

Meeting	Authority Meeting
Date	25 August 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 following Committee and Oversight Group which have met since the last Authority Meeting:

- Policing of COP26 Oversight Group
- Audit, Risk and Assurance Committee
- Forensic Services Committee
- Resources Committee

The Complaints and Conduct Committee meet on the 19 August and a report will be presented to the Authority at its September meeting.

The following Committees have not met, but are scheduled to meet in the coming weeks:

- People Committee
- Legal Committee
- Policing Performance Committee

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Committee	Chair	Date	Page
Policing of Cop26 Oversight Group	Tom Halpin	07.07.21+ 03.08.21	3
Audit, Risk and Assurance Committee	Jane Ryder	15.07.21	7
Forensic Services Committee	Tom Halpin	26.07.21	10
Resources Committee	Robert Black	05.08.21	14

Summary report from COP26 Oversight Group
7 July 2021 and 3 August 2021
Tom Halpin, Committee Chair

7 July 2021

Main items of business

- Event Planning Exercise Programme
- G7 Learning
- Communications Plan
- Strategic Engagement
- Internal Assurance and Review

Key issues raised

- Members of the Group received a further update on Testing, Exercising and Readiness (TER) in the run up to COP26, and assurances were provided that any findings from the TER programme will be routed back into planning structures. Members sought assurance on how feedback will be actioned and the impact this will have, with Police Scotland (PS) providing a detailed overview of the audit trail of the process of assessing, prioritising, logging and feeding back the outcome of any TER activity.
- The Gold Commander provided the Group with an operational update and reassurance around: G7 Counter-Terrorism learning; Workforce Agreements; and, in general, provided a timely overview of the complexity of the planning and execution of an event of this size, including the broader political challenges and complex discussions.
- Members were provided with assurance that learning from the G7 event is being scrutinized closely by PS and any key learnings will be incorporated into the Wellbeing Strategy.
- Members noted that the Assessment phase of business as usual planning was completed at the end of May, and PS are currently working through the second phase, Tactical Planning, which is due to be completed by the end of July.
- A comprehensive report on the development and delivery of Police Scotland's Communications Plan was provided to Members, with

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assurances and detail given on both internal and external communications. A progress report on the Communications Plan is provided to the Group at each meeting.

- On wider strategic engagement, PS gave an outline of the ongoing work being carried out by the Strategic Engagement Group, which includes members of the private, business and energy sector, including representation from the Chamber of Commerce. Further detail was provided on the Community Reassurance work being undertaken and PS advised that dedicated resource is in place to support this.
- HMICS advised Members of the Recommendation to monitor progress of the areas of development identified in the recent review and welcomed the commitment to develop a reporting template for this. HMICS will also continue to observe and monitor progress through attendance at these meetings.
- Members were advised that HMICS will complete some follow-up activity around the Custody areas of development, including further fieldwork.
- The findings of an Internal Audit on budget and finance was considered by Members, and the conclusions welcomed. The report identified a need for a detailed approach to reclaiming costs. Members were provided with reassurance that the negotiations with the Cabinet Office, Scottish Government and other partners have progressed and a formal Memorandum of Understanding (MOU) between the Scottish and UK Governments and agreement is in place for PS to recover all costs.
- Finally, Members were provided with an update on the latest meeting of the Scottish Government's Safety and Resilience Board: an all agency and emergency services group from across Scotland, which includes the COP26 Unit, the Foreign and Commonwealth Office and the Scottish Government. At the most recent meeting, discussion took place around feedback from the G7 and the Euros, particularly on Covid-19 considerations and there was a focus on business as usual activity across all of the agencies.

Conclusions reached / actions agreed

- Members sought further future assurance around the implementation of the HMICS Report, along with a request to see the Strategic Engagement Strategy document at the next meeting.

