

## TAYSIDE JOINT POLICE BOARD

MINUTE of MEETING of the **TAYSIDE JOINT POLICE BOARD** held in Committee Room 1, 14 City Square, Dundee on Monday 31 January 2005 at 10.00 am.

**Present:** Councillor COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR OBE, Councillors RON SCRIMGEOUR, ALISTAIR BARR, JAMES BARRIE, HELEN DICK, JACK GIBB, Lord Provost JOHN LETFORD, Councillor IAN MACKINTOSH, Depute Provost STEWART McGLYNN, Councillors IAN MILLAR, JOE MORROW, GEORGE NORRIE, (substitute for BOB MYLES), Bailie NEIL I C POWRIE, Councillors CHRISTINA ROBERTS, DAVID SCOTT, LEWIS SIMPSON and ALEXANDER STEWART,

**Apologies:** An apology for absence was intimated on behalf of Councillor BOB MYLES.

Councillor COLIN YOUNG, Convener, in the Chair.

### 1. DECLARATIONS OF INTEREST

*In terms of the Councillors' Code of Conduct, the undernoted declaration of interest was made:-*

- *Councillor Simpson declared an interest in item 4 as he was an owner of a Post Office.*

### 2. MINUTES OF PREVIOUS MEETINGS

#### (a) Tayside Joint Police Board

The minute of meeting of the Board of 8 November 2004 was submitted, approved as a correct record, and signed by the Convener.

#### (b) G8 Sub-Committee

The minute of meeting of the G8 Sub-Committee of 8 November 2004 was submitted and noted (**Appendix I**).

#### (c) Complaints Sub-Committee

The minute of meeting of the Complaints Sub-Committee of 23 November 2004 was submitted and noted (**Appendix II**).

#### (d) Personnel Sub-Committee

The minute of meeting of the Personnel Sub-Committee of 23 November 2004 was submitted and noted (**Appendix III**).

#### (e) Best Value Steering Group

The minute of meeting of the Best Value Steering Group of 14 December 2004 was submitted and noted (**Appendix IV**).

#### (f) Finance Sub-Committee

The minute of meeting of the Finance Sub-Committee of 14 December 2004 was submitted and noted (**Appendix V**).

### **3. HER MAJESTY THE QUEEN'S NEW YEAR'S HONOURS LIST AWARDS**

There was submitted Report No PB1/05 by the Chief Constable advising the Board that in the Queen's Birthday Honours List published on 1 January 2005, the OBE had been awarded to Deputy Chief Constable Ian Gordon for services to policing in Scotland, with particular reference to his involvement in wildlife and environmental issues, and the MBE had been awarded to Chief Inspector Gavin Robertson for his work at the National Criminal Intelligence Service (NCIS) International Division.

The Board congratulated Mr Gordon and Mr Robertson on receipt of their awards.

### **4. OPERATIONAL POLICING - UPDATE**

With reference to Article 4 of the minute of meeting of the Board of 8 November 2004, there was submitted Report No PB2/05 by the Chief Constable providing members with an update in relation to crime in the Force area, an overview of notable dates since the last Board meeting and other operational matters of interest.

The Report indicated that recorded crime had risen by 9% on the same period last year. However, a significant element of the rise continued to be as a result of pro-active Police targeting in a range of crime categories, such as drug misuse and carrying weapons. The overall detection rate for the period was recorded at 55.1% compared to 54.5% for the previous corresponding period, with some 1,200 more solved crimes. With regard to road policing, the Report highlighted an increase of 12.1% in the number of people killed or seriously injured on roads across the Force area, rising from 247 to 277.

The Report also detailed a number of other issues, including policing over the festive period, the continuing progress in all areas of the planning operation for the G8 Summit at Gleneagles Hotel, and the introduction of delivering Police services through Post Offices, which was being tested at Birnam in Perthshire and Newtyle in Angus.

The Board noted the terms of the Report.

### **5. 2005/2006 REVENUE BUDGET**

With reference to Article 9 of the minute of meeting of the Finance Sub-Committee of 14 December 2004, there was submitted Joint Report No PB3/05 by the Chief Constable and Treasurer detailing the proposed Final Revenue Budget for 2005/2006 and recommending that the Treasurer be instructed to send the necessary requisitions to the constituent Councils.

The Report indicated that the proposals contained within the Report allowed for the 2005/2006 Revenue Budget to be set in line with the GAE settlement. Appendix A to the Report provided a summary of the 2005/2006 Revenue Budget, Appendix B provided details of the requisitions to be sent by the Treasurer to the constituent Councils and Appendix C was a copy of the 2005/2006 Provisional Revenue Budget.

