

Minute of Scottish Police Authority Board Meeting

Meeting	Scottish Police Authority Board PUBLIC Meeting 029	Date/Venue	Wednesday 29 th April 2015, Corn Exchange, Edinburgh
Meeting Called By	Vic Emery, Chair	Start Time	12:30
Reference Meeting No	SPABM-300415	End Time	13:40

Members Present		In Attendance	
Name	Title	Name	Title
Vic Emery (The Chair)	Chair, Scottish Police Authority	Chief Constable Sir Stephen House (SSH)	Chief Constable, Police Service of Scotland (Police Scotland)
Graham Houston (GH)	Authority Member	Deputy Chief Constable Neil Richardson (DCCNR)	Deputy Chief Constable (Designate)
Douglas Yates (DY)	Authority Member	John Gillies (JG)	Director of People & Development, Police Scotland
Morag McLaughlin (MM)	Authority Member	Lucy Adamson (LA)	Strategic Communications Advisor, Police Scotland
Iain Whyte (IW)	Authority Member	John Foley (JFoI)	Chief Executive Officer, SPA
Brian Barbour (BB)	Authority Member	Tom Nelson (TN)	Director of Forensic Services (SPA)
Moi Ali (MA)	Authority Member	Gavin Mitchell (GM)	Head of Legal and Compliance (SPA)
David Hume (DH)	Authority Member	Catherine MacIntyre (CM)	Strategic Business Adviser (SPA)
Paul Rooney (PR)	Authority Member	Eleanor Walker (EW)	Head of Business Services (SPA)
Lisa Tennant (LT)	Authority Member	Deborah Christie (DC)	Committee Coordinator (SPA)

AGENDA

PUBLIC SESSION

<p>1. Chair's Opening Remarks</p> <ul style="list-style-type: none"> - Apologies: Jeane Freeman, Ian Ross - Declarations of Interest - Matters Arising - For Noting: Items presented and approved under SPA Standing Orders 2, Section (14): <ul style="list-style-type: none"> (i) 1 Glentanner Crescent, Aberdeen. (ii) 35 Deevale Gardens, Aberdeen. (iii) Baillieston Police Office, 24-28 Main Street, Baillieston. (iv) Inverness Properties for disposal x 3. (v) Laurencekirk Police Office, Aberdeen. (vi) Notice to Quit on Occupier - 27 Viewfield Road, Aberdeen. (vii) Proposal to make permanent the currently temporary 	<p>Vic Emery, Chair</p>
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Assistant Chief Constable(5C).	
2. MINUTES for APPROVAL: 2.1 Minutes of Board Meeting held 24th February 2015 2.2 Minutes of Board Meeting held 31st March 2015	Vic Emery, Chair
3. PUBLIC MINUTES for NOTING: 3.1 Minute of Audit & Risk Committee held 22nd January 2015 3.2 Minute of Audit & Risk Committee held 11th March 2015 3.3 Minute of Finance & Investment Committee held 26th January 2015 3.4 Minute of HR & Remuneration Committee held 16th January 2015 3.5 Minute of HR & Remuneration Committee held 11th March 2015	Vic Emery, Chair
4. Rolling Action Register The Board is asked to Note the updates and status of the Closed Action Log	Vic Emery, Chair
STANDING ITEMS	
5. Chief Constable's Report	Sir Stephen House, Chief Constable
6. Forensics Services Report	Tom Nelson, Director of Forensic Services
7. Human Resource	John Gillies, Director of People & Development, Police Scotland
8. Health, Safety and Wellbeing	John Gillies, Director of People & Development, Police Scotland
9. Finance Nil papers brought forward. As it is progressing to the Financial Year end closedown there will be no standing agenda finance reports for presentation at this Board Meeting. The next Finance Report will be tabled 24 th June 2015.	-
10. Chief Executive's Report	John Foley, Chief Executive, SPA
ANY OTHER BUSINESS	

STANDING ITEMS**ITEM 1. OPENING REMARKS: (Vic Emery)**

The Chair welcomed attendees to the meeting of the Scottish Police Authority.