3 August 2021

Main items of business

- Finance Update
- Complaints Handling
- Local Policing
- 'COP26 – Policing the Protests' Roundtable, 9 September
- External Review and Assurance

Key issues raised

- Members were given feedback on PS engagement with the First Minister and Cabinet Secretaries to provide an update on COP26 planning, while the Gold Commander provided the Group with an operational update and reassurance around: the Testing and Exercising schedule being on track; UK-wide Ministerial engagement; private security implications; and Section 98 agreement.
- Members raised a question around the timeframe to deliver the social media strategy, Gold Commander responded that this strategy compliments the Get Ready Glasgow campaign which is led by Glasgow City Council and supported by the UK and Scottish Government. The Police Scotland strategy will focus on re-enforcing the messages delivered by Get Ready Glasgow and both UK and Scottish Government's social media, while providing public safety guidance during the event.
- Members were provided with the monthly Finance Update, and it was noted that Police Scotland's finance planning is detailed and advanced, as recognised by internal and external review, with a phased approach to request spend approval.
- Members were advised that the Police Service of Northern Ireland (PSNI) has now signed the Workforce Agreement, which means that all UK federated groups are now agreed. The police federations, unions and the Superintendent associations have also agreed previously and Gold Commander will now sign formally on behalf of the Chief Constable.
- The Group noted that a National Complaint Handling Team has been created within the Professional Standards Department (PSD) and has been operational since the beginning of May, and this team will

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help to ensure the efficient and effective delivery of a complaint handling model for COP26.

- After a detailed and comprehensive briefing, Members sought assurance around how Police Scotland would maintain oversight of complaints against Mutual Aid Officers that would be investigated in other UK forces. They were advised that the team will record the complaint and monitor progress to ensure that complainants receive an outcome, and Police Scotland will be able to provide management information, detailing the total numbers of complaints, who is investigating and what is the progress of the complaints.
- Members were provided with an update on plans for a virtual roundtable event due to take place on 9 September, jointly hosted by PS and the SPA. The event aims to demonstrate how Police Scotland's commitment to protecting people's right to protest or counter-protest is, and can be, balanced against the rights of the wider community. The event will showcase this commitment and the practical ways in which PS will protect those rights, alongside ensuring individual and community safety and wellbeing.
- Gold Commander advised that there are 6 areas of good practice noted by HMICS and 31 areas for consideration in their report. Police Scotland provided Members with a reporting document to track progress against each of the 31 areas. HMICS confirmed they were content with this methodology and tracking.

Conclusions reached / actions agreed

- Members sought future assurance around evaluation and lessons learned from a local policing perspectives. Likewise, it was agreed that further clarity would be provided in relation to the key issues, themes and resolutions from Testing and Exercising within a future report.
- Members agreed to consider, alongside Police Scotland, specific plans for post-event recognition of Officers and Staff, along with the mechanisms in place to learn lessons from their experience.
- The September meeting of the Oversight Group will give additional consideration to the updated Criminal Justice preparations, including custody.

Summary report from Audit, Risk and Assurance Committee

15 July 2021

Jane Ryder, Committee Chair

The formal minute of the public items of business will be available at the next meeting which is scheduled for 16 September 2021. This will also be published on the SPA's website.

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 [- Scottish Police Authority \(spa.police.uk\)](https://spa.police.uk)

Main items of business

- Whistleblowing annual reports (SPA and Police Scotland)
- HMICS – Authority's Governance Pathway; HMICS Scrutiny Plan 2021/22; HMICS Hate Crime report.
- Audit and improvements progress – reports from SPA and Police Scotland including updates on HMICS and internal audit progress.
- Audit Scotland Management Report
- SPA Best Value – way forward
- Annual Data Loss and Fraud and Theft Report
- National Fraud Initiative Update
- Annual Report and Accounts including committee effectiveness reports
- Risk management updates (SPA and Police Scotland)

Key issues raised

- ARAC were provided with an overview of the Authority's updated approach to formally considering and monitoring HMICS reports.
- ARAC noted and agreed that the planned internal audit on Equality & Diversity would be withdrawn to avoid duplication with HMICS' ongoing work. At this time no additional audit work is planned, however, the Authority may use the available days to meet emerging demands.
- ARAC noted the requirement to demonstrate Best Value and agreed the proposed methodology as to how SPA will discharge this obligation.

Conclusions reached / actions agreed

- Michelle Miller, SPA whistleblowing champion, joined the meeting for the whistleblowing agenda items. Future whistleblowing reports are to include updates on training delivery and how staff confidence to use the process is captured/measured.
- ARAC welcomed the attendance and contribution from Her Majesty's Chief Inspector of Constabulary including an update on the HMICS Scrutiny Plan for 2021/22.
- ARAC agreed the approach outlined to considering and monitoring HMICS reports is a significant positive step forward supporting appropriate visibility and oversight, and this will be adopted . For completeness ARAC requested a summary of the whole end-to-end process of HMICS reports from initial scrutiny to closure
- Positive progress on the content of the Annual Report and Accounts was noted including the outcome of Audit Scotland's interim management report.
- Improvements in risk reporting were noted. Further developments to be incorporated in future reporting. Members discussed emerging risks in relation to the Digital Evidence Sharing Capability (DESC) project following on from discussion at the June Board meeting. Further detail on the management of DESC risks will be provided to ARAC Members.

