

Finance and Investment Committee
10th November 2015
Minute of Public Meeting

Meeting	Scottish Police Authority Finance and Investment Committee Public Session	Date/Venue	10 th November 2015, Pacific Quay, Glasgow
Meeting Called By	Paul Rooney, Chair	Start Time	10:00
Reference Meeting No	FI-021	End Time	10:45

Members Present		In Attendance	
Name	Title	Name	Title
Graham Houston (GH)	(Chair) Authority Member	Janet Murray (JM)	Director of Finance and Resources, Police Scotland
David Hume (DH)	Authority Member	Gordon Downie (GD)	Head of ICT Commercial Strategy & Procurement Police Scotland
Iain Whyte (IW)	Authority Member	Colette Sherry (CS)	Head of Corporate Procurement, Police Scotland
Lisa Tennant (LT)	Authority Member	Alan Cormack (AC)	Head of Logistics, Police Scotland
Elaine Wilkinson (EW)	Authority Member	Billy Gordon (BG)	Interim Head of Physical Resources, Police Scotland
Jeane Freeman (JF)	Authority Member	Susan Mitchell (SM)	Director of Corporate Services, Police Scotland
		Amy MacDonald (AM)	Director of Financial Accountability, Scottish Police Authority
		Deborah Christie (DC)	Committee Co-ordinator, Scottish Police Authority

STANDING ITEMS**OPENING REMARKS****1 - Chair's Opening Remarks (Graham Houston)**

The Chair welcomed attendees and observers to the Public Session of the Finance and Investment Committee.

1.2 APOLOGIES

Apologies were received from Paul Rooney and John Foley.

ITEM 1.3 DECLARATIONS OF INTEREST

Members were invited to declare if they had any financial or non-financial interests in respect of the items of business on the agenda. There were no declarations.

ITEM 1.4 AOCB

There were no items of AOCB brought forward.

2.1 - APPROVAL of MINUTES (Graham Houston)

The Minute from the Finance and Investment Committee Meeting held 29th September 2015 was agreed as an accurate record.

2.2 - REVIEW of ROLLING ACTION LOG (Paul Rooney)

Members noted the comments and recommendations for closure. Refer to the updated action commentary reflected in the Rolling Action Register.

3.1 Financial Position Report to 30 September 2015 (Janet Murray)

3.1.1 JM advised Members this paper had originally been presented to the SPA Board on the 27th October and the information contained within was unchanged since that meeting. Members were advised the 2015/16 budget would be discussed later, in the Closed Session. Members were given an assurance there were firm plans in place to ensure and projects subject to slippage in this financial year would deliver the savings in 2016/17. JM updated Members that c. £15m of Estates savings had been identified as being a challenge to deliver in year and this was under constant review

3.1.2 SM commented that the Estates Strategy was a 5 year plan and the work was being done on a regional basis and advised that Partnership working (e.g. with NHS) had proven to take more time however this had proved to be a worthwhile approach. SM assured Members there was a clear plan in place to determine how Police Scotland would get to where they want to be. SM assured Members there was no slowing of the pace with which the Estates Strategy was being progressed. Members requested more details on the plan for work relating to the Estates Strategy to allow them greater oversight of the progress against the overall financial plan and to allow them to make better informed decisions.

ACTION FIC-20151110-001

3.1.3 Members sought clarity on how the expectation of 500 VR/VER release compared with the actual releases to date and if the final numbers would be as the budget was based. JM stated that this was not the figure that was reflected in the £4.5m savings option but that it was 300 posts which were a combination of vacancies and notes of interest.

3.1.4 EW requested the wording be revised in future iterations of the report as she believed the use of 'unidentified savings' was incorrect from a financial management perspective. JM agreed this would be done. ACTION FIC-20151110-002.

3.1.5 GH sought an assurance the level of the budget gap would come down and not increase. JM advised members she had a grip on the budget and all areas that could be controlled were being closely monitored with the intention being to reduce the budget gap. JM stated that any unforeseen events/incidents would have an impact on the resources.

3.1.6 IW asked AM to comment on the SPA Corporate budget and asked what actions were being taken by the Forensic Services Gateway to reduce the demand. AM informed

Members the Gateway use was being reviewed and work was being done to education users which would result in them being more aware of what made a 'good' sample in order to try and reduce the associated costs. AM further advised Members she intended to reinforce the financial constraints to SPA staff and direct them to work with this in mind.

