

**Finance and Investment Committee
29th September 2015
Minute of Public Meeting**

Meeting	Scottish Police Authority Finance and Investment Committee Public Session	Date/Venue	29 th September 2015, Pacific Quay, Glasgow
Meeting Called By	Paul Rooney, Chair	Start Time	10:00
Reference Meeting No	FI-020	End Time	10:45

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 Scotland
Graham Houston (GH)	Authority Member	Deputy Chief Constable Neil Richardson (DCCNR)	Deputy Chief Constable Designate, Police Scotland
David Hume (DH)	Authority Member	Gordon Downie (GD)	Head of ICT Commercial Strategy & Procurement Police Scotland
		Martin Leven (ML)	Head of ICT, Police Scotland
Iain Whyte (IW)	Authority Member	Alan Cormack (AC)	Head of Logistics, Police Scotland
Lisa Tennant (LT)	Authority Member	Billy Gordon	Interim Head of Physical Resources, Police Scotland
Elaine Wilkinson (EW)	Authority Member	Susan Mitchell (SM)	Director of Corporate Services, Police Scotland
Jeane Freeman (JF)	Authority Member	John Foley (JFoI)	CEO, Scottish Police Authority
Andrew Flanagan	Chair, SPA	Amy MacDonald (AM)	Director of Financial Accountability, Scottish Police Authority
		Deborah Christie (DC)	Committee Co-ordinator, Scottish Police Authority

STANDING ITEMS**OPENING REMARKS****Item 1 - Chair's Opening Remarks (Paul Rooney)**

The Chair welcomed attendees and observers to the Public Session of the Finance and Investment Committee. The Chair welcomed Andrew Flanagan, Chair of the SPA to his first F&I Committee Meeting.

APOLOGIES

No apologies were received.

DECLARATIONS OF INTEREST

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

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 2.1 - APPROVAL of MINUTES (Paul Rooney)

Reference ITEM NO 2.1 for the papers contained within pack.

Approval was sought for the Minutes of the Finance and Investment Committee Meeting held 21st August 2015.

GD requested the Minute for Agenda Item 17.2 be updated to reflect 'the intention was to progress to contract with this company through the normal processes and this would be in line with the scheme of delegation **and so in relating to contracts**'. Members agreed to this change.

DECISION

Members **APPROVED** the Minute of the Finance and Investment Public Meeting held 21st August 2015 as a correct record.

Item 2.2 - REVIEW of ROLLING ACTION LOG (Paul Rooney)

Reference ITEM NO 2.2 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 3.1 Financial Position Report to 31 July 2015 (Janet Murray)

Reference ITEM NO 3.1 for the papers contained within pack.

The purpose of the report was to advise Members of the financial position of the SPA for the four month period ending 31 July 2015.

JM provided a summary of the report.

PR referred to Members for questions or comments.

GH sought clarity on the SPA Corporate overspend as reported in the narrative on page 3 of the report. JM clarified this was a forecast position and this would be made clearer in future reports.

PR asked if the additional pressures on the Forensic Services budget had been foreseen. AM advised Members she had a good grasp of the cost base for Forensic Services however demand had increased and it was difficult to understand the demand. JFol informed Members Tom Nelson was working on a paper which would share with Members his views and added there had been a significant amount of work done which had identified the Gateway was not functioning as efficiently as had been planned which had been causing inefficiencies. JFol advised that an improvement could be expected as a result of the National Gateway Forensics Workshop which took place and involved key partners.

DECISION

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

ITEM NO 4.1 Capital Plan 2015/2016 - Physical Resources (Period 5). (Susan Mitchell)

Reference ITEM NO 4.1 for the papers contained within pack.

The purpose of the paper was to provide Members with information on the current spend profile in respect of the Physical Resources Capital Plan for 2015/16.

SM provided a brief summary of the paper and provided Members with an assurance the full Capital would be spent in the current Financial Year.

PR referred to Members for questions or comments.

PR asked if the March target dates were being monitored. SM confirmed they were and work was being done with suppliers to ensure spends took place as required.

EW asked if there were contingency plans for alternative Capital spends to allow the maximum spend against the budget. SM confirmed this was a key part of the work in relation to the Capital Plan.

