

# Public Document Pack



## 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  
11<sup>th</sup> January 2013

## GRAMPIAN JOINT POLICE BOARD

Members of the **GRAMPIAN JOINT POLICE BOARD** are requested to meet on **FRIDAY, 18 JANUARY 2013 at 10.00 am** in **COMMITTEE ROOM 5, WOODHILL HOUSE, WESTBURN ROAD, ABERDEEN**

JANE G. MACEACHRAN  
CLERK TO THE BOARD

### **B U S I N E S S**

- 1 Apologies for Absence
- 2 Minute of Grampian Joint Police Board Meeting of 2nd November 2012 - For Approval (Pages 1 - 12)
- 3 Matters Arising
- 4 Approved Minute of the Grampian Joint Police Board Complaints Sub Committee meeting of 17th September 2012 - For Noting (Pages 13 - 18)
- 5 Approved Minute of Grampian Joint Police Board Stewardship Sub Committee meeting held on 17th September 2012 - For Noting (Pages 19 - 24)
- 6 Grampian Joint Police Board - Updated Business Statement (Pages 25 - 26)
- 7 Police Reform - A verbal update will be provided
- 8 Revenue Budget Monitoring Report - 30th November 2012 - Report from the Chief Constable and the Treasurer – Report To Follow

- 9 Capital Monitoring - 30th November 2012 - Report from the Chief Constable and the Treasurer – Report To Follow
- 10 Forensic Laboratory Update - Report from the Chief Constable – Report To Follow
- 11 Independent Custody Visiting Scheme Update Report - Report from the Depute Clerk (Pages 27 - 30)

**NOT FOR PUBLICATION**

- 12 Operational Update - A verbal report will be given

Website Address: [www.aberdeencity.gov.uk/gjpb](http://www.aberdeencity.gov.uk/gjpb)

Should you require any further information about this agenda, please contact Fiona Smith, 01224 522516 or e-mail [fsmith@aberdeencity.gov.uk](mailto:fsmith@aberdeencity.gov.uk)

## GRAMPIAN JOINT POLICE BOARD

Committee Room 2, Town House Aberdeen. Minute of meeting of the **GRAMPIAN JOINT POLICE BOARD** of 2 November 2012.

Present:-

- Councillor Ron McKail, Convener
- Councillor Fraser Forsyth, Vice-Convener
- Councillor Ron Shepherd, Vice-Convener
- Councillor Marie Boulton
- Councillor Alison Evison
- Councillor Martin Greig
- Councillor Allan Hendry
- Councillor Douglas Ross
- Councillor Angela Taylor
- Councillor Gordon Townson (as substitute for Councillor Jackie Dunbar)
- Councillor Chris Tuke
- Councillor Iris Walker

In Attendance:-

- Mr Colin Menzies, Deputy Chief Constable, Grampian Police
- Mr Billy Gordon, Assistant Chief Constable, Grampian Police
- Ms Karen Williams, Director of Corporate Services, Grampian Police
- Mr Gary Craig, Director of Finance, Grampian Police
- Mr Martyn Buckley, Acting Head of Finance, Grampian Police
- Chief Inspector Andy Todd, Staff Officer, Grampian Police
- Ms Rachel Browne, Audit Scotland, External Auditor
- Ms Arlene Deeming, Audit Scotland, External Auditor
- Ms Karen Riddoch, Committee Services Officer, Aberdeen City Council
- Ms Fiona Smith, Policy and Advice Officer, Aberdeen City Council

### OPENING REMARKS

1. The Convener welcomed all members to the Board meeting. He highlighted that the Force Excellence Awards were held on 28 September 2012 and were a great success. The Force were pleased to confirm that following PC Kevin Lynch's nomination for the Northsound 'Local Hero' Award, as highlighted at the September Board meeting, he won the award on the night.

The Convener advised that earlier in October, the Aberdeen Division were runners-up in the Outstanding Contribution to Society category at the Grampian Chamber of Commerce Northern Star Business Awards. Aberdeen Division's nomination centred on the significant re-structure to the community focused model and their nationally recognised work around anti-social behaviour, the sex

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industry and the transformation of the city centre to one of the safest in the country.

The Convener further advised that back in August, PC Geoff Catto and PC Nikki Fowler, from the Rosemount Local Policing Team, were carrying out a routine patrol, when they were flagged down on Auchmill Road and found a woman in labour in the back seat of a car. They assisted the woman while they waited for the ambulance to arrive. Unfortunately the baby was being delivered in the breech position and the umbilical cord was wrapped around his neck. Once the paramedics arrived, PC Catto assisted by driving the ambulance to ARI, so the paramedics could concentrate on delivering the baby. Thankfully, baby Owen Farquharson was delivered safely and is now home with mum and dad in Inverurie.

**The Board resolved:-**

To note the information provided and to congratulate the staff involved.

### **APOLOGIES FOR ABSENCE**

2. Apologies for absence were intimated on behalf of Councillors Jackie Dunbar, Ian Tait and Willie Young; Ms Jane MacEachran, Clerk to the Board, Mr Barry Jenkins, Treasurer; and Mr Colin McKerracher, Chief Constable and Mr Simon Blake, Assistant Chief Constable, Grampian Police.

### **MINUTE OF GRAMPIAN JOINT POLICE BOARD OF 7 SEPTEMBER 2012**

3. The Board had before it the minute of its previous meeting of 7 September 2012.

**The Board resolved:-**

To approve the minute subject to amending the sederunt to include Councillor Martin Greig and to amend the spelling of Councillor Allan Hendry's name.

