

**Finance and Investment Committee
16 March 2015
Minute of Public Meeting**

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| Meeting | Scottish Police Authority Finance and Investment Committee Public Session | Date/Venue | 16 th March 2015, Pacific Quay, Glasgow |
| Meeting Called By | Paul Rooney, Chair | Start Time | 10:00 |
| Reference Meeting No | FI-017 | End Time | 11:10 |

| Members Present | | In Attendance | |
|------------------------|---|--|--|
| Name | Title | Name | Title |
| Paul Rooney (PR) | Chair, SPA Finance and Investment Committee | Janet Murray (JM) | Director of Finance and Resources, Police Service of Scotland |
| Graham Houston (GH) | Authority Member | Deputy Chief Constable Neil Richardson (DCCNR) | Deputy Chief Constable Designate, Police Service of Scotland |
| David Hume (DH) | Authority Member | Gordon Downie (GD) | Head of ICT Commercial Strategy & Procurement Police Service of Scotland |
| Iain Whyte (IW) | Authority Member | Martin Leven (ML) | Director of ICT, Police Service of Scotland |
| Jeane Freeman (JF) | Authority Member | Alan Cormack (AC) | Head of Logistics, Police Service of Scotland |
| Lisa Tennant (LT) | Authority Member | CS Billy Gordon (BG) | Chief Superintendent, Police Service of Scotland |
| | | Susan Mitchell (SM) | Director of Corporate Services, Police Service of Scotland |
| | | John Foley (JFol) | CEO, Scottish Police Authority |
| | | Amy MacDonald (AM) | Director of Financial Accountability, Scottish Police Authority |
| | | Deborah Christie (DC) | Committee Co-ordinator, Scottish Police Authority |

Agenda

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| PUBLIC SESSION | Lead |
| ITEMS OF BUSINESS | |
| 1. Welcome and Introduction 1.1 Apologies | Paul Rooney |

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| <p>1.2 Declarations of Interest 1.3 Any Other Competent Business</p> | <p align="center">Chair</p> |
| <p>2. Minute of Meeting held 26th January 2015 (submitted for approval as a correct record)</p> | <p align="center">Paul Rooney Chair</p> |
| <p>3. Review of Rolling Public Session Action Register</p> | <p align="center">Paul Rooney Chair</p> |
| <p>4. Monthly Management Accounts 2014/15 (to February 2014) – FOR NOTING (submitted as a Standing Agenda Item)</p> | <p align="center">Janet Murray, Director of Financial Services, PSoS</p> |
| <p>5. Capital Report 2014/15 - FOR NOTING (submitted as a Standing Agenda Item) 5.1 Summary Report (month 11) 5.2 Building Works Legacy Projects (month 11)</p> | <p align="center">Janet Murray, Director of Financial Services, PSoS Susan Mitchell, Director of Corporate Services, PSoS</p> |
| <p>6. Financial Policies and Protocols</p> <p><u>New</u> Nil – nothing brought forward</p> <p><u>Compliance</u> Nil – nothing brought forward</p> <p><u>Review</u> Nil – nothing brought forward</p> | |
| <p>7. Budget – nil no items brought forward</p> | |
| <p>8. VR/VER NVRP Report - FOR NOTING (submitted as a Standing Agenda Item)</p> | <p align="center">Janet Murray, Director of Financial Services, PSoS</p> |
| <p>9. Risk</p> <p>9.1 PSoS Risk - FOR NOTING (submitted as a Standing Agenda Item and reported on a quarterly basis)</p> <p>9.2 SPA Risk - FOR NOTING (submitted as a Standing Agenda Item and reported on a quarterly basis)</p> | <p align="center">Janet Murray, Director of Financial Services, PSoS</p> <p align="center">Amy McDonald, Director of Financial Accountabilities SPA</p> |
| <p>10. ICT</p> <p>10.1 ICT Update – Capital Spend (submitted as a Standing Agenda Item)</p> | <p align="center">Martin Leven/Gordon Downie, PSoS</p> |
| <p>11. Estates, Property and Fleet</p> <p><u>New Property & Operating Leases, etc.</u></p> <p><u>Leases</u></p> <p>11.1 Future of Police Scotland Radio Site Portfolio – FOR APPROVAL</p> <p>11.2 Radio Mast Licence at Randolphfield – FOR APPROVAL</p> <p><u>Disposals</u></p> <p>11.3 Termination of Lease-200 Ashgrove Road, Aberdeen – FOR APPROVAL</p> <p>11.4 Termination of Lease 254/256 Causewayside, Edinburgh – FOR APPROVAL</p> <p>11.5 Disposal of Police Houses at Kames and Inverary – FOR APPROVAL</p> <p>11.6 Lease of Land at Kittybrewster Police Office – FOR APPROVAL</p> | <p align="center">Susan Mitchell, Director of Corporate Services, PSoS</p> |
| <p>12. Business Cases</p> <p>Nil – nothing brought forward</p> | |

