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MINUTES OF THE SENIOR LEADERSHIP BOARD

DATE: 21.08.13
 LOCATION: Chief Constable's Conference Room, Tulliallan
 CHAIR: Sir Stephen House, Chief Constable

MEMBERS PRESENT

Sir Stephen House, Chief Constable
 Neil Richardson, Deputy Chief Constable (Designate)
 Rose Fitzpatrick, Deputy Chief Constable (Local Policing)
 Iain Livingstone, Deputy Chief Constable (CrimeOps)
 Derek Penman, Assistant Chief Constable (Local Policing North)
 Mike McCormick, Assistant Chief Constable (Local Policing East)
 Wayne Mawson, Assistant Chief Constable (Local Policing West)
 Ruaraidh Nicolson, Assistant Chief Constable (Organised Crime, Counter
 Terrorism & Safer Communities)
 Malcolm Graham, Assistant Chief Constable (Major Crime & Public
 Protection)
 Bernard Higgins, Assistant Chief Constable (Operations)
 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

Andy Bates, Chief Superintendent, Local Police Commander, Glasgow
 Mark Williams, Chief Superintendent, Local Police Commander, Edinburgh
 Linda McLean, Interim Senior Marketing and Campaigns Officer (Item 6.8)
 David Thomson, Chief Superintendent, Head of Training Operations (Item
 6.9)
 Gillian MacDonald, Chief Superintendent, Executive Support
 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 Steve Allen.

3 MINUTES OF PREVIOUS MEETING

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

4 MATTERS ARISING

4.1 Action Log

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

Further discussion was the subject of a Closed Minute.

5 GOVERNANCE

5.1 Governance Reports

Previously submitted Governance Reports were noted by members.

6 FOR DISCUSSION

6.1 Police Custody Security Officers

ACC Penman tabled a paper on the current position following changes to legislation and its effect on the authorisation of relevant staff. It was agreed that details on Certificates should be changed to reflect signatory posts rather than the names of individuals. Following discussion, members approved the recommendations therein.

6.2 Scottish Crime Recording Standard – Proposed Structure and Governance

ACC Penman updated members on the proposed structure and governance in relation to Scottish Crime Recording Standards. It was suggested that the structure should be amended to reflect DCC Richardson as the lead for this piece of work. ACC Penman was actioned to discuss further with DCC Richardson off table to identify representation at a senior level.

Action: ACC Penman to discuss with DCC Richardson the proposed structure for the Scottish Crime Recording Standard.

6.3 National Systems Support

ACC Penman outlined the role and remit of National Systems Support (NSS) and arrangements concerning the re-parenting of the department to Police Scotland. The recommendations in the paper were approved however it was noted that in due course the unit may integrate best within DCC Richardson's portfolio.

6.4 This item was discussed under a Closed Minute.

6.5 Mutual Aid – Support to Local Policing Divisions

ACC Higgins tabled a paper on internal mutual aid between Local Policing Divisions. Members discussed the requirement for divisional overtime budgets to reflect Police Scotland requirements.

Members discussed SCOPE Super User access and whilst it was noted that access should be restricted as far as possible, it was noted that there was a requirement for certain users to be added to this access. Mrs Mitchell agreed to carry out a review of SCOPE Super Users.

Action: Mrs Mitchell to carry out a review of SCOPE Super Users.

Members noted the content of the paper confirming that travel implications should be considered with regard to assistance relating to the north. It was agreed that the term Mutual Aid should only relate to external aid. ACC Higgins agreed to amend this to a more appropriate term such as Divisional Aid or Additional Support.

6.6 Criminal Justice Bill – Abolition of Corroboration

ACC Graham provided members with an update on the possible savings and potential costs, along with other cost projections, if corroboration were to be abolished, as provided for within the recently introduced Criminal Justice Bill. Members noted the content of the previously circulated paper.

