



GRAMPIAN JOINT POLICE BOARD

**COMMITTEE:** GRAMPIAN JOINT POLICE BOARD  
**DATE:** 8<sup>TH</sup> JUNE 2012  
**TITLE OF REPORT:** APPOINTMENT OF SUB COMMITTEES

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## **1. PURPOSE OF REPORT**

The purpose of this report is to seek the Board's instruction in respect of the appointment of Members to the various Grampian Joint Police Board Sub Committees.

## **2. RECOMMENDATION(S)**

It is recommended that the Board:

- 2.1 Note the establishment of Sub Committee detailed in paragraph 6.1 and note the remit for each as detailed in Appendix A.
- 2.2 To agree that the Complaints, Stewardship and ICVS Sub Committees shall comprise of six Members of the Board, being two Members from each constituent authority.
- 2.3 To appoint six Members to each of the following Sub Committees:
  - i) Complaints Sub Committee
  - ii) ICVS Sub Committee
  - iii) Stewardship Sub Committee
- 2.4 To agree that the Personnel Sub Committee shall comprise of ten Members of the Board, being four each from Aberdeen City and Aberdeenshire and two from Moray, from which might be drawn panel of not more than six Members to deal with individual recruitment and selection exercises.
- 2.5 To appoint ten Members to the Personnel Sub Committee.
- 2.6 To agree that the Urgent Business Sub Committee shall comprise of three Members, being the Convener and Vice Conveners, and to appoint these Members to the Sub Committee.
- 2.7 To consider the appointment and of Convener / Chairperson for each Sub Committee.

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### **3. FINANCIAL IMPLICATIONS**

None

### **4. SERVICE & COMMUNITY IMPACT**

None

### **5. OTHER IMPLICATIONS**

None

### **6. REPORT**

6.1 The Grampian Joint Police Board Standing Orders establish the following GJPB Sub Committees:

- i) Complaints Sub Committee
- ii) Independent Custody Visiting Scheme (ICVS) Sub Committee
- iii) Personnel Sub Committee
- iv) Stewardship Sub Committee
- v) Urgent Business Sub Committee

The remit for each Sub Committee is set out in Appendix A of this report.

6.2 The previous Board appointed six Members to each of the Complaints, ICVS and Stewardship Sub Committees, ten Members to the Personnel Sub Committee and three Members to the Urgent Business Sub Committee. It is considered that these remain suitable Membership numbers to ensure Sub Committees can operate effectively.

6.3 The Complaints Sub Committee and Stewardship Sub Committee are the only Board Sub Committees that have a calendar of meeting dates. Both Sub Committees meet four times per year, normally on a Monday (Complaints commencing at 2pm and Stewardship at 3pm).

Personnel Sub Committee meeting dates are identified each month with the exception of July. This is to allow for any appeals received to be scheduled within required timescales. Members should not that the meeting will be held to be cancelled unless Members are advised otherwise.

The ICVS and Urgent Business Sub Committees meet on an 'as and when required' basis.

6.4 The GJPB Standing Orders require that the Board shall appoint the Chairperson or Convener of any Sub Committee, failing which the Sub Committee shall appoint a Chairperson or Convener from amongst their number.

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Members are invited to note that current best practice guidance on governance determines that the Convener or Chairperson of any Sub Committee should not be the Board Convener. It has previously been the practice of the Board that the Board Vice Conveners chaired the Board's Sub Committees.

**7. REPORT AUTHOR DETAILS**

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**8. BACKGROUND PAPERS**

None.

**Karen M Donnelly**  
**Depute Clerk**  
**31<sup>st</sup> May 2012**

## **APPENDIX A - TERMS OF REFERENCE OF SUB-COMMITTEES**

### **(1) STEWARDSHIP SUB-COMMITTEE**

To:

- (i) agree the Annual and Strategic Audit Plan to be followed by Internal Audit;
- (ii) review Internal Audit progress against the Audit Plan;
- (iii) receive and consider summaries of Internal and External Audit work;
- (iv) monitor the implementation of key recommendations;
- (v) monitor the performance of Internal Audit.
- (vi) review, in consultation with the Chief Constable, the effective management and utilisation of the Physical Resources available to the Chief Constable and to report the findings of the sub-Committee to the Board, with recommendations where appropriate.
- (vii) carry out the reference at (vi) above by means of receiving and requesting reports from the Chief Constable and other appropriate Board officers, commissioning work from outside parties (subject to Board approval), considering reports (etc) submitted or published by other parties (eg HMCIC, Accounts Commission, Audit Commission) and such other means as the sub-Committee agrees are appropriate.
- (viii) overview the implementation of Best Value in relation to the Board and Grampian Police, to consider reports on key aspects of implementation of Best Value and to report as necessary thereon to the Board