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| <p>13. Contracts and Procurement</p> <p><u>New and above £500k if in budget</u></p> <p><u>Exceeding £1 million if in budget</u> – nil no items brought forward</p> <p><u>Other</u> - Nil – nothing brought forward</p> | |
| <p>14. Non-Competitive Action - Nil – nothing brought forward</p> | |
| <p>15. Any Other Competent Business</p> | <p align="center">Paul Rooney Chair</p> |
| <p>CLOSED SESSION</p> | <p align="center">LEAD</p> |
| <p>16. Minute of Closed Meeting held 26th January 2015 (submitted for approval as a correct record)</p> | <p align="center">Paul Rooney Chair</p> |
| <p>17. Review of Rolling Closed Meeting Action Register</p> | <p align="center">Paul Rooney Chair</p> |
| <p>18. Non-Competitive Actions</p> <p>18.1 Scottish Intelligence Database (SID) Support and Maintenance Extension – FOR APPROVAL</p> <p>18.2 LANDesk National Service Desk Support and Maintenance Extension – FOR APPROVAL</p> <p>18.3 Virgin Point to Point Network Link Rental/Support Extension – FOR APPROVAL</p> <p>18.4 Capita Point to Point Network Link Rental/Support Extension – FOR APPROVAL</p> <p>18.5 ABM for Zedasuite (Impact System) Contract Extension – FOR APPROVAL</p> <p>18.6 Progress Software Support and Maintenance Extension – FOR APPROVAL</p> <p>18.7 Pronto Mobile Data Software Support and Maintenance Extension (Legacy L&B) – FOR APPROVAL</p> <p>18.8 BT Redcare Extension – FOR APPROVAL</p> <p>18.9 Capita ICCS Support and Maintenance – FOR APPROVAL</p> <p>18.10 Frequentis ICCS Upgrade – FOR APPROVAL</p> <p>18.11 IBM i2 Contract Extension (Home Office / IBM i2 Access for All agreement) – FOR APPROVAL</p> | <p align="center">Gordon Downie, Head of IT Commercial Strategy and Procurement PSOS</p> |
| <p>19. Disposals</p> <p>19.1 Offers received for five surplus properties in Glasgow – FOR APPROVAL</p> <p>19.2 Offer received for surplus property at Lauder Road, Earlston – FOR APPROVAL</p> | <p align="center">Alan Cormack, Head of Logistics, PSOS</p> |
| <p>20. Cybercrime – FOR APPROVAL</p> | <p align="center">Chief Superintendent Steven Wilson</p> |
| <p>21. Finance</p> <p>21.1 Budget Assurance Paper – FOR NOTING</p> <p>21.2 Forensic Services Budget – FOR NOTING (submitted in response to Action FIC-CS-20150116-002)</p> <p>21.3 SPA Financial Strategy – FOR NOTING</p> | <p align="center">Amy McDonald, Director of Financial Accountabilities SPA</p> |
| <p>22. 2015/16 Budget – FOR RECOMMENDATION TO SPA BOARD FOR APPROVAL</p> | <p align="center">Janet Murray, Director of Financial Services, PSoS</p> |
| <p>23. Any Other Competent Business</p> | <p align="center">Paul Rooney Chair</p> |

STANDING ITEMS

OPENING REMARKS

Item 1 - Chair's Opening Remarks (Paul Rooney)

The Chair welcomed attendees and observers to the Finance & Investment Committee.

