

**LETTER SENT VIA EMAIL ONLY**

John Finnie MSP  
Convener  
Justice Sub-Committee on Policing  
The Scottish Parliament  
EDINBURGH  
EH99 1SP

20 July 2018

Dear Mr Finnie

**DIGITAL DEVICE TRIAGE SYSTEMS CONTRACT**

Thank you for letter of 27 June 2018 asking for further information about Police Scotland's purchase of 41 cyber kiosks.

The SPA's Scheme of Delegation provides that tenders and contract awards for goods and services of up to £500,000 can be authorised by Police Scotland without a requirement for additional authorisation by the Chief Officer of the SPA. You asked why in the case of the cyber kiosks only the capital costs were taken into account when Police Scotland authorised at their own hand expenditure of £444,821 including VAT, rather than adding on also the associated ongoing revenue costs. The SPA's practice in relation to the application of the Scheme of Delegation to the purchase of capital assets is to apply the delegated expenditure limit to the capital asset alone. Alongside this the annual budget setting process for both capital and revenue expenditure includes anticipated expenditure in relation to cyber kiosks - to be met from both revenue and capital funding streams, so that a full view is provided to the SPA of the wider budgetary impact of the purchase.

Most capital expenditure requires associated ongoing revenue expenditure over the life of the capital asset purchased, although often the combined capital and revenue whole-life cost of the asset will not be known at the time of initial purchase. Therefore the delegated authority is applied to the known initial quantity of expenditure: i.e. the capital expenditure. Applying the delegated limit to capital expenditure also gives the SPA Chief Officer additional assurance as Accountable Officer for the policing budget about the impact of the proposed expenditure on the specific capital budget.

You/

You asked whether a separate contract was awarded for the annual licence fee associated with the cyber kiosks, beyond the contract awarded on 5 April 2017 for the kiosks, and if so that I provide a copy of that contract. I can confirm that one all-encompassing contract was awarded which includes provision for the kiosks, operating licences and the training package.

You asked how and when the SPA became aware of the need for an annual licence fee, and what consideration the SPA Board gave to the revenue and capital costs associated with the purchase of cyber kiosks. The SPA Board did not examine these revenue and capital costs because they fell below the delegated financial limits at which Board approval is required. In cases where expenditure exceeds this limit the SPA's Finance Committee scrutinises proposed expenditure, before forwarding to the SPA Board with a recommendation about whether or not to approve the expenditure.

You asked for details of the training package provided with the kiosks, including whether it is one-off or on-going training. As explained to the Sub-Committee on 21 June, kiosks will only be utilised by trained staff. Bespoke one-off training started in March 2018 by the manufacturer to ten qualified Cyber Forensics Analysts. The training incorporated a step by step run through of the kiosks and support to enable the Analysts to deliver training to others. Those ten qualified Cyber Forensics Analysts will now lead training for up to 410 front line officers across Police Scotland which will begin in August 2018 and run until the end of the year. These officers will be issued with a certificate to undertake an online course with the manufacturer, supported and delivered by Police Scotland's qualified Cyber Forensic Analysts. Training covers the use and operation of the kiosks and also incorporates officers' responsibilities and the codes of practice surrounding their use. The costs associated with the training package and certification are included within the £444,821 expenditure including VAT. On-going support to the 410 front line officers will be provided in-house by Police Scotland's qualified Cyber Forensics Analysts at no additional cost.

You asked what future scrutiny and assessments the SPA plans to undertake for the proposed use of cyber kiosk technology. SPA officials will engage with Police Scotland on the next steps taken towards deployment of the kiosks, including the use of the external reference group which will be consulted on the proposed standard operating procedures which will govern the use of the kiosks, and review the outcome of the additional impact assessments which Police Scotland are carrying out. The SPA Board will continue to scrutinise development and implementation of Police Scotland's Digital, Data and ICT Strategy. The Board last discussed this strategy at its meeting on 31 May 2018, and it expects to consider a related draft Outline Business Case in the autumn of 2018.

Yours sincerely



KENNETH HOGG  
Interim Chief Officer