

Meeting	Authority Meeting
Date	24 November 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
- People Committee
- Forensic Service Committee
- Legal Committee
- Resources Committee

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Summary report from COP26 Oversight Group

7 October 2021

Tom Halpin, Committee Chair

Main items of business

- Operational Update
- Public Health Guidance and Legislation
- Officer and Staff Health, Safety and Wellbeing
- Maintenance of Business As Usual
- HMICS – Custody Recommendations
- Review and Assurance Recommendations and Implementation
- Post-Event Review and Meeting Schedule

Key issues raised

- In the final pre-event meeting of the Oversight Group, the Chair acknowledged the huge amount of work undertaken in preparation for the event, and indicated continued support for a safe and secure COP26. He reflected on the terms of reference for this group, the importance of maintaining policing for Scotland, and the health and wellbeing of all officers and staff during COP26.
- The Gold Commander provided the Group with his final pre-event operational update and reassurance around the breadth of the policing operation. Closing focus included internal co-ordination, particularly on event management, business as usual activity, corporate and specialist services readiness and communication. Members sought continued assurance around the approach of Police Scotland in relation to the policing of protests, and the engagement carried out so far through, for example, the IAG and public roundtable.
- Members were provided ongoing assurance around finance recovery and the central principle of no detriment to the Police Scotland budget. Full financial recovery continues to be assured, and the Oversight Group expressed its thanks to the Finance Team for their diligent work throughout.

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- Members were provided with a detailed update on public health guidance and legislation, with assurances and clarity around the designation of protests as distinct to 'organised events' under current laws. All policing under the legislation would be carried out with public safety paramount.
- A detailed discussion took place around the welfare, health, safety and wellbeing of officers and staff. Members sought, and were provided with, assurances around training completion for Armed Policing in the use of body worn video (BWV).
- Members sought reassurance that Executive Officers (EOs) are being fully supported, whilst recognising the extreme demand of all officers. Arrangements were put in place for Members to maintain contact with EOs in preparation for, and during, the event. This was welcomed by Police Scotland.
- The Oversight Group were given further assurances around the maintenance of local policing, with Police Scotland confirming a confidence in capacity levels. Police Scotland also assured Members of a focus on equity of arrangements between those at COP26 events and those working business as usual, and a 'double lock' had been agreed where officers can work rest days for pay. Further discussion took place around wellbeing of business as usual staff and officers, with Members given assurances around post-event recognition in this area.
- A further discussion took place around custody arrangements, and how Police Scotland are meeting the recommendations set out by Her Majesty's Inspectorate of Constabulary in Scotland (HMICS) in the follow-up to their wider COP26 report. A high degree of confidence was in place for the readiness of custody suites, with Members raising – and given assurance around – arrangements for children and young people.
- SPA officers reported on arrangements for the Independent Custody Visiting Service (ICVS) throughout COP26, and informed Members that planning assumptions remain aligned with Police Scotland in order to anticipate changing demand. Members were assured that ICVS volunteers would be provided access to both the custody suites, and surrounding location.
- Members received a final pre-event update on the implementation of all (HMICS, Metropolitan Police Peer Review, and Internal Audits) recommendations and considered progress. Members indicated a

high level of confidence provided by the various reviews, while Police Scotland welcomed the oversight and challenge provided by this Group since its inception.

Conclusions reached / actions agreed

- The Gold Commander, ACC Higgins, noted that there will be significant work undertaken during and after the event in order to capture and learn the lessons going forward.
- Confirmation was given that there would be no formal role for the Oversight Group during the event itself, however arrangements would be put in place to outline appropriate escalation procedures, should they be required.
- The Chair advised that arrangements will be made for a future meeting to oversee the capture of lessons learned. The initial meeting will take place in mid-December and a follow up meeting would be arranged for March 2022, before formal reporting to the full Authority.

Summary report from People Committee

25 October 2021

Mary Pitcaithly, Committee Chair

The formal minute of the public items of business will be available at the next meeting which is scheduled for 30 November. 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 [People Committee - October on Livestream](#).

Main items of business

- Your Voice Matters Staff Survey Results
- Your Voice Matters Staff Survey Implementation Plan
- Senior Officer Recruitment Proposal

Key issues raised

- Members discussed at length, the full organisational results for Police Scotland and SPA Corporate in relation to the 'Your Voice Matters' survey. Members heard that the results would be used to start conversations to further explore how staff can be supported across the organisation.
- The Forensic Services survey results were not presented but will be shared with the workforce after some additional engagement activity has been carried out.
- There was discussion on how these results would be cross referenced with other surveys and public opinion surveys to provide a richer overall picture however it was recognised that while worthwhile, this would be a challenging piece of work.
- Members considered an overview of the development of a robust Implementation Plan, with additional detail provided in the private discussion. Recognising the benefits from stakeholder input, the committee welcomed the update that the Survey Steering Group would play an important role as the action plan develops.

