

GRAMPIAN JOINT POLICE BOARD

Committee Room 5, Woodhill House, Aberdeen, 4th March 2011 - Minute of Meeting of GRAMPIAN JOINT POLICE BOARD.

Present:-

- Councillor Greig, Convener
- Councillor Hendry, Vice Convener
- Councillor Shepherd, Vice Convener
- Councillor Al-Kowarri
- Councillor Bell
- Councillor Dunbar
- Councillor Farquharson
- Councillor Fleming (as substitute for Councillor Howie)
- Councillor Mair
- Councillor McKail
- Councillor Penny
- Councillor K Stewart
- Councillor Webster
- Councillor Young (as substitute for Councillor Collie)

In Attendance:-

- Mr Colin McKerracher, Chief Constable, Grampian Police
- Mr John McNab, Deputy Chief Constable, Grampian Police
- Mr Colin Menzies, Assistant Chief Constable, Grampian Police
- Mr Billy Gordon, Assistant Chief Constable, Grampian Police
- Ms Karen Williams, Director of Corporate Services, Grampian Police
- Inspector Michael Thompson, Staff Officer, Grampian Police
- Mr Gary Black, Senior Accountant, Grampian Police
- Mr Ian Robbie, External Auditor, Henderson & Loggie
- Ms Karlyn Watt, External Auditor, Henderson & Loggie
- Mr Barry Jenkins, Treasurer
- Ms Karen Donnelly, Depute Clerk
- Ms Fiona Smith, Policy & Advice Officer, Aberdeen City Council
- Ms Karen Riddoch, Committee Services Officer, Aberdeen City Council

INTRODUCTORY REMARKS

The Convener welcomed all Members to the meeting. He noted that Councillor McGillivray was not present at the meeting as his wife had recently passed away following a long illness. The Board resolved to pass on condolences to Cllr McGillivray and his family following this bereavement.

The Depute Clerk advised the Board that there was to be a restructuring of duties within the Clerks Office. Karen Riddoch is to take on responsibility for the Committee Services part of the Clerking function, namely agenda production and minute taking, as she is a professional Committee Services Officer. Karen Riddoch was in attendance to

observe the Board Meeting on this occasion. It is hoped that this change in remit will free up additional staff time to undertake more policy and development work in order to provide an enhanced service to the Board.

APOLOGIES FOR ABSENCE

1. Apologies for absence were intimated on behalf of Councillor Collie, Councillor Howie, Councillor McGillivray, Mr Gary Craig, Deputy Director of Corporate Services, Grampian Police and Mrs Jane MacEachran, Clerk.

MINUTE OF GRAMPIAN JOINT POLICE BOARD MEETING OF 12TH NOVEMBER 2010

2. The Board had before it and approved as a correct record, the Minute of the Board Meeting of 12th November 2010.

The Board Resolved:

To approve the Minute.

MINUTE OF GRAMPIAN JOINT POLICE BOARD BUDGET MEETING OF 21ST JANUARY 2011

3. The Board had before it and approved as a correct record, the Minute of the Board Budget Meeting of 21st January 2011.

The Board Resolved:

To approve the Minute.

MATTERS ARISING

4. Item 7 (12th November 2010): Councillor McKail requested an update with respect to Forensics provision in Grampian. Assistant Chief Constable Billy Gordon advised that the SPSA are currently discussing the future shape of local provision with Grampian Police and he would revert to the Board with an update in due course.

MINUTE OF GRAMPIAN JOINT POLICE BOARD COMPLAINTS SUB COMMITTEE MEETING OF 7TH JUNE 2010

5. The Board had before it and noted for information the Minute of the Complaints Sub Committee Meeting of 7th June 2010.

The Board Resolved:

To note the Minute.

MINUTE OF GRAMPIAN JOINT POLICE BOARD STEWARDSHIP SUB COMMITTEE MEETING OF 7TH JUNE 2010

6. The Board had before it and noted for information the Minute of the Stewardship Sub Committee Meeting of 7th June 2010.

The Board Resolved:

To note the Minute.