APOLOGIES

Apologies were received from Board Members Jeane Freeman and Ian Ross.

DECLARATIONS OF INTEREST

There were no declarations of interests.

MATTERS ARISING

Members were invited to advise of any Matters Arising that they wished to raise based on the papers being presented or separate to. There were no matters arising.

ANY OTHER BUSINESS

No items were provided in advance.

The Chair intimated that in the interests of time he would request there was no presentation of papers and instead the assumption had been made that papers had been read in advance and

he would direct each item straight to questions and comments unless there was an exception to the report.

ITEM 2. APPROVAL of MINUTES (Vic Emery)

Reference ITEM NO 2.1 to 2.2 for the papers contained within pack.

Approval was sought for the Minutes of the Board Meetings held 24th February 2015 and 31st March 2015.

LT noted that she tendered apologies for the Board Meeting on March 31st 2015 and this was not reflected in the draft minute. It was agreed that this would be updated. **Action 290415-SPABM-001**

DECISION

Members **APPROVED** the Minute of the Scottish Police Authority Board meetings held 24th February 2015 and 31st March 2015 as correct records subject to the amendment above.

ITEM 3. COMMITTEE MINUTES FOR NOTING

Reference ITEM NO 3.1 to 3.5 for the papers contained within pack.

Members were asked to NOTE the Minutes from various Committees held since the last Board Meeting, items (3.1) to (3.5).

DECISION

Members **NOTED** the Minutes from various Committees held since the last Board Meeting, items (3.1) to (3.5).

ITEM 4. REVIEW of ROLLING ACTION LOG (Vic Emery)

Reference ITEM NO 4 for the Rolling Action Log contained within pack.

Refer to the updated action commentary reflected in the Rolling Action Register.

The Chair informed Members he would assume that Members had read the action log, noted the comments and recommendations for closure and unless by exception, asked if Members were content to agree the updated action log.

DECISION

Members **NOTED** the updates and status of actions as recorded in the Rolling Action Register.

ITEM 5. Chief Constable's Report (Chief Constable Sir Stephen House)

Reference ITEM NO 5 for the papers contained within pack.

The purpose of the report was to provide Members with information on progress and significant events within Police Scotland since the last full SPA Board meeting on Tuesday, 24th February 2015.

The Chair invited CCSSH to raise any matters by exception.

CCSSH informed Members that an incident had taken place on Sunday 26th May 2015 in which an officer was stabbed in the legs whilst attending a call in Hutton Drive, Glasgow. CCSSH advised that the officer had received hospital treatment and he was expected to make a full recovery. CCSSH confirmed an individual had been charged with attempted murder as a result of that attack.

The Chair referred to Members for questions or comments.

MM sought clarity on where the Disclosure Scheme for Domestic Abuse Scotland (DSDAS) fitted into the forward Police Plan and Strategy for both investigating domestic abuse and preventing domestic abuse. MM also asked what success would look like and how it would be measured. CCSSH asked Members to be mindful this was a pilot scheme which would finish at the end of May and would then be subject to evaluation with a report being produced. CCSSH stated this would fit in mainly with the prevention theme. CCSSH explained that the Scheme allowed someone in a relationship or someone observing a relationship (e.g. a relative) to approach Police Scotland and ask if the historical information could be disclosed. CCSSH advised that there were parameters within which the information would be disclosed - for example the information would not be given if the relationship had ended. CCSSH informed Members that the key was being able to provide information to an individual and then allow them to make an informed judgement about their personal circumstances and relationships. MM asked if there was any way that the impacts of the scheme could be measured against how effective it was in terms of reducing that type of crime. CCSSH suggested there may be an opportunity to do this however he believed the numbers involved may not be significant enough to make such a conclusion and even if the Scheme was to be rolled out Nationwide, this may still be the case. CCSSH suggested this Scheme may save lives on a case by case basis as opposed to greatly altering any statistics. CCSSH clarified that if there was the opportunity to save lives or to spare people any distress then that is what Police Scotland should be doing however there needed to be a balance between providing the information and respecting individuals' human rights.

