

Meeting	SPA Board Meeting
Date and Time	24 June 2015, 11.30 – 14.30
Location	Tollcross International Swimming Centre, Glasgow
Title of Paper	Chief Executive's Report
Item Number	12
Presented By	John Foley
For Approval / Information	Information
Appendix Attached:	Yes

PURPOSE

The purpose of this report is to provide members of the Scottish Police Authority (SPA) with information on progress against agreed commitments and plans.

1. BUSINESS PLAN STATUS REPORT

The SPA Business Plan was reviewed by the Senior Management Group during April and May. A status report is attached at Appendix A and all deliverables are currently on schedule.

2. STRATEGIC ENGAGEMENT AND GOVERNANCE

2.1 ICT Governance and Assurance Forum

The last meeting took place on 5 May and an update provided to Finance and Investment Committee on 26 May. The Forum considered performance reports on delivery of Police Scotland's i6 and C3 projects, and a proposal for an Image Management System for SPA Forensic Services. A summary of the business progressed at the meeting has been circulated to Members.

2.2 Forensic Services Strategic Partnership Forum

The most recent meeting of the Partnership Forum took place on 28 May at the Scottish Crime Campus. Discussions focused on the Forensic Services National Gateway, continuous performance improvement and monitoring of key deliverables across the partnership. A summary report of the key areas of business will be made to the Audit & Risk Committee on 30 June and circulated to all Members thereafter.

2.3 Reform Collaboration Group

2.3.1 The SPA and SFRS Chairs met on 4 June for their quarterly meeting on collaboration (apologies were received from the Chair and CEO of the Scottish Ambulance Service). This meeting was preceded and supported by the ongoing work of the Reform Collaboration Group (RCG) which the SPA CEO Chairs. The Chairs' meeting discussed and agreed a vision, working principles and high level priorities for the first Scottish collaboration strategy which is currently under development and due for publication later this year.

2.3.2 The Scottish Futures Trust were also represented at the meeting and a commitment was given to further work together and with partners to explore both local and national collaboration opportunities to deliver increased public value, service improvements and financial savings. The RCG will meet again on 29 June to oversee the continuing development of the collaboration strategy and work programme. The RCG recognises that collaboration is not restricted to emergency services and will be

considering other collaboration initiatives moving forward. The group has commissioned a piece of academic research to identify what best practice should look like in this regard.

2.4 SPA Continuous Improvement

Delivery of actions within the plan is 94% complete or on target, with only 6% still to achieve target status which we are confident will be delivered. A progress report will be presented to the Audit & Risk Committee on 30 June.

2.5 New Legislation

2.5.2 SPA members discussed with Police Scotland (on 11 June 2015) their duty under the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism (s.26). This duty comes into effect on 1 July 2015. The Authority shall provide appropriate governance and seek assurances on the activities carried out by Police Scotland in furtherance of its duty at meetings of the Authority's Board.

2.5.3 SPA members were briefed on their obligations under the Children and Young People (Scotland) Act 2014. The Act aims to strengthen the rights of children and young people in Scotland by encouraging public bodies to think about these rights and how they relate to their work. It has also created new systems to support children and young people and to help identify any problems at an early stage, rather than waiting until a child or young person reaches crisis point.

2.5.4 The SPA and Police Scotland have various expectations placed on them under the Act. Although elements of the Act have yet to be commenced, SPA Strategy and Performance functions in liaison with Governance and Assurance, are already building the Authority's future legislative obligations into the Authority's Strategic Planning and Performance Framework and Information Management processes in readiness for statutory commencement.

3 BUSINESS ACTIVITIES

3.3 Strategy & Performance

3.3.2 Strategy

SPA officers are now working to design and develop the next Strategic Police Plan, consisting at this stage of scoping work around the processes, products and delivery timetable. This scoping work is being undertaken collaboratively between SPA and its key stakeholders to ensure that the process aligns with inter-related strategic planning processes.

A workshop on future challenges and opportunities for Forensics was held on 15th June 2015, and was led by the Director of Forensics Services and the Director for Strategy and Performance. The workshop included participation of lead officers from both SPA and SPA Forensics and generated a number of considerations that will be explored in further detail. Future engagement arrangements are now being drawn up by SPA officers for similar workshop sessions and meetings with appropriate representatives from Police Scotland, Scottish Government and HMICS over the summer period.

3.3.3 Performance

Work is ongoing to further develop the SPA Performance Framework for the current year to provide analysis of SPA corporate performance (including forensics) and progress against the Strategic Police priorities and objectives, based on analysis of evidence from across Scottish policing and beyond. Police Scotland will report on performance against Annual Police Plan priorities. SPA members will scrutinise performance across all of these areas and the first performance discussion based on these reports will cover Q1

2015-16 and will take place at the August meeting of the Authority.

