

Minute of Scottish Police Authority Board Meeting

PUBLIC SESSION

Meeting	Scottish Police Authority Board PUBLIC Meeting 035	Date/Venue	Thursday 31 st March 2016, Stirling Court Hotel, Stirling
Meeting Called By	Andrew Flanagan, Chair	Start Time	13:30
Meeting Reference No	SPABM-310316	End Time	15:45

Members Present		In Attendance	
Name	Title	Name	Title
Andrew Flanagan	Chair, Scottish Police Authority	CC Phil Gormley	Chief Constable, Police Scotland
Graham Houston	Authority Member	DCC Rose Fitzpatrick	Deputy Chief Constable, Police Scotland
Moi Ali	Authority Member	DCC Iain Livingstone	Deputy Chief Constable, Police Scotland
George Graham	Authority Member	Chief Supt Alan Spiers	Chief Superintendent, Police Scotland
Ian Ross	Authority Member	Janet Murray	Director of Finance, Police Scotland
Douglas Yates	Authority Member	John Gillies	Director of People & Development, Police Scotland
Nicola Marchant	Authority Member	John Foley	Chief Executive Officer, SPA
Iain Whyte	Authority Member	Tom McMahon	Director of Strategy and Performance, SPA
David Hume	Authority Member	Catherine MacIntyre	Strategic Business Adviser, SPA
Elaine Wilkinson	Authority Member		

1.1 OPENING REMARKS: (Andrew Flanagan)

1.1.1 The Chair welcomed Board Members and attendees to the Meeting.

1.2 APOLOGIES (Andrew Flanagan)

1.2.1 The Chair noted apologies from Lisa Tennant and advised Members that due to maternity leave, she would be absent for the next few Board Meetings. The Chair wished Lisa well for her forthcoming arrival.

1.3 DECLARATIONS OF INTEREST (Andrew Flanagan)

1.3.1 There were no declarations of interest raised by Members.

1.4 ANY OTHER BUSINESS (Andrew Flanagan)

1.4.1 The Chair advised Members that Morag McLaughlin had now resigned from the SPA Board due to her appointment to a new role. The Chair also advised that the process of Member recruitment had begun with a closing date for applications on 17 April 2016, and stressed the importance of existing Board Members using their networks to encourage applications.

2.1 MINUTE OF THE BOARD MEETING HELD ON 16 DECEMBER 2015 (Andrew Flanagan)

2.1.1 The Chair asked Members if they were content with the minute from the previous Board Meeting held on 25 February 2016.

2.1.2 David Hume (DHume) said that the Minute indicated he was an attendee at the meeting, but he had, if fact, given his apologies for the public session.

ACTION 310316-SPABM-001 – SPA Secretariat to ensure David Hume is removed from the list of attendees as he was not in attendance at the public session on 25 February 2016.

2.1.1 The Minute from the previous Board Meeting on the 25 February 2016 was **APPROVED** as an accurate record, subject to the amendment noted above.

2.2 ROLLING ACTION LOG (Andrew Flanagan)

2.2.1 Graham Houston (GHouston) highlighted inconsistency in numbering between the action log and the minute. The Chair asked for this be corrected and the minute and action log reissued to Members.

ACTION 310316-SPABM-002 – SPA Secretariat to ensure that actions noted within logs correspond exactly as presented throughout the accompanying minute and reissue both documents to Members.

2.2.2 Members agreed with the comments and recommendations for closure within the Action Log.

3. Financial Performance 2015/16: *

3.1 Full Year Forecast 2015/16 (including Month 11 Update) (John Foley)

3.1.1 John Foley (JFoley) presented Members with the outturn for the current financial year, noting that it was a forecast only at this stage and a considerable amount of work had still to be carried out. JFoley summarised the key points and advised that there would be a shortfall of £8.4m for the financial year. JFoley highlighted the significant amount of work that had been carried out in order to close the budget gap, generating a sum of £19m across all budget areas. This work would continue in order to improve the financial performance and ensure a better position for the next financial year.

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3.1.2 George Graham (GGraham) referred to Appendix 1 and sought clarity as to why it was presented as a zero spend against that item as his understanding was that £1.4m of that funding was to be used against C3. Janet Murray (JMurray) advised that £1.4m would go

towards the C3 Contact Centres and that funds had been used since October 2015 within a number of areas. JMurray added that a further £840,000 of spend was also anticipated.

