

Meeting	SPA Board Meeting
Date and Time	31 May 2018
Location	COSLA, Verity House, Haymarket Yards, Edinburgh, EH12 5BH
Title of Paper	Report by SPA Interim Chief Officer
Reference	B05.2018/08
Presented By	Kenneth Hogg, SPA Interim Chief Officer
Recommendation to Members	For Noting
Appendix Attached:	No

PURPOSE

To update Authority Members on significant business and improvement activity carried out by SPA staff following the previous SPA Board meeting on 2 May 2018, and to provide a summary of Quarter Four 2017/18 SPA statutory activity.

1. Background

This paper provides a summary of significant business and improvement activity carried out by SPA staff since the last SPA Board meeting held on 2 May 2018. Additionally, in line with the Quarterly Performance reporting cycle, this paper also contains information about delivery of the SPA's statutory functions in Q4 of 2017-2018.

2. SPA Improvement Plan

The SPA's Improvement Plan was approved by the Board on 2 May 2018. The Plan sets out our improvement priorities for 2018-19, aligned to each of four areas. An update on aspects of progress in each area since 2 May is set out below:

2.1 Board and Committees: *ensuring that the structure, composition and workings of our decision-making arrangements enable a strategic approach which focusses on the right issues at the right time and adds value to the development of policing in Scotland*

- Work continues to restructure our committees to bring increased rigour and focus. The SPA Chair, Vice-Chair, Interim Chief Officer and members of the SPA Executive Team participated in a workshop on 17 May to discuss proposals for a new SPA committee structure which will provide increased scrutiny and support in the most important areas of policing, including the oversight of delivery of our strategic plan: 2026 – Serving a Changing Scotland. Specific proposals for change will be presented to the Board for approval in early course.

2.2 Internal Governance, Policies and Procedures: *streamlining and improving our governance documents, policies and ways of working to deliver a more professional standard of operation which is consistent with best practice and builds a culture of continuous improvement.*

- Work continues to achieve full GDPR compliance. SPA will be GDPR compliant in key areas by 25 May 2018 and is working towards full compliance thereafter.
- A full review of SPA governance documents and procedures is in progress, to ensure more rigorous controls and assurance around all transactions.

- A proposal to award a contract for the provision of internal audit services will be presented for the Board's approval on 31 May 2018, thus ensuring no hiatus between the expiry of the current contract and the beginning of a new contract. Thanks are due to Colette Sherry, Mhairi Drew and other Police Scotland procurement colleagues for their assistance in professionally facilitating this process.

2.3 Strengthening External Relationships and Engagement:

embedding a collaborative, outward looking approach to everything that SPA does, so that we can better reflect public and communities' views about policing in our actions, and build partnerships which help us work more effectively.

- Joint Officer Working Group: SPA/COSLA/Police Scotland/ SOLACE

This officer working group emerged from early discussions between the SPA Chair and Interim Chief Officer, COSLA CEO Sally Loudon, the COSLA President Alison Evison; Vice President Graham Houston and Interim Community Well Being Spokesperson Cllr Elena Whitham. The working group met for the first time on 3 May. The focus of work includes:

- engagement, understanding of the whole policy formulation and decision making process across policing and the SPA/local scrutiny relationship. SPA officers will be working to ensure that we have a proposed model for SPA/local government relationships which offers real improvement;
- building a shared evidence base with buy in from all partners.
- improving coherence between local and national arrangements to strengthen transparency and understanding of policing's performance.

Recommendations and outputs from the working group will be shared with members, and with the COSLA Local Police Scrutiny Conveners' Forum (likely to be August / September 2018).

- Annual Review of Policing 2017-2018

The SPA Chair has written to the CoSLA Interim Community Wellbeing Spokesperson and Local Scrutiny Conveners, to seek feedback and make sure that the SPA Annual Review of Policing for 2017-2018 is informed by the experience and insights of local committees and elected members across Scotland who are

responsible for the scrutiny of policing in their local communities. Plans are being developed for engagement with partners and stakeholders over late spring and early summer to further inform the Review.

2.4 Building SPA Executive Capacity and Capability: *building essential additional capacity and skills in order to deliver a professional and consistent standard of service in delivering SPA's core functions.*

- Significant work is being undertaken to design a new SPA staffing structure with increased capacity and capability, building on the skills, commitment and experience of our current staff. A business case for a new model for SPA's executive team will be presented for the Board's approval and thereafter formal consultation with staff.

3. SPA Statutory Delivery – Quarter Four 17/18

3.1 Independent Custody Visiting Scheme (ICVS)

The SPA has a statutory responsibility to maintain and manage the Independent Custody Visiting Scheme, whereby volunteer members of the community make unannounced visits to police stations to check on the treatment of detainees, the conditions in which they are being held, and that their rights and entitlements are being observed.

Through the last twelve months, all stations within the Police Scotland custody estate have been visited through the ICV scheme, in line with compliance with the Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT).

During the reporting period Criminal Justice (Scotland) Act 2016 training for volunteers was rolled out to every visitor at all twelve cluster meetings convened by regional co-ordinators. Three visitors attended the ICVA UK national conference; additionally, members of SPA ICV attended the NPM Scottish Sub group. Twelve new ICV visitors successfully completed training during the quarter.

