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GRAMPIAN JOINT POLICE BOARD

To: Councillor McKail, Convener; and Councillors Blackett, Boulton, Jackie Dunbar, Evison, Forsyth, Greig, Hendry, Ross, Tait, Taylor, Tuke, Shepherd, Walker and Young.

Town House,
ABERDEEN 28 June 2012

GRAMPIAN JOINT POLICE BOARD

Members of the **GRAMPIAN JOINT POLICE BOARD** are requested to meet on **FRIDAY, 6 JULY 2012 at 10.00 am** in Committee Room 2, Town House, Aberdeen.

JANE G. MACEACHRAN
CLERK TO THE BOARD

B U S I N E S S

- 1 Opening Remarks
- 2 Mr Andrew Laing, Her Majesty's Inspector of Constabulary for Scotland and Supt Paul Bullen, Inspection Manager, HMICS will be in attendance at the meeting and will be invited to address the Board
- 3 Minute of Board Meeting held on 8th June 2012 - For Approval (Pages 1 - 16)
- 4 Matters Arising
- 5 Grampian Joint Police Board Outstanding Business Statement (Pages 17 - 18)
- 6 Police Reform Update - Verbal Report from the Chief Constable and the Clerk

- 7 Revenue Budget Monitoring Report - 31 May 2012 - Report from the Chief Constable and the Treasurer (Pages 19 - 22)
- 8 Capital Monitoring Report - Report from the Chief Constable and the Treasurer (Pages 23 - 26)
- 9 Efficiency Statement 2011/12 - Report from the Chief Constable (Pages 27 - 32)
- 10 2011/12 Annual Force Performance Report (1 April to 31 March 2012) - Report from the Chief Constable - to follow
Please advise Superintendent Willie MacColl in advance of any questions if possible to allow for information to be available at the Board Meeting – willie.maccoll@grampian.pnn.police.uk
- 11 Appointment of Police Appeals Tribunal Update - Report from the Depute Clerk - to follow
- 12 Grampian Joint Police Board Draft Scheme of Delegation - Report from the Depute Clerk - to follow

NOT FOR PUBLICATION

The following items fall within one or more descriptions of exempt information specified in Schedule 7(A) of the Local Government (Scotland) Act 1973

- 13 Operational Update - A verbal report will given from the Force
- 14 Forensic Laboratory in Aberdeen - Report from the Chief Constable (Pages 33 - 36)

Website Address: www.aberdeencity.gov.uk/gjpb

Should you require any further information about this agenda, please contact Karen Riddoch 01224 522723 or e-mail kariddoch@aberdeencity.gov.uk

GRAMPIAN JOINT POLICE BOARD

Committee Room 2, Town House House, Aberdeen, 8th June 2012 - Minute of Meeting of **GRAMPIAN JOINT POLICE BOARD**.

Present:-

- Councillor Blackett
- Councillor Boulton
- Councillor Evison
- Councillor Forsyth
- Councillor Greig
- Councillor Hendry
- Councillor McKail
- Councillor Ross
- Councillor Shepherd
- Councillor Tait
- Councillor Taylor
- Councillor Townson (as substitute for Councillor J Dunbar)
- Councillor Tuke
- Councillor Walker
- Councillor Young

In Attendance:-

- Mr Colin McKerracher, Chief Constable, Grampian Police
- Mr Colin Menzies, Deputy Chief Constable, Grampian Police
- Mr Simon Blake, Assistant Chief Constable, Grampian Police
- Ms Karen Williams, Director of Corporate Services, Grampian Police
- Chief Inspector Andy Toddy, Staff Officer, Grampian Police
- Mr Barry Jenkins, Treasurer
- Ms Karen Donnelly, Depute Clerk
- Ms Karen Riddoch, Committee Services Officer, Aberdeen City Council
- Ms Fiona Smith, Policy and Advice Officer, Aberdeen City Council

PRESENTATION TO THE FORMER DEPUTY CHIEF CONSTABLE, JOHN McNAB

Prior to the commencement of the meeting, Councillor Greig, the former Convener of the Board presented Mr John McNab with a small gift as a token of the Board's appreciation for the dedicated and hard work that Mr McNab undertook for Grampian Police whilst in post. In addition Mr McNab was presented with the Queens Diamond Jubilee Medal which had been awarded to all Emergency Service personnel in paid service and with at least 5 years service on 6th February 2012.

WELCOME & INTRODUCTIONS

1. The Depute Clerk welcomed members to the first meeting of the Grampian Joint Police Board following the Local Government Elections in May 2012 and requested that members introduce themselves.

APOLOGIES FOR ABSENCE

2. Apologies for absence were intimated on behalf of Councillor J Dunbar, Jane MacEachran, Clerk to the Board, Assistant Chief Constable Billy Gordon, Grampian Police and Mr Gary Craig, Director of Finance, Grampian Police.

APPOINTMENT OF CONVENER AND VICE CONVENER

3. The Board had before it a report prepared by the Depute Clerk which outlined the procedure for appointing a Convener and Vice Convener(s) of the Grampian Joint Police Board.

The Depute Clerk introduced the report and invited nominations for the position of Convener.

Councillor Young then moved, as seconded by Councillor Forsyth:

"That the Board appoint Councillor McKail as Convener"

Councillor Townson moved as an amendment, seconded by Councillor Blackett:

"That the Board appoint Councillor Hendry as Convener"

For the motion: (12) Councillors Boulton, Evison, Forsyth, Greig, McKail, Ross, Shepherd, Tait, Taylor, Tuke, Walker and Young.

For the amendment: (3) Councillors Blackett, Hendry and Townson.

The Depute Clerk declared that Councillor McKail was duly appointed as Convener of the Grampian Joint Police Board and Councillor McKail took the chair.

The Depute Clerk then advised that, in previous Boards, two Vice Conveners had been appointed so that the three constituent authorities were represented. The previous Vice Conveners agreed who would receive the remuneration.

Following confirmation that the Board wished to appoint two Vice Conveners, the Convener then invited nominations for the position of Vice Convener.

Councillor Taylor then nominated, as seconded by Councillor McKail:

"That the Board appoint Councillor Forsyth as Vice Convener"

Councillor Townson then nominated, as seconded by Councillor Blackett:

"That the Board appoint Councillor Hendry as Vice Convener"

Councillor Ross then nominated, as seconded by Councillor Boulton:

"That the Board appoint Councillor Shepherd as Vice Convener"

There having been three nominations received, the Board moved to a division, with each Member entitled to two votes.

For Councillor Shepherd (15): Councillors Blackett, Boulton, Evison, Forsyth, Greig, Hendry, McKail, Ross, Shepherd, Tait, Taylor, Townson, Tuke, Walker and Young.

For Councillor Forsyth (12): Councillors Boulton, Evison, Forsyth, Greig, McKail, Ross, Shepherd, Tait, Taylor, Tuke, Walker and Young

For Councillor Hendry (3): Councillors Blackett, Hendry and Townson.

Therefore, the Depute Clerk declared that Councillors Shepherd and Forsyth were duly appointed as Vice Conveners of Grampian Joint Police Board.

The Convener wished to record his thanks to the Board following his appointment. He also wished to convey the thanks of the Board to Councillor Greig, the Convener of the previous Board and Councillors Hendry and Shepherd the Vice Conveners for all of their hard work and commitment in those roles.

MINUTE OF GRAMPIAN JOINT POLICE BOARD MEETING - 23 MARCH 2012

4. The Board had before it, the minute of its previous meeting of 23 March, 2012.

The Board resolved:-

to approve the minute as a correct record.

