

GRAMPIAN JOINT POLICE BOARD STEWARDSHIP SUB COMMITTEE

ABERDEEN, Monday 26th November 2012. Minute of meeting of the **GRAMPIAN JOINT POLICE BOARD, STEWARDSHIP SUB COMMITTEE.**

Present:- Councillors Ross, Chairperson; and Councillors Evison, McKail, and Tuke.

In Attendance:- Superintendent Willie MacColl, Superintendent John Cummings, and Ms Karen Williams, Director of Corporate Services, Grampian Police; Ms Claire Robertson, Deloitte, Internal Auditor; and Ms Fiona Smith, representing the Depute Clerk and Ms Karen Riddoch, Aberdeen City Council.

APOLOGIES FOR ABSENCE

1. Apologies for absence were intimated on behalf of Superintendent Craig Blackhall, Grampian Police, Paul McGinty, Internal Audit, Ms R Browne, External Auditor, Ms Jane MacEachran, Clerk to the Board and Ms Karen Donnelly, Depute Clerk to the Board.

MINUTE OF PREVIOUS MEETING OF 17 SEPTEMBER 2012

2. The Sub Committee had before it the minute of its previous meeting of 17 September 2012.

The Sub Committee resolved:-

- (i) To approve the minute subject to the amendment of a typographical error on page 2, article 4, resolution (i) to remove the additional T at the start of the resolution; and
- (ii) To note that in relation to article 4 resolution (i) that the Equality Impact Assessments would be included on the agenda for the next meeting.

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 Willie MacColl introduce the report and advised that (a) following an internal audit of station compliance in Aberdeenshire in 2010, which highlighted a number of concerns and recommendations in relation to the storage, issue, disposal and recording of CS, the Continuous Improvement Unit had been engaged in a review to assess whether current practice complied with the CS Incapacitant Spray SOP and previous internal audit recommendations which included compliance tests of CS sprays held at Force Headquarters and a report would be issued on completion of the review; (b) to date the efficiency

savings for Quarter 2 2012/13 was £2,959,010. This had been achieved through a number of actions including the disposal of police property at Deevale Crescent and Spey Terrace as well as a review of public office facilities within the Aberdeen division enabling four police sergeants and five police constables to be released back to local policing teams.

The Sub Committee resolved:-

To note the content of the report.

GRAMPIAN JOINT POLICE BOARD DEVELOPMENT ACTION PLAN UPDATE

4. The Sub Committee had before it a report by the Depute Clerk which advised that the actions contained within the previously appointed GJPB Development Action had all been completed.

Ms Smith introduced the report and advised that following the Best Value 2 Report for Grampian Police and the Grampian Joint Police Board, there were a number of recommendations for development and the Board also recognised a number of areas in which they wished to develop. At the same time there had been a number of reports from the Police Complaints Commissioner for Scotland and the Grampian Police Internal Auditors which also made recommendations for improvement.

Ms Smith explained that in order to address all of the recommendations, the Board on 4 March 2011 approved a Board Development Action Plan. The Action Plan and current status of each item was appended to the report.

Councillor McKail stated that the Handbook that had been issued to all Board members was extremely useful.

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 so as to avoid disclosure of exempt information of the class described in the following paragraphs of Schedule 7(A) to the Act:- article 5 (paragraph 14); article 6 (paragraphs 1 and 14); article 7 (paragraphs 1 and 14); article 8 (paragraph 14); and article 9 (paragraph 6).

REVIEW OF THE MANAGEMENT AND CONTROL OF ALCOMETERS

5. The Sub Committee had before it a report by the Internal Auditor which presented their findings of an Internal Audit review of the Force's arrangements for the management of Alcometers.

Ms Robertson introduced the report and advised that there was a total of eight recommendations, all of which had an action plan agreed to address them.

Councillor McKail requested a breakdown per area if available in that level of detail on the use and control of Alcometers.

The Sub Committee resolved:-

- (i) To note the content of the report; and
- (ii) To issue a breakdown per area on the use and control of Alcometers by email to members of the Sub Committee if available.

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 6 (paragraph 14); article 7 (paragraphs 1 & 14); article 8 (paragraphs 1 & 14); article 9 (paragraph 14); and article 10 (paragraph 6).

INTERNAL AUDIT QUARTER TWO REPORT

6. The Sub Committee had before it a report from the Chief Constable which provided an overview of progress in implementing internal audit recommendations

Superintendent Willie MacColl introduced the report and advised that the report had been presented to the Force Executive Board for approval prior to being submitted to the Sub Committee.

The Chair asked why the Sub Committee were being asked to agree an action as complete when it hadn't been fully completed. Ms Williams advised that the report had been written for the Force Executive Board and should have been amended prior to it coming to the Sub Committee.

The Sub Committee resolved:-

- (i) To note the overview of progress in implementing internal audit recommendations; and
- (ii) To note and approve the Force Executive Board's decision to close those audit recommendations which are complete except for item – Review of Local Station Compliance (Aberdeenshire) which was not fully complete and to take no further action in respect of recommendations where appropriate.

HMICS THEMATIC INSPECTIONS – ACTION PLAN UPDATES

7. The Sub Committee had before a report from the Chief Constable which provided an update on the progress of the of the Force to date to Actions Plans initiated following HMICS Thematic Inspections.

The Sub Committee resolved:-

- (i) To note that there was one open recommendation within the Force at present; and
- (ii) To note that the official report relating to the HMICS Thematic Inspection on custody facilities across the Force had not been received yet.

SIGNIFICANT RISK REGISTER

- 8. The Sub Committee had before it a report from the Chief Constable which provided an update on the 2012/13 Significant Risk Register. The report appended the Significant Risk Register Summary.

The Sub Committee resolved:-

To note the content of the report.

DEBTOR WRITE OFFS DURING 2012-13

- 9. 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.

Ms Williams introduced the report and advised of these write offs which had taken place since the previous report to the Sub Committee. The report contained further details to outstanding debts and analysis for members' information.

The Sub Committee resolved:-

To note the content of the report.

- Councillor Ross, Chairperson.