Item 1.1 - APOLOGIES

No apologies were received.

Item 1.2 - 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 2 - APPROVAL of MINUTES (Paul Rooney)

Reference ITEM NO 2 for the papers contained within pack.

Approval was sought for the Minutes of the Finance and Investment Committee Meeting held 26th January 2015.

DECISION

Members **APPROVED** the Minute of the Finance and Investment Public Meeting held 26th January 2015 as a correct record.

Item 3 - REVIEW of ROLLING ACTION LOG (Paul Rooney)

Reference ITEM NO 3 for the Rolling Action Log contained within pack.

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

DECISION

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

ITEM NO 4. Monthly Management Accounts 2014/15 (to December 2014) (Janet Murray)

Reference ITEM NO 4 for the papers contained within pack.

The paper presented a summary of the seven month period to 31 December 2014.

JM provided a brief summary of the paper.

PR referred to Members for questions or comments.

PR asked JM to inform Members how the unidentified cost reduction of £2.221m would be achieved. JM advised the overall budget would be able to be balanced due to various areas of underspend that have started to show. JM advised Members there were savings that had been identified in terms of the rental allowance.

PR stated he would have expected further detail of underspends to be provided in this report so as to give Members a clear understanding of what was being done and requested this information be included in future monitoring reports. JM agreed the details of any future underspends would be reported in the Management Accounts. **ACTION FIC-CS-20150316-001**

IW noted the reported figures had changed since the last update to Members however there were no details on how the movement had been achieved. IW suggested the presentation was therefore lacking as Members were keen to know what actions had been taken. IW asked what had been learned within the Police Scotland Executive in respect of allocations and how would any learning be applied in future years. JM clarified the movement had resulted from turnover in Police Salaries which had been calculated on various averages. JM informed Members it was her intention, for future years, to discuss the allocations with the Chief Constable and the Deputy Chief Constables and to take a view on the cost reduction allocations for future years and then include this in the reports to give Members sight of what had been done. IW noted no reductions were identified until quarters 3 and 4 and asked if there were any plans to review how the reductions flowed to perhaps allow the savings to be made earlier in the year in the future. JM assured Members the flow of the reductions identified had been exactly as she had anticipated them to be. JM advised Members the desire would be for the savings to flow into the budget as soon as was possible but clarified that action had been taken before earlier in the year before quarters 3 and 4.

DH requested that where any mitigating actions are referred to in the report, the paper showed details of what mitigating actions had been taken. JM agreed this could be done. **Action FIC-20150316-002**

DH also asked for information to be provided to Members in relation to actions taken to mitigate the effects of the shortfall from non-receipt of POCA money. JM agreed this would be provided. **Action FIC-20150316-003**

PR commented the Virement information was still not presented in the format he would like to see it and suggested further discussion was need and requested further discussion to ensure future reporting satisfied Members information requirements. **Reflected in Action FIC-20150316-002**

JF asked if information could be provided on the full year Staff Cost savings and asked what 2014/15 savings were to be taken account of in the 2015/16 budget. JM did not have the requested information but assured Members she would provide details. **Action FIC-20150316-004**

PR summarised the paper should be updated to be presented to Members at the Full Authority Board Meeting on the 31st March to include a clear breakdown of how the £2.221m savings are to be achieved. Members also requested the paper be updated to included details of the mitigating actions that have been and are to be taken to cover the reduction in expected income from POCA receipts. (Reflected in **Action FIC-20150316-002** and **Action FIC-20150316-001**)

DECISION

Members **NOTED** the updated position.

ITEM NO 5.1 Capital Summary Report 2014/15 (month 11) (Janet Murray)

Reference ITEM NO 5.1 for the papers contained within pack.