### **MATTERS ARISING**

4. (A) With reference to article 4 of the previous minute, the Convener requested an update on the arrangements for recruiting volunteers to participate in the Independent Custody Visiting Scheme whereupon the Depute Clerk advised that she had attended a further meeting with the Council's Press Officer and that information had been provided to the journalist who would be dealing with it. The Press Officer would like to meet with the current volunteers and then the Press the week after.

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The Convener further asked when the Board would know what was happening after 1 April, 2013, whereupon Ms Smith advised that the Scheme Administrators were to prepare a report on the Custody Visiting Scheme and that a meeting with the Chair of the Scottish Police Authority had been requested as they would be responsible for this area of work. Councillor Greig requested that an update be provided at the next meeting.

- (B) Councillor Boulton advised that after 1 April Taxi Inspectors that are currently provided by the Police were no longer going to be provided and requested an update on the position at the next meeting.
- (C) With reference to article 4 of the previous meeting, Councillor Hendry requested an update on the Forensic Laboratory, whereupon Mr Gordon advised that the SSPA had provided excellent support following recent events; that there were currently 43 members of staff based at Nelson Street; that the Procurator Fiscal had directed that all analysis was to go to Dundee.

Councillor Greig requested that the Forensic Laboratory be included on the agenda for the next meeting as it was important to know if facilities and staff were to remain in Aberdeen.

- (D) With reference to article 10 of the previous minute, Councillor Hendry asked how the Community Initiative Fund would operate after 1 April 2013, whereupon Mr Menzies advised that at present it was not known. Ms Williams advised that each area within the Force were allocated funding and that various bids had been received to date across all three areas which would be scrutinised soon. The Convener requested that a report be provided at the next meeting advising on the bids received and funding allocated.

Mr Craig advised that this was a Grampian Scheme and that there was no national scheme in place. The Depute Clerk advised that a letter could be sent to the Chair of the SPA introducing the Community Initiative Fund on behalf of the Board which would include details of where the money came from and what the funds were used for.

**The Board resolved:-**

- (i) To include the Independent Custody Visiting Scheme on the agenda for the next meeting;
- (ii) To include Taxi Inspectors as an item on the agenda for the next meeting;
- (iii) To include the Forensic Laboratory on the agenda for the next meeting;
- (iv) To instruct that a report on the Community Initiative Fund be provided at the next meeting; and
- (v) To instruct the Depute Clerk to write to the Chair of the SPA providing details of the Community Initiative Fund.

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**GRAMPIAN JOINT POLICE BOARD - UPDATED BUSINESS STATEMENT**

5. The Board had before it the updated Board business statement dated 2 November 2012.

The Depute Clerk advised that item 12 on the agenda addressed the item on the business statement and therefore it could be removed.

**The Board resolved:-**

To remove item 12/08 from the business statement.

**POLICE REFORM**

6. The Board received an update from the Deputy Chief Constable relating to Police Reform. He advised that it was not known yet how the finance would be allocated and who would be accountable for it. The Organisation would have a Chief Constable (already in place) and four Deputy Chief Constables, one for each area of Crime, Territorial Policing, Events and a Designated Deputy to the Chief Constable, these roles and successful appointees would be announced at the end of November 2012. There would also be six Assistant Chief Constables. The Chief Constable had announced that there would be 14 operational divisions led by a Chief Superintendent and a designated local Commander. For this area Aberdeen would be a Division and Aberdeenshire and Moray would be a combined Division.

The Board also received an update from the Deputy Clerk wherein she advised that the 12 SPA members had been appointed and that the project was currently sitting at Amber as the staff to support the SPA had not been agreed yet. It was hoped that at a meeting in December all decisions would have been made and that the project would be signed off. The Depute Clerk advised that she would prepare a report and issue it to all members in advance of the meeting in January 2013.

Councillor Greig requested that the new Chief Constable and the Chair of the SPA be invited to a meeting of the Board to discuss the priorities for the North East. The Convener advised that this had already been done and requested that a further letter be sent to the Chair of the SPA.

The Depute Clerk advised that following 1 April, 2013, each local authority would be responsible and it would be useful to capture the knowledge of the Board to pass on the information to each local authority. She suggested that following the meeting in January, that the Board have a briefing session to identify best practice and gather information.

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The Convener requested that for future reports if it would be possible for the statistics and financial information to be broken down by constituency so that each local authority had a benchmark to compare with. The Deputy Chief Constable suggested that at the briefing session to be held in January that operational, financial and resources for each local authority be presented and discussed.

Councillor Ross sought clarification on the reduction of operational divisions to fourteen and how that would affect the current Pathfinders as the Moray one was different from the Aberdeenshire one.

The Depute Clerk advised that each local authority had to decide on how they would engage with the local Commander. The local Commander would be required to separate out the information as requested by each local authority.

Councillor Ross and Councillor Taylor requested additional information on the Voluntary Redundancy Scheme, whereupon Mr Craig advised that money had been set aside for this and that it was for Police Staff, not Police Officers.

The scheme would be consulted on with staff and trade unions before being finalised. Each Board and Force would be consulted to ensure that the needs for each area were supported. The number of staff nationally was to be reduced by approximately 1,500.

**The Board resolved:-**

To note the updates.

**REVENUE BUDGET MONITORING REPORT**

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

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

It was noted that at this point in the financial year there was a projected underspend of £0.958million.