3.1.3 The Chair referred to appendix 1 - Unidentified Cost Reductions - and stated that it was his understanding that the figure was £10.994m rather than £23.552m. JMurray confirmed the Chair's understanding, but went on to explain that other savings that had been projected, had not been realised and this position had been reported to the Board in October 2015. The Chair requested that future reports should distinguish between 'unrealised' and 'unidentified' savings in order to determine where a shortfall had been expected to be addressed, but had not materialised.

ACTION 310316-SPABM-003 – Janet Murray to ensure that future reports distinguish between 'unrealised' and 'unidentified' savings in order to identify where a saving had been expected to be made, but did not materialise.

3.1.4 Elaine Wilkinson (EWilkinson) advised the Chair that the F&I Committee, had sought further explanation on movements within forecasts, however, some of the information requested still remained outstanding. The importance of having an accurate closing figure for 2015/16 to ensure an accurate starting point for 2016/17 was also emphasised.

ACTION 310316-SPABM-004 – Janet Murray to provide further explanation on movements within forecasts for future reports to the Board to ensure that Members are fully informed.

3.1.5 The Chair queried when discussions about the treatment of the current year's financial performance would take place with Scottish Government. JFoley confirmed that discussions would take place in the coming weeks as the year end is closed off.

3.1.6 Members **NOTED** the Full Year Forecast 2015/16 (including Month 11 Update)

4. Financial Planning 2016/17:

4.1 Scottish Police Authority Budget 2016/17:

4.1.1 Police Scotland Revenue Budget 2016/17 (John Foley)

4.1.1.1 JFoley advised that the budget process had been challenging with, for example, national insurance being a large cost pressure of approximately £20m in increased costs. JFoley described the budget process, including budget workshops which had generated a series of actions that would contribute towards achievement of a balanced budget for 2016/17. Members noted that a great deal of work would still be required throughout the year, but JFoley was confident of a positive outcome.

4.1.1.2 JFoley assured Members that ongoing monitoring would take place and the Board would be kept regularly updated on the progress. Additional measures would also be implemented if, for any reason, it became apparent that further action was required in order to achieve a balanced budget. Members were then asked to consider the Police Scotland Revenue Budget 2016/17 report before addressing the recommendations.

4.1.1.3 The Chair noted the tremendous amount of work that had gone into developing the budget by JFoley, EWilkinson and the F&I Committee in terms of review and discussion, and invited EWilkinson to comment in her capacity as interim chair of F&IC. EWilkinson advised

that it had been very challenging to reach a balanced budget. Nevertheless, pay progression had been preserved and officer numbers retained at 17,234. EWilkinson emphasised the need to review budget assumptions early in the new financial year and on an ongoing basis thereafter.

4.1.1.4 The Chair commented that any budget is a list of assumptions. In this instance, the total sum of the assumptions is more than is required in order to achieve a balanced budget, thereby, providing options as to how the resource is allocated. The Chair also noted the importance of taking immediate action and sought reassurance from the Chief Constable that budget monitoring would now begin. CCPGormley confirmed that there was a need to move quickly and that conversations had already started about the implications of the proposals, and added that this would be a joint endeavour with the Authority. The Chair then turned to JFoley who confirmed that he was comfortable with this position.

4.1.1.5 The Chair referred Members to recommendation (a) and sought confirmation that they were content to approve the revenue budget.

4.1.1.6 The Board **UNANIMOUSLY APPROVED** the Police Scotland Revenue Budget 2016/17.

4.1.2 Police Scotland Capital Budget 2016/17 (John Foley)

4.1.2.1 JFoley advised that the capital budget had been before the F&I committee and was being presented to the Board with the proviso that capital expenditure would be subject to a balanced revenue budget and, therefore, additional controls around capital expenditure may still be required.

4.1.2.2 EWilkinson advised that the funding for capital this year had been substantially reduced compared to previous years, with a further need to revisit assumptions and maintain careful monitoring throughout the year.

4.1.2.3 Moi Ali (MAli) queried the ICT capital requirement, noting that the business case was approved in June 2013, and sought clarity on whether any consideration had been given to the current market place and the possibility of gaining a better specification at a reduced cost. JMurray advised that although the overall 'ICT Blueprint' was approved in 2013, proposals are presented to the F&I Committee to consider options at that point in time. JFoley provided further assurance that the ICT Scrutiny Forum also addressed best value in terms of ICT investment.