UPDATED BUSINESS STATEMENT

7. The Board had before it the updated Board Business Statement dated 4th March 2011. The Depute Clerk provided a verbal update with respect to the statement as follows:

- 09/18: The Depute Clerk advised that the Stewardship Sub Committee and Internal Auditor are to consider the status of this draft Audit Report as it has been superseded by the Best Value Audit & Inspection Report.
- 10/07: A report on this item will be presented to the next meeting of the Board.
- 10/08: An update report with respect to this summit is on the agenda for this Board Meeting.
- 10/09: The Chief Constable advised that discussions are on-going at national level regarding the policing jurisdiction in the North Sea. A report to the Board on this issue will be presented in due course.
- 10/10: The Board Development Working Group met just prior to the Board Meeting. An update report regarding Board development actions is on the agenda for this Board Meeting.
- 10/11: The Board Development Working Group met just prior to the Board Meeting. An update report regarding Board development actions is on the agenda for this Board Meeting.
- 11/01: A letter to the Scottish Policing Board and a letter to the Grampian Criminal Justice Board were sent on 24th February 2011. Responses to both letters are awaited and will be reported to the Board once received.

11/02: A date for the Budget Sub Group to meet early in the new financial year is presently being identified..

The Board Resolved:

To note the updated Business Statement

REVENUE EXPENDITURE MONITORING REPORT – 31ST JANUARY 2011

8. The Board had before it a report from the Chief Constable and the Treasurer that presented the Revenue Budget Monitoring Report for the period to 31st January 2011.

The Treasurer introduced the Report which detailed that the Force is projecting an under spend of approximately £1.707m against an approved net revenue budget of £115.663m. The vast majority of this under spend has been generated through the on-going recruitment freeze and a reduction in both Police Officer and Police Staff numbers. The report advised of the forecast figure for Police Officer numbers which sits at 1,563 at 31st March 2011. Finally, the report advised that the forecasts indicate an increase in reserves at the end of the financial year to £3,282m which is being planned in order to assist with the 2011/12 budget.

Councillor McKail sought clarification on officer numbers and if the 1,563 reported was officers or the full time equivalent figure. The Chief Constable advised that this was the actual officer numbers, the full time equivalent figure is slightly lower. The Chief Constable confirmed that the focus for officer deployment was in the Local Policing Teams and that the Force is attempting to ensure that officer strength in these remain strong by, if necessary, reducing officer numbers in other areas.

Councillor McKail further sought information regarding what procurement initiatives have been used by the Force. The Director of Corporate Services advised that these initiatives included entering into procurement contracts jointly with government, other Forces and Local Authorities where possible.

Councillor Young requested details of the number of officers in Force as at 1st March 2011 and details of the number of Police Staff in Force at this time. The Chief Constable advised that the number of Officers peaked at 1,607 and had reduced as recruitment is currently suspended. With respect to Police Staff numbers, the Chief Constable advised that this had been at a maximum level of 830 however was expected to fall to 720 through a voluntary severance scheme and a recruitment freeze. The Chief Constable further advised that, although staff numbers are reducing, the Force is making all possible efforts to minimise the negative impact of these on service levels through robust risk assessment processes.

Councillor K Stewart congratulated the Force on the opening of the Police Office at Manor Park School, reporting that local people are happy to see a police presence in the heart of the community.

Councillor K Stewart also noted that the number of Officers is vastly increased from the level in place when he first joined the Police Board when it was 1,050. This increase is due to vast efforts being made.

The Convener noted that the reported under spend levels are welcomed, as they will place the Force in a better position moving forward into the new financial year. However, he also noted concerns that the number of Officers and Police Staff are falling and noted the potential difficulties that this may cause in future years.

The Board Resolved:

To note the Report

CAPITAL BUDGET MONITORING – 31ST JANUARY 2011

9. The Board had before it a report from the Chief Constable and the Treasurer to update the Board on the progress of the 2010/11 Capital Plan, provide an updated projected outturn for the year and highlight any changes since the last Board report.

The Treasurer introduced the report and advised that the total budget allocated within the Forces Capital Plan for 2010/11 is £3.026m. The removal of the budget for the new Force Headquarters in the current financial year has had a significant impact upon the Capital Plan. As such, the Board agreed to carry forward £1.134m of Capital Grant funding from 2010/11 into 2011/12. The report recommended that the Board increase the Carry Forward amount to £1.234m to take account of grant funding requirements. Assistance is being sought from the three constituent authorities to operate the appropriate mechanism to support this carry forward.

Councillor K Stewart noted that the carry forward of under spend in Capital was dependent on the agreement of the constituent authorities and expressed his concern that, in future years, those authorities may not be willing to agree to this. Although existing arrangements will ensure that this is not the case, it is important that the Board ensure that it remains aware of any changes in the future which may alter this. The Treasurer confirmed that he would ensure to report any likely changes to current arrangements to the Board.

The Board Resolved:

- To note the Report
- To approve the carry forward of £1.234m of Capital Grant from 2010/11 into 2011/12, by the Constituent Authorities.

