

GRAMPIAN JOINT POLICE BOARD STEWARDSHIP SUB COMMITTEE

ABERDEEN, Monday 25 February 2013. Minute of meeting of the **GRAMPIAN JOINT POLICE BOARD, STEWARDSHIP SUB COMMITTEE.**

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

In Attendance:- Mr Colin Menzies, Deputy Chief Constable, Superintendent John Cummings, Ms Karen Williams, Director of Corporate Services and Jacqueline Munro, Senior Accountant, Grampian Police; Mr Paul McGinty, Internal Auditor; 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 Councillor Young, Rachel Browne, Audit Scotland, Ms Jane MacEachran, Clerk to the Board and Ms Karen Donnelly, Depute Clerk to the Board.

MINUTE OF PREVIOUS MEETING OF 26 NOVEMBER 2012

2. The Sub Committee had before it the minute of its previous meeting of 26 November 2012.

The Sub Committee:-

To approve the minute as an accurate record.

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 (CIU).

Superintendent John Cummings introduced the report and advised that (a) in conjunction with the Stores Team and the Force's OST and fitness trainer the CIU had been engaged in a review to assess whether current practice complied with the CS Incapacitant Spray Force Policy and that compliance tests had been undertaken at seven offices including Force Headquarters; and (b) to date the efficiency savings for Quarter 3 2012/13 was £3,050,371 which had been achieved by the sale of police property at the former Tillydrone Police Box and that the Police were no longer required to attend helicopter landings at ARI as a matter of course.

The Sub Committee resolved:-

To note the content of the report.

REPORT ON QUALITY OUTCOMES

4. The Sub Committee had before it a report from the Chief Constable which provided an update on the progress of the equality work undertaken by the Force in order to improve the service delivery and to meet the Force's statutory duties under equalities legislation.

Ms Williams introduced the report and advised that (a) the Equality Act 2010 was introduced in 2010 which superseded all previous legislation and brought general equality duties for all public authorities; (b) on 27 May, 2012, specific duties were introduced in Scotland as a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; (c) as a result of the delay the Force were unable to introduce a new Single Equality Scheme and therefore the principles of the former scheme were extended until April 2013 following guidance from the Equality and Human Rights Commission; (d) as of 1 April, 2013, Grampian Police would no longer be a listed public authority therefore the responsibility to meet the duties would pass to the Police Service of Scotland; and (e) the Force, in partnership with other listed authorities in the Grampian area had gathered evidence to inform future equality outcomes all of which had been passed the senior officer at Lothian and Borders Police who had been charged with developing the National Equality Outcomes for the Police Service of Scotland.

The report advised that the overarching Strategic Level Group had been formed which had met twice with membership comprising of representatives from key equalities groups in the north east of Scotland. During the period 1 July to 31 December 2012, the monitoring records show that there were six allegations of discriminatory behaviour against members of Police staff by members of minority ethnic communities and five complaints against minority ethnic staff members.

The Sub Committee resolved:-

To note the content of the report.

GRAMPIAN JOINT POLICE BOARD ANNUAL AUDIT PLAN 2012/13

5. The Sub Committee had before it the annual audit plan for 2012/13 prepared by Audit Scotland, External Auditor.

The report outlined the planned work to be undertaken during 2012/13 which included an audit of the financial statements, provision of an opinion on the whole of Government Accounts, consolidation pack, a review of national fraud initiative arrangements throughout 2012/13 and the provision of an annual report on the Audit addressed to the Accountable Officer and the Controller of Audit. The report provided detailed information on the scope of the Audit, including the Audit Risks and Summary Plan.

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:- articles 6, 7, 8 and 9 (paragraphs 1 and 14); article 10 (paragraph 14); and article 11 (paragraph 6).

REVIEW OF CREDITORS

6. The Sub Committee had before it a report by the Internal Auditor which presented their findings of an internal audit review of the adequacy of the control environment covering the Force's accounts payable process.

Mr McGinty introduced the report and advised that a total of eleven agreed recommendations had been made, all of which had an action plan agreed to address them.

The Sub Committee resolved:-

To note the content of the report.

REVIEW OF CENTRAL RESOURCE UNIT

7. The Sub Committee had before it a report by the Internal Auditor which presented the findings of an internal audit review to assess the effectiveness to date of the roll out of the Central Resource Unit.

Mr McGinty introduced the report and advised that a total of five recommendations had been made, all of which had an action plan agreed to address them.

The Sub Committee resolved:-

To note the content of the report.

FOLLOW UP ON INTERNAL AUDIT RECOMMENDATIONS

8. The Sub Committee had before it a report by the Internal Auditor which provided an update on the progress of implementing the recommendations raised as part of the internal audit work at the Force.

Mr McGinty introduced the report and advised that (a) traditionally the follow up work had taken place post-year end but given the current reform agenda and the imminent move to the Strategic Force as at 1 April, 2013, the follow up work had been brought forward to pre-year end; and (b) there were a total of sixty-two recommendations from 2011/12 which were brought forward for assessment and

all recommendations had either been implemented or otherwise assessed as requiring no further action.

The report contained a table showing the status of each recommendation.

The Sub Committee resolved:-

To note the content of the report.

INTERNAL AUDIT QUARTER THREE FINAL UPDATE

9. The Sub Committee had before it a report from the Chief Constable which provided an overview of progress in implemented Internal Audit recommendations.

Superintendent John Cummings introduced the report and advised that during Quarter Three, all thirty two outstanding recommendations had been completed and were recommended for closure. The report contained a list of the recommendations proposed for closure.

The Sub Committee resolved:-

- (i) To note the overview of progress in implementing Internal Audit recommendations;
- (ii) To note and approve the Force Transition meeting decision to close those Audit recommendations which are complete and transfer one ongoing recommendation to the Police Service of Scotland for implementation; and
- (iii) To note that the 2012/13 Internal Audit programme for Grampian Police was now concluded and that responsibility for progressing any Internal Audit recommendations due for completion from 1 April, 2013 onwards would transfer to the Police Service of Scotland.

SIGNIFICANT RISK REGISTER

10. 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

11. 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 the write offs which had taken place since the previous report. 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 Douglas Ross, **Chairperson.**