

<b>Meeting</b>	<b>Authority Meeting</b>
<b>Date</b>	<b>23 February 2022</b>
<b>Location</b>	<b>Video-conference</b>
<b>Title of Paper</b>	<b>Committee and Oversight Group Reports</b>
<b>Presented By</b>	<b>Committee and Oversight Group Chairs</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 Committee and Oversight Group which have met since the last Authority Meeting:

- Audit, Risk and Assurance Committee
- Forensic Services Committee
- Legal Committee
- Resources Committee

The Complaints and Conduct Committee have also met in relation to a senior officer matter.

The People Committee and the Policing Performance Committee are due to meet over the coming weeks.

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<b>Committee</b>	<b>Chair</b>	<b>Date</b>	<b>Page</b>
Audit, Risk and Assurance Committee	Jane Ryder	20.01.22	3
Legal Committee	Paul Edie	26.01.22	6
Forensic Services Committee	Tom Halpin	02.02.22	8
Resources Committee	Grant Macrae	08.02.22	11

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## Summary report from Audit, Risk and Assurance Committee

20 January 2022

Jane Ryder, Committee Chair

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*The formal minute of the public items of business will be available at the next meeting which is scheduled for 4<sup>th</sup> May 2022. This will also be published on the SPA's website.*

*During the current period of social distancing and other restrictions as a result of the COVID-19 pandemic, a full recording of the public items of business taken at this meeting can be accessed at [- Scottish Police Authority \(spa.police.uk\)](https://spa.police.uk)*

### **Main items of business**

- Audit and improvements progress (SPA and Police Scotland)
- Three internal audit reports
- Draft Internal Audit Plan for 2022/23
- Whistleblowing updates (SPA and Police Scotland)
- SPA Information Management Strategy
- Cyber Security update
- Risk management updates (SPA and Police Scotland)

### **Key issues raised**

- **Recommendations progress.** Members noted and welcomed confirmation that all recommendations from the **HMICS Thematic Inspection of SPA** that were the responsibility of SPA to deliver have been fully discharged. The committee highlighted other recent HMICS reports, noting ARAC wishes to see relevant action plans in due course and that the reports and plans will be of interest to other committees whilst

A verbal update on ongoing Best Value work was provided by SPA and Police Scotland with both conforming positive progress.

- **Internal audit reports:**
  - **Overtime and allowances** highlighted some over- payments in respect of working public holiday overtime. Members were provided considered the overpayment identified and noted overtime had been worked but was claimed at an incorrect rate. The overpayments were of low value, occurred during the

pandemic and represented time worked. For these reasons Police Scotland confirmed they would not be seeking to recover these amounts but are changing processes to ensure the error does not recur.

- **Estates management.** Members noted the findings and recommendations and sought further information and assurance on the oversight of the estates strategy and how it was linked with wider strategic planning. It was noted that the delayed strategic planning audit should provide further detail in this area.
- **Data quality and integrity.** The report highlighted significant progress in this area together with areas for improvement. . Members particularly identified the importance of recommendations regarding early considerations of data quality in project management methodology. Members received assurance regarding staff retention that the management actions were achievable in the timescales indicated.
- **Strategic planning.** The report was scheduled to be reported to the January ARAC but had not been finalised in time. Members stressed the importance of this particular report, as earlier identified, and rather than wait until the next scheduled meeting in May it was agreed the report will be provided to Members by correspondence  
**Draft Internal Audit Plan.** The robust process to develop the plan was noted including engagement across: SPA, Police Scotland, HMICS and Audit Scotland. Members noted contingency within the plan and suggested that Project Weaver and preparedness for Biometrics compliance may be worthy of review by internal Audit. It was agreed this was possible within the flexibility of the plan and will be noted.
- **Whistleblowing updates.** Members welcomed the updates provided by SPA and Police Scotland. For both updates Members felt that more evidence was required on employee's willingness to highlight whistleblowing compared with other concerns.  
  