BEST VALUE AUDIT AND INSPECTION REPORT

10. The Board had before it a report from the Chief Constable and Depute Clerk which invited the Board to consider the terms of the Report prepared by Audit Scotland and Her Majesty's Inspector of Constabulary for Scotland (HMICS) following a joint audit and inspection of the Board and Grampian police, which measured compliance with the requirements of Best Value.

The Depute Clerk to the Board introduced the reports advising that the Board are required to consider the Audit Scotland report within three months of its publication. The Depute Clerk noted that the report evidenced an overall positive view of the Board, stating that the Board demonstrates many of the elements of Best Value. The areas of improvement identified for the Board are those which the Board were aware of, including the outstanding implementation of a Custody Visiting Scheme. In respect of the Force, the report is also positive and the Force is praised in many areas.

The Board were required to submit a public notice indicating when the Board would consider the findings of the report. This notice was published in the Press & Journal on Thursday 24th February 2011. The Clerks Office and the Force have drafted a template for the Improvement Plan arising from the reports recommendations. Due to the limited time between the reports publication at this Board Meeting the Depute Clerk advised that the Improvement Plan is not yet fully populated, therefore the Board are invited to agree the template and instruct the Chief Constable and the Clerk to submit the final draft Improvement Plan for consideration by the Board at the next Board Meeting.

Finally, the report recommended that monitoring of progress towards achieving the implementation of the Improvement Plan should be remitted to the Stewardship Sub Committee in line with the remit of that body.

The Chief Constable noted that Grampian Police and Grampian Joint Police Board should take great encouragement from the outcome of the Best Value Audit as it evidences that the Board operates effectively and that the Force operate well in ensuring positive service delivery. The Chief Constable remarked upon his disappointment of the local media coverage when the report was published as it focused on only one or two more negative aspects rather than on the vast majority of the report which is positive. Finally the Chief Constable expressed the delight of the Force at the outcome of the audit process and confirmed that the Force would pick up on the relevant learning points arising from it.

The Convener noted that the external scrutiny of the Best Value process of both the Board and the Force is welcomed and that the report provides very clear evidence of the effectiveness of the Force and Board. The Convener noted the areas identified as requiring improvement noting that these are welcomed and pick up on many areas already identified by the Board. Overall the report is extremely positive and demonstrates that the people of Grampian are well served by Grampian police.

Councillor K Stewart noted his satisfaction with the thoroughness of the Audit process and noted that the overall positive report provides welcome input on areas for improvement. Councillor Stewart stated his belief that the Grampian Police approach to recording complaints is correct and ensures that all complaints are recorded with learning opportunities from these therefore maximised.

Councillor Young agreed with Councillor K Stewart and wished to record his congratulations to the Force and the Board.

Councillor Webster noted that she had been apprehensive of the audit process however has welcomed the opportunity it provided for detailed examination of the Board and its ways of working. The positive outcome will enable the Board to develop further and is also welcomed. Councillor Webster concurred with the Chief Constables disappointment regarding the local media coverage and wished to congratulate all involved in the Audit process.

Councillor Farquharson also noted the overall positive report as an excellent outcome and stated that the outcomes noted provided much for the Force and the Board to be proud of.

The Board Resolved:

- To note that the Board had fully considered the Best Value Audit & Inspection Report of Grampian Joint Police Board and Grampian Police
- To approve the template for the Joint Improvement Plan and to instruct the Chief Constable and Depute Clerk to submit the final draft Improvement Plan to the next Board Meeting for consideration.
- To remit the role of monitoring progress towards achieving the Joint Improvement Plan to the Stewardship Sub Committee and to instruct Officers to submit regular update reports to that Sub Committee with a final report to be submitted to the Board once all of the improvement actions are implemented.

FORCE QUARTER THREE PERFORMANCE REPORT 2010/11

11. The Board had before it a report from the Chief Constable which summarised the Forces performance during Quarter 3 2010/11.

The Deputy Chief Constable introduced the report and advised that the report again shows a positive report despite the challenges in respect to resources which the Force are facing. The Deputy Chief Constable advised the Board that, due to the calendar of Board Meetings, the report summarised both the quarter two and quarter three performance figures. The Deputy Chief Constable provided an overview of the report and highlighted a number of areas for information.

Councillor Webster noted that forensics capabilities and CCTV analysis are crucial to assisting officers in detecting criminals and asked if recent changes in the provision of these services had impacted upon the Force. The Deputy Chief Constable advised that no adverse impact had been noted as yet; however output in these areas will continue to be monitored.

