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MINUTES OF THE SENIOR LEADERSHIP BOARD

DATE: 15.01.14
LOCATION: Chief Constable's Conference Room, Stirling
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 (Crime and Operational Support)
Steve Allen, Deputy Chief Constable (Commonwealth Games and Major Events)
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)
Malcolm Graham, Assistant Chief Constable (Major Crime and Public Protection)
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
Val McIntyre, Chief Superintendent, Professional Standards (Item 6.1)
Audrey McLeod, T/Superintendent, Professional Standards (Item 6.1)
Kate Thomson, Chief Superintendent, Local Police Commander, Dumfries & Galloway (Item 6.6)
Andy McKay, Superintendent, National Missing Person Co-ordinator (Item 6.6)
Graham Sinclair, Chief Superintendent, Criminal Justice Division (Items 6.9/6.10)
Lesley Thomson, Interim Head of Recruiting, Human Resources (Item 7)
Mark Donachie, T/Police Sergeant (Observer)
Ross McCallum, Police Constable (Observer)
Andrew Morris, Chief Superintendent, Executive Support
Lesley Brines, PA, 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 ACC Mawson, ACC Higgins and ACC Penman.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the last 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 briefly discussed the content of previously circulated Governance Reports.

5.2 Equality and Diversity Action Plan (Quarterly Update)

DCC Richardson provided members with an update on the current position regarding the Equality and Diversity Action Plan, confirming that good progress had been made to date and that there was ongoing activity around the development of reporting. Mr Gillies highlighted the requirement for input in the areas of recruitment and the development of specific projects. Chief Superintendent Morris confirmed a meeting was scheduled for 17 January 2014 and that Mr Gillies would be included in those discussions.

Discussions took place on the Stonewall Workplace Index Report and Chief Superintendent Morris was actioned to consider this within his Equality and Diversity review.

Action: Chief Superintendent Morris to consider Police Scotland inclusion in the Stonewall Workplace Index.

5.3 Commonwealth Games

DCC Allen provided members with an update on key governance and operational issues with regard to the Commonwealth Games. It was confirmed a paper had been prepared for the Finance & Investment Committee on 29 January 2014.

Further discussion was the subject of a Closed Minute.

5.4 Corporate Risk Register

Mrs Mitchell updated members on the current position with regard to the Corporate Risk Register.

Further discussion was the subject of a Closed Minute.

6 FOR DISCUSSION

6.1 This item was the subject of a Closed Minute.

6.2 Leadership and Professional Development – Talent/Career Management

Mr Gillies tabled a paper which explored a revised approach to Talent/Career Management. It was agreed this paper would be developed further and Mr Richardson and Mr Gillies confirmed they would discuss off table to include any changes required to governance arrangements for the Accelerated Careers Development Programme (ACDP) providing proposals to a future meeting.

Action: Mr Gillies was actioned to progress with DCC Richardson proposals for Talent/Career Management, including changes to governance arrangements for ACDP and provide a paper to a future SLB Meeting.

6.3 This item was the subject of a Closed Minute.

6.4 Scottish Multi-Agency Resilience Training and Exercise Unit (SMARTEU)

DCC Livingstone discussed the paper previously circulated by ACC Higgins regarding the establishment of a SMARTEU. This paper was approved by members.

6.5 This item was the subject of a Closed Minute.

6.6 National Missing Person Strategy

DCC Fitzpatrick invited Chief Superintendent Kate Thomson and Superintendent Andy McKay to update members on the paper previously circulated by ACC Mawson on the National Missing Person Strategy. Members confirmed their support for the National Missing Person Strategy and national roll out, including supported training.

Although members noted national missing person updates were currently routed through ACC Mawson and ACC Graham, it was requested that critical high risk missing persons be reported weekly via a standing agenda item to SMT meetings.

Action: ACC Mawson and ACC Graham to provide weekly input to SMT Meetings on critical high risk missing persons.

6.7 Offender Management

6.7.1 Divisional Audit and Impact

ACC Graham provided members with an update on the implementation of national standardised processes for Offender Management.