**The Board resolved:-**

To note the report.

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**CAPITAL MONITORING - 30 SEPTEMBER 2012**

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

Ms Williams introduced the report which detailed that the 2012/13 Capital Plan had a total budget of £8,457million which was funded by a combination of capital grant, capital receipts and a contribution from the revenue budget. Appendix A to the report presented the Capital Plan for 2012/13 and the two subsequent financial years.

Councillor Greig requested an update on the Peterhead Police Station and asked what the Board could do to ensure that the project was done following 1 April, 2013. Ms Williams advised that the land was currently being purchased and planning permission was being sought so that the project could be handed over to the new organisation and that it would be up to them to prioritise as they saw fit.

The Depute Clerk requested the Board to look at the priorities for the next meeting so that they could be passed to the SPA.

**The Board resolved:-**

To note that the police station at Peterhead was considered as a priority and that the Board had committed the project for the future.

**ANNUAL STATEMENT OF ACCOUNTS 2011/12**

9. The Board had before it a report from the Chief Constable which presented the audited and signed Statement of Accounts for the financial year 2011-12.

The report advised that Audit Scotland, the Board's external auditors had received the Draft Annual Statement of Accounts and had presented their findings to the Board's Stewardship Sub Committee on 17 September, 2012. The external auditors provided an unqualified opinion for the Accounts and stated the accounts had been prepared in accordance with statutory requirements, had adhered to professional accounting standards and that they gave a true and fair view of the Board's financial state of affairs.

Ms Williams thanked the auditors and the staff involved for the hard work undertaken in relation to the Accounts.

**The Board resolved:-**

To note the report.



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**AUDIT SCOTLAND ANNUAL REPORT ON THE 2011/12 AUDIT**

10. The Board had before it a report by Audit Scotland, external auditors which presented their audit findings for the 2011/12 Audit.

Ms Browne introduced the report and advised that Audit Scotland had given an unqualified opinion on the financial statements for the Grampian Joint Police Board for 2011/12. The Board had reported an underspend in 2011/12 of £2.996million which was transferred to the general fund balance which gave a total of £8,357million at 31 March, 2012, which had exceeded the maximum allowable cumulative carry forward balance of 8% which equated to £0.953million. The Board received ministerial approval to exceed the 8% carry forward limit.

The report advised that the Board had appropriate corporate governance arrangements in place and that there was a Members' Development Action Plan which members of the Stewardship Sub Committee had all received training to ensure the successful implementation of the plan.

Ms Browne thanked the finance staff for the assistance provided throughout the Audit process.

The Convener asked who would sign off the accounts for 2012/13 after 31 March, 2013 as the Board would not exist. The Depute Clerk advised that there would be three options, those being:- that the SPA would sign them off; the Board be extended for a period of time to ensure accounts were signed off; and that each local authority would be required to sign them off.

The Convener on behalf of the Board thanked Audit Scotland and all staff involved in the Audit for their hard work.

**The Board resolved:-**

To note the report.

**2012/13 QUARTER 2 FORCE PERFORMANCE REPORT 2012/13**

11. The Board had before it the Force Performance Report for Quarter 2 which summarised the Force's performance during Quarter 2 of 2012/13. The report should be considered in conjunction with the document "Platform for Success, Building the Future 2012/13" which outlined the Force's strategic direction for the year.

The Deputy Chief Constable introduced the report and detailed the highlights within it. These included a reduction in the number of on-duty closed allegations by 34 (17.4%); the number of Anti Social Behaviour Community

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Crimes had increased by 340 offences, however compared to the same period last year, this was an increase of 2 offences overall; there were seven fatalities arising from collisions on the roads as well as serious injuries being increased; recorded crime continued to show a downward trend with Groups 1, 2, 3 and 4 being below the baseline target figures and detection rates in Groups 2, 4 and 7 had increased;. Detection rates for Group 3 were being monitored by the Force Tactical Tasking and Co-ordinating Group. Within Criminal Justice and Tackling Crime category enforcement activity in relation to Organised Crime Groups had resulted in the recovery of Class A drugs with a street value of £140,035 and cash seizures under the Proceeds of Crime Act of £54,153.

There had been an increase in the number of children and young people who had committed crimes or offences which were dealt with by Police Direct Measures or reported to the Scottish Children's Reporter administration. The numbers had increased due to work prompted to resolve all outstanding detected cases. There was a 28% increase in the number of Anti Social Behaviour Fixed Penalty Notices (740).

The Force had continued its period of recruitment with 48 Police Officers being appointed and 19 Cadets had been recruited.

Councillor Greig sought clarification on how complaints would be recorded and reported in the future whereupon the Deputy Chief Constable advised that the reply from the Head of Professional Standards on how this would be done in the future would be discussed at the Complaints Sub Committee and then submitted to the Board.

The Convener sought an explanation as to the reduced number of hours recorded by Special Constables, whereupon the Deputy Chief Constable advised that there was a new system in place to record hours and that some Special Constables were not using it correctly.

Councillor Evison asked if further work could be done in schools and within communities to educate young people and communities whereupon the Deputy Chief Constable advised that after 1 April, 2013, the emphasis was more likely to be enforcement rather than education.

The Convener sought clarification on whether accidents involving motorcyclists were local people or people from outwith the Force Area, whereupon Mr Gordon advised that he would circulate a breakdown to all members.

Councillor Greig sought clarification on whether Port Security was a burden of Grampian Police, whereupon the Deputy Chief Constable advised that is more about planning, not providing officers. Mr Gordon advised that he would circulate further information to all members.

