

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **TAYSIDE JOINT POLICE BOARD** held in Committee Room 1, 14 City Square, Dundee on Monday 9 May 2005 at 10.00 am.

Present: Councillors COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR OBE, Councillors RON SCRIMGEOUR, ALISTAIR BARR, HELEN DICK, JACK GIBB, Lord Provost JOHN LETFORD, Councillor IAN MACKINTOSH, Depute Provost STEWART McGLYNN, Councillors JOE MORROW, BOB MYLES, CHRISTINA ROBERTS and ALEXANDER STEWART.

Apologies: Apologies for absence were intimated on behalf of Councillors JAMES BARRIE, IAN MILLAR and Bailie NEIL I C POWRIE.

Councillor COLIN YOUNG, Convener, in the Chair.

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTES OF PREVIOUS MEETINGS

(a) Tayside Joint Police Board

The minute of meeting of the Board of 31 January 2005 was submitted, approved as a correct record, and signed by the Convener.

(b) Personnel Sub-Committee

The minute of meeting of the Personnel Sub-Committee of 14 February 2005 was submitted and noted (**Appendix I**).

(c) Complaints Sub-Committee

The minute of meeting of the Complaints Sub-Committee of 14 February 2005 was submitted and noted (**Appendix II**).

(d) Finance Sub-Committee

The minute of meeting of the Finance Sub-Committee of 24 March 2005 was submitted and noted (**Appendix III**).

(e) Audit Sub-Committee

The minute of meeting of the Audit Sub-Committee of 24 March 2005 was submitted and noted (**Appendix IV**).

(f) G8 Sub-Committee

The minute of meeting of the G8 Sub-Committee of 13 April 2005 was submitted and noted (**Appendix V**).

3. OPERATIONAL POLICING - UPDATE

With reference to Article 4 of the minute of meeting of the Board of 31 January 2005, there was submitted Report No PB29/05 by the Chief Constable providing members with an update in relation to crime in the Force area, an overview of notable events since the last Board meeting and other operational matters of interest.

The Report focused on the G8 Summit at Gleneagles with the planning and other preparations for the Summit moving towards the latter phases. In order to keep the public apprised of the current position, a G8 Community Newsletter had been distributed to homes in the area to advise residents of the issues surrounding the Summit.

The Report also detailed the introduction of a pilot scheme, which went live on 1 April 2005, introduced as part of the Government strategy to tackle anti-social behaviour, to target offending, such as breach of the peace, drinking in public places byelaws, urinating in the street and others which resulted in the offender being issued with a Fixed Penalty Notice at the time. The pilot allowed Police Officers to take immediate action without the need for a significant amount of paperwork from the Court system. The offender had the option to pay the fine within a set period or challenge the Notice in Court.

Other issues highlighted included the Scottish Labour Party Conference in Dundee from 4-6 March 2005 and the successful introduction of the Airwave Communication System on Sunday 13 March 2004, Tayside Police being the second Scottish Force to fully migrate into the new service. This had been the culmination of over three years' planning and preparation for what had been a major project, both technically and operationally, for the Force.

The Board welcomed and noted the contents of the Report.

4. INDEPENDENT CUSTODY VISITING SCHEME - SECOND YEAR REPORT

With reference to Article 3 of the minute of meeting of the Board of 17 May 2004, there was submitted Report No PB30/05 by the Clerk which updated members on the progress of the Independent Custody Visiting Scheme in its second year of operation.

The Report indicated that Custody Visitors carried out visits to Police Stations, in pairs, without prior notice and at any time of the day or night. Detainees were not obliged to see the Custody Visitors but those who wished to could talk to them about their welfare and custodial arrangements. It was noted that, during the 12 month period, 65 visits had been carried out to the four designated police custody holding units and Custody Visitors had not identified any major concerns regarding the care of detainees, or contravention of their rights. The Custody Visitors continued to meet regularly as a group which allowed for the opportunity to discuss the issues which visitors had encountered in practice.

During the year, Visitors had attended the Scottish Annual Conference held in Glasgow in August 2004 and one Visitor from each team had attended the National Conference in Newcastle in November 2004, along with the Vice-Convenor, Councillor Scrimgeour.

The Report also noted that Tayside Joint Police Board would be organising the Third Scottish Conference which would be held on Saturday 17 September 2005 in the Council Chambers, Dundee.

The Board agreed:-

- (i) to note the success of the second year of Independent Custody Visiting in Tayside;
- (ii) to hold a dinner for Custody Visitors on Wednesday 9 November 2005 in order to mark the second year; and
- (iii) to request a further Report be submitted in due course.

5. APPOINTMENT SUB-COMMITTEE FOR CHIEF OFFICERS

With reference to Article 4(b) of the minute of meeting of the Board of 23 August 1999, there was submitted Report No PB31/05 by the Clerk which recommended the establishment of an Appointments Sub-Committee for Chief Officers.

The Report indicated that, in order for the appointment of Chief Officers to proceed, there was a requirement to follow the criteria established in the Police (Scotland) Regulations and the guidance from the Police Advisory Board which had been endorsed by the Scottish Executive. An extended period of time was required to meet the various elements of the process and also to take account of the requirements that any candidate already in the role of Chief Officer would be required to give three months' notice of resignation.

The Board agreed to appoint the Convener, two Vice-Conveners and one other elected member from each of the constituent Councils as members of an Appointments Sub-Committee to undertake the necessary preparatory arrangements and subsequent selection of the Chief Officer when the requirement arose.

6. RACE EQUALITY SCHEME: ACTION PLAN UPDATE

With reference to Article 8 of the minute of meeting of the Board of 31 January 2005, there was submitted Report No PB32/05 by the Chief Constable which provided members with an update on the progress of the Tayside Police Race Equality Scheme 2002-2005 and the underpinning action plan.

In order to assist the Board in meeting its monitoring responsibilities, the Report detailed a number of actions which had been carried out since the last meeting.

The Board agreed to note the contents of the Report.

