

Minute of Scottish Police Authority Board Meeting

Meeting	Scottish Police Authority Board Meeting (Live streamed to the SPA website)	Date/Venue	Tuesday 19 December 2017. Apex City Quay Hotel, Dundee.
Meeting Called By	Susan Deacon, Chair	Start Time	10:00
Meeting Ref No	SPAPBM-191217	End Time	19.15

Members Present		In Attendance	
Name	Title	Name	Title
Susan Deacon	Chair	DCC Iain Livingstone	Deputy Chief Constable Designate, Police Scotland
Nicola Marchant	Deputy Chair	DCC Johnny Gwynne	Deputy Chief Constable, Police Scotland
David Hume	Authority Member	DCC Rose Fitzpatrick	Deputy Chief Constable, Police Scotland
George Graham	Authority Member	DCO David Page	Deputy Chief Officer, Police Scotland
Grant Macrae	Authority Member	ACC Nelson Telfer	Assistant Chief Constable, Police Scotland
Iain Whyte	Authority Member	Tom McMahon	Police Scotland
Matt Smith	Authority Member	Robin Johnston	Head of Legal and Compliance, SPA
Elaine Wilkinson	Authority Member	John McCroskie	Director of Communications and Relationships, SPA
Graham Houston	Authority Member	Brian McFadyen	Independent Custody Visiting National Manager, SPA

Members Present		In Attendance	
Name	Title	Name	Title
Caroline Stuart	Authority Member	Kenneth Hogg	Chief Officer, SPA
Robert Hayes	Authority Member	Catherine MacIntyre	Head of Business Services, SPA

1.1 Chair's Opening Remarks (Susan Deacon)

1.1.1 The Chair welcomed Members and attendees to the Board meeting and commented that during her first two weeks in post, she had held very positive early meetings with the Board and Police Scotland, as well as engagement with a wide range of interested stakeholders whilst in Dundee.

1.1.2 Going forward, the format of Board meetings would be developed so that discussion focused on key strategic issues of concern in a clear and transparent way. Where necessary because of the sensitive nature of the subject matter particular items of business would be conducted in private in line with wider public sector practice.

1.1.3 It was noted that number of questions and comments had been received from the public and had been circulated to Board Members and Police Scotland to inform future discussions.

1.2 Apologies (Susan Deacon)

1.2.1 Apologies were received from Chief Constable Philip Gormley.

1.3 Declarations of Interest (Susan Deacon)

1.3.1 There were no Declarations of Interest.

1.4 Any Other Business (Susan Deacon)

1.4.1 There was no other business raised.

2 Minute and Actions from previous meeting: (Susan Deacon)

2.1 Minute from Board Meeting held 28 November 2017.

2.1.2 The Minute from Board Meeting held on 28 November 2017 was **APPROVED** as an accurate record of proceedings.

2.2 Rolling Action Log

2.2.1 The Board **AGREED** and **APPROVED** the action log from the meeting held on 28 November 2017.

3 MATTERS ARISING

3.1 There were no other significant matters arising from the previous Minute.

4. Private Session Business:* (Susan Deacon)

4.1 Summary Note from Closed Session Board Meeting held on 28 November 2017

4.1.1 The Board **NOTED** the Summary Note from Closed Session Board Meeting held on 28 November 2017.

4.2 Confirmation of Private Items of Business for 19 December 2017

4.2.1 The Board **AGREED** the Private items of business which would be discussed later in the agenda.

SCOTTISH POLICE AUTHORITY

5. Leadership and Governance (Susan Deacon and Kenneth Hogg)

5.1 The Chair advised that she had met with Board Members on an informal basis earlier in December. From that initial discussion, a set of guiding principles were developed around the following themes:

- Simplification and increasing transparency.
- Enhanced collaboration and public service ethos.
- Improvement and development of decision making.
- Building stronger trust and relationships.
- Strategic oversight.
- Accelerated continuous improvement

5.2 Over the next few months consideration would also be given to the shape of Board meetings, with the focus always on the future of policing and ensuring that the Authority's decision-making processes were both as open and effective as possible. It was also anticipated that an announcement about the next round of Board Member recruitment would be made before Christmas with appointments being made by the end of March 2018.

5.3 The Chair invited the SPA Interim Chief Officer, Kenneth Hogg (KHogg), to brief the Board about his early priorities for action within the Executive team.

