

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **TAYSIDE JOINT POLICE BOARD** held in Committee Room 1, 14 City Square, Dundee on Monday 27 June 2005 at 10.00 am.

Present: Councillors COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR OBE, Councillors RON SCRIMGEOUR, ALISTAIR BARR, JAMES BARRIE, HELEN DICK, JACK GIBB, Lord Provost JOHN LETFORD, Depute Provost STEWART McGLYNN, Councillors IAN MILLER, BOB MYLES, Bailie NEIL I C POWRIE, Councillors GEORGE REGAN, CHRISTINA ROBERTS and ALEXANDER STEWART.

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 9 May 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 23 May 2005 was submitted and noted (**Appendix I**).

(c) Complaints Sub-Committee

The minute of meeting of the Complaints Sub-Committee of 23 May 2005 was submitted and noted (**Appendix II**).

(d) Audit Sub-Committee

The minute of meeting of the Audit Sub-Committee of 14 June 2005 was submitted and noted (**Appendix III**).

3. MEMBERSHIP**(a) Joint Board**

The Board noted that Councillor Joe Morrow (Dundee) had resigned as a member of the Board, and had been replaced by Councillor George Regan (Dundee).

(b) Appointments Sub-Committee

With reference to Article 5 of the minute of meeting of the Board of 5 May 2005, it was agreed that Councillors Young, Farquhar, Scrimgeour, Barr, Myles and Roberts be appointed to the Sub-Committee for the appointment of a Chief Officer.

It was also noted that Mr James Petrie, Assistant Chief Executive (Management), Dundee City Council had agreed to act as Adviser to the Appointments Sub-Committee.

4. **TREASURER**

The Board noted that David Sawers, Treasurer, had recently been appointed as Chief Executive of Angus Council, and congratulated Mr Sawers on his new post.

It was noted that, at the Angus Council meeting on 30 June 2005, an appointment of Acting Director of Finance would be made and it was agreed that the person so appointed would be appointed as Interim Treasurer of the Board.

5. **CHIEF CONSTABLE'S ANNUAL PERFORMANCE REPORT 2004-2005**

The Chief Constable presented, in detail, his Annual Report on the general policing of Tayside for 2004/2005, copies of which had been previously circulated to members.

The Chief Constable highlighted the hardworking dedication of all officers and support staff of Tayside Police and recalled a number of initiatives and major incidents in the Tayside Police area during the period. Particular mention was made of the increasing demand on the Force during the year due to the forthcoming G8 Summit and the Chief Constable commended all staff for their work throughout the year and continuing to meet the targets that had been set.

Thereafter, the Chief Constable answered members' questions on a number of issues, including Anti-Social Behaviour Orders, the Duncan Initiative, high visibility policing and sickness absence throughout the Force.

The Board noted the Report and thanked the Chief Constable and his staff for their work during the year.

6. **TAYSIDE JOINT POLICE BOARD - UNAUDITED ABSTRACT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2005**

With reference to Article 3 of the minute of meeting of the Board of 28 June 2004, there was submitted Joint Report No PB48/05 by the Chief Constable and Treasurer to which was attached the unaudited abstract of accounts for Tayside Joint Police Board in respect of the financial year ended 31 March 2005.

The Board agreed:-

- (i) to note the contents of the Report and the unaudited abstract of accounts for the financial year ended 31 March 2005;
- (ii) to approve the unaudited abstract of accounts 2004/2005;
- (iii) to note the transfer of the underspend of £337,000 for the year ended 31 March 2005 to a general reserve for use by the Board in subsequent financial years, as detailed in the Report;
- (iv) to note the proposal to return £82,000 to the constituent Councils, as detailed in the Report;
- (v) to note the intention to bring forward a Report by the Chief Constable, in consultation with the Interim Treasurer, to the next meeting of the Board detailing proposals on how to use the general reserve;
- (vi) to note the requirements of Financial Reporting Standard 17(FRS17) on pension accounting arrangements; and
- (vii) to note the Treasurer's assurance statement in relation to the internal financial controls of the Board for 2004/2005.

7. LOCAL CODE OF CORPORATE GOVERNANCE - CHIEF CONSTABLE'S ANNUAL REVIEW

With reference to Article 7 of the minute of meeting of the Board of 31 January 2005, there was submitted Report No PB49 by the Chief Constable which advised members of the arrangements put in place by the Chief Constable for the management and annual review of the Board's Scheme of Corporate Governance and the implications of its local code.

The Report indicated that significant progress had been made during 2004/2005 in developing and introducing systems to manage the Board's local Code of Corporate Governance. Based on statements and reports prepared by Chief Officers of the Board and the Chief Internal Auditor, it was concluded that the corporate governance arrangements were adequate and operating effectively. However, it was recognised that further work needed to be undertaken in 2005/2006 to achieve full compliance with the local code. Steps would be taken over the coming year to address outstanding matters and enhance the Force's corporate governance arrangements.

The Board agreed:-

- (i) to note the progress made during 2004/2005 in developing and introducing systems to manage the Board's Local Code of Corporate Governance;
- (ii) to note that, based on the reviews carried out, it was concluded that the Board's corporate governance arrangements were adequate and operating effectively;
- (iii) to note that further work would be undertaken in 2005/2006 to achieve full compliance with the local code; and
- (iv) to note that a statement of assurance of corporate governance would be published in the Chief Constable's Annual Report for 2004/2005.

8. STRATEGIC PLAN 2002/2005 - ACHIEVEMENTS

With reference to Article 6 of the minute of meeting of the Board of 24 June 2002, there was submitted Report No PB46/05 by the Chief Constable which outlined areas that had been priorities for the Force over the past three years and provided detail on achievement in standards of service and service delivery.

Chief Superintendent Murray gave a presentation to the Board on the 2002/2005 Strategic Plan which had focused on improving the standard of service delivered by the Force to the communities of Tayside.

The key actions outlined were:-

- tackling crime and disorder
- working in partnership
- communicating what we do
- supporting our staff
- improving the organisation

Throughout the years, a large number of measures had been implemented by the Force, partnerships had been established and the views of stakeholders sought. Also, members of staff had been provided with the opportunity to train further to ensure that they were fully equipped to carry out their role.

After members' questions had been answered, the Board welcomed and noted the Report.

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 23 May 2005 at 9.30 am.

Present: Councillor COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR OBE, Councillor RON SCRIMGEOUR, Depute Provost STEWART McGLYNN, Councillors CHRISTINA ROBERTS and ALEXANDER STEWART.

Apology: An apology for absence were intimated on behalf of Bailie NEIL I C POWRIE.
Councillor COLIN YOUNG, Convener, in the Chair.

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 this Sub-Committee of 14 February 2005, which had been submitted to the Board on 9 May 2005, was approved as a correct record and signed by the Convener.

3. ATTENDANCE MANAGEMENT AND EARLY RETIREMENT UPDATE

With reference to Article 2 of the minute of meeting of this Sub-Committee of 14 February 2005, there was submitted Report No PB37/05 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. As a result of this focused approach, two police officers and two members of support staff had retired on the grounds of ill health during the period 2004/2005, compared to eight police officers and six members of support staff in 2003/2004. A reduction of 524 working days lost had been achieved for police officers and 898 days by support staff over a comparative period. This was the fourth consecutive year in which a reduction in working days lost had been reported for support staff and represented a reduction of 2.1% since 2001/2002. The figure also compared well against the Scottish average for 2003/2004 of 5.6% of working days lost.

The Sub-Committee agreed to note the contents 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.

4. STAFF DEVELOPMENT UNIT UPDATE

With reference to Article 3 of the minute of meeting of this Sub-Committee of 14 February 2005, there was submitted Report No PB38/05 by the Chief Constable which advised members of the progress of key activities by the Staff Development Unit of the Force for the last financial year.

The Staff Development Unit comprised twelve members of staff who were responsible for the provision of training, learning opportunities and career development for all staff in Tayside Police. This included responsibility for completing and supplementing the work undertaken at the Scottish Police College with local training and support provided to Police Officers, Probationers, Special Constables and Support Staff in addition to specialised information technology training and audio visual support for the Force.

The Report outlined the work done in connection with training for different groups within the force, and also referred to IT training, the Audio Visual section (who had been recently commended for the development of a Wildlife Protection CD-ROM), the recruitment and retention of 27 Special Constables, and the Unit's role in keeping abreast of local and national initiatives.

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

5. JOB EVALUATION

With reference to Article 3 of the minute of meeting of this Sub-Committee of 10 February 2003, there was submitted Report No PB39/05 by the Chief Constable which provided members with an update on the current position with regard to the Job Evaluation Project within Tayside Police.

The Report indicated that following a comprehensive examination, by recognised trade union representatives and managers, of the COSLA Job Evaluation System and Hays Job Evaluation System, Tayside Police had agreed to implement the Hays Job Evaluation System and commenced the project in January 2005. A project Steering Group chaired by the Director of Human Resource Services, with 11 members of staff from the Force, including trade union representation, had been established to progress job evaluation within Tayside Police.

It was noted that Fife Constabulary had also adopted the Hays Job Evaluation Scheme, and would be starting the project later this year. Whilst Tayside Police and Fife Constabulary would undertake separate projects, the Forces had agreed to work together where possible to assist in achieving the best outcome for the respective projects. The project was scheduled for completion by 31 March 2006, at which date pay modelling would require to begin.

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

TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **COMPLAINTS SUB-COMMITTEE** held in Conference Room 1, Police Headquarters, Dundee on Monday 23 May 2005 at 10.15 am.

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

Councillor COLIN YOUNG, Convener, in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Complaints Sub-Committee of 14 February 2005, which had been submitted to the Board on 9 May 2005, was 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 March 2005

There was submitted and noted Report No PB40/05 by the Chief Constable showing the number of complaints made against the Police up to and including 31 March 2005, and how they had been disposed of, together with figures for a similar period in the previous year.

(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 six 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 **AUDIT SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Conference Room 1, Tayside Police Headquarters, West Bell Street, Dundee on Tuesday 14 June 2005 at 10.00 am.

Present: Councillors COLIN YOUNG, JIM BARRIE and LEWIS SIMPSON.

Apologies: Apologies for absence were intimated on behalf of Depute Lord Provost CHARLES FARQUHAR OBE and Councillor RON SCRIMGEOUR.

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 Audit Sub-Committee of 24 March 2005 was submitted, approved as a correct record and signed by the Convener.

3. INTERNAL AUDIT REPORTS

There was submitted Report No PB43/05 by the Treasurer providing the Sub-Committee with the Internal Audit Reports issued since the last Audit Sub-Committee.

The Report indicated that, as part of the annual Audit Plan Internal Audit issued a formal Report for each audit undertaken. Appended to the Report were full copies of the Internal Audit Reports on creditors and payroll and follow-up on tendering.

The Sub-Committee agreed:-

- (i) to note the contents of the Internal Audit Reports and
- (ii) that the Chief Internal Auditor would follow-up the agreed action plans in due course.

4. INTERNAL AUDIT PLAN UPDATE REPORT

There was submitted Report No PB44/05 by the Treasurer which provided members with an update on the progress of the Internal Audit Plan for 2004-2005.

The Report indicated that the three year Strategic Audit Plan covering the period 2003/2004 to 2005/2006 previously agreed by the Finance Sub-Committee on 23 March 2004, had progressed significantly since the last update Report. A snapshot of the position at 31 May 2005 was given in the Report.

The Audit Sub-Committee agreed to note the progress to date.

5. CHIEF INTERNAL AUDITOR'S CORPORATE GOVERNANCE AND INTERNAL FINANCIAL CONTROL ASSURANCE STATEMENTS

With reference to Article 7 of the minute of meeting of the Board of 31 January 2005, there was submitted Report No. PB45/05 by the Treasurer which detailed the Chief Internal Auditor's independent assurance opinions in relation to both the overall corporate governance arrangements and internal financial controls for 2004/2005.

The Report indicated that the Chief Internal Auditor had been tasked with providing an annual independent review of the Local Code of Corporate Governance to provide assurance on adequacy, effectiveness and compliance. The Report detailed the progress that had been made in relation to the development of systems and allocation of responsibilities to support the Local Code. However, the later timescale of adoption of the Code had meant that there would still remain a number of areas to be addressed as at 31 March 2005 to fully meet its requirements.

The Sub-Committee agreed:-

- (i) to note the Chief Internal Auditor's opinion in relation to Corporate Governance and the Local Code;
- (ii) to note the Chief Internal Auditor's Annual Internal Financial Control report and assurance statement; and
- (iii) to note a full Internal Audit Report in relation to 2004-2005 Corporate Governance would be presented to both the Board and the Audit Sub-Committee in due course.

6. EXTERNAL AUDIT PLANNING MEMORANDUM

There was submitted Report No. PB47/05 by the Treasurer which provided members with the Planning Memorandum issued by the Board's appointed external Auditor.

Mr Crosbie, the external auditor, was present and addressed the meeting.

The Sub-Committee agreed to note the contents of the Audit Planning Memorandum, detailed in the Appendix to the Report, for 2004/2005 as submitted by Audit Scotland.

7. CONTINUOUS IMPROVEMENT ACTIVITY SUMMARY REPORT

There was submitted Report No. PB41/05 by the Chief Constable which provided members with the progress of current inspection and review activities.

The Report indicated that, since the introduction of revised arrangements in September 2002, inspection and reviews had played an influential role in the development of Tayside Police. Inspections involved a comprehensive examination and an analysis of activity, processes and procedures to ensure existing and established services/functions were performing efficiently and effectively. Inspections and reviews had proved to be significant factors in making improvements in Tayside Police.

The Report outlined a sample of the improvements that had been made and those that would be made as a result of inspection of Productions on Lost and Found Property, a review of the role of Lead Constables and the review of the Standard Prosecution Report process. Already, a great deal of work had been achieved resulting in improved services for both the internal and external partners of Tayside Police and efforts would continue to be applied to ensure successful implementation of those recommendations still outstanding.

The Sub-Committee agreed to note the progress of current inspection and review activity.

8. BEST VALUE REVIEW OF FLEET MANAGEMENT - 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. PB42/05 by the Chief Constable providing members with an overview of the Best Value Review of Fleet Management.

The Report indicated that the Review Report made 35 recommendations and their grading, actions emanating from them, the person responsible for the action and the implementation dates were contained in the Action Plan attached as Appendix 1 of the Report.

The Sub-Committee agreed:-

- (i) to note the main findings of the Best Value Review of Fleet Management; and

(ii) to approve the Action Plan as detailed in Appendix 1 to the Report.

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