4.1.2.4 David Hume (DHume) sought clarity on whether a statement was produced on the revenue implications for projects that are within the capital budget and capital plan. JMurray advised that statements come forward to the F&I Committee as part of individual business cases, but clarified that the revenue implications were not described within the report being presented to Members at the meeting.

4.1.2.5 Nicola Marchant (NMarchant) sought assurance from JFoley and JMurray that the details presented were not locked in stone, and that as changes occur during the course of the financial year, a prioritisation would be given to items. JFoley explained that there were carry over elements within major ongoing projects, therefore, there were aspects of the budget where there was existing commitment.

4.1.2.6 Douglas Yates (DYates) referred to the progress of C3 and sought assurance on any risks associated with rescheduling capital expenditure into 2017/18. JMurray advised that C3

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was raised as part of the 2015/16 slippage and noted that Police Scotland intended to change the procurement process with regard to C3 so that the final stages of purchasing for C3 could be taken within 2017/18.

4.1.2.7 DCC Rose Fitzpatrick (DCCRFitzpatrick) added that the governance and controls around C3 programme management were very robust and any financial consequences would be reported to the Authority at an early stage. DCCRFitzpatrick also stated that when critical points are reached, and spending could be incurred, the governance around around C3 provided an extra layer to the governance around capital spend.

The Chair emphasised that there should be no negative impact on delivery of C3 as a result of capital spend decisions. JFoley endorsed the Chair's point and agreed that revisions to C3 governance, including the governance and assurance forum (chaired by Board Member GGraham), would ensure that the Authority would always be well sighted on any emerging issues.

4.1.2.8 The Chair proposed that the Capital Budget should be approved, but that no further business cases should be brought forward until there was greater certainty around the revenue budget.

4.1.2.9 The Board agreed with the Chair's proposal and **UNANIMOUSLY APPROVED** the Police Scotland Capital Budget 2016/17 on the basis that no further new business cases are brought forward until there is greater certainty around the revenue budget.

4.1.3 SPA (including Forensic Services) Capital and Revenue Budget 2016/17 (John Foley)

4.1.3.1 JFoley advised Members that the budget had been through a comprehensive review and similar approach to that undertaken for the Police Scotland budgets. The proposal for SPA Corporate is a reduction in budget from £4.2m to £3.8m, as well as a reduction in the Forensic Services budget down to £26.7m. JFoley also clarified that there was duplication in terms of Forensic Services capital expenditure of £600,000 within the Police Scotland capital budget paper.

4.1.3.2 Iain Whyte (IWhyte) referred to the SPA corporate budget and sought confirmation on the SPA's ability to make a 10% reduction without changing the structure of the organisation. JFoley advised that an element of the reduction related to VAT and that the rationale for non-employment costs savings should be addressed moving forward in parallel with the approach taken by Police Scotland.

4.1.3.3 The Chair questioned whether there was an opportunity for income generation within Forensic Services. JFoley advised that he had been in discussion about this with Tom Nelson, Director of Forensic Services, and advised that this would be an area that would be further examined to determine if there is scope to leverage the investments and assets within Forensic Services. The Chair requested that options were explored with Police Scotland and an income generation plan brought back to the Board.

ACTION 310316-SPABM-005 – John Foley to ensure that the SPA to explores options with PS and brings forward to the Board a plan for income generation from Forensic Services.

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4.1.3.4 Ian Ross (IRoss) referred to work being done on the Police Scotland budget and sought reassurance that the same rigour would be applied to the SPA and Forensics Services budget. JFoley confirmed that the same standard would apply to all budgets.

4.1.3.5 Members **UNANIMOUSLY APPROVED** the SPA (including Forensic Services) Capital and Revenue Budget 2016/17

5. Strategic and Annual Planning:

5.1 SPA Review of Strategic Police Plan (Tom McMahon)

5.1.1 Tom McMahon (TMcMahon) referred to the paper and sought Members' agreement to continue working with the current Strategic Police Plan for one final year. This would allow the Authority to take account of the new Strategic Police Priorities when they are published by the Scottish Government this summer and take on board the learning from the review that had been conducted.

