

Meeting	Audit, Risk and Assurance Committee
Date	6 May 2020
Location	Tele-conference
Title of Paper	Project Plan for Preparation of Annual Accounts
Presented By	James Gray, Chief Financial Officer
Recommendation to Members	For Discussion
Appendix Attached	Yes Appendix A: Annual Report & Accounts milestones and timeline.

PURPOSE

The purpose of the report is to:

- Update Members on the plan in place to deliver the draft Annual Report & Accounts by 22 June 2020; and
- Set out the key milestones and reporting mechanisms in place to ensure the deadline is achieved.

Members are invited to discuss the content of this report.

1. BACKGROUND

- 1.1 The Scottish Police Authority (SPA) has a duty to produce an Annual Report & Accounts (ARA) following the completion of each financial year. The ARA must be produced in line with the requirements set out in the Financial Reporting Manual (FRoM).
- 1.2 In line with Audit Scotland's Annual Audit Plan 2019/20 (Exhibit 4), there is a requirement to provide a draft Annual Report & Accounts to Audit Scotland by 22 June 2020. The Annual Audit Plan was presented to the Audit Committee at its meeting on 30 January 2020.

2. FURTHER DETAIL ON THE REPORT TOPIC

- 2.1 The preparation of the draft version of the Annual Report & Accounts is driven by a detailed process of task management, with follow up on any areas of delay or concern that emerge throughout the process.
- 2.2 Tasks are identified with key responsibilities and completion timescales as part of an overall timetable. Project methodology is utilised to assess task duration and dependencies.
- 2.3 Reporting and monitoring mechanisms comprise:
- 2.4 **SPA/Police Scotland Finance** – *every 2-3 weeks, or as determined*
 - Regular update meetings with:
SPA Chief Exec; SPA Director(s); other SPA attendees as appropriate; CFO; Fin Controller; Statutory Reporting Lead
 - High level progress discussed with any particular concerns raised by exception. Degree of focus on Governance; and Policing Performance with SPA lead in those areas
- 2.5 **Police Scotland Finance** – *daily*
 - Statutory Reporting Lead; Financial Accounting; Project support; Fin Controller; other attendees as required
 - Daily update and issue resolution meetings to ensure:
 - Progress as required on project tasks
 - Identification of concerns/risks with assigned mitigating actions
- 2.6 **Police Scotland / Audit Scotland** – *currently weekly*

- Regular meeting to highlight any high level areas for early discussion/resolution - for example, a common understanding of actuarial valuation approach for pension asset values (given Mar 2020 adverse movement)
- Due to the challenging remote working arrangements at present, it is intended to continue with these regular meetings to enable discussion around any issues, including arrangements for the efficient and comprehensive sharing of data and working paper sharing.

2.7 Key milestones are shown, along with the high level timeline at **Appendix A.**

2.8 **COVID-19 Risk Management**

The current Covid-19 restrictions have presented clear challenges to all working arrangements, including the production of the ARA. An example of how this has been managed has been a significant expansion to enable more remote working. In general, through the regular management and updating approach outlined above, highlighting any risks and corresponding mitigating actions, there remains a clear plan to produce the draft Annual Report and Accounts as required by 22 June 2020.

3. FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications in this paper.

4. PERSONNEL IMPLICATIONS

4.1 There are no personnel implications associated with this paper.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications associated with this paper.

6. REPUTATIONAL IMPLICATIONS

6.1 It is important that the quality of the document produced, and supporting working papers, is high and meets the expected requirements of Audit Scotland.

7. SOCIAL IMPLICATIONS

7.1 There are no social implications associated with this paper.

8. COMMUNITY IMPACT

8.1 There are no community impact implications associated with this paper.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications associated with this paper.

10. ENVIRONMENT IMPLICATIONS

10.1 There are no environmental implications associated with this paper.

RECOMMENDATIONS

Members are invited to discuss the content of this paper.

Appendix A

2019/20 SPA Annual Report and Accounts - Key Milestones/dates