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**The Board resolved:-**

- (i) To note that additional information relating to accidents involving motorcyclists would be circulated to all members;
- (ii) To note that additional information relating to Port Security would be circulated to all members; and
- (iii) To otherwise note the report.

**MEETING DATES FOR 2013**

12. The Board had before it a report by the Depute Clerk which presented the proposed meeting dates for the Board and its Sub Committees for 2013.

The Depute Clerk introduced the report and advised that as yet there had been no guidance regarding the requirements on Boards for winding up and that in addition to the dates presented it may be necessary to arrange further meetings of the Board.

The report presented the proposed dates for 2013, those being:-

Grampian Joint Police Board

- Friday 25 January at 10am
- Friday 29 March at 10am

Grampian Joint Police Board Complaints Sub Committee and Stewardship Sub Committee

- Monday 25 February at 2pm and 3pm

Grampian Joint Police Board Personnel Sub Committee

- Friday 18 January at 10am
- Friday 15 February at 10am
- Friday 15 March at 10am

The dates for the Personnel Sub Committee are scheduled monthly however will only meet if there was business to be considered.

Grampian Joint Police Board Independent Custody Visiting Committee and the Urgent Business Committee - Dates for these Sub Committees will be set as and when they are required to meet.

The Board discussed the dates and concluded that the date for the Grampian Joint Police Board for January be changed to 18 January if it was suitable for all three local authorities and that the meeting date for March be changed to 22 March due to 29 March being a public holiday.

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### **The Board resolved:-**

To instruct officers to organise the meeting dates and venues and notify members as soon as possible.

### **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 information of the class described in the following paragraphs of Schedule 7(A) to the Act:- article 13 (paragraph 1); article 14 (paragraph 1); article 15 (paragraph 14); and article 16 (paragraph 8).**

### **OPERATION DELPHINIUS**

13. The Board received a presentation outlining Operation Delphinus.

### **The Board resolved:-**

To note the presentation.

### **OPERATIONAL UPDATE**

14. The Deputy Chief Constable provided a verbal update to the Board with respect to a range of current operational matters. The Deputy Chief Constable also thanked Councillor Greig for his valuable input into the Custody Project at Kittybrewster.

### **The Board resolved:-**

To note the update.

### **FORCE EXCELLENCE AWARDS**

15. The Board had before it a report from the Chief Constable which provided an overview of the nominees and prize winners from the 2012 Grampian Police Excellence Awards.

The report advised that the awards ceremony has been held annually since 2005 and recognised the achievements of staff, teams and departments within the Force. The categories included:- People, Learning, Community Focus, Problem Solving, Partnerships and Operational Policing. Further awards are also presented for Probationer of the Year, Driver of the Year, Special Constable of

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the Year and also the Chief Constable's Award for Police Officer and Police Staff members for dedication, professionalism and outstanding commitment to the Force.

The report further advised that forty two entries had been submitted for the 2012 awards. The award ceremony was held at the Rox Hotel in Aberdeen where the achievements of staff teams and departments was recognised and honoured.

The report detailed the winners for each category and those that were Highly Commended.

Councillor Ross commended the Chief Constable for the organisation of the event and stated that the words from the Convener were well received by those in attendance.

**The Board resolved:-**

To note the report.

### **NEW TOMINTOUL OFFICE**

- 16.** The Board had before it a report from the Chief Constable which sought approval for a property project at Tomintoul in line with operational and reform objectives.

The report advised that the current office space or "bothy" which is used by Grampian Police was not fit for purpose and that the agreed Property Asset Management Plan had highlighted that an alternative opportunity to relocate to another facility in the vicinity should be investigated.

**The Board resolved:-**

- (i) To agree to a ground lease being entered into over land at the Tomintoul Fire Station and to the construction of a rear office extension at the building;
- (ii) Subject to the relocation to the new facility, that the Police House and current office be declared surplus to requirements; and
- (iii) To agree and commit the project for going forwards.

**- COUNCILLOR MCKAIL, Convener.**

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## **GJPB - COMPLAINTS SUB-COMMITTEE**

Present:- Councillors Boulton, Evison, McKail (as substitute for Councillor Walker), Ross and Tuke.

In Attendance:- Deputy Chief Constable Colin Menzies; and Chief Superintendent Ewan Stewart, Grampian Police, Ms F Smith, representing the Depute Clerk and Ms K Riddoch, Aberdeen City Council.

### **APPOINTMENT OF CHAIRPERSON**

1. Ms Smith advised that the Sub Committee were required to appoint a Chairperson from within its membership and called for nominations.

Councillor McKail, seconded by Councillor Boulton, nominated Councillor Forsyth for the position of Chairperson. There were no further nominations.

In the absence of Councillor Forsyth, the Sub Committee agreed to appoint a Chairperson for this meeting. Councillor McKail, seconded by Councillor Boulton, nominated Councillor Ross to the position for this meeting only.

### **The Sub Committee resolved:-**

- (i) To appoint Councillor Forsyth as the Chairperson of the Sub Committee; and
- (ii) For this meeting only, to appoint Councillor Ross as Chairperson.

### **APOLOGIES FOR ABSENCE**

2. Apologies for absence were intimated on behalf of Councillors Forsyth and Walker, Ms J MacEachran, Clerk to the Board and Ms K Donnelly, Depute Clerk to the Board.

### **PROFESSIONAL STANDARDS DEPARTMENT QUARTER 1 PERFORMANCE REPORT 1 APRIL TO 30 JUNE 2012**

3. The Sub Committee had before it a report from the Chief Constable, which provided an oversight opportunity and informed members of the performance of the Force in relation to their handling of complaints.

The Deputy Chief Constable introduced the report; and advised that in relation to the volume of complaints received, there was a decrease in comparison with the same quarter in 2011/12 and Figure 1 detailed that 106 complaints were received by the Force, 96 of which were on-duty allegations, there were no off-duty allegations and. there were 10 complaints relating to quality of service. He explained that 51 letters of appreciation had been received by the Force and forwarded to Professional Standards.

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The report contained various graphs and comments which outlined the nature of the complaints and the conclusions. The report appended the Police Complaints Commissioner for Scotland Overview which provided details of Complaints Handling Reviews issued during Quarter 1. The Commissioner had issued 4 Complaint Handling Reviews and 2 Decision letters.

**The Sub Committee resolved:-**

To approve the report.

**POLICE COMPLAINTS COMMISSIONER FOR SCOTLAND - COMPLAINT HANDLING REVIEW REPORT**

4. The Sub Committee had before it a report by the Depute Clerk which provided the outcome of a recent Complaint Handling Review conducted by the Police Complaints Commissioner for Scotland on the manner in which the Board dealt with a complaint.

Ms Smith introduced the report and advised that the Complaints Sub Committee considered a report on 28 November 2011 relating to a complaint about a Senior Officer of which the outcome was that the Sub Committee could not draw a reasonable inference from the complaint that any misconduct had been committed therefore they decided to take no further action. The Complainer received the outcome by letter from the Depute Clerk on 29 November 2011. The letter outlined that the Complainer could contact the Police Commissioner for Scotland to request that they review the handling of the complaint if they were not satisfied with the outcome.

The report further advised that on 19 January 2012 the Board were advised by PCCS that it was to undertake a Complaint Handling Review and the Board were instructed to submit all paperwork to PCCS. The PCCS published the Complaint Handling Review report which was attached at Appendix A to the report.

The PCCS report concluded that the Board dealt with the complaint in a reasonable manner and there were no recommendations or learning points identified within the report.

Councillor Ross sought clarification as to why reports before the Board referred to 'Senior Officer' but PCCS referred to the rank of the Officer. Ms Smith advised that she would contact PCCS for an explanation which she would circulate to members.

**The Board resolved:-**

To note the report.



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### **HOLDING TO ACCOUNT - FOLLOW UP REPORT**

5. The Sub Committee had before it a report by the Depute Clerk which informed members of the publication by the Police Complaints Commissioner for Scotland (PCCS) of an update to 'Holding to Account – An Audit of Police Board and Authority Capabilities'.

Ms Smith introduced the report and advised that in March 2011, PCCS published a report entitled 'Holding to Account – An Audit of Police Board and Authority Capabilities' and that the report contained 13 recommendations which sought to assist the Board in holding the Force to account in relation to complaint handling. The Sub Committee on 28 March considered the report and agreed actions for addressing the recommendations.

The report contained a table which provided a summary of the current status of each recommendation for Grampian.

The report appended a response from the Board on progress with the recommendations; the updated 'Holding to Account' report as published by the PCCS on 6 August 2012; and the Procedure for Handling Complaints.

Councillor Ross sought clarification on recommendation 12 – Ascertain Costs of Complaint Handling and why these had been requested. Ms Smith advised that the costs were to see if there were any areas where they could be reduced. Mr Stewart advised that some details were being recorded such as hours taken and any mileage associated with the case. The Deputy Chief Constable stated that the information would be useful for Local Commanders so that they could compare costs in the present system and with the new system as of 1 April 2013.

#### **The Sub Committee:-**

- (i) To request a breakdown of costs for handling complaints; and
- (ii) To otherwise note the report and agree to the updates contained within the table for each recommendation.

### **GJPB COMPLAINTS SUB COMMITTEE ANNUAL PLAN**

6. The Sub Committee had before it a report by the Depute Clerk which sought approval for the Annual Plan which was detailed in Appendix A to the report.

Ms Smith introduced the report and advised that the Police Complaints Commissioner for Scotland (PCCS) in his report 'Holding to Account – An Audit

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of Police Board and Authority Capabilities' recommended that the Complaints Sub Committee should prepare and publish an Annual Plan.

Appendix A to the report presented the Annual Plan which the Sub Committee were requested to consider and approve.

### **The Sub Committee resolved:-**

To approve the Complaints Sub Committee Annual Plan.

### **DIP SAMPLING PROCEDURE**

7. The Sub Committee had before it a report by the Depute Clerk which requested that members consider and approve a draft procedure for the undertaking of Dip Sampling of Grampian Police's Complaints Files and thereafter to consider the practical arrangements for the activity.

Ms Smith introduced the report and sought members' feedback on the contents of the draft procedure for Dip Sampling.

The report advised that the Police Complaints Commissioner for Scotland (PCCS) published a document entitled 'Dip Sampling of Police Complaints Files – Guidance for Police Boards and Authorities' in June 2012, a copy of which was attached at Appendix A. In response to the guidance, the draft procedure as detailed at Appendix B had been prepared. Appendix C to the report contained a draft Dip Sampling Record Sheet to be completed after sampling.

The report further advised that the Dip Sampling would take place at Bucksburn Police Station and that two sessions should take place in the remaining term of the Board and dates suggested were November 2012 and February 2013.

