

**Finance and Investment Committee**  
**17<sup>th</sup> March 2016**  
**Minute of Public Meeting**

<b>Meeting</b>	Scottish Police Authority Finance and Investment Committee Public Session	<b>Date/Venue</b>	17 <sup>th</sup> March 2016, Pacific Quay, Glasgow
<b>Meeting Called By</b>	Elaine Wilkinson, Chair	<b>Start Time</b>	10:10
<b>Reference Meeting No</b>	FI-023	<b>End Time</b>	11:15

<b>Members Present</b>		<b>In Attendance</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Elaine Wilkinson (EW)	(Committee Chair) Authority Member	Deputy Chief Constable (Designate) Neil Richardson	Deputy Chief Constable (Designate), Police Scotland
David Hume (DH)	Authority Member	Janet Murray (JM)	Director of Finance and Resources, Police Scotland
Iain Whyte (IW)	Authority Member	Gordon Downie (GD)	Head of ICT Commercial Strategy & Procurement Police Scotland
Graham Houston (GH)	Authority Member	Colette Sherry (CS)	Head of Corporate Procurement, Police Scotland
		Alan Cormack (AC)	Head of Logistics, Police Scotland
		Billy Gordon (BG)	Interim Head of Physical Resources, Police Scotland
		John Foley (JF)	Chief Executive Officer, Scottish Police Authority
		Karen Kelly (KK)	Interim Chief Financial Officer, Scottish Police Authority
		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 (Elaine Wilkinson)**

The Chair welcomed attendees and observers to the Public Session of the Finance and Investment Committee noting that representatives of the Scottish Government and Audit Scotland were in attendance.

## 1.2 APOLOGIES

No Apologies were received.

## 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.

## 1.4 AOCB

There were no items of AOCB brought forward.

## 2.1 - APPROVAL of MINUTES (Elaine Wilkinson)

The Minute from the Finance and Investment Committee Meeting held 08<sup>th</sup> February 2016 was agreed as an accurate record.

## 2.2 - REVIEW of ROLLING ACTION LOG (Elaine Wilkinson)

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

## 3.1 Financial Position Report to 29 February 2016 (Janet Murray)

3.1.1 JM provided a summary of the presented report which provided an overview of the financial position of the Scottish Police Authority (SPA) for the eleven month period ending 29 February 2016.

3.1.2 Members queried the variance between the Month 12 forecast out-turn and the average monthly run-rate up to Period 11 and also asked for more detail on the movement by the different categories of expenditure/income on the full year forecast from Period 9 to Period 11. JM agreed to provide this detail. **ACTION FIC-20160317-001**. Members urged for careful consideration to be given to the presentation of the information as this would be important to aid understanding.

3.1.3 Members discussed a need for consistency in the reporting of figures and requested work be done to ensure this was the case and in particular for VAT to be included in the forecasts and reported in a consistent manner.

3.1.4 Members requested an assurance in terms of the work being done in relation to income budgets and how these were managed. JM explained this was done across a number of budget holders and accepted there was room for improvement in this area. JF suggested that a workshop session to allow scrutiny of income generation and how that income is managed would be arranged. Members agreed this was a significant opportunity and work was required to ensure income was being maximised. **ACTION FIC-20160317-002**

3.1.5 DCCNR requested that consideration should be given to agreeing a strategic principal in this regard as there was a balance needed between the core mission and the delivery of a service with the income generation being about more than just money. DCCNR urged for this work to be approached from a strategic perspective.

3.1.6 Whilst agreeing it may not be appropriate to include a figure in the budget, Members requested an update on the status of Proceeds of Crime Act money and what, if any, possible receipts could be anticipated in 2016/17. **ACTION FIC-20160317-003**

**3.1.7 Members noted the financial position for the eleven month period to 29 February 2016 and the forecast year end position. Members noted work would continue to be ongoing.**

**4.1 Capital Plan 2015/2016 - Physical Resources - (Period 11 - End February 2016) (Ch Supt Billy Gordon)**

4.1.1 BG provided Members with a brief overview of the current spend profile in respect of the Physical Resources Capital Plan for 2015/16. BG reported the Capital Spend was being monitored very closely and any risks in delivery had been identified and would be tracked closely.

**4.1.2 Members NOTED the current position of the spend profile in respect of the Physical Resources Capital Plan for 2015/16.**

**5.1 Proposed Lease of Accommodation within Kirkintilloch Police Office (Billy Gordon)**

5.1.1 BG provided a brief summary of the paper.

**5.1.2 Members agreed to approve the terms of lease of accommodation within Kirkintilloch Police Office to East Dunbartonshire Council and Agreed to Instruct the Head of Estates and the Interim Head of Legal Services to conclude a lease agreement with East Dunbartonshire Council for office accommodation within Kirkintilloch Police Office.**

**5.2 Proposed Sale of Former Police Office, Napier Road, Glenrothes (Billy Gordon)**

5.2.1 BG provided a brief summary of the paper which invited Members to consider the contents of the report prepared by the District Valuer in relation to the proposed sale of the former Police Office, Napier Road, Glenrothes, to Fife Council.

**5.2.2 Members agreed to the disposal of the former Police Office, Napier Road, Glenrothes, to Fife Council for the sum of £200,000 and agreed to instruct the Head of Estates and the Interim Head of Legal Services to conclude this disposal on behalf of the Scottish Police Authority.**

**5.3 Sale of Masts at Corehill and Dummiesholes (Billy Gordon)**

5.3.1 BG provided a brief summary of the paper.

**5.3.2 Members agreed to the disposal of two surplus former radio masts, one at Corehill to Grytviken Communications Limited and the other at Dummiesholes to Angus Council. Members agreed to instruct the Head of Estates and the Interim Head of Legal Services to accept the offer received for Corehill from Grytviken Communications Limited and to accept an offer to be received from Angus Council for Dummiesholes on behalf of the Scottish Police Authority and conclude the legal agreements and complete the disposals.**

**5.4 Sale of the Former Police Station and House at Tarbert, Isle of Harris, Western Isles**

5.4.1 BG provided a brief summary of the paper.

5.4.2 Members sought an assurance that it had been established as best as possible that the intention of the Hebridean Housing Association was to use this land to develop and not to sell on at a profit. AC confirmed that it was his understanding this was the case.

5.4.2 Members requested that an external comms be prepared in advance of the sale being completed to ensure clear communication of the savings to be made by selling this property. **ACTION FIC-20160317-004**

**5.4.2 Members Agreed to accept the offer received from Hebridean Housing Association of £90,000 for the former Police property at Tarbert, Isle of Harris. Members agreed to instruct the Head of Estates and the Interim Head of Legal Services to obtain approval to this disposal from the Scottish Government and on receipt of this approval, to accept the offer from the Hebridean Housing Association, on behalf of the Scottish Police Authority for the property as detailed within this report, subject to claw back protection.**

**8 – AOCB – nil no items brought forward**

8.1 There were no items of AOCB brought forward.

**The Public Session closed at 11:15 hrs.  
End.**