

GRAMPIAN JOINT POLICE BOARD

BOARD DEVELOPMENT ACTION PLAN – 4TH MARCH 2011

Number	Action	Source	Responsible Officer	Update	Target Completion Date	Status
FULL BOARD						
B1	The Board needs to become more proactive in long-term resource planning to help ensure priority areas are resourced appropriately.	Best Value Audit Report	Treasurer / Depute Clerk	The Board instructed the Budget Sub Group to commence discussions on this matter at the Board Budget Meeting on 21 st January 2011. A meeting of the Sub Group is to be arranged for early in the new financial year.	March 2012	On-going
B2	The Board should consider recommendations of the review of the administrative support and training and development arrangements to ensure these are being resourced appropriately.	Best Value Audit Report	Depute Clerk	The Board have instructed the Board Development Working Group to oversee progress on this matter with regular reports to be provided to the Board. The Working Group is to hold its first formal meeting on 4 th March 2011.	March 2012	On-going
B3	The Board should engage more proactively with the Force on the prioritisation, scope and monitoring of improvement work.	Best Value Audit Report	Depute Clerk	The Board will be asked to agree how this will be progressed in the Best Value Improvement Plan report to be considered by the Board on 4 th March 2011.	TBA	On-going
B4	The Board should strengthen its leadership and scrutiny of equalities issues.	Best Value Audit Report	Depute Clerk / Grampian Police	The Board will be asked to agree how this will be progressed in the Best Value Improvement Plan report to be considered by the Board on 4 th March 2011.	TBA	On-going

B5	The Board and the Force should review the content of the annual public performance report to ensure that it provides a summary of the Board's activities and its impact.	Best Value Audit Report	Depute Clerk / Grampian Police	The Board will be asked to agree how this will be progressed in the Best Value Improvement Plan report to be considered by the Board on 4 th March 2011.	TBA	On-going
B6	The Board and the Force should develop a strategic approach to sustainability to ensure that the economic, social and environmental aspects are considered.	Best Value Audit Report	Depute Clerk / Grampian Police	The Board will be asked to agree how this will be progressed in the Best Value Improvement Plan report to be considered by the Board on 4 th March 2011.	TBA	On-going
B7	Role Descriptions for Board Members, Board Vice Convener and Board Convener are to be finalised.	Board Decision – On-going Development of Board & Members – 12 th November 2010	Depute Clerk	Members have been invited to comment on the draft role descriptions – no feedback has been received. The Board Development Working Group will consider the draft role descriptions at its meeting on 4 th March 2011 prior to making a recommendation to the Board.	May 2011	On-going
B8	A Training Needs Analysis for all Board Members is to be undertaken	Board Decision – On-going Development of Board & Members – 12 th November 2010	Depute Clerk	Members previously completed Data Protection release forms to enable the Depute Clerk to request training records from the appropriate constituent authority. These are to be requested.	August 2011	On-going
B9	Development Plans for Board Members are to be prepared.	Board Decision – On-going Development of Board & Members – 12 th November 2010	Depute Clerk	Draft Development Plans will be created, in conjunction with feedback from the Board Development Working Group, following completion of the Training Needs Analysis referred to above.	December 2011	On-going
B10	A training programme for the Board, including induction training for new Members, is to be agreed	Board Decision – On-going Development of	Depute Clerk	The Board Development Working Group are to give initial consideration to the development	December 2011	On-going

	by the Board.	Board & Members – 12 th November 2010		of a training programme at its meeting on 4 th March 2011.		
B11	A programme of Board training / briefing sessions is to be arranged to take place at the conclusion of alternate Board meetings, with an early session covering financial planning and dealing with the impact of the current budget constraints.	Board Decision – On-going Development of Board & Members – 12 th November 2010	Depute Clerk	It is planned that the first post-Board briefing session take place on Friday 20 th May 2011 and that this session will cover financial planning and dealing with the impact of the current budget constraints. The Board Development Working Group will be invited to consider possible topics for future session at its meeting on 4 th March 2011.	May 2011	On-going
B12	A Handbook for Board Members is to be developed	Board Decision – On-going Development of Board & Members – 12 th November 2010	Depute Clerk	Staff within the Clerks Office will draft appropriate material for inclusion within a Board Members Handbook as the work of the Board Development Working Group progresses. The Board Development Working Group will be invited to participate in planning the contents and reviewing the draft documents.	March 2012	On-going
COMPLAINTS SUB COMMITTEE						
C1	The Board should complete the review of its current governance and implement any improvement actions, including the current arrangements for chairing the complaints and stewardship sub-committees.	Best Value Audit Report	Depute Clerk	The Complaints Sub Committee gave this matter some consideration at its Development Session on 4 th February 2011 – the issue of the Election of a Chairperson is to be placed on the agenda for the Sub Committee meeting on 28 th March 2011.	March 2011	On-going

