

<b>Meeting</b>	<b>Authority Meeting</b>
<b>Date</b>	<b>25 August 2022</b>
<b>Location</b>	<b>Video Conference</b>
<b>Title of Paper</b>	<b>Committee and Oversight Group Reports</b>
<b>Presented By</b>	<b>Committee and Oversight Group Chairs</b>
<b>Recommendation to Members</b>	<b>For Discussion</b>
<b>Appendix Attached</b>	<b>No</b>

**PURPOSE**

To provide the Authority with an update on business progressed through the following Committee and Oversight Group which have met since the last Authority Meeting:

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

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<b>Committee</b>	<b>Chair</b>	<b>Date</b>	<b>Page</b>
Audit, Risk and Assurance Committee	Mary Pitcaithly	14.07.22	3
Legal Committee	Jane Ryder	26.07.22	5
Forensic Services Committee	Paul Edie	08.08.22	6
Resources Committee	Grant Macrae	09.08.22	10

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## Summary report from Audit, Risk and Assurance Committee

14 July 2022

Mary Pitcaithly, Committee Chair

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*A full recording of the public items of business taken at this meeting can be accessed at [ARAC - 14 July 2022 on Livestream](#)*

*The formal minute of the public items of business will be available at the next meeting which is scheduled for 15 September 2022. This will also be published on the SPA's website.*

### **Main items of business**

- Audit and improvements progress
- Three internal audit reports and the Audit Management Report
- Whistleblowing Annual Reports
- SPA Year End Performance Assessment
- Risk management updates (SPA and Police Scotland)
- Draft Annual Report and Accounts
- Annual data loss and fraud and theft

### **Key issues raised**

- **Audit and Improvement Progress.** The Committee noted the positive progress within the Internal Audit progress report, and the SPA Audit and Improvement Recommendations report. Discussion on the Police Scotland Audit and Improvement Recommendations focussed on the delayed recommendations relating to custody and hate crime. Members heard how delays are communicated to partners and received further detail on risks associated with custody queues.
- **Internal and External Audit Reporting:**
  - **Core Financial Systems and Vetting.** Members welcomed the positive reports and recommendations agreed.

- **Business Continuity Planning.** Members were provided rationale on the timescales noted for an overarching ICT business continuity plan. Assurance was given that individual plans are working in silo and a training scheme is in place while work continues on the policy and framework.
- **Audit Scotland Management Report.** Members welcomed the update from Audit Scotland and the circulation of the Audit Scotland Fraud and Irregularity 2021/22 report which was provided after the meeting.
- **Assurance Reporting**
  - **SPA Whistleblowing.** The Committee were provided with further detail on the draft training plan and heard the strategic approach taken to ensure confidence in the process.
  - **Police Scotland Whistleblowing.** Members were provided detail on how the reports not determined to be whistleblowing are dealt with and were provided assurance of how further detail of those upheld/not upheld are scrutinised at other governance meetings.
  - **SPA Year End Performance Assessment.** Members were encouraged by the positive report, noting it would be included in the Annual Report and Accounts.
- **Risk management.** Members welcomed the updates provided on risk reporting, with questions focusing on control activity, new risk scoring and those out with tolerance.
- **Draft Annual Report and Accounts.** Members provided feedback on the draft (unaudited) annual report and accounts, and the Chief Executive and Police Scotland agreed to consider some proposed changes. The draft ARA will be presented to the next ARAC meeting where recommendation is sought for approval to the Authority.

### **Conclusions reached / actions agreed**

- Recommendations from Internal Audit reports will be follow up in future audit and recommendations reporting.
- Members agreed that effective arrangements for Whistleblowing are in place.
- Future risk reports to include timescales against control activity implemented and risk movement.

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## Summary report from Legal Committee

26 July 2022

Jane Ryder, Committee Chair

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### **Main items of business**

- Consideration of Legal Case

### **Key issues raised**

Consideration of Legal Case - Members had a detailed discussion in relation to an ongoing claim. Based on information provided to them, Members reached a decision and were content for Police Scotland to proceed. The committee expect a further update on the matter at the next committee on the 6<sup>th</sup> September 2022.