DY commented on the recent successful community engagement exercise in Ayrshire and asked if there was a planned programme of similar events across the country. CCSSH informed Members he would ensure the programme of events would be circulated to them for awareness. **ACTION 290415-SPABM-002**

CCSSH suggested these events were good to allow Members of the Public to see where public money was spent in relation to policing and to experience things they would not normally be party to with various divisions of the force in attendance to showcase their work.

DY also asked the Chief Constable to comment on the Police Scotland Youth Volunteer activities and the growing number of groups planned. CCSSH confirmed there was a programme of planned Community Engagement across the county and since the Ayrshire Event, there had been a similarly well attended event in Dumfries. CCSSH informed Members there were 336 Youth Volunteers across the country who were supported by 96 adult volunteers and this showed a good level of commitment in this regard. CCSSH reported the plan was by the end of 2016 to have at least 1000 Youth Volunteers across the country and he was confident that target would be met. CCSSH reported the intention was to achieve a set percentage of youth volunteers made up of people from backgrounds who may be of a more challenged nature and who were perhaps on the fringes of criminality. CCSSH assured Members this scheme made a real difference and he had witnessed changed behaviours in areas where the scheme existed.

BB wished the injured officer from the Chief Constable's verbal update a speedy recovery and on behalf of Members acknowledged and thanked officers who put themselves at risk every time they go out on duty. CCSSH thanked BB for his comments and advised Members he would write to the office involved in the recent stabbing to pass on Members' best wishes. CCSSH added that another officer in (N) Division suffered a broken wrist recently whilst attending a disturbance and as a result of being involved in a violent altercation, sustained an injury which would mean she would be off work for some time and sadly it was too frequent an occurrence that officers got injured in the line of duty.

DH commended the Chief Constable and Police Scotland on the establishment of the National Child Abuse Investigation Unit and thanked the Chief Constable for identifying neglect as an issue. DH added he hoped this would send a message and bring about changes to the wider public protection arena as something that should be given attention in Scotland.

LT congratulated the Chief Constable on the Ayrshire Community Event which she attended recently and asked for more information on the strategy for the planned use of Social Media and in particular the qualitative measures on how the impact of the increased followers can be monitored. LT asked how the followers were being engaged and retained and further asked how the effectiveness of Social Media would be measured. LT asked if there were any plans to facilitate the reporting of crime via Social Media or to make it a two-way method of communication. CCSSH asked for Lucy Adamson (LA) to join the forum as a subject expert on the issue of Communications. LA confirmed there was a strategy in place in terms of how Police Scotland would deploy Social Media in the future and this was planned to bring together the disperse arrangements from Legacy Forces. LA advised there were over 100 Social Media accounts in operation at present and the intention was to introduce a Social Media monitoring tool which would provide feedback on who the information was reaching. LA also explained that work was underway to assess the levels of engagement and clarified an update on the Communications and Engagement Strategy would be presented to Members at the August Board meeting and it was anticipated this would contain a Social Media update. LA assured Members the introduction of a monitoring tool would provide a greater opportunity to assess the effectiveness of the Social Media activities. LA also informed Members that work was being done to establish what transaction services can be used to make the interactions a 2 way opportunity however clarified Police Scotland did not use Social Media to report crime at present and in fact people were actively encourage to call 101 and 999 to report crimes as opposed to doing so through Social Media. LA advised that there was already a lot of 2 way engagement in place across the Police Scotland Social Media platforms with web-chats, Q&A Sessions and recruitment campaigns all having used Social Media.

