

| | |
|----------------------------------|--|
| Meeting | SPA Audit, Risk and Assurance Committee |
| Date | 5 May 2021 |
| Location | By Video Conference |
| Title of Paper | Project Plan for Preparation of the Annual Report and 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 21 June 2021; and
- Set out the key milestones and reporting mechanisms in place to ensure the deadline is achieved.

Members are requested to discuss the contents of this paper.

1. BACKGROUND

- 1.1 The Scottish Police Authority (SPA) has a statutory duty to produce the 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 (FRM), as issued by HM Treasury.
- 1.2 In line with Audit Scotland's Annual Audit Plan 2020/21 (Exhibit 4 in the Audit Plan), there is a requirement to provide a draft Annual Report & Accounts to Audit Scotland by 21 June 2021. The Annual Audit Plan is presented to the Audit, Risk and Assurance Committee at this meeting of 5 May 2021.

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**
 - *Monthly*: High level update meeting with SPA Chief Executive; Deputy Chief Executive (Resources); Head of Finance, Audit & Risk (SPA); Fin Controller (PS); Statutory Reporting Lead (PS). Discussion on progress of all parts of ARA with any particular concerns raised by exception.
 - *Weekly (and as required)*: Meetings with Head of Finance, Audit & Risk (SPA); Fin Controller (PS); Statutory Reporting Lead (PS); colleagues from SPA/PS as required.
- 2.5 **Police Scotland Finance – daily**
 - Statutory Reporting Lead; Financial Accounting Specialist; 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 technical areas that merit early discussion/resolution, and any points of emphasis
- In due course, during the active phase of the audit, meetings will focus on issues arising on information provided, or other aspects of draft report and supporting working papers. Tracking of queries and resolution are monitored closely.

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

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 contents of this paper

Project Plan for Preparation of Annual Accounts - Appendix A:

