

Minute of Scottish Police Authority Board Meeting

Meeting	Scottish Police Authority Board Meeting PUBLIC SESSION	Date/Venue	Wednesday 25 May 2017, Dalmarnock, Glasgow.
Meeting Called By	Andrew Flanagan, Chair	Start Time	13:00
Meeting Ref No	SPABM-250517	End Time	15:30

Members Present		In Attendance	
Name	Title	Name	Title
Andrew Flanagan	Chair	Philip Gormley	Chief Constable, Police Scotland
Graham Houston	Authority Member	James Gray	Interim Chief Financial Officer, Police Scotland
David Hume	Authority Member	John Foley	Chief Executive, SPA
Robin McGill	Authority Member	Catherine MacIntyre	Head of Business Services, SPA
Nicola Marchant	Authority Member	Tom Nelson	Director, SPA
Elaine Wilkinson	Authority Member	Tom McMahon	Director, SPA
George Graham	Authority Member		
Caroline Stuart	Authority Member		
Matt Smith	Authority Member		
Grant Macrae	Authority Member		

1.1 Chair's Opening Remarks (Andrew Flanagan)

1.1.1 The Chair welcomed Members and attendees and advised that following security advice, the meeting was being held at a police facility, due to the increased UK threat level. The Chair offered condolences to the victims, friends and relatives who were currently going through unimaginable sorrow following recent events in Manchester. The Chair also recognised the bravery and exceptional service that the emergency services provided.

1.1.2 The Chair advised, that following consultation with the Chief Constable, he had suggested that senior police officers should rightly be addressing other priorities following the terror attack in Manchester. Nevertheless, the Chief Constable was keen to attend the meeting to inform the Authority of the implications of the threat level and the steps that Police Scotland were taking. The Chief Constable would then be returning to operational matters and, as a result, the agenda for the meeting would be adjusted accordingly.

1.1.3 The Chief Constable informed Members that following the terrorist attack, Police Scotland had been putting in place contingency plans and mobilising a range of responses across Scotland which had all been prepared, pre-planned and resourced in the anticipation of this sort of event. In order to both to protect Scotland and support colleagues across the UK, there had been an uplift in armed officers, with officers being deployed to a number of sites, mainly railway stations and public gathering points.

1.1.4 Following the increased UK threat level, the Chief Constable had attended a Scottish Government resilience room meeting to review what the increase meant for Police Scotland, other emergency services and the public in Scotland. Following that meeting, a Multi-Agency Coordinating Centre (MACC) meeting had taken place which is a tried and tested response bringing together all of the First Responders, military liaison and Scottish Government Liaison into one location at Govan.

1.1.5 The Chief Constable advised that Police Scotland had been looking at public events over the next 14 days and highlighted what those significant events were to Members. The Chief Constable was confident that the processes in place would provide a safe and secure environment for those events to take place and noted that there would be an increased armed presence.

1.1.6 Members were also briefed about Operation Temperer which was the provision of Military support to Civil Authorities. This would be taken forward on a tiered approach with military personnel taking over guarding responsibilities at various locations across Scotland. However, at the current time, the Chief Constable was confident about the overall resilience and capability of a single national force such as Police Scotland.

1.1.7 The Chief Constable also confirmed that Police Scotland had not detected any increase of tensions within communities or in hate crime. The Chief Constable advised that business as usual continued and that Police Scotland were still deploying to address the normal range of threats and issues that confronted Scotland on a daily basis.

1.1.8 The Chief Constable also commented on a number of other important points, including:

- 41 people from Scotland had been present at the event in Manchester and identified as witnesses.
- Following the attack, Police Scotland (with British Transport Police) were able to mobilise to train stations and airports to offer support to those returning from the event, as well as seeking witnesses.

The Chief Constable then referred to Eilidh MacLeod from Barra who had sadly lost her life and conveyed Police Scotland's deepest sympathies to her family.

1.1.9 The Chief Constable concluded by saying that Police Scotland had responded in a professional way and that he was immensely proud of both police staff and police officers.

1.1.10 The Chair thanked the Chief Constable for his briefing and asked if there were any resources required that Police Scotland did not have available. The Chief Constable confirmed that Police Scotland currently had adequate resources and, although the Chief Constable did not anticipate asking for resources, Police Scotland could call upon other UK police forces if the situation changed.