C2	The Police Board should develop and publish formal procedures and service standards for their handling of complaints	PCCS Audit Report – Holding to Account	Depute Clerk	A draft Complaints Procedure for the Board has been prepared, however, on-going discussions at Scottish level may impact on this and a conclusion to these is awaited prior to further work being undertaken.	December 2011	On-going
C3	The Complaints Sub Committee should prepare and publish an annual plan	PCCS Audit Report – Holding to Account	Depute Clerk	The Complaints Sub Committee considered this matter at a Development Session on 4 th February 2011 and is to give further thought to the appropriate format for such a plan.	September 2011	On-going
C4	The Police Board should ensure that all policies, practices and procedures, in relation to their oversight and handling of complaints, are compliant with human rights legislation.	PCCS Audit Report – Holding to Account	Depute Clerk	All Board policies, practices and procedures are already subject to review within the Clerks Office for compliance with Human Rights legislation. This practice will continue, particularly in relation to the development of formal Complaints procedures.	December 2011	On-going
C5	A Training Needs Analysis should be conducted for Board Members appointed to handle or oversee complaints.	PCCS Audit Report – Holding to Account	Depute Clerk	As indicated at B8 above, a Training Needs Analysis for all Board Members is to be undertaken. With respect to Members of the Complaints Sub Committee, this will include reviewing relevant training in connection with the handling and overseeing of complaints.	August 2011	On-going
C6	Complaints Sub Committee Meetings should be open to the public, and legislative exemption to exclude the public from any part of the meeting should be used only in	PCCS Audit Report – Holding to Account	Depute Clerk	It is existing practice that Complaints Sub Committee Meetings are open to the public and that legislative exemptions are used only in exceptional	June 2011	On-going

	exceptional circumstances.			circumstances. The Clerks Office is to undertake a review of the use of legislative exemptions to ensure compliance with this recommendation.		
C7	The Complaints Sub Committee should undertake a dip-sampling regime in relation to completed complaints cases.	PCCS Audit Report – Holding to Account	Depute Clerk	Following discussion at the Development Session held on 4 th February 2011, a training day for Complaints Sub Committee Members at the Professional Standards Department is to be arranged. This will include an opportunity for Sub Committee Members to ‘track’ a complaint through the complaints handling process and to undertake a dip-sampling of completed complaints cases. Thereafter, regular opportunities to conduct dip-sampling will be scheduled.	June 2011	On-going
C8	A protocol should be agreed by the Police Board and the Force in relation to the provision of statistical and analytical complaint data.	PCCS Audit Report – Holding to Account	Depute Clerk	There is presently in place informal agreements between the Board and the Force regarding the provision of statistical and analytical complaint data. The Head of Professional Standards and the Depute Clerk are to discuss the development of a formal protocol.	December 2011	On-going
C9	The Police Board should ascertain the costs of complaint handling at force level with a view to identifying opportunities to improve the overall complaints service provided	PCCS Audit Report – Holding to Account	Depute Clerk / Grampian Police	It is not known at present if it will be possible for these costs to be identified. The Head of Professional Standards and the Depute Clerk are to discuss this matter further and report back to the Sub Committee.	December 2011	On-going

C10	The Police Board should periodically review procedures for dealing with complaints and Board procedures for complaint handling and oversight	PCCS Audit Report – Holding to Account	Depute Clerk	It is proposed that, once such procedures are in place, the Complaints Sub Committee will be invited to review same on an annual basis.	December 2011	On-going
STEWARDSHIP SUB COMMITTEE						
S1	The Board should complete the review of its current governance and implement any improvement actions, including the current arrangements for chairing the complaints and stewardship sub-committees.	Best Value Audit Report	Depute Clerk	The Stewardship Sub Committee gave this matter some consideration at its Development Session on 4 th February 2011 – the issue of the Election of a Chairperson is to be placed on the agenda for the Sub Committee meeting on 28 th March 2011.	March 2011	On-going
S2	The Stewardship Sub Committee should consider whether the current arrangements for chairing Sub Committees should be revised.	Internal Audit Report – Review of Governance	Depute Clerk	As above, this issue is to be considered by the Sub Committee at its meeting on 28 th March 2011.	March 2011	On-going
S3	The Stewardship Sub Committee should conduct an annual assessment of performance	Internal Audit Report – Review of Governance	Depute Clerk	The Stewardship Sub Committee considered this matter at a Development Session on 4 th February 2011 and is to give further thought to the appropriate format for such an assessment.	September 2011	On-going
S4	The Stewardship Sub Committee should consider the development of a more detailed action plan.	Internal Audit Report – Review of Governance.	Depute Clerk	The Stewardship Sub Committee considered this matter at a Development Session on 4 th February 2011 and is to give further thought to the appropriate format for such a plan.	September 2011	On-going
OTHER / GENERAL						

G1	The Board must ensure it has an operational Independent Custody Visiting Scheme in place.	Best Value Audit Report	Depute Clerk	<p>Final administrative processes in connection with the appointment of volunteers are presently being completed.</p> <p>A rota for visits in March 2011 to custody facilities in Aberdeen (Queen Street), Elgin and Fraserburgh has been issued.</p>	Spring 2011	On-going
G2	The Board Web Pages are to be developed further to be a useful resource for Board Members, Officers and members of the public.	Board Decision – GJPB Web Presence – 11 th December 2009	Depute Clerk	Officers from the Clerks Office are to engage with the Board Development Working Group regarding the development of the GJPB web presence and will progress this in conjunction with colleagues within the Aberdeen City Council Web Team.	October 2011	On-going