PR asked when Members could expect to be presented with a report in relation to The Criminal Justice (Scotland) Bill and if this would be tabled at a Finance & Investment Committee in the first instance. PR noted the remaining parts of the Bill would be implemented on the 1st April 2016 and asked how work was progressing in terms of these remaining parts and when the Members could expect an update. CCSSH asked Members to be mindful of the work that was still not be done in this respect and advised there were significant training demands on officers with the associated costs for this work currently being scoped. CCSSH advised Members there was a training pack being developed to allow officers to be fully aware of the implications of the changes. CCSSH also noted the costs to implementing the changes were expected to be significant and the full extent of the costs associated with some of the recommendations were still being assessed. CCSSH noted some of the costs were thought to be significant and cited the example of the suggestion that all police vehicles to be equipped with audio/visual recording equipment which would be a massive expense for the organisation. CCSSH added this was potentially overcome with body worn cameras as he did not believe it would be the expectation of the recommendation to introduce body worn cameras and have a separate recording system in vehicles, custody and interview rooms. CCSSH suggested the audio visual recording could be integrated in some way however even in this way would remain a massive cost to the public purse and the SPA budget. CCSSH assured Members he was content to bring the details of this work forward to Members of the Finance & Investment Committee in due course. PR requested the Authority be kept fully aware of the planned approach now that a firm timeline was in place. **ACTION 290415-SPABM-002**

No further comments or questions were put forward by the Members.

DECISION

Members **NOTED** the content of the update.

ITEM 6. Forensic Services Board Update (Tom Nelson)

Reference ITEM NO 6 for the papers contained within pack.

This standing item report provided information on progress and significant events within Forensic Services since the last Board meeting on 24th February 2015.

The Chair invited TN to raise any matters by exception.

There were no matters raised by exception.

The Chair referred to Members for questions or comments.

In relation to effective utilisation of Forensic Science, IW asked when Members could expect to see a change in the way that items flowed through the Forensic Services system as a result of the Forensic Gateway being in place. IW asked when Members could expect to see improved processes and how these would be taken forward. TN informed Members there had been a lot of mapping to establish what the end to end process was from the crime right through to the evidence going to court. This work involved breaking down all the different component parts and the touch points within the Forensic Services organisation to better understand the process. TN advised from this work would result a number of learning points which would be fed back into the National Gateway. TN asked Members to note the National Gateway was a work in progress and there was still some way to go before this was fully refined. TN informed Members the core process was being used to look at Lean processes and Lean thinking so it would be the next stage to develop how to make the processes as lean as possible.

Based on the information provided previously IW suggested he would have expected to see some impacts from the introduction of the Gateway at this time and asked what benefits had been seen so far and sought further clarity on when Members would see evidence in the performance statistics. TN confirmed that evidence of Gateway work could be seen in the levels of drug analysis carried out as a result of the speedy and Lean process that had been developed based on discussions from the Gateway findings and a change in the processes resulting in a change in the way the work was carried out. IW asked that other examples be highlighted to Members in future reports to provide Members with an understanding of how partnership working was being developed. TN agreed to include this in future updates.
ACTION 290415-SPABM-003.

IW also requested future reports include to evidence that learning was being taken forward into the Gateway work and the benefits to the Crown/Police Scotland were being evidenced.
ACTION 290415-SPABM-004

MM asked what the longer term strategic vision was for Forensic Services was and what pressures were being placed on Forensic Services moving forward. TN reported there had been an increase in demand and work was being done to assess if the urgent requests coming in were necessary with working being done with partners to improve the end to end processes. TN informed Members the strategic direction would be developed in partnership with the Director of Strategy and Performance at the Forensics Services Partnership Forum to begin to understand what the strategic direction will look like.

JFol supported what TN said in relation to the strategic direction and asked Members to note this work would form a key part of the SPA strategic policing strategy which was well advanced by Tom McMahon and his team. JFol also advised this work would form a key part of the financial strategy which was scheduled to be presented to Members in October 2015. JFol informed Members the work was in hand to harness all of the elements of partnership working however it was too early to share with Members however when available it would be reported to Members.