1.1.11 Matt Smith (MSmith) referred to community tension and asked if this was something that you would normally expect to increase in these circumstances. The Chief Constable advised that Scotland had not seen increases that other parts of the UK were experiencing, but this could change depending on what developed from the circumstances around the attack itself. However, a significant amount of work was being done by local policing teams and the situation was being kept under review.

1.1.12 The Chair thanked the Chief Constable for attending.

The Chief Constable withdrew from the meeting.

1.1.13 Turning to the agenda, the Chair advised that due to the absence of senior police officers the following items of business would not be addressed at this meeting and would be deferred to an additional Public Session meeting to take place on 7 June 2017:

- Item 8 – Chief Constable's Report
- Item 9.1 – Focus on Sexual Crime

- Item 9.2 – Performance Summary Report Quarter 4
- Item 10 – SPA Strategic Delivery Review
- Item 13 – Police Scotland Contact Command and Control Progress Update

1.1.14 The Chair also advised that the presenter for some of the other items of business would be different from that indicated on the agenda.

1.1.15 The Chair then welcomed new Board Members Caroline Stuart, Matt Smith and Grant Macrae to their first SPA Board Meeting. The Chair advised that the fourth new SPA Board Member, Robert Hayes, would take up his appointment on 5 June 2017. The Chair also noted that Grant Macrae would be leaving the meeting at 14:30 due to a previous business commitment.

1.2 Apologies (Andrew Flanagan)

1.2.1 Apologies were received from SPA Board Member Iain Whyte.

1.3 Declarations of Interest (Andrew Flanagan)

1.3.1 There were no Declarations of Interest.

1.4 Any Other Business (Andrew Flanagan)

1.4.1 There was no other business raised by Members.

2 Minute and Actions from previous meeting: (Andrew Flanagan)

2.1 Minute of Board Meeting Held on 22 March 2017

2.1.1 The Minute of the Board Meeting held on 22 March 2017 was **APPROVED** as an accurate record of proceedings.

2.2 Rolling Action Log

2.2.1 The Chair referred Members to the updated action log and asked if they would be content to defer approval of the action log until the meeting on 7 June 2017 meeting. This would afford Police Scotland the opportunity to comment on the proposed handling of the actions.

2.2.2 Members **AGREED** to defer approval of the Action Log until 7 June 2017.

2.2.3 In the meantime, in reference to 240217-SPABM-014, GHouston advised members that the CCU Reference Group met. At the meeting, the Police Scotland and SPA Whistleblowing Policies were presented and endorsed by Reference Group members.

3 MATTERS ARISING

3.1 There were no other significant matters arising from the previous minute that did not feature on the agenda.

4. Business Conducted Since Last Meeting 22 March 2017 (Andrew Flanagan)

4.1 The Chair confirmed the recruitment of James Gray from Interim to permanent Chief Financial Officer and Jude Helliker as the new HR Director. The Chair advised that Jude Helliker was bringing both an HR and Policing background to her new role. The Chair advised Members of the new appointment of Nelson Telfer as Assistant Chief Constable and noted that it was an internal recruitment.

5. Financial Report – Indicative Year End Outturn (James Gray)

5.1 James Gray (JGray) provided the brief report which set out the overall financial position and advised that a more detailed report would be going to the Finance Committee on 1 June 2017. The figures were still unaudited, but not expected to be significantly different post audit.

5.2 Members were provided with a breakdown of the £17.1m overspend for the year and JGray advised that the most significant movement was a reform increase of £4m because of a change to the treatment of certain items by Scottish Government.

5.3 Elaine Wilkinson (EWilkinson) advised that the Finance Committee had not met formally, but the draft report had been considered via correspondence. Further detail on this report would be scrutinised over the next two Committee Meetings in order to understand the changes and any implications that could impact on the 2017/18 financial year.

5.4 RMcGill suggested that the Finance Committee needed to identify why Reform money was not being spent and what plans were in place to close the gap. The Chair said that his understanding was that this was a classification issue and that areas that had previously been considered as Reform, were now not accepted by Scottish Government.

5.5 In light of this, the Chair asked if there were any implications for this year's budget and, if capacity was available, could Police Scotland accelerate spending of Reform in other areas. JGray advised that he would include this information within the paper being presented to the Finance Committee on 1 June.