The Board agreed:-

- (i) to note the contents of the Report;
- (ii) to approve a Net Revenue Budget of £79.231 million for Tayside Police for 2005/2006, including £418,000 which was wholly funded by the Scottish Executive;
- (iii) to note that interest earned on revenue balances in 2005/2006 was estimated to be £160,000;
- (iv) to approve the recommendation by the Finance Sub-Committee that this sum should be returned to the constituent Councils;

- (v) to note that the recommendation to return the projected interest on revenue balances to the constituent Councils had been reflected in the requisition detailed in Appendix B to the Report and that any variation to the projected figure of £160,000 would result in an amendment to these requisitions; and
- (vi) to instruct the Treasurer to send requisitions to the constituent Councils in accordance with Appendix B to the Report.

## **6. THREE YEAR REVENUE BUDGET 2005/2006-2007/2008**

With reference to Article 5 above, there was submitted Joint Report No PB4/05 by the Chief Constable and Treasurer which provided the Board with the Provisional Revenue Budget figures for the financial years 2006/2007 and 2007/2008. This, together with the 2005/2006 final Revenue Budget, formed the basis of the Board's Revenue Budget for the three year period.

The Report indicated that the Net Revenue Budgets for 2006/2007 and 2007/2008 remained provisional at this time, and further analysis of the figures would be required prior to setting the budgets for the relevant financial years. Setting the Revenue Budget at GAE level for 2005/2006 to 2007/2008 would mean that the Force would have difficult financial targets to achieve.

The Board agreed:-

- (i) to note the Provisional Revenue Budget figures for the financial years 2006/2007 and 2007/2008 and that these figures were in line with the GAE settlement figures announced in the 2004 Spending Review;
- (ii) to provide details of the requisition levels outlined in paragraph 6 of the Report to the constituent Councils to assist them in preparation of their three year revenue budgets and setting of provisional Council Tax figures for this three year period; and
- (iii) to note that requisitions provided for the projected interest on revenue balances in 2006/2007 and 2007/2008 be returned to the constituent Councils and that any variation to the projected figures for interest on revenue balances would result in an amendment to these requisitions.

## **7. LOCAL CODE OF CORPORATE GOVERNANCE**

With reference to Article 6 of the minute of meeting of the Finance Sub-Committee of 23 March 2004, there was submitted Joint Report No PB5/05 by the Chief Constable and Treasurer which recommended the adoption of a Local Code of Corporate Governance, detailed an update on the work being undertaken to evidence the Board's commitment in this area and advised of the arrangements for an annual review of the systems in place.

The Report indicated that the Code was based on three fundamental principles:-

- Openness and inclusivity
- Integrity; and
- Accountability

and how these were to be applied across the five areas of Community Focus, Service Delivery Arrangements, Structures and Processes, Risk Management and Internal Control and Standards of Conduct.

The Report concluded that a Local Code of Governance which demonstrated the Board's commitment to the principles of good corporate governance had been prepared in line with the best practice in this area.

The Board agreed:-

- (i) to adopt the Local Code of Corporate Governance detailed in the Appendix to the Report;
- (ii) to note that work was ongoing to develop a schedule which would demonstrate in detail how the Board would discharge the principles;
- (iii) to note the monitoring and audit procedures which were to be put in place; and
- (iv) to note that an annual review would be conducted at the end of each financial year and the outcome of the reviews would be subsequently reported to the Board.

#### **8. RACE EQUALITY SCHEME: ACTION PLAN UPDATE**

With reference to Article 5 of the minute of meeting of the Board of 31 January 2005, there was submitted Report No PB6/05 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.

#### **9. AUDIT SCOTLAND REPORT ON POLICE AND FIRE SERVICE**

There was submitted Report No PB7/05 by the Chief Constable which advised that the Audit Scotland Report on Police and Fire Performance Indicators 2003/2004, which compared the performance of Scottish Councils, had been published in December 2004. A copy of the full document was attached to the Report.

The Report indicated that the figures were a measure of the industry of police staff in tackling crime and of other related policing issues affecting the citizens of Tayside. The Report also emphasised the benefits to the Force of the close working relationship with the three local authorities.

The Board agreed to note the contents of the Report.

