

GJPB - STEWARDSHIP SUB-COMMITTEE

Aberdeen, Monday 17th September 2012. Minute of meeting of the **GRAMPIAN JOINT POLICE BOARD, STEWARDSHIP SUB COMMITTEE.**

Present:- Councillors Evison, Greig, McKail, Ross, Tuke and Young

In Attendance:- Deputy Chief Constable Colin Menzies; Superintendent Craig Blackhall, Ms Karen Williams, Director of Corporate Services and Mr Martyn Buckley, Finance, Grampian Police; Mr Paul McGinty and Mr Craig Shiells, Internal Audit; Ms Rachel Browne, External Audit; and Ms Fiona Smith, representing the Depute Clerk and Ms Karen Riddoch, Aberdeen City Council.

APPOINTMENT OF CHAIRPERSON

1. Ms Smith advised that the Sub Committee were required to appoint a Chairperson from within its membership and called for nominations for the position of Chairperson.

Councillor Young, seconded by Councillor McKail nominated Councillor Ross for the position of Chairperson. There were no further nominations.

The Sub Committee resolved:-

To appoint Councillor Ross as Chairperson for the Sub Committee.

APOLOGIES FOR ABSENCE

2. Apologies for absence were intimated on behalf of Ms Jane MacEachran, Clerk to the Board and Ms Karen Donnelly, Depute Clerk to the Board.

CONTINUOUS IMPROVEMENT UNIT SUMMARY REPORT

3. The Sub Committee had before it a report from the Chief Constable which provided an update on the work of the Continuous Improvement Unit.

Superintendent Blackhall introduced the report and advised that (a) a demand analysis had been undertaken to capture demand types and frequency placed on all public offices in Aberdeenshire and Moray during a four week period commencing in January 2013 of which the data analysis was complete with a demand profile report on each public office had been provided to Divisional Commanders; (b) the Efficient Government Initiative was set up by the Scottish Government in 2004 with a view to making savings over a three year period, this was continued up to and including last year 2011/12 which had an efficiency savings target of 3%, 2012/13 figures have not been confirmed to date with the assumption being the same as the previous year; and (c) to date the efficiency savings for Quarter 1 2012/13 was £2,036,216.99 which had been achieved by the disposal of police property at Fonthill and Peterculter and the reconfiguration of staff enabling police officers to be released back to local policing teams.

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The Sub Committee Resolved:-

To note the content of the report.

REPORT ON THE SINGLE EQUALITY SCHEME

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

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

The report advised that on 27 May 2012, following a period of delay, Specific Duties were introduced in Scotland as a result of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, which detailed how listed public authorities should meet the General Duties. As a result the Force were unable to introduce a new Single Equality Scheme and following guidance by the Equality and Human Rights Commission, the principles of the former Scheme had been extended until April 2013.

The report stated that all actions from the Scheme had been completed.

Councillor Greig sought clarification on where Equalities Outcome Issues would be reported, whereupon Ms Williams advised that they would be reported to the GJPB Stewardship Committee.

The Sub Committee resolved:-

- (i) To note that details of the Equality Impact Assessments would be submitted to the next meeting of the Sub Committee; and
- (ii) To otherwise note the report.

GRAMPIAN JOINT POLICE BOARD - ANNUAL STATEMENT OF ACCOUNTS 2011/12

5. The Sub Committee had before it the Annual Statement of Accounts for the Board for the period 2011/12.

Mr Buckley introduced the Statement of Accounts and advised that this was the first year that Audit Scotland had been appointed as external auditors and that

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the audit process went smoothly. He further advised that the Statement of Accounts had been given a clean audit opinion.

The Sub Committee resolved:-

To note the content of the Statement of Accounts for 2011/12.

GRAMPIAN JOINT POLICE BOARD - REPORT TO THOSE CHARGED WITH GOVERNANCE ON THE 2011/12 AUDIT

6. The Sub Committee had before it a report by Audit Scotland, external auditor which provided information on the audit of financial statements 2011/12 and presented their findings and audit opinion.

The external auditor introduced the report and summarised the content of the report. The report advised that subject to the satisfactory conclusion of any outstanding matters and receipt of a revised set of accounts for final review, Audit Scotland anticipate being able to issue an unqualified auditor's report as detailed at Appendix A.

The Sub Committee resolved:-

To note the content of the report.