6.7 This item was discussed under a Closed Minute.

6.8 Marketing Campaigns Planner 2013/14

Ms Adamson provided members with an update on the planned marketing campaign planner for 2013/14 and discussed budget requirements to facilitate this campaign. Ms Adamson was actioned to liaise further with DCCs and Mr Gillies regarding their requirements. It was confirmed that discussion would also be required with Mr Macleod regarding budget considerations.

Action: Ms Adamson to progress discussions with DCCs, Mr Gillies and Mr Macleod with regard to future marketing campaigns and budgetary requirements, bringing an update to the September meeting.

6.9 Re-Parenting of Scottish Police College

Chief Superintendent Thomson was in attendance to provide members with an overview of the Scottish Police College functions, facilities and set-up. Members discussed the integration of training staff within Police Scotland. Further discussion took place with regard to Investors in People (IIP) and Chief Superintendent Thomson took an action to discuss IIP status further with Mr Gillies.

Action: Chief Superintendent Thomson to discuss IIP with Mr Gillies.

Chief Superintendent Thomson was thanked for his input.

6.10 Probationer Management in Police Scotland

Mr Gillies updated members on the proposed national process for management of Probationary Constables. Members agreed the content therein.

6.11 Awards and Recognitions

ACC Mawson provided members with information on the awards and types of recognition currently in place across Scotland and recommendations on future proposals. This included the structure and administration of the relevant ceremonies and events to facilitate presentation to recipients.

Long Service and Good Conduct Ceremonies were discussed and the recommendations therein agreed. In addition, it was suggested that these ceremonies could be combined with a Chief Constable or Deputy Chief Constable undertaking on a regional basis.

Members discussed the possible establishment of a new Certificate of Merit however it was agreed that this was not required due to the existence of the Excellence Awards.

ACC Mawson discussed Recognition Awards and suggested they could be held twice a year in each Division. ACC Mawson confirmed he would discuss this further with ACC McCormick and ACC Penman to ensure there was consistency across the country.

Members discussed both the Excellence and Scottish Policing Awards. ACC Mawson agreed to engage with the Scottish Government regarding the potential streamlining of Awards.

Action: ACC Mawson to engage with the Scottish Government regarding the potential streamlining of Awards.

The recommendations contained within the sections on External Awards, Carnegie Hero Trust Fund Award, The Royal National Lifeboat Institution Award, Retirement Certificates and Promotion Parades were all approved.

The Chief Constable requested that officers of Chief Superintendent rank and above retiring be notified to him in advance to ensure they are offered the opportunity to receive their certificate in person prior to retiral. Mr Gillies was actioned to progress this arrangement with Superintendent Blair.

Action: Mr Gillies to liaise with Superintendent Blair to ensure the Chief Constable is provided with a regular update of senior officers/staff who are due to retire.

Swearing-in Ceremonies were discussed and the Chief Constable confirmed he would meet both Regular Officers and Special Constables to welcome them to the organisation. ACC Mawson agreed to assess whether Swearing-in Ceremonies should be carried out nationally or regionally.

Action: ACC Mawson to assess whether Swearing-in Ceremonies should be carried out nationally or regionally.

In addition, ACC Mawson confirmed he would assess the staffing requirements within the section for ceremonies and events, with a view to reducing staff numbers.

Action: ACC Mawson to assess staffing requirements covering ceremonies and events.

6.12 Markings for Police Vehicles

Mr Macleod provided members with an overview of livery options for Police vehicles. Following discussion, Mr Macleod agreed to progress further options including the use of emergency and non-emergency numbers.

Action: Mr Macleod to review options for displaying emergency and non-emergency numbers on marked Police vehicles.

Further discussion was subject to a Closed Minute.

7 AOB

No further business was discussed.

8 DATE OF NEXT MEETING

The next meeting of the Senior Leadership Board will be held on Wednesday 18 September 2013 at 0930 hours within the Chief Constable's Conference Room, Tulliallan.