#### **10. REPLACEMENT MAST AT PITLOCHRY**

With reference to Article 16 of the minute of meeting of the Board of 23 August 1999, there was submitted Report No PB8/05 by the Chief Constable which outlined proposals from a telecommunications company to replace the existing mast located at the Police Station, Pitlochry with a similar structure which would be able to support both the current equipment utilised by the Force and their equipment in return for site sharing arrangements.

The Report concluded that the existing mast was nearly 20 years old and would be due for replacement in the next few years, should it continue to be used. With the advent of Airwave, however, the mast would no longer be required for essential radio purposes and once the fall-back arrangements for Airwave were tried and tested, there was potential to dismantle the mast. Given the likelihood that the mast would no longer be required for essential radio purposes beyond the next few years, the Chief Constable, on balance, did not recommend acceptance of the offer from the telecommunications company.

The Board noted the terms of the Report and agreed to refuse the offer to provide a replacement mast in return for suitable site-sharing arrangements.

## 11. ESTABLISHMENT OF AN AUDIT SUB-COMMITTEE

With reference to paragraph 6 of the minute of meeting of the Finance Sub-Committee of 14 December 2004, there was submitted Joint Report No PB9/05 by the Chief Constable and Treasurer which recommended the establishment of 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 advised that corporate governance was focused on the principles of openness, integrity and accountability. Whilst it was generally accepted that these principles were sound in the public sector, there was an increasing requirement for public bodies to demonstrate transparency in their corporate governance arrangements.

The present remit of the Finance Sub-Committee provided that it should act as an audit committee also. However, there was now general agreement between the Chief Constable and Treasurer, following advice from the Board's Chief Internal Auditor, that a separate Audit Sub-Committee should be established within the decision making structure of the Board, to play a key scrutiny and review role.

The Board agreed:-

- (i) to approve the establishment of an Audit Sub-Committee in accordance with the principles and framework set out in Sections 4 and 5 of Report PB9/2005;
- (ii) to approve the remit of the Sub-Committee as set out in Section 6 of Report PB9/2005 and
- (iii) to appoint the Convener, Vice Conveners and one member from each authority (who were not members of the Finance Sub-Committee) as members of the Audit Sub-Committee.

**TAYSIDE JOINT POLICE BOARD**

MINUTE of MEETING of the **SPECIAL G8 SUB-COMMITTEE** of **TAYSIDE JOINT POLICE BOARD** held in Room 433, Perth and Kinross Council, 2 High Street, Perth on Monday 8 November 2004 at 9.15 am.

**Present:** Councillors COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR OBE and Councillor RON SCRIMGEOUR

Councillor COLIN YOUNG, Convener, in the Chair.

**1. EXCLUSION OF PUBLIC AND PRESS**

The Sub-Committee resolved, in terms of Standing Order 27(2), that the public and press be excluded from the meeting during consideration of the following item, so as to avoid the disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, paragraph 14.

**2. SECURITY REPORT**

There was submitted Report No PB63/04 by the Director of Corporate Services, highlighting a number of security issues as a consequence of the forthcoming global event to be staged in the Force area under the command of Tayside Police.

The Sub-Committee approved 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 November 2004 at 11.15 am.

**Present:** Councillors COLIN YOUNG, RON SCRIMGEOUR, Depute Lord Provost CHARLES FARQUHAR OBE, Councillors BOB MYLES, NIGEL DON (substitute for Councillor Roberts) and BAILIE NEIL IC POWRIE.

**Apology:** An apology for absence was intimated on behalf of Councillor Lewis Simpson.

Councillor COLIN YOUNG, Convener in the Chair.

**1. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Complaints Sub-Committee of 6 September 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 30 September 2004**

There was submitted and noted Report No PB68/04 by the Chief Constable showing the number of complaints made against the Police up to and including 30 September 2004, 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**

A file containing letters of appreciation which had been submitted to Tayside Police during the period under consideration was submitted for members' information, the contents of which were noted.

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 November 2004 at 10.00 am.

**Present:** Councillors COLIN YOUNG, RON SCRIMGEOUR, Depute Provost CHARLES FARQUHAR OBE and Councillor NIGEL DON (substitute for Councillor Christina Roberts), Bailie N I C POWRIE and Depute Provost STEWART McGLYNN.

**Apology** An Apology for absence was intimated on behalf of Councillor ALEXANDER STEWART.

Councillor COLIN YOUNG, Convener, in the Chair.

## 1. MINUTES OF PREVIOUS MEETINGS

### (a) Personnel Sub Committee

The minute of meeting of this Sub-Committee of 6 September 2004, which was approved by the Board on 8 November 2004, was approved as a correct record and signed by the Convener.

