

Finance and Investment Committee
08th February 2016
Minute of Public Meeting

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| Meeting | Scottish Police Authority Finance and Investment Committee Public Session | Date/Venue | 08 th February 2016, Pacific Quay, Glasgow |
| Meeting Called By | Elaine Wilkinson, Chair | Start Time | 10:00 |
| Reference Meeting No | FI-022 | End Time | 11:15 |

| Members Present | | In Attendance | |
|------------------------|--------------------------|----------------------------------|---|
| Name | Title | Name | Title |
| Elaine Wilkinson (EW) | (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 |
| Graham Houston (GH) | Authority Member | Alan Cormack (AC) | Head of Logistics, Police Scotland |
| | | Alison Dougal (AD) | Head of Management Accounting, Police Scotland |
| | | Billy Gordon (BG) | Interim Head of Physical Resources, Police Scotland |
| | | John Foley (JF) | CEO, Scottish Police Authority |
| | | Elaine Ward (Ward) | Head of Exchequer Services, Police Scotland |
| | | Chief Superintendent Andy Morris | 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 (Elaine Wilkinson)**

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

1.2 APOLOGIES

Apologies were received from Lisa Tennant
NOT PROTECTIVELY MARKED

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 (Elaine Wilkinson)

The Minute from the Finance and Investment Committee Meeting held 10th November 2015 was agreed as an accurate record subject to the following amendment requested by JM and agreed by Members;

JM clarified, in relation to paragraph 3.1.1, that the estates savings figure was not £15m but the £15m reference was in respect of overall savings that were shown in the original budget approval as Red Rag status.

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 31 December 2015 (Janet Murray)

3.1.1 JM provided a brief summary of the paper advising Members that the trends previously seen throughout the Financial Year continued and a Financial Recovery Plan was in place with the overall position being subject to ongoing discussion between Police Scotland, SPA and Scottish Government colleagues.

3.1.2 Members sought an explanation on the increase in average monthly expenditure in the last three months of the year compared to the first nine months and the increase of circa £6m in the forecast for supplies and services in the Month 9 report compared to the Month 6 report.

3.1.3 Clarity was sought on the reason for the savings in the forecasted Police Officer pay not having been attributed to addressing the financial gap. Further clarity was sought on why the £6.3m expenditure reduction element of the financial recovery plan did not appear to have been reflected in a revised year-end forecast out-turn and why the forecast out-turn in Table 2 differs from the forecast out-turn in Table 5.

3.1.4 JM agreed to ensure future reports would include more narrative and the movement in forecast to aid Members. Members also requested the necessary information to allow them understand impact of financial recovery plan and requested this be provided to them as soon as possible. Members requested to see a comparison between the November Finance reported forecast outturn and reported forecast outturn per expenditure category and to be provided with an understanding of how underspends on police officers have been used to offset pressures in supplies and services.

3.1.5 JM agreed to provide this information and undertook that it would be circulated to Members at the earliest opportunity. The Chair requested the information provided be focused on the figure work to allow Members sight of the details. **ACTION FIC-20160208-001**

3.1.6 Members noted the improvement in the figures however reiterated the need for Police Scotland to continue with the rigorous approach to minimise overspend on the Revenue Budget. 3.1.7 JF sought an assurance that the work was on course to ensure the

full Capital Spend would take place in the current financial year as he noted the amount of projects for which spend was still to take place was significant. JM assured Members she was confident that the necessary contingencies were in place to ensure the full Capital spend took place and any slippage would be reviewed and projects had been identified to bring forward if Capital spend resources became available at short notice.

3.1.8 Members Noted the content of the Financial Update provided and Noted that the requested information would be made available as soon as possible.

4.1 Capital Plan 2015/2016 - Physical Resources - (Period 9 - End December 2015) (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 – Estate Strategy Update (Ch Supt Billy Gordon)

5.1 BG updated Members on the work being done to progress the implementation of the Estates Strategy. Work continues to develop an approach that is demand led, collaborative and modern.

5.2 Members sought clarity on what level of savings could be expected as a result of the planned approach and if the projected savings were on target to deliver. BG advised the detail of this would be provided in the Closed Session discussion however it was currently in the early stages with work being done to collate the required information to allow a strategic direction to be established and taken forward.

5.3 Members acknowledged the positive levels of consultation that had been undertaken in this regard. They noted the end result should contribute to improved service delivery and were assured that the proposals link in with the future shape of the organisation and other strategies.

5.4 Members NOTED the progress made to implement the Estate Strategy.

6 – ICT Progress Update (verbal) (Gordon Downie)

6.1 GD updated Members on the status of the key activities in National network & rationalisation of Datacentres, National desktop, National Applications and ICT Structures.

