Committee

7 November 2023

Mary Pitcaithly, Committee Chair

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*The formal minutes of the public items of business will be available at the meetings scheduled for 6 February 2024. These will also be published on the SPA's website. A full recording of the public items of business taken at these meetings can be accessed at [Scottish Police Authority Audit, Risk & Assurance Committee - 7 November 2023 | Scottish Police Authority \(spa.police.uk\)](#).*

### ITEMS OF BUSINESS CONSIDERED

- Internal Audit Reports (Decision making processes (governance); Ill health retirements and injury; and Biometrics)
- Internal Audit Update
- Police Scotland and SPA Audit and Improvement Recommendation Trackers
- ICO Audit of Police Scotland
- SPA Best Value
- SPA Public Duties
- Police Scotland Change Portfolio Update
- Police Scotland, Forensic Services and SPA Risk Management Reporting
- Police Scotland and SPA Information Management Reporting
- Cyber Security Update

### KEY ISSUES RAISED

- **Internal Audit Reporting**
  - **Internal Audit Report on Decision Making Processes (governance); Ill Health retirements and injury; and Biometrics.** Members welcomed the reports on each and recognised the links with the People Committee in respect of the ill health retirements and injury. Whilst the People Committee will also have sight of the report and examine some detail

further, the Audit, Risk and Assurance Committee will continue to monitor progress against the recommendations.

- **Assurance Reporting**

- **Police Scotland Audit and Recommendation Tracker.** Discussion focussed on the number of open recommendations as Members raised concern over the increase in numbers and delays in some. It was noted the number of recommendations from HMICS had increased greatly during the last quarter and many recommendations were complex with interdependencies across the organisation or with key partners. Members were assured that internal scrutiny is regular and action plans and evaluations are used to manage progress. Members questioned the impact of the current financial challenges and were assured most recommendations don't require additional cost; however, any costs and budget planning are factored into timescales. The Committee emphasised the importance of progressing high risk recommendations.
- **Police Scotland Change Portfolio Update.** Discussion focussed on the timing of change requests brought to formal governance meetings, and the impact of financial challenges. The Committee were assured no change activity had been stopped due to financial constraints, and costs were factored into current change timelines and future change plans.
- **ICO Audit of Police Scotland.** The Committee noted the audit was technical and detailed and had led to a number of recommendations. Assurance was provided that a large proportion would be completed by the end of the calendar year. Due to the number and complexity, Members indicated they would like to see further reporting.
- The Committee welcomed the reports in relation to **SPA Best Value** and **SPA Public Duties**, and acknowledged the positive progress made thus far, and plans for future development.
- **Information Management 6 monthly Report.** Members heard an update from Police Scotland and SPA where discussion focussed on the potential impact of having further information available online.

- **Cyber Security.** Members were provided with an update on current activity and strategic direction, and discussion focussed on financial resource.
- **Risk Management Reporting.** Members received updates from Police Scotland, Forensic Services and SPA where discussion focussed on new risks and those that sat above tolerance. Approaches to risk management is to be discussed during the Committee Development Day on 24 November.

## **CONCLUSIONS/ACTIONS REACHED**

- This was the last Change Portfolio Update presented to the Committee as following the recent governance review, oversight of change will now be monitored by the Resources Committee.
- The Forensic Services Strategic and Corporate Risk Review will now be presented to the Committee on a quarterly basis along with Police Scotland's and SPA's
- Members requested to be provided with further information on the proposal to set aside recommendation 6 from the HMICS Assurance Review of the Toxicology.
- The Committee requested a report be brought to the February 2024 Committee on progress of discharging recommendations from the ICO Audit Report.

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## Summary report from Complaints and Conduct Committee

14 November 2023

Katharina Kasper, Committee Chair

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*The formal minute of the public items of business will be available at the meeting scheduled for Complaints & Conduct Committee. This will also be published on the SPA's website. A full recording of the public items of business taken at this meeting can be accessed at [Complaints and Conduct Committee - 14 November 2023](#)*

### MAIN ITEMS OF BUSINESS

- Police Scotland PSD Quarterly Performance Report (Q2)
- SPA Quarterly Report (Q2)
- PIRC Quarterly Report on PS Handling of Complaints and Investigation Referrals (Q2)
- PIRC Joint Audit – Progress and Implementation
- Police Scotland – Organisational Learning
- Police Scotland Professional Boundaries – 6 Monthly Update on Recommendations
- HMICS Assurance Review of Vetting