K Hogg provided Members with a summary of the steps he had taken to strengthen the Executive team since taking up post and thanked HMICS for the support they were providing to improve governance. His early priorities included:

- Improving the support given to the Board, and to wider corporate governance and decision-making processes.
- Increasing SPA's support for the transformation and reform work needed to deliver the Policing 2026 strategy.
- Engaging better with other organisations with an interest in policing.

5.4 A step change would be required to improve the capacity of the Executive team and a new structure designed to deliver that improvement during 2018. KHogg thanked SPA staff, the Board and Police Scotland colleagues for their support in taking this change forward.

5.5 The Board **NOTED** the Leadership and Governance update.

OPERATIONAL POLICING:

6.1 Chief Constable's Update (DCC Iain Livingstone)

6.1.1 DCC Iain Livingstone (DCCILivingstone) formally congratulated Chair on her appointment and commented on the positive joint working relationships already developing with her and with the Interim Chief Officer.

6.1.2 DCCILivingstone then provided a detailed report to the Board of a number of operational events that had taken place since the last Board meeting, including:

- Operation ESCALADE
- National Violence Prevention Conference
- Gender Based Violence Campaign
- Festive Drink Driving Awareness Campaign

6.1.3 A question was raised by a Member about the percentage or proportion of repeat offenders in relation to drink driving. DCCILivingstone undertook to include this query as part of the debrief following the campaign and to bring a report back to the next SPA Board Meeting.

191217-SPABM-001: DCCILivingstone undertook to ensure that repeat offending is considered as part of Festive Drink Driving Campaign debrief and to bring a report back to the next SPA Board Meeting.

6.1.4 The Board **NOTED** the Chief Constable's Update.

6.2 Independent assurance report on the use of firearms ranges and armouries within Police Scotland (DCC Iain Livingstone)

6.2.1 DCC Iain Livingstone introduced this item. He advised that questions raised by the Authority earlier in December about the use of firearms ranges and armouries were legitimate and, at the Chair's request, he had commissioned a review on the matter. In addition, steps had also been taken to ensure that the firearms were being used in compliance with policing practice. DCC Iain Livingstone informed the Board that he expected the review to be completed early in the New Year and that he would report back to the Board on the outcome.

191217-SPABM-002: DCC Iain Livingstone to report back to the Board or Policing Committee on the Independent Assurance Review of use of the 9 Firearms Ranges and armouries.

6.2.2 During discussion a question was raised by a Board Member about any other aspects of policing that should be considered for independent review. DCC Iain Livingstone explained that Police Scotland was already subject to significant external inspection and scrutiny across policing and that perhaps Police Scotland should give greater visibility to this work. Discussions were also taking place within Police Scotland about developing an internal inspection compliance capability.

191217-SPABM-003: DCC Iain Livingstone to provide Members with greater visibility of the range of all external assurance and scrutiny that exists within Police Scotland.

6.2.3 Members also asked K Hogg to include reporting of Police Scotland independent assurance reviews within the review of Committee terms of reference as part of SPA's continuous improvement.

191217-SPABM-004: Kenneth Hogg to include reporting of Police Scotland independent assurance reviews within the review of Committee terms of reference as part of SPA's continuous improvement.

6.2.4 A request was made for Police Scotland to ensure that part of the independent assurance process review included assurance about approval and recording of exceptions to processes. There should also be an assessment to ensure that processes are unambiguous and include compliance with relevant legislation.

191217-SPABM-005: DCC Iain Livingstone and ACC Alan Speirs to ensure that part of the process review included assurance about approval and recording of exceptions to processes, as well as an assessment to ensure that processes are unambiguous and include compliance with relevant legislation.

6.2.5 In conclusion, the Chair noted that it was incumbent upon the both the SPA and Police Scotland to identify ways of bringing factual information and independent assurance into the public domain.

6.2.6 The Board **NOTED** the Independent assurance report on the use of firearms ranges and armouries within Police Scotland report.

6.3 Specialist Operational Support: (DCC Johnny Gwynne and ACC Nelson Telfer)

In his introduction, DCC Johnny Gwynne (DCCJGwynne) highlighted the importance of bringing these matters forward to the Board for consideration in public.

6.3.1 Police Officer Safety – Use of Conducted Energy Device (CED) (Taser) (ACC Nelson Telfer)

6.3.1.1 ACC Nelson Telfer (ACCNTelfer) provided an overview of the report and noted the benefits of the proposed deployment model and disposition of Taser X2 before addressing the project objectives.