7. TAYSIDE POLICE 30TH ANNIVERSARY

There was submitted Report No PB34/05 by the Chief Constable which advised members that the 30th anniversary of Tayside Police was on 16 May 2005. In order to celebrate the milestone in the history of the Force, a short programme of commemorative events was planned.

The Board agreed to note the contents of the Report.

8. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved that the public and press be excluded from the meeting during consideration of the following items in order to avoid disclosure of information which was exempt in terms of paragraph 8, 9 and 14 of Part 1 of Schedule 7(A) to the Local Government (Scotland) Act 1973.

9. G8 CONTRACTS ARRANGEMENTS

With reference to Article 5 of the minute of meeting of the Board of 28 June 2004, there was submitted Report No PB34/05 by the Chief Constable which apprised members of the significant contract arrangements entered into by the Board on behalf of the Scottish Police Service in respect of policing for the forthcoming G8 Summit.

The Board agreed:-

- (i) to note the arrangements in place for monitoring contractual arrangements entered into in respect of policing the G8 Summit;
- (ii) to note the costs associated with these arrangements would be reimbursed by Central Government under the existing arrangements for recovery of costs associated with the G8 Summit; and
- (iii) to approve the contractual arrangements entered into with the proviso that any costs incurred would be reimbursed by Central Government.

10. SPECIAL BRANCH - REGIONAL INTELLIGENCE CELLS

There was submitted Report No PB35/05 by the Chief Constable which detailed the collaborative agreement with the other seven Scottish Police Authorities in relation to Regional Intelligence Cells.

The Report noted that, following a thematic inspection of Special Branch Reports, Policing carried out by Her Majesty's Inspector of Constabulary in England and Wales in 2002, a Report entitled "A Need to Know" had been published in January 2003. The Report had identified problems with the existing Special Branch structures in England and Wales which had led to lack of consistency and impacting on operational effectiveness.

The eight Police Forces of Scotland had for some time co-ordinated their Special Branch operations through a particular strategic and tactical tasking and co-ordinating group which had led to an informal system of mutual aid to deliver a co-ordinated response to regional issues issued by the co-ordinating groups.

The Regional Intelligence Cell would provide regional strategic assessments and proposed strategies in response to regional and national requirements which might arise from time-to-time.

The Board agreed:-

- (i) to approve the conclusion of the collaborative agreement with the other seven Scottish Police Authorities;
- (ii) to note that the Chief Constable had signed the collaborative agreement; and
- (iii) to instruct the Clerk to the Board to sign the Agreement on behalf of the Board.

11. FIRST AID TRAINING CONTRACT

There was submitted Report No PB36/05 by the Chief Constable which apprised members of the outcome of the recent tendering exercise in respect of provision of First Aid training and sought approval from the Board to accept the tender from In-Step Initiatives Ltd, which was the second lowest tender.

The Board agreed:-

- (i) to note the outcome of the recent tender exercise carried out in respect of provision of First Aid training over the period 1 April 2005 to 31 March 2008;
- (ii) to approve the award of contract to In-Step Initiatives Ltd; and
- (iii) to note the revenue costs arising from provision of First Aid training would be contained within the Force's existing revenue budget.

**Appendix I to the minute of
meeting of Tayside Joint Police
Board of 9 May 2005.**

MINUTE of MEETING of the **PERSONNEL SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, 4 West Bell Street, Dundee on Monday 14 February 2005 at 9.30 am.

Present: Councillor COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR OBE, Councillor RON SCRIMGEOUR, Councillors IAN MACKINTOSH (substitute for Councillor STEWART MCGLYNN), CHRISTINA ROBERTS and ALEXANDER STEWART.

Apology Apologies for absence were intimated on behalf of Councillor STEWART McGLYNN and Bailie NEIL I C POWRIE.

Councillor COLIN YOUNG, Convener, in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of this Sub-Committee of 23 November 2004, which had been approved by the Board on 31 January 2005, was approved as a correct record and signed by the Convener.

2. ATTENDANCE MANAGEMENT AND EARLY RETIREMENT UPDATE

With reference to Article 2 of the minute of meeting of this Sub-Committee of 23 November 2004, there was submitted Report No PB10/05 by the Chief Constable which detailed the positive steps and efforts being taken by the Force in relation to attendance management and early retirement within the Force.

The Report indicated that attendance management continued to be a key priority within the Force Divisions, Departments, Human Resource Services and CIGNA, who were all working to reduce the number of working days lost through absence. As a result of this focused approach, one police officer and two support members of staff had retired on the grounds of ill health during the period 1 April - 31 December 2004, compared to eight police officers and six members of support staff in 2003/2004.

Also, as part of the more focused approach, a reduction of 982 working days lost had been achieved for police officers and 1417 days by support staff over a comparative period. To assist with the management of attendance, additional support mechanisms had been put in place which included the formalisation of a flexible working hours scheme for support staff; increasing the use and availability of part-time and variable working hours, together with the early intervention and greater support from the occupational health provider, CIGNA. These initiatives had all contributed to the improvement in absence levels and would be built upon in the forthcoming years.

The Sub-Committee agreed to note the content of the Report and welcomed the improved position regarding ill health retirements and the continuing efforts with regard to attendance management, whereby a significant improvement continued to be achieved.

3. RECRUITMENT UPDATE

With reference to Article 3 of the minute of meeting of this Sub-Committee of 23 November 2004, there was submitted Report No PB11/05 which detailed the planning by the Force in respect of the anticipated increase in police officer retirements as documented in the National Labour Market Analysis Report prepared by the Personnel and Training Standing Committee of the Association of Chief Police Officers in Scotland (ACPOS).

The Report indicated that, in preparation of a projected increase in police officer turnover for the period 2008 onwards, the ACPOS Personnel and Training Standards Committee had commissioned research by the Scottish Police College to prepare a national Labour Market Analysis report. This report outlined that the Scottish Police Service could anticipate a marked increase in police officer turnover within a reducing population base. Analysing the impact of this prediction for Tayside Police and assessing the service record for officers over the next ten years indicated that, from now until 2013/2014, Tayside Police would have 322 officers eligible to retire on full pension. In addition, it would be necessary to consider possible ill-health retirements, early resignations and appointments to other forces or central service agencies.