5.6 The Board noted disappointment that Gartcosh and Trade Union costs had not been approved as an allocation against Reform funding, given the need

for more involvement of Trade Unions in the Modernisation project and asked whether there was an opportunity to go back to Scottish Government on this. JGray advised that at this stage Scottish Government figures were settled. John Foley (JFoley) commented that he shared the Board's view and that he would take the matter up with colleagues in Scottish Government.

250517-SPABM-001: John Foley to address directly with Scottish Government their change to the use of Reform funding (classification) for Trade Union costs in respect of financial year 2016/17.

5.7 The Chair noted that if Scottish Government were firm in their understanding, then the same treatment would apply to 2017/18 which could lead to an overrun in operational budget and overspend in Reform funding. The Chair asked the Finance Committee to investigate this particular issue further.

250517-SPABM-002: Elaine Wilkinson to ensure that the Finance Committee ensure that there was no offset to operational overspends with reform money for 2017/18.

5.8 RMcGill noted that there was an action on David Page to bring forward the pipeline of reform projects in order to identify milestones. The Chair confirmed that a high level implementation plan would be presented at the Board Meeting on the 22 June which would include detail of a series of projects that would be budgeted from Reform funding.

5.9 EWilkinson noted that there was an overspend in one area of Capital that was largely related to ICT and required focus to ensure there were appropriate controls in place. JGray agreed and confirmed it would be included within the paper for 1 June.

250517-SPABM-003: James Gray to ensure that appropriate controls were in place to address the overspend in capital which were largely related to ICT.

5.10 David Hume (DHume) asked JGray to provide the Finance Committee with an update on the Proceeds of Crime Act so that Members had an understanding of Police Scotland's intentions in the immediate years ahead.

250517-SPABM-004: James Gray to provide the Finance Committee with an update on the Proceeds of Crime Act funding and how Police Scotland would be progressing with that for the immediate years ahead.

5.11 Members **NOTED** the Financial Report – Indicative Year End Outturn.

6 2026 Strategy – Serving a Changing Scotland (Tom McMahon)

6.1 Consultation Process Update

6.1.1 The Chair welcomed Tom McMahon (TMcMahon) and advised that he would be presenting the paper David Page's absence. The Chair congratulated TMcMahon on appointment to his new role within Police Scotland which he would commence on 1 June 2017.

6.1.2 TMcMahon provided Board Members with a summary of the Policing 2026 strategy consultation and feedback which included the following key points:

- i) The extensive consultation process associated with Policing 2026 was launched on 27 February and closed on 8 May. However, due to local government elections, this was extended to local government responders until 29 May 2017.
- ii) Consultation responses would be published around the same time as the final strategy document. Each individual response would be published and also grouped to allow assessment
- iii) Responses indicated that the strategic objectives had a strong endorsement and that the organisation needed to be reshaped.
- iv) The importance of continually engaging with individuals and organisations to ensure their involvement in the implementation of the strategy.

6.1.3 Members considered more of the detail within responses and noted certain areas within the strategy where greater emphasis or clearer articulation was required as a result of the consultation. However, the Board noted that overall the consultation had confirmed that the 2026 strategy was taking Police Scotland in the right direction. TMcMahon advised that one of the key measures of success within the new strategic performance framework would be around public confidence. The Chair reminded Members that a paper around public confidence was scheduled to come to the August Board Meeting.

6.1.4 The Chair then referred to the extensive amount of work that had been carried out within local policing on local engagement and, although this may not be a formal response as such, there should be a way of capturing it. TMcMahon confirmed that at local level 2026 had become a platform for having dialogue about what the future looked like and this was being captured by local commanders at local scrutiny committees.

6.1.5 Other areas that Members considered needed more emphasis / be more explicit included rural policing and cybercrime where there was a need to ensure that the public understood action taken by Police Scotland to safeguard against this sort of crime.

6.1.6 DHume referred to local authority engagement and asked what could be done to obtain a higher representation of views from local government bodies.

TMcMahon advised that Police Scotland was confident that more responses would be received before 29 May closing date and that there was ongoing dialogue with local authorities

6.2 Development of Implementation Plan (Tom McMahon)

6.2.1 TMcMahon advised that the final draft of the strategy would be submitted to Scottish Government in June 2017 and noted that a portfolio was in development which contains the range of projects that will be taken forward to fulfil the strategic objectives identified within the strategy.