- Members considered a proposal in respect of the process for senior officer recruitment and agreed the progression of the proposed process.

Conclusions reached / actions agreed

- Areas of future focus and interest for the committee are benchmarking, hindrance stressor, regional/departmental variations, sleep deprivation, results for protected characteristic groups,
- Organisational level analysis of the free text responses to be provided and considered by the committee.
- Implementation plan to be enhanced so that it highlights clear statements of what will be achieved and the timescales for completion. This will provide opportunity for the committee to be assured that work is progressing as planned.
- Deep Dive to explore MyCareer to be arranged.

Summary report from Forensic Services Committee

25 October 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 30 November. 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 [Forensic Services Committee – October on Livestream](#)

Main items of business

- Performance Report Quarter 2 2020/21
- Forensic Services 2026 Programme
 - HMICS Update
 - Demonstrating Value
 - Drug Driving Update & Capacity Plan
 - FS Committee Workplan
 - FS 2026 Strategy Refresh
 - Post Mortem Toxicology Update
 - Risk – Operational and Strategic
 - Workforce Planning Update
- Memo of Understanding development update
- FS Budget and Capital Investment Report

Key issues raised

Performance - Forensic Services has performed consistently in Q2 in comparison to previous reporting periods. Capacity and demand across many disciplines is now in balance allowing for improvement in timeliness over the coming months. Staff absence data was considered and noted Covid related absences are low within FS.

Forensic Services 2026 – The Committee received an updated on the FS 2026 programme and underpinning projects, noting all work is on track to deliver against key milestones. Members were provided with assurance that Trade Unions are fully engaged with relevant groups. Core Operating System Project is on hold pending recruitment of a Project Manager however, recruitment is a priority and currently underway for various roles necessary to deliver change.

HMICS – 23 recommendations, Forensic Services has had confirmation from HMICS that 16 are now considered complete. The remaining 7 recommendations are largely aligned to current FS 2026 Change Programme.

Demonstrating Value – Members were appraised of a publication by Ulster University regarding the study of Value. FS will establish a group to consider the framework recommended in the study.

Drug Driving Update & Capacity Plan Updates–

- Significant increase in demand continues to be reported as a result of new Drug Driving legislation (Section 5a).
- In order to explore a more sustainable, long-term, solution for provision of drug driving service, two workshops with stakeholders were ran in September 2021. Stakeholders included representatives from Forensic Services, Police Scotland, COPFS and Scottish Government.
- A position paper to be developed to the Scottish Government that articulates the strategic issues and recommendations.

FS 2026 Strategy Refresh - Members were provided with a report which updated members on the refreshed Forensic Services Strategy and associated Business Cases.

Post Mortem Toxicology Update –

- Committee was appraised of significant progress made in the project including securing the lease to the new premises, awarding the fit out contract, procurement of the new equipment, adopting the case management systems (CaRRs) and engagement with University of Glasgow staff
- Project on target for 'go live' date of 1st December 2022.

Risk – Operational and Strategic risks were reported and noted by members.

Workforce Planning Update –

- A detailed demand forecast has been undertaken to understand demand for services based on the last five years of data to inform the strategic workforce plan. Further review of this forecast is

currently being undertaken by Police Scotland and COPFS to determine any areas where there is knowledge of changing trends, crime statistics, justice system focus and known areas of legislative change.

Memo of Understanding update –

- Members were presented with current draft of MOU and updated on the recent meeting of the short life working group for the development of the MOU and appraised of two active strands of work running in parallel with each other, one relating to the MoU itself and the other around Access to Lab Project.

FS Budget and Capital Investment Report-

- Members considered the report which had been submitted to provide an overview of financial performance for Quarter 2 2021/22.
- Assurance was provided re management of Capital Projects to ensure maximising authorised budget spend by end of financial year.
- Confirmation was provided that provision of the Post Mortem Toxicology service is built into 2022/23 Budget (funded by SG)

Conclusions reached / actions agreed for noting

Performance reporting will be refined further re trending, workforce planning to inform capacity resilience.

Drugs Driving Capacity – FS will engage with Police Scotland and COPFS in order to produce a position paper for Scottish Government which articulates the strategic issues with recommendations to take forward. In addition FS will provide a paper for the next FS Committee to that considers staff wellbeing in relation to capacity and demand.

