

## **GRAMPIAN JOINT POLICE BOARD**

### **STEWARDSHIP SUB-COMMITTEE**

ABERDEEN, Monday 28<sup>th</sup> March 2011 – Minute of meeting of **GRAMPIAN JOINT POLICE BOARD, STEWARDSHIP SUB-COMMITTEE.**

Present:- Councillor Hendry, Chair, Councillor Greig, Councillor Collie, Councillor Mair and Councillor Shepherd

In Attendance:- Mr Gary Black, Senior Accountant, Grampian Police, Chief Inspector Phil Chapman, Development & Governance, Grampian Police, Ms Helen Christie, Performance & Improvement Manager, Grampian Police, Mr Iain Robbie, External Audit, Ms Janie Keddie, Internal Audit, Mrs Jessica Anderson, representing the Depute Clerk, Ms Karen Riddoch, Aberdeen City Council and Ms Fiona Smith, Aberdeen City Council.

#### **APOLOGIES FOR ABSENCE**

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

#### **ELECTION OF SUB COMMITTEE CHAIRPERSON**

2. Mrs Anderson invited Members to nominate a Chairperson for the Stewardship Sub Committee in light of the Best Value Audit & Inspection Report recommendation that the Board Convener should not Chair the Boards Sub Committees.

Councillor Shepherd, seconded by Councillor Greig nominated Councillor Hendry to be the Chairperson of the GJPB Stewardship Sub Committee. There were no further nominations and therefore Councillor Hendry was confirmed elected.

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

To elect Councillor Hendry as Chairperson of the GJPB Stewardship Sub Committee.

#### **MINUTE OF PREVIOUS MEETING OF THE GJPB STEWARDSHIP SUB-COMMITTEE OF 13<sup>TH</sup> DECEMBER 2010**

3. 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 13<sup>th</sup> December 2010.

## **MATTERS ARISING**

4. There were no matters arising.

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

To note that there were no matters arising.

## **PRUDENTIAL INDICATORS AND REVIEW OF TREASURY MANAGEMENT GOVERNANCE ARRANGEMENTS**

5. The Sub Committee had before it a report by the Chief Constable that presented details pertaining to the Local Government Investment (Scotland) Regulations 2010 as they apply to the Force and the Prudential Indicators that relate to the Capital Plan.

Mr Gary Black introduced the report and advised that it provided a detailed explanation of the recently introduced new guidance under the Local Government Investment (Scotland) Regulations 2010 which relate specifically to Section 40 of the Local Government in Scotland Act 2003. The regulations prescribe conditions under which Local Authorities and similar public bodies can undertake investments.

In addition the report provided details of the Forces current Treasury Management Governance Arrangements which are a shared service with Aberdeen City Council.

The Prudential Code requires the Sub Committee to review five areas namely affordability, prudence, capital expenditure, external debt and treasury management. The report provided a detailed assessment under the prudential indicators for each of these five areas.

The Sub Committee gave consideration to the contents of the report and approved the prudential indicators.

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

- (i) To approve the prudential indicators set out in the report
- (ii) To otherwise note the contents of the report.

## **CONTINUOUS IMPROVEMENT REPORT**

6. 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 Inspector Phil Chapman introduced the report and advised that the CI Unit has recently completed work on the review of legal documents and on the improvement plan in light of the Best Value audit and Inspection report. The report also provided a summary of current areas of work namely service reconfiguration and business benefits.

Finally, the report advised that the efficiency savings achieved by Grampian Police during the current three year Spending Review (2008 –2011) to the end of Quarter 3 2010/11 amounts to £9.827m and that the Force is on target to exceed the three year target by the end of the financial year.

Councillor Greig noted that the Force have performed well to meet the target efficiency savings and asked if current service reconfiguration would achieve further efficiencies and how these would be reported to the Board. Chief Inspector Chapman advised that efficiency savings arising from the Force Reconfiguration work would be monitored and reported to future meetings of the Stewardship Sub Committee

**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.

Mr Gary Black introduced the report and advised that, of the 30 recommendations due to be implemented, 22 have now been completed. Eight recommendations remain outstanding although all now have a date for completion allocated.

Members noted that some of the recommendations have had some slippage in the date of completion and that, in some instances, no details of progress have been included in the report. Mr Black confirmed that future reports would include further information in these areas.

**The Sub Committee resolved:**

To note the progress made to date on audit reports.

**REPORT ON THE GJPB SINGLE EQUALITY SCHEME**

8. 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).

Mr Gary Black 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 noted that there are a total of 114 actions in the SES Action Plan and 80 in the Law at Work Action Plan.

Sub Committee Members requested that future reports contained further details in respect to the implementation of actions in order that Members could understand the context in which the Action Plan is being implemented. Mr Black confirmed that the format of the report would be reviewed in order to enable opportunities for further narrative explanations to be provided.

**The Sub Committee resolved:**

To note the report.

**GJPB RISK ASSESSMENT, ANNUAL AUDIT PLAN AND FEE PROPOSAL 2011/12**

9. The Sub Committee had before it a report from the External Auditor which set out the overall audit plan for 2011/12 which is governed by the letter of appointment, the Local Government Acts, auditing standards and Audit Scotland's Code of Audit Practice.