3.1.7 Members Noted the content of the Financial Update provided.

4.1 Capital Plan 2015/2016 - Physical Resources - (Period 6-End September 2015) (Billy Gordon)

4.1.1 BG invited Members to Note the current position of the current spend profile in respect of the Physical Resources Capital Plan for 2015/16. Members requested an assurance the various Capital Spends were being closely monitored and in the event of any slippage, alternative spends were being identified as contingencies. BG confirmed this was in progress and a list of alternative spends was available and could be brought forward to Members. EW sought clarity on when these projects would be reviewed. BG advised this would take place in January 2016 and the list could be provided thereafter. **ACTION FIC-FIC-20151110-003**

5 – nil, no items brought forward

6 ICT Capital Programme (Gordon Downie)

6.1 GD provided Members with a brief overview of the projects in which there had been slippage against the planned timescales.

6.2 EW asked if projects were revisited if subject to delays to allow an assessment of the impacts and to allow an assurance to be provided to Members the original savings would not be impacted. GD advised that the internal governance allowed for a tight grip to be maintained in the event of any slippage or issues and such matters were highlighted in a formal report which had a clear audit trail and was subject to the processes of governance and review. EW sought an assurance the original Business Case for the C3 project would be revisited and an assurance be provided to Members that the costs upon which they based their decisions had not been significantly impacted upon. JM confirmed this would be done and an update would be provided to Members **ACTION FIC-20151110-004.**

6.3 In relation to the delays with Project T1.2 – Implement a National single Desktop, Members sought an assurance the Redeployment pool had been fully utilised to best plug the resource gap that existed. GD confirmed this had been done however Members requested further work be done by John Gillies and Martin Leven to provided them with the absolute assurance all opportunities had been explored. **ACTION FIC-20151110-005**

6.4 Members expressed concern that Project T3.3 – Develop an ICT Futures Plan had been paused to allow the new Chief Constable to be involved and suggested the work should be progressed. Members requested sight of the draft ICT Futures Plan and sought clarity from the Director or ICT on the proposed timeline for the work and when it was proposed the newly appointed Chief Constable would be in a position to become involved in the work. **ACTION FIC-20151110-006**

6.5 Members Noted the update provided.

7.1 Charging for Shared Residential Accommodation-Stornoway, Kirkwall, Portree and Aviemore

7.1.1 The paper was presented to invite members of the Finance & Investment Committee to consider the commencement of a charging regime for occupiers of Shared Residential Accommodation (single person quarters) within N Division, to be administered by Police Scotland Estates, Payroll and Legal Departments on behalf of the Authority; and to consider to agree to Authorise and instruct the Police Scotland Interim Head of Legal Services, in consultation with Police Scotland Estates, to issue and conclude Occupancy Agreements with Police Officers and/or Members of Police Staff in respect such accommodation within N Division, at an initial occupancy fee charge of £169 per month.

7.1.2 SM provided Members with a brief summary of the proposal. IW asked how the proposed costs were established as he was not aware of a link between the proposed charges and the original business case. SM clarified the business case was not based on a full cost recovery approach and the accommodation had been introduced to attract officers to more remote locations which would in turn benefit the Force. SM expressed the view that to charge more for the rent may act as a deterrent to officers considering relocation.

7.1.3 JF asked if Members felt they had enough information to make a decision in regards of how much should be charged for the use of the accommodations. Members agreed they would benefit from additional information and they would need clarity on what the subsidy being applied was to allow them to take a decision. Members questioned if the charges should be different across the locations. SM agreed to circulate this information to Members. **ACTION FIC-20151110-007**

7.1.4 Members rejected the commencement of a charging regime for occupiers of Shared Residential Accommodation (single person quarters) within N Division, to be administered by PSoS Estates, Payroll and Legal Departments on behalf of the Authority and Rejected the request to authorise and instruct the PSoS Interim Head of Legal Services, in consultation with PSoS Estates, to issue and conclude Occupancy Agreements with Police Officers and/or Members of Police Staff in respect such accommodation within N Division, at an initial occupancy fee charge of £169 per month. Members agreed to review this proposal when they had received the requested information.

