

**NOT PROTECTIVELY MARKED**

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**MINUTES OF THE SENIOR LEADERSHIP BOARD**

DATE: 21.10.15  
LOCATION: Chief Constable's Conference Room, Stirling  
CHAIR: Neil Richardson, Deputy Chief Constable (Designate)

**MEMBERS PRESENT**

Neil Richardson, Deputy Chief Constable (Designate)  
Rose Fitzpatrick, Deputy Chief Constable (Local Policing)  
Iain Livingstone, Deputy Chief Constable (CrimeOps)  
Ruaraidh Nicolson, Assistant Chief Constable (Organised Crime and Counter Terrorism)  
Malcolm Graham, Assistant Chief Constable (Major Crime and Public Protection)  
Kate Thomson, Assistant Chief Constable (Local Policing East)  
Derek Robertson, Assistant Chief Constable (Local Policing North)  
Val Thomson, Assistant Chief Constable (5C)  
John Gillies, Director of People and Development  
Janet Murray, Director of Financial Services  
Susan Mitchell, Director of Corporate Services  
Martin Leven, Director of ICT

**IN ATTENDANCE**

Andrew Morris, Chief Superintendent, Executive Support  
Lucy Adamson, Head of Corporate Communications  
Barry McEwan, Chief Superintendent, Licensing & Violence Reduction  
Eddie Smith, Chief Superintendent, Tayside Division  
Claire Hussain, Head of National Systems Support (Item 6.1)  
Elaine Ferguson, Chief Superintendent, Operational Support Division (Item 7.2)  
Angela Terry, Head of Leadership and Professional Development (Item 7.4)  
Stef Grzybowski, HR Advisor, People and Development (Item 7.5)  
Catriona Paton, Detective Superintendent, Risk and Concern (Item 7.6)  
Andy McKay, Superintendent, Licensing and Violence Reduction (Item 7.7)  
Alan Speirs, Chief Superintendent, 5C (Items 5.3 and 7.1)  
Lesley Brines, Senior Executive Support Officer, Chief Constable's Secretariat (Minute Taker)

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**1 CHAIRMAN'S OPENING REMARKS**

Deputy Chief Constable Neil Richardson welcomed everyone to the Senior Leadership Board.

**2 APOLOGIES**

Apologies for absence were received from ACC Wayne Mawson, ACC Bernard Higgins and Ms Alison Shields.

**3 MINUTES OF PREVIOUS MEETING**

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 noted previously submitted Governance Reports.

**5.2 i6 Programme Update**

DCC Richardson provided members with an update on the i6 Programme.

**5.3 C3IR Update**

ACC Val Thomson and Chief Superintendent Speirs provided members with an update on the progress of the C3IR Project.

**6 PRESENTATION**

**6.1 Scottish Women's Development Forum Pregnancy and Maternity Review**

Mrs Hussain updated members on the findings of the Scottish Women's Development Forum (SWDF) Pregnancy and Maternity Working Group which looked at the experiences of staff who were pregnant, on maternity leave and returning from work within Police Scotland and the SPA. Members discussed the recommendations with the outcome as follows:

**Decision: Recommendations 1, 2 and 4 were approved. Recommendation 3 – Mr Gillies was actioned to review SCOPE implications along with resource and finance considerations.**

**Action: Mr Gillies to review SCOPE implications in relation to the management, monitoring and recording of pregnancy and maternity data with particular attention to resource and finance considerations.**

## **7 FOR DISCUSSION**

**7.1** This item was the subject of a Closed Minute.

### **7.2 Armed Response Vehicles (ARV) and Driver Training**

Chief Superintendent Ferguson updated members on the proposed driver training requirements for ARV trained officers. The recommendation outlined a role specific driver training policy which members approved.

**Decision: Recommendation approved.**

**7.3** This paper was withdrawn.

### **7.4 Post Survey Engagement Proposal**

Mr Gillies and Ms Terry discussed with members the next steps in relation to the staff survey and proposed employee engagement approach. Members discussed Executive representation at this session and Chief Superintendent Morris was actioned to co-ordinate.

**Action: Chief Superintendent Morris to co-ordinate Executive attendance at the Post Survey Employee Engagement Event.**

Members agreed that self selection may facilitate more open discussion along with agreement that uniform should not be worn for participants.

Ms Adamson highlighted the broader opportunity to encapsulate a single brand and approach. Mr Gillies suggested that the broader engagement work should be routed through the Improvement Board. Members thereafter approved the recommendation.

**Decision: Recommendation approved.**

### **7.5 Volunteer Reserve Forces**

Mr Gillies and Mr Grzybowski tabled a paper which sought approval to formally publish the Volunteer Reserve Forces SOP to ensure a clear and consistent approach whilst retaining operational effectiveness during periods of Reservist training and mobilisation.

Ms Murray discussed the financial implications and potential difficulties linked to service numbers and confirmed the current system worked well.

**Action: Ms Murray to consider retaining the current process for payment of Reservists.**

**Decision: Recommendation 2 was approved with a caveat that the action on Ms Murray be progressed.**

7.6 This item was the subject of a Closed Minute.

**7.7 Stop and Search Improvement Plan – Progress Update**

Chief Superintendent McEwan and Superintendent McKay updated members on progress in relation to ongoing Stop and Search improvements. Members noted the recommendations therein and that a further update would be provided in due course.

7.8 This paper was withdrawn.

7.9 This item was the subject of a Closed Minute.

**8 ANY OTHER BUSINESS**

Mrs Mitchell discussed meeting governance arrangements with members. Chief Superintendent Morris confirmed that a review of the corporate governance framework would be undertaken and a paper would be provided to the December SLB.

**Action: Chief Superintendent Morris to submit a paper on the corporate governance framework to the December SLB.**

Ms Adamson tabled a paper outlining a communications proposal to assist with public confidence. Members discussed the requirement for more proactive messaging and agreed that this should form part of regular discussions at the Senior Management Team (SMT) meetings. Members noted that media was largely digitally led and there was a requirement for the organisation to tap into this resource more effectively. Ms Adamson confirmed that work was ongoing.

**9 DATE OF NEXT MEETING**

The next meeting will take place on Wednesday 18 November 2015 at 1400 hours in the Chief Constable's Conference Room, Stirling.