6.2.2 Members commented on the need to see action in relation to the implementation plan. The Chair agreed, but cautioned Members on the need to be measured about what is achievable in the first year.

250517-SPABM-005: Tom McMahon to ensure that comments made by Board Members are considered and where appropriate incorporated into the final draft of the strategy.

7. SPA Corporate Governance Framework – Recommendations for Early Revision (Andrew Flanagan)

7.1 The Chair presented the paper and noted what had been achieved in terms of progress.

7.2 The Chair said there had been many improvements over recent months, including information flow between the Authority and Police Scotland. The End Project Report which would come to the Board on 22 June 2017 would provide a structured assessment of progress against the implementation plan which had been approved by the Board in June 2016. The Chair confirmed that DHume would conduct a review of how the recommendations were working in practice, taking into consideration the findings of the HMICS Review with the aim of reporting back to the Board at its August Meeting.

7.3 The Chair noted that a discussion had taken place at the Board Meeting on 22 March around the holding of committee meetings in private. However, since then public concern had increased and the Chair agreed that it was important to address those concerns earlier by proposing further recommendations to address the handling of Committee meetings in public and the publication of papers ahead of both public session Committee and Board meetings going forward. The Chair advised that he had also made the suggestion about the appointment of a Deputy Chair, and in anticipation of that John Foley had opened up a nomination process for that role.

7.4 The Chair took members through the 4 recommendations detailed within the paper and opened up to Board Members for questions or comments.

7.5 Members discussed the recommendations in detail and noted the following points:

- i) Monitoring and assurance of the Resolution Policy and respective responsibility of the Policing and Audit Committee.
- ii) Board support for key stakeholders to be involved in Committee discussions as it assisted with providing informed recommendations to the Board.
- iii) A mechanism for members of the public to raise questions or comments on agenda items/papers that would go to the CEO for consideration prior to a public session Board meeting.

7.6 GHouston accepted the recommendations, but noted that a very clear governance approach had been set out and agreed by both Members and the Cabinet Secretary. As a founder Board Member, GHouston added that the intention had always been to be transparent and publish the agenda and papers in advance.

7.7 RMcGill echoed Members' comments and added that Board Members required to be effective with their time. The Board agenda needed to be reviewed with fewer items coming forward for noting and more substantive discussion at Board meetings.

7.8 The Chair said that he agreed with the points that Members were making. However, in terms of the proposed changes, when the Governance Review was written in March 2016, the relationship between Police Scotland and the SPA was different and is now in a much better position. EWilkinson agreed and the closed sessions had allowed a period of maturity and now was the right time to make that shift to Committees meetings in public.

7.9 GGraham referred to Recommendation 1 (Committee Meetings in Public) and reiterated that there still needed to be recognition that there is a place for private conversations with senior staff within Police Scotland. The Chair agreed and said that the letter from the Justice Committee to the Cabinet Secretary had acknowledged that there would be a need for discussions in private.

250517-SPABM-006: The SPA to review the Board's decisions to ensure that there was consistency in implementation across the Committees and Board and that processes are operating effectively.

7.10 Members discussed the process for determining which items should be taken in closed session and the potential for further strengthening of the rationales. It was concluded that the Chief Executive could provide advice around the definitions, but there was a responsibility on each Committee Chair to

challenge items proposed for closed session, with the default starting point always being public session.

7.11 Other points discussed and agreed, included:

- i) Publication of papers no less than 3 working days before Board and Committee meetings, but Members also recognised that this depended on the timely submission of final Board papers to the Authority.
- ii) There was a need for those submitting papers to have a clear understanding of deadlines which should then be enforced by strict discipline.
- iii) SPA and Police Scotland needed to work together to plan and apply a higher quality standard to the overall process.

250517-SPABM-007: The SPA to arrange a meeting with Police Scotland to review the Board and Committee processes and work together to plan and apply a higher quality standard to the overall process.

7.12 The Chair asked Members if they were content to accept the recommendations. Members **APPROVED** recommendations 1-4.

7.13 The Chair then turned to the appointment of a Deputy Chair and asked the SPA Chief Executive to report on the conclusions of that of the nominations process referred to earlier. JFoley advised that he had sought nominations from Board Members and the consensus was unanimous that Nicola Marchant should be offered the post of Deputy Chair. The Chair asked and NMarchant confirmed that she was happy to accept the appointment.

