

Security Classification:		NOT PROTECTIVELY MARKED	
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Date Created:	23.07.13	Telephone:	101

MINUTES OF THE SENIOR LEADERSHIP BOARD

DATE: 17.07.13
 LOCATION: Chief Constable's Conference Room, Tulliallan
 CHAIR: Sir Stephen House, Chief Constable

MEMBERS PRESENT

Sir Stephen House, Chief Constable
 Rose Fitzpatrick, Deputy Chief Constable (Local Policing)
 Iain Livingstone, Deputy Chief Constable (CrimeOps)
 Steve Allen, Deputy Chief Constable (Special Events)
 Derek Penman, Assistant Chief Constable (Local Policing North)
 Mike McCormick, Assistant Chief Constable (Local Policing East)
 Ruaraidh Nicolson, Assistant Chief Constable (Organised Crime, Counter
 Terrorism & Safer Communities)
 Allan Macleod, Interim Director, Finance & Resources
 John Gillies, Interim Director, Human Resources
 Lucy Adamson, Interim Director, Corporate Communications
 Martin Leven, Interim Director, ICT
 Susan Mitchell, Executive Lead for Transformation

IN ATTENDANCE

Andrew Morris, Chief Superintendent (Local Policing West)
 Sara Griffiths, Interim Head of Estates (Item 3.1)
 David Seath, Interim Lead Asset Manager (Item 3.1)
 Alan Cormack, Services Manager (Item 3.1)
 Grant Manders, Chief Superintendent, Safer Communities (Item 7.1)
 Kate Stephen, Chief Inspector, Safer Communities (Item 7.1)
 Lesley Bain, Principal Analyst (Items 7.2 and 7.3)
 Andy Bates, Chief Superintendent, Local Police Commander, Glasgow
 Mark Williams, Chief Superintendent, Local Police Commander, Edinburgh
 Clarke Callaghan, Chief Inspector, Executive Support
 Lesley Brines, PA, Chief Constable's Secretariat (Minute Taker)

1 CHAIRMAN'S OPENING REMARKS

The Chief Constable welcomed everyone to the Senior Leadership Board.

2 APOLOGIES

Apologies for absence were noted from DCC Neil Richardson, ACC Bernard Higgins, ACC Malcolm Graham, ACC Wayne Mawson and Chief Superintendent Gillian MacDonald.

3 PRESENTATION

3.1 Estates Strategy

Ms Griffiths, Mr Seath and Mr Cormack updated members on the proposed Property Strategy for 2013-2016.

Members discussed the requirement for a greater emphasis on Police Scotland within the strategy and the requirement for a Sub Group to refresh this work which should include input from DCC Fitzpatrick, DCC Livingstone and Mrs Mitchell.

Action: Mr Macleod to progress the creation of a Sub Group to look at the property strategy in more detail.

Further discussion was the subject of a Closed Minute.

The Chief Constable thanked the Estates Team for their input and acknowledged the significant contribution that had been provided to date.

4 MINUTES OF PREVIOUS MEETING

The Minutes of the last meeting were approved by members present.

5 MATTERS ARISING

5.1 Action Log

Chief Inspector Callaghan provided an overview of current actions with members providing additional updates where appropriate.

6 GOVERNANCE

6.1 Governance Reports

Previously submitted Governance Reports were noted by members. It was agreed that following the August meeting, future Governance Reports would be included on the Police Scotland Intranet.

Action: Chief Constable's Secretariat to put in place arrangements for the publication of Governance Reports on the Police Scotland Intranet.

7 FOR DISCUSSION

7.1 Volunteer Police Cadet Scheme

Chief Superintendent Manders and Chief Inspector Stephen provided members with an update on the Volunteer Police Cadet Scheme. Members confirmed the requirement to establish formal partnerships with Young Scot and Youth Link.

Following discussion, it was agreed that the title of the scheme would be reviewed to adequately reflect the purpose of the programme, with a suggestion meantime of Police Scotland Young Volunteers. It was confirmed that ACC Nicolson would retain overall responsibility for this scheme with ACC Mawson acting as lead in the creation of a Police Scotland Young Volunteers Programme Board.

Action: ACC Mawson to progress the formation of a Police Scotland Young Volunteers Programme Board.

Further to this, members approved the recommendations within the paper.

7.2 Public Consultation and User Satisfaction Survey Proposals

Ms Bain updated members on the proposals for a survey to measure public reassurance levels and user satisfaction. Suggested questionnaires were circulated to members with the direction of travel being approved by members subject to the amendments to reflect Police Scotland requirements.

7.3 Proposal for a Police Scotland Management Information Publications Scheme 2013-14

Ms Bain discussed with members the proposal for a Police Scotland Management Information Publications Scheme to assist with good governance around information entering the public domain. Members noted that there was already a Publication Scheme in place and Ms Bain confirmed she would liaise with Mrs Mitchell to refine proposals and ensure management information was included as a subset of the overall Force Publication Scheme.

7.4 This item was the subject of a Closed Minute.

7.5 Internal Police Officer Recruitment Interim SOP

Mr Gillies provided members with an overview of the proposed interim process for internal Police Officer recruitment following which the paper was approved.

7.6 Contact, Command and Control

ACC McCormick presented a paper on Contact, Command and Control, identifying options for future development and recommendations for future consideration by the Scottish Police Authority (SPA). Further discussion was the subject of a Closed Minute.

7.7- These items were the subject of a Closed Minute.

7.10

7.11 Police Scotland Identity – Events and Merchandise

Members discussed the requirement to review the process for Police Scotland events such as Passing Out Parades, Long Service Awards, Retirement Ceremonies, etc. Chief Superintendent Morris confirmed a paper would be available for the August meeting which would include proposals and timelines.

Discussions continued with regard to Police Scotland merchandising. Ms Adamson was actioned to progress these arrangements, liaising with Mrs Mitchell as appropriate.

Action: Ms Adamson to progress availability of Police Scotland merchandise.

7.12- These items were the subject of a Closed Minute.

7.13

8 AOB

Ms Adamson discussed the roll out of the Police Scotland logo and asked members if there was anything further they would like to progress with regard to offices and buildings. Signage was discussed and it was agreed that Tulliallan would have 'Police Scotland' at the entrance.

9 DATE OF NEXT MEETING

The next meeting of the Senior Leadership Board will be held on Wednesday 21 August 2013 at 0830 hours within the Chief Constable's Conference Room, Tulliallan.