The reports were noted, reflecting the role of the ARAC to gain assurance on the process whilst recognising further detailed reporting is provided to the Complaints and Conduct Committee.
- **SPA Information Management Strategy.** Members welcomed the SPA's first Information Management strategy and were supportive of the very clear plan and direction of the function as well as the inclusion of an implementation plan with delivery dates.
- **Cyber Security.** A comprehensive update was provided on the ongoing work being completed to address this complex and ever

changing threat. Members commended the work and reporting of those responsible

- **Risk management.** Members welcomed the clear updates provided on risk reporting, with questions focusing on risks out with appetite and tolerance with a wish to see target dates for all risks to be within appetite and tolerance range.

Risks related to the Digital Evidence Sharing Capability (DESC) project were discussed

### **Conclusions reached / actions agreed**

- The internal audit plan for 2022/23 was recommended to the Authority for approval.

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## Summary report from Legal Committee

26<sup>th</sup> January 2022

Paul Edie, Committee Chair

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### **Main items of business**

- Areas of Business Approved under Delegated Authority of the SPA Chief Executive
- Operation Iona Update
- Operation Tarn Public Inquiry Update
- Litigation Tables
- Consideration of Potential Application of Pension Forfeiture

### **Key issues raised**

- Ill Health retirement (IHR) and Injury on Duty (IOD) Awards Members highlighted concerns in relation to outstanding IHR and IoD's and were assured that focus was being placed by relevant teams in Police Scotland to explore all areas to ensure that everything is being done to get the required medical expertise in order to reduce numbers in relation to IHR's and IoD's.
- Operation Tarn and Operation Iona Members were provided written reports which provided updates and progress in relation to both. Members were assured that they would be updated on any further movement within each area.
- Litigation Tables members were provided with updates in relation to cases presented and sought clarity on some areas and were assured around everything being done by both PS and SPA in relation to cases.
- Consideration of Potential Application of Pension Forfeiture A report was presented to members for noting in relation to a pension forfeiture case.
- Non-Disclosure Agreements (NDA's) In addition to items on the agenda, members further discussed the issue of NDA's following the SPA's receipt of an FOI request from a local councillor. Following assurance provided to members at the committee in December

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2021 in relation to Police Scotland's use of NDA's, members were further advised that Police Scotland have not and will not enter into an NDA for the purpose of hiding any whistleblowing behaviour as suggested in the letter.

- Police Scotland Legal Services Claims Handling - Quarterly Statistical Information - Trends & Analysis in litigation Members discussed the frequency of this report to the committee and agreed that as no trends had been identified since the creation of the committee, there would be more benefit in having the report to the committee on a 6 monthly basis going forward.

### **Conclusions reached / actions agreed**

- Members **AGREED** that the Police Scotland Legal Services Claims Handling - Quarterly Statistical Information - Trends & Analysis in litigation should be reported to the committee on a 6 monthly basis going forward.

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**Summary report from Forensic Services Committee  
2 February 2022  
Mr Tom Halpin, Committee Chair**

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*The formal minute of the public items of business will be available at the next meeting which is scheduled for 25 April 2022. This will also be published on the SPA's website.*

*During the current period of social distancing and other restrictions as a result of the COVID-19 pandemic, a full recording of the public items of business taken at this meeting can be accessed at [Forensic Services Committee - February 2022 on Livestream](#)*

**Main items of business**

- Performance Report Quarter 3 2021/22
- Forensic Services 2026 Update
- Update on HMICS Thematic Inspection of Scottish Police Authority Forensic Services
- Digital Forensics
- Demonstrating Value
- Drug Driving
- Post Mortem Toxicology Service Transfer
- Risk – Operational
- Draft Memorandum of Understanding (MoU)
- Draft Workforce Planning
- Implementation of Operating Model
- Forensic Services Budget and Capital Investment Report

**Key issues raised**

- The committee had a discussion around spiking incidents and were provided with assurance that Forensic Services are working closely with Police Scotland to ensure that there is a prioritisation of those cases for analysis. Members were advised that more complex cases



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can take up to 4 months to complete, however, many cases are more straightforward and dealt with in quicker time.