### **(2) COMPLAINTS SUB COMMITTEE**

To:

- (i) keep informed about the operation of the police complaints process, including receiving regular reports from the Chief Constable and undertaking such investigation, including examination of records etc as appears appropriate to the sub-Committee, to report on the sub-Committee's activities annually to the Board and to make recommendations to the Board on any matters relevant to this reference.
- (ii) undertake on the Board's behalf the Board's statutory function in terms of Section 40 of the Police (Scotland) Act 1967 by being informed of the manner in which the Chief Constable deals with complaints against the Police.
- (iii) report to the Board thereon as may seem appropriate, and
- (iii) have power concurrently with that of the Board under Section 40(A) of the Act to require the Police Complaints Commissioner for Scotland to submit a written report concerning an examination by the Police Complaints Commissioner for Scotland of the manner in which the Chief Constable has dealt with a particular complaint and a copy of any report prepared by the Police Complaints Commissioner for Scotland consequent on that examination.
- (iv) The discharge of the functions of the Board under the Police (Conduct) (Senior Officers) Regulations 1999 as amended

### **(3) PERSONNEL SUB COMMITTEE**

To:

- (i) have delegated power to take whatever action is necessary in terms of the Board's functions relating to the appointment of Senior Officers and to make such appointments.

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- (ii) review, in consultation with the Chief Constable, the effective management and utilisation of the constabulary and non-constabulary human resources available to the Chief Constable and to report the findings of the sub-Committee to the Board, with recommendations where appropriate.
  - (iii) carry out the reference at (ii) above by means of receiving and requesting reports from the Chief Constable and other appropriate Board officers, commissioning work from outside parties (subject to Board approval) considering reports (etc) submitted or published by other parties (eg HMCIC, Accounts Commission, Audit Commission), undertaking study visits, holding seminars and working groups and such other means as the sub-Committee agrees are appropriate.
  - (iv) consider such matters as may in addition be remitted to the sub-Committee by the Board.
  - (v) receive regular monitoring reports from the Chief Constable containing information on absence levels for both police officers and civilian support staff.
  - (vi) receive regular monitoring reports from the Chief Constable containing information on the level and numbers of sickness and injury retirements for both police officers and civilian support staff.
  - (vii) discharge the functions of the Board as Police Authority in terms of the Police Pensions Regulations 1987.
  - (ix) discharge the functions of the Board as Police Authority under the Police (Conduct) (Senior Officers) (Scotland) Regulations 1999 and the Police Appeals Tribunals (Scotland) Rules 1996.
  - (x) appoint the Members of any tribunal requiring to be established under paragraph 2 of Schedule 3 to the Police (Scotland) Act 1967 (as amended).
  - (xi) consider and determine appeals from Police Officers and employees of the Board under the direction and control of the Chief Constable aggrieved at the decision of the Chief Constable as to the refusal of legal assistance in connection with legal proceedings brought against them, or legal proceedings involving them, when their involvement has arisen in relation to the performance of their duties.
  - (xii) determine appeals against:
    - (a) fixed term punitive suspensions
    - (b) reductions in grade
    - (c) withholding of annual increments
    - (d) dismissals, and
    - (e) final warnings administered by the Chief Constable and to uphold or reject such appeals or to order the varying of the disciplinary action taken in respect of Board employees under the direction and control of the Chief Constable.
  - (xiii) determine any grievance which may be competently made by a Board employee under the direction and control of the Chief Constable and which, all previous stages in the grievance procedure having been exhausted without resolution, may now be made to the Board in terms of the discipline and grievance procedure agreed for Force Support Staff.

#### **(4) URGENT BUSINESS SUB COMMITTEE**

To:

- (i) Have delegated authority to deal with any matter of genuine urgency on the Board's behalf and in particular to take any decision on behalf of the Board

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where a meeting of the Board cannot conveniently be convened to deal with the matter.

**(5) INDEPENDENT CUSTODY VISITING SCHEME (ICVS) SUB COMMITTEE**

To

- (i) consider matter arising from Independent Custody Visiting Reports
- (ii) appoint Independent Custody Visitors