11. SPA Forensic Services (Tom Nelson)

11.1 SPA Forensic Services Performance Report

11.1.2 Tom Nelson (TNelson) presented the report and noted that there was only one Business Plan Deliverable outstanding; this related to the establishment of a Programme Management Office (PMO) for Forensic Services. Members noted that in line with a previous Board action, this had been taken forward along with David Page from Police Scotland and an options paper was being developed.

11.1.3 Members received a short update about staff engagement in relation to development of the Forensic Services 2026 strategy. TNelson had been encouraged by staff engagement and noted that a stakeholder event was planned for 9 June, with a report planned for the August meeting of the Management Advisory Group.

11.1.4 TNelson also commented that the next Performance Report would be in a new format and would include performance in relation to packages of work. This

would provide a better reflection of the work undertaken by Forensic Services and highlight where there were challenges.

11.1.5 GGraham asked for some further information on the Biometrics Strategy for Scotland which was waiting Scottish Government decision and also queried the timetable for the CPD Programme for management. TNelson explained that an options paper on the Biometrics Strategy had been developed for Scottish Government and was with Ministers for consideration. A timeline had now been agreed and expected completion was September 2017. Referring to the CPD programme for management, TNelson advised that feedback from staff survey had indicated that more needed to be invested into management training. It had been agreed that this should be given some priority and would commence in September 2017.

11.1.6 NMarchant asked if any work had been done on costing of an implementation plan for the Biometrics strategy. Members noted that costings for implementation had not yet been assessed and that further work was required to be undertaken by the Home Office in order to understand how costs would be passed on to Scotland.

11.1.7 TNelson also referred to the UKAS accreditation and explained that ongoing costs should fall. However, Forensic Services were heavily involved with UKAS and each year more areas were being added to the scope which in turn adds to the cost. TNelson also clarified that there was an 18 month plan in place for Forensic Services to gain accreditation in relation to the Drugs Driving legislation in Scotland which is due to be introduced by 2019. Members also noted that Forensic Services and Police Scotland are developing a joint bid for funding to the Scottish Government to assist with the costs associated with this new legislation.

11.1.8 DHume then asked if consideration had been given to benchmarking Forensic Services against some of the other forensic services within the UK. TNelson explained that each police force in England and Wales recorded information differently which made direct comparison difficult. In addition, forensic services out with Scotland is a private market and there is reluctance to share information. However, there could be potential in considering Ireland and Northern Ireland for benchmarking purposes.

250517-SPABM-008: Tom Nelson to identify the possibility of benchmarking SPA Forensic Services with Ireland and Northern Ireland.

11.1.9 The Chair referred to the new performance report and ask for some further information about how SPA Forensics measured success. TNelson advised that there was a significant challenge around managing the input and output, and this itself did not indicate volume or the complexity of cases.

11.1.10 GGraham commended the staff on the increasing percentage of samples are being recovered at scenes of crime locations.

11.1.11 Members **NOTED** the SPA Forensic Services Performance Report.

11.2 Joint National Forensic Gateway pilot – Update on Evaluation

11.2.1 TNelson provided Members with an update on the progress of the Joint National Forensic Gateway Pilot. Members noted that they had not received sight of any statistics regarding the rejection rates since Autumn 2016 and queried whether there had been any incremental improvement on the 35% rejection rate that had been reported previously. TNelson explained that this was a Police Scotland statistic and he would, therefore, pass the query to Police Scotland colleagues.

250517-SPABM-009: Tom Nelson to approach Police Scotland on the rejection rate and feedback to Members.

11.2.2 The Chair commented that demand versus capacity had been a persistent long term issue and sought clarification on whether the pilot was about trying to balance off competing demands for service, or whether there was a fundamental capacity issue within Forensic Services. TNelson advised that there is an ongoing issue of how demand is addressed and this will form part of the report to the Board in August.

11.2.3 Members **NOTED** the Joint National Forensic Gateway pilot – Update on Evaluation.

12. SPA Corporate Performance Report (John Foley)

12.1 JFoley presented the paper and provided Members with a summary of key points. RMcGill proposed that a balanced scorecard approach to performance reporting would allow Members to see at a glance how the SPA was performing against objectives. JFoley stated that he would take an action to come back to the Board with a proposal.