MATTERS ARISING

5. With reference to article 9, last paragraph, of the minute, Councillor Hendry asked if Councillor Hood had received a response in relation to the service costs for computer maintenance and software. The Chief Constable advised that he would find out and if not actioned that a response would be provided.

With reference to article 14 of the minute, Councillor Greig requested an update in relation to the recruitment of additional members to join the Grampian Independent Custody Visiting Scheme. The Depute Clerk advised that the recruitment campaign had not commenced yet as she was working with the press office to get a story published which would kick start the campaign. The Depute Clerk also requested that members of the Board highlight the campaign in their local areas and at Community Council meetings.

With reference to article 15 of the minute, Councillor Hendry enquired as to whether the ICT agreement had been signed, whereupon the Depute Clerk advised that the agreement had been completed and signed off.

With reference to article 17 of the minute, Councillor Greig stated that he was impressed with the organisation of the Olympic Torch Relay arrangements and asked if

the Force had any concerns for the event. The Deputy Chief Constable advised that there were no specific concerns and that the Force were satisfied with the arrangements.

The Board resolved:-

- (i) that the Chief Constable would determine if Councillor Hood had received a response in relation to computer service maintenance and software; and
- (ii) to otherwise note the information provided.

GRAMPIAN JOINT POLICE BOARD - UPDATED BUSINESS STATEMENT

6. The Board had before it the updated Board Business Statement dated 8 June, 2012. The Depute Clerk advised that all decisions of the Board would be added to the Business Statement until such time they were deemed to be complete.

In relation to 12/01, to note that Police Reform would be a standing item on agendas for future Board meetings, therefore the item could be removed from the statement.

In relation to 12/02, to note that a report would be provided to the next meeting of the Board on 6th July 2012.

In relation to 12/03, to note that that this item was now complete and could be removed from the statement.

The Board resolved

to remove items 12/01 and 12/03 from the statement; and to otherwise note the statement.

POLICE REFORM PROGRAMME

7. The Board received a verbal report from the Chief Constable and the Depute Clerk which provided an update on the Police Reform Programme.

Ms Donnelly advised that she had been invited to participate in three projects relating to the Reform, those being:

- Establishing the Scottish Police Authority which was set up to look at what was required in terms of Standing Orders and other associated documents
- Scottish Government Governance and Sponsorship which was to look at the governance relationship with Scottish Police Authority and local government and on the delivery of the Policy.
- Organising Training and Induction for the Scottish Police Authority which was to be set up to deal with staffing issues, finance and overall training.

Ms Donnelly stated that she had attended a meeting along with Ms Smith and Civil Servants as they wanted to look at the current Governance arrangements and also the training material used for Board members. The Chief Constable and some members of

his team attended for part of the meeting. The Civil Servants were impressed with the arrangements that were in place and also that the Chief Constable was able to attend.

The Bill was currently at stage 2 which still required final decisions to be made and it was hoped that by September the Depute Clerk and the Force would have a more detailed picture of the situation.

The Chief Constable provided an operational update and explained that Stage 3 was to be complete by 28 June and Royal Assent was due in the summer. There were various work streams ongoing relating to reform and Officers of all ranks were involved at every level. The Headquarters for the Scottish Police Authority was to be based at Tulliallan in the interim period and that the Chief Constable would be appointed in October.

The Chief Constable provided information on the number of territories that were to be established and the areas covered and also information on the Specialist Units that was likely to be set up.

The Board resolved:-

to note the information provided.

APPOINTMENT OF SUB COMMITTEES

8. The Board had before it a report from the Depute Clerk which sought instruction from the Board on the appointment of members to the various Grampian Joint Police Board Sub Committees.

The Depute Clerk introduced the report and advised that the Board's Standing Orders establishes the Sub Committees, those being the Complaints Sub Committee, Independent Custody Visiting Scheme (ICVS) Sub Committee, Personnel Sub Committee, Stewardship Sub Committee and Urgent Business Sub Committee.

The report contained the remit for each of the Sub Committees at Appendix A.

The report advised that the previous Board appointed six members to each of the Complaints, ICVS and Stewardship Sub Committees, ten members to the Personnel Sub Committee, from which a panel of six would be chosen and three members to the Urgent Business Sub Committee, all of which are deemed to be suitable numbers to ensure the Sub Committees work effectively.

The report stated that the Complaints and Stewardship Sub Committees have a programme of scheduled meetings and that they usually meet on a Monday four times per year with the Complaints Sub Committee commencing at 2.00pm and the Stewardship Sub Committee commencing at 3.00pm. The Personnel Sub Committee has dates set for every month except July to allow for any appeals received to be scheduled into these dates. The ICVS and Urgent Business Sub Committees meet on an as and when required basis.

The report recommended that the Board:

- (a) note the establishment of the Sub Committees as detailed in paragraph 6.1 to the report and to note the remits of the Sub Committees as detailed in Appendix 1;
- (b) to agree that the Complaints, Stewardship and ICVS Sub Committees shall compose of six members, being two members from each constituent authority;
- (c) to appoint six members to each of the following Sub Committees:
 - (i) Complaints Sub Committee
 - (ii) ICVS Sub Committee
 - (iii) Stewardship Sub Committee;
- (d) to agree that the Personnel Sub Committee shall comprise of ten members, being four each from Aberdeen City Council and Aberdeenshire and two from Moray from which might be drawn a panel of not more than six members to deal with individual recruitment and selection exercises;
- (e) to appoint ten members to the Personnel Sub Committee;
- (f) to agree that the Urgent Business Sub Committee shall comprise of three members, being the Convener and Vice Conveners, and to appoint these members to the Sub Committee; and
- (g) to consider the appointment of Convener/Chairperson for each Sub Committee.

The Board resolved:-

- (i) to approve recommendations (a), (b), (c), (d), (e) and (f);
- (ii) to note that each constituent authority would consider and appoint members from within its Board membership to the Sub Committee;
- (iii) to note that recommendation (g) would be considered either at the next meeting of the Board or at the first meeting of the Sub Committees; and
- (iv) to otherwise note the information provided.

APPOINTMENT OF POLICE APPEAL TRIBUNAL

9. The Board had before it a report by the Depute Clerk which advised on an appeal to a Police Appeals Tribunal that had been received and the need to appoint members of the Tribunal.

The Depute Clerk introduced the report and explained that in terms of Section 30 of the Police (Scotland) Act 1967 as substituted by Section 55 of the Police and Magistrates Courts Act 1994, constables may appeal against dismissal to a Police Appeals Tribunal and that the Board were required to appoint a Registrar to the Tribunal and also members of the Tribunal.

The report explained that the Registrar performs duties to include amongst others, administrative and support functions relating to the appeals process and that the Registrar and Depute Registrar were normally the Clerk and Depute Clerk to the Board.

The report outlined the membership of a Tribunal as follows:

- a person chosen from a list of persons nominated by the head President of the Court of Session, this person chairs the Tribunal;
- a representative of the Grampian Joint Police Board;

- a person chosen from a list maintained by the Secretary of State of persons who are, or have been within the last five years, Chief Constables, other than a person who is, or has at any time, been Chief Constable of Grampian Police;
- a retired constable of appropriate rank.

The report advised that three individuals had been consulted and have agreed, subject to the Board's approval, to serve on the Police Appeals Tribunal, those being:

- Mr Robert Martin, QC
- Mr Andrew Cameron, CBE, former Chief Constable, Central Scotland Police; and
- Mr Calum Laurie, former constable, Lothian and Borders Police.

