

Finance and Investment Committee
21st August 2015
Minute of Public Meeting

Meeting	Scottish Police Authority Finance and Investment Committee Public Session	Date/Venue	21 st August 2015, Pacific Quay, Glasgow
Meeting Called By	Paul Rooney, Chair	Start Time	13:00
Reference Meeting No	FI-019	End Time	13:45

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
Iain Whyte (IW)	Authority Member	Alan Cormack (AC)	Head of Logistics, Police Scotland
Lisa Tennant (LT)	Authority Member	Tony Chalk (TC)	Head of Fleet, Police Scotland
Elaine Wilkinson (EW)	Authority Member	Susan Mitchell (SM)	Director of Corporate Services, Police Scotland
		John Foley (JFoI)	CEO, Scottish Police Authority
		Amy MacDonald (AM)	Director of Financial Accountability, Scottish Police Authority
		Deborah Christie (DC)	Committee Co-ordinator, Scottish Police Authority

Agenda

CLOSED SESSION	
1. Chair's Opening Remarks - Welcome and Introduction - Apologies: nil - Declarations of Interest - Any Other Competent Business	Paul Rooney, Chair
2.1 MINUTES for APPROVAL: Minute of Finance & Investment Committee Meeting held 26th May 2015 2.2 CLOSED Rolling Action Register: Members are asked to NOTE the updates and status of the Closed Action Log	Paul Rooney, Chair, Chair

<p>3. SPA Budget Action Plan 2015/16 - FOR CONSULTATION</p>	<p>Amy McDonald, Director of Financial Accountability, SPA</p>
<p>4. NON-COMPETITIVE ACTIONS 4.1 Print Room Equipment Contract Extension– FOR APPROVAL 4.2 Support and Maintenance of APD Aspire CRM – FOR APPROVAL 4.3 Support and Maintenance of Legacy Grampian Cortex ICCS – FOR APPROVAL 4.4 Job Evaluation Upgrade and Support – FOR APPROVAL 4.5 Upgrade to Dundee Integrated Communications Control System – FOR APPROVAL 4.6 Upgrade to Bilston Glen Voice Recording Equipment – FOR APPROVAL</p>	<p>Martin Leven Director of Information Technology, Police Scotland</p>
<p>5. VR/VER REPORT 5.1 VR/VER quarter 1 position - FOR CONSULTATION</p>	<p>Janet Murray, Director of Financial Services, Police Scotland</p>
<p>6. BUSINESS CASES 6.1 C3 Stages 7 Outline Business Case – FOR APPROVAL</p>	<p>ACC Val Thomson, Police Scotland</p>
<p>7. FLEET 7.1 Fleet Strategy / Purchase of Vehicles – FOR RECOMMENDATION TO THE SPA BOARD</p>	<p>Tony Chalk, Fleet Manager, Police Scotland</p>
<p>8. AOCB 8.1 Public Sector Pay Remit 2015 - FOR RECOMMENDATION TO THE SPA BOARD</p>	<p>Paul Rooney, Chair</p>
<p>PUBLIC SESSION</p>	<p>Lead</p>
<p>9. Chair’s Opening Remarks - Welcome and Introduction - Apologies: Nil - Declarations of Interest - Any Other Competent Business</p>	<p>Paul Rooney, Chair, Chair</p>
<p>10.1 MINUTES for APPROVAL: Minute of Finance & Investment Committee Meeting held 26th May 2015 10.2 Rolling Action Register: Members are asked to Note the updates and status of the Public Action Log</p>	<p>Paul Rooney, Chair, Chair</p>
<p>STANDING ITEMS</p>	
<p>11. Quarter 1 MANAGEMENT ACCOUNTS</p>	<p>Janet Murray, Director of Finance, Police Scotland</p>
<p>12. CAPITAL REPORT 2015/16 12.1 Summary Report 12.2 Physical Resources Capital Plan: Paper submitted for consultation</p>	<p>Janet Murray, Director of Finance, Police Scotland Susan Mitchell, Director of Corporate Services, Police Scotland</p>