6.3.1.2 Members noted that the project would be carried out in two phases, with Phase 1 estimated to be complete within 9 months, followed by Phase 2 which would include an independent review of the project to identify future learning, potential developments and progress of any relevant recommendations. Deployment of officers carrying tasers would remain the remit of Local Policing Divisional Commanders to ensure that the allocation of resources was based on local knowledge of demand and geography. A formal engagement programme has also taken place including engagement with key stakeholders.

6.3.1 3 In response to a question about Police Scotland's confidence in the number of officers carrying tasers, ACCNTelfer advised that 500 officers would be part of Phase 1. The subsequent evaluation would provide evidence to determine whether any further development or changes to officer numbers were required going forward.

6.3.2 Armed Deployment Model (DCC Johnny Gwynne)

6.3.2.1 DCCJGwynne provided an overview of the report which addressed a change to the use of the armed response vehicle capability. The change would not result in an increase of firearms officers, but it would ensure that those officers were better deployed in a public protection sense where there was a need for a speedy response, or a vulnerable person required police assistance. DCCJGwynne also provided assurance on the controls that would be in place around this change to deployment of Armed Response Vehicles (ARVs).

6.3.3 Unmanned Aerial Vehicles (UAVs) (ACC Nelson Telfer)

6.3.3.1 ACCNTelfer provided an overview of the ongoing work around deployment of Unmanned Aerial Systems (UAS) as part of the current Air Support function. Members were also provided with information about rationale for the location of the UAS in Aberdeen and Inverness. The Board was advised that Police Scotland were working with the Civil Aviation Authority and were also given assurance about compliance with the new General Data Protection Regulation with regard to caching of information. ACCNTelfer also confirmed capital costs of £180,848.63.

6.3.3.2 Members had a detailed discussions about all 3 areas of Specialist Operational Support, including benefits and productivity gains, feedback from engagement and SPA oversight. DCCJGwynne provided statistics (still to be validated) in relation to police officer time lost, noting that it would be key for Police Scotland to drive those figures down and evaluate further to get a better understanding.

6.3.3.3 Members were also advised that in terms of SPA oversight, the Armed Policing Monitoring Group which SPA Board Member Graham Houston attends, would have sight of statistical information about the use (discharge) of a Taser and the Policing Committee would also be sighted on Force statistics. DCCILivingstone added that this information would be incorporated into the revised Performance Framework to provide transparency and confidence to the public.

6.3.3.4 The Board agreed that it would be important to capture the benefits and potential productivity gains of these areas of policing to support future investments and the aims of 2026. A request was also made for Police Scotland to provide the Board with an update on progress and feedback from engagement.

191217-SPABM-006: DCC Johnny Gwynne to capture the benefits and productivity gains of Conducted Energy Devices, Armed Deployment Model and Unmanned Aerial Vehicles to support future investments within these areas of business, keeping in mind key aims of 2026.

191217-SPABM-007: DCC Johnny Gwynne to provide the Board with an update on progress with all 3 areas of specialist operational support, including engagement and feedback.

6.3.3.5 A number of other questions were raised by the Board and addressed by DCCJGwynne and ACCNTelfer, including past criticism about lack of engagement prior to the previous changes made to the deployment of armed officers and taking account of the considerable public interest which continues around these various matters. Members noted that on this occasion engagement was being channelled through all local and divisional command networks and that the level of political and public awareness was much greater than before.

6.3.3.6 The Chair thanked Police Scotland for the reports and said that the Board looked forward to further updates in relation to implementation and roll out with full local involvement where possible.

6.3.3.7 The Board **NOTED** the Police Officer Safety – Use of Conducted Energy Device (CED) (Taser), Armed Deployment Model and Unmanned Aerial Vehicles (UAVs) reports.

The meeting was adjourned for a short break.

TRANSFORMATION AND CHANGE:

Before inviting DCCILivingstone to present the paper, the Chair commented that in addition to discussion at the Board meeting, she had proposed that a joint workshop takes place early in the New Year to provide the Board with further information on development of the implementation plan.

7.1 Serving a changing Scotland 3 Year Implementation Plan (DCC Iain Livingstone & DCO David Page)

7.1.1 DCCILivingstone welcomed the opportunity of a workshop and reiterated that the 10 year strategy was the first time policing in Scotland had a shared purpose and coherent strategy. The 3 year implementation plan sets out how Police Scotland intends to take the strategy forward, however, there is recognition that more work is required in relation to financial implications and the benefits realisation.

7.1.2 DCOPage took Members through the plan which was the first in the series of 3 year plans which would evolve each year and the final draft plan for the March Board meeting would include clearly articulated and measurable benefits. Engagement continued with key stakeholders and good progress was being made in that area.

7.1.3 Members welcomed the plan and discussed a range of points including delivery, governance and feasibility given that its development had been much slower than anticipated. KHogg confirmed that although this would remain a piece of work to be delivered by Police Scotland, as with the overarching strategy, there was joint ownership, but with clear definition between respective roles. The Chair commented that she would like to revisit the matter of ownership and scrutiny.

7.1.4 DCOPage referred to timescales noting that they were ambitious and a plan such as this one needed to be phased. There was a requirement for professional services to be used in certain areas, but also a need for better management of that resource so that there were demonstrable outcomes. The dependency map and timeline were in development and by March there would be

a better articulation of the benefits and components within the budget. Members asked that at the workshop in January Police Scotland provided a clear articulation and shared understanding of the measureable benefits for 2018/19 and 2019/20 as the Board would hold Police Scotland to account for their delivery.

7.1.5 The Board was also assured that although the Corporate Services Target Operation Model and the ICT, Digital and Data strategy were not yet fully developed, Police Scotland were striving to overcome difficulties within those areas. DCODPage stated that he was confident that a corporate services target operating model would be in place by 31st March 2018 and that there would be a vision statement of the ICT strategy along with costings to inform the 3 year financial plan.

191217-SPABM-008: David Page and Neil Dickson to Prepare for a workshop in order to inform on the following:

- **Assurance around the feasibility of the plan in line with the 2026 Strategy and with a clear line of sight of when Members will receive ongoing assurance.**
- **Clear and shared understanding and articulation of the measureable benefits for 2018/19 and 2019/20.**
- **Likelihood of having a Corporate Services Target Operating Model + ICT Digital and Data Strategy by 31 March 2018.**
- **Dependency map + critical path to assist Members with their thinking around the criticality of certain dependencies moving forward.**
- **Proposed strategic performance framework and reporting.**

7.1.6 In summary, the Chair stated that the Board strongly endorsed the direction of travel and noted that work would be undertaken over the next few months to develop the implementation plan further before bringing back to the Board in March 2018. It would be important for the Board and Police Scotland continue to develop shared responsibility and there would be an opportunity to explore this further at the workshop in January 2018.

7.1.7 The Board strongly **ENDORSED** the direction of travel within the Serving a changing Scotland 3 Year Implementation Plan and **NOTED** the accompanying paper.

7.2 British Transport Police (BTP) Integration Update (Tom McMahan)

7.2.1 Tom McMahan (TMcMahon) introduced the paper and provided the Board with a summary of developments since the last report made to the Board in October. SPA Board Member Graham Houston (GHouston), as Chair of the BTP Working Group, also confirmed that a full update had been received on

6th December 2017, however due to the number of risks still causing concern and areas that required further work, the working group was unable to provide the Board with assurance overall. It was understood that BTP wished to have a clean break in April 2019, however, there was some doubt that this would be achievable at that stage. GHouston did not underestimate the work that was being undertaken to achieve this, however, the size and complexity of the task was the issue and there was still considerable work to be done.

7.2.2 TMcMahon confirmed that Police Scotland were in regular contact with BTP and BTPA and a constructive conversation had recently taken place between DCCILivingstone and the Chief Constable of BTP. There is recognition that an overarching programme plan, including risks, is needed and work to develop that is in hand. In terms of decisions required of the Board, there will be a specific decision in relation to the pension scheme and, following due diligence, the Board would be provided with a clear picture of the broader landscape. DCODPage commented that the integration was complex with aggressive timelines and risks and issues would be taken to the Joint Programme Board taking place in January. DCCILivingstone added that BTP had a different view of operational integration; there needed to be clarity and agreement on that and then a plan put in place to deliver.

191217-SPABM-009: David Page and Tom McMahon to provide Members with a clear project plan from 1 April 2018 including fully articulated key risks.