The purpose of the paper was to advise Members of the financial position on the 2014/15 Capital Plan as at Month 11, 28 February 2015.

JM provided a brief summary of the paper and assured Members the quarter 4 spend would take place in the permitted timeframes.

PR referred to Members for questions or comments.

PR sought clarity if the Capital receipts in terms of Property had been amended throughout the year. JM confirmed there had been a slight amendment and she was still working on a plan based on estimations of disposals which left the situation there may be the possibility that anticipated receipts may not be fully received. PR stated that he was pleased there was a balanced plan for this financial year however he had concerns over basing future calculations on estimations that may not be able to be realised. PR suggested a contingency may be required for future years in case receipts were

not realised as projected. JM assured Members that learning had been taken from this year and there was a future thinking that some projects may be delayed until the Capital Receipt has been received.

DH sought clarity on the projected Capital Receipts with para 2.20 stating £2.85m was projected to arise from the sale of surplus properties and in Appendix A it is shown as £3.091m. JM clarified the correct figure was £2.85m and the table would be corrected.

DH asked what '*where possible*' meant in reference to the Fleet Investment Programme when, in para 2.10 it states replacement vehicles would be done '**where possible** using the national framework'. SM clarified this was bad wording as no vehicles were purchased off the framework and this would be updated to be clear in that regard. **Action FIC-20150316-005**

GH requested the detail for the expenditure of the fleet investment to provide Members with clarity on the types of fleet being purchased and how the timing of the total investment programme was being progressed and broken down. SM agreed this would be provided. **Action FIC-20150316-006**

DECISION

Members **NOTED** the funds available for capital projects in 2014/15 and Members **NOTED** the revised allocation of these funds for capital schemes. Members also **NOTED** expenditure against the revised capital plan to Month 11 (28 February 2015) and **NOTED** receipts from the sale of property and motor vehicles to Month 11 (28 February 2015).

ITEM NO 5.2 Capital Plan 2014/15 - Building Works Month 11 (Alan Cormack)

Reference ITEM NO 5.2 for the papers contained within pack.

To advise members of the Police Authority of the financial position on the Estates Building Works element of the 2014/15 Capital Plan as at Month 11, 28 February 2015.

PR referred to Members for questions or comments.

There were no comments or questions brought forward.

DECISION

Members **NOTED** the position in relation to the Building Works element of the 2014/15 Capital Plan.

ITEM NO 6 – Nil no items of business brought forward

ITEM NO 7 – Nil no items of business brought forward

ITEM NO 8. VR/VER NVRP Report (Janet Murray)

Reference ITEM NO 8 for the papers contained within pack.

The paper was presented to provide Members with an overview of the current VRVER releases.

JM provided a brief summary of the paper updating Members the report had been slightly updated and would be discussed further at the meeting to be arranged between the Chair of The F&I Committee, the Chair of the HRRC and Police Scotland Colleagues as reflected in **Action FIC-CS-20150116-007**.

PR referred to Members for questions or comments.

JF asked Members to note the HRRC had requested that future reports include updates on all of the protected categories and not just the statistics based on gender.

DECISION

Members **NOTED** the progress made in relation to VRVER releases to date and associated savings.

ITEM NO 9.1 Police Scotland Corporate Risk – Public (Janet Murray)

Reference ITEM NO 9.1 for the papers contained within pack.

The paper invited Members to note the Police Scotland risks relevant to the Finance Committee, as detailed at Appendix A, and to highlight any changes to the risks, which are detailed within the report.

JM provided a brief summary of the paper confirming to Members all of the risks with a score greater than 15 had been presented.

PR referred to Members for questions or comments.

PR commented that Risk SRR-039 carried a probability rating of 2 and suggested this seemed to be high given all of the mitigating actions that had been taken. PR also suggested that the treated score for SRR-049 seemed to be high and perhaps did not reflect the significant work that had been done in this regard. JM agreed these were fair comments and agreed the risk register did not fairly reflect the work that had commenced. JFol agreed this was a fair comment given the work done and agreed the Risk Register did not reflect the work that had been done.