In addition, one member from the Board required to be appointed. The Depute Clerk then called for nominations, whereupon Councillor Blackett, nominated as then seconded by Councillor Townson:

“that Councillor Hendry be appointed to the Tribunal”

Councillor Ross nominated as then seconded by Councillor Young:

“that Councillor McKail be appointed to the Tribunal”

Councillor Hendry declined the position, therefore Councillor McKail was appointed to the Tribunal.

The Board resolved:-

- (i) to appoint the Clerk as Registrar to the Police Appeals Tribunal;
- (ii) to appoint the Depute Clerk as Depute Registrar to the Police Appeals Tribunal;
- (iii) to appoint Mr Robert Martin QC, Mr Andrew Cameron and Mr Calum Laurie to the Police Appeals Tribunal; and
- (iv) to appoint Councillor McKail, Convener of the Board to the Police Appeals Tribunal.

REVENUE BUDGET MONITORING REPORT

10. The Board had before it a report from the Chief Constable and the Treasurer which presented the Revenue Budget Monitoring report for the period to 30 April, 2012.

The Treasurer introduced the report which detailed the Force's annual budgeted revenue expenditure, associated funding and actual spending as at 30 April, 2012, as provided at Appendix A to the report.

The Board at its meeting on 20 January, 2012 approved the revenue budget for 2012-13 and also an overspend of £1.5m to be met from revenue reserves which reflected a contribution of £1.3m to the capital spend in respect of the new custody project in Aberdeen.

The current budget included any adjustments to expected Police Officer numbers on the assumption that an additional 35 police officers would be recruited during 2012/13. The budget for Police Officer pay would be monitored throughout the year.

The Police Staff budget contained provisions for a further Voluntary Redundancy Scheme which may be required in the latter part of 2012.

The Board resolved:-
to note the report.

CAPITAL BUDGET MONITORING REPORT

11. The Board had before it a report from the Chief Constable and the Treasurer which provided an update on the 2012/13 Capital Plan.

The Treasurer introduced the report and advised that the 2012/13 Capital Plan had a total budget of £7.758m which was funded by a combination of capital grant, capital receipts and a contribution from the revenue budget. Appendix B to the report presented the Capital Plan for 2012/13 and the three subsequent years.

The report advised that the largest project within the Capital Plan was the construction of a new custody facility within Aberdeen and that the Force's Executive Board at their last meeting allocated the remaining balance of uncommitted budget for minor pieces of equipment.

Councillor Hendry asked if the ANPR equipment had been delivered in May as detailed in the report.

The Board resolved:-

- (i) to note the content of the report and approve the revised Capital Plan; and
- (ii) to note that the Chief Constable would provide a response as to whether or not the ANPR equipment had been delivered.

GRAMPIAN JOINT POLICE BOARD DRAFT ANNUAL ACCOUNTS

12. The Board had before it a report from the Chief Constable and the Treasurer which presented the Board's unaudited Draft Annual Statement of Accounts for the financial year to 31 March, 2012.

The Treasurer introduced the report and advised that the Accounts were required to be presented to Audit Scotland by 30 June 2012 for auditing and that once the audit was complete a full report would be presented to the Board.

The Draft Annual Statement of Accounts provided an overview of the financial performance of the Force during 2011/12 and the financial position at 31 March, 2012. The Force generated a total budget saving of £2.996m against the approved net expenditure budget of £117.571m.

The Board resolved:-

to note the contents of the report.

DECLARATIONS OF INTEREST

Councillor Hendry declared an interest in the following item of business due to him having used the services of the Treatment Centre whilst he was a Police Officer. Councillor Townson declared an interest due to him paying into the Charity whilst he was a Police Officer. Neither Councillor felt it necessary to withdraw from the meeting during consideration of the item.

POLICE TREATMENT CENTRES

13. The Board had before it a report from the Chief Constable which sought approval to provide a donation to the Police Treatment Centres in support of their endeavours to update and improve their facilities, treatments and service provision.

The Chief Constable introduced the report and advised that the centres aimed to increase the services they provide to Police Officers and proposed that Grampian Police make a single donation of £50,000 to the Police Treatment Centres to support the development of the facilities at Castlebrae which would be the equivalent of a donation of just over £30.00 per Officer from the Force.

The report advised that at any one time around 10% of the UK's Police Officers are on restricted duties, often as a result of injury or illness, however whilst on restricted duties, many are unable to perform the highly skilled and dangerous work for which they have been trained. Officers require a unique level of fitness that is above and beyond what is achievable using NHS medical support. The Police Treatment Centres' goal is to provide appropriate job specific and comprehensive physiotherapy, treatment and care programmes free of charge under one roof in order to return injured Officers to active duty as soon as possible.

The Treatment Centres are a registered charity which has two centres, one in Harrogate, North Yorkshire and one in Auchterarder, Perthshire where serving and retired Officers receive intensive treatment following an illness or injury. The charity is supported by voluntary donations from Officers of Police forces in the North of England, North Wales, Scotland and Northern Ireland and the treatment is provided free of charge to those Officers who had donated whilst serving on the Force.

Castlebrae, the facilities in Perthshire, was opened in 1996 and currently had 76 bedrooms and two cottages for patients and treatment and leisure facilities. There was a planned development for the facilities which would cost around £4.5m and had been planned over two phases to ensure that the current facilities and service were still provided. The development is dependent on securing the necessary funding.

Councillor Ross stated that the services would be provided to serving and retired Officers as well as partners which he felt was not the best way to use the money available.

Mike Kennedy from the Grampian Federation and also a Trustee of the Treatment Centres stated that partners attended to provide support to Officers going through treatment and to act as carers.

Councillor Boulton indicated that she would be inclined to donate more than £50,000 and asked that if there were additional funds available later in the year if this charity could receive an additional donation.

Councillor Ross stated that the Chief Constable had suggested that the Force give a donation of £50,000 and that the Board should approve that level of donation to the Charity.

Councillor Boulton then moved, as seconded by Councillor McKail:

"That the Board agree a donation of £100,000 to the Police Treatment Centre Charity"

Councillor Ross moved as an amendment, seconded by Councillor Walker:

"That the Board agree a donation of £50,000 to the Police Treatment Centre Charity"

For the motion: (12) Councillors Blackett, Boulton, Evison, Greig, Hendry, McKail, Shepherd, Tait, Taylor, Townson, Tuke and Young.

For the amendment: (3) Councillors Forsyth, Ross and Walker

The Board resolved:-

to adopt the motion and donate £100,000 to the Treatment Centre Charity.

PROPERTY ASSET MANAGEMENT PLAN (PAMP)

14. The Board had before it a report from the Chief Constable which provided information on progress made against the agreed actions in the Force's Property Asset Management Plan (PAMP).

Ms Williams introduced the report and advised that progress against the tasks set out in the action of the PAMP had been summarised at Appendix 1 which also highlighted that significant development had been made in moving the PAMP forward.

The report provided as background information, that the PAMP had identified that Grampian Police had 64 (now 62) operational properties spread throughout the region and that the Board at its meeting of 2 September, 2011 approved the PAMP.

The PAMP identified that the owned operational and non-operational capital value of the Force's estate was £36.5m with the revenue costs being £4,698,000. The PAMP had identified numerous drivers on the estate. A full copy of the PAMP was available on request.

Councillor Boulton stated that there was an error on page 139 relating to the location of the operational police office within Cults as it was based at Cults Academy and not Cults Primary School.