### KEY ISSUES RAISED

PS PSD Quarterly Performance Report (Q2) Members were advised that the current demand being placed on Police Scotland (PS) Professional Standards Dept (PSD) has never been greater, with the level of scrutiny being exceptionally high. In addition to the core business, work is ongoing on the Police (Ethics, Conduct and Scrutiny) Bill, a preventions and professionalism programme and supporting of HMICS reviews. Members were advised of a current 13% increase on complaints received. The committee have asked PSD to explore what the increased demand against a static or reduced workforce would mean from a risk-based perspective in terms of achieving objectives. Members were assured that matters around discrimination, sexual misconduct and misogyny are being treated as high priority. Nothing is being deprioritised to such a point that PSD won't address it, however, there is just a need to look at the order in which matters are addressed. Members also welcomed the standard statistical information on the overarching performance activity in relation

to complaints and conduct matters about PS for period (1 April 2023 – 30 September 2023).

SPA Quarterly Report (Q2) Members updated on complaints and conduct matters including key statistics reflecting the position at the end of Q2, 2023/24, including findings from dip-sampling of Police Scotland complaints from Q4, 2022/23; and review of Police Scotland complaints in respect of PSD/ACU officers/staff from 2019 to Q4, 2022/23. Member approved the submission of recommendation 32 (from the Independent Review of Complaints Handling, Investigations and Misconduct Issues in Relation to Policing) for discharge via national governance structures. Members also approved the proposed impact measures in respect of recommendations (from the Independent Review) for which the SPA was singly or jointly responsible.

PIRC Quarterly Report on PS Handling of Complaints and Investigation Referrals (Q2) Members welcomed a report noting information in relation to PIRC Complaint Handling Reviews and Investigation Referrals and key statistics reflecting the position for Q2, 2023/24. Members sought broader assurance in terms of working being taken forward by the PIRC and were advised that a lot of work has gone into improving the police complaint handling, and in terms of the Complaint Handling Review. The focus for PIRC is to provide assurance that complaints handled by Police Scotland are done so in accordance with statutory guidance and in that respect, over the last 5 years, there has been a gradual improvement. It was noted that PIRC, although aware of pressures within PSD, as an oversight organisation it is important that the quality of the complaint handling is not jeopardised.

PIRC Audit Planning Update Members were advised that discussions have been had between the Commissioner and Deputy Chief Executive of SPA. The Terms of Reference for this audit will be published prior to the next committee meeting. PIRC and HMICS have agreed to discussions with PSD around timing to ensure less pressure being placed on them as a team.

PIRC Joint Audit – Progress and Implementation PS provided an update advising that recommendations continue to be reviewed with progress by made where possible and does not foresee any undue delays. Members were advised that work is ongoing with the digital division and the supplier to ensure that upgrades to the complaints management system are delivered as early as possible.

Police Scotland – Organisational Learning Members were updated on the positive ongoing activity in this area. Members queried the appropriateness of the terminology “custodies” when referring to someone in custody. PS have agreed on the inappropriateness of this

terminology and advised that they would raise this within the criminal justice space in terms of the language used.

Police Scotland Professional Boundaries – 6 Monthly Update on Recommendations Members welcomed a report relating to ongoing activity in this area and agreed that there would be benefit in having a high-level summary document which summarised the work for both members and the public to address transparency and provide public assurance.

HMICS Assurance Review of Vetting –HMICS provided a positive overview of their recently published report. Members were advised that the legislation that governs this area is difficult and does not provide the Chief Constable with the tools in terms of maintaining officers vetting standards and removing those officers that fall below those standards from the organisation. Members have asked PS to ensure that the committee have sight of the action plan to future meetings and are updated to fully understand the resource implications associated with this piece.

#### **PRIVATE ITEMS DISCUSSED**

- Police Scotland Professional Boundaries – Outcome of Recent Review Work
- Police (Ethics, Conduct and Scrutiny) Bill
- SPA Ongoing Complaints Update

#### **CONCLUSIONS/ACTIONS REACHED**

Members **AGREED** the need for PS to explore what the increased demand on PSD against the static or reduced workforce would mean from a risk based perspective in terms of achieving objectives.

Members **AGREED** that as the data around timelines is currently mixed, it would be beneficial to have a clearer breakdown around what percentage of cases PSD are trying to ensure meet targets, having this information will allow for this discharge or recommendations.

Members **AGREED** the Terms of Reference for the next PIRC Audit should be shared ahead of the next committee meeting.

Members **AGREED** with the need for PS to address the appropriateness of the terminology “custodies” when referring to someone in custody and that this should be addressed within the criminal justice space in terms of the language used.



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Members **AGREED** the need for a high-level summary document in relation to Professional Boundaries, and ensure it is public facing to address transparency and address public assurance.