Councillor Ross sought clarification on why the maximum number of case files had been set to 18 (3 per Sub Committee member) and stated that it would be beneficial for all members to look at the same file, not separate ones. Ms Smith advised that other Boards had calculated the number depending on size of Force area and the number of complaints. Councillor Ross further asked if there was provision in the procedure for when a member may know the individual. Ms Smith advised that she would include the information as set out on page 69, paragraph 3 to the report in the procedure.

The Sub Committee discussed the content of the draft procedure for Dip Sampling and agreed to amend item 3 to remove the maximum number of files and (3 per member) and that for the first session in November that a maximum of 12 cases to selected.

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**The report recommended:-**

- (a) To approve the Dip Sampling procedure as set out in Appendix B;
- (b) To approve the Dip Sampling record form set out in Appendix C; and
- (c) To agree that Dip Sampling would be conducted in November 2012 and February 2013 and to instruct the Depute Clerk to make all necessary arrangements to facilitate this.

**The Sub Committee resolved:-**

- (i) To amend the draft procedure for Dip Sampling as detailed above; and
- (ii) To otherwise approve the recommendations contained in the report.

- **COUNCILLOR ROSS, Acting Chairperson.**

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## **GJPB - STEWARDSHIP SUB-COMMITTEE**

Aberdeen, Monday 17<sup>th</sup> September 2012. Minute of meeting of the **GRAMPIAN JOINT POLICE BOARD, STEWARDSHIP SUB COMMITTEE.**

Present:- Councillors Evison, Greig, McKail, Ross, Tuke and Young

In Attendance:- Deputy Chief Constable Colin Menzies; Superintendent Craig Blackhall, Ms Karen Williams, Director of Corporate Services and Mr Martyn Buckley, Finance, Grampian Police; Mr Paul McGinty and Mr Craig Shiells, Internal Audit; Ms Rachel Browne, External Audit; and Ms Fiona Smith, representing the Depute Clerk and Ms Karen Riddoch, Aberdeen City Council.

### **APPOINTMENT OF CHAIRPERSON**

1. Ms Smith advised that the Sub Committee were required to appoint a Chairperson from within its membership and called for nominations for the position of Chairperson.

Councillor Young, seconded by Councillor McKail nominated Councillor Ross for the position of Chairperson. There were no further nominations.

### **The Sub Committee resolved:-**

To appoint Councillor Ross as Chairperson for the Sub Committee.

### **APOLOGIES FOR ABSENCE**

2. Apologies for absence were intimated on behalf of Ms Jane MacEachran, Clerk to the Board and Ms Karen Donnelly, Depute Clerk to the Board.

### **CONTINUOUS IMPROVEMENT UNIT SUMMARY REPORT**

3. The Sub Committee had before it a report from the Chief Constable which provided an update on the work of the Continuous Improvement Unit.

Superintendent Blackhall introduced the report and advised that (a) a demand analysis had been undertaken to capture demand types and frequency placed on all public offices in Aberdeenshire and Moray during a four week period commencing in January 2013 of which the data analysis was complete with a demand profile report on each public office had been provided to Divisional Commanders; (b) the Efficient Government Initiative was set up by the Scottish Government in 2004 with a view to making savings over a three year period, this was continued up to and including last year 2011/12 which had an efficiency savings target of 3%, 2012/13 figures have not been confirmed to date with the assumption being the same as the previous year; and (c) to date the efficiency savings for Quarter 1 2012/13 was £2,036,216.99 which had been achieved by the disposal of police property at Fonthill and Peterculter and the reconfiguration of staff enabling police officers to be released back to local policing teams.

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**The Sub Committee Resolved:-**

To note the content of the report.

**REPORT ON THE SINGLE EQUALITY SCHEME**

4. The Sub Committee had before it a report from the Chief Constable which provided a six monthly update on the progress of the Single Equality Scheme (SES).

The Director of Corporate Services introduced the report and advised that the SES Action Plan contained previously agreed identified actions in order to improve the service delivery by the Force in relation to meeting statutory duties under equalities legislation.

The report advised that on 27 May 2012, following a period of delay, Specific Duties were introduced in Scotland as a result of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, which detailed how listed public authorities should meet the General Duties. As a result the Force were unable to introduce a new Single Equality Scheme and following guidance by the Equality and Human Rights Commission, the principles of the former Scheme had been extended until April 2013.

The report stated that all actions from the Scheme had been completed.

Councillor Greig sought clarification on where Equalities Outcome Issues would be reported, whereupon Ms Williams advised that they would be reported to the GJPB Stewardship Committee.

**The Sub Committee resolved:-**

- (i) To note that details of the Equality Impact Assessments would be submitted to the next meeting of the Sub Committee; and
- (ii) To otherwise note the report.

**GRAMPIAN JOINT POLICE BOARD - ANNUAL STATEMENT OF ACCOUNTS  
2011/12**

5. The Sub Committee had before it the Annual Statement of Accounts for the Board for the period 2011/12.

Mr Buckley introduced the Statement of Accounts and advised that this was the first year that Audit Scotland had been appointed as external auditors and that

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the audit process went smoothly. He further advised that the Statement of Accounts had been given a clean audit opinion.

**The Sub Committee resolved:-**

To note the content of the Statement of Accounts for 2011/12.