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## Summary report from Forensic Services Committee

08 August 2022

Paul Edie, Committee Chair

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*A full recording of the public items of business taken at this meeting can be accessed at [Forensic Services Committee - 8 August 2022 on Livestream](#)*

*The formal minute of the public items of business will be available at the next meeting which is scheduled for 24 October 2022. This will also be published on the SPA's website.*

### **Main items of business**

- Forensic Services Director's Report
- Forensic Services Performance Report – Q1
- Performance Framework Development
- Forensic Services Change Programme Update
- Demonstrating Value
- Biometrics Landscape and Governance Update
- Refreshed 2 Year Business Plan
- Drug Driving Update
- Forensic Services Financial Monitoring Report (Q1)
- Post Mortem Toxicology Transfer Update
- CHS Erroneous Weeding and Implications
- Risk – Operational
- Final Draft Memorandum of Understanding (MoU)
- Strategic Workforce Planning
- Forensic Services Operating Model Consultation Update
- Forensic Toxicology Oversight Group – Update from Meeting held 4<sup>th</sup> August 2022

- **Key issues raised**

Forensic Services Director Report – Members were advised that following a period of consultation, the SMT restructure was now in place. Following approval at the JNCC June 2022, Forensic Services are now advertising a number of posts as part of implementation of the new operating model. Members challenged the costs and risks associated with these new posts and were assured that discussions are ongoing with the Accountable Officer. A workshop will take place to discuss the impact on the new operating model project, ensuring these posts do not create future budget pressures. Members were updated on work being done in relation to the Forensic Services Equality, Diversity and Inclusion (EDI) Strategy and look forward to seeing progress.

- Forensic Services Performance Report Q1 – Members were advised that with the exception of biology, the volume crime unit, and drugs, there has been a reduction in demand across many areas of Forensic Services. The caseload within drugs, mark enhancement and toxicology are still higher than they should be, and specific actions are in place to reduce caseloads in coming months. Future reports will provide more narrative to support data and provide members with a better understanding of trends. The committee discussed UKAS accreditation related to Section 4 and Section 5a analysis, and additional work underway in Forensic Services to meet Lab51 requirements. Further updates on this issue will be provided to Committee.
- Performance Framework Development – Forensic Services recognise the need to report performance in a more meaningful way, linking to outcomes, and to the Police Scotland Performance Framework. It is the intention to deliver improved reporting by the end of this financial year.
- Change Programme Update – Members noted concerns around available resource to deliver the Change Programme and were assured that 4 key projects are very much in flight - the operating model; access to labs; scenes deployment; and Project Weaver. Members were further assured that there is a programme manager, project manager and a business change analyst in place to monitor progress and ensure delivery.
- Demonstrating Value – Members welcomed the update and agreed with the approach. A further report will be provided autumn 2023.
- Biometrics Landscape and Governance Update - Members were updated on the current position to consolidate the SPA FS Biometrics Strategy.

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- Refreshed 2 Year Business Plan – Members were provided with an update, and a fuller update will be provided at the October committee meeting.
- Drug Driving Update – Members discussed issues relating to the processing of drug driving samples, outsourcing and accreditation. The Chair noted his determination to ensure there is improvement in turnaround times and that deadlines are met. Members paid tribute to the staff working within this high demand period to manage the caseload.
- Forensic Toxicology Oversight Group: Update from Meeting Held 4<sup>th</sup> August 2022 – The Chair briefed members on the Group's first meeting, where it considered drug driving, service improvement planning, Project Weaver and its future work plan priorities. The group will meet monthly and report regularly to the Forensic Services Committee.
- Draft Memorandum of Understanding (MoU) –The Chair and members sought assurance that this would be progressed at pace as it has been outstanding for some time. Relevant partners agreed to review and engage to further progress.
- Post Mortem Toxicology Service Transfer (Project Weaver) – Members welcomed the report and developments in this area. FSC is confident in meeting the December go-live date. Members asked that the project was monitored on a daily basis along with key dependencies between now and going live.
- CHS Erroneous Weeding and Implications – Following a report to committee February 2022, Chief Supt Gordon McCreddie introduced the closure report, providing assurance on the success of mitigating actions, the revised procedures, and lessons learnt.
- Risk: Operational – Members discussed operational risk, and highlighted the importance of progressing the MOU in mitigating risk.
- Strategic Workforce Planning – Members were briefed on the Strategic Workforce Plan. Additional information and assurance was sought, and will be provided at a future meeting.
- Forensic Services Operating Model Consultation Update – Members were assured by the report provided on the ongoing staff consultation process within Forensic Services; and were further



assured that there were currently no financial risks as Forensic Services remain within the financial envelope.

