

GRAMPIAN JOINT POLICE BOARD

STEWARDSHIP SUB-COMMITTEE

ABERDEEN, Monday 7th June 2010 – Minute of meeting of **GRAMPIAN JOINT POLICE BOARD, STEWARDSHIP SUB-COMMITTEE.**

Present:- Councillor Greig, Convener, Councillor Collie, Councillor Hendry, Councillor Mair, Councillor Bell and Councillor Shepherd.

In Attendance:- Chief Superintendent Ewan Stewart, Grampian Police, Mr Gary Craig, Grampian Police, Ms Helen Christie, Grampian Police, Mr Iain Robbie, External Audit, Ms Janie Keddie, Internal Audit, Karen Donnelly, representing the Clerk, Mrs J Anderson, Aberdeen City Council.

APOLOGIES FOR ABSENCE

1. Apologies for absence were intimated on behalf of Deputy Chief Constable John McNab, Ms K Williams, Grampian Police, Paul McGinty, Internal Audit, Jane McEachran, Clerk and Fiona Smith, Aberdeen City Council.

MINUTE OF PREVIOUS MEETING OF THE GJPB STEWARDSHIP SUB-COMMITTEE OF 22ND MARCH 2010 AND 1ST APRIL 2010

2. The Sub-Committee had before it and approved as a correct record, the Minute of the previous Grampian Joint Police Board Sub-Committee meeting of 22nd March 2010 and 1st April 2010.

MATTERS ARISING

3. There were no matters arising.

CONTINUOUS IMPROVEMENT REPORT

4. The Sub Committee had before it a report by the Chief Constable that provided an update on the work of the Continuous Improvement Unit.

Chief Superintendant Stewart introduced the report and advised that the efficiency savings for 2009/2010 had been reached with a saving of £1,054,000.

Councillor Greig queried what the challenges were in meeting the efficiency savings? Chief Superintendant Stewart advised that the efficiency savings are going to become increasingly more challenging for the Force in the future and it continued to be challenging for Managers to try and find these savings. Mr Craig advised that year on year it is getting more difficult to achieve efficiency savings but there are good examples of things that have been done differently

and reviewing the current structures in the Force have meant that efficiencies have been provided without having to make cuts in the operational service. Mr Craig advised that the target for 2010/11 is approximately £5,000,000. He noted that the restructuring in Aberdeen Division would potentially go some way to make this saving and recognised that the ACPOS work streaming would go some way to having an impact on these efficiencies in Grampian. Ms Christie advised that in Aberdeenshire there have been huge savings in relation to officer time. However, she noted that the cash savings that have been made have not been substantial.

Councillor Hendy queried the custody facilities in Peterhead and the cost implications of transporting custodies to and from the Police station? Mr Craig advised that the physical space at Peterhead is an issue and the Force is still looking at sites for new Custody facilities within the site of the new headquarters and the new building.

Councillor Greig praised the work of the Continuous Improvement Unit in producing good outcomes and noted that the Force were to be commended in making such substantial saving.

HMICS THEMATIC UPDATE REPORT

5. The Sub-Committee had before it a report by the Chief Constable which provided an update on the progress of implementing previous internal and external recommendations. Chief Superintendent Stewart advised that there is one new action plan which relates to Attendance Management. This plan introduces five recommendations which are relevant to the Police. Chief Superintendent Stewart advised that the Force acknowledges two of these recommendations and is progressing with these nationally. In terms of the remaining three recommendations, the Force is already compliant with these.

Chief Superintendent Stewart then went on to talk to the summary at chapter two of the report and took questions from Members on relevant sections. Mr Craig highlighted that the Board had previously asked for a report to come back to it on the costs of providing Police Surgeons and advised that this would be done in due course.

The Sub-Committee resolved:

To consider and approve the content of the report.

REPORT ON THE GJPB SINGLE EQUALITY SCHEME AND ANNUAL REPORT

6. The Sub-Committee had before it a report by the Depute Clerk which updated Members on the Disability, Gender and Race Annual Report and on the draft Single Equality Scheme. The Depute Clerk advised that the annual report was a combined report considering the requirements under the three existing Equality Schemes in terms of the Board's obligation to publish an annual report which monitors work being undertaken by the Board to meet its duties under Equalities Legislation.

In addition, the Depute Clerk advised that her office had prepared a draft Single Equality Scheme which was attached for Members consideration and that it was the Depute Clerk's intention that the Scheme will be issued shortly for consultation to various community and diversity groups and will be submitted to the next Board meeting on 2nd July for approval.

The Sub-Committee resolved to:

1. Approve the draft Annual Report
2. Instruct the Depute Clerk to issue the SES to appropriate community and diversity groups for comment, and
3. Instruct the Depute Clerk to submit the final version of Annual Report and SES to the Board on 2 July 2010 for approval.