- Members were advised that a full staff consultation started in November 2021 around the new proposed operating model for Forensic Services. In addition, there are less formal engagements taking place with staff to allow them to understand the new operating model and how it will deliver benefits.
- The committee sought assurance around the Environmental Plans for Forensic Services and were advised that an overall plan was currently being looked at within an established green network with environmental objectives being developed along with a delivery plan. This will be reported to the committee in due course.
- Members sought assurance that the response time in relation to scene examination and in particular house break-ins would show signs of improvement going forward and were advised of new capacity joining the team. The additional resource will be targeted specifically at acquisitive crime. Further assurance was gained from Police Scotland who advised that the general level of performance is good and improving in terms of challenges both faced by Police Scotland Forensic Services. Specifically in relation to acquisitive crime, with a clear aspiration to improve that area.
- Members were assured that the resourcing within the Change Function within Forensic Services had significantly improved since the last committee report. Additional capacity had been added along with strong links made within the ICT, Portfolio Assurance, People and Development teams at Police Scotland.
- Members were advised that 3 recommendations remain outstanding in relation to the HMICS Thematic Inspection of the Scottish Police Authority Forensic Services. These recommendations are linked to the Memorandum of Understanding (MoU) and are anticipated to be discharged by April 2022.
- The committee considered a report which provided an update on Police Scotland's progress towards obtaining ISO 17025 within Digital Forensics. Members were assured by the timelines presented and the collaborative working with Forensic Services in order to achieve this accreditation. Further reporting to the committee on progress has been requested along with considerations relating to where Digital Forensics sits within the policing family and options for how this should be considered going forward.
- The committee were verbally updated in relation to Demonstrating Value. Members highlighted the importance of acceleration in this area and it is hoped that a further report to the April committee will provide more detail around this area of work.

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- Members were also provided with a verbal update in relation to the MoU and have been advised that they will have sight of the draft prior to the next committee in April.
- Members had a discussion around capacity and demand in relation to Drug Driving and were assured that work was being done to address that area with a tri-partite position paper in the process of being submitted to the Scottish Government regarding options which could be considered for the provision of a longer-term, sustainable, model for Drug Driving Toxicology service.
- Members were provided with an update in relation to Post Mortem Toxicology Service Transfer (Project Weaver) and were assured around the progress that had been made in relation to this area of work, however, noted the absence on an MoU within this area as a risk. Members were assured by a review of the work carried out by Police Scotland Portfolio Assurance Team, knowing that recommendations had been put in place and asked that the same team review the People Plan in order to provide that independent assurance. Members were further assured, with this being a public issue, that there was a developed communications plan and strategy in place and asked that there is an area within the next committee report which provides assurance around the wider comms plan following the committees renewed focus on that area.

### **Conclusions reached / actions agreed**

- Further reporting to the committee on progress in relation to obtaining ISO 17025 accreditation has been requested along with considerations as to where Digital Forensics will sit within the policing family going forward.
- Police Scotland Portfolio Assurance Team review the People Plan in order to provide independent assurance in relation to Post Mortem Toxicology Service Transfer (Project Weaver).
- Future Post Mortem Toxicology Service Transfer reports to include specific section which touches on wider comms plans following the committees renewed focus on that area.
- Members to have sight of the Draft Workforce Plan prior to the committee in April 2022.
- Memorandum of Understanding (MOU) – FS to ensure alignment of the MOU with the workforce plan.