- Forensic Services Committee Budget & Capital Investment Report – Members were assured by the detail provided within summary of the Forensic Services 5-year capital investment programme with reference to proposed future capital budget allocation.

**Conclusions reached / actions agreed**

- Members **AGREED** the need for more narrative to be included with future performance reports to support the data and assist members with identification of trends.
- Members **AGREED** the need for the MoU to be progressed, although recognising there is an HMICS review and ask that Crown Office and Police Scotland engage with Forensic Services in order for this to be progressed.
- Members **AGREED** that Forensic Services should engage with SPA Colleagues on the Strategic Workforce Plan to obtain further assurances and the process adopted.

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## Summary report from Resources Committee

09 August 2022

Grant Macrae, Committee Chair

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*The formal minute of the public items of business will be available at the next meeting which is scheduled for 13 September 2022. This will also be published on the SPA's website.*

### **Main items of business**

- Finance
  - Financial Monitoring Report: Q1 2022/23.
  - Resource Spending Review.
- Business cases
  - North East Division Integration Project (NEDIP) end of project review.
  - Full Business Case: Leadership Programme.
- Procurement
  - Procurement Annual Report.
  - Three contract awards: Soft FM, vehicle maintenance and leadership programme.
- Governance Review - Scheme of Financial Delegation updates.
- Officer and Staff Pay verbal updates.

### **Key issues raised**

- **Financial Monitoring Report: Q1 2022/23**
  - The committee explored how the one-off savings from lower officer headcount are being used to fund overtime and non-pay increases with a net break even position forecast. A number of threats and opportunities are being monitored, some of which may crystallise in the Q2 forecast.
  - The committee asked for a further understanding of the financial impact of the current high inflation on the budget.

- **Resource Spending Review**
  - The Committee discussed at length, the potential implications of the Scottish Government Resource Spending Review – including financial consequences, the impact on service delivery and workforce planning.
  
- **Business Cases**
  - **North East Division Integration Project (NEDIP): end of project review.** The committee considered a presentation of the project and commended the successful implementation of this project. Members welcomed assurances that the lesson learned would be fed in to future projects across the organisation.
  - **Police Scotland Leadership Programme Business Case.** Members were supportive of the strategic intent of the project and were supportive of the rational and need for leadership training. The challenge of the extraction of so many people was noted and it was confirmed this would be carefully managed to mitigate any impacts for service delivery. An assurance was given that the lessons learned from the first phase of delivery had informed the planned direction of travel and it was confirmed that the design has been developed by drawing on lessons learned and best practice.
  
- **Procurement & Contracts**
  - **Procurement Annual Report.** The Committee welcomed the Annual Report and commended the increased volume of activity being undertaken by the procurement team. It was agreed the final draft to be uploaded to the Police Scotland website would provide a statement on compliance with the procurement strategy.
  - **Contract Awards.** Members considered proposals in respect of the provision of Soft Facilities Management, Vehicle Maintenance and the Leadership Programme.
  
- **Governance Review - Scheme of Financial Delegation update**
  - Having previously considered the updated scheme of Financial Delegation, the committee noted the subsequent changes which had been made to ensure there is a mutually agreed legal basis

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for achieving the aims of this review that would allow Police Scotland to make some decisions without always referring them to the Authority.

- **Officer and Staff pay verbal update.** The Committee considered verbal updates in respect of both Officer and Staff Pay awards.

### **Conclusions reached / actions agreed**

- Additional information to be provided to People Committee in respect of evaluation of Phase 1 of Senior Leadership Training.
- The following items were recommend to the Authority for Approval subject to available funding:

#### Business Justification Case

- Police Scotland Leadership Programme Business Justification Case

#### Contract Awards:

- Soft FM
- Vehicle Maintenance
- Leadership Programme