Ms Williams noted the error and advised this would be amended.

The Board resolved:-

to note the update given on the Force's Property Asset Management Plan (PAMP).

PROPOSED NEW ABERDEEN CUSTODY SUITE

15. With reference to article 19 of the minute of its meeting of 23 March, 2012, the Board had before it a report from the Chief Constable which provided an update on the progress made and the current position in relation to the new Aberdeen Custody Suite project.

The Deputy Chief Constable gave a presentation which provided an overview of the proposed design for the development.

The report provided as background information, that in 2004 the Force initiated a Custody Project based on the concerns that Queen Street was not able to meet demand for capacity or modern Health and Safety requirements. A programme of work had been undertaken to upgrade the custody facility at Queen Street which included new cell doors, installation of a fire escape and the installation of CCTV. Fraserburgh had also had ten temporary cells built to meet the custody needs in the Buchan Area. The Force had attempted to secure a suitable site previously however there were none available that was suitable or affordable.

The site at Kittybrewster had been identified and Scottish Water had accepted an offer for the land and the legal paperwork had been agreed subject to the Force obtaining satisfactory planning consent for a custody development on the site. As previously reported, the Force were utilising the North Territory Hub Co for the procurement of the design team and contractor for the build.

A custody Project Board had been established which was to govern the project in conjunction with relevant stakeholders. All decisions would be reported to the Executive Board for approval.

The local Policing Team (LPT) would be based at the facility which local residents and businesses are keen to have.

The report highlighted the next steps for the project which the Board were asked to approve.

The report advised that the Predicted Maximum Price for the development as received from North Territory Hub Co was £11.89m and together with additional costs, the estimated total was £13.99m of which £50,000 has been paid for site fees.

The Board resolved:-

to note the contents of the report and gave final agreement to lodge a planning application based on an agreed design and having regard to the Predicted Maximum Price.

NEW BUCKIE POLICE OFFICE

16. The Board had before it a report from the Chief Constable which sought approval to purchase and refurbish an office at East Cathcart Street, Buckie for the Buckie/Keith Local Policing Team (LPT).

Mr Blake introduced the report and advised that the existing Buckie office was not fit for purpose as a Police Station in the 21st Century. The building was on one floor with the canteen and locker room on the first floor and housed 27 officers. With the centralisation of custody facilities from Buckie to the custodial building in Elgin the cells were currently used as ad hoc storage. The building was also located away from the centre of the town and is not readily visible to people in the area.

The report stated that a large two storey office had become available for purchase which was located more centrally within the town centre of Buckie adjacent to heavily used shopping areas which would improve visibility and accessibility to the Local Policing Team. The property was in general good condition, however it would require to be refurbished to provide a full range of accommodation needed for the LPT. The estimated cost for refurbishment to provide adequate accommodation was £100,000.

If the proposal was accepted the current office in Buckie would be declared surplus to requirements.

The Board resolved:-

- (i) to approve the purchase and refurbishment of accommodation at East Cathcart Street Buckie; and
- (ii) that, subject to the relocation to East Cathcart Street, that the existing office at South West Street, Buckie, be declared surplus to requirements.

NEW POLICE OFFICE WITHIN ROSEMOUNT COMMUNITY CENTRE

17. The Board had before it a report from the Chief Constable which sought approval to lease and refurbish accommodation within the Rosemount Community Centre for the Rosemount Local Policing Team (LPT).

Mr Blake introduced the report and advised that at present the Rosemount LPT staff were split between the Mile End Police Office and Queen Street which resulted in fragmented supervision and downtime of staff travelling to the Rosemount LPT. The current accommodation based at Mile End was built circa 1950 and had a net area of

only 29 square metres with one office, a kitchen area, a locker room and a toilet and there were no parking facilities for either the Police or for visitors to the office.

The report advised that space had been identified within the Rosemount Community Education Centre which was situated within the heart of the Rosemount area. The Centre had been underused and required some remedial work. The Community Centre will be managed by the local community and they are keen to attract other partners to share the operational costs.

The report explained that a scheme had been prepared to refurbish the accommodation on the first floor of the Centre which when completed would provide the full range of accommodation required by the LPT and would also have its own entrance and parking for six vehicles. The estimated cost for the refurbishment would be £170,000 which was made up of the building and servicing work required. The rental for the space would be £10,000 per annum on the basis of a 10 year lease. The programme for the lease and associated work was highlighted within the report.

The Board resolved:-

- (i) to approve the lease and refurbishment of accommodation in the Rosemount Community Centre; and
- (ii) that, subject to the relocation to the Rosemount Community Centre, the Mile End Police Box be declared surplus to requirements.

NEW PITSLIGO POLICE OFFICE

18. The Board had before it a report from the Chief Constable which sought approval to close and dispose of the Police Office at Low Street, New Pitsligo, Aberdeenshire.

Mr Blake introduced the report and advised that there had not been Officers based at the New Pitsligo Office for several months due to the increased Police staffing levels at Mintlaw which also covered the New Pitsligo area.

The report advised that the Police Office is contained within a larger two storey granite and slate building where the remainder of the property is vacant. Following an operational view, it was proposed that the Police Office be closed with the village continuing to be served by Officers from Mintlaw and also that Police Surgeries were to be put in place in New Pitsligo.

The Board resolved:-

to declare the property at 38 Low Street, New Pitsligo, Aberdeenshire surplus to requirements and for it to be sold.

EXEMPT INFORMATION

Prior to considering the remaining items of Business, the Board resolved that in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, that the press and public be excluded from the meeting during

consideration of the items so as to avoid disclosure of the information of the class described in the following paragraphs of Schedule 7(A) to the Act:- article 19 (paragraph 1), articles 20, 21 and 22 (paragraphs 8, 9 and 10) and article 23 (paragraph 1).

OPERATIONAL UPDATE

19. The Deputy Chief Constable provided a verbal update to Board members with respect to a range of current operational matters.

The Board resolved:-

to note the update.

PROPOSED NEW PETERHEAD CUSTODY SUITE & OPERATIONAL OFFICE

20. With reference to article 18 of the minute of its previous meeting, the Board had before it a report from the Chief Constable, which provided an update on the progress made and the current position in relation to the project.

The Deputy Chief Constable introduced the report and advised that Stage 1 of the Hub process had been completed with a design ready to be submitted as part of the planning application.

The Board resolved:-

to note the contents of the report and to agree that a planning application for the site be lodged and further design work be undertaken, under Stage 2 of the Hub process, which would take the project through to the receipt of planning consent.

NEW OUTDOOR FIREARM TRAINING RANGE

21. The Board had before it a report from the Chief Constable which sought approval to lease some ground from the Grampian Fire and Rescue Service and to develop a Firearms Training Range on the site.

Mr Blake introduced the report and advised that there was currently only one third party facility in the Grampian area for training on specific weaponry, which was not always available when needed and had limitations in tactical training. The site identified was already secluded from the public and would be considered suitable for the needs of Grampian and for Tayside Force.

The Board resolved:-

- (i) to approve the lease (subject to the receipt of planning consent) proposed in the report; and
- (ii) to approve the build for the construction of the Firearm Training Range to be placed out to tender.

FINANCING THE CAPITAL BUDGET

22. The Board had before it a report from the Chief Constable which outlined the financial implications of the proposed amendments to the Capital Budget.

The Treasurer introduced the report and proposed that the Capital Budget be amended to accommodate the additional funds required for the projects highlighted within other reports before the Board.

The Board resolved:-

to note the contents of the report.