**GRAMPIAN JOINT POLICE BOARD - REPORT TO THOSE CHARGED WITH GOVERNANCE ON THE 2011/12 AUDIT**

6. The Sub Committee had before it a report by Audit Scotland, external auditor which provided information on the audit of financial statements 2011/12 and presented their findings and audit opinion.

The external auditor introduced the report and summarised the content of the report. The report advised that subject to the satisfactory conclusion of any outstanding matters and receipt of a revised set of accounts for final review, Audit Scotland anticipate being able to issue an unqualified auditor's report as detailed at Appendix A.

**The Sub Committee resolved:-**

To note the content of the report.

**INTERNAL AUDIT ANNUAL ASSURANCE STATEMENT**

7. The Sub Committee had before it a report by the Internal Auditor which presented the Internal Audit Annual Assurance Statement for 2011/12.

Mr McGinty introduced the report and advised that the annual report contained information about the Internal Audits conducted during the financial year 2011/12 and provided an overall evaluation of the framework of control over the systems examined.

**The Sub Committee resolved:-**

To note the content of the report.

**INTERNAL AUDIT STATUS UPDATE**

8. The Sub Committee had before it a report by the Internal Auditor which provided an overview of the current status of the Internal Audit reviews which form part of the 2012/13 programme.

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**The Sub Committee resolved:-**

To note the content of the report.

**INTERNAL AUDIT REPORT - STRATEGIC AUDIT PLAN 2012/13**

9. The Sub Committee had before it a report by the Internal Auditor which presented the Internal Audit Plan for 2012/13 which contained an explanation of the planning process involved.

**The Sub Committee resolved:-**

To note the content of the report.

**EXEMPT INFORMATION**

The Sub Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of the following items of business so as to avoid disclosure of exempt information of the class described in the following paragraphs of Schedule 7(A) to the Act:- article 10 (paragraphs 8 and 14); article 11 (paragraph 14); article 12 (paragraph 14); article 13 (paragraph 1); article 14 (paragraph 14); and article 15 (paragraph 6).

**INTERNAL AUDIT REPORT - FOLLOW UP ON INTERNAL AUDIT RECOMMENDATIONS**

10. The Sub Committee had before it a report by Internal Audit which presented the results of the Internal Audit follow up review that was conducted as part of the 2011/12 programme of Internal Audits which had been previously agreed by the Sub Committee.

The report contained detailed information on the outstanding recommendations from previous audit reports.

**The Sub Committee resolved:-**

To approve the contents of the report.

**INTERNAL AUDIT REPORT - REVIEW OF FORCE REFERRAL UNIT**

11. The Sub Committee had before it a report by the Internal Auditor which presented the findings of the review of the Force Referral Unit.



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Mr Shiels introduced the report and highlighted that there was a total of 15 recommendations, all of which had an action plan agreed to address them.

**The Sub Committee resolved:-**

To note the content of the report.

**INTERNAL AUDIT REPORT - REVIEW OF PAYROLL AND STAFF EXPENSES**

12. The Sub Committee had before it a report by the Internal Auditor which presented the findings of the review of the Force's payroll function and follows on from the prior year high level review of the Force's framework of payroll controls.

Mr Shiells introduced the report and highlighted that there was a total of 10 recommendations, all of which had an action plan agreed to address them.

**The Sub Committee resolved:-**

To note the content of the report.

**INTERNAL AND EXTERNAL AUDITOR RECOMMENDATIONS PROPOSED FOR CLOSURE AND NO FURTHER ACTION - QUARTER 1, SEPTEMBER 2012**

13. The Sub Committee had before it a report from the Chief Constable which provided members with a summary of the internal audit work plan for 2012/13 and an overview of progress in implementing audit recommendations.

**The Sub Committee resolved:-**

- (i) To note the internal audit work plan for 2012/13 including the proposed withdrawal of the audit of Custody Management;
- (ii) To note the overview of progress in implementing audit recommendations; and
- (iii) To note and approve the Force Executive Board's decision to close those audit recommendations which were complete and to take no further action in respect of recommendations where appropriate.

**SIGNIFICANT RISK REGISTER**

14. The Sub Committee had before it a report by the Chief Constable which provided an update on the 2012/13 Significant Risk Register and presented members with an up to date version of the Significant Risk Register.

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Councillor Ross sought further information on changes to the Risk Register wherein Superintendent Blackhall advised that they had not been included in the report but that he would ensure the changes were available for future reports.

**The Sub Committee resolved:-**

To note the content of the report.

**DEBTOR WRITE OFFS DURING 2012/13**

15. The Sub Committee had before it a report from the Chief Constable which detailed the invoices which had been raised by the Force but had been subsequently written off with the approval of the Director of Finance.

The Acting Head of Finance introduced the report and advised of those write-offs which had taken place since the previous report to the Sub Committee. The report contained further details relating to outstanding debts and analysis for members' information.

**The Sub Committee resolved:-**

To note the content of the report.

- COUNCILLOR ROSS, Chairperson.