INTERNAL AUDIT ANNUAL ASSURANCE STATEMENT

7. The Sub Committee had before it a report by the Internal Auditor which presented the Internal Audit Annual Assurance Statement for 2011/12.

Mr McGinty introduced the report and advised that the annual report contained information about the Internal Audits conducted during the financial year 2011/12 and provided an overall evaluation of the framework of control over the systems examined.

The Sub Committee resolved:-

To note the content of the report.

INTERNAL AUDIT STATUS UPDATE

8. The Sub Committee had before it a report by the Internal Auditor which provided an overview of the current status of the Internal Audit reviews which form part of the 2012/13 programme.

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The Sub Committee resolved:-

To note the content of the report.

INTERNAL AUDIT REPORT - STRATEGIC AUDIT PLAN 2012/13

9. The Sub Committee had before it a report by the Internal Auditor which presented the Internal Audit Plan for 2012/13 which contained an explanation of the planning process involved.

The Sub Committee resolved:-

To note the content of the report.

EXEMPT INFORMATION

The Sub Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of the following items of business so as to avoid disclosure of exempt information of the class described in the following paragraphs of Schedule 7(A) to the Act:- article 10 (paragraphs 8 and 14); article 11 (paragraph 14); article 12 (paragraph 14); article 13 (paragraph 1); article 14 (paragraph 14); and article 15 (paragraph 6).

INTERNAL AUDIT REPORT - FOLLOW UP ON INTERNAL AUDIT RECOMMENDATIONS

10. The Sub Committee had before it a report by Internal Audit which presented the results of the Internal Audit follow up review that was conducted as part of the 2011/12 programme of Internal Audits which had been previously agreed by the Sub Committee.

The report contained detailed information on the outstanding recommendations from previous audit reports.

The Sub Committee resolved:-

To approve the contents of the report.

INTERNAL AUDIT REPORT - REVIEW OF FORCE REFERRAL UNIT

11. The Sub Committee had before it a report by the Internal Auditor which presented the findings of the review of the Force Referral Unit.

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Mr Shiels introduced the report and highlighted that there was a total of 15 recommendations, all of which had an action plan agreed to address them.

The Sub Committee resolved:-

To note the content of the report.

INTERNAL AUDIT REPORT - REVIEW OF PAYROLL AND STAFF EXPENSES

12. The Sub Committee had before it a report by the Internal Auditor which presented the findings of the review of the Force's payroll function and follows on from the prior year high level review of the Force's framework of payroll controls.

Mr Shiells introduced the report and highlighted that there was a total of 10 recommendations, all of which had an action plan agreed to address them.

The Sub Committee resolved:-

To note the content of the report.

INTERNAL AND EXTERNAL AUDITOR RECOMMENDATIONS PROPOSED FOR CLOSURE AND NO FURTHER ACTION - QUARTER 1, SEPTEMBER 2012

13. The Sub Committee had before it a report from the Chief Constable which provided members with a summary of the internal audit work plan for 2012/13 and an overview of progress in implementing audit recommendations.

The Sub Committee resolved:-

- (i) To note the internal audit work plan for 2012/13 including the proposed withdrawal of the audit of Custody Management;
- (ii) To note the overview of progress in implementing audit recommendations; and
- (iii) To note and approve the Force Executive Board's decision to close those audit recommendations which were complete and to take no further action in respect of recommendations where appropriate.

SIGNIFICANT RISK REGISTER

14. The Sub Committee had before it a report by the Chief Constable which provided an update on the 2012/13 Significant Risk Register and presented members with an up to date version of the Significant Risk Register.

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Councillor Ross sought further information on changes to the Risk Register wherein Superintendent Blackhall advised that they had not been included in the report but that he would ensure the changes were available for future reports.

The Sub Committee resolved:-

To note the content of the report.

DEBTOR WRITE OFFS DURING 2012/13

15. The Sub Committee had before it a report from the Chief Constable which detailed the invoices which had been raised by the Force but had been subsequently written off with the approval of the Director of Finance.

The Acting Head of Finance introduced the report and advised of those write-offs which had taken place since the previous report to the Sub Committee. The report contained further details relating to outstanding debts and analysis for members' information.

The Sub Committee resolved:-

To note the content of the report.

- COUNCILLOR ROSS, Chairperson.