CHIEF CONSTABLE'S PERFORMANCE AND DEVELOPMENT REVIEW 2011/12

23. The Board had before it a report prepared by the Depute Clerk which presented the Chief Constable's Performance and Development Review (PDR) for the year 2011/12, sought approval for the recommended appropriate performance assessment under the PDR scheme and also sought agreement for performance objectives for the year 2012/13.

The report outlined the process for undertaking the PDR and provided detailed information on the annual criteria and the outcome of the appraisal. Contained in the report was a list of performance objectives for 2012/13.

The Board resolved:-

- (i) to endorse the performance assessment of the Chief Constable as set out in section 7.2 of the report, in accordance with the recommendations of the former Convener and Vice-Convener following their detailed appraisal of the Chief Constable's performance over the period on question;
- (ii) to approve the performance objectives agreed between the former Convener, Vice-Convener and Chief Constable as set out in section 8.1 of the report, and notes that the Clerk and Chief Constable would submit an update report to the Board on 2 November, 2012; and
- (iii) to otherwise note the report.

- Councillor R McKail, Convener

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GRAMPIAN JOINT POLICE BOARD
BOARD BUSINESS STATEMENT – 6TH JULY 2012

Number	Minute Reference	Board Decision	Update	Responsible Officer	Date to be Completed	Complete
12/02	8 th June 2012 – Item 5	That the Chief Constable would determine if Councillor Hood had received a response in relation to computer service maintenance and software	The requested information was provided to Cllr Hood on 3 rd April 2012. (25/06/12)	Chief Constable	July 2012	Complete
12/03	8 th June 2012 – Item 8	To note that each constituent authority would consider and appoint members from within its Board membership to the Sub Committee	Appointments to Sub Committees have been notified from Moray Council. Details are awaited from Aberdeenshire and Aberdeen City Councils. (25/06/12)	Members / Depute Clerk	July 2012	
12/04	8 th June 2012 – Item 11	To note that the Chief Constable would provide a response as to whether or not the ANPR equipment had been delivered.	Cllr Hendry was advised, on 21 st June 2012, that the ANPR equipment was delivered and installed during May 2012. (25/06/12)	Chief Constable	July 2012	Complete

Agenda Item 5

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GRAMPIAN
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Keeping our communities safe

COMMITTEE: GRAMPIAN JOINT POLICE BOARD

DATE: 6th July 2012

TITLE OF REPORT: Revenue Budget Monitoring Report

REPORT NUMBER

1. PURPOSE OF REPORT

- 1.1 To update the Joint Police Board on the financial position of the Force for the period ended 31 May 2012. With the Board meeting early in July, the end of June out-turn figures were not available when producing the Report.

2. RECOMMENDATION(S)

- 2.1 To consider and note the contents of the report.

3. FINANCIAL IMPLICATIONS

- 3.1 The monitoring statement provides a breakdown of the Force's annual budgeted revenue expenditure and associated funding. It outlines the overall budget for the financial year, actual spend to 31 May 2012, and the projected out-turn up to 31 March 2013. At this early stage in the financial year the outturn is being projected at £0.162m under the budget.

4. SERVICE & COMMUNITY IMPACT

- 4.1 The three major themes underlying the Force's service delivery in 2012-13 are business as usual, creating a strong policing legacy in the North East of Scotland and ensuring a smooth transition to the Single Force. Good, proactive budgetary control throughout the year will support those aims.

5. OTHER IMPLICATIONS

-

6. REPORT

Revenue Budget 2012-13

- 6.1 The budget monitoring statement for the Force, for the period to 31 May 2012 is shown at Appendix A. This outlines the overall budget, the actual spend to 31 May 2012 and the projected outturn for the financial year 2012-13.
- 6.2 The Joint Police Board approved the revenue budget for 2012-13 on 20 January 2012. The Board approved an overspend of £1.5m, to be met from revenue reserves. This reflected, in the main, a revenue contribution to capital in respect of the new custody project in Aberdeen. The Force is currently projecting a total overspend of £1.338m, which represents a saving of £0.162m against the approved budget.
- 6.3 The projected Police Officer pay costs show a small anticipated saving of £0.046m against the budget of £78.9m. Although fewer officers have left in the first two months than estimated, due to several high ranking officers retiring within the same period, there is broadly a neutral cost/saving effect.
- 6.4 The main part of the projected underspend relates to initial estimates of Police Staff pay savings (based on vacancies as at 31 May 2012), of £0.116m. This figure may increase as more detailed analysis of these budgets is carried out by Finance Staff along with Business Managers over the next few weeks.
- 6.5 At this early stage in the financial year other costs and income remain broadly in line with the approved budgets.
- 6.6 The table below shows the estimated position with the Force's revenue reserves;

	£m
Revenue reserves at 31 March 2011	3.891
Add: budget underspend in 2011-12	2.996
	6.887
Add: effect of prior year adjustment	1.470
Revenue reserves at 31 March 2012	8.357
Add: estimated budget underspend to date in 2012-13	0.162
Less: committed to capital programme, custody etc. in 2012-13	(1.800)
Estimated revenue reserves at 31 March 2013	6.719
Less: committed to capital programme, custody etc. in 2013-14	(5.399)
Estimated revenue reserves at 31 March 2014	1.320

7. REPORT AUTHOR DETAILS

Gary Craig, Director of Finance
gary.craig@grampian.pnn.police.uk
Tel: 01224 305222