Councillor McKail noted the targets stated within the report regarding reductions in road casualty figures and requested further information on how these targets will be achieved. The Chief Constable advised that efforts to reduce road casualties include activities at both national and local level including advertising campaigns, road engineering checks amongst a range of others.

The Board Resolved:

To note the report.

BOARD DEVELOPMENT ACTION PLAN

12. The Board had before it a report from the Depute Clerk which provided an update to Members in relation to on-going development initiatives which aim to develop both Members and the efficient workings of the Board. The report further set out a proposed Action Plan for this development which the Board were invited to consider and detailed the finalised role descriptions for Board Members, Board Vice Conveners and Board Convener which the Board were invited to approve.

The Depute Clerk introduced the report and advised that the Board Development Working group had met just prior to the start of the Board Meeting to consider the action plan and the role descriptions set out in the Appendices to the report. Councillor McKail has been elected as Chairperson of the Working Group and the Working Group will schedule its meetings to take place on the day of Board Meetings. The Working Group agreed the addition of two further points in the role description for Board Convener which were noted by the Board.

The Depute Clerk advised that the purpose of the Board Development Action Plan is to bring together all relevant actions in order to assist with Board oversight and governance arrangements. The Stewardship Sub Committee will regularly monitor the Action Plan, in conjunction with the Best Value Improvement Plan.

The Board Resolved:

- To agree the Board Development Action Plan
- To instruct the Depute Clerk to progress the actions within the Board Development Action Plan in conjunction with the Complaints Sub Committee, Stewardship Sub Committee and Board Development Working Group, as appropriate
- To instruct the Depute Clerk to provide regular update reports to the Board for information

- Approve the role descriptions for Board Members, Board Vice Conveners and Board Convener set out in Appendix Two to the report and instruct the Depute Clerk to issue a formal copy to all Members.

GRAMPIAN GYPSY / TRAVELLERS SUMMIT – UPDATE REPORT

- 13.** The Board had before it a report from the Depute Clerk which provided an update of arrangements for the Grampian Gypsy / Travellers Summit.

Ms F Smith introduced the report and advised that it provided details of the planned programme, proposed outcomes and invite list of the Summit following planning for it undertaken by a Summit Steering Group established by Grampian Racial Equality Council (GREC). The report suggested that five Members of the Board be nominated to attend the summit on behalf of the Board.

Following discussion, the Board wished to add an additional desired outcome to those already identified this being that the Summit should increase understanding of the roles and responsibilities of respective agencies and organisations with respect to Gypsy Travellers. In addition, the Board identified Councillors Al-Kowarri, Collie, McKail, Shepherd and K Stewart as its representatives to the Summit.

The Board Resolved:

- To agree that the Grampian Gypsy / Traveller Summit, Building Consensus: A Constructive Way Forward, will take place on Tuesday 5th April 2011 and will be held at Inverurie Town Hall
- To agree that the purpose of the Summit will be to improve relations and ease tensions within the North East community and to seek consensus and support for a fresh approach to identified issues
- To agree the desired outcomes of the Summit with the addition of one further outcome, that the Summit should increase understanding of the roles and responsibilities of respective agencies and organisations with respect to Gypsy Travellers.
- To nominate Cllrs Al-Kowarri, Collie, McKail, Shepherd and K Stewart to attend the Summit on behalf of the Board.

POLICE APPEALS TRIBUNAL

- 14.** The Board had before it a report from the Depute Clerk which advised the Board of an appeal to a Police Appeal Tribunal received by the Registrar and which outlined the process for the appointment of the Tribunal.

The Depute Clerk introduced the report and advised that, following receipt of an appeal to the Police Appeals Tribunal, the report outlined the procedural measures necessary in order to facilitate this process. The report detailed the Members identified as willing to sit on the Tribunal and sought the Board's approval of these appointments. In

addition, the Board require to formally appoint a Registrar and Depute Registrar for the Tribunal in order that necessary arrangements can be made.

The Board Resolved:

- To appoint the Clerk as Registrar to this Police Appeals Tribunal
- To appoint the Depute Clerk as Depute Registrar to this Police Appeals Tribunal
- To appoint Cllr Martin Greig, Mr Andrew Cameron, Mr Calum Laurie and Mr Andrew Young QC to this Police Appeals Tribunal.

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 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 7 A of the said Act.

VERBAL UPDATE FROM THE CHIEF CONSTABLE

- 15.** The Chief Constable and Assistant Chief Constables Billy Gordon and Colin Menzies provided a verbal update to Board Members with respect to a range of current operational policing matters.

The Board Resolved:

To note the update

**COUNCILLOR M GREIG
CONVENOR**