**GRAMPIAN JOINT POLICE BOARD  
BOARD BUSINESS STATEMENT – 18<sup>TH</sup> JANUARY 2013**

Number	Minute Reference	Board Decision	Update	Responsible Officer	Date to be Completed	Complete
12/09	2 <sup>nd</sup> November 2012 – Item 4	To instruct the Depute Clerk to provide an Independent Custody Visiting Scheme update report to the next Board Meeting.	Update report included on agenda for 2 <sup>nd</sup> January 2013 Board Meeting (11/01/13).	Depute Clerk	January 2013	Complete
12/10	2 <sup>nd</sup> November 2012 – Item 4	To request that the Chief Constable provides an update on current issues in respect of taxi inspectors to the next Board Meeting.		Chief Constable	January 2013	
12/11	2 <sup>nd</sup> November 2012 – Item 4	To request that the Chief Constable provides an update on current issues relating to the Aberdeen Forensic Lab to the next Board Meeting.	A report will be presented to the Board on 18 <sup>th</sup> January 2013 (11/01/13)	Chief Constable	January 2013	
12/12	2 <sup>nd</sup> November 2012 – Item 4	To instruct the Depute Clerk to write to the Scottish Police Authority on behalf of the Board to highlight the positive impact of the Community initiative Fund and requesting that the SPA give early consideration to extending such a scheme beyond 1 <sup>st</sup> April 2013.	Letter to SPA sent on 17 <sup>th</sup> December 2012. As yet no response has been received. (11/01/13)	Depute Clerk	January 2013	

**Agenda Item 6**

12/13	2 <sup>nd</sup> November 2012 – Item 6	To instruct the Deputy Clerk to invite the Chair of the Scottish Police Authority and Chief Constable of the Police Service of Scotland to the next Board Meeting.	Invites to the Board Meeting were extended to both Mr Emery and Mr House. Unfortunately, as the date of the Board Meeting clashes with an SPA Meeting, neither is able to attend (11/01/13).	Depute Clerk	January 2013	Complete
12/14	2 <sup>nd</sup> November 2012 – Item 6	To agree that, following the next Board Meeting, an informal development session should be held to enable to Board to consider matters relating to the transition to the Scottish Police Authority and the Police Service of Scotland.	A development session will be held immediately following the conclusion of the Board Meeting to be held on 18 <sup>th</sup> January 2013 (11/01/13).	Depute Clerk / Force Executive	January 2013	Complete



**COMMITTEE:** GRAMPIAN JOINT POLICE BOARD

**DATE:** 18<sup>TH</sup> JANUARY 2013

**TITLE OF REPORT:** GRAMPIAN INDEPENDENT CUSTODY VISITING SCHEME – UPDATE REPORT

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**1. PURPOSE OF REPORT**

The purpose of this report is to provide an update to Board Members with respect to the operation of an Independent Custody Visiting Scheme in Grampian.

**2. RECOMMENDATION(S)**

It is recommended that the Board note the update provided.

**3. FINANCIAL IMPLICATIONS**

None

**4. SERVICE & COMMUNITY IMPACT**

Operation of an effective Independent Custody Visiting Scheme will provide assurance to the local community that the custody facilities and practices of Grampian Police are reasonable, efficient and fair.

**5. OTHER IMPLICATIONS**

None

**6. REPORT**

6.1 The Grampian Independent Custody Visiting Scheme has been in operation since July 2011. The following table details the visits that have been conducted in the nine month period April – December 2012.

Month	Number of Visits Per Station		
	Elgin	Fraserburgh	Queen Street
April	1	1	0
May	2	1	1
June	2	1	1
July	2	1	2
August	2	1	1
September	2	1	1
October	2	1	0
November	2	1	0
December	2	1	0

- 
- 6.3 During each visit, Custody Visitors are required to complete a visit report form summarising details of the number of detainees held at the time of the visit, the number of visits offered and conducted and a summary of the findings of the visit.
- 6.3.1 During the 17 visits conducted at Elgin Custody Suite a total of 62 detainees were held. Visits were offered to 55 detainees and were conducted with 35, a take up rate of 64%.
- 6.3.2 During the 9 visits conducted at Fraserburgh Custody Suite a total of 43 detainees were held. Visits were offered to 43 detainees and were conducted with 27, a take up rate of 63%.
- 6.3.3 During the 4 visits conducted at Queen Street Custody Suite a total of 69 detainees were held. Visits were offered to 28 detainees and were conducted with 12, a take up rate of 43%.
- 6.4 During the period of the report the visit report forms have raised no issues which have required to be raised with the Grampian Police Scheme Liaison Officer. This would require to be done where issues of concern have been raised by detainees or visitors which have not been addressed by the Custody staff on duty. Additionally there has been no pattern of refusal of visits or delays to visit process reported during this reporting period.
- 6.5 Currently, the Scheme has 4 appointed volunteer Custody Visitors. Since the last report to the Board, 3 volunteers have left the scheme, 1 due to a house move out of the Grampian area and 2 due to work commitments.
- 6.6 These low visitor numbers, and the locations of the remaining volunteers, account for the lower frequency of visits in Fraserburgh and Queen Street at this time.
- 6.7 As a result of media coverage in December 2012, 9 expressions of interest, resulting in 6 completed applications from potential volunteers, were received. The process of providing introductory training and then interviewing these prospective volunteers is on-going and will be completed by early February 2013.
- 6.8 The draft Police & Fire Reform (Scotland) Bill details that the Scottish Police Authority must make arrangements for Independent Custody visits to take place. The Scottish Police Authority is yet to advise how it intends to facilitate Custody Visiting beyond 1<sup>st</sup> April 2013.

## **7. REPORT AUTHOR DETAILS**

Fiona Smith  
Policy & Advice Officer

E-mail: [fismith@aberdeencity.gov.uk](mailto:fismith@aberdeencity.gov.uk)

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Telephone: 01224 522516

**8. BACKGROUND PAPERS**

None

**KAREN M DONNELLY  
DEPUTE CLERK  
18<sup>TH</sup> JANUARY 2013**

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