8. BACKGROUND PAPERS

-

Chief Constable
June 2012

Treasurer
June 2012

GRAMPIAN POLICE
Budget Monitoring Report - Expenditure up to 31 May 2012

		<i>Grampian Police Summary</i>		<i>Estimated Out-turn</i>	<i>Variance (Under)/ Overspend</i>	<i>Out-turn as a % of Budget</i>
		<i>Approved Budget</i>	<i>Expenditure to 31-May-12</i>	<i>As At 31-May-12</i>	<i>As At 31-May-12</i>	
		£	£	£	£	
EMPLOYEE COSTS						
Police Officers						
	Pay	53,817,893	8,839,367	53,817,473	(420)	100%
	CRTP/Bonus/SPP	658,280	93,974	646,536	(11,744)	98%
	TRA and Housing	1,771,400	13,736	1,748,803	(22,597)	99%
	Other Allowances	243,129	38,328	238,741	(4,388)	98%
	National Insurance	5,114,480	771,883	5,104,769	(9,711)	100%
	Notional Pension Costs	13,474,954	2,225,503	13,477,525	2,571	100%
	Injury Pension Costs	530,000	92,267	530,000	0	100%
	Ill Health Awards	300,000	75,462	300,000	0	100%
	Sub-total	75,910,136	12,150,520	75,863,847	(46,289)	100%
	Overtime	2,995,368	251,310	2,995,368	0	100%
	Total Police Officers' Costs	78,905,504	12,401,830	78,859,215	(46,289)	100%
Police Staff						
	Pay	15,075,239	2,288,613	14,991,209	(84,030)	99%
	Allowances	1,519,676	241,089	1,519,676	0	100%
	National Insurance	1,187,900	179,400	1,174,856	(13,044)	99%
	Superannuation	3,305,000	450,851	3,286,012	(18,988)	99%
	Sub-total	21,087,815	3,159,953	20,971,753	(116,062)	99%
	Overtime	192,746	25,469	192,746	0	100%
	Total Police Staff Costs	21,280,561	3,185,422	21,164,499	(116,062)	99%
Other Staff Costs						
	Relocation	75,202	6,684	75,202	0	100%
	Recruitment	88,000	4,636	88,000	0	100%
	Sub-total	163,202	11,320	163,202	0	100%
	Total Employee Costs	100,349,267	15,598,572	100,186,916	(162,351)	100%
OPERATING COSTS						
Property Costs						
	Rent	869,273	173,334	869,273	0	100%
	Rates	1,422,000	1,265,146	1,422,000	0	100%
	Insurance	20,000	537	20,000	0	100%
	Repairs and Maintenance	1,029,234	116,078	1,029,234	0	100%
	Repairs and Maintenance - Devolved	30,256	16,498	30,256	0	100%
	Heating, Lighting and Cleaning	1,342,000	150,988	1,342,000	0	100%
	Sub-total	4,712,763	1,722,581	4,712,763	0	100%
Transport and Plant Costs						
	Repairs and Maintenance	291,400	30,413	291,400	0	100%
	Petrol and Diesel Fuel	1,004,001	77,115	1,004,001	0	100%
	Licences and Insurances	200,000	2,345	200,000	0	100%
	Car Hire	249,555	25,659	249,555	0	100%
	Travel and Subsistence	511,125	39,521	511,125	0	100%
	Sub-total	2,256,081	175,053	2,256,081	0	100%
Supplies and Services Costs						
	Operational Equipment and Materials	624,874	86,280	624,874	0	100%
	Operational Supplies and Services	2,832,477	255,305	2,832,477	0	100%
	Uniforms and Clothing	272,546	45,804	272,546	0	100%
	Computer Maintenance and Software	1,082,062	483	1,082,062	0	100%
	Computer Network and Telephony	1,079,526	1,110	1,079,526	0	100%
	Catering	192,558	10,272	192,558	0	100%
	Conferences and Training	331,741	66,152	331,741	0	100%
	Printing, Stationery and Postages	487,425	60,101	487,425	0	100%
	Insurances	270,100	483,800	270,100	0	100%
	Advertising	10,150	3,314	10,150	0	100%
	Other Administrative Costs	323,327	82,017	323,327	0	100%
	Sub-total	7,506,786	1,094,638	7,506,786	0	100%

GRAMPIAN POLICE
Budget Monitoring Report - Expenditure up to 31 May 2012

		Grampian Police Summary		Estimated Out-turn	Variance (Under)/ Overspend	Out-turn as a % of Budget
		Approved Budget £	Expenditure to 31-May-12 £	As At 31-May-12 £	As At 31-May-12 £	
Payments to Agencies and Other Bodies						
	Council Support Services	318,500	9,224	318,500	0	100%
	Other Agencies	1,447,703	150,218	1,447,703	0	100%
	Sub-total	1,766,203	159,442	1,766,203	0	100%
Financing Costs						
	Capital Financed from Current Revenue	1,300,000	0	1,300,000	0	0%
	Supported Loan Charges	1,382,120	151,702	1,382,120	0	0%
	Prudential Borrowing	0	0	0	0	0%
	Sub-total	2,682,120	151,702	2,682,120	0	100%
Contingency Costs						
		0	0	0	0	0%
Total Operating Costs		18,923,953	3,303,416	18,923,953	0	100%
Gross Expenditure		119,273,220	18,901,988	119,110,869	(162,351)	100%
INCOME						
	Recharges for Services	(1,063,834)	(20,458)	(1,063,834)	0	100%
	Seconded Recoveries	(900,000)	13,021	(900,000)	0	100%
	Sales, Fees and Lost Property	(430,000)	(59,431)	(430,000)	0	100%
	Sponsorship	(25,000)	(2,650)	(25,000)	0	100%
	Rents	(857,784)	(259,069)	(857,784)	0	100%
	Partnership Income	(692,082)	0	(692,082)	0	100%
	Non SG Funding	(76,176)	(19,279)	(76,176)	0	100%
	Other Income	(80,000)	(11,040)	(80,000)	0	100%
	Total Income	(4,124,876)	(358,906)	(4,124,876)	0	100%
Total Net Expenditure		115,148,344	18,543,082	114,985,993	(162,351)	100%
FINANCED BY -						
Grant Funding						
	SG Police Grant	(47,063,000)	(7,648,000)	(47,063,000)	0	100%
	LA Requisitions	(45,217,000)	(7,536,167)	(45,217,000)	0	100%
	SG Loan Charge Support	(705,000)	(114,000)	(705,000)	0	100%
	LA Loan Charge Support	(741,000)	(123,500)	(741,000)	0	100%
	SG Specific Grant (100% Funded)	(6,428,342)	(769,524)	(6,428,342)	0	100%
	SG Specific Grant (Part Funded)	(19,048)	0	(19,048)	0	100%
	SG Specific Grant (Police Pensions)	(13,474,954)	(3,397,834)	(13,474,954)	0	0%
		(113,648,344)	(19,589,025)	(113,648,344)	0	100%
Total (Under)/Overspend Against Grant Funding		1,500,000	(1,045,943)	1,337,649	(162,351)	



COMMITTEE: GRAMPIAN JOINT POLICE BOARD

DATE: 6th July 2012

TITLE OF REPORT: CAPITAL BUDGET MONITORING REPORT

REPORT NUMBER «ReportNumber»

1. PURPOSE OF REPORT

1.1 To update the Joint Police Board on the 2012-13 Capital Plan.

2. RECOMMENDATION(S)

2.1 To consider and note the contents of the Report, as well as approve the revised Capital Plan.

3. FINANCIAL IMPLICATIONS

3.1 The Capital Plan sets out the Force's proposed investment in capital assets for the current and subsequent two financial years. This includes the amendments to the Capital Plan and related funding that were approved by the Board at its meeting on 8 June 2012. The total approved budget for 2012-13 amounts to £8.418m and is funded by a combination of capital grant, capital receipts and a contribution from the revenue budget.

3.2 The Capital Plan is overseen by the Force's Programme Board, with any minor adjustments being reflected in a transfer from or to the Unallocated Capital Funds. All available funds have been allocated in 2012-13.

4. SERVICE & COMMUNITY IMPACT

4.1 It is important that the Force continues to invest in its infrastructure and systems in order that it can enhance operational capacity, generate efficiencies for front line policing and strengthen the policing legacy in the north east.

5. OTHER IMPLICATIONS

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6. REPORT

- 6.1 A copy of the Capital Plan for 2012-13 to 2014-15 is attached at Appendix B. The total budget allocated within the Force's Capital Plan for 2012-13 is £8.418m. The 2012-13 capital budget has been adjusted for any slippage from last financial year.
- 6.2 The largest project in the Capital Plan is the construction of new custody facilities in Aberdeen, a report on which was approved at the Board's last meeting. The planning application has been submitted and the outcome is expected by the end of August 2012. On the assumption that it is successful, it is estimated that a construction on site will begin in November / December 2012.
- 6.3 In terms of the other schemes approved by the Board at its last meeting, the construction works at Rosemount are expected to be during the period September to November 2012 and the works at Portlethen during September to December, with entry estimated for early 2013. In terms of the projects where land or premises are being purchased, it is expected that Buckie will be concluded by the end of the summer and the land at Peterhead in December.
- 6.4 It is currently estimated that capital grant of £3.122m will be utilised in 2012-13 and arrangements have been put in place to requisition this on a quarterly basis, in line with actual spend. Additional grant of £0.250m from the Scottish Police Services Authority will also be applied.
- 6.5 The Force had budgeted for a contribution of £1.3m from the Revenue Budget to be used to part fund the Capital Plan this financial year and this will be increased to £1.6m in line with the Board approval of 8 June 2012.
- 6.6 It is estimated that capital receipts, that arise from the sale of surplus assets, amounting to £3.446m will also be utilised in the current financial year.
- 6.7 As the appendix shows there has been little spend to the end of May 2012 but at this stage no significant variances are being projected.

