

Security Classification:		NOT PROTECTIVELY MARKED	
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Date Created:	24.03.14	Telephone:	101

MINUTES OF THE SENIOR LEADERSHIP BOARD

DATE: 19.03.14
LOCATION: Chief Constable's Conference Room, Stirling
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 (Crime and Operational Support)
Bernard Higgins, Assistant Chief Constable (Operational Support)
Wayne Mawson, Assistant Chief Constable (Local Policing West)
Mike McCormick, Assistant Chief Constable (Local Policing East)
Campbell Thomson, T/Assistant Chief Constable (Local Policing North)
Ruaraidh Nicolson, Assistant Chief Constable (Organised Crime, Counter Terrorism and Safer Communities)
John Gillies, Director of People and Development
Janet Murray, Director of Financial Services
Susan Mitchell, Director of Corporate Services
Lucy Adamson, Interim Director, Corporate Communications
Martin Leven, Interim Director ICT

IN ATTENDANCE

Andy Bates, Chief Superintendent, Local Police Commander, Glasgow
Mark Williams, Chief Superintendent, Local Police Commander, Edinburgh
Derek Penman, HM Inspector of Constabulary for Scotland (Item 6.1)
Andy Cowie, Assistant HM Inspector of Constabulary for Scotland (Item 6.1)
Austin Dorrian, Human Resources (Item 7.1)
Calum Murray, Chief Superintendent, SCD Division (Item 7.2)
David O'Connor, Chief Superintendent, ASPS (Observer)
Nicola Page, Inspector, West End Police Station, Edinburgh (Observer)
Andrew Morris, Chief Superintendent, Executive Support
Lesley Brines, Senior Executive Support Officer, Chief Constable's Secretariat (Minute Taker)

1 CHAIRMAN'S OPENING REMARKS

Chief Constable Sir Stephen House welcomed everyone to the Senior Leadership Board.

2 APOLOGIES

Apologies for absence were noted from DCC Neil Richardson, DCC Steve Allen and ACC Malcolm Graham.

3 MINUTES OF PREVIOUS MEETING

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

4 MATTERS ARISING

4.1 Action Log

Chief Superintendent Morris provided an overview of current actions with members providing additional updates where appropriate.

5 GOVERNANCE

5.1 Governance Reports

Members were reminded that Governance Reports should be kept to a minimum and should be no longer than one page.

Action: Members to ensure all Governance Reports submitted contain only essential information and are kept to a maximum of one page.

DCC Fitzpatrick circulated the new Police Notebook to members advising that following consultation, the pages were yellow to assist those who were dyslexic and the spine was now at the top for ease of use by both right and left handed officers.

Members discussed Social Media and the use of Blipfoto. Ms Adamson was actioned to provide clarity on the number of Blipfoto subscribers detailed in the Corporate Communications Governance Report.

Action: Ms Adamson to provide clarity on the number of Blipfoto subscribers.

Chief Superintendent Williams confirmed that Edinburgh City had recently used Audioboo to record and post a message on Twitter. It was agreed that the end of year message should be provided in both video and audio format and Ms Adamson was actioned to progress this.

Action: Ms Adamson to arrange for the end of year message to be available in audio format.

Members discussed the success of the recent Western Isle tweetathon and agreed that this should be replicated throughout the country. It was noted that North Ayrshire were confirmed as the next area to participate in this engagement during the second week in April. Members agreed that whilst the tweetathon could be time consuming, it was an informative tool in updating the public on daily issues. DCC Fitzpatrick agreed to discuss further with Local Policing Commanders with a view to arranging regular tweetathons.

Action: DCC Fitzpatrick to progress discussions with Local Policing Commanders regarding regular tweetathons.

Further discussion was the subject of a Closed Minute.

5.2 Commonwealth Games

As T/ACC Robertson was unable to attend, it was agreed the Commonwealth Games update would be deferred until the next Senior Management Team meeting.

5.3 Corporate Risk Register

Mrs Mitchell provided members with an update on the Corporate Risk Register with members noting the recommendations therein.

6 PRESENTATION

6.1 HMICS Corporate Strategy – 2014-2017

Mr Penman and Mr Cowie were in attendance to provide members with an overview of the HMICS Corporate Strategy for 2014-2017. Members agreed Chief Superintendent Morris would engage with HMICS regarding legacy recommendations. Mr Penman confirmed that legacy recommendations would be contained within a composite report which would include any new recommendations. The Chief Constable thanked Mr Penman and Mr Cowie for their input prior to them leaving the meeting.

Action: Chief Superintendent Morris to engage with HMICS regarding legacy recommendations.

7 FOR DISCUSSION

7.1 SCOPE User Briefing Paper

Mr Dorrian was in attendance to update members on the ongoing review of SCOPE user access rights. Mr Leven discussed system access requirements for 2 members of his team and it was agreed that they would consult with developers prior to any changes being made. It was agreed that requests from any further individuals would be submitted to the SCOPE and Duty Management Board for consideration. Further to this, the recommendations within the paper were approved. The Chief Constable thanked Mr Dorrian for his input prior to him leaving the meeting.

7.2 This item was the subject of a Closed Minute.

7.3 Referral Process for Former Military Personnel Subject of Wellbeing Concerns

DCC Fitzpatrick provided members with an update on the work previously undertaken by Chief Superintendent Eddie Smith prior to his move to Tayside Division. Members discussed the current national referral service which had been developed to support serving and former military personnel and the actions required by officers when dealing with serving military staff with wellbeing concerns. Further discussion was the subject of a Closed Minute. Members subsequently agreed the recommendation within the paper, noting that the process should be implemented by the timescale indicated.

7.4 Victims and Witnesses (Scotland) Act 2014

ACC Nicolson updated members on recent developments regarding the Victims and Witnesses (Scotland) Act 2014. Members noted the commitment required by Police Scotland in this regard. ACC Nicolson confirmed that a further update would be provided to a future SLB when appropriate.

7.5 Maintenance of the Specialisms Database

ACC Higgins provided members with an update highlighting trends in non-crime specialisms for the first year of Police Scotland. Members noted the requirement for individuals to submit a subject sheet to ACC Operational Support if they would like to withdraw. ACC Higgins was actioned to provide members with an update on organisational requirements for non-crime specialisms and details of numbers currently qualified.

Action: ACC Higgins to provide members with an update on organisational requirements for non-crime specialisms and details of numbers currently qualified.

7.6 Information Asset Ownership

Mrs Mitchell provided members with a paper detailing the framework for managing information across Police Scotland. Members discussed Information Asset Owners (IAOs) and agreed that they should be at Assistant Chief Constable and Director level, regularly coming together as a group. Members noted that some individuals had larger portfolios to cover and it was agreed that delegation could be passed to Chief Superintendents in these instances if required. Members also agreed to investment in a half day of training for this purpose.

8 AOB

Chief Superintendent O'Connor confirmed the intention to undertake an ASPS survey similar to the one undertaken previously which would allow for benchmarking. Chief Superintendent O'Connor highlighted further areas for discussion and it was agreed that this would be taken off table.

9 DATE OF NEXT MEETING

The next meeting of the Senior Leadership Board will be held on 16 April 2014 at 1400 hours within the Chief Constable's Conference Room, Stirling.