



Meeting	Authority Meeting
Date	25 May 2023
Location	Crowne Plaza Hotel, Glasgow
Title of Paper	Committee and Oversight Group Reports
Presented By	Committee and Oversight Group Chairs
Recommendation to Members	For Discussion
Appendix Attached	

PURPOSE

To provide the Authority with an update on business progressed through the following meetings which have met since the last Authority Meeting:

- Audit, Risk and Assurance Committee
- Forensic Services Committee
- Resources Committee

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Committee	Chair	Meeting Date	Page
Audit, Risk and Assurance Committee	Mary Pitcaithly	31.03.23	3
Forensic Services Committee	Paul Edie	04.05.23	5
Resources Committee	Grant Macrae	09.05.23	8



Summary report from Audit, Risk and Assurance Committee

31 March 2023

Mary Pitcaithly, Committee Chair

The formal minute of the public items of business will be available at the meeting scheduled for 22 June 2023. This will also be published on the SPA's website.

A full recording of the public items of business taken at this meeting can be accessed at [Audit, Risk & Assurance Committee - March 2023 on Livestream](#)

MAIN ITEMS OF BUSINESS

- Internal Audit Reports on Police Scotland compliance and staff absence and modified duties.
- External Audit Annual Plan
- Procurement

KEY ISSUES RAISED

- **Internal and External Audit Reporting**
 - **Internal Audit Report on Police Scotland compliance arrangements for PAVA spray and airwave terminal units.** Members heard management had identified areas of weakness prior to the audit, therefore work had already commenced to address issues. Noting that PAVA comes under firearm legislation, Members sought assurance that all recommendations could be dealt with within a reasonable timeframe, and were provided with detail behind proposed dates.
 - **Internal Audit Report on staff absence and modified duties.** Members raised concern that current training did not cover attendance management, but received assurance it would be included within the new people manager development programme. Members received assurance that modified duties was a long term area of focus and work was being progressed

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through the Strategic Workforce Plan refresh. Police Scotland confirmed they were looking to move away from absence targets due to the uniqueness of the service. Following discussion of the two Internal Audit reports, Members noted that as there had been some red risk findings, it will translate to an audit opinion that is an 'except for' audit opinion.

- **External Audit Annual Plan.** Members were provided an overview of the planned scope of the statutory audit of the SPA, and heard SPA were agreeable to timelines. Members were assured by the work already undertaken between Grant Thornton and Police Scotland in respect of additional work required regarding valuation of land and buildings.

CONCLUSIONS/ACTIONS REACHED

- Members requested delivery milestones be reviewed for PAVA management actions with an update on whether there are opportunities to resolve actions and associated risk earlier.
- The Committee are to be advised on whether compliance issues identified in the report are recorded on Police Scotland's risk register.
- Police Scotland agreed to consider whether 'other' category for estimated hours to miscellaneous category (page 34 of staff absence and modified duties report) can be broken down further by reason but also by location/ business area to establish local variations and trends.
- Internal Audit Report on staff absence and modified duties to be provided to People Committee Members.

Summary report from Forensic Services Committee

4 May 2023

Paul Edie, Committee Chair

The formal minute of the public items of business will be available at the meeting scheduled for 10 August 2023. This will also be published on the SPA's website.

A full recording of the public items of business taken at this meeting can be accessed at [Forensic Services Committee - May 2023 on Livestream](#)

MAIN ITEMS OF BUSINESS

- Forensic Services Director's Report
- Performance, including the developing performance framework
- Drug Driving Update
- Forensic Services Financial Monitoring Report P11
- People Update and Strategic Workforce Plan
- Project Weaver – Closure Report
- Change Programme
- Digital Forensics
- Operational and Strategic Risk
- Memorandum of Understanding (MoU)

KEY ISSUES RAISED

Forensic Services Directors Report – Members were updated on recent key activities across Forensic Services. Particular attention was given to Forensic Service National Scenes Tasking Unit, based in Rushton Court, Dundee, which is now fully up and running. Members sought and gained assurance on a number of areas around this piece of work and look forward to welcoming a Post Implementation Review in due course, which will include benefits realised and lessons learned.

Performance – Members considered data and sought assurance on Lab Demand against Capacity and the outsourcing of Toxicology; it was confirmed outsourcing will continue until a steady state is achieved, likely until July 2023. Members welcomed the proposed updates for the Performance Framework and have requested a balance scorecard

approach with RAG status, to ensure that the detailed insights and data shared in the report are easily understood. Committee are assured on the ongoing work with People and Development on relevant metrics for inclusion.

Drug Driving Update – Members sought clarity on the current position in relation to historic cases and were advised as of the end of April 2023, there were 25 Section 5A and 36 Section 4 historic cases remaining. Members were advised that the Section 5a cases would be complete within the following week, however, Section 4 cases would require more detailed and complex testing, therefore will take longer. Members sought clarity on the handling of cases in-house in the future and were advised that by the end of the financial year there should be sufficient in-house capacity to be able to service current levels of demand. The Long Term Sustainable Model will address future demand pressures and full use of the legislation by Police Scotland.

Forensic Services Financial Monitoring Report P11 – Members noted that underspend was primarily in relation to staff costs and the deliberate pause in recruitment. Members were assured that the lack of capital would have no impact on the Transformation Programme as this relies on limited capital investment. Members were advised that work is planned in to develop a framework and address the query on cost to serve detail

People Update – Members welcomed work to progress a new people plan, and the intention to undertake a further Denison Survey once this is embedded. Members sought clarity around the output from the Sexism and Misogyny Survey and were assured that the feedback from that will be brought together with other work to ensure that any actions have appropriate improvement actions identified. Members welcomed this one year strategic workforce plan and the commitment, post demand forecast review, to develop a comprehensive 5 year Strategic Workforce Plan. Members asked that there is full engagement with SPA Workforce Colleagues on this piece of work, endorsed the approach so far and will welcome a further update in due course.

Project Weaver and Change Programme Update - Members welcomed a closure report in relation to Project Weaver and noted the complexity of the completed project, congratulating all those involved. General concerns were noted around capacity, with assurance given that work was ongoing to identify efficiencies and consideration was being given to the use of current systems. Members noted that data migration would be a major part of project work going forward and were assured that the wealth of work being done in this area allows a clear articulation of data migration requirements. The related IBC will be considered by Resources Committee in June 2023.

Digital Forensics Next Steps, Accreditation and Timeline for Progression – Police Scotland provided their 6 monthly update on progress towards obtaining ISO 17025 within Digital Forensics. Members welcomed the update and direction of travel and discussed whether the forensic services committee was the correct forum in terms of governance. The Director of Forensic Services assured members that there are shared challenges around digital, physical forensics and regulation, therefore, from a risk point there are synergies that make it useful and valuable for the FSC to have sight on this area of business.

Operational and Strategic Risk – Members were provided with a report which provided an overview of Forensic Services Committee Strategic Risks and Operational Risks. Members sought assurance around certain risks and were assured by the responses given.

Memorandum of Understanding (MoU) – Members were provided with a positive verbal update in relation to the MoU and look forward to a further update in due course.

CONCLUSIONS/ACTIONS REACHED

Members **AGREED** the need for sufficient updates relating to ongoing areas of business to be provided within action logs.

Members **AGREED** the need to have sight of the Post Implementation Review including benefits realised and lessons learned around the Tasking Unit Project.

Members **AGREED** the need for the Performance Report to include a Balance Scorecard, including RAG status to ensure that good information being provided within the report was not lost on the reader.

Members **AGREED** the need for their comments to be considered around the Performance Framework to allow them to be provided with an update around when this will be taken to the SPA Board for approval.

Members **AGREED** the need for Forensic Services SMT to engage with SPA Workforce Governance on the Strategic Workforce Plan.

Summary report from Resources Committee

9 May 2023

Grant Macrae, Committee Chair

The formal minute of the public items of business will be available at the meeting scheduled for 14 June 2023. This will also be published on the SPA's website.

A full recording of the public items of business taken at this meeting can be accessed at <https://livestream.com/spa/resources0905>

MAIN ITEMS OF BUSINESS

- Reinforced Autoclaved Aerated Concrete (RAAC) Estates inspection update.
- Initial Business Cases:
 - o Hate Crime and Public Order (Scotland) Act 2021;
 - o Q Division PPU Hub/Project Quest Initial Business Case;
 - o Policing in a Digital World Programme (PDWP) Training & Capabilities Initial Business Case.

KEY ISSUES RAISED

Estates

- Recent updates to guidance requires that RAAC light-weight concrete planks (commonly found in buildings constructed from the late 1950s to the 1990s) must now be identified, monitored, risks managed and remediated where appropriate.
- Following inspections across the estate, RAAC has been confirmed in three sites: Fettes, Perth and Baluniefield. It has been confirmed most sites (62 sites) do not contain RAAC.
- The Committee has been assured these issues have been dealt with swiftly and there is no risk to officers, staff or visitors at any of the police estate across the country. The prevalence of RAAC across areas of the ageing the estate has been fully quantified. In the limited places where RAAC has been identified the estates team is working with structural engineers and business areas to identify longer term solutions.

Initial Business Cases (IBC)

Hate Crime and Public Order (Scotland) Act 2021 IBC

- The Committee noted the ambitious timelines required to progress work required to ensure legislative compliance with the legislation. Members agreed that focus was required to ensure Police Scotland and the Authority were a participant in future discussions in respect of new legislation at a suitably early stage, to ensure better and more informed understanding of how legislative compliance impacts on Police Scotland.

Cyber Training and Capability Initial Business Case (IBC)

- Members agreed the requirement to upskill Officers and staff to ensure current and future challenges of cybercrime are met. This will also maintain and build public trust and confidence to develop a globally recognised, adaptive and forward looking cyber and digital training structure through hybrid delivery mode.

Project Quest Initial Business Case (IBC)

- Members discussed at length, an IBC which seeks to modernise the Police estate within Lanarkshire (Q division) whilst delivering Best Value in both ongoing running costs and addressing backlog maintenance.
- Whilst the Committee supported the strategic intent of the proposal several concerns were raised and discussed in detail.
- The most pressing issues were:
 - Estates strategy context with the wider division and rest of the country;
 - Affordability of capital spend including impact on the wider capital budget.
- Additional work was requested to provide an understanding of how this project is aligned to the plans for other Divisions and recognising the competing priorities for the Force, how the capital spend would be allocated over the life of the project.

CONCLUSIONS/ACTIONS REACHED

The following items were approved;

- Initial Business Case Hate Crime and Public Order (Scotland) Act 2021
- Cyber Training and Capability Initial Business Case (IBC)

The committee noted the Project Quest Initial Business Case (IBC), and support was given for the direction of travel. However, the Committee did not approve the specific proposals to move forward with missives for three buildings at this time.

Additional information was requested on the project before it could be approved to progress further.

- This includes information on the affordability of the Project Quest which seeks to address challenges across the Lanarkshire Police estate.
- As this is such a large capital spend, the Committee also wish to understand how this proposal fits with the estates plans for other Divisions.