

Meeting	Authority Meeting
Date	24 February 2021
Location	Video-conference
Title of Paper	Committee and Oversight Group Reports
Presented By	Committee and Oversight Group Chairs
Recommendation to Members	For Discussion
Appendix Attached	No

PURPOSE

To provide the Authority with an update on business progressed through the:

- A. Audit, Risk and Assurance Committee
- B. Succession Planning and Appointments Committee
- C. Forensic Services Committee
- D. Resources Committee

Committee	Chair	Date	Page
Audit, Risk and Assurance Committee	Jane Ryder	28.01.21	3
Succession Planning and Appointments Committee	David Crichton	29.01.21	5
Forensic Services Committee	Tom Halpin	03.02.21	7
Resources Committee	Elaine Wilkinson	09.02.21	10

**Summary report from
Audit, Risk and Assurance Committee
28 January 2021
Jane Ryder, Committee Chair**

Main items of business

- Internal audit plan for 2021/22
- Internal audit reports on:-
 - Benefits realisation and efficiency targets
 - Management responses to COVID-19
 - Core financial systems: Fixed assets
 - Forensic case management
- Whistleblowing in SPA and Police Scotland
- Updates on SPA and Police Scotland audit and improvement recommendations
- SPA Information management update
- SPA and Police Scotland risk updates

Key issues raised and points to note

- The Internal audit Report on benefits realisation and efficiency targets identified significant areas for improvement. The report findings and actions were consistent with the discussion of the Strategic Workforce Plan at the Authority meeting held on the 22 January 2021
- The Audit Risk and Assurance Committee (ARAC) welcomed the implementation of the Police Scotland Design, Demand and Resource Board (DDRB) which had met for the first time the day before ARAC. This will be key to implementation of the recommendations and actions arising from the internal audit reports on benefits realisation & efficiency targets and demand & productivity (reported to ARAC in June)

- Requirement for SPA to address ICO recommendations – Interim CE confirmed progress would be made and reported to next ARAC in April.

Conclusions reached / actions agreed

- A robust and comprehensive approach has been used to develop the internal audit plan for 2021/22. The plan, endorsed by ARAC, is presented to the Authority at this February meeting for approval.
- ARAC were pleased to note that the 2019/ 20 Internal Audit Plan is on track to complete and SPA should be in a position to meet Audit Scotland's timetable once this is finalised.
- The ARAC welcomed the updates provided on whistleblowing and discussed the expectations of the annual reports. Further work is required to consider learning from whistleblowing. There was also initial discussion on the potential impact of recommendations from the Independent Review of Complaints Handling, Investigations and Misconduct Issues in Relation to Policing. The ARAC thanks Michelle Miller (SPA whistleblowing champion) for joining and contributing to the whistleblowing agenda item.

During the current period of social distancing and other restrictions as a result of the COVID-19 pandemic, a full recording of the public items of business taken at this meeting can be accessed at [Audit Risk and Assurance Committee - January 2021 on Livestream](#)

The formal minute of the public items of business will be available at the next meeting which is scheduled for 27 April 2021. This will also be published on the SPA's website.

Summary report from Succession Planning & Appointments Committee

29 January 2021

David Crichton, Committee Chair

Main items of business

- Chief Officer Relocation Expenses Rolling Update
- HMICS Thematic Inspection of Police Scotland Training and Development
- SPA Chair and Board Member Recruitment
- SPA Chief Executive Recruitment

Key issues raised and conclusions reached / actions agreed

Members received reports on the following items which were considered in private.

Chief Officer Relocation Expenses Rolling Update

Members reviewed the nature and frequency of future updates, agreeing to move to an annual assurance report to Resources Committee, with the SPA Chief Executive otherwise escalating matters to Committee on an ad hoc basis where required.

HMICS Thematic Inspection of Police Scotland Training and Development

Members considered the action plan developed by Police Scotland in response to the recent HMICS inspection and an update on delivery progress to date. Whilst some target dates have had to be reviewed in light of the impact of the current pandemic, a number of actions have already been completed, subject to HMICS validation of evidence. Having sought assurance of capacity and resource, Members noted that the new People Committee will oversee resulting implementation of the plan, with regular updates also being reported to the full Authority.