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Summary report from Forensic Services Committee
26 July 2021
Mr Tom Halpin, Committee Chair

The formal minute of the public items of business will be available at the next meeting which is scheduled for 25 October 2021. This will also be published on the SPA's website.

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 <https://livestream.com/spa/fscjuly21>

Main items of business

- Performance Report Quarter 1 2021/22
- FS COP26 Update
- Demonstrating Value of Forensic Services Update
- Workforce Planning Update
- Forensic Services 2026;
 - FS 2026 Update
 - FS 2026 Strategy Refresh
 - Environmental Strategy
- HMICS Update
- Drug Driving Update
- FS Committee Workplan Update
- Post Mortem Toxicology Update
- Risk – Operational Update
- Memo of Understanding development update
- Drugs Strategy – Case Study
- FS Budget and Capital Investment Report
- Financial Update on Business Cases
- Director of Forensic Services Objectives

Key issues raised

- Demand and laboratory output remained strong during Quarter 1. Increases in demand reported for Scene Examination as Scotland comes out of Covid restrictions; significant increase in Toxicology Section 5a analysis and Biology reporting increase in major crime.
- Management Development Training continuing with positive feedback from FS staff and FS participating in My Career – proof on concept pilot will conclude 31/8/21.
- Work continues towards achieving accreditation for Scene Examination.
- As current COVID restrictions reduce and the organisation moves into the 'new normal' Forensic Services will continue to work closely with partners Police Scotland and COPFS to manage and prioritise workload.
- The committee considered increasing levels of staff absence with 36% in quarter being related to Covid. Absence rates are in line with Police Scotland. FS managing and supporting staff and trend analysis being considered by the FS Attendance Management sub group of the FS People Board.
- Committee Members received an update on FS engagement re planning and oversight of COP 2026. FS will continue to engage with the planning group and to determine considerations re BAU, cost recovery and Health, Safety and Wellbeing of staff.
- The Demonstrating Value work – proposal to establish working group to identify the contribution of forensic science and widening the focus across Criminal Justice and Public Safety and Wellbeing settings.
- The FS Workforce Plan is developing under three workstreams; Demand Forecasting, Capacity Forecasting and Workforce Analysis. A strategic review of future demand will be undertaken taking into account the newly published Police Scotland Strategic Workforce Plan presented to the Authority in January 2021.
- The Committee received an updated on the FS 2026 programme and underpinning projects and the progress made including the full implementation of revised governance structure within FS. The business cases for the Operating Model, Access to Lab and Deployment of Scene Examination are at Full Business Cases. A presentation will be made to the SPA Resources Committee and SPA Board September 2021. In addition engagement has been undertaken with Police Scotland ACCs on the new operating model

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and benefits and this will be followed up by engagements with local area commanders.

- FS 2026 Strategy Refresh was presented following a strategic assessment, research and a landscape review along with an extensive range of internal and external stakeholder engagement. The refreshed strategy focuses on themes, Supporting and Empowering our People; Sustainability; Advances in Forensic Science and Collaboration and Partnership.
- Environmental Strategy – overview of activities that FS will do in support and engage with the PS Environmental Strategy.
- HMICS – status is of the 23 recommendations; Forensic Services has had confirmation from HMICS that 15 are now complete. The remaining 8 recommendations are largely aligned to FS 2026 Change Programme.
- Post Mortem Toxicology - significant progress made in the project including the new date of transfer being 1st December 2022 which is now agreed by all parties and presents an achievable date for delivery of this complex project.
- Memo of Understanding – development is ongoing to take account of feedback provided from a range of stakeholders. The strategic workforce plan will also allow for more informed discussion on aspects relating to management and prioritisation of demand.
- Drugs Strategy – Case Study presented that demonstrates the value of Forensic Services in Drugs Cases.

Conclusions reached / actions agreed

- FS Performance Report to be developed further to separate Toxicology figures to provide more accurate picture in order to monitor and address issues.
- Update on the variance in relation to Evidence Recovery Rates between East, North and West to be reported to next Committee.
- FS will report to the FS Committee as required from the newly established FS People, ICT and Change and Improvement Boards.
- FS 2026 Strategy Refresh to be developed to include measures for performance and develop presentation style for accessibility as a public document.

