

**Minute of Scottish Police Authority Audit and Risk Committee**

<b>Meeting</b>	Scottish Police Authority Audit Committee	<b>Date/Venue</b>	Tuesday 6th March 2018, Pacific Quay, Glasgow.
<b>Meeting Called By</b>	David Hume, Chair	<b>Start Time</b>	10:20
<b>Reference Meeting No</b>	SPACAUDIT-060318	<b>End Time</b>	12:00

<b>Members Present</b>		<b>In Attendance</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
David Hume	Committee Chair	DCO David Page	Deputy Chief Officer, Police Scotland
Grant Macrae	Authority Member	ACC Alan Speirs	Assistant Chief Constable, Police Scotland
		CS John Paterson	Chief Superintendent, Police Scotland
		James Gray	Chief Financial Officer, Police Scotland
		Sarah Jane Hannah	Head of Financial Accounting, Police Scotland
		Colette Sherry	Head of Commercial Services, Police Scotland
		Kenneth Hogg	Interim Chief Officer, SPA
		Robin Johnston	Head of Legal and Compliance, SPA
		Stephen Jones	Director of Planning and Corporate Support, SPA
		Graham Stickle	Risk and Policy Specialist, SPA
		Hilary Pearce	Temporary Director, SPA
		Gary Devlin	Relationship Partner, Scott Moncrieff
		Helen Berry	Head of Internal Audit, Scott Moncrieff
		Stephen Boyle	Assistant Director, Audit Scotland
		Carole Grant	Senior Audit Manager, Audit Scotland
		Karen Vallance	Committee Co-ordinator, SPA

## 1. Introduction/Welcome

### 1.1 Chair's Opening Remarks

1.1 The Chair welcomed attendees to the meeting and thanked them for attending the unscheduled meeting.

### 1.2 Apologies

1.2 There were no apologies received.

### 1.3 Declarations of Interest:

1.3 There were no declarations of interest.

### 1.4 Any other business

1.4.1 The Chair requested that at Item 3, H Pearce provided a verbal update on actions from all recommendations and reports.

1.4.2 The Chair also requested that verbal updates be provided on GDPR under Any Other Business.

## 2. Minute and Actions from previous closed meeting: *\*(For Approval)*

2.1 Consideration of the Minute and Action Log from the meeting held on 22 January 2018 will be carried forward to the next Committee meeting on 18<sup>th</sup> April 2018.

## 3. Annual Audit Report 2017/18: Progress on Actions

3.1 The Chair confirmed that the report had been looked at on two previous occasions but had requested it be on the Agenda so that Members could have sight of ongoing progress.

3.2 Members were advised that there were 11 recent reviews with recommendations. Cross-referencing of themes was taking place in order to determine outcome ownership to determine who is implementing what and when.

3.3 The Chair requested a further discussion with H Pearce to discuss how all the actions can be presented to the Committee for sight. **ACTION 060318-PAUDIT-001.**

3.4 It was noted that once the SPA executive are in a GDPR compliant position, multiple recommendations will have been covered and completed.

## 4. Confirmation of Private business for 6 March 2018

4.1 The Chair confirmed the rationale for private business was explained within the Agenda.

## 5. External Audit Annual Audit Plan

5.1 C Grant provided a summary of the paper to Members and invited any questions.

5.2 With reference to the source of assurance on risk 7 within the paper, Members were assured that some indicative numbers around ICT investment would be brought to the Board meeting in March 2018 with further information brought in June 2018.

5.3 Members emphasised the importance that there was no gap between the Audit Scotland plan and work being undertaken by SPA and/or Police Scotland and all organisations were working towards the same timeline. In response, Members were informed that the 3 year financial plan and long term financial strategy was based on the assumed funding available from Scottish Government, with a profile of costs which would deliver a balanced budget within the three year plan. However, delivering the 2026 plan was more challenging.

5.4 Audit Scotland added that if a Section 22 report was raised, information reported by Audit Scotland would focus on the planning process and risks as opposed to whether or not plans were in place.

5.5 The Chair referred to Risk 11 (Board Effectiveness) and noted that the introduction of co-opted Members would strengthen the Committee.

