



Terms of Reference

Resources Committee

Purpose and Scope

1. The purpose of this Committee is to provide oversight, scrutiny and assurance to the Board on all significant financial and budgetary resourcing matters, including strategic financial planning and budget setting in the short, medium and long term, investment decisions based on review of business cases, performance against the agreed budget, delivery of the expected investment benefits and assurance on financial regulatory compliance and stewardship.
2. The Committee will provide advice and assurance to the Board on these matters and any other specific items which the SPA Board requests of it in relation to financial sustainability and other resourcing aspects of Police Scotland and the SPA.
3. The Committee will seek to ensure that continuous improvement is embedded within financial planning and the management and delivery of benefits through investment made in the change portfolio. The Committee will oversee the management and development of processes and procedures in line with Best Value principles.
4. The Committee will consider and approve matters delegated to it by the Board and set out in the Authority's Financial Regulations and the Financial Delegation and Pre-approval Matrix is appended to the Financial Regulations.
5. Meetings will be used to:
 - 5.1 Review reports in relation to matters falling within the scope of this Committee and, in accordance with the Authority's Financial Regulations and Financial Delegation and Pre-Approval Matrix, consider and approve such matters within the limits set out in the Financial Delegation and Pre-Approval Matrix; and make recommendations for approval to the Board as appropriate. Matters falling within the scope of this Committee include but are not limited to
 - 5.1.1 SPA/Police Scotland input to Government Spending Reviews.
 - 5.1.2 Annual budget proposals for revenue, capital and reform.
 - 5.1.3 Routine in-year financial monitoring, forecasting, cash flow management and year end outturn of financial performance against all approved budgets including any savings or efficiency plans.



- 5.1.4 Budget changes resulting from factors out with the budget planning process during the financial year.
- 5.1.5 Medium and longer term financial planning including scenario planning.
- 5.1.6 Business cases, contracts, lease agreements, operational plans, borrowing, sponsorship, special payments, income charge rates, grant funded awards, write-off losses and bad debts, and the acquisition and disposal of land and property.
- 5.2 Assess strategies which have resource implications with a view to making recommendations to the Board.
- 5.3 Scrutinise the rolling capital investment plan ensuring prioritisation of spend is aligned to the outcomes set out on the Strategic Police Plan and equivalent SPA Corporate and Forensic Services Strategies and monitor progress of the agreed programme of property disposals and acquisitions.
- 5.4 Seek assurance that transformational change programmes are being delivered in line with the approved timescales, cost and that the project will achieve the expected benefits. Consider benefits realisation and how those benefits have been used as well as their outcome on service delivery.
- 5.5 Seek assurance that Police Scotland and SPA are developing financially sustainable organisational plans with appropriate financial strategies and plans to deliver the outcomes set out in the Strategic Police Plan.
- 5.6 Seek assurance on the capacity and capability of the finance, procurement, estates, fleet, digital and change functions, including staff, systems and processes including an annual review of the SPA/Police Scotland Financial Regulations.
- 5.7 Seek assurance on compliance with the Scottish Public Finance Manual and other financial and procurement policies and regulations.
- 5.8 Consider, in conjunction with the People Committee, for recommendation to the Board and onward submission to Scottish Government as appropriate, a proposed funding remit for pay negotiations; proposed changes to staff terms and conditions; and proposed schemes to pay voluntary redundancy or compensation for loss of office.
- 5.9 Seek assurance that pension schemes for officers and staff are effectively funded and financially managed, in conjunction with the People Committee.
- 5.10 Seek assurance, in conjunction with the People Committee, that workforce planning is effectively integrated with strategic and financial planning processes.
- 5.11 Consider such other matters as required by the Board.



Membership

6. The Committee will comprise a minimum of 3 Authority Members including the chair ("the Committee Chair").
7. The quorum for the Committee will be two Authority Members including the Chair.

Meetings

8. The Committee will hold at least 4 scheduled meetings per year, although the precise number of meetings will be dependent upon the nature and extent of the Committee's business.