FS Strategy Refresh – FS to arrange a joint planning session with FS Committee Members to consider the strategy and to scope a delivery plan that underpins the new strategy, ensuring alignment to the Forensic Services two year business plan.

Post Mortem Toxicology –

- Digital Services and FS to brief FS Committee further in relation to adopting the CaRRs IT solution.

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- An updated project plan with RAG status and milestones will be reported to next Committee

MOU –

- FS to engage with Police Scotland and COPFS to seek comments and reach a final draft of the MoU.

FS Budget and Capital Investment -

- Further analysis around any potential spending gaps to be provided to next FS Committee following the Capital Investment Board to allow further reassurance to be provided to Authority Members.

Summary report from Legal Committee

27 October 2021

Paul Edie, Committee Member

The committee met in private on the 27th October 2021 to consider a number of items.

Main items of business

- Areas of Business Approved under Delegated Authority of the SPA Chief Executive
- Update on Operation Iona
- Update on Operation Tarn
- Litigation Table Update
- Non-Disclosure Agreements (NDA's)

Key issues raised

- As noted above and below

Conclusions reached / actions agreed

- Updates noted in respect of Areas of Business Approved under Delegated Authority of the SPA Chief Executive, Operation Iona and Operation Tarn
- Updates noted in relation to Litigation Tables with further updates in relation to specific cases requested for the next Legal Committee.
- Detailed discussion in relation to Non-Disclosure Agreements with agreement that further discussion was required. There has since been a request that Police Scotland bring a report to the next Legal Committee in relation to NDA's.

Summary report from Resources Committee 11 November 2021 Grant Macrae, Committee Chair

The formal minute of the public items of business will be available at the next meeting which is scheduled for 16 December 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/resourcesnov2021>

Main items of business

- Q2 Financial Monitoring Report
- SPRM Closure Report
- COP26 Budget Update
- Full business case (FBC): Unified Communications and Contact Platform (UCCP)
- Full business case (FBC): Criminal History System (CHS) Technical Refresh Project
- 4 x Contract Award and 1 x Affirmation Report

Key issues raised

- **Q2 financial monitoring report.** The Committee considered the report and raised questions relating to a number of areas including:
 - COVID-19 funding not required and to be returned.
 - Current capital spending issues, noting historic experience and how issues are being addressed for the future. Members welcomed a five year capital plan and recently commenced project to look at these issues.
 - Challenges with staff recruitment impacting on revenue, capital and reform budgets.
 - The management of ill health retirals noting the current backlog and plans to address the problems.

- **SPRM closure report** - The report provided a reflection on the scale of the project, its challenges and achievements. In particular Members commended the work to deliver the appeals process in spite of the pandemic. Members welcomed assurance that learning from this project was being shared both internally and with other organisations. Members focused on the need to ensure costs are reported to the Authority where there are significant changes from previous approval.
- **COP26** – financial monitoring is ongoing and there have been no unexpected costs arising during the event to date. The final costs will be known towards the end of this financial year and will be reported to the Authority as soon as possible.

Business cases

For both business cases below Members requested changes to the reports prior to the Board.

- **Full Business Case - Unified Communications and Contact Platform (UCCP)**
 - Members received an overview presentation explaining the project and business case.
 - Concern was raised that the FBC and supplier award paper were coming to the same meeting noting the large gap from IBC and the change in costs.
 - The presentation was well received, however, Members emphasised that the business cases should have better reflected strategic points that were explained during the presentation including the projects scope and strategic alignment.
 - Members also scrutinised a number of areas including: operational resilience, implementation risks, resource constraints, dependencies, delivery timeline, business change management, DPIA, EqHRIA and variability of financial costs/benefits.
- **Full Business Case Criminal History System (CHS) Technical Refresh Project**
 - Members focused on the nature and requirement for this project as well as the consideration of alternative options. The need to understand the strategic fit of the project in the same way as UCCP was highlighted.

- There was a further discussion on recruitment considerations and the requirement for this project to deliver given the competing demands for similar ICT/ change staff.

Contracts and Compliance

- Subject to a number of points of clarity being incorporated into the Board papers, Members agreed to recommend to the Authority all five contract papers.

Conclusions reached / actions agreed

- Prior to submitting to the Board, Police Scotland agreed to update papers to address Members comments.
- Subject to the above points, the following items were recommend to the Authority for Approval:

Business cases:

- Full Business Case: Unified Communications and Contact Platform (UCCP)
- Full Business Case: Criminal History System (CHS) Technical Refresh Project

Contracts:

- Affirmation Report - Road Policing Vehicle Purchase
- Unified Communications and Contact Platform (UCCP)
- VMware Enterprise Licence Agreement
- Provision of Staff Benefits