5.6 Members were assured that the additional Audit fee represented additional work being carried out by Audit Scotland.

5.7 Members were advised that the timetable for 2017/18 financial statements had been agreed with K Hogg and D Page, however, it was recommended that going forward the timetable would be earlier in the year. Members agreed that earlier reporting would be more effective.

5.8 It was highlighted to Members that the report would be published on the Audit Scotland website.

5.9 The Chair advised that while the Audit Committee was charged with governance, the full Board would need to note the additional fee. K Hogg agreed to discuss this with Susan Deacon **ACTION 060318-PAUDIT-002.**

5.10 C Grant confirmed that an updated report, reflecting Members comments, would be circulated **ACTION 060318-PAUDIT-003.**

## **6. Internal Audit Plan 2018/19**

6.1 H Berry referred Members to the report and confirmed changes have been made following queries raised by Members at the previous Audit Committee.

6.2 The Chair thanked Scott Moncrieff for the report and requested that consideration be given to noting within the introduction of the report how audit recommendations lead to organisational improvement and a reduction of risk **ACTION 060318-PAUDIT-004.**

6.3 Members were content that there had been an increase in the allocation of audit days scheduled to information technology. Members were informed that Police Scotland had changed their way of working with Internal and External Audit which is now reflected in the reports.

6.4 Members sought and received assurance that the SPA Governance report and Relocation Costs and Tendering Procedures report could be accelerated so that they can be included in the annual report.

6.5 Members questioned if the 50 days committed to the British Transport Police have been expended. Members were informed that they had not yet been but they would be. as current changes to the proposed merger were to timings and not governance structure.

6.6 Members raised concern from the Finance Committee on the use and reliance of non-competitive actions on procurement processes. Members were advised that information on this could be incorporated into the Relocation Costs and Tendering Procedures review.

6.7 The Chair requested if an assurance matrix to identify gaps in procedures and policies in SPA and Police Scotland can be considered during the free days within the 500 Internal audit days. Members were advised the scope of the Review of Governance report could be amended to reflect this. However, some internal work in SPA and Police Scotland would need

to be undertaken first as since Forensic Services now report direct to the Board, the finance teams are working with three organisations.

6.8 The Chair emphasised the need for assurance that there is alignment between the spending portfolios of the three organisations. Members were informed that the scope of all internal audit reviews make clear which organisation the review is focussing on but the Forensic Services Risk Register needed improving.

6.9 G Devlin suggested he meet with K Hogg and D Page to discuss how non-competitive actions and a process matrix can be included in future reviews **ACTION 060318-PAUDIT-005**.

6.10 Members noted the report and recommended the report to the SPA Board.

## **7. AOB**

7.1 The Chair requested an update on GDPR.

7.2 CS Paterson highlighted the following updates in relation to GDPR:

- The GDPR governance team to now include subject matter experts.
- The GDPR governance team are speaking to staff associations who are all very supportive.
- Risk Register has been reviewed and updated.
- ICO have printed and circulated posters around building for awareness.
- Briefings to Senior Managers have been circulated to raise awareness.
- Training package is in development and a workshop has been planned for 7 March.
- The information asset register and audit was due by 1<sup>st</sup> March but a one week extension has been warranted due to a re-prioritisation of resources caused by weather difficulties.
- Data protection impact assessment templates for GDPR is going out for consultation.
- Organisation awareness sessions are now completed.
- The governance team have met with the EU Change Team as some work will need to be looked at internationally.
- Gap analysis work on the information asset register has been completed.
- Compliance by May 2018 remains on track.
- All project documentation has been shared with SPA through Carol-Anne Hilley who sits on the Board.

7.3 Members were informed that the only area which will not be compliant by the deadline is Records of retention and weeding but the risks have been highlighted and communicated.

7.4 Members were assured that development plans to reach compliance were in progress.

7.5 Members were assured that SPA had brought in additional resource and that all areas will be compliant unless anything is reliant on Police Scotland systems which are not.

7.6 The Chair thanked CS Paterson and K Hogg for the update.

## **8. Date of Next Meeting: 18 April 2018**

Items 9 – 11 were taken in private.

*Meeting end.*