

## **GRAMPIAN JOINT POLICE BOARD**

### **STEWARDSHIP SUB-COMMITTEE**

ABERDEEN, Monday 13<sup>th</sup> December 2010 – Minute of meeting of **GRAMPIAN JOINT POLICE BOARD, STEWARDSHIP SUB-COMMITTEE.**

Present:- Councillor Greig, Convener, Councillor Hendry, Councillor Mair, and Councillor Leadbitter (as Substitute for Councillor Shepherd).

In Attendance:- Ms Karen Williams, Director of Corporate Services, Grampian Police, Mr Iain Robbie, External Audit, Ms Janie Keddie, Internal Audit and Ms Fiona Smith, representing the Depute Clerk.

#### **APOLOGIES FOR ABSENCE**

1. Apologies for absence were intimated on behalf of Councillor Bell, Councillor Collie, Councillor Shepherd, Deputy Chief Constable John McNab, Mr Gary Craig, Grampian Police, Jane MacEachran, Clerk and Karen Donnelly, Depute Clerk.

#### **MINUTE OF PREVIOUS MEETING OF THE GJPB STEWARDSHIP SUB-COMMITTEE OF 7<sup>TH</sup> JUNE 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 7<sup>th</sup> June 2010.

#### **MATTERS ARISING**

3. Item12: With respect of the on-going initiatives to tackle inefficiencies within the Criminal Justice System, the Sub Committee requested that a fuller report be provided to the Grampian Joint Police Board to update on this matter.

#### **The Sub Committee Resolved:**

To note the 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.

The Director of Corporate Services introduced the report and advised that the CI Unit has recently completed work on Best Value 2; Divisional Crime Management Units and Forensic Support Unit. The report also advised of a new item of work, namely a review of legal documents.

Finally, the report advised that the efficiency savings achieved by Grampian Police for 2010/11 to the end of Quarter 2 amount to £2.753m.

Ms Smith noted that the Clerks office had received a vast amount of assistance from the Continuous Improvement Unit in preparing for the Best Value 2 audit. The Sub Committee wished to record its thanks to all involved for providing this assistance.

**The Sub Committee Resolved:**

To note the report.

**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.

The Director of Corporate Services introduced the report and advised that there is one new action plan which relates to the Crime Audit. This plan introduces three recommendations which are relevant to the Police and have been accepted by the Force. Actions have been created to address the recommendations.

It was further reported that the Action Plan arising from the 2009 HMICS Thematic Inspection on Absence Management is now complete.

In respect of the remaining 11 outstanding HMICS Thematic action plans, it was reported that 13 recommendations have been completed in the last quarter, with 26 recommendations on-going.

**The Sub Committee resolved:**

- To approve the Crime Audit Action Plan
- To endorse the progress to date on the outstanding Action Plans.

**REPORT ON THE GJPB SINGLE EQUALITY SCHEME**

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

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

The report advised that progress against the SES Action Plan is monitored on a six-monthly basis by the Force Diversity Group. The report contained the detailed summary report outlining the most recent update.

Sub Committee Members requested an update with respect to arrangements for the Board Seminar regarding Gypsy Travellers in the North East. Ms Smith advised that the Depute Clerk was seeking a meeting with relevant officers to progress this matter and would be providing an update to a future Board Meeting regarding this.

Councillor Greig sought further information with respect to recruitment of BME employees. Ms Williams advised that some progress has been made on this issue, however the on-going freeze in recruitment has halted this recently.

**The Sub Committee resolved:**

To note the report.

**ACTION PLAN UPDATE - AUDIT RECOMMENDATIONS**

7. 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.

The Director of Corporate Services introduced the report and advised that, of the 25 recommendations due to be implemented, 17 have now been completed. Eight recommendations remain outstanding although all now have a date for completion allocated.

Members expressed some concern regarding the length of time a number of the outstanding recommendations have been listed. Ms Williams advised that was due to the nature of some recommendations meaning these take longer to complete. Ms Smith advised that, in connection with the recommendation allocated to the Clerk, a report later on the agenda proposes action to complete these.

**The Sub Committee resolved:**

To note the progress made to date on audit reports.

**INTERNAL AUDIT STATUS UPDATE**

8. 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 2010/11 programme.