INDICATIVE INTERNAL AUDIT PLAN 2010/2011

7. The Sub-Committee had before it a report from the Internal Auditor which updated Members on the discussions relating to the Internal Audit Plan for 2010/11 and the accompanying indicative plan for the year. Ms Keddie advised that the draft Internal Audit Plan for 2010/11 is currently under discussion with Force Management. A number of potential areas for review have been indentified having taken into account relevant factors such as other sources of assurance including HMIC coverage, the Forces Risk Register and other Force developments as well as having regard to the balance of coverage of internal audit in previous years. Ms Kiddie advised that these are to be finalised to the Force Executive Board in the near future. There was a brief discussion with Members with respect to Absent Management and what this included and Ms Keddie advised that Deloitte and the Force have yet to consider the scope of the piece of work with regard to Absent Management.

The Sub-Committee resolved:

To consider and note the information provided in the report.

INTERNAL AUDIT FINAL REPORT

8. The Sub-committee had before it a report by the Internal Auditor which presented the results of the Internal Audit Review which followed up on the implementations status of recommendations raised in 2008/09. Ms Kiddie advised that some of the cut off dates in the report were scheduled after the previous sub-committee meeting and have now become fully implemented.

Members went through each recommendation and raised questions which were answered by Ms Keddie, Mr Craig and Chief Superintendant Stewart.

The Sub-Committee resolved:

To consider and approve the report.

At 4.03pm Councillor Bell left the meeting.

INTERNAL AUDIT STATUS UPDATE

9. The Sub-committee had before it a report from the Internal Auditor which provided an overview of the current status of Internal Audit Reviews which formed part of the 2009/10 programme. Ms Keddie explained that the review of Records Management was cancelled at Management request as the Force did not feel it was best value to go over something that the Force already has in place.

The Sub-Committee resolved;

To note the information provided in the paper.

FINANCIAL STATEMENTS AUDIT PLAN FOR 2009/10

15. The Sub-Committee had before it a report from the External Auditor which provided the Board with a clear understanding of the Auditors approach to the Audit of financial statements for the year ended 31st March 2010 and provide an update of the Auditors Interim Audit work to date. Mr Robbie advised the target date for the statement is the end of August although they are still to undertake work on internal audit files. Mr Robbie advised there is a requirement in terms of the financial accounts to have a discussion with those individuals who have governance role regarding the end of year accounts. He advised that the Board proceed along the same plan as last year, in that a report would need to come to the Committee and be signed off by the end of August. He advised it might be helpful to schedule a working group at the end of August to consider the accounts which could then be signed off by the Convener and Force Executive prior to the deadline.

The Sub-Committee resolved:

To note the Report.

EXEMPT INFORMATION

Prior to considering the remaining items of business the Board resolved that in terms of Section 50A (4) of the Local Government (Scotland) Act 1973 that the public be excluded from the meeting during the consideration on the items on the grounds that it was likely in view of the nature of proceedings that if members of the public were present during the consideration of these items that there would be a disclosure to them of exempt information as defined in paragraph 1 of part 1 of Schedule 7A of the said Act.

ACTION PLAN UPDATE - AUDIT RECOMMENDATIONS

10. The Sub-Committee had before it a report by Chief Constable which provided an update on the progress of implementing previous internal and external audit recommendations. Mr Craig introduced the Report and suggested that the report should have been designated in as a public paper not a private

paper albeit the paper had been designated by the Chief Constable as a private report.

Mr Craig advised that Appendix A showed a summary of the total number of outstanding reports and recommendations and the level of implementation to date and Appendix B detailed the outstanding audit recommendations and their current status.

The Sub-Committee resolved:

To note the progress made to date on audit reports.

REVIEW OF FORCE PRIORITY OBJECTIVES 2009/2010

11. The Force had before it a report by the Chief Constable which provided Members with an update on Force priorities in 2009/10.

Chief Superintendent Stewart spoke to the report and summarised the priorities outlined in paragraph 2.

The Sub Committee resolved:

To note the document and agree that the objectives are reported to the sub-committee on a quarterly basis.

TACKLING INEFFICIENCIES WITH THE CRIMINAL JUSTICE SYSTEM

12. The Sub-Committee had before a report by the Chief Constable which provided information to Members regarding the measures being taken to streamline and improve efficiencies within the Criminal Justice System both nationally and locally following a request for a situation report from the Convener. Members noted it was good to see the report and it was queried how cooperative the Grampian Criminal Justice Board was being with the initiative? Chief Superintendent Stewart advised that he would bring something to the full Board on this.

The Sub Committee resolved:

To note the content of the report

DEBTOR WRITE OFFS IN 2010/2011

13. The Sub-Committee had before it a report detailing the invoices which have been raised by the Force but have been subsequently written off with approval of the Deputy Director of Corporate Services. Mr Craig advised that he would be reviewing how these debts are written off and the process behind that and would be reporting back to the Board on his findings.

The Sub Committee resolved:

To note the report.

FULL RISK REGISTER 2010/11

14. The Sub-committee had before it a report from the Chief Constable providing Members with the full Risk Register for 2010/11. Chief Superintendent Stewart advised that the Risk Register is completed annually and identifies all risks identified with the business area plans both from Force priorities and local challenges projects risks and emerging issues. Superintendent Stewart that the Risk Register will be submitted to the Full Board for information.

The Sub Committee resolved:

16. AOCB

There was no other competent business.

COUNCILLOR MARTIN GREIG – Convener