250517-SPABM-010: John Foley to produce a balanced scorecard to allow Members to see at glance SPA's progress against objectives.

12.2 MSmith commented that he attended the Independent Custody Visiting Conference recently and that he had been impressed by the attendance, experience and commitment of those involved. The Chair agreed it was important to thank those involved on a volunteer basis.

12.3 DHume then referred to information that had been requested previously on the number of children being detained in police custody and asked JFoley to follow up on whether any progress had been made on that matter. The Chair asked that the Policing Committee also follow this up as part of the development of the new Performance Framework and in particular the tracking of children being detained in police custody.

250517-SPABM-011: John Foley to follow up on the progress of obtaining information on the number of children being detained in police custody with Police Scotland. In addition, the Policing Committee that this is included as part of the development of the new Performance Framework and in particular the tracking of children being detained in police custody.

12.4 Members **NOTED** the SPA Corporate Performance Report.

14. British Transport Police Integration (John Foley)

14.1 The Chair advised Board Members that there were a number of complex administrative and organisational issues and that the Board needed to discuss this matter earlier than had been originally envisaged.

14.2 Members noted that the due date for going live was not that far ahead and yet due diligence had not yet commenced. JFoley advised that this was likely to take 2-3 months and that professional support would be required (via procurement) to carry this out. However, there was a good relationship with counterparts within BTPA.

14.3 Other areas of concern included the integration of estates, terms and conditions, pension arrangements and Members questioned when they would receive a timeline setting all of this out. JFoley advised that he believed the integration could be delivered within the timescale, however there would be challenges along the way. Members noted that there was a clear intent not to have detriment to terms and conditions and pensions. There was a pension's workstream within the current Scottish Government programme and work was being done on that to identify what could be offered to staff. Work required to be taken forward in relation to assets and estates within BTPA was in hand. BTPA had asset registers and whilst some will be easier to identify than others, JFoley stated that he had no particular concerns about this. Reference was also made to delivering the transport policing service in Scotland via a service level agreement. JFoley confirmed that this option had been considered, but discounted.

14.4 GHouston queried the complexity of stakeholders and financing and suggested more than 24 months may be required to complete the integration and that, given the foregoing, there was a need for regular reporting on this to come back to the Board.

14.5 The Chair advised the Board that he had spoken with the Chair of BTPA and that he was keen to make a success of the integration and willing to allocate additional resource to ensure that happened. The Chair also added that a couple of new issues had been discussed. The first related to one of the political party manifestos where there was a proposal for the creation of an infrastructure

policing merger which could potentially raise concerns around where the Scottish element of BTP would sit in terms of priorities. The second issue was in relation to the train operators as there issues around BTP's overheads, costs and charges to train operators in England and Wales for their services. The also Chair noted his concerns around systems and whether it would be possible, for example, for Police Scotland to be integrated into BTP systems within the agreed timeframe and questioned the practicality of doing that. The Chair of BTPA had also queried whether there was a need for an independent project office to drive this project forward.

14.6 Members raised a number of other points, including:

- i) Chief Constable would ultimately be accountable for the integration and Police Scotland is already establishing a Transformation Programme office. Police Scotland also has experience of managing assets and commercial contracts. The project should, therefore, be set up as a transformation project within Police Scotland, with appropriate governance and oversight by the Authority.
- ii) The People Committee had growing concerns around the complexity and resourcing required to deliver the integration within the timeline, whilst delivering Modernisation which is a critical project. Members sought assurance that the correct resources would be in place to deliver BTP integration and that it would not adversely impact on the key deliverables that were already in place.
- iii) The Finance Committee had requested plans that set out how due diligence would be taken forward. Members also asked for clarity on where the funding would come from for the additional significant resource in view of the commitment made by the SPA, Police Scotland and Scottish Government to minimise the operating deficit which was forecast for this financial year.

14.7 JFoley confirmed that a business case would be developed for submission to Scottish Government for Reform funding to support the integration project.

14.8 In summary, the Chair said that there were complexities that needed to be managed which may impact on timescales. However, there was a need to take a professional approach to the integration process itself. The Chair asked for this matter to be brought back to the August Board Meeting for a more substantive discussion on BTP integration.

250517-SPABM-012: John Foley to bring forward regular progress reports to the board, first being presented to the August Board to allow a more substantive discussion on the British Transport Police Integration.

