

MEETING WITH NICOLA MARCHANT & MALCOLM BURR TO DISCUSS THE SPA EXECUTIVE REVIEW
Wednesday 4 October 2017

Who	Nicola Marchant (attending) & Malcolm Burr(dialling in)
Why	To discuss progress with the SPA Executive Review
Where	T3.05 - Scottish Parliament
When	<i>Wednesday 4 October 2017, 11:00 hrs</i>
Supporting Officials	[REDACTED], Police Division, Mobile: [REDACTED] [REDACTED], Police Division NB: [REDACTED], who is supporting the Executive Review Team will also attend with Dr Marchant
Briefing	Annex A: Agenda & points for discussion Annex B: List of Stakeholders seen so far Annex C: Paper from Executive Review Team – draft recommendations

Copy to:

[REDACTED]

Agenda & Discussion Points

Item 1:	Progress
Key messages	<p>You may wish to:</p> <ul style="list-style-type: none"> • thank the reviewers for the work they have completed to date. • offer them the opportunity to talk about the issues arising from their discussions with stakeholders (a list of stakeholders is provided at Annex B). • Offer them the opportunity to talk about their emerging recommendations against each of the considerations set out in the remit (Annex C sets this out in more detail) • Stress the importance of focussing on delivering against the remit provided.
Questions	<p>Areas you may wish to probe:</p> <ul style="list-style-type: none"> • What are the top three key issues raised by stakeholders? • What are you proposing which will improve how the Executive of the SPA works with Police Scotland to collectively provide the information required to support the Board take informed, transparent decisions.? • What are you proposing which will strengthen the arrangements for engaging stakeholders in the work of the Authority and help support informed decision making? What about the link to local authority areas? And with staff associations / unions? • What are your thoughts around the staffing and operating structure needed? What are the implications - for training and budgets for example? • Which areas have been identified where processes could be improved? Anything around police complaints for example? • How are you liaising with HMICS? With Police Scotland?
Background	<p>Terms of Reference of the Review</p> <p>To consider how the Executive of the Scottish Police Authority (SPA) can most effectively support the Board to deliver its statutory functions, including consideration of:-</p> <ul style="list-style-type: none"> • How the Executive of the SPA works with Police Scotland to collectively provide the information required to support the Board take informed, transparent decisions in the context of the guidance set out in "On Board: A guide for Members of Statutory Boards" • How the arrangements for engaging stakeholders in the work of the Authority can be strengthened. • The staffing and operating structure that fulfils the aim of providing the most effective support to the Board. • Areas where processes could be improved

Item 2: Key messages:	Timeframe/Next Steps <ul style="list-style-type: none"> • Important to deliver the report to agreed timescale (Autumn 2017) and of bringing stakeholders with you.
Discussion:	<ul style="list-style-type: none"> • What are the next steps? • How will the ‘testing and validation’ phase be handled? • How will you ensure that stakeholders are content with recommendations and how these will be taken forward? • How will the recommendations be evaluated • When do you expect to deliver the report?

SCOTTISH POLICE AUTHORITY EXECUTIVE REVIEW**STAKEHOLDERS MEETINGS**

1. SPA Chief Executive
2. SPA Board (Chair, Committee Chairs and other members)
3. SPA Executive Support Staff (As one group, then followed up with team meetings)
4. Director of Forensics, SPA
5. Police Scotland (Chief Constable & DCO)
6. Her Majesty's Inspectorate of Constabulary in Scotland
7. Police Investigations & Review Commissioner
8. UNITE (UNISON unable to attend)
9. Audit Scotland
10. Association of Scottish Police Superintendents
11. The Scottish Chief Police Officers Staff Association
12. Scottish Police Federation
13. The Scottish Women's Development Forum & Gay Police Association (other diversity groups were invited but could not attend)
14. Scottish Parliament Information Centre and Scottish Government Cabinet Secretariat (good practice)

**SCOTTISH POLICE AUTHORITY EXECUTIVE REVIEW:
SUMMARY OF EMERGING OPTIONS FOR CHANGE AND RECOMMENDATIONS**

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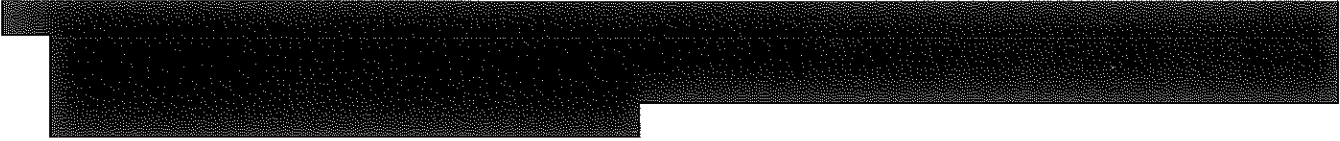
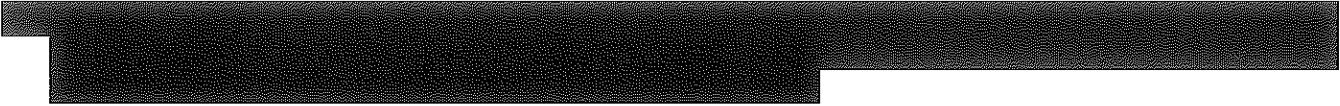
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SPA EXECUTIVE REVIEW TEAM

October 2017