IW requested future reports include an indication of the spend profile (percentage of spend) which would allow tracking and monitoring throughout the year and allow for any adjustments to be promoted if appropriate. SM agreed this could be done and would be added to future iterations.

ACTION FIC-20150929-001

DECISION

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

ITEM NO 5. Financial Policies and Protocols – nil no items brought forward

ITEM NO 6. ICT Progress and Strategy Update (Martin Leven)

Reference ITEM NO 6 for the papers contained within pack.

The paper presented detail relating to progress of the ICT Infrastructure Investment Plan for the current financial year (2015/16) and current status of the key ICT projects contained within the Corporate Strategy.

ML provided a brief summary of the paper.

PR referred to Members for questions or comments.

DH asked when Members would have sight of the ICT Futures Plan. ML confirmed this was being worked on and it would be presented to the ICT Governance and Assurance Forum in the first instance and he anticipated it would be presented to all Members by the end of the Calendar Year.

ACTION FIC-20150929-002

Members noted any changes to the agreed timelines would be flagged up to Members for awareness and the accuracy of some of the end dates would be checked and refreshed if appropriate. **ACTION FIC-20150929-003**

DECISION

Members **NOTED** the detail of the paper.

ITEM NO 7.1 Termination of Lease – Former Police Room, Whitehill Neighbourhood Centre, Hunter Road, Hamilton. (Billy Gordon)

Reference ITEM NO 7.1 for the papers contained within pack.

NOT PROTECTIVELY MARKED

BG advised Members that the paper invited Members to Agree to Declare the leased police room within The Whitehill Neighbourhood Unit, Hunter Road, Hamilton as surplus to operational requirements and to authorise the termination of the lease agreement. The paper also requested that Members Approve the instruction of PSoS or other Legal Agents to act in the service of formal notice of termination, 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.

PR referred to Members for questions or comments.

LT asked why this property had not been identified as suitable for disposal at an earlier stage and asked for an assurance there was not a list of similar properties that should have been sold before this time. BG clarified this decision, and other properties, had been deferred until after the Estates Strategy had been approved.

DECISION

Members agreed to declare the leased room at Whitehill Neighbourhood Unit, Hunter Place, Hamilton as surplus to operational requirements and to authorise the termination of the lease agreement. Members agreed to Instruct PSoS or other Legal Agents to act in the service of formal notice of termination. Members also agreed to instruct the appointment of PSoS Estates or Property Agents to act as agents in the negotiation with South Lanarkshire Council on the termination of the lease and payment of dilapidations (if required). Finally, Members Noted that the terms of such negotiation will be reported to a future meeting.

ITEM NO 7.2 Estate Change – Sale of former Prestwick Police Office (Alan Cormack)

Reference ITEM NO 7.2 for the papers contained within pack.

BG advised Members that the paper invited Members to, Agree to declare the existing office at 14 Main Street, Prestwick surplus to operational requirements of the Scottish Police Authority and Police Scotland. To agree to authorise Police Scotland Estates and Legal personnel to enter into preliminary negotiations with South Ayrshire Council to explore the potential to agree a joint marketing exercise of the property. And to agree to authorise, where no potential for a joint marketing exercise is identified, PSoS Estates and Legal personnel to carry out the sale (including internal advertisement on the government trawl, valuation and marketing) of Prestwick Police Office in accordance with the Scottish Public Finance Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report results of the disposal to a future meeting of the Members.

PR referred to Members for questions or comments.

DECISION

Members agreed to Declare the existing office at 14 Main Street, Prestwick surplus to operational requirements of the Scottish Police Authority/Police Scotland. Members agreed to authorise Police Scotland Estates and Legal personnel to enter into preliminary negotiations with South Ayrshire Council to explore the potential to agree a joint marketing exercise of the Property. Finally, Members agreed to authorise, where no potential for a joint marketing exercise was identified, PSoS Estates and Legal personnel to carry out the sale (including internal advertisement on the government trawl, valuation and marketing) of Prestwick Police Office in accordance with the Scottish Public Finance Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report results of the disposal to a future meeting of the Members.

**The Public Session closed at 10:45 hrs.
End.**