<p>13. FINANCIAL POLICIES AND PROTOCOLS</p> <p><u>New</u> - No items brought forward</p> <p><u>Compliance</u> 13.1 Charging for Events Policy – FOR APPROVAL</p> <p><u>For Review</u> - No items brought forward</p>	<p>Janet Murray, Director of Finance, Police Scotland</p>
<p>14. BUDGET – No items brought forward</p>	<p>Janet Murray, Director of Finance, Police Scotland</p>
<p>15. ICT: Progress and Strategy Update 2015/16– FOR CONSULTATION</p>	<p>Gordon Downie, Police Scotland</p>
<p>16. ESTATES</p> <p><u>New Property & Operating Leases, etc.</u> - No items brought forward</p> <p><u>Leases</u> – No items brought forward</p> <p><u>Disposals</u> 16.1 Sale of Police Office at Napier Road, Glenrothes– FOR APPROVAL 16.2 Sale of Police Box at Rose Street– FOR APPROVAL 16.3 Sale of House at Glencoe– FOR APPROVAL</p>	<p>Susan Mitchell, Director of Corporate Services, Police Scotland</p>
<p>17. CONTRACTS & PROCUREMENT</p> <p><u>New and above £500k (if in budget)</u> 17.1 Hosted Voice at Legacy Strathclyde– FOR APPROVAL 17.2 Provision of DNA Interpretation Software Solution – (verbal update)</p> <p><u>Exceeding £1 million (if in budget)</u> - No items brought forward</p> <p><u>Other</u> - No items brought forward</p>	<p>Susan Mitchell, Director of Corporate Services, Police Scotland</p>
<p>18. NON-COMPETITIVE ACTIONS - No items brought forward</p>	<p align="center">-</p>
<p>19. AOCB</p>	<p>Paul Rooney, Chair</p>

STANDING ITEMS

OPENING REMARKS

Item 9 - Chair’s Opening Remarks (Paul Rooney)

The Chair welcomed attendees and observers to the Public Session of the Finance and Investment Committee.

Item 9.1 - APOLOGIES

Apologies were received from Jeane Freeman.

Item 9.2 - 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 10.1 - APPROVAL of MINUTES (Paul Rooney)

Reference ITEM NO 10.1 for the papers contained within pack.

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

DECISION

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

Item 10.2 - REVIEW of ROLLING ACTION LOG (Paul Rooney)

Reference ITEM NO 10.2 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 11. Financial Monitoring Report (Janet Murray)

Reference ITEM NO 11 for the papers contained within pack.

The purpose of the paper was to advise Members of the financial position of the SPA for the three month period ending 30 June 2015.

JM provided a brief summary of the paper and clarified the marking on the submitted paper was incorrect and should state the document was not protectively marked.

PR referred to Members for questions or comments.

EW commented there appeared to be inconsistencies in the figures and the narrative on page 4 of the report in relation to the premises. JM confirmed she would review this and update Members as appropriate. **ACTION FIC-20150526-001.**

EW further requested for an updated Capital plan to be presented to Members and when this was done when the revised Capital Plan is presented to Members, this should include details of what Capital Spend options are available for the next Financial Year as this would allow additional proposals to be Approved by Members to save time if they are required at a later date and would ensure maximum draw down of the Capital Budget. **ACTION FIC-20150526-002.**

DECISION

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

ITEM NO 12.1 Capital Report Summary – nil this was incorporated into the Financial Monitoring Report.

ITEM NO 12.2 Capital Plan 2015/2016 - Physical Resources - (Period 4) (Susan Mitchell)

Reference ITEM NO 12.2 for the papers contained within pack.

The paper invited Members to consider the 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 advised an additional column had been incorporated to attempt to clarify to Members how each strand of work would fit with the overall strategy.

PR referred to Members for questions or comments.

DECISION

Members **NOTED** the current position of the spend profile in respect of the Physical Resources Capital Plan for 2015/16.

ITEM NO 13.1 Charging for Goods and Services – Events and Other Services (Janet Murray)

Reference ITEM NO 13.1 for the papers contained within pack.

The purpose of the paper was to advise Members of the annual review of the approved policy Charging for Goods and Services (Events and Other Services) and to seek approval for an uplift of the rates as detailed in the report to produce revised charges with effect from 1 September 2015.

JM provided a brief summary of the report confirming it was a full cost recovery policy with a proposed 1% increase.

PR referred to Members for questions or comments.

DECISION

Members **APPROVED** a 1% increase to the Charges for Services of Police Officers and staff with effect from 1 September 2015 (as per appendix 1). Members **APPROVED** that charges for other non-statutory services (as per appendix 2) be increased by 1% with effect from 1 September 2015. Members **NOTED** that any changes to fees which are set by statute will be implemented as necessary.

ITEM NO 14. BUDGET – No items brought forward

1330 hrs JM left the meeting.

ITEM NO 15. ICT Capital Programme (Gordon Downie)

Reference ITEM NO 15 for the papers contained within pack.

The purpose of the paper was to provide the Members with 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.

GD provided a brief summary of the paper informing Members the report had been updated to provide them with as much information as they had requested.

PR referred to Members for questions or comments.

PR thanked GD for the update and commented it was clear to see the impacts of his involvement in this report.