Mr Ian Robbie introduced the report and advised that the audit plan had been developed following discussion with Force staff, the Treasurer and the Internal Auditors as well as after consideration of planning guidance issued by Audit Scotland. In addition the report provided a confirmation of independence statement and details of the respective responsibilities of Members, Officers and Auditors. In addition to submitting the report to the Board Mr Robbie advised that it had also been submitted to Audit Scotland.

Sub Committee Members noted the content of the report.

**The Sub Committee resolved:**

To note the report.

**INTERNAL AUDIT REPORT – REVIEW OF ESTATES MANAGEMENT**

10. The Sub-Committee had before it a report from the Internal Auditor which presented the results of an Internal Audit review of the Forces systems and controls in the area of Estates Management.

Ms Keddie introduced the report and provided an overview of the operation of the Estates Management systems and of the audit process. She advised that the review had given rise to 7 recommendations, each 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.

## **INTERNAL AUDIT STATUS UPDATE**

11. 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. 2 projects have been completed, 1 is at the draft reporting stage and the remaining 3 are at the planning stage.

Members noted that 3 projects have exceeded the budgeted days allocated and enquired if this will create any issues in concluding the audit plan. Ms Keddie confirmed that there is sufficient remaining days to enable the audit plan to be completed.

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

To note the update position detailed within the report.

## **STEWARDSHIP SUB COMMITTEE DEVELOPMENT ACTION PLAN**

12. The Sub Committee had before them a paper from the Depute Clerk which provided an update to Members with respect to the Stewardship Section of the Board Development Action Plan which was approved by the GJPB on 4<sup>th</sup> March 2011. In addition, the report provided information with respect of the Sub Committees role in overseeing progress made on achieving the Board Development Action Plan.

Ms F Smith introduced the report and advised that the Board Development Action Plan has pulled together a range of actions arising from recent audit reports and from other development activities relating to policing in Scotland. The purpose of the Board Development Action Plan is to ensure that Board Members are kept updated with respect to progress made towards implementation of the identified actions. Within the Action Plan approved by the Board on 4<sup>th</sup> March 2011 is a section regarding developments for the GJPB Stewardship Sub Committee. The report advised Members that the Depute Clerk will provide an update report to each meeting of the Sub Committee on the Stewardship Sub Committee Actions.

In addition, the report advised that the role of monitoring progress towards implementation of the actions in the Board Development Action Plan has been remitted to the Stewardship Sub Committee. To this end, the Depute Clerk will report to each meeting of the Sub Committee to provide an update on this.

Councillor Greig noted that Member training would be key to delivering on many of the actions noted, especially those arising from the Best Value Audit & Inspection. Ms Smith confirmed that the Board Development Sub Group would be considering Members training requirements as part of its remit in the process.

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

- (i) To note the approved Stewardship Sub Committee Action Plan and to instruct the Depute Clerk to submit an update report on progress to each future meeting of the Sub Committee.
- (ii) To note that the Sub Committee has been remitted to monitor progress towards the implementation of the actions in the Board Development Action Plan and to instruct the Depute Clerk to submit a progress report to each future meeting of the Sub Committee to assist with this role.
- (iii) 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.**

### **HMICS THEMATIC UPDATE REPORT**

13. 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 Inspector Phil Chapman introduced the report and advised that there are 11 outstanding HMICS Thematic action plans. 18 recommendations have been completed in the last quarter and 28 recommendations are on-going. Chief Inspector Chapman advised that Mr Andrew Laing, the newly appointed Her Majesty's Inspectorate of Constabulary in Scotland has begun a process of review of all of the outstanding Thematic Inspections undertaken by HMICS since 2007.

Councillor Greig requested an update with respect to the Custody Visiting Scheme in Grampian. Ms Smith advised that 7 volunteers have just been appointed to the scheme and a rota for April 2011 issued. Therefore visits will commence within the next few weeks, however the exact dates for these is unknown at present.

Councillor Hendry requested further information in respect to the impact of the Cadder ruling on Custody facilities. Mr Chapman confirmed that the Force were presently considering the impact of this ruling on the investment required in custody facilities.

Further detail regarding a number of recommendations was requested by Councillor Greig. Chief Inspector Chapman will advise those responsible for each recommendation to provide an update direct to Councillor Grieg.

**The Sub Committee resolved:**

- To note the content of the report
- To endorse the progress to date on the outstanding Action Plans.

**QUARTERLY REVIEW OF FORCE PRIORITY OBJECTIVES**

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

Chief Inspector Philip Chapman introduced the report and advised that the quarterly review for quarter three 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

**SIGNIFICANT RISK REGISTER SUMMARY**

- 15.** 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.

Chief Inspector Philip Chapman introduced the report and highlighted a number of areas within it to Members.

**The Sub Committee resolved:**

To note the report.

**DEBTOR WRITE OFFS IN 2010/2011**

- 16.** 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 Gary Black 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 for Members information.

**The Sub Committee resolved:**

To note the report.

**COUNCILLOR ALLAN HENDRY – Chairperson**