The ICVS annual conference was held on Saturday 12 May. The SPA Chair, HMICS, Police Scotland and range of third sector contributors participated, and feedback from attendees was positive.

A fuller update will be incorporated in the ICVS annual report, which will be presented to the next Board meeting.

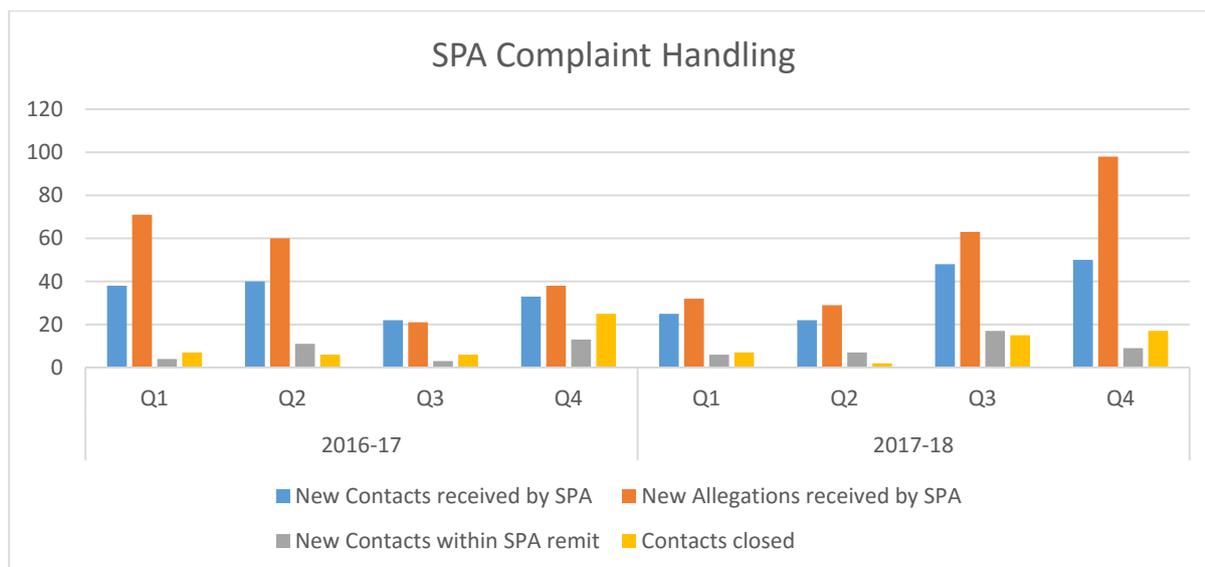
ICV Activity 2017-18	Q1	Q2	Q3	Q4
Total Visits Conducted	374	395	355	324
Number of people detained in police custody at time of visits	1823	2143	1742	1398
Number of Detainees – Access Refused to Visitors	55	77	64	39
Number of Detainees – Not Available at time of visit	158	127	177	117
Number of Detainees Observed by Visitors	24	18	14	8
Number of Detainees offered a visit	949	1067	863	790
Number of Detainees offered who were seen by visitors	717	779	646	548

3.2 Complaints Handling

The SPA is responsible for recording, processing and investigating complaints about the SPA board and staff, SPA policies and procedures, and senior police officers of Assistant Chief Constable rank or above.

SPA received 98 new allegations during Q4, significantly higher than previous quarters. The increase was primarily attributable to two complaints which contained a total of 34 allegations. It was subsequently assessed that these two complaints were not within the remit of the SPA.

Complaint Handling Activity 2017-18	Q1	Q2	Q3	Q4
New Contacts received by SPA	25	22	48	50
New Allegations received by SPA	32	29	63	98
New Contacts out-with SPA remit	19	14	28	28
New Contacts within SPA remit	6	8	17	9
Contacts closed	7	2	15	17



3.3 Freedom of Information

The number of FOI requests received by the SPA over the last quarter is set out below. Over Q4, 53 FOI requests were received, more than double the number received in previous individual quarters. This increase, combined with a temporary lack of staffing resources, resulted in 24 FOI responses exceeding the 20 day period. Additional resources have been secured and the FOI backlog is currently being addressed:

FOI Activity 2017-18	Q1	Q2	Q3	Q4
New FOIs Received	25	22	21	53
Total FOIs Resolved	22	18	28	34
FOI responses exceeding 20 day statutory period	9	3	7	24
New FOI Referrals to OSIC	0	0	0	1
SIC Decisions Reached	0	0	0	1
FOIs Carried to Next Quarter	3	4	3	19

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications in this paper.

5. PERSONNEL IMPLICATIONS

5.1 There are no direct personnel implications in this paper.

6. LEGAL IMPLICATIONS

6.1 There are no direct legal implications in this paper.

7. REPUTATIONAL IMPLICATIONS

6.1 There are no direct reputational implications in this paper.

8. SOCIAL IMPLICATIONS

8.1 There are no direct social implications in this paper.

9. COMMUNITY IMPACT

9.1 There are no direct community impact implications in this paper.

10. EQUALITIES IMPLICATIONS

10.1 There are no direct equalities implications in this paper.

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no direct environmental implications in this paper.

RECOMMENDATIONS

Members are asked to note the contents of this paper.