### (b) Personnel Sub-Committee (Appeals)

The minutes of meetings of the Personnel Sub-Committee (Appeals) of 27 August, and 1 November 2004 which were approved by the Board on 8 November 2004 were approved as a correct record and signed by the Convener.

## 2. OCCUPATIONAL HEALTH PROVIDER - FIRST YEAR UPDATE

With reference to Article 4 of the minute of meeting of this Sub-Committee of 24 November 2003 there was submitted Report No. PB 64/2004 by the Chief Constable which summarised the operation of the first year of the Occupational Healthcare contract with CIGNA.

The report indicated that the Force had been successful in reducing sickness absence over the period 2003/2004. In 2003/2004 12,543 working days were lost by police officers which equated to 4.86% of available working time. For the first six months in 2004/2005 5,467 working days had been lost, equivalent to 4.22% of the available working time. Support Staff figures indicated a more marked reduction from 8,133 working days lost in 2003/2004 equivalent to 5.72% of available days to 3,210 working days lost for the first six months of 2004 (4.38%). In addition the Force had been successful in reducing the number of staff leaving the organisation on grounds of ill health. In 2003/2004 seven police officers and three members of support staff were retired on grounds of ill health and so far in 2004/2005 the figures had reduced to one police officer and two members of support staff.

Following questions Sub Committee noted the positive efforts to address matters in relation to attendance management within the Force and welcomed terms of the report.

## 3. RECRUITMENT UPDATE

With reference to Article 3 Minute of Meeting of Tayside Joint Police Board Personnel Sub Committee of 24 November 2003 there was submitted Report No. PB 66/2004 by the Chief Constable summarising the key actions and achievements of Tayside Police in respect of recruitment of applicants from under represented groups.

Mrs Docherty, Director of Human Resource Services explained in detail the terms of the report and following questions the Sub Committee noted accordingly.

**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, 4 and 6 of Part 1 of Schedule 7(A) of the Local Government (Scotland) Act 1973.

**5. PNB REFORM – UPDATE**

The Convener advised that he had received a letter from the Tayside Joint Branch Board of the Scottish Police Federation dated 19 November 2004 in relation to the Special Priority Payment Scheme. Following discussion on the terms of the letter the Convener agreed to respond to the Secretary (a) noting that the criteria for the Special Priority Payment Scheme was a cause for concern to the Tayside Joint Branch Board of the Scottish Police Federation, and (b) requesting that a meeting be convened with the Secretary and the Director of Human Resource Services to discuss the matter, and (c) advising that a letter would be sent on behalf of Tayside Joint Police Board to the Scottish Executive, Justice Department, requesting that these concerns be addressed.

With reference to Article 4 Minute of Meeting of Tayside Joint Police Board Personnel Sub Committee of 24 June 2003 there was submitted Report No. PB 65/2004 by the Chief Constable summarising the progress that Tayside Police had made in 2004 in respect of the revised terms and conditions for police officers which was ratified by the Police Negotiating Board in May 2002.

Mrs Docherty, Director of Human Resource Services explained in detail the terms of the report and advised that the Special Priority Payment Scheme was mandatory.

Following discussion on the matter the Sub Committee (a) expressed appreciation to Mrs Docherty for the way in which the very challenging exercise had been undertaken, (b) noted the update in respect of the Bonus Payments and Competency Related Threshold Payments, and (c) approved the Special Priority Payment Scheme as detailed in the report.

**6. CHIEF OFFICERS PAY AND CONDITIONS PACKAGE**

With reference to Article 3 Minute of Meeting of the Tayside Joint Police Board Personnel Sub Committee of 20 May 2004 there was submitted Report No. PB 67/2004 by the Clerk.

The Sub Committee noted that the Chief Constable had opted to accept the benefits of the latest agreement in return for a new fixed term appointment to 18 November 2007, which was equivalent to the unexpired portion of his existing fixed term appointment.

**TAYSIDE JOINT POLICE BOARD**

MINUTE of MEETING of the **BEST VALUE STEERING GROUP** held in the Conference Room, Police Headquarters, Dundee on Tuesday 14 December 2004 at 11.00 am.

**Present:** Councillors COLIN YOUNG, RON SCRIMGEOUR and BAILIE NEIL I C POWRIE (substitute for Depute Lord Provost CHARLES FARQUHAR OBE )

**Apologies:** Apologies for absence were intimated on behalf of Depute Lord Provost CHARLES FARQUHAR OBE and Lord Provost JOHN LETFORD

Councillor YOUNG, Convener, in the Chair.