15. Whistleblowing Policies:

15.1 SPA Whistleblowing Policy

15.2 Police Scotland Whistleblowing Policy

15.1 The Chair introduced these items and explained that it was important to recognise that both policies were similar with the exception of the escalation route. The Chair advised that prior to the SPA Board Meeting taking place, UNISON had informed the Authority that they were not in favour of two separate policies. During the consultation phase the procedure should have included a communication to UNISON advising that their comments had been considered, but had not been accepted. In the circumstances, the Chair asked Members if they would prefer to defer consideration of the policies until that step had been completed.

15.2 NMarchant advised that at an early stage both policies had been different documents. However, because of the hard work of both SPA and Police Scotland the policies were now aligned, with the only difference being around escalation process. Both policies had been subject to an extensive review within the People Committee who were now recommending approval. NMarchant acknowledged and recognised the concerns made by UNISON and advised that she would be happy to discuss further with them. GHouston agreed and noted that the CCU Reference Group (chaired by GHouston) had spent a great deal of time on both policies, particularly the Police Scotland Policy. GHouston added that there was a wide representation on that Group who were all content to endorse the policies.

250517-SPABM-013: SPA to formally communicate back to the unions and staff associations on the concerns raised by UNISON during the consultation process.

15.3 The Chair asked how reporting on the implementation of the policies would be made and also commented that as they were new policies, review dates needed to be inserted.

15.4 DHume said that the Audit Committee had made requests of both the SPA and Police Scotland to bring back a proposal for the monitoring the key metrics associated with whistleblowing in terms of the delivery and operation of the policies. DHume added that there had also been a request for proposal on the evaluation and review of the policies.

15.5 The Chair asked NMarchant to ensure that the People Committee follows up on the roll out and promotion of both policies and David Hume ensures that the Audit Committee reports back to the Board on the key metrics.

250517-SPABM-014: Nicola Marchant to ensure that the People Committee follows up on the roll out and promotion of both policies and David Hume to ensure the Audit Committee reports back to the Board on the key metrics.

15.6 Members **NOTED** and **APPROVED** both the SPA and Police Scotland Whistleblowing Policies.

16. Annual Reports from Committees 2016/17:

16.1 Audit *(including Audit & Risk to 31 December 2016)*

16.2 Complaints & Conduct *(to 31 December 2016)*

16.3 Finance *(including Finance & Investment to 31 December 2016)*

16.4 People *(including HR & Remuneration to 31 December 2016)*

16.5 Policing *(from 1 January – 31 March 2017)*

16.1 The Chair noted that the reports listed above would be included as part of the Annual Report and Accounts process. Members confirmed that they had no fundamental questions or points to raise.

16.2 Members **NOTED** the Annual Reports from Committees 2016/17.

17. Committee Chairs' Reports: *

17.1 Audit

17.1.1 DHume had no additional comments to add to the report.

17.2 Finance

17.2.1 EWilkinson had no additional comments to add to the report.

17.3 People

17.3.1 NMarchant informed Members about the outcome of the recent Health & Wellbeing deep dive that was carried out by the People Committee and commented on the actions being taken forward.

17.4 Policing

17.4.1 GGraham had no additional comments to add to the report. However, he wished to place on record his appreciation of the support received from Jackie McKelvie, Eleanor Gaw and Deborah Christie in the first few months which has help to develop the Policing Committee's role so that it provides real positivity around performance and the key theme of localism.

17.4.2 The Chair said that as it was a new Committee, it would be useful to hear more about how the Committee was working and what progress was being made and asked GGraham to report on that at a subsequent meeting.

250517-SPABM-015: George Graham to return to the August Board with an update on how the Policing Committee was developing under its new approach.

17.4.3 Members **NOTED** the Committee Chairs' Reports

18. Board Workplan

18.1 The Chair noted that the workplan was still a work in progress. It was, however, beginning to provide a clearer picture for the Board's business in the coming months.

18.2 Members **NOTED** the Board Workplan.

19. AOB

19.1 The Chair acknowledged the success of the SPA business unit team in pulling together the logistics of the meeting on the 25 May at such short notice and thanked them for their efforts.

**20. DATE OF NEXT PUBLIC SESSION MEETING *:
Wednesday 7 June 2017, Glasgow.**