5.1.2 Members had a wide ranging discussion on a number of the key issues contained within the review paper; this included:

- Assurance that SPA's planning process would link to community planning partnerships and planning partnerships at a local level and Police Scotland's local police plans are further developed to meet the needs of local communities.
- The creation of a workplan capturing developmental areas which would be used to build the performance framework moving forward.
- A need to capture both the benefits and disbenefits of police reform .
- Confirmation that the longer term vision for policing to 2026 would be captured within the next Strategic Plan 2017-2020.
- Agreement that there now needed to be a greater focus on efficiency and better integration of corporate services into service delivery.
- The need for further work to be done on how information is gathered and assessed to avoid over reliance on quantitative rather than qualitative measures.
- Incorporating best value into the strategy process.

5.1.3 In summary, the Chair stated that the original Strategic Police Plan had been developed at a point in time. There was now a significant piece of work to be completed by the end of March 2017, building on the evidence from the review of the current Plan and using this to develop the next Strategic Police Plan. The next Plan will detail what future policing will look like, in order to deliver the best quality of service within the financial framework. The Chair also emphasised that the aim is not solely about making savings; it must also be about investing in better quality service delivery for the future.

5.1.4 Members **UNANIMOUSLY APPROVED** the continuation of the current Strategic Police Plan for a further year.

5.1.5 The Chair asked that for a letter to be drafted advising the Cabinet Secretary for Justice of the Board's decision.

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ACTION 310316-SPABM-001 John Foley to arrange for a letter to be drafted from the Chair to the Cabinet Secretary for Justice confirming Members' decision to approve the continuation of the Strategic Police Plan for a further year.

5.2 SPA Business Plan 2016/17 (John Foley)

5.2.1 JFoley referred Members to the paper and advised that previous comments from Members had now been incorporated.

5.2.2 DHume sought reassurance from JFoley on both the affordability and deliverability of the business plan. JFoley confirmed that the plan being presented for approval was deliverable within current resources. TMcMahon added that there had been a considerable level of engagement with each of the Directors within the SPA. The Chair noted that an amended version would be required if the proposals noted within the Governance Review were accepted. DHume also asked for a statement around affordability and deliverability to be incorporated within the plan.

ACTION 310316-SPABM-007 – John Foley to ensure that a statement about affordability and deliverability is incorporated within the SPA Business Plan.

5.2.3 GGraham referred to page 10 and the paragraph "*The Authority will scrutinise the implementation of local police plans and the use of specialist support services*" and sought confirmation on whether the wording was appropriate given the SPA's strategic role and the role of local scrutiny committees. JFoley agreed that officers would review this section of the Plan.

ACTION 310316-SPABM-008 - SPA officers to confirm whether the appropriate wording was being used within Strategic Priority 2.

"The Authority will scrutinise the implementation of local police plans and the use of specialist support services".

5.2.4 DYates referred to page 8 and the paragraph "*Ensuring Police Scotland maintains the necessary relationships and partners to deliver policing*" and sought confirmation from CCPGormley that more work was being done with public sector partnerships to further strengthen policing. CCPGormley advised that work was progressing and that adding value was achieved through partnership working.

5.2.5 Finally, the Chair requested that an updated version of the Business Plan 2016/17 is brought back to the Board in 6 months' time that includes the additional actions arising from the Review of Police Governance and any changes as a result of the new Strategic Police Priorities.

ACTION 310316-SPABM-009 – John Foley to bring the SPA Business Plan 2016/17 back to the Board in 6 months' time, once both the implications of the recommendations from Review of Police Governance are clearer and the Scottish Government Strategic Police Priorities are published.

5.2.6 Members **CONDITIONALLY APPROVED** the SPA Business Plan 2016/17 on the basis that a revised version would be brought back to the Board in 6 months.

6. Internal Audit Plan 2016/17 (John Foley)

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6.1 JFoley advised the Board that the Internal Audit function was now delivered by Scott Moncrieff and two SPA staff members. The Audit & Risk Committee had been consulted on the development of the Internal Audit plan and it had been approved by the Committee for recommendation to the Board.

6.2 DHume (interim chair of the A&RC) noted that the latest draft was presented to the Audit & Risk Committee on 22 March 2016. The Committee approved the plan to go forward to the Board, subject to a number of small changes being made. DHume provided assurance that those changes had been made and recommended approval of the plan to the Board.

6.3 The Chair commented that Internal Audit can be a powerful tool in terms of continuous improvement and asked that the work detailed within the Plan is progressed as soon as possible.