ACC Graham was actioned to review recommendations from the recent audit conducted in 'G' Division. T/ACC Thomson was actioned to carry out a further review of progress in 'D' Division with findings being submitted to an SMT meeting within the next 2 weeks.

Action: ACC Graham to review recommendations from the recent audit of 'G' Division.

Further to this, members agreed the recommendation for minimum resource numbers and that the 'G' Division model for Risk Management Plans be adopted nationally as detailed in the paper.

Action: T/ACC Thomson to carry out a further review of progress in 'D' Division, with findings being submitted to an SMT meeting within the next 2 weeks.

Discussions took place on the revised Offender Management structure with regard to responsibility for training and implementation and the requirement for a recognised methodology on how to communicate these arrangements. ACC Graham was actioned to provide a proposed roll out plan to DCC Fitzpatrick for approval.

Action: ACC Graham and T/ACC Thomson to provide a proposed roll out plan for implementation of the revised Offender Management Unit structure to DCC Fitzpatrick for approval.

6.7.2 Public Interest Disclosure

ACC Graham updated members regarding the provision of a Standard Operating Procedure (SOP) for Chief Constable's Public Interest Disclosures. Members approved the recommendations therein subject to an off-table discussion with ACC Graham and Mrs Mitchell (as Mrs Mitchell required to leave the meeting prior to discussion of this item).

Action: ACC Graham to obtain Mrs Mitchell's views on the Public Interest Disclosure paper.

6.8 Criminal Justice Bill

ACC Graham discussed with members the financial and resource commitments associated with the Criminal Justice (Scotland) Bill highlighting the link to the i6 Programme.

Members accepted that only essential operational training would be undertaken during implementation of the Bill. ACC Graham and Mr Gillies were actioned to liaise regarding training implications. Mr Gillies confirmed he would discuss training implications with Mrs Andrews with a view to providing feedback by no later than March.

Action: ACC Graham to liaise Mr Gillies regarding training implications as a result of the implementation of the Criminal Justice (Scotland) Bill.

Further discussion was the subject of a Closed Minute.

6.9 Quality Assurance Unit ('E' and 'J' Divisions)

Members agreed with the proposal to rename the Quality Assurance Unit to the Input Section to more accurately reflect the work undertaken. Further discussion was the subject of a Closed Minute.

6.10 This item was the subject of a Closed Minute.

6.11 Update on Review of Social Media

Ms Adamson provided members with an update on the social media review currently being undertaken by Corporate Communications. Discussions took place regarding Facebook and Twitter and it was agreed that accounts should be in place for all Divisions.

Action: Ms Adamson to progress Facebook and Twitter accounts for all Divisions.

7 AOB

7.1 Handling of Police Investigation Review Commissioner (PIRC) Reports

The Chief Constable discussed the handling of information received from PIRC and the need for Local Policing Commanders and their teams to be aware of any issues which may be raised in the public domain.

DCC Richardson confirmed he would review new PIRC reports received prior to forwarding to appropriate DCC for onward dissemination as appropriate. In addition, it was confirmed that DCC Richardson would lead on the progression of any recommendations.

7.2 This item was the subject of a Closed Minute.

7.3 Temporary Shortage of Pool Applicants to Resource North Command

Mr Gillies invited Ms Thomson to update members on the anticipated temporary shortfall of pool candidates for the North Command area, specifically 'A', 'B' and 'N' Divisions. Mr Gillies confirmed he would discuss budget considerations with Mr Macleod off table. It was suggested that Local Policing Commanders could include a line on recruitment if being interviewed by local media. Ms Adamson was actioned to link in with Ms Thomson with regard to media contact in this regard and social media in particular.

Action: Ms Adamson to link in with Ms Thomson regarding media contact for recruiting and social media in particular.

Action: T/ACC Thomson to progress with Local Policing Commanders the requirement to include a line on recruitment if being interviewed by local media.

8 DATE OF NEXT MEETING

The next meeting of the Senior Leadership Board will be held on 19 February 2014 at 1400 hours within the Chief Constable's Conference Room, Stirling.