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## Summary report from Resources Committee

08 February 2022

Grant Macrae, Committee Chair

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*The formal minute of the public items of business will be available at the next meeting which is scheduled for 10 March 2022. This will also be published on the SPA's website.*

*During the current period of social distancing and other restrictions as a result of the COVID-19 pandemic, a full recording of the public items of business taken at this meeting can be accessed at <https://livestream.com/spa/resourcesfeb22>*

### **Main items of business**

- Q3 Financial Monitoring Report - For discussion
- Transformational Programme Benefits Tracking – Q3 Report
- 2022/23 Budget Update
- COP26 Budget Update
- 2022/23 VR/VER Scheme
- Contract Award: Provision of Translation, Interpreting and Transcription Services
- Osprey House/Vigilant House, Inchinnan Road, Paisley – Lease Renewal

### **Key issues raised**

- **Q3 financial monitoring report.** The Committee considered the report and raised questions relating to a number of areas including:
  - Members discussed the increase in net revenue expenditure caused by the estimated cost of untaken annual leave/rest days and received assurance that any additional funding needed from SG to cover this was highly likely to be agreed within the envelope of COVID-19 funding returned to SG before Omicron variant.
  - Assurance was also provided that the balance of untaken leave was expected to reduce somewhat by end of financial year

and a return to the effective management of leave balances was expected post-pandemic.

- The committee welcomed the plans in place to ensure as many people get their time off as both Members and Police Scotland agree officer and staff wellbeing was a priority.
- The committee received assurances that there are a number of levers available to accelerate capital spend to reach the full year budget and this continues to be closely managed. The Committee recognised that a move to multi-year planning should allow capital to be spent more effectively and smoothly throughout a financial year.
- Members were updated that any underspend in reform money will be reallocated within the justice budget and this would be reported to a future committee.
- **Transformational Programme Benefits Tracking** - Members discussed the work being undertaken to change the emphasis of the report more towards the impact change has on service delivery and welcomed the assurance that a number of new benefit categories were being built into the new template for Business Cases. Members look forward to the refreshed approach to transformational benefits reporting being considered at the May meeting of the Committee.

As previously discussed, the Committee agreed that the wider benefits realised and invested should be explained as part of the annual report and accounts for 2021/22.

- **2022/23 Draft Budget** - The Committee discussed in detail the draft budget, particularly gaining further understanding of the risks and how they would be monitored and managed. A balanced budget will be submitted for recommendation to the Authority in March.
- **COP26** – Some post event financial monitoring remains ongoing with a relatively small amount of direct Police Scotland cost to be recovered by end of the financial year and some mutual aid claims to be validated.
- **2022/23 VR/VER Scheme** – The committee discussed the proposed scheme and heard that work would continue to effectively manage and support those who were in the Supernumerary Pool.

### ***Contracts and Compliance***

- **Contract awards**

- Members considered a proposal regarding the provision of translation, interpreting and transcription services and whilst supportive of the proposed contract award, requested additional assurance that certain risks were addressed in the contract itself.

### ***Estates***

- **Osprey House/Vigilant House Lease Renewal**

- Members considered a proposal in respect of the lease renewal for the above property and challenged whether this proposal fits with the overall strategic plans for the Force. Assurance was provided that the proposal was the best option for balancing strategic and operational requirements. Member's requested clarification on renewal options at the end of the lease ahead of submission to the board.

### **Conclusions reached / actions agreed**

- Police Scotland and SPA colleagues to continue to work collaboratively to continue to develop the Benefits Report including providing the Committee with further assurances including a broader consideration of benefits beyond FTE.
- Prior to submitting to the Board, Police Scotland agreed to update contract paper to address Members comments relating to assurance regarding certain risks.
- Subject to the above points, the following items were recommend to the Authority for Approval:

*Contract Awards:*

- Provision of Translation, Interpreting and Transcription Services

*Leases:*

- Osprey House/Vigilant House, Inchinnan Road, Paisley – Lease Renewal

*Employee Relations*

- 2022/23 VR/VER Scheme