ACTION 310316-SPABM-010 – John Foley to ensure that work detailed within the Internal Audit Plan is progressed as soon as possible.

6.4 The Board **UNANIMOUSLY APPROVED** the Internal Audit Plan 2016/17

7. Chief Constable's Report (CC Phil Gormley)

7.1 In addition to the paper presented to the Board, CCPGormley provided Members with an update on a number of significant events and police operations, including:

- the overall reduction in murders within Scotland over the last 3 years;
- the terrorist attacks in Brussels and Police Scotland's response to those incidents;
- Police Scotland's plans for policing of the football match taking place on the 17 April between Celtic and Rangers at Hampden Stadium.

7.2 CCPGormley also referred to the recent murders of Paige Docherty and Asad Shah and advised that, in both instances, Police Scotland had made swift arrests. The Chair commented that Police Scotland's track record in resolving crimes over the past 3 years was exemplary. Members endorsed this view.

7.3 CCPGormley then referred to the recent notification from DCC Neil Richardson (DCCNRichardson) of his intention to take early retirement this summer and commented on DCCNRichardson's significant public service to Scotland over the past 30 years. The Board noted that a recruitment process would start in the near future.

7.4 MAli turned to the launch of Your View Counts and said that, whilst it was very good initiative, it did not reach out to those who do not engage with policing in this way. CCPGormley advised Members of Police Scotland's ambition to engage as broadly as possible and agreed it would be a challenge. DCCR Fitzpatrick also provided Members with a variety of ways in which Police Scotland were trying to promote the initiative and welcomed any further views and ideas.

7.5 DYates referred to hate crime and said that he believed there were more opportunities to have a dialogue with interfaith groups. CCPGormley said that hate crime was being monitored very carefully, but acknowledged that it was under reported.

7.6 IRoss referred back to the Brussels attack and sought reassurance that Police Scotland was equipped to deal with such threats. CCPGormley reassured Members that Police Scotland had

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a range of responses and were continually reviewing the threat capability and capacity. The relationship with communities is also critically important.

7.7 Referring to 'Chief Constable: Your Questions', NMarchant sought clarity on the outcome of this initiative so far and asked if this sort of engagement with staff would become a regular feature. CCPGormley confirmed that this was something he would continue to do and that it was being further developed to include the whole Command Team.

7.8 The Chair then referred to the Annual Police Plan and noted that Members had been given an opportunity to comment on the draft outwith the Board Meeting. The Annual Police Plan has since been formally laid before Parliament.

7.9 Finally, the Chair referred to the i6 update within the Chief Constable's report and noted the importance of ensuring that every effort is made to complete the work within the 3 month deadline. CCPGormley confirmed that this was on track from Police Scotland's perspective. JFoley also confirmed that no action was required from the Board in relation to the i6 Technical Audit.

7.10 Members **NOTED** the Chief Constable's Report.

8. Police Scotland Contact, Command and Control Project Assurance Plan Update (DCC Rose Fitzpatrick and Chief Supt Alan Spiers)

8.1 Chief Supt Alan Spiers (CSASpeirs) provided Members with a summary of the work that was in progress to develop the Quality Assurance Framework. A more detailed presentation on this had been made to the Governance and Assurance Group the previous day. At that meeting, DCCRFitzpatrick had asked for a peer review of the Quality Assurance framework to be conducted, but stressed that this action would not impede progress. The expectation was that the full suite of assurance documentation would be presented to the C3 Governance and Assurance Group in April.

8.2 The Chair invited GGraham, as chair of the Governance and Assurance Group, to comment. GGraham advised that there was good progress on delivery of the HMICS recommendations, with a majority now well advanced. The Quality Assurance Process and Map discharges 2 of the HMICS recommendations. GGraham commended the high quality work that had been presented to the Group and advised that there had been very productive discussions. NMarchant was also present at the Governance and Assurance Group and endorsed these comments. Going forward the group would be looking at quality rather than quantity and would be engaging with EWilkinson and DHume in their capacity as interim chair of F&IC and A&RC, respectively. CSASpeirs also advised the Board that he was working with organisational change colleagues with a view to developing this approach to Quality Assurance so that it could be applied to other change programmes.

8.3 The Chair commented that he had recently visited the Inverness control room and noted that there was considerable uncertainty amongst staff about timelines and sought clarity on how staff expectations were being managed. CSASpeirs explained to the Board that a Short Life Working Group had been established to support staff and stated that the timeline was indicative only; the priority was to ensure that staff are communicated with sensitively and that the right changes are made at the right time.