3.4 Communications and Relationships

3.4.2 Community Accountability

Our planned programme of SPA engagement with local scrutiny conveners, elected members and MSPs has included engagement with representatives of 19 local authority areas across Scotland since the last report. This has included presentations on the work of the SPA to scrutiny committees, member contributions to local scrutiny meetings and Q&A sessions, local meetings and one to ones with conveners and key representatives, which together contribute to both building relationships and ensure key service issues and developments are discussed between national and local scrutiny partners.

The SPA is continuing to strengthen its community accountability focus on policing's contribution to community planning and single outcomes. Direct SPA engagement with Community Planning Partners has taken place in Elean Siar, Orkney, and in East Ayrshire (where first meeting of reconstituted East Ayrshire CPP board took place, with SPA liaison as board member). This will be a key plank of the community accountability workstream in 2015-16.

3.4.3 Communications and Engagements

Review of the SPA website is ongoing and a survey was launched at beginning of June to capture views of visitors to the website.

The team also undertook work to promote SPA participation in the staff survey, provided support to the Complaints team to produce leaflet summarising the SPA's complaints process, and support ICV on creation of training DVD. SPA contributed to the public announcement of three new SPA Members.

Since the last Board meeting the following engagements took place:

- SPA Chair gave a speech and took part in joint Q and A with Chief Constable at Police Scotland's annual police plan launch event at Tulliallan on 30 April.
- SPA Chair and DCC Livingston held a joint media event on 5 May in Falkirk to highlight strategic investment in cybercrime.
- Regular planned engagement meets took place with staff associations and unions, and with HMICS.

3.5 Financial Accountability

3.5.2 Preparation of Annual Report & Accounts 2014/15

Following the SPA year end on the 31 March 2015, work has commenced on the year end procedures necessary to complete the 2014/15 SPA Annual Report and Accounts. As was the case last year, the draft Annual Report and Accounts will be presented to Audit Scotland for external review during July 2015 in advance of the year end audit which will commence in August 2015.

Audit Scotland has completed the interim audit work and will report this to the June Audit & Risk Committee. All current Audit Scotland reported actions are being tracked by SPA and we are working with Audit Scotland on these matters.

3.5.3 Budget 2015/16

The SPA has developed a Budget Action Plan which will assist in the monitoring and assurance of the budget progress and budget actions tracking during the course of the financial year. This will supplement the overall budget reporting provided to the SPA by Police Scotland on a monthly basis. An update on the SPA Budget Action Plan was

provided to the Finance & Investment Committee on 29 May 2015. It has been agreed with Members that the next formal update in relation to the BAP will take place at the August Finance & Investment Committee.

3.1.3 An update on the progress of Financial Strategy was presented by the Director of Financial Accountability at the Members meeting on 3 June. It was reported that we are on course for a September delivery and that the support of Police Scotland finance will be vital in achieving successful completion.

4 STATUTORY SERVICE PROVISION

4.3 Governance & Assurance

4.3.2 HR Governance

Since the date of the last Board meeting, the Ill Health Retiral scrutiny work has commenced. Significant stakeholder engagement has taken place, not least with Police Scotland, who are responsible for processing the applications. In addition there has been engagement with the Scottish Police Federation, and we are using a number of the complaint cases received to inform the scrutiny work.

In relation to modernisation of police staff terms and conditions, there has now been widespread communication to all members of the workforce in relation to projected timescales of the project and indications given as to a common pay date and move to a common leave year to reflect the financial year April to March. SPA has increased its engagement via Members to facilitate progress of the project in order to meet the stated timescales. One of the key decisions taken by the recent HRRC held in May was that the proposed job family and evaluation process was agreed.

The Opinion Survey has now closed with online response rate of 50.4% with remaining paper submissions due by 22 June 2015. As a comparison, the Metropolitan Police Survey had a 28% response rate for the most recent survey, which was an increase from previous response rate of 22%. The next stage is for SPA / Police Scotland to undertake employee engagement to develop action plans to address the findings in the survey. It is expected that the workforce will be notified of the findings by the end of July.

4.3.3 Health, Safety & Resilience

In relation to Health & Safety, there is a programme of new inspections underway, and follow-up visits to Police Offices inspected last year. Reports on both sets of inspections will come to the HRRC in August.

A new contract has been put in place by Police Scotland to provide out-of-hours Health & Safety cover for Forensics Services, and there have been discussions with the Chief Constable to assure the Authority that he is content with the overall H&S arrangements in place for Police Scotland.