7. REPORT AUTHOR DETAILS

Gary Craig, Director of Finance
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Tel: 01224 305222

8. BACKGROUND PAPERS

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GRAMPIAN POLICE CAPITAL EXPENDITURE MONITORING STATEMENT - to 31st May 2012													
Line	Project Description	Divisions / Dept.	Finance Project No	Total project cost £000s	Prior years spend £000s	Revised Budget		Projected Outturn (b) 2012-13 £000s	Actual Spend May-12 £000s	Variance (Over)/ Under Spent (c=a-b) £000s	Estimated Budget		Comments
						(a) 2012-13 £000s	(b) 2012-13 £000s				2013-14 £000s	2014-15 £000s	
A Recurring Items													
1	Disability Discrimination Act (DDA) / Minor Building Work	Facilities	GC90971	n/a	n/a	300	300	300	300	0	300	300	Expenditure incurred on upgrading or various parts of the property estate.
2	Asset Refreshment for Computers, Printers & Servers	SPSA	GC90870	n/a	n/a	250	250	250	250	0	250	250	Expenditure funded by Scottish Police Services Authority Specific Grant.
(i)	- Force Funded	Business Areas	GC90871	n/a	n/a	20	20	20	20	0	20	20	
(ii)	- Force Funded	Transport	GC95501	n/a	n/a	1,000	1,000	1,000	1,000	0	1,000	1,000	
3	Annual Vehicle Replacement												
B Existing Commitments													
4	Tony Police Station Extension	Facilities	GC90111	297	18	279	279	279	0	0			Work due to complete in Summer 2012.
5	CCTV Equipment	Aberdeen	GC95601	402	32	370	370	370	0	0			Budget carry forward from previous year.
6	Force Control Room - Communication Equipment	OP & S	GC91860	167	67	100	100	100	0	0			Budget carry forward from previous year.
7	Force Service Centre - Call Handling System Upgrade	OP & S	GC90951	90	12	78	78	78	0	0			Budget carry forward from previous year.
8 ON-GOING COMMITMENTS													
C Discrete Items of Expenditure						2,397	2,397	2,397	20	0	1,570	1,570	
9	Body Worn Video Equipment	Business Areas	GC92903	0	0	250	250	250	0	0			Capital bid approved by Programme Board in Nov 2011.
10	ANPR Equipment	CMBA		12	0	12	12	12	0	0			Equipment ordered, awaiting invoice.
11	Operational Specialist Equipment	OP & S	GC94801	75	0	75	75	75	0	0			Capital bid approved by Programme Board in Nov 2011.
12	CMBA Specialist Equipment	CMBA		24	0	24	24	24	0	0			New bid approved by Force Executive in May 2012.
13	New Custody Facilities in Aberdeen	Facilities		13,900	0	5,000	5,000	5,000	0	0	8,900	8,900	Additional budget £3.9m approved by GJPB in June 2012.
14	Police Stations Upgrade (Buckie and Rosemount)	Facilities		310	0	310	310	310	0	0			New capital bid approved by GJPB in June 2012 to upgrade Rosemount and Buckie police stations.
15	Portlethen Firearms Range	Facilities		250	0	250	250	250	0	0			New Firearms Range approved by GJPB in June 2012.
16	New Peterhead Police Station	Facilities		100	0	100	100	100	0	0			Purchase of Land at Peterhead approved by GJPB in June 2012.
17	Laurenskirk Police Station (New Build)	Facilities		312	0	0	0	0	0	0	312	312	The project is currently in the design phase.
18	Force Estate Security	Facilities	GC91161	0	0	0	0	0	0	0			Project was funded by Programme Board in June 2010.
19	Extension to Laboratory at Nelson Street - Phase 2	Facilities		0	0	0	0	0	0	0			Project to be costed if the facility remains in Aberdeen.
20 DISCRETE EXPENDITURE						6,021	6,021	6,021	0	0	9,212	9,212	0
21 TOTAL EXPENDITURE						8,418	8,418	8,418	20	0	10,782	10,782	1,570
Financed by:													
D Governmental Bodies and Local Authorities													
Local Authorities - Annual Capital Grant													
(i)	Balance carry forward at the beginning of the year					2,075	2,075	2,075	20	0	654	654	0
(ii)	Annual Capital Grant for the year					1,701	1,701	1,701	0	0	1,701	1,320	Annual Capital Grant for the year.
(iii)	Balance carry forward at the end of the year					(654)	(654)	(654)	0	0	0	0	Capital Grant transferred to Constituent Authorities at the year end.
Annual Capital Grant utilised during the year													
23	Scottish Government - Scottish Police Services Authority					3,122	3,122	3,122	20	0	2,355	1,320	Capital Grant utilised during the year.
E Non-governmental Bodies													
24	Other Capital Receipts					250	250	250	0	0	250	250	Funding from Scottish Police Services Authority.
F Capital Receipts from the sale of Non-current assets													
25	Capital Receipts from sale of Non-current Assets					3,446	3,446	3,446	0	0	2,648	0	Capital receipts generated from disposal of Non-current Assets.
G Capital expenditures funded from revenue													
26	Capital Expenditure Funded from Revenue Funding "CFCR"					1,600	1,600	1,600	0	0	5,529	0	Funding from revenue budget
H External Borrowing													
27	External Borrowing					0	0	0	0	0	0	0	
28 TOTAL FUNDING						8,418	8,418	8,418	20	0	10,782	10,782	1,570
RECONCILIATION OF CAPITAL RECEIPTS:													
Opening balance													
New Receipts													
Sale of police houses													
Sale of police vehicles, plant & equipment													
Applied Receipts													
Closing balance carry forward													

GRAMPIAN POLICE CAPITAL EXPENDITURE MONITORING STATEMENT - to 31st May 2012												
Line	Project Description	Divisions / Dept.	Total project cost £000s	Prior years spend £000s	Revised Budget 2012-13 £000s	Projected Outturn 2012-13 £000s	Actual Spend May-12 £000s	Variance (Over)/Under Spend £000s	Estimated Budget 2013-14 £000s	2014-15 £000s	2015-16 £000s	Comments
<i>Discrete Items of Expenditure</i>												
1	ACPOS National Platform Project	SPSA	5,408	4,003	277	277	0	0	648	480	0	National project fully funded by the Efficient Government Fund. Grampian Police acting as lead Force.
Financed by:												
2	Additional Capital Grant - Efficient Government Fund		5,378	3,973	277	277	0	0	648	480	0	Grant funding received by the Force.
3	Other Capital Receipts		30	30	0	0	0	0	0	0	0	
			5,408	4,003	277	277	0	0	648	480	0	
RECONCILIATION OF CAPITAL RECEIPTS												
	Opening balance				£000s	£000s	£000s					
	Amount received during the current year				1,405	1,405	1,405		1,128	480	0	
	Receipts applied for the current year				0	0	0		0	0	0	
	Closing balance				(277)	(277)	0		(648)	(480)	0	
					1,128	1,128	1,405		480	0	0	



COMMITTEE: GRAMPIAN JOINT POLICE BOARD

DATE: 6 JULY 2012

TITLE OF REPORT: EFFICIENCY STATEMENT 2011-12

REPORT NUMBER

1. PURPOSE OF REPORT

- 1.1 To allow Members of the Grampian Joint Police to approve the Efficiency Savings achieved by Grampian Police during the year 2011-12 as highlighted in the Efficiency Statement.