Tayside Police had therefore examined the police officer turnover for the last five years, which had averaged 48 retirements/resignations each year, and their recruitment team had ensured that 296 probationer appointments had been made to meet the vacancies for those years.

In addition to tracking internal movement, the recruitment team had also analysed the level of interest to join the police service. This was an area where the Force had achieved success, with an increase in applications from 319 in 2002 to 388 in 2004. Regular discussions were also being held with the Scottish Police College to assist with the planning, co-ordination and delivery of the additional training required.

The Sub-Committee agreed to note the contents of the Report.

4. EXCLUSION OF PUBLIC AND PRESS

The Sub Committee resolved that the public and press be excluded from the meeting during consideration of the following items in order to avoid the disclosure of information which was exempt in terms of paragraph 1 of Part 1 of Schedule 7(A) of the Local Government (Scotland) Act 1973.

5. APPLICATION FOR EXTENSION TO FIXED TERM APPOINTMENT

With reference to Article 6 of the minute of meeting of the Personnel Sub-Committee of 27 November 2004, there was submitted Report No PB12/05 by the Clerk which advised of a formal application made by the Chief Constable for an extension of his term of office by three years, which was the maximum period of extension which the Board could grant under current nationally agreed arrangements.

After noting the Chief Constable's reasons for the application for extension, the Board welcomed the request and agreed that, subject to approval by Scottish Ministers, his fixed term appointment be extended by three years to 18 November 2010.

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **COMPLAINTS SUB-COMMITTEE** held in Conference Room 1, Police Headquarters, Dundee on Monday 14 February 2005 at 10.15 am.

Present: Councillors COLIN YOUNG, RON SCRIMGEOUR, Depute Lord Provost CHARLES FARQUHAR OBE, Councillors ALISTAIR BARR and IAN MACKINTOSH.

Councillor COLIN YOUNG, Convener, in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Complaints Sub-Committee of 23 November 2004 was submitted, approved as a correct record and signed by the Convener.

2. EXCLUSION OF PUBLIC AND PRESS

The Sub-Committee resolved that the public and press be excluded from the meeting during consideration of the following items in order to avoid disclosure of information which was exempt in terms of paragraph 1 of Part 1 of Schedule 7(A) to the Local Government (Scotland) Act 1973.

3. PROFESSIONAL STANDARDS UPDATE

(i) Statistics up to 31 December 2004

There was submitted and noted Report No PB13/05 by the Chief Constable showing the number of complaints made against the Police up to and including 31 December 2004, and how they had been disposed of, together with figures for a similar period in the previous year.

Detailed discussion followed on the new Centurion System for the recording of complaints and possible improvements which could be made to the presentation of the statistics.

It was agreed that any comments on the statistics/information be submitted to the Clerk in due course.

(ii) Detailed Cases

There was submitted and considered a document giving details of complaints which had been received by Tayside Police.

The Sub-Committee requested copies of four completed case files. After hearing Deputy Chief Constable Ian Gordon in amplification, the Sub-Committee agreed that it was satisfied with all aspects of the complaints procedure.

(iii) Letters of Appreciation

There was submitted and noted a file containing letters of appreciation which had been sent to Tayside Police during the period under consideration.

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **FINANCE SUB-COMMITTEE TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, West Bell Street, Dundee on Thursday 24 March 2005 at 10.00 am.

Present: Councillor COLIN YOUNG, RON SCRIMGEOUR, ALISTAIR BARR, JACK GIBB and CHRISTINA ROBERTS.

Apologies: Apologies for absence were intimated on behalf of Depute Lord Provost CHARLES FARQUHAR and BAILIE NEIL I C POWRIE.

Councillor YOUNG, Convener, in the chair

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Finance Sub-Committee of 14 December 2004 was submitted and approved as a correct record.

3. REVENUE MONITORING STATEMENT AND PROVISIONAL OUTTURN

With reference to Article 3 of the minute of meeting of this Committee of 14 December 2004, there was submitted Joint Report No. PB 14/05 by the Chief Constable and Treasurer detailing the actual revenue expenditure incurred and income received for the period 1 April 2004 to 31 January 2005. The Report also detailed the projected position as at 31 March 2005.

Overall, the net expenditure incurred by the Force over the ten month period was satisfactory. Close monitoring of the expenditure and income position would continue throughout the year to ensure that the most advantageous financial position for the Board was achieved at year end, and agreement was sought in principle to carry forward any underspend subject to the total requisition being no greater than budgeted for in 2004/2005. A further report would be submitted to the Board once the year end position was finalised detailing proposals on how to use any working balances to support the objective of enhancing service delivery.

The Sub-Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to delegate authority to the Chief Constable and the Treasurer to ensure the most advantageous financial position for the Board at the year end (but without detrimental financial impact on the constituent authorities).

4. CAPITAL MONITORING STATEMENT

With reference to Article 4 of the minute of meeting of this Sub-Committee of 14 December 2004, there was submitted Joint Report No PB 15/05 by the Chief Constable and Treasurer advising members of the actual capital expenditure incurred for the period from 1 April 2004 – 31 January 2005 and measuring projected capital expenditure for the year against the budgeted provision for the year.

Capital expenditure would continue to be managed and steps taken to ensure capital expenditure levels at the end of the financial year were within the authorised limits of the

issued capital grants and the capital receipts available in order to maximise the Board's capital expenditure position in 2004/2005, and to ensure that there were no unused consents or capital receipts as at 31 March 2005.

The accompanying monitoring statement indicated that most of the projects prioritised by the Board would be completed within the current financial year.

The Sub-Committee agreed:-

- (i) to note the position as at 31 January 2005 as per the monitoring statement;
- (ii) to note that projections of the year end position would be ongoing and brought forward on a regular basis to the Board;
- (iii) to note the Board had secured additional capital grants totalling £132,000 from the Scottish Executive which was to be used to purchase DNA equipment; and
- (iv) to delegate authority to the Chief Constable and the Treasurer to bring about the most advantageous capital expenditure position to the Board at the financial year end by utilisation of capital grants and available capital receipts.

5. FINANCIAL PLAN - 2005/2006 TO 2007/2008

With reference to Article 9 of the minute of meeting of the Board of 26 January 2004, there was submitted Joint Report No PB 16/05 by the Chief Constable and Treasurer which informed members of the level of capital grants allocated to the Board for 2005/2006 and indicative allocations for 2006/2007 and 2007/2008 and provided details of the proposed capital projects to be undertaken in each of those years.

The Report indicated that notification had been received from the Scottish Executive that Tayside Police were to receive a capital grant allocation of £2,576,000 in 2005/2006. Based on indicative figures provided by Forces to the Scottish Executive, projected capital grant allocations of £1,889,000 for 2006/2007 and £2,022,000 for 2007/2008 had been included within the Financial Plan.

The Sub-Committee agreed:-

- (i) to approve the Financial Plan covering the period 2005/2006 to 2007/2008 as prepared by the Chief Constable in consultation with the Treasurer;
- (ii) to arrange for the regular monitoring of capital expenditure to bring about the most advantageous capital expenditure position to the Board at the end of the financial year end by utilisation of the capital grants and capital receipts; and
- (iii) to note that revised Capital Estimates for 2006/2007 and 2007/2008 would be prepared by the Chief Constable in consultation with the Treasurer and presented to the Board following announcement of the capital grant figures for the relevant financial years.

6. MISCELLANEOUS ACCOUNTS - DEBT WRITE OFF

There was submitted Joint Report No PB 17/05 by the Chief Constable and Treasurer which detailed miscellaneous accounts, which were recommended for write-off.

The Report indicated that debt recovery procedures were carried out on behalf of the Board, under the terms of the Service Level Agreement, by Dundee City Council. Almost all invoices recommended for write-off referred to those issued as re-charges for the securing of premises. Due to the nature of the invoices, they were historically difficult to collect, normally because the debtor became untraceable, with the correspondence often returned marked by the postal services as "gone away". Six of the invoices referred to the charges for services of Police Officers at football matches and the Board were reassured that steps had been taken to avoid a similar situation happening in the future.

The Sub-Committee agreed that the accounts, detailed in Appendix I of the Report, amounting to £33,344.26 be written off as unlikely to be recovered.

7. TREASURY MANAGEMENT STATEMENT 2005/2006

There was submitted Report No PB 18/05 by the Treasurer apprising members of the proposed Treasury Management Strategy for Tayside Joint Police Board for 2005/2006.

The Report indicated that the production of a Treasury Management Strategy Statement was a requirement of the Treasury Management in the Public Services Code of Practice issued by the Chartered Institute of Public Finance and Accountancy in 2001. Angus Council's Treasury Management Strategy Statement, which incorporated Treasury Management activities of the Board, had been prepared by the Council's Director of Finance (who was also the Board's Treasurer) for adoption and approval by the Board. A copy of the Statement was attached to the Report.

The Sub-Committee approved the Treasury Management Strategy Statement for the Board for 2005/2006.

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **AUDIT SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, West Bell Street, Dundee on Thursday 24 March 2005 at 11.00 am.

Present: Councillor COLIN YOUNG, RON SCRIMGEOUR, JIM BARRIE and LEWIS SIMPSON.

Councillor YOUNG, Convener, in the chair

Apologies: An apology for absence was intimated on behalf of Councillor IAN MACKINTOSH.

1. DECLARATIONS OF INTEREST

The Sub-Committee agreed to note that no declarations of interest were made.

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Best Value Steering Group of 14 December 2004 was submitted, approved as a correct record and signed by the Convener.

3. OPERATIONAL ARRANGEMENTS AND AUDIT PLAN

With reference to Article 11 of the minute of meeting of the Board of 31 January 2005, there was submitted Report No PB19/05 which detailed the arrangements for an independent Audit Sub-Committee separate from the Finance Sub-Committee in accordance with the recommendations made by the Board's External Auditors.

The Report indicated that the overarching role of the Audit Sub-Committee was to discharge an overview and scrutiny role in relation to governance and internal controls. The Sub-Committee would therefore deal with Annual Audit Plans, based on risk assessed needs and plan updates, Internal and External Audit reports, the Chief Internal Auditor's Annual Report and Assurance Statement, the Chief Internal Auditor's Governance Assurance Statement and Report and the External Audit Management letter. The remit would also incorporate the functions of the previous Best Value Steering Group.

A framework was required to be established for the efficient running of the Audit Sub-Committee, although it was recognised that some of the operational arrangements outlined in the Report might require to be revisited or amended with the benefit of experience. The 2004/2005 Audit Plan was currently underway and a report seeking ratification of the 2005/2006 Audit Plan would be submitted to the Sub-Committee in due course.

The Sub-Committee agreed:-

- (i) to note the contents of the Report and approve the operational arrangements as detailed in the Report;
- (ii) to note the progress made in relation to the 2004/2005 Audit Plan; and
- (iii) to note the programme of audits scheduled for 2005/2006 as detailed in the Report.

4. BEST VALUE REVIEW OF CUSTODY CARE AND PRISONER HANDLING - SUMMARY OF PROGRESS

With reference to Article 8 of the minute of meeting of the Best Value Steering Group of

23 March 2004, there was submitted Report No. PB20/05 by the Chief Constable providing members with an overview of the progress made against the recommendations produced following the Service Review carried out into Custody Care and Prisoner Handling.

The Report indicated that the Force had progressed the recommendations made arising out of the Review and work on the remaining recommendations still requiring to be completed would continue to be progressed.

The Sub-Committee agreed to note the progress made against the main findings of the Review.

5. BEST VALUE REVIEW OF IDENTIFICATION BRANCH - FINAL UPDATE ACTION PLAN

With reference to Article 4 of the minute of meeting of the Best Value Steering Group of 1 July 2003, there was submitted Report No. PB21/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into the Identification Branch.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Identification Branch Best Value Service Review process.

6. BEST VALUE REVIEW OF MEDIA SERVICES - FINAL UPDATE ACTION PLAN

With reference to Article 3 of the minute of meeting of the Best Value Steering Group of 1 December 2003, there was submitted Report No. PB22/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into Media Services.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Media Services Best Value Service Review process.

7. BEST VALUE REVIEW OF HEALTH AND SAFETY - FINAL UPDATE ACTION PLAN

With reference to Article 4 of the minute of meeting of the Best Value Steering Group of 1 December 2003, there was submitted Report No. PB23/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into Health and Safety.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Health and Safety Best Value Service Review process.

8. BEST VALUE REVIEW OF DRIVER SERVICES - ACTION PLAN

With reference to Article 3 of the minute of meeting of the Best Value Steering Group of 1 July 2003, there was submitted Report No. PB24/05 by the Chief Constable providing members with an overview of the progress made against the recommendations produced following the Service Review carried out into Driver Services.

The Report indicated that the Force had progressed the recommendations made arising out of the Review and the progress was detailed in Appendix 1 of the Report. Work on the remaining recommendations still requiring to be completed would continue to be progressed.

The Sub-Committee agreed:-

- (i) to note the progress made against the made findings of the Review;
- (ii) to approve the Update Action Plan as detailed in Appendix 1 of the Report, which formed part of the Best Value Service Review process; and
- (iii) to note that work on the remaining recommendations still requiring to be completed would continue to be progressed.

9. BEST VALUE REVIEW OF PRINTER, CLOTHIER AND STORES - FINAL UPDATE ACTION PLAN

With reference to Article 8 of the minute of meeting of the Best Value Steering Group of 1 July 2003, there was submitted Report No. PB25/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into Printer, Clothier and Stores.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Printer, Clothier and Stores Best Value Service Review process.

10. BEST VALUE REVIEW OF PROCUREMENT - FINAL UPDATE ACTION PLAN

With reference to Article 2 of the minute of meeting of the Best Value Steering Group of 4 September 2002, there was submitted Report No. PB26/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into Procurement.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Procurement Best Value Service Review process.

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **G8 SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 2, Police Headquarters, West Bell Street, Dundee on Wednesday 13 April 2005 at 10.00 am.

Present: Councillors COLIN YOUNG and RON SCRIMGEOUR and Depute Lord Provost CHARLES FARQUHAR OBE.

Councillor YOUNG, Convener, in the Chair.

1. EXCLUSION OF PUBLIC AND PRESS

The Sub-Committee agreed that the public and press be excluded from the meeting during consideration of the following item in order to avoid disclosure of information which was exempt in terms of paragraphs 8, 9 and 14 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

2. PHYSICAL SECURITY PROVISION CONTRACT

There was submitted Report No PB27/05 by the Chief Constable detailing tenders received for the provision of fencing and temporary roadway which formed part of the physical security requirements for the G8 Summit.

The Sub-Committee agreed:-

- (i) to accept the lowest tender, that of Trax Portable Access Limited, of £769,023 for the provision of fencing and temporary roadway which formed part of the physical security requirements for the G8 Summit;
- (ii) to note the additional requirement, stipulated by the Foreign and Commonwealth Office, for aesthetic screening which was also to be provided by Trax Portable Access Limited at an estimated cost of £100,000; and
- (iii) to note that the total cost of £869,023 was contained within the estimates provided to the G8 Summit Finance Group and that these costs would be reimbursed by Central Government under the existing arrangements for recovery of costs associated with the G8 Summit.

3. TRANSPORTATION CONTRACT

There was submitted Report No PB28/05 by the Chief Constable which detailed the outcome of the tendering exercises undertaken by Strathclyde Passenger Transport on behalf of Tayside Police for the procurement of vehicles and drivers to provide transportation during the period of the G8 Summit.

The Sub-Committee agreed:-

- (i) to note the outcome of the tendering exercises undertaken by Strathclyde Passenger Transport (SPT) on behalf of Tayside Police for the procurement of vehicles and drivers to provide transportation during the period of the G8 Summit;
- (ii) to authorise SPT to enter into contracts with suitable operators, on behalf of Tayside Police, subject in some cases to clarification on prices and inspections to be carried out by appointed engineers; and

- (iii) to note that the total costs were contained within the estimates provided to the G8 Summit Finance Group and that these costs would be reimbursed by Central Government under the existing arrangements for recovery of costs associated with the G8 Summit.

MINUTE of MEETING of the **PERSONNEL SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, 4 West Bell Street, Dundee on Monday 14 February 2005 at 9.30 am.

Present: Councillor COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR OBE, Councillor RON SCRIMGEOUR, Councillors IAN MACKINTOSH (substitute for Councillor STEWART MCGLYNN), CHRISTINA ROBERTS and ALEXANDER STEWART.

Apology Apologies for absence were intimated on behalf of Councillor STEWART McGLYNN and Bailie NEIL I C POWRIE.

Councillor COLIN YOUNG, Convener, in the Chair.

1. **MINUTE OF PREVIOUS MEETING**

The minute of meeting of this Sub-Committee of 23 November 2004, which had been approved by the Board on 31 January 2005, was approved as a correct record and signed by the Convener.

2. **ATTENDANCE MANAGEMENT AND EARLY RETIREMENT UPDATE**

With reference to Article 2 of the minute of meeting of this Sub-Committee of 23 November 2004, there was submitted Report No PB10/05 by the Chief Constable which detailed the positive steps and efforts being taken by the Force in relation to attendance management and early retirement within the Force.

The Report indicated that attendance management continued to be a key priority within the Force Divisions, Departments, Human Resource Services and CIGNA, who were all working to reduce the number of working days lost through absence. As a result of this focused approach, one police officer and two support members of staff had retired on the grounds of ill health during the period 1 April - 31 December 2004, compared to eight police officers and six members of support staff in 2003/2004.

Also, as part of the more focused approach, a reduction of 982 working days lost had been achieved for police officers and 1417 days by support staff over a comparative period. To assist with the management of attendance, additional support mechanisms had been put in place which included the formalisation of a flexible working hours scheme for support staff; increasing the use and availability of part-time and variable working hours, together with the early intervention and greater support from the occupational health provider, CIGNA. These initiatives had all contributed to the improvement in absence levels and would be built upon in the forthcoming years.

The Sub-Committee agreed to note the content of the Report and welcomed the improved position regarding ill health retirements and the continuing efforts with regard to attendance management, whereby a significant improvement continued to be achieved.

3. **RECRUITMENT UPDATE**

With reference to Article 3 of the minute of meeting of this Sub-Committee of 23 November 2004, there was submitted Report No PB11/05 which detailed the planning by the Force in respect of the anticipated increase in police officer retirements as documented in the National Labour Market Analysis Report prepared by the Personnel and Training Standing Committee of the Association of Chief Police Officers in Scotland (ACPOS).

The Report indicated that, in preparation of a projected increase in police officer turnover for the period 2008 onwards, the ACPOS Personnel and Training Standards Committee had commissioned research by the Scottish Police College to prepare a national Labour Market Analysis report. This report outlined that the Scottish Police Service could anticipate a marked increase in police officer turnover within a reducing population base. Analysing the impact of this prediction for Tayside Police and assessing the service record for officers over the next ten years indicated that, from now until 2013/2014, Tayside Police would have 322 officers eligible to retire on full pension. In addition, it would be necessary to consider possible ill-health retirements, early resignations and appointments to other forces or central service agencies.

Tayside Police had therefore examined the police officer turnover for the last five years, which had averaged 48 retirements/resignations each year, and their recruitment team had ensured that 296 probationer appointments had been made to meet the vacancies for those years.

In addition to tracking internal movement, the recruitment team had also analysed the level of interest to join the police service. This was an area where the Force had achieved success, with an increase in applications from 319 in 2002 to 388 in 2004. Regular discussions were also being held with the Scottish Police College to assist with the planning, co-ordination and delivery of the additional training required.

The Sub-Committee agreed to note the contents of the Report.

4. EXCLUSION OF PUBLIC AND PRESS

The Sub Committee resolved that the public and press be excluded from the meeting during consideration of the following items in order to avoid the disclosure of information which was exempt in terms of paragraph 1 of Part 1 of Schedule 7(A) of the Local Government (Scotland) Act 1973.

5. APPLICATION FOR EXTENSION TO FIXED TERM APPOINTMENT

With reference to Article 6 of the minute of meeting of the Personnel Sub-Committee of 27 November 2004, there was submitted Report No PB12/05 by the Clerk which advised of a formal application made by the Chief Constable for an extension of his term of office by three years, which was the maximum period of extension which the Board could grant under current nationally agreed arrangements.

After noting the Chief Constable's reasons for the application for extension, the Board welcomed the request and agreed that, subject to approval by Scottish Ministers, his fixed term appointment be extended by three years to 18 November 2010.

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **COMPLAINTS SUB-COMMITTEE** held in Conference Room 1, Police Headquarters, Dundee on Monday 14 February 2005 at 10.15 am.

Present: Councillors COLIN YOUNG, RON SCRIMGEOUR, Depute Lord Provost CHARLES FARQUHAR OBE, Councillors ALISTAIR BARR and IAN MACKINTOSH.

Councillor COLIN YOUNG, Convener, in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Complaints Sub-Committee of 23 November 2004 was submitted, approved as a correct record and signed by the Convener.

2. EXCLUSION OF PUBLIC AND PRESS

The Sub-Committee resolved that the public and press be excluded from the meeting during consideration of the following items in order to avoid disclosure of information which was exempt in terms of paragraph 1 of Part 1 of Schedule 7(A) to the Local Government (Scotland) Act 1973.

3. PROFESSIONAL STANDARDS UPDATE

(i) Statistics up to 31 December 2004

There was submitted and noted Report No PB13/05 by the Chief Constable showing the number of complaints made against the Police up to and including 31 December 2004, and how they had been disposed of, together with figures for a similar period in the previous year.

Detailed discussion followed on the new Centurion System for the recording of complaints and possible improvements which could be made to the presentation of the statistics.

It was agreed that any comments on the statistics/information be submitted to the Clerk in due course.

(ii) Detailed Cases

There was submitted and considered a document giving details of complaints which had been received by Tayside Police.

The Sub-Committee requested copies of four completed case files. After hearing Deputy Chief Constable Ian Gordon in amplification, the Sub-Committee agreed that it was satisfied with all aspects of the complaints procedure.

(iii) Letters of Appreciation

There was submitted and noted a file containing letters of appreciation which had been sent to Tayside Police during the period under consideration.

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **FINANCE SUB-COMMITTEE TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, West Bell Street, Dundee on Thursday 24 March 2005 at 10.00 am.

Present: Councillor COLIN YOUNG, RON SCRIMGEOUR, ALISTAIR BARR, JACK GIBB and CHRISTINA ROBERTS.

Apologies: Apologies for absence were intimated on behalf of Depute Lord Provost CHARLES FARQUHAR and BAILIE NEIL I C POWRIE.

Councillor YOUNG, Convener, in the chair

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Finance Sub-Committee of 14 December 2004 was submitted and approved as a correct record.

3. REVENUE MONITORING STATEMENT AND PROVISIONAL OUTTURN

With reference to Article 3 of the minute of meeting of this Committee of 14 December 2004, there was submitted Joint Report No. PB 14/05 by the Chief Constable and Treasurer detailing the actual revenue expenditure incurred and income received for the period 1 April 2004 to 31 January 2005. The Report also detailed the projected position as at 31 March 2005.

Overall, the net expenditure incurred by the Force over the ten month period was satisfactory. Close monitoring of the expenditure and income position would continue throughout the year to ensure that the most advantageous financial position for the Board was achieved at year end, and agreement was sought in principle to carry forward any underspend subject to the total requisition being no greater than budgeted for in 2004/2005. A further report would be submitted to the Board once the year end position was finalised detailing proposals on how to use any working balances to support the objective of enhancing service delivery.

The Sub-Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to delegate authority to the Chief Constable and the Treasurer to ensure the most advantageous financial position for the Board at the year end (but without detrimental financial impact on the constituent authorities).

4. CAPITAL MONITORING STATEMENT

With reference to Article 4 of the minute of meeting of this Sub-Committee of 14 December 2004, there was submitted Joint Report No PB 15/05 by the Chief Constable and Treasurer advising members of the actual capital expenditure incurred for the period from 1 April 2004 – 31 January 2005 and measuring projected capital expenditure for the year against the budgeted provision for the year.

Capital expenditure would continue to be managed and steps taken to ensure capital expenditure levels at the end of the financial year were within the authorised limits of the

issued capital grants and the capital receipts available in order to maximise the Board's capital expenditure position in 2004/2005, and to ensure that there were no unused consents or capital receipts as at 31 March 2005.

The accompanying monitoring statement indicated that most of the projects prioritised by the Board would be completed within the current financial year.

The Sub-Committee agreed:-

- (i) to note the position as at 31 January 2005 as per the monitoring statement;
- (ii) to note that projections of the year end position would be ongoing and brought forward on a regular basis to the Board;
- (iii) to note the Board had secured additional capital grants totalling £132,000 from the Scottish Executive which was to be used to purchase DNA equipment; and
- (iv) to delegate authority to the Chief Constable and the Treasurer to bring about the most advantageous capital expenditure position to the Board at the financial year end by utilisation of capital grants and available capital receipts.

5. FINANCIAL PLAN - 2005/2006 TO 2007/2008

With reference to Article 9 of the minute of meeting of the Board of 26 January 2004, there was submitted Joint Report No PB 16/05 by the Chief Constable and Treasurer which informed members of the level of capital grants allocated to the Board for 2005/2006 and indicative allocations for 2006/2007 and 2007/2008 and provided details of the proposed capital projects to be undertaken in each of those years.

The Report indicated that notification had been received from the Scottish Executive that Tayside Police were to receive a capital grant allocation of £2,576,000 in 2005/2006. Based on indicative figures provided by Forces to the Scottish Executive, projected capital grant allocations of £1,889,000 for 2006/2007 and £2,022,000 for 2007/2008 had been included within the Financial Plan.

The Sub-Committee agreed:-

- (i) to approve the Financial Plan covering the period 2005/2006 to 2007/2008 as prepared by the Chief Constable in consultation with the Treasurer;
- (ii) to arrange for the regular monitoring of capital expenditure to bring about the most advantageous capital expenditure position to the Board at the end of the financial year end by utilisation of the capital grants and capital receipts; and
- (iii) to note that revised Capital Estimates for 2006/2007 and 2007/2008 would be prepared by the Chief Constable in consultation with the Treasurer and presented to the Board following announcement of the capital grant figures for the relevant financial years.

6. MISCELLANEOUS ACCOUNTS - DEBT WRITE OFF

There was submitted Joint Report No PB 17/05 by the Chief Constable and Treasurer which detailed miscellaneous accounts, which were recommended for write-off.

The Report indicated that debt recovery procedures were carried out on behalf of the Board, under the terms of the Service Level Agreement, by Dundee City Council. Almost all invoices recommended for write-off referred to those issued as re-charges for the securing of premises. Due to the nature of the invoices, they were historically difficult to collect, normally because the debtor became untraceable, with the correspondence often returned marked by the postal services as "gone away". Six of the invoices referred to the charges for services of Police Officers at football matches and the Board were reassured that steps had been taken to avoid a similar situation happening in the future.

The Sub-Committee agreed that the accounts, detailed in Appendix I of the Report, amounting to £33,344.26 be written off as unlikely to be recovered.

7. TREASURY MANAGEMENT STATEMENT 2005/2006

There was submitted Report No PB 18/05 by the Treasurer apprising members of the proposed Treasury Management Strategy for Tayside Joint Police Board for 2005/2006.

The Report indicated that the production of a Treasury Management Strategy Statement was a requirement of the Treasury Management in the Public Services Code of Practice issued by the Chartered Institute of Public Finance and Accountancy in 2001. Angus Council's Treasury Management Strategy Statement, which incorporated Treasury Management activities of the Board, had been prepared by the Council's Director of Finance (who was also the Board's Treasurer) for adoption and approval by the Board. A copy of the Statement was attached to the Report.

The Sub-Committee approved the Treasury Management Strategy Statement for the Board for 2005/2006.

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **AUDIT SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, West Bell Street, Dundee on Thursday 24 March 2005 at 11.00 am.

Present: Councillor COLIN YOUNG, RON SCRIMGEOUR, JIM BARRIE and LEWIS SIMPSON.

Councillor YOUNG, Convener, in the chair

Apologies: An apology for absence was intimated on behalf of Councillor IAN MACKINTOSH.

1. DECLARATIONS OF INTEREST

The Sub-Committee agreed to note that no declarations of interest were made.

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Best Value Steering Group of 14 December 2004 was submitted, approved as a correct record and signed by the Convener.

3. OPERATIONAL ARRANGEMENTS AND AUDIT PLAN

With reference to Article 11 of the minute of meeting of the Board of 31 January 2005, there was submitted Report No PB19/05 which detailed the arrangements for an independent Audit Sub-Committee separate from the Finance Sub-Committee in accordance with the recommendations made by the Board's External Auditors.

The Report indicated that the overarching role of the Audit Sub-Committee was to discharge an overview and scrutiny role in relation to governance and internal controls. The Sub-Committee would therefore deal with Annual Audit Plans, based on risk assessed needs and plan updates, Internal and External Audit reports, the Chief Internal Auditor's Annual Report and Assurance Statement, the Chief Internal Auditor's Governance Assurance Statement and Report and the External Audit Management letter. The remit would also incorporate the functions of the previous Best Value Steering Group.

A framework was required to be established for the efficient running of the Audit Sub-Committee, although it was recognised that some of the operational arrangements outlined in the Report might require to be revisited or amended with the benefit of experience. The 2004/2005 Audit Plan was currently underway and a report seeking ratification of the 2005/2006 Audit Plan would be submitted to the Sub-Committee in due course.

The Sub-Committee agreed:-

- (i) to note the contents of the Report and approve the operational arrangements as detailed in the Report;
- (ii) to note the progress made in relation to the 2004/2005 Audit Plan; and
- (iii) to note the programme of audits scheduled for 2005/2006 as detailed in the Report.

4. BEST VALUE REVIEW OF CUSTODY CARE AND PRISONER HANDLING - SUMMARY OF PROGRESS

With reference to Article 8 of the minute of meeting of the Best Value Steering Group of

23 March 2004, there was submitted Report No. PB20/05 by the Chief Constable providing members with an overview of the progress made against the recommendations produced following the Service Review carried out into Custody Care and Prisoner Handling.

The Report indicated that the Force had progressed the recommendations made arising out of the Review and work on the remaining recommendations still requiring to be completed would continue to be progressed.

The Sub-Committee agreed to note the progress made against the main findings of the Review.

5. BEST VALUE REVIEW OF IDENTIFICATION BRANCH - FINAL UPDATE ACTION PLAN

With reference to Article 4 of the minute of meeting of the Best Value Steering Group of 1 July 2003, there was submitted Report No. PB21/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into the Identification Branch.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Identification Branch Best Value Service Review process.

6. BEST VALUE REVIEW OF MEDIA SERVICES - FINAL UPDATE ACTION PLAN

With reference to Article 3 of the minute of meeting of the Best Value Steering Group of 1 December 2003, there was submitted Report No. PB22/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into Media Services.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Media Services Best Value Service Review process.

7. BEST VALUE REVIEW OF HEALTH AND SAFETY - FINAL UPDATE ACTION PLAN

With reference to Article 4 of the minute of meeting of the Best Value Steering Group of 1 December 2003, there was submitted Report No. PB23/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into Health and Safety.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Health and Safety Best Value Service Review process.

8. BEST VALUE REVIEW OF DRIVER SERVICES - ACTION PLAN

With reference to Article 3 of the minute of meeting of the Best Value Steering Group of 1 July 2003, there was submitted Report No. PB24/05 by the Chief Constable providing members with an overview of the progress made against the recommendations produced following the Service Review carried out into Driver Services.

The Report indicated that the Force had progressed the recommendations made arising out of the Review and the progress was detailed in Appendix 1 of the Report. Work on the remaining recommendations still requiring to be completed would continue to be progressed.

The Sub-Committee agreed:-

- (i) to note the progress made against the made findings of the Review;
- (ii) to approve the Update Action Plan as detailed in Appendix 1 of the Report, which formed part of the Best Value Service Review process; and
- (iii) to note that work on the remaining recommendations still requiring to be completed would continue to be progressed.

9. BEST VALUE REVIEW OF PRINTER, CLOTHIER AND STORES - FINAL UPDATE ACTION PLAN

With reference to Article 8 of the minute of meeting of the Best Value Steering Group of 1 July 2003, there was submitted Report No. PB25/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into Printer, Clothier and Stores.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Printer, Clothier and Stores Best Value Service Review process.

10. BEST VALUE REVIEW OF PROCUREMENT - FINAL UPDATE ACTION PLAN

With reference to Article 2 of the minute of meeting of the Best Value Steering Group of 4 September 2002, there was submitted Report No. PB26/05 by the Chief Constable providing members with a conclusive report on the recommendations produced following the Service Review carried out into Procurement.

The Report indicated that all recommendations had been implemented and the achievement of these recommendations was detailed in Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the outcome of the Review; and
- (ii) to approve the Final Update Action Plan as detailed in Appendix 1 of the Report, which concluded the Procurement Best Value Service Review process.

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **G8 SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 2, Police Headquarters, West Bell Street, Dundee on Wednesday 13 April 2005 at 10.00 am.

Present: Councillors COLIN YOUNG and RON SCRIMGEOUR and Depute Lord Provost CHARLES FARQUHAR OBE.

Councillor YOUNG, Convener, in the Chair.

1. EXCLUSION OF PUBLIC AND PRESS

The Sub-Committee agreed that the public and press be excluded from the meeting during consideration of the following item in order to avoid disclosure of information which was exempt in terms of paragraphs 8, 9 and 14 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

2. PHYSICAL SECURITY PROVISION CONTRACT

There was submitted Report No PB27/05 by the Chief Constable detailing tenders received for the provision of fencing and temporary roadway which formed part of the physical security requirements for the G8 Summit.

The Sub-Committee agreed:-

- (i) to accept the lowest tender, that of Trax Portable Access Limited, of £769,023 for the provision of fencing and temporary roadway which formed part of the physical security requirements for the G8 Summit;
- (ii) to note the additional requirement, stipulated by the Foreign and Commonwealth Office, for aesthetic screening which was also to be provided by Trax Portable Access Limited at an estimated cost of £100,000; and
- (iii) to note that the total cost of £869,023 was contained within the estimates provided to the G8 Summit Finance Group and that these costs would be reimbursed by Central Government under the existing arrangements for recovery of costs associated with the G8 Summit.

3. TRANSPORTATION CONTRACT

There was submitted Report No PB28/05 by the Chief Constable which detailed the outcome of the tendering exercises undertaken by Strathclyde Passenger Transport on behalf of Tayside Police for the procurement of vehicles and drivers to provide transportation during the period of the G8 Summit.

The Sub-Committee agreed:-

- (i) to note the outcome of the tendering exercises undertaken by Strathclyde Passenger Transport (SPT) on behalf of Tayside Police for the procurement of vehicles and drivers to provide transportation during the period of the G8 Summit;
- (ii) to authorise SPT to enter into contracts with suitable operators, on behalf of Tayside Police, subject in some cases to clarification on prices and inspections to be carried out by appointed engineers; and

- (iii) to note that the total costs were contained within the estimates provided to the G8 Summit Finance Group and that these costs would be reimbursed by Central Government under the existing arrangements for recovery of costs associated with the G8 Summit.