**1. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Best Value Steering Group of 31 August 2004 was submitted, approved as a correct record and signed by the Convener.

**2. BEST VALUE REVIEW OF ESTATES MANAGEMENT - FINAL UPDATE ACTION PLAN**

With reference to Article 3 of the minute of meeting of this Group of 4 March 2003, there was submitted Report No PB75/04 by the Chief Constable which provided members with a conclusive report on the recommendations produced following the Service Review carried out into Estates Management.

As part of the ongoing commitment to continuous improvement, the Force had now completed the recommendations made arising out of the Service Review of Estates Management. The achievement of the recommendations were detailed within the Final Update Action Plan, which was appended to the Report.

The Steering Group agreed to note the outcome of the Review and approved the Final Update Action Plan, which concluded the Estates Management Best Value Review Process.

**3. BEST VALUE REVIEW OF THE POLICE SURGEON SERVICES - FINAL UPDATE ACTION PLAN**

With reference to Article 5 of the minute of meeting of the Best Value Steering Group of 23 March 2004, there was submitted Report No PB76/04 by the Chief Constable which provided members with a conclusive report on the recommendations following the Service Review carried out into the Police Surgeon Service.

The Report concluded that, as part of the ongoing commitment to continuous improvement, the Force had now completed the recommendations made arising out of the Service Review of the Police Surgeon Service. The achievement of the recommendations were detailed in the Final Updated Action Plan, which was appended to the Report.

The Steering Group agreed to note the outcome of the Review and approved the Final Update Action Plan, which concluded the Police Surgeon Service Review Process.

**TAYSIDE JOINT POLICE BOARD**

MINUTE of MEETING of the **FINANCE SUB-COMMITTEE** held in Police Headquarters, West Bell Street, Dundee on Tuesday 14 December 2004 at 9.30 am.

**Present:** Councillor COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR, Councillors RON SCRIMGEOUR, ALISTAIR BARR, JACK GIBB, BAILIE NEIL I C POWRIE and CHRISTINA ROBERTS.

Councillor YOUNG, Convener, in the chair

**1. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**2. MINUTE OF PREVIOUS MEETING**

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

**3. REVENUE MONITORING STATEMENT AND PROVISIONAL OUTFURN**

With reference to Article 7 of the minute of meeting of the Board of 26 January 2004, there was submitted Joint Report No. PB 69/04 by the Chief Constable and Treasurer setting out the actual revenue expenditure incurred and income received for the period 1 April to 31 October 2004.

Overall, the net expenditure incurred by the Force over the seven 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 the year end and a further Report would be submitted to the Finance Sub-Committee in due course.

The Sub-Committee agreed:-

- (a) to note the terms of the Report; and
- (b) 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 9 of the minute of meeting of the Board of 26 January 2004, there was submitted Joint Report No PB 70/04 by the Chief Constable and Treasurer advising members of the actual capital expenditure incurred for the period from 1 April – 31 October 2004 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:-

- (a) to note the position as at 31 October 2004 as per the monitoring statement (Appendix A to the Report);
- (b) to note that projections of the year end position would be ongoing and brought forward on a regular basis to the Board; and
- (c) 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 Section 94 consents and available capital receipts.

#### **5. TREASURY MANAGEMENT ANNUAL REPORT - 2003/2004**

There was submitted Report No PB 71/04 by the Treasurer detailing the Treasury Management Activities for Angus Council for 2003/2004, which also incorporated the Treasury Management Activities for the Tayside Joint Police Board.

The production of a Treasury Management Annual Report 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. The Treasury Management Annual Report was therefore submitted for consideration by members with a view to obtaining approval for adoption by the Board.

The Sub-Committee approved the attached Annual Report on the Treasury Management Activities for the Board for 2003/2004.

#### **6. AUDIT COMMITTEE MATTERS – INTERNAL AUDIT REPORT AND ANNUAL ASSURANCE STATEMENT**

With reference to Article 5 of the minute of meeting of this Sub-Committee of 16 December 2003, there was submitted Report No. PB 72/04 by the Treasurer which was submitted to the Sub-Committee in its capacity as the Audit Committee of Tayside Joint Police Board.

The Report provided details on Internal Audit Reports carried out in the areas of Tendering Procedures, IS/IT Strategy and Data Protection. The Report also provided the Chief Internal Auditor's Annual Assurance Statement.

Having heard from the