Ms Keddie introduced the report and provided a summary with respect to the business areas detailed within it. The internal audit plan for 2010/11 details 6 projects covering a range of business areas for which 92 days have been scheduled.

**The Sub Committee resolved;**

To note the update position detailed within the report.

## **INTERNAL AUDIT REPORT – REVIEW OF TRANSPORT**

9. The Sub-Committee had before it a report from the External Auditor which presented the results of an Internal Audit review of the Force's Transport Department.

Ms Keddie introduced the report and provided an overview of the operation of the Transport Department and of the audit process. She advised that the review had given rise to 10 recommendations, all of which have actions agreed to address them. There followed a number of queries from Members relating to the outcomes of the Audit and the audit process to which Ms Keddie provided the additional information requested.

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

To note the Report.

## **ON-GOING DEVELOPMENT OF STEWARDSHIP SUB COMMITTEE**

10. The sub-committee had before them a paper from the Clerk which sought its approval of actions proposed to address the on-going development of the Stewardship Sub Committee in line with previous Grampian Joint Police Board decisions.

Ms F Smith introduced the report and advised that, following review of the GJPB Standing Orders, the terms of reference of the Sub Committee were amended. Given this development, now is an opportune time for the Sub Committee to give consideration to any changes which are required to existing ways of working in order to better support the Sub Committee in fulfilling its role. In addition, the Sub Committee is required to address the recommendations outlined in the Audit Status Report considered earlier on the agenda.

As such, the report proposed that the Sub Committee hold a half day development session on Friday 4<sup>th</sup> February 2011. The agenda for this session will be prepared by the Depute Clerk in conjunction with relevant officers at Grampian Police and with the Internal and External Auditors.

### **The Sub-Committee resolved;-**

- To instruct the Clerk to organise a half day development session during the afternoon of Friday 4<sup>th</sup> February 2011 and to liaise with relevant parties to develop an appropriate format for this session.
- To otherwise 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.

#### **INTERNAL AUDIT ANNUAL ASSURANCE STATEMENT 2009/10**

11. The Sub committee had before it a report from the Force Internal Auditor which provided the Internal Audit Assurance Statement for 2009/10.

Ms Keddie introduced the report and advised that the Annual Assurance Statement would normally be provided to the September meeting of the Sub Committee, however the cancellation of that meeting prevented this occurring. The report detailed an overall activity summary for the Internal Auditors during 2009/10 and detailed the Annual Assurance Statement which noted that the Internal Auditors consider that the Force generally has an adequate framework of control over the systems examined, subject to the implementation of the recommendations detailed in each report.

**The Sub Committee Resolved:**

To note the report.

#### **INTERNAL AUDIT REPORT – LOCAL STATION COMPLIANCE**

12. The Sub-Committee had before it a report from the External Auditor which presented the results of an Internal Audit review of Local Stations.

Ms Keddie introduced the report and provided an overview of the areas and stations reviewed as part of the audit process. She advised that the review had given rise to 12 recommendations, all of which have actions agreed to address them. There followed a number of queries from Members relating to the outcomes of the Audit and the audit process to which Ms Keddie provided the additional information requested.

**The Sub Committee resolved:**

To note the Report.

#### **SIGNIFICANT RISK REGISTER SUMMARY**

13. The Sub-committee had before it a report from the Chief Constable providing an update on progress made in relation to significant risks and which presented Members with an up-to-date version of the Significant Risk Register.

The Director of Corporate Services introduced the report and highlighted a number of areas within it to Members.

**The Sub Committee resolved:**

To note the report.

## **QUARTERLY REVIEW OF FORCE PRIORITY OBJECTIVES**

- 14.** The Sub-Committee had before a report by the Chief Constable which provided the Quarter Two Quarterly Review of Force Priority Objectives.

The Director of Corporate Services introduced the report and advised that the quarterly review for quarter two determined that no identified risks have increased, but that they have remained static or decreased. The monitoring and review of these is on-going.

**The Sub Committee resolved:**

To note the report

## **DEBTOR WRITE OFFS IN 2010/2011**

- 15.** 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.

The Director of Corporate Services introduced the report and advised of those write offs which have taken place since the last report to the Sub Committee. The report also provided further details of outstanding debts analysis which was welcomed by Members.

**The Sub Committee resolved:**

To note the report.

**COUNCILLOR MARTIN GREIG – Convener**