8.4 IRoss referred to interest from a range of stakeholders and sought clarity on whether there was now a better understanding on plans and timelines. CSASpeirs advised that he had been engaging with partners both at a Local Authority and Scrutiny Board Level and that those meetings had been positive and productive. CSASpeirs added that this engagement would continue and that bringing the groups into the C3 facility to see at first hand how the service is delivered had been a very positive step.

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8.4 The Chair referred to the Quality Assurance Map and questioned who would provide the External Independent Assurance. CSASpeirs advised that different external assurance would be required for different aspects of the project. However, GGraham added that going forward the Authority would need to consider commissioning additional assurance and this was an area that the C3 Governance and Assurance Group would be exploring in early course in order to provide advice to the Board.

8.6 DCCRFitzpatrick referred to engagement with local stakeholders and advised that Andy Cowie had recently been appointed as ACC for the north. DCCRFitzpatrick said that one of ACC Cowie's objectives was to ensure that the interface between local divisions, scrutiny committees and other stakeholders was effective in relation to C3. This would build on the work that CSASpeirs had been leading thus far.

8.7 Finally, DCCRFitzpatrick informed Members that CSASpeirs would be going on secondment to another organisation and would be succeeded by his current deputy, Chief Superintendent Roddy Newbigging. The Chair thanked CSASpeirs for all of his efforts and wished him well in his new role.

8.8 Members **NOTED** the Police Scotland Contact, Command and Control Project Assurance Plan Update

9. Police Scotland – Overview of Health and Safety Management Across Police Scotland Estate (John Gillies)

9.1 John Gillies (JGillies) provided the Board with a summary of the key work priorities noted within the report, including development of a 3 year strategy; a programme of fire risk assessments and the work underway to assess the actions required following the visit from the Health and Safety Executive (HSE).

9.2 The Chair invited NMarchant to comment as interim chair of the HRRC. NMarchant said that she had welcomed the report, noting that the response to the HSE was due on 11 April, and asked JGillies to expand on the particular issues that were raised in connection with the estate.

9.3 The Board noted that following the inspection, the HSE requested improvements to be made to the asbestos management system and this work was now being taken forward in consultation with all stakeholders, local management and staff associations. JGillies also noted that before any contractor comes onto Police Scotland premises, an Asbestos Survey Certificate is required.

9.4 The Chair queried whether there was anything specific about the buildings themselves, or if the issues related to the age of the estate. JGillies replied that the issues were indicative of the entire public sector and were not exclusive to the Police Scotland estate.

9.5 EWilkinson then referred to the report in relation to the proposed new IT system and the apparent presumption of approval. Any proposal for a new system would require identification of efficiencies elsewhere in order to make funds available. Board Members suggested that there could be value in investigating systems already established in other parts of the public sector, for example NHS, rather than starting from scratch. With reference to estates, EWilkinson suggested the use of the Safety Climate Survey tool and to triangulate this with the staff perspective to provide ownership of the whole health and safety improvement plan. NMarchant endorsed this approach.

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ACTION 310316-SPABM-011 - JGillies to investigate the use of Safety Climate Survey tool to triangulate with staff / user perspective and provide ownership of the whole health and safety improvement plan.

9.6 The Chair referred to section 2.5 of the report and questioned what other departments were still working under legacy arrangements. JGillies advised that it varied and he would need to look at it in more detail before providing further information to the Board. The Chair asked JGillies to provide the Board with a cross organisational view of where organisational change is still necessary. This report should be presented to the HRRC in the first instance.

ACTION 310316-SPABM-012 - JGillies to come back to the Board with a more strategic overview of where organisational change is still necessary, ie where transition from legacy arrangements to an integrated workforce has yet to take

place. The report should be provided to the next HRRC in the first instance and then brought to the Board.

9.7 Members **NOTED** the Police Scotland – Overview of Health and Safety Management Across Police Scotland Estate report.

10. Non Competitive Action: Extension for Cleaning (Soft FM) Service at Legacy SPSA Properties (Ch Supt Billy Gordon)

10.1 Ch Supt Billy Gordon (CSBGordon) provided Members with a summary of the paper and explained the circumstances that had brought about the requirement for the Non Competitive Action (NCA) which was being presented to the Board for approval.