2. RECOMMENDATION(S)

- 2.1 This report is submitted for the approval of the Grampian Joint Police Board.

3. FINANCIAL IMPLICATIONS

N/A

4. SERVICE & COMMUNITY IMPACT

N/A

5. OTHER IMPLICATIONS

N/A

6. REPORT SUMMARY

- 6.1 The Efficiency Statement provides a summary of the Efficiency Savings made by the Force during the year 2011-12. The Efficiency Savings are reported quarterly to the Grampian Joint Police Board Stewardship Sub Committee and the final figure is detailed in the Grampian Police Annual Report. The Efficiency Savings are agreed with ACPOS Business Benefits Unit (BBU) who ensure that the Savings identified meet with set criteria. The 2011-12 Efficiency Savings have been ratified by ACPOS BBU along with the content of the Efficiency Statement and the Efficiency Statement is now submitted to Grampian Joint Police Board for approval. It is a new requirement by Scottish Government that an Efficiency Statement is produced and signed off by Police Boards.

7. REPORT AUTHOR DETAILS

7.1 Superintendent
Development and Governance Business Area
Grampian Police
0845 600 5 700

8. BACKGROUND PAPERS

N/A

Chief Constable
26 June 2012

CONFIRMATION OF EFFICIENCIES DELIVERED IN 2011-12

1	Organisation Name	Grampian Police
2	Responsible Director General	Grampian Joint Police Board
3	Total cash efficiency achieved	£3,320,052.69
4	Efficiency achieved as percentage of 2010-11 DEL baseline (or 2010-11 Grant in Aid)	This represents approximately 3.5% of the Forces 2010/11 GAE
5	<p>Summary of efficiency activity e.g.</p> <ul style="list-style-type: none"> • the main initiatives the organisation has taken over the year to ensure a strategic approach to increased efficiency and productivity and the improvements achieved in these areas. • the main information that the organisation uses to assess productivity, service quality and performance and how the scope, usefulness or reliability has been improved during the year. • specific steps the organisation has taken during the year to improve collaboration and joint working to deliver efficient and user-focussed services and the improvements achieved. 	<p>The Force has continued to strengthen its internal arrangements for identifying and delivering efficiency savings in anticipation of significant reductions in public sector funding. A key element of this approach has been reshaping the workforce in a positive and proactive way through the Force Priority Service Reconfiguration. For example pro-active management of staffing vacancies and reduction of staff costs under a voluntary redundancy/severance scheme whilst ensuring service levels were maintained. Business Areas report that there has been no reduction in service as a result of the loss of specific posts and, in fact, the recent Annual Report shows further improvement in Force performance despite the reductions in staff numbers.</p> <p>A further important initiative was the delivery of an updated Property Asset Management Plan (PAMP). The key aim of this document is to set a Strategic Framework and to drive out further efficiencies in the estate, which over a period of time will continue to improve the performance of the Force's properties. This will support operational delivery and reduce cost or provide income that can be used to minimise the effect of budget reductions on front line services. Examples of estate changes under the PAMP in 2011/12 include; the termination of several leased properties, the planned disposal of underperforming properties following staff relocation to new improved facilities, mitigating estates running costs, targeted investment in planned maintenance and energy efficient projects to reduce cost and CO2 footprint.</p> <p>The Force has also continued to develop procurement arrangements, both in</p>

national collaborative arrangements with our Police partners and utilisation of National Framework agreements; increasing electronic purchase order processing, e-procurement and e-tendering, thereby improving value for money across the services.

The Force has a robust performance management framework and reports performance through the Scottish Policing Performance Framework (SPPF) and our own quarterly reporting process to the Grampian Joint Police Board. National and local indicators report and scrutinise performance across various areas including recorded crime, service response, criminal justice procedures, etc. The ACPOS Police Service in Scotland Performance reports highlight performance against other Scottish Forces.

Divisional and Force performance in relation to crime and disorder priorities is monitored locally on a fortnightly and monthly basis through Tactical Tasking & Co-ordination groups.

The Force has increased collaboration to maximise benefits of partnership working and efficiency savings through shared services. A few examples are:


Operation Maple is aimed to tackle drugs, violence and anti-social behaviour in Aberdeen, supported by Grampian Fire & Rescue Service, NHS Grampian and Aberdeen City Council. A particular focus during quarter four of Operation Maple has been joint partnership working with support agencies dealing with those in custody for alcohol or drug fuelled offending. Our partners have assisted us in identifying routes out of such behaviour through focused referrals and support packages. Almost 100 custodies have participated over the quarter and their offending will be monitored in terms of intervention effectiveness.

Operation Acorn is aimed at dealing with the recurrent issues of anti social

		<p>behaviour, linked to youth annoyance, street drinking and at times general unruly and intimidating behaviour. During 2011/12 the Force dealt with ASB and youth annoyance particularly around the shopping precincts in Aberdeen. Multi Agency Groups involving Grampian Police, Aberdeen City Council, Grampian Fire and Rescue and various voluntary organisations have been formed and are making positive progress in identifying the most problematic individuals and ensuring that appropriate plans are in place to work with, challenge and change their behaviour.</p> <p>Annually, the number of children and young people committing crimes has reduced. The benefit of early intervention and partnership working is contributing to the reduction in child offending and includes initiatives such as Getting it Right for Every Child (GIRFEC) and the Youth Justice Whole System approach. Although the latter approach initially focused on only young people in Aberdeen, the principles are now being applied in Aberdeenshire and Moray Divisions also.</p>			
6	How have savings been applied?	Savings were applied to meet the expected reduction in resources and known inflationary pressures. Where possible savings were re-cycled to front line policing and at 31 March 2012 police officer numbers were 27 higher than had been estimated in the budget.			
7	Breakdown of efficiency saving by Procurement, Shared Services or Asset Management (only where relevant – not all efficiencies will fall into these categories, so the figures here do not have to match the overall total.	<table border="1"> <tr> <td data-bbox="852 1547 1457 1630">Procurement = £227,175</td> </tr> <tr> <td data-bbox="852 1630 1457 1702">Shared Services = £196,753</td> </tr> <tr> <td data-bbox="852 1702 1457 1809">Asset Management = £913,858</td> </tr> </table>	Procurement = £227,175	Shared Services = £196,753	Asset Management = £913,858
Procurement = £227,175					
Shared Services = £196,753					
Asset Management = £913,858					
8	Evidence: What performance measures and/or quality indicators are used to ensure that efficiencies were achieved without any detriment to services?	The Force has sought to deliver efficiency savings whilst maintaining and improving standards of service. The Force has a robust performance management framework in place. There is no evidence to suggest that the efficiency gains reported above have led to a reduction in performance or service			

		<p>quality.</p> <p>Levels of recorded crime are at the lowest in 9 years, highlighting the Force's endeavour to reduce crime.</p> <p>User satisfaction surveys are conducted on a quarterly basis with a sample of individuals who have contacted the Force during the previous quarter. Results are reported annually to the SPPF. Results over the last 2 years have highlighted consistently high levels of satisfaction.</p>
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I confirm that the efficiencies delivered for the year 2011-12 are as detailed in the above table and I am satisfied that the efficiencies identified fall within the published definition.

Signed  (Accountable Officer)

Date 20 June 2012

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

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