DH noted the Monitoring Report was showing a budget gap of £2.221m at the 28th February and then this Risk Register shows the gap as being less than £2m as at 5th March and was please this was moving in the right direction.

DECISION

Members **NOTED** the Risk Register and table.

ITEM NO 9.2 SPA Risk (Amy McDonald)

Reference ITEM NO 9.2 for the papers contained within pack.

The paper was presented to invite Members to note the SPA Risks relevant to the Finance & Investment Committee, as detailed at Appendix A and to highlight and changes to the Risks which were detailed at Appendix B.

AM provided a brief summary of the paper informing Members the focus of this register was slightly different as it looked at the amount of investment in relation to the budgets.

PR referred to Members for questions or comments.

DH asked if the only planned mitigating action planned to address Fin-014 was to approach Scottish Government for funds to meet the additional requirements of the change program and asked if it was wise to only have one option for this. AM assured Members she would look to develop this text to include the other work that was underway and to be done to mitigate this particular risk.

DECISION

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

ITEM NO 10.1 ICT Capital Programme (Martin Leven)

Reference ITEM NO 10.1 for the papers contained within pack.

The purpose of this paper was to provide the Committee with detail relating to progress of the 'ICT Infrastructure Investment Plan' for the current financial year (2014/15) and to provide confirmation that the funding requirement remains relevant and will be utilised.

ML provided a brief summary of the paper.

PR referred to Members for questions or comments.

IW sought clarity on the progress of Phase 1 Restructuring. ML advised Members he would be presenting an update to the next ICT Scrutiny Forum on the progress in this regard. ML reported that in terms of the restructure all Tier 2 management positions had been filled and work was currently underway to complete the Tier 3 recruitment process. IW asked what remained still to be done in terms of the VR/VER process and how long would it take before the final structure was in place. ML advised the top 2 tiers of management would put in place as part of Phase 1 and as this had not been completed the decisions had not been made in respect of the Tier 2 roles. IW asked what the planned date for the futures work to commence was given the report showed Project T3.3 commenced on the 1st October 2014. ML advised the intention was to have this complete by April or May with significant progress on this having been made and the progress would be updated from 0% in the next update to the Committee.

JF questioned why the project T3.2 (Development of an Engagement model) was only 67% complete. JF also asked for an explanation on why project T4.3 (Devise training, recruitment & Sourcing programme) was showing as 0% progressed despite having a start date of the 01/07/2014. ML reported the delays had been caused in both projects as a result of not having recruited people in post to fill the vacant role. ML noted the project T4.3 was sitting at red and after having realigned the delivery dates for this work he assured Members he was confident the time available was sufficient to complete the work. JF requested an additional column in future reports to provide Members with more information on any anticipated impacts to allow Members to be sighted of the potential risks for the projects and to provide Members with the surrounding context. **Action FIC-20150316-007.** ML informed Members the information was submitted to support the Capital Spend and is provided in greater detail at the ICT Scrutiny Forum and that the papers could be circulated to Members of the F&I Committee.

PR requested that SM update the 'Our Finance/Corporate Strategy' paper to Members in similar format (reported against the Corporate Strategy) to be presented to Members in a format similar to this ICT Capital Spend paper and it should be reported to Members on a quarterly basis. SM confirmed the information existed and would be available to present to Members. **Action FIC-20150316-008.**

DECISION

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

ITEM NO 11.1 Police Mast Portfolio (Alan Cormack)

Reference ITEM NO 11.1 for the papers contained within pack.

The paper invited Members to;

Declare the 27 masts, as detailed in Appendix 3, surplus to operational requirements of the Police Authority. To authorise Estates and Legal Services personnel from Police Scotland to dispose of these masts in accordance with the Scottish Public Finance Manual (SPFM). To report the results of such disposals to a future meeting of the Finance and Investment Committee. Approve the proposed procurement of a Managing partner to manage the SPA's remaining Radio Mast portfolio and following the procurement process, the terms of such an appointment will be reported to this Committee for Approval.