6.2 Members sought an assurance that the full Capital Spend was anticipated to be made in the current Financial year. GD confirmed this was the expectations and was progressing well against the plan with various contingencies in place should they be required.

6.3 Members NOTED the verbal update provided.

7.1 Charging for Shared Residential Accommodation - Aviemore, Kirkwall, Portree and Stornoway (Ch Supt Billy Gordon)

7.1.1 BG provided Members with a summary of the paper advising them that the additional information that had been requested had been made available and was circulated to them in December 2015.

NOT PROTECTIVELY MARKED

7.1.2 Members questioned if the proposed monthly charge was at the correct level for new property. Members agreed to update the recommendation to include that the charging policy should be reviewed on an annual basis. **ACTION FIC-20160208-002**

7.1.2 Members Approved 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 agreed 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 appropriate monthly occupancy fee charge. It was agreed that the charging policy should be reviewed after the first year of operation and thereafter on an annual basis.

7.2 Radio Mast Licence at Baird Street and Lease of Radio Mast Site at Strathyre (Alan Cormack)

7.2.1 AC provided a brief summary of the proposal.

7.2.2 There were no questions or comments.

7.2.3 Members NOTED the terms of a proposed licence granting telecommunications equipment rights at Baird Street and the lease of a radio mast site at Strathyre. Members agreed to instruct the Head of Legal Services of PSoS to conclude the licence and lease agreements based on the provisionally agreed terms.

7.3 Estate Change - Stromness Police Office to Shared Service Point at Pierhead, Victoria Street, Stromness (Ch Supt Billy Gordon)

7.3.1 BG provided Members with a summary of the proposal. Members commented on this being an example of an excellent joint initiative and a great example of a collaborative approach. Members urged for the disposal of the existing offices to be processed as quickly as possible to ensure the double costs were kept to a minimum.

7.3.2 Members Agreed to the lease of accommodation at Pierhead, Victoria Street, Stromness subject to completion of a review by Legal Services of the existing Shared Premises Partnership Agreement between legacy Northern Constabulary and its local authorities. Members 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. Subject to the conclusion of a lease of and relocation to accommodation at The Pierhead, Victoria Street, Stromness, Members Agreed to declare the existing office at North End Road, Stromness surplus to the operational requirements of the Scottish Police Authority/Police Scotland. Members agreed to Authorise Police Scotland Estates and Legal personnel to carry out the disposal of office property at North End Road, Stromness 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 a future meeting of the F&I Committee.

8 – AOCB – nil no items brought forward

8.1 There were no items of AOCB brought forward.

NOT PROTECTIVELY MARKED

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

NOT PROTECTIVELY MARKED

Approved

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

**Finance and Investment Committee
17th March 2016
Minute of Public Meeting**

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

| Members Present | | In Attendance | |
|------------------------|---------------------------------------|--|---|
| Name | Title | Name | Title |
| 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.

NOT PROTECTIVELY MARKED

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 08th 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.**

**Finance and Investment Committee
31st March 2016
Minute of Public Meeting**

| | | | |
|-----------------------------|---|-------------------|---|
| Meeting | Scottish Police Authority Finance and Investment Committee Public Session | Date/Venue | 31 st March 2016, Stirling Court Hotel, Stirling |
| Meeting Called By | Elaine Wilkinson, Chair | Start Time | 15:55 |
| Reference Meeting No | FI-0024 | End Time | 16:00 |

| Members Present | | In Attendance | |
|------------------------|-------------------------|-------------------------------|---|
| Name | Title | Name | Title |
| Elaine Wilkinson (EW) | Chair, Authority Member | Janet Murray (JM) | Director of Finance and Resources, Police Scotland |
| David Hume (DH) | Authority Member | Chief Inspector Hugh O'Neil | Corporate Services, Police Scotland |
| Iain Whyte (IW) | Authority Member | Constable Lee Souter | Corporate Services, Police Scotland |
| Graham Houston (GH) | Authority Member | Inspector Alan McDaid | Corporate Services, Police Scotland |
| | | Chief Super Billy Gordon (BG) | Interim Head of Physical Resources, Police Scotland |
| | | Deborah Christie (DC) | Committee Co-ordinator, Scottish Police Authority |

STANDING ITEMS

1.1 OPENING REMARKS (Elaine Wilkinson)

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

1.2 APOLOGIES (Elaine Wilkinson)

There were no apologies.

1.3 DECLARATIONS OF INTEREST (Elaine Wilkinson)

There were no declarations of interest.

1.4 Any Other Current Business (Elaine Wilkinson)

There were no items of AOCB brought forward.

2.1 Sale of former Menzieshill Police Office, Orleans Place, Dundee

2.1.1 BG provided a brief overview of the proposed sale.

2.1.2 There were no questions or comments.

2.1.3 Members Approved the offer from Dundee City Council 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.

Meeting ended 16:00

End