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- Environmental activities – development of measures to identify and report on targets
- Drugs Driving - Forensic Services, Police Scotland and COPFS to bring forward a joint paper to Scottish Government around defining approach to address the demands as a result of the Drug Driving legislation.
- Memorandum of Understanding (MOU) – FS to ensure alignment of the MOU with the workforce plan.

Summary report from Resources Committee

05 August 2021

Robert Black, Committee Chair

The formal minute of the public items of business will be available at the next meeting which is scheduled for 14 September 2021. This will also be published on the SPA's website.

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 <https://livestream.com/spa/resources5aug21>

Main items of business

- Quarter 1 Financial Monitoring Report
- 2022/23 Budget Strategy
- COP26 Finance Update
- COS Data Drives Digital Transformation Full Business Case
- Microsoft Office 365 Initial Business Case
- Two contract awards
- Procurement Annual Report
- Two radio sites ground lease extensions
- Relocation of Lochboisdale Police station

Key issues raised

- Members scrutinised the **quarter one Financial Monitoring Report**. The committee probed a numbers of areas including:
 - Degree of remaining financial uncertainty related to COVID-19. This included a discussion on the impact of income related to the cancellation of events and lower airport passenger numbers.
 - Ill Health Retirements. Assurance was received that effort was being made to clear a backlog of cases which was expected to clear in the coming months. Finance are working with P&D to assess any financial implications and how this could impact on the budget for future years.
 - Other questions included discussion on fuel costs, NDR, building maintenance and cash flow analysis.

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- Police Scotland provided an update on the **2022/23 Budget Strategy** and recognising the continual evolution in approach towards priority based budgeting. Members welcomed plans to support budget holders with financial training and there was discussion on how the service consults with the public as part of budget setting.
- A **COP26** budget update reported there is now greater clarity of costs. Members sought an assurance that effort was being made to ensure Police Scotland captured learning from the recent G7 Summit and welcomed the assurance that there were close links with both operational teams and finance teams with learning being shared. It was confirmed that the agreed principle of no financial detriment to the policing of Scotland continues to be delivered.
- Members considered and recommended to the Authority the **Procurement Annual Report**. The improved Management Information data was noted as contributing to an improved ability to report.
- The Committee considered the **COS Data Drives Digital Transformation Full Business Case (FBC)** and received an additional presentation from Police Scotland.
 - It was agreed this is a complicated area which is not without risk however further work was required to be done to the business case. It was concluded that the supplementary presentation and committee discussion provided sufficient assurances to allow the Resources Committee to recommend the business case to the Authority. The Committee, however, requested a number of clarifications /changes be made to the business case (including strategic alignment and risk management) before the paper is presented to the Board.
 - The Committee also raised an action to ensure that Police Scotland working with the SPA reviews the reporting of business cases to the Committees and the Board ensuring they are appropriate for a non-executives and their remit.
- The Chair noted an issue with the body worn video contract previously recommended by the Resources Committee. The Committee's decision required to be changed and the Chair was fully involved in the revised decision. A formal lessons learned paper has been requested.
- Members agreed to recommend to the Authority the **Relocation of Lochboisdale Police station** to Office 2, Oifis Stòras, Daliburgh, South Uist. They welcomed this collaborative approach which provided the opportunity to improve service delivery whilst working collaboratively with community partners and to deliver best value.

Conclusions reached / actions agreed

- Police Scotland to refresh the COS Data Drives Digital Transformation Full Business Case for the Authority Meeting to ensure the information presented is clearer and suitable for Board consideration.
- Police Scotland to work with the SPA to conduct a further review of business case reporting to Resources Committee and the Board.
- Lessons learned report request for body worn video contract.
- The following items were recommend to the Authority for Approval;
 - *Business cases*
 - COS Data Drives Digital Transformation Full Business Case (FBC)
 - *Contracts / procurement*
 - Contract Award: Data Migration Services for National UNFI Roll Out
 - Contract Award: 'Holmes 2' Contract Renewals
 - Procurement Annual Report
 - *Estates*
 - Orlig Radio Site Ground Lease Extension
 - Brown Carrick Radio Site Ground Lease Extension
 - Relocation of Lochboisdale Police station to Office 2, Oifis Stòras, Daliburgh, South Uist