7.2.3 The Chair recognised the work being undertaken by Police Scotland and the Board's concerns around timescales, implementation and costs, as well as the clarity required about SPA's role. She wished to have discussions with the BTP Interim Chair, DCC Livingstone and BTP Chief Constable as soon as possible to reach a shared understanding of the issues. The Chair also wished to have discussions with GHouston given his role as chair of the BTP Working Group.

191217-SPABM-010: Graham Houston as Chair of the BTP Working Group to discuss BTP concerns in more depth with the Chair of the SPA.

191217-SPABM-011: SPA Chair, BTP Interim Chair, DCC Livingstone and BTP Chief Constable to meet / have discussion as soon as possible.

7.2.5 The Board **NOTED** the British Transport Police (BTP) Integration Update

7.2 Contact Command and Control Project Update (ACC Nelson Telfer)

7.2.1 ACCNTelfer provided an overview of the report in relation to ongoing planning for the transition of call handling activity and incident management from the Inverness Area Control Room & Inverness Service Centre to the ACR North and Police Scotland Service Centre sites. ACCNTelfer also updated Members on the continuous engagement with the Highland Council and Local Policing Division on the matter.

7.2.2 The Board **NOTED** Contact Command and Control Project Update.

LEGISLATION AND COMPLIANCE:

8.1 Data Protection Overview (David Page)

8.1 DCODPage advised that he was happy to take any questions on the report. Members asked for sight of the Audit of Police Scotland's processing of personal data that was completed by the ICO in August 2017.

191217-SPABM-012: David Page to provide Members with sight of the ICO audit of Police Scotland's processing of personal data that was completed in August 2017.

8.2 Members agreed that the report to the Board should be referred to the Audit Committee in January for formal consideration.

191217-SPABM-013: David Page to ensure that the report is referred to the Audit Committee in January for formal consideration.

8.3 The Board **NOTED** the Data Protection Overview.

8.2 General Data Protection Regulation (GDPR) Police Scotland Preparedness (DCO David Page)

8.2.1 DCODPage advised Members that a team had been set up and referred to paragraph 2.5.1 of the report which stated that Police Scotland would not be fully compliant on 25th May 2018 due to the data on legacy systems. However, Police Scotland is working with ICO support to enhance processes and facilitate full compliance. Members reiterated the criticality of having an ICT and Data Strategy which would inform development of any new system and asked for a timeline showing when Police Scotland expected to become fully GDPR compliant.

191217-SPABM-014: David Page to provide Audit Committee Members with a timeline showing when Police Scotland will be fully GDPR Compliant.

8.2.2 Members agreed that the Board report should be referred to the Audit Committee for formal consideration.

191217-SPABM-015: David Page to ensure that the report is referred to the Audit Committee for formal consideration.

8.2.3 The Board **NOTED** the General Data Protection Regulation (GDPR) Police Scotland Preparedness report.

8.3 General Data Protection Regulation (GDPR) SPA Preparedness (Robin Johnston)

8.3.1 Robin Johnston (RJohnston) provided an overview of the report and advised that the SPA were going through an equivalent process to Police Scotland. There was still much work to be done and additional resourcing required on a temporary basis to assist.

8.3.2 Members were informed that the paper also included Forensic Services and that the SPA work would be appropriately co-ordinated with Police Scotland. RJohnston also confirmed that he was currently the temporary SIRO within SPA. Members discussed options around securing the additional resourcing to ensure success and were given assurance that if external recruitment was unsuccessful, the SPA would appoint someone on an urgent basis from a third party. Appropriate procurement procedures would be followed.

8.3.3 The Board agreed that the report should be referred to the Audit Committee for formal consideration.

191217-SPABM-016: Robin Johnston to ensure that the report is referred to the Audit Committee for formal consideration.

8.3.4 The Board **NOTED** General Data Protection Regulation (GDPR) SPA Preparedness.

SPA GOVERNANCE:

9. Establishing a Complaints and Conduct Committee (Robin Johnston)

9.1 RJohnston presented the proposal which explained the rationale for establishing a Complaints and Conduct Committee. A draft Terms of Reference for the proposed new committee, amendments to the Governance Framework to provide specifically for a decision making committee and amendments to the Scheme of Delegation removing the Chief Officers current functions in terms of Complaints & Conduct, were also included as appendices.

9.2 The Board **APPROVED** the proposal to establish a Complaints and Conduct Committee with effect from 1 January 2018, with the terms of reference as

proposed and that relevant changes to the governance framework. Membership would be appointed in due course.

SPA BUSINESS ACTIVITIES:

10.1 Forensic Services Director's Report (Tom Nelson)

10.1.1 The Board **NOTED** the Forensic Services Director's Report.

10.2 Independent Custody Visiting Report (John McCroskie and Brian McFadyen, joined by Independent Custody Visitor Sue Pyle)

10.1.1 John McCroskie (JMcCroskie) referred to the report and explained that it was a synopsis of feedback from more than 150 Independent Custody Visitors across the country and captured areas of progress and areas of concern. Sue Pyle, Independent Custody Visitor (Cluster 1, Aberdeen) was then invited to speak to the Board about her own observations and some of the issues that she experiences as an Independent Custody Visitor in Aberdeen and Elgin. Members were informed that many of the challenges were healthcare and/or mental health related and although a number of the issues had also been highlighted within the report to the Board, Members also had an opportunity discuss the issues directly with Sue.

10.2.2 The Chair asked that when planning Board business for next year, a better and fuller consideration is given to these issues so that there is wider awareness of ICVS views on custody and detentions. In the meantime, the report provided an opportunity to begin building wider awareness not only of ICVS, but of custody in general.

191217-SPABM-017: When planning business for next year, SPA officers to consider how issues could be given better and fuller consideration in order to bring a wider awareness to ICVS and custody in general.

10.2.3 A request was made by a Board Member for Police Scotland to brief the Policing Committee about the amount of time children spend in police custody, Police Scotland's approach to safeguarding children in custody and to provide members with assurance that there is a safeguarding framework being applied in Scotland.

191217-SPABM-018: The Chair of the Policing Committee and DCC Iain Livingstone to ensure that the Policing Committee is briefed on the following:

- **The amount of time children spend in police custody.**
- **Police Scotland's approach to safeguarding children in custody and provide Members with the assurance that there is a safeguarding framework being applied in Scotland.**

10.2.4 DCCILivingstone also thanked Sue for her commitment and support and for the feedback provided which highlighted issues to be addressed with colleagues in health and other services beyond policing.

10.2.5 The Board thanked Sue (and fellow visitor Karen Kelly) for coming to the Board meeting and **NOTED** the Independent Custody Visiting report.

11. SPA Committee Chairs' Reports:

11.1 Audit (David Hume) *(Committee had not met since the last Board meeting)*

11.2 Finance (Elaine Wilkinson)

11.2.1 EWilkinson advised Members of the following points discussed at the Committee meeting on 18 December 2017:

- Period 7 Report had been provided to the Finance Committee with minimal change from what was reported within the previous forecast.
- Focus was given to the budget timetable in order to have a budget in place for March 2018.
- Members set out clear expectations of what was required for future Business Cases.
- Members were assured by the update provided to the payroll project and the processes that would be put in place.

11.2.2 The Board **NOTED** the Finance Committee Chair update.

11.3 Forensic Services (Iain Whyte) *(had not met since last Board meeting)*

11.4 People (Nicola Marchant)

11.4.1 The Board **NOTED** the People Committee Chair update.

11.5 Policing (George Graham) *(had not met since last Board meeting)*

12. AOB*

12.1.1 The Chair advised that Board Member George Graham would be standing down having been a Board Member since May 2015. Following his previous career in policing, George had brought much to the organisation and his wisdom and insight had been invaluable. The Chair thanked George for his contribution and wished him every success in the future.

13. DATE OF NEXT MEETING

The next Board meeting is scheduled to take place on Tuesday 27 February 2018, (QPR), venue tbc.

Meeting adjourned at 13:30 and resumed at 14.00.

The following agenda items were taken in Private. All Members of the Board were present, as were the following attendees:

Items 14-16 DCC Iain Livingstone
DCC Rose Fitzpatrick
DCO David Page
ACC Nelson Telfer
CFO James Gray
Jude Helliker, Director of People and Development, Police Scotland
Colette Sherry, Head of Commercial Services, Police Scotland
Sgt Lee Soutar, Executive Support, Police Scotland
Colette Craig, Committee Co-ordinator, SPA

Items 14-17 Kenneth Hogg, Interim Chief Officer, SPA
Catherine MacIntyre, Head of Business Services, SPA

Item 17 Robin Johnston, Head of Legal and Compliance, SPA

14. Minute and Actions from previous meeting* (*For Approval*):

14.1 Consideration of the Minute and Action Log from the meeting held on 28 November 2017 will be carried forward to the next Board meeting on 27 February 2018.