10.2 The Chair invited EWilkinson to comment as interim chair of F&I Committee. EWilkinson conceded that it was not ideal to be extending a contract, but understood why it was necessary on this occasion. F&I Members had requested a review of contract end dates and confirmation from Police Scotland that there was sufficient resource to manage this area of work and prevent a recurrence of this nature in the future. Nevertheless, in the current circumstances, the F&I was content to recommend the NCA for approval by the Board.

10.3 MAli also sought assurance that this sort of issue would not recur. JFoley advised that there was in internal contracts register and proposed that Internal Audit should undertake a review of the system.

ACTION 310316-SPABM-013 – JFoley to request that Internal Audit undertakes a review of the contracts register and related management processes.

10.2 NMarchant requested that Police Scotland ensures that the company would be paying employees the new living wage that will come into force on 1 April 2016. CSBGordon advised that he would ensure that would be the case for the future Hard and Soft FM contracts.

ACTION 310316-SPABM-014 - CS Billy Gordon to provide assurance to the Board that the future Hard and Soft FM contracts have requirements for the new living wage.

10.4 Based on the action agreed and assurance requested above, Members **UNANIMOUSLY APPROVED** the Non Competitive Action: Extension for Cleaning (Soft FM) Service at Legacy SPSA Properties.

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11. Chair's Review of Police Governance (Andrew Flanagan)

11.1 The Chair advised that he had submitted his report to the Cabinet Secretary for Justice just before Parliament dissolved and, therefore, no detailed formal response to the recommendations is expected until the new Scottish Government is in place. Nevertheless, the Cabinet Secretary has indicated that in the meantime preparation for implementation of the recommendations should proceed and, on that basis, the Chair had asked JFoley to take this work forward. Board Members confirmed that they were content with this approach.

11.2 GHouston noted the timeline of recommendations and sought confirmation from JFoley that those timelines met with his expectations. JFoley confirmed that he was content with the timelines set out. The Chair added that the SPA continuous improvement recommendations need to be married together with the recommendations from the Review of Police Governance and requested that a report be brought back to the Board in 3 months' time detailing the progress on implementation of the combined improvement plan.

ACTION 310316-SPABM-015 – John Foley to ensure that the SPA continuous improvement recommendations are married together with the recommendations within Review of Police Governance and an update report brought back to the Board in 3 months' time detailing progress on implementation of the combined improvement plan.

11.3 Members **NOTED** the Chair's Review of Police Governance.

12. COMMITTEE MINUTES AND CHAIRS REPORTS

12.1 Complaints and Conduct (Ian Ross)

12.1.1 IRoss advised Members that the next regular Complaints & Conduct Committee Meeting would take place in May. However, it is likely that there will be an additional extraordinary meeting in the near future to address some outstanding business.

12.2 Human Resources and Remuneration (Nicola Marchant)

12.2.1 NMarchant advised that the current VR/ER Scheme had been extended for one year and had now been sent for Ministerial approval. The Chair noted that the approval was subject to funding being available.

HRR Committee business had also focused on health and safety and the Employee Opinion Survey. Other items of business had included the introduction of a Modern Apprenticeship Scheme and the Modernisation Project. Discussions with unions and staff associations were ongoing with regard to Public Sector Pay Policy.

12.2.2 GGraham questioned whether there had been an update on the Pathways to Policing Project. NMarchant advised that an update would be brought to the next HRRC in April.

12.3 Finance and Investment (Elaine Wilkinson)

12.3.1 EWilkinson advised that F&I Committee updates had been included within business on the Board Agenda.

12.4 Audit and Risk (David Hume)

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12.4.1 DHume advised that the ITs reports were starting to come forward from the new Internal Audit providers, Scott Moncrieff. DHume also advised that the operation of the Audit & Risk Committee was currently being reviewed using self-assessment as the basis and, at the next meeting, the Committee would be considering actions for improvement.

13. AOB

The Chair referred to his earlier statement that Morag McLaughlin had now stepped down from the SPA Board and would be taking up a new role as a Sheriff in the north of Scotland. The Chair recorded his thanks to Morag for her sterling work and said that her knowledge of the criminal justice system had been invaluable to the Board. Members endorsed the Chair's comments.

14. Date of Next Meeting

The next Board meeting is due to take place on Monday 20 June 2016 at the Stirling Court Hotel, Stirling.

The meeting closed at 15.50.

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