SPA Chair and Board Member Recruitment

Members noted that Martyn Evans would take up the role of Chair from the 1st February 2021 and that interviews for wider Authority Members have now taken place, pending appointments from 1st April 2021.

SPA Chief Executive Recruitment

Members received update on plans to recruit to the role of SPA Chief Executive on a permanent basis.

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Members noted that it remained the intention for the work of this committee to become embedded in the work of the SPA People Committee and as such it was likely this would be the last meeting of the Succession Planning and Appointments Committee.

**Summary report from
Forensic Services Committee
3 February 2021
Mr Tom Halpin, Committee Chair**

Main items of business

- Forensic Services Director's Report
- Performance Report Quarter 3 2020/21
- Demonstrating Value
- Workforce Planning
- HMICS Update
- Forensic Services 2026 Strategy Update
- Drug Driving Update
- Digital Forensics
- Strategic Risk Register
- Memorandum of Understanding
- Forensic Services 2026 Operating Model Full Business Case
- Forensic Services Budget and Capital Investment Report
- Morbid Toxicology Report

Key issues raised

- Demand remains constant during quarter 3 with the focus being on urgent and major casework. A reduction in volume crime cases has seen a fall in fingerprint related case demand. Laboratory capacity is slightly reduced due to physical distancing requirements however casework output remains strong.
- UKAS accreditation inspections were largely completed during Q3, a small amount of assessment time was carried over into February 2021 owing to UKAS assessor COVID self-isolation requirements.

Formal notice of maintenance of accreditation to ISO 17025 is expected in or around April 2021.

- Drug Driving analysis pressure has been alleviated through the use external scientific support. Workload levels are forecast to normalise by the end of March 2021. Work is ongoing with partners on how future demand will be managed.
- Work to date on Digital Forensics was discussed, noting the success of the working group in supporting the wider review of this area and providing recommendations to the SPA Board.
- The Committee received an update on the FS 2026 programme and progress made. It was noted the Full Business Case for the Forensic Services New Operating Model has been developed and is currently being discussed with key stakeholders prior to full consideration by the Committee. Other projects in the programme are also now reaching Initial Business Case stage.
- HMICS work to close off the 23 recommendations is continuing largely through the FS 2026 programme. 14 recommendations have been closed and feedback on a further four awaited from HMICS.
- Proposed research to demonstrate the value that forensic science brings was noted. Members recognised the far reaching aspects value from forensic analysis as part of this paper and undertook to further develop the paper and proposed way forward.
- The Committee received an update on the ongoing proposal to integrate Morbid Toxicology Services within the Forensic Science Service.

Conclusions reached / actions agreed

- Action established to take forward the wider value of forensic science discussion and identification of future opportunities for forensic evidence including non-crime related examinations related to public health, for example.
- Discussions to continue with Police Scotland on the future forecast demand profile for Drug Driving cases and how this is managed.
- Members have requested a paper detailing a timescale and clear understanding of how Digital Forensics fits into the overarching Cybercrime Strategy.

- Workforce planning work remains ongoing. The FS 2026 strategy has taken forward elements of this exercise which will be used to support in this wider work. This area remains a priority for the Committee.

During the current period of social distancing and other restrictions as a result of the COVID-19 pandemic, a full recording of the public items of business taken at this meeting can be accessed at [Forensic Services Committee - February 2021 on Livestream](#).

The formal minute of the public items of business will be available at the next meeting which is scheduled for 19 April 2021. This will also be published on the SPA's website.

Summary report from

Resources Committee

9 February 2021

Elaine Wilkinson, Committee Chair

Main items of business

- Q3 financial forecast.
- SPRM Project Update.
- Q3 People Management Information Dashboard (incorporating Modified Duties Short Life Working Group Update).
- Q3 Health & Safety Report.
- Q3 Wellbeing Report.
- 2021/22 budget update.
- Business cases – one business case recommended to the Board subject to clarification being received to Members on specific queries.
- Contracts – three standard contract awards, recommended to the Board.
- Estates – two properties to be declared surplus, recommended to the Board.