14.2 The Chair advised that the Voluntary Redundancy/Voluntary Early Retirement Business Case that would be presented under AOB.

TRANSFORMATION AND CHANGE:**15.1 Staff Pay and Reward Modernisation Draft Negotiating Strategy/Parameters (*FOR APPROVAL*) (Jude Helliker)**

(Rationale – SPA Governance Framework Section 27 (e): where any of the information to be discussed is commercially sensitive, financially sensitive, relates to proposals for significant organisations change or to significant changes to the terms and conditions of staff.)

15.1 Jude Helliker (JHelliker) provided an overview of the paper. Members discussed the business case in detail and agreed the further work that needed to be taken forward. The Board was also mindful of the timeline and the need to make early progress on the matter.

15.2 The Board **NOTED** the Staff Pay and Reward Modernisation Draft Negotiating Strategy/Parameters.

15.2 Business Justification Cases: (FOR APPROVAL)

(Rationale - SPA Corporate Governance Framework Section 27 (e): where any of the information to be discussed is commercially sensitive, financially sensitive, relates to proposals for significant organisational change or to significant changes to the terms and conditions of staff; and Section 27 (f): where the matter being discussed must be referred to the Scottish Government or placed before the Scottish Parliament before it is placed in the public domain.)

15.2.1 Voluntary Redundancy/Voluntary Early Retirement 2018/19 (Jude Helliker)

15.2.1.1 JHelliker provided an overview of the report and advised Members of the earlier discussion at the People Committee.

15.2.1.2 The Board **APPROVED** the Voluntary Redundancy/Voluntary Early Retirement 2018/19 proposal, allowing consultation with Trades Union to be progressed. The Board further **APPROVED** progression to Scottish Government for Ministerial approval, subject to agreement being reached at consultation.

15.2.2 Telematics (Colette Sherry)

15.2.2.1 Police Scotland provided the Board with an overview of the report which had been reviewed and endorsed by the Finance Committee. Members were advised that Telematics was standard practice for the vast majority of UK policing and noted the financial benefits along with the benefits for the wellbeing of staff.

15.2.2.2 The Board **APPROVED** the Telematics business case and award of the contract in line with the procurement recommendation report.

15.2.3 Automatic Number Plate Recognition (ANPR) (Colette Sherry /ACC Nelson Telfer)

15.2.3.1 The Board noted that the Finance Committee had discussed the business case and recommended that the contract be progressed. However, the business case should return to the Finance Committee with clearer articulation of the deliverables, operational benefits and financial information.

15.2.3.2 The Board **APPROVED** the progression of the ANPR business case and award of contract. The Board further **AGREED** that the revised business case should return to the Finance Committee who would provide assurance to the SPA Board that the business case meets requirements.

15.3 Utilisation of Professional Services (David Page)

Rationale - SPA Corporate Governance Framework Section 27 (e): *where any of the information to be discussed is commercially sensitive, financially sensitive, relates to proposals for significant organisational change or to significant changes to the terms and conditions of staff.)*

15.3.1 Members were provided with an overview of the 'umbrella' business justification case and noted that individual business cases would be developed and submitted for approval in line with the Scheme of Delegation.

15.3.2 Members also provided feedback to Police Scotland on the areas where further evidence was required, better articulation of benefits and value for money which should be clear in the next iteration of the Business Justification Case.

16. AOB * - Business Case for Voluntary Redundancy/Voluntary Early Retirement 2017/18

16.1 A summary of further work undertaken since the Board Meeting on 28th November 2017 was given which included discussions with the Trades Union. The Chair of the Finance Committee provided feedback from the committee and it was agreed that the Board needed further assurance around the plans in place to progress this matter.

16.3 The Board **APPROVED** the funding request of £6.5m of reform funding for the VR/VER scheme, but noted that a number of questions still required to be addressed.

Meeting adjourned at 16:15 and resumed at 16.30.

17. Senior Officer Matters

17.1 Members received reports and discussed issues relating to two senior officers. The Board had a detailed discussion and sought appropriate legal advice before reaching decisions on both matters.

17.2 The Board also agreed a number of actions and requested that SPA officers undertake further work.

The meeting ended at 19.15.