AC provided a brief summary of the paper.

PR referred to Members for questions or comments.

DH asked if there was an estimation of the amount available as part of the 'considerable investment' as mentioned in para 1.3. AC advised there was no figure calculated however it could be as much as millions of pounds give it involved 127 masts. DH asked if the required investment would be required in a lump sum. AC informed members he believed the expenditure would be prioritised in order of what work was deemed necessary. DH asked if this would have a bearing in terms of the outsourcing. AC clarified it would have no bearing going forward.

DH asked how secure the assumption was in para 2.9 in terms of the forward requirements for the anticipated levels of coverage and asked if it had been confirmed that the existing Police radio infrastructure would become a vital asset in the deployment of the new system. AC advised this would be dependent on what company was appointed because they may already have masts with coverage in some areas so it would not be known till once the final company is appointed. DH asked if there was a big market for outsourcing of masts and asked if it was likely to be a competitive tendering process. AC informed Members he believed it would be a competitive process.

DECISION

Members gave their Approval to Declare the 27 masts, as detailed in Appendix 3, surplus to operational requirements of the Police Authority.

Members gave their approval to authorise Estates and Legal Services personnel from Police Scotland to dispose of these masts in accordance with the Scottish Public Finance Manual (SPFM).

Members Agreed that the results of such disposals would be reported to a future meeting of the Finance and Investment Committee.

Members Approved, in principle, the proposed procurement of a Managing partner to manage the SPAs remaining Radio Mast portfolio.

And Members NOTED that following the procurement process, the terms of such an appointment will be reported to this Committee for approval.

ITEM NO 11.2 Licence to Occupy under a Site Sharers Agreement in respect of Telecommunication Equipment Rights at Randolphfield, Stirling (Alan Cormack)

Reference ITEM NO 11.2 for the papers contained within pack.

The paper invited Members to Note the terms of the proposed Licence to occupy under a Site Sharers Agreement for the siting of telecommunications equipment rights for EE Limited/ Hutchison 3G UK Limited in respect of the mast at Randolphfield, Stirling and to give Approval to instruct the Interim Head of Legal Services of PSoS to conclude the Licence Agreement between the SPA and Everything Everywhere/ Hutchison 3G UK Limited based on the provisionally agreed terms.

AC provided a brief summary of the paper.

PR referred to Members for questions or comments.

LT asked if any other companies were approached to ask if they had a requirement for the use of the mast. AC advised this company approached Police Scotland as their old mast sight was demolished. AC clarified that part of the contract for a new company would be that they endeavour to get additional income from existing masts for Police Scotland.

DECISION

Members **NOTED** the terms of the proposed lease of telecommunications equipment rights for Everything Everywhere/Hutchison 3G UK Limited in respect of the mast at Randolphfield, Stirling

and Gave their Approval to Instruct the Interim Head of Legal Services of PSoS to conclude the lease agreement between the SPA and Everything Everywhere/Hutchison 3G UK Limited based on the provisionally agreed terms.

ITEM NO 11.3 Termination of Lease – 200 Ashgrove Road, Aberdeen (Alan Cormack)

Reference ITEM NO 11.3 for the papers contained within pack.

The paper invited Members to give their Approval to declare the leased premises on 200 Ashgrove Road, Aberdeen surplus to operational requirements and to authorise the termination of the lease agreement. To give their Approval to Instruct PSoS or other Legal Agents to act in the service of formal notice of termination. To give their Approval to Instruct the appointment of PSoS Estates or property Agents to act as agents in the negotiation and payment of dilapidations (if required) and to NOTE that the terms of such negotiation will be reported to a future meeting of the Members.

AC provided a brief summary of the paper.

PR referred to Members for questions or comments.

There were no questions of comments.

DECISION

Members gave their Approval to declare the leased premises on 200 Ashgrove Road, Aberdeen, surplus to operational requirements and to authorise the termination of the lease agreement.

Members gave their Approval to instruct PSoS or other Legal Agents to act in the service of formal notice of termination.