DECISION

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

ITEM NO 16.1 Sale of Police Office at Napier Road, Glenrothes (Alan Cormack)

Reference ITEM NO 16.1 for the papers contained within pack.

The paper invited Members to Declare the existing office at Napier Road, Glenrothes, surplus to the operational requirements of the Scottish Police Authority/Police Scotland (subject to the relocation of operational functions from Napier Road, Glenrothes, to Detroit Road, Glenrothes, and Sea Road, Levenmouth) and to AGREE to Authorise Police Scotland Estates and Legal personnel to carry out the disposal (including internal advertisement on the government trawl, valuation and marketing) of the Napier Road, Glenrothes property, in accordance with the Scottish Public Finance Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report the results of this disposal to a future meeting of the Members.

AC provided a brief summary of the paper and advised of the extensive consultation that had been undertaken.

PR referred to Members for questions or comments.

PR invited IW to comment as lead Member for that area. IW advised the forum he was content the appropriate consultation had taken place in relation to this disposal. IW suggested it would be useful for future proposals to include a table that summarised the figures in relation to each disposal. SM agreed this would be a useful addition and would be incorporated. **ACTION FIC-20150526-003.**

DECISION

Members Agreed to Declare the existing office at Napier Road, Glenrothes, surplus to the operational requirements of the Scottish Police Authority/Police Scotland (subject to the relocation of operational functions from Napier Road, Glenrothes to Detroit Road, Glenrothes and Levenmouth). Members Agreed to Authorise Police Scotland Estates and Legal personnel to carry out the disposal (including internal advertisement on the government trawl, valuation and marketing) of the Napier Road, Glenrothes property, in accordance with the Scottish Public Finance Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report the results of this disposal to a future meeting of the Members.

ITEM NO 16.2 Sale of Police Box 17, Rose Street, Edinburgh)Alan Cormack)

Reference ITEM NO 16.2 for the papers contained within pack.

The paper invited Members to Agree to declare the existing office at Box 17, Rose Street, Edinburgh, surplus to the operational requirements of the Scottish Police Authority/Police Scotland and to Agree to Authorise Police Scotland Estates and Legal personnel to carry out the disposal (including internal advertisement on the government trawl, valuation and marketing) of the Box 17, Rose Street, Edinburgh, property, in accordance with the Scottish Public Finance Manual (SPFM) and/or approval of the Authority's Accountable Officer under the SPFM and to report the results of this disposal 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 or comments.

DECISION

Members AGREED to Declare the existing building at Box 17, Rose Street, Edinburgh, surplus to the operational requirements of the Scottish Police Authority/Police Scotland and Members Agreed to Authorise Police Scotland Estates and Legal personnel to carry out the disposal (including internal advertisement on the government trawl, valuation and marketing) of the Box 17, Rose Street, Edinburgh, property, in accordance with the Scottish Public Finance Manual (SPFM) and/or approval

of the Authority's Accountable Officer under the SPFM and to report the results of this disposal to a future meeting of the Members.

ITEM NO 16.3. Sale of Old Police Station House, Glencoe (Alan Cormack)

Reference ITEM NO 16.3 for the papers contained within pack.

The paper invited Members to Agree to the disposal of the Old Police Station House, Glencoe to Highland Council for the sum of £160,000 and to Agree to Instruct Police Scotland Legal Department, or appointed legal agents, to complete the legal agreement.

AC provided a brief summary of the paper.

PR referred to Members for questions or comments.

There were no questions or comments.

DECISION

Members **AGREED** to the disposal of the Old Police Station House, Glencoe, to Highland Council for the sum of £160,000 and agreed to Instruct Police Scotland Legal Department, or appointed legal agents, complete the legal agreement.

ITEM NO 17.1 Contract Award Recommendation for BT Hosted Voice (Gordon Downie)

Reference ITEM NO 17.1 for the papers contained within pack.

The purpose of the paper was to seek Approval to award a Contract to BT to extend the current Hosted Voice Solution within the legacy Strathclyde area.

GD provided a brief summary of the paper and advised Members the 1 year duration was to allow for an overall telecoms review to be completed allowing decisions to be made for future strategy and this would allow for flexibility.

PR referred to Members for questions or comments.

There were no questions or comments.

DECISION

Members **APPROVED** the award of a contract to BT under the Scottish Government Fixed Telephony Framework for a further one year of the BT Hosted Voice Service at an estimated cost of £970k ex VAT.

ITEM NO 17.2 Provision of DNA Interpretation Software Solution (verbal update)

GD provided Members with an update on the tendering processes for this software solution and advised a single response had been received and 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.**

DECISION

Members **NOTED** the update.

**The Public Session closed at 13:45 hrs.
End.**