DH asked if views were being collected from stakeholders and partners about how the Gateway should develop and asked if there was a sense this feedback was being fed into the way in which it was planned to take the Gateway forward. TN clarified the Gateway was a joint Gateway and not a Forensic Services Gateway to this end, regular meetings took place with all the stakeholders and partner organisations to discuss how the value of the Gateway could be maximised.

DY asked if TN was content with the current situation and Forensic Service's capacity to cope with their current workload. TN advised Members the statistics showed the volume was being coped with however confirmed there were pressures with overtime being necessary to satisfy the demand. TN clarified the additional major cases that needed to be worked on and meant that existing cases needed to be left to focus on the urgent case work. TN advised Members one area of planned focus was the provision of reports in a timely manner. This would be

focused upon when the leaner processes were established. CCSSH informed Members he had been approached by a number of senior detectives to commend the recent efforts put into a number of high profile cases by TN's team. TN thanked the Chief Constable for his words and assured him he would pass this feedback back to his team.

No further comments or questions were put forward by the Members.

DECISION

Members **NOTED** the content of the report.

ITEM 7. Police Scotland – Human Resources (John Gillies)

Reference ITEM NO 7 for the papers contained within pack.

This paper was tabled for review and comment as a Standing Item and provided a report in relation to People & Development. The paper reported on information up to 28th February 2015.

The Chair invited JG to raise any matters by exception.

There were no matters raised by exception.

The Chair referred to Members for questions or comments.

DH noted there were new members of the team working on issues of wellbeing and commented he looked forward to seeing the output generated by this in May 2015.

In relation to the Employee Opinion Survey, DH asked about benchmarking of the survey results and sought clarity on why this would not be available until after 2 years' time. JG clarified this was not the case and the external benchmarking would be provided soon after this survey was completed. JG clarified the 2 years benchmarking would be internal and any future survey would be benchmarked against the 2015 survey and this was anticipated to be repeated in 2 years' time.

MA asked JG to comment on the National Police Promotion Process (NPPP) and specifically the progression of female officers throughout the ranks. JG advised Members this was an area that had been focussed upon over the past 12 months with a lot of internal communications however the numbers of female officers progressing throughout the ranks was not demonstrating the progress he would like to see nor the Chief Constable would like to see. JG did comment on the progress made at senior level with the recent appointment of 2 female Assistant Chief Constables. JG commented there was an indication that some officers were reluctant in small parts to put themselves forward for promotion based on their personal constraints in relation to mobility. JG assured members that work was ongoing to reassure officers that when promotions are awarded, the vast majority get a posting that was in line with their own wishes. MA asked if there were any targets in place for when a better balance would be seen. JG advised Members the first meeting of the Equality & Diversity Sub Group met recently and one of the first aims of this group was to look at the Mainstreaming Report and establish the goals to which the group will aspire and a specific target would be set.

BB commented he was delighted to see the plans for the launch of the Employee Opinion Survey (EOS) and asked for some further information on what would happen to the information when it was collected and what information had been passed to officers and staff about the next steps. JG clarified the focus had previously been on pulling together the elements of the EOS and it would now turn to establishing what the next steps were. JG informed Members the intention was for the SPA/Police Scotland to work with Axiom to put together an implementation plan to take the results forward. JG advised his thinking was to run local workshops with officers and staff in attendance and provided with the opportunity to discuss the results and how they impact on them. BB asked what the timeline was for this post survey work. JG advised the results were expected to be available in June and the workshops would be planned for the end of Summer/Autumn 2015.

LT sought clarity on how many places were available for the Diploma in Police Service Leadership and Management. JG clarified there were c. 450-500 places available. LT asked what the decision making process was for selection of candidate for this Diploma and sought clarity on what would be done in the future to reduce the number of unsuccessful applications to reduce the burden on the selection panels. JG reported the process was underpinned by the same elements that underpin the current promotions process as there was an attempt to link all the internal processes to align with the same competence set. JG confirmed work was to be done to review unsuccessful applicants to allow unsuccessful candidates to be helped with future applications should they wish to re-apply.