Members **AGREED** that PS ensure that the committee have sight of the HMICS Vetting Review action plan to future meetings and are updated to fully understand the resource implications associated with this piece.

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## Summary report from Complaints and Conduct Committee

28 November 2023

Katharina Kasper, Committee Chair

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- The Complaints and Conduct Committee held a special meeting on 28 November.
- The purpose of the meeting was for the Committee to consider the evidence to the Criminal Justice Committee on the Police (Ethics, Conduct and Scrutiny) Bill.
- The Authority supported the findings made by Lady Angiolini in her final report.
- The Authority's evidence on the Bill will include the Criminal Justice Committee's pro-forma call for views, as well as separate written submission.
- The submission will focus on four distinct issues:
  - (1) Lady Angiolini's proposals for the handling of complaints about senior police officers

The intention behind these proposals was to simplify and enhance independence in the handling of these complaints. The proposals have not been implemented in the Bill, and the submission will reiterate the Authority's support for their inclusion.

### (2) Whistleblowing

Lady Angiolini recommended that the PIRC be included as a "prescribed person" in UK whistleblowing legislation. This would allow police officers, police staff and Authority staff to make whistleblowing allegations to an independent body, while maintaining the protections given to whistleblowers under employment legislation. The Authority's submission expresses support for this recommendation, and for the work that is to be undertaken with the UK Government to amend the relevant UK legislation.

### (3) Barred and Advisory lists

The Bill introduces Barred and Advisory lists to policing in Scotland. The barred list will contain, among other things, the names of persons who have been dismissed following disciplinary proceedings; the advisory list

will include the names of persons who left the police service before gross misconduct proceedings were initiated or completed. The Authority supports the introduction of the lists, but believes that the most appropriate body to administer them is Police Scotland, rather than the Authority as provided in the Bill.

(4) "Relevant" complaints

Relevant complaints are, broadly, non-criminal complaints about the police made by members of the public. The Authority's submission highlights the confusion caused by the term "relevant complaint" and suggests that public complaints are described more plainly in legislation in a way that will be readily understood.

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## Summary report from People Committee

14 November 2023

Fiona McQueen, Committee Chair

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*The formal minute of the public items of business will be available at the meeting scheduled for 28 February 2024. This will also be published on the SPA's website.*

*A full recording of the public items of business taken at this meeting can be accessed here [Scottish Police Authority People Committee - 14 November 2023 | Scottish Police Authority \(spa.police.uk\)](#).*

### MAIN ITEMS OF BUSINESS AND KEY ISSUES RAISED

#### Strategy, Policy, and Planning

Members were provided with an overview of the existing Strategic Workforce Plan Closure report. Members discussed the commitment to achieve numbers of warranted officers and shift pattern changes. Regarding potential health impact on colleagues, Police Scotland agreed to provide Members with a briefing paper.

In the private section of the meeting, Members were provided with the drafts of the People Strategy, the Strategic Workforce Plan, and the Strategic Dashboard. Members made recommendations for these to be presented to the Authority in public session on 30 November considering suggested amendments from Members. Members also requested sight of the draft Target Operating Model, which Police Scotland agreed to provide.

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## Summary report from Resources Committee

15 November 2023

Grant Macrae, Committee Chair

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*The formal minute of the public items of business will be available at the meeting scheduled for 19 December 2023. This will also be published on the SPA's website.*

*A full recording of the public items of business taken at this meeting can be accessed at [https://youtu.be/j71K-H6D\\_JY](https://youtu.be/j71K-H6D_JY)*

### MAIN ITEMS OF BUSINESS

- Financial Monitoring and planning
  - o Financial Monitoring Report Q2 2023/24
  - o 2024/25 Financial Planning
  - o Workforce Scenario Planning
  - o VR/VER Scheme 2024/25
- Transformational Benefits
  - o Q2 Monitoring Report
- Estates Improvement Programme verbal update
- Contract awards x 6
- Business Cases Scrutiny
  - o Full Business Case – Hate Crime and Public Order (Scotland) Act 2021
  - o Change request - Unified Communications and Contract Platform (UCCP) Change Request
  - o Change request - National Integrated Communication Control Systems (NICCS) Change Request

### KEY ISSUES RAISED

Members of the People Committee attended and contributed to the discussions, specifically to allow a joint Resources and People Committee consideration of the VR/VER Scheme for 2024/24.