Members gave their Approval to instruct the appointment of PSoS Estates or Property Agents to act as agents in the negotiation and payment of dilapidations (if required).

Members NOTED that the terms of such negotiation will be reported to a future meeting of the Members.

ITEM NO 11.4 Termination of Lease – 254/256 Causewayside, Edinburgh (Alan Cormack)

Reference ITEM NO 11.3 for the papers contained within pack.

The paper invited Members to give approval to declare the leased premises at 254/256 Causewayside, Edinburgh surplus to operational requirements and to authorise the termination of the lease agreement. To give their Approval to Instruct PSoS or other Legal Agents to act in the service of formal notice of termination. To give Approval to Instruct the appointment of PSoS Estates or property Agents to act as agents in the negotiation and payment of dilapidations and to NOTE that the terms of such negotiation will be reported to a future meeting of the Members.

AC provided a brief summary of the paper.

PR referred to Members for questions or comments.

There were no questions of comments.

DECISION

Members gave Approval to Declare the leased premises at 254/256 Causewayside, Edinburgh surplus to operational requirements and to authorise the termination of the lease agreement.

Members gave Approval to Instruct PSoS or other Legal Agents to act in the service of formal notice of termination.

Members gave Approval to instruct the appointment of PSoS Estates or property Agents to act as agents in the negotiation and payment of dilapidations.

Members **NOTED** that the terms of such negotiation will be reported to a future meeting of the Members.

ITEM NO 11.5 Disposal of Police Houses: Police house number 1 Kames and Police house number 2 Inverary (Alan Cormack)

Reference ITEM NO 11.5 for the papers contained within pack.

The paper invited Members to declare two houses at Kames and Inverary, surplus to operational requirements and to approve the marketing of the properties and sought Members' authorisation to instruct the Head of Estates and Interim Head of Legal Services (or appointed agents) to act as required.

AC provided a brief summary of the paper.

PR referred to Members for questions or comments.

LT noted the property had been vacant for some time and asked if it was possible to bring properties like this forward for approval any sooner. AC advised Divisions were being challenged to bring potential disposals forward with more speed in the future. LT suggested it may be beneficial to Members to be provided with a paper that provides a summary of how many properties exist and how long they have been vacant. AC confirmed he would be happy to provide this information for Members. PR requested a communication be sent out to all local divisions to remind them there was a policy in place and unless there was a clear Business Case to the contrary, surplus properties should be sold. SM agreed to this being done. **Action FIC-20150316-009.**

DECISION

Members Agreed to declare two houses at Kames and Inverary, surplus to operational requirements and to approve the marketing of the properties.

Members gave approval to authorise the instruction of the Head of Estates and Interim Head of Legal Services (or appointed agents) to act as required.

ITEM NO 11.6 Lease of Land at Kittybrewster Office, Aberdeen (Alan Cormack)

Reference ITEM NO 11.6 for the papers contained within pack.

The paper invited Members to Note the terms of the proposed lease of land at the Kittybrewster office to Scot Group Ltd and to instruct the Interim Head of Legal Services of PSoS to conclude the lease agreement between the SPA and Scot Group Ltd based on the provisionally agreed terms.

AC provided a brief summary of the paper.

PR referred to Members for questions or comments.

Members requested in future papers that propose leases of land it would be beneficial to provide Members what kind of business will operate from the land. AC agreed this would be done for future papers. **Action FIC-20150316-010**

DECISION

Members Noted the terms of the proposed lease of land at the Kittybrewster office to Scot Group Ltd and gave Approval to instruct the Interim Head of Legal Services of PSoS to conclude the lease agreement between the SPA and Scot Group Limited based on the provisionally agreed terms.

ITEM NO 12 – Nil no items of business brought forward

ITEM NO 13 – Nil no items of business brought forward

ITEM NO 14 – Nil no items of business brought forward

ITEM NO 15 – Any Other Competent Business - Nil no items of business brought forward

**The Public Session closed at 12:40 hrs.
End.**

Approved