LT asked about the spike in reported grievances in Staff of Specialist Functions and asked if there was a known explanation for this spike. JG advised the gathering of data in relation to grievances at this time involved an element of manual intervention as the data was gathered on spreadsheets and not in SCoPE. JG advised the Specialist Function incorporated a lot of the corporate functions and the high level assessment in this regard was the grievances were as a result of organisational change and whilst on occasion even if policies were being followed, an individual may choose to realise a grievance in relation to their dissatisfaction with an organisational change outcome. LT sought clarity if the level of grievances in this area was expected to reduce over a period of time. JG advised he hoped this would reduce over a period of time and each grievance was being looked at individually.

Reference page 10 of the report, regarding staff absence, 3C & Wellbeing Clinics. Members requested a further update is provided on the transition of the Glenrothes workloads and staff to Bilson Glen and advise whether there have been any people or performance impact.

ACTION 290415-SPABM-005

DY asked for an update on how the transition to a new provider of Occupational Health services and the Employee Assistance Programme had gone and were any issues raised. JG agreed an update would be reported to the HR & Remuneration Committee and would then be factored into a future update to the Board.

IW asked what percentage of recruits were external applicants and requested evidence be provided on this for future reports. JG advised work was being done to assess this and clarified it would be presented to Members at the HR & Remuneration Committee in May.

No further comments or questions were put forward by the Members.

DECISION

Members **NOTED** the content of the update.

ITEM 8. Police Scotland – Health & Safety Report (John Gillies)

Reference ITEM NO 8 for the papers contained within pack.

The purpose of the paper was to provide Members with an update in relation to Health and Safety performance within Police Scotland/SPA.

The Chair invited JG to raise any matters by exception.

There were no matters raised by exception.

The Chair referred to Members for questions or comments.

MA asked if benchmarking of Near Misses could be considered against the Scottish Ambulance Service statistics as she believed they had a long history of collecting this data. JG confirmed he would look into this. **ACTION 290415-SPABM-006**

No further comments or questions were put forward by the Members.

DECISION

Members **NOTED** the content of the update.

ITEM 9. Finance

No papers were tabled at this meeting as it is progressing to the Financial Year End closedown. The next Finance Report will be tabled 24th June 2015.

ITEM 10. Chief Executive's Report

Reference ITEM NO 10 for the papers contained within pack.

The purpose of the report was to provide Members with information on progress against agreed commitments and plans.

The Chair invited JFol to raise any matters by exception.

There were no matters raised by exception.

The Chair referred to Members for questions or comments.

DH asked if there could be a mechanism for the work of the Reform Collaboration Group's work to be shared with Members as he believed this would be helpful to have sight of what is discussed. JFol clarified it was the intention to bring an update to a future Members Meeting to ensure all Members were aware of the work and fully informed of progress made. **ACTION 290415-SPABM-007**

DH commented there was no formal reference in the report to the development of a coherent SPA scrutiny programme in the Business Plan and asked if this could be included. JFol advised there was work underway to review the necessity of a specific scrutiny programme as this was part of the agreed continuous improvement plan and it was his intention to present this to Members at the next Members Meeting.

BB sought clarity if all the Custody Centres had been visited. JFol clarified the continuous nature of the Independent Custody Visiting Scheme would mean each centre would be visited at least once a year and this was currently being adhered to.

LT asked if a summary of the research activity that had been done in partnership with SIPR could be shared with Members to allow them to incorporate this work and findings into their future strategic thinking. JFol agreed this would be done. **ACTION 290415-SPABM-007**

No further comments or questions were put forward by the Members.

DECISION

Members **NOTED** the update.

No further business was brought forward to the meeting.

The Chair gave thanks for the input received and concluded the meeting at 13:40

End.

APPROVED