Work is also underway to finalise the Officer Assault paper, with a new format asking Police Scotland to Agree / Partially Agree / Disagree with each finding. This is a new approach being adopted by the HR Governance Team to ensure consistency of application across all scrutiny reports.

4.4 Complaints Handling

4.4.1 Complaints Handling Team Update

Since the last report, the Complaints Handling Team has been taking forward a number of important activities:

- i) Draft guidance prepared on Senior Officer Conduct Regulations – consultation

taking place with PSOS and SCPOSA, and will be presented to the Complaints and Conduct Committee when in final draft – anticipated for August 2015 depending on consultation.

ii) Draft guidance prepared on Senior Officer Performance (draft) Regulations – further consultation taking place with PSOS, SCPOSA and HMICS, although feedback from SG has now indicated that the format should be changed to reflect the guidance issued for all other ranks below Senior Officer Level for transparency and consistency.

iii) Draft guidance prepared on the dip-sampling of PSOS closed complaints. An initial dip-sampling exercise has been completed and the results will inform the final draft which will be presented to the Complaints and Conduct Committee- anticipated for August 2015.

4.4.2 Contacts, Complaints and Enquiries- Statistical Update

i) 14 open complaints (consisting of 152 allegations) were brought forward from the year ending 31/03/2015.

ii) In the current Year to Date (01/04/2015 to 31/05/2016), the SPA has received 32 new contacts (consisting of 60 allegations). Of these 32 new contacts, 27 were deemed to be outwith the remit of the SPA and 5 are currently live complaints.

iii) In total, therefore, at 31/05/2015 the SPA were dealing with 19 complaints (consisting of 174 allegations).

4.5 Independent Custody Visiting

4.5.1 ICV Team Update

The recruitment of new visitors continues and a national training day has been arranged with Police Scotland on 28 June.

Other activities to note include:

- The National Conference was held in Tulliallan Castle for current volunteers on 9 May 2015. It was well attended and feedback was positive on the day.
- The Regional Coordinators attended 7 Cluster liaison meetings in April/May and input was provided to 4 Police Scotland’s Custody Officer Courses.
- Further work was carried out on the new training DVD with delivery expected mid-June.
- The National Manager attended 2 liaison meetings with Police Scotland in respect of Detainee rousing and Vetting.

4.5.2 ICV Statistical Update

During April/May 2015, volunteer visitors carried out the following:

Region	Number Of Visits	Number Of Detainees	Detainee's Offered	Detainee's Observed	Detainee's Seen	Detainee's Not Available	Detainee's Refused Access	Visits Refused	Detainee's Not Offered
EAST	70	456	274	4	179	46	12	95	120
NORTH	44	162	96	3	61	22	0	35	41
WEST	117	663	343	3	201	36	23	142	258
Total	231	1,281	713	10	441	104	35	272	419

4.6. Forensic Services

An update report on delivery of Forensic Services is presented at Agenda Item 8.

		2015/16						
Q4		Q1		Q2		Q3		Q4
Continuous Improvement action plans in place		SPA Performance Framework review complete		Fingerprints national accreditation completed		Business Plan deliverables reviewed		Strategic Police Plan Review published
Full implementation of Complaints Handling Guidance		Perception Survey benchmark completed		Complete DNA24 rollout		Assessment of Equality Outcomes published		Strategic Risk Register developed
SPA & Policing budgets delivered		Resource Management Plan in place				Perception Survey progress update completed		Publish assessment of performance for ICV visits
Delivery of agreed HR Scrutiny and Performance reports		Annual Policing Review delivered				Annual Accounts approved and provided to Scottish Government		Assessment of Governance Arrangements complete
Delivery of agreed HSR Scrutiny and Performance reports		Draft Annual Accounts prepared				Reform Collaboration Group Strategy published		SPA & Policing budgets approved and published
Forensic Service Partnership delivery against agreed KPIs*		Completed recruitment to fill permanent posts in SPA structure						Delivery of agreed HR Scrutiny and Performance reports
		Publish assessment of performance for ICV visits						Delivery of agreed HSR Scrutiny and Performance reports
		Implement Performance Development Reviews for all SPA Staff						Forensic Service Partnership delivery against agreed KPIs
								SPA Business Plan published

*now monitored through the FSPF

RAG Status

	Delayed – Slippage anticipated and likely to be > 4 weeks or a critical milestone which has no slippage permitted.		At risk of delay – Some slippage anticipated < 4 weeks. Potential to recover some time.		On target – no slippage anticipated. No resource consequences.		Deliverable complete. No residual consequences.
RED		AMBER		GREEN		BLUE	