## **FINANCIAL MONITORING AND PLANNING**

- The Committee discussed at length, the Q2 Financial Monitoring Report and were informed that, while an overall balanced position in line with funding was being forecast, the significant effort required across the organisation to deliver efficiencies was not to be underestimated and risks remained in this regard. Members agreed that service redesign was required at pace, to address future budget challenges more strategically and welcomed the assurance this was being planned. The Committee reinforced the importance of delivering policing going forward in an operationally and financially sustainable way.
- The effort to front load capital spend was recognised by the Committee and it was highlighted no further capital commitments would be made in year. The overall position will be robustly managed across the remainder of the financial year.
- A budget revision was approved for the pay award uplift in line with additional funding for 2023-24.
- A budget proposal to support Police Scotland's journey to a new and affordable operating model was considered and discussed at length. Workforce scenario planning was considered by Members who were content to recommend the proposal to the Authority for approval.

## **TRANSFORMATIONAL BENEFITS**

- Discussion focused on the effort required to ensure oversight by this Committee of a move to robust management of headcount across the organisation and for this to link to financial planning. Members will be focused, going forward, on evidence that the effort to transform policing has delivered an improved policing service for the people of Scotland.

## **ESTATES IMPROVEMENT PROGRAMME UPDATE**

- Members were updated on the planned improvement activity and work to cleanse the available estates data. Future updates will be presented to this Committee and a more developed plan with timescales and milestones will be presented to Members early 2024.

## **BUSINESS CASES**

- Members were supportive of the strategic intent of the Hate Crime and Public Order (Scotland) Act 2021 Full Business Case. Assurance was sought and received the IT solution for this project would support collaborative working if it was required at a future stage. It was also

confirmed there was no plan to establish a dedicated Hate Crime Unit and this area of work would sit as BAU.

- Two change control requests were considered. Although a lessons learned exercise will be completed the end of these projects, Members urged colleagues to ensure some of the lessons that will likely already have been identified be considered as these projects progress to completion.

## **PROCUREMENT**

- Members considered six contract award proposals and welcomed the assurances from the Head of Strategic Procurement that wherever possible, the Procurement Team were using insights and data to inform the tender process and drive efficiencies wherever possible. In every case, procurement confirm budget and affordability prior to commencing procurement.
- In considering the Occupational Health Contract Award, Members were assured this contract will be managed very closely by a dedicated team to ensure quality delivery of a service that is required across all areas of the workforce.

## **VR/VER TERMS 2024-25**

Members agreed to recommend the VR/VER Scheme for 2024-25 to the Authority for approval noting the proposed Scheme is the same as has been used in previous years.

## **CONCLUSIONS/ACTIONS REACHED**

- Request to be reinforced the Committee's request for senior operational colleagues be available to attend future Resources Committee meetings to provide invaluable operational insight in support of Committee scrutiny and oversight of financial planning.
- Work required to refresh the benefits reporting to give clear line of sight to this Committee on how the delivery of benefits are being captured and managed organisationally.

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## Summary report from Legal Committee

21 November 2023

Jane Ryder, Committee Chair

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*The formal minute of the public items of business will be available at the next scheduled meeting of the Legal Committee. This will also be published on the SPA's website. A full recording of the public items of business taken at this meeting can be accessed at [Scottish Police Authority Legal Committee - 21 November 2023 | Scottish Police Authority \(spa.police.uk\)](#)*

### MAIN ITEMS OF BUSINESS

- Legal Services Claims Handling - Quarterly Statistical Information Report - Trends & Analysis in litigation
- Legal Committee Work Plan
- Legal Costs
- Litigation Overview
- Police Appeals Tribunals

### KEY ISSUES RAISED

Legal Services Claims Handling - Quarterly Statistical Information Report - Trends & Analysis in litigation – Members welcomed a report which provided details of claims settled by Police Scotland in Quarter 2 along with those settled to date in 2023/24. Members were provided with a positive update in relation to work being progressed with review of the Claims Register a with the intention that changes will be operative for the next financial year. Members welcome the work undertaken I which will provide greater detail in terms of categories, themes and outcomes of cases to inform management action and management assurance to the committee.

Legal Committee Work Plan – The Chair advised that in keeping with good practice the committee will look to have a Development Day in January 2024 which will contribute to its statement of assurance. One of the main focuses for this will be around Organisational Learning.



Legal Costs – Members were updated and assured around Police Scotland’s legal costs in the ordinary course of business, and in respect of ongoing Inquiries. Members welcomed the clarity of the financial reporting and commended management’s activity to scrutinise and manage costs.

Litigation Overview – Members were provided with a report which detailed significant ongoing litigation involving Police Scotland and the SPA.

Police Appeals Tribunals – Members were provided with an update on recent developments in relation to two Police Appeals Tribunal cases.