7.2 Estate Change - Police Office at Inverkip, Renfrewshire & Inverclyde Division.

7.2.1 BG provided Members with a brief summary of the paper which invited them to agree to declare the leased police facility within Main Street, Inverkip, as surplus to operational requirements and to authorise the termination of the lease agreement.

7.2.2 Members sought an assurance there had been appropriate local engagement carried out in relation to this proposed disposal. BG confirmed there had been and there were no issues raised.

7.2.3 Members agreed to Declare the leased police facility within Main Street, Inverkip, as surplus to operational requirements and to authorise the termination of the lease agreement. Members agreed to instruct Police Scotland Legal Services or other Legal Agents to act in the service of formal notice of termination. Finally, Members agreed to instruct the appointment of Police Scotland Estates or property agents to act as agents in the negotiation and payment of dilapidations (if required).

7.3 Estate Change - Police Office at Kingussie, Highland & Islands Division

7.3.1 BG provided Members with a brief summary of the paper which invited them to agree Agree to the lease of accommodation at The Old Courthouse, 36 High Street, Kingussie subject to completion of review by Legal Services of existing Shared Premises Partnership Agreement with Highland Council.

7.3.2 DH requested that future papers contain details of the consulted Members' response as this would be useful for other Members to see. BG agreed to this request. ACTION FIC-20151110-008

7.3.3 EW requested that mitigating actions be taken to close the length of time between signing the new lease and agreeing the disposal of the existing building as this would create a pressure at the time of the new lease starting. BG assured Members this would be done.

7.3.4 Members Agreed to the lease of accommodation at The Old Courthouse, 36 High Street, Kingussie subject to completion of review by Legal Services of existing Shared Premises Partnership Agreement with Highland Council.

7.3.5 Member agreed to instruct Police Scotland Estates and Legal Agents to act in relation to any required consultation with the Scottish Government's Property Controls Team in respect of the conclusion of the lease documentation and subject to the conclusion of a lease of, refurbishment of and relocation to accommodation at The Old Courthouse, Kingussie to declare the existing office at 15-17 High Street, Kingussie surplus to the operational requirements of the Scottish Police Authority/Police Scotland agreed to authorise Police Scotland Estates and Legal personnel to carry out the disposal of 15-17 High Street, Kingussie property in accordance with the Scottish Public Finance Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report the results of this disposal to the SPA.

7.4 Estate Change - Police Office at Kilmallie, Highland & Islands Division.

7.4.1 BG provided Members with a brief summary of the paper. There were no questions or comments.

7.4.2 Members agreed to declare the existing office at Kilmallie Road, Caol, Fort William surplus to the operational requirements of the Scottish Police Authority / Police Scotland and agreed to authorise Police Scotland Estates and Legal personnel to carry out the disposal of the property at the former police station at Kilmallie Road, Caol, Fort William, property in accordance with the Scottish Public Finance Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report the results of this disposal to the SPA.

7.5 Estate Change - Police Office at Menzieshill, Dundee

7.5.1 BG provided Members with a brief summary of the paper. There were no questions or comments.

7.5.2 Members agreed to declare the former police office at Orleans Place, Menzieshill, Dundee as surplus to the operational requirements of the Scottish Police Authority / Police Scotland and agreed to authorise Police Scotland Estates and Legal personnel to carry out the disposal of the former police office at Orleans Place, Menzieshill, Dundee in accordance with the Scottish Public Finance

Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report the results of this disposal to the SPA.

7.6 Estate Change - Police Office at Kenmore Street, Aberfeldy

7.6.1 BG provided Members with a brief summary of the paper. IW advised Members he had been consulted in relation to this proposal as the Board member who had previously been the contact for this area had recently left.

7.6.2 Members Noted the establishment of a shared facility at Aberfeldy Fire Station with Scottish Fire & Rescue Service and Perth & Kinross Council with option for a shared public counter facility at Community Campus, Aberfeldy and agreed that subject to delivery of 1 above, declare the existing office at Kenmore Street, Aberfeldy surplus to the operational requirements of the Scottish Police Authority / Police Scotland.

7.6.3 Member agreed to authorise Police Scotland Estates and Legal personnel to carry out the disposal of the property at Kenmore Street, Aberfeldy, in accordance with the Scottish Public Finance Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report the results of this disposal to the SPA.

8 – nil no items brought forward

9 – AOCB – nil no items brought forward

**The Public Session closed at 11:30 hrs.
End.**