Key issues raised and conclusions reached/actions agreed

Quarter three financial forecast

Members noted additional £8m funding confirmed from the SG for COVID costs and £1m funding from the UK Government in respect of COP26. The combined effect has reduced the forecast deficit to £36m ie back to the pre-COVID anticipated deficit. In addition, there is now a higher level of confidence on the deliverability of this position.

There was extensive discussion on the capital spend noting a large proportion of the capital budget requires to be spent in the last quarter of the year. Police Scotland provided confidence over the ability to achieve the forecast noting: orders are committed with business cases and contracts in place.

Reform is forecast to be £2.5m underspent and it was noted that the service is in discussions with the SG about rolling forward to 2021/22 rather than seeking to reallocate at the last minute.

SPRM Project Update

Members noted progress made (all appeals bar one having been concluded), with plans on track to communicate outcomes to staff in early March. The support of trade union colleagues was particularly recognised. Final costs projected to be within available reform budget, although significant overspend against original full business case noted. Impact of organisational change during the period on SPRM costs requires to be understood. Members commended the appeals process and how well it had been run, despite tight timescales and in light of COVID. Members noted the importance of project evaluation and requested update on timescales for presentation of a report to Committee.

Q3 People Management Information Dashboard (incorporating Modified Duties Short Life Working Group Update

Members welcomed ongoing reporting improvements, although encouraged that future reports seek to identify, where applicable, projected outcomes, to allow impact of improvement activity to be tracked over time. Annual leave utilisation being closely monitored, no significant difference from previous years anticipated. More detailed update sought on work to address decline in Special Constables; implications surrounding the current workforce age profile; and on Corporate Services Division officer numbers. Lessons learned from current home working arrangements being captured. Annual Dashboard report to show split of non-COVID absence, to allow comparison of short-term levels with previous years. Modified duties continues to be an area of concern, although assurance provided that work is being progressed. Report to be brought back at end of Q2, including update on work to identify posts suitable for modified duties and suitability of support provided to those requiring modifications.

Q3 Health & Safety Report

Members were advised of a recent incident where two roads policing officers experienced carbon monoxide poisoning from their vehicle. This was not an old vehicle and planned maintenance was up to date. Further investigation has identified similar issues across other UK forces, potentially linked to vehicle idling. Carbon Monoxide monitors are being procured, and the matter has been reported to HSE. Members extended

their best wishes to those involved and took assurance that the necessary steps were being taken to mitigate risks going forward.

A letter of contravention has been received following recent HSE visits to C3 and Dunfermline (although falling short of enforcement action). An action plan is in place to tackle issues identified, which predominantly relate to compliance with COVID safety measures. In addition to existing regular communications reinforcing responsibilities, a new COVID marshal scheme will see a dedicated person in each building to ensure that standards are maintained. Members noted assurance from the response provided.

Discussions have taken place around access to 'lateral flow' testing for those unable to work from home, and proposals have been put forward to Scottish Government around priority access to vaccinations. Seeking to understand expected deliverables from Your Safety Matters, Members were advised that initial focus is on analysis of data not previously available. Significant progress has been made in addressing safety-related estates improvements in recent months, Members being advised that budget is not an issue. Members encouraged further analysis of incident data by Division, with a view to identifying areas for improvement. Update to be provided on whether (excluding COVID), RIDDORs have continued on a downward trajectory.

Q3 Wellbeing Report

Noting unavoidable cancellation of Mental Wellbeing training due to COVID, Members were advised that this was still a priority, interim measures having been put in place pending wider rollout in the new financial year. Future updates to provide insights from engagement with the 87% app and progress in delivering management actions in response to recent Internal Audit. Members acknowledged the level of activity being undertaken and that things are progressing well, despite the impact of COVID. Noting the importance of measuring impact of wellbeing initiatives, the development of a corresponding performance dashboard was welcomed.

2021/22 Budget Update

A detailed presentation was provided outlining progress made on budget setting including the impact of the draft Scottish budget. Members noted that a transparent and balanced budget is expected and recognised the efforts of the finance team for getting to this point. Members scrutinised the work focused on risk areas, capital deliverability and significant projects (incl COP26 and morbid toxicology).

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The formal minute of the public items of business will be available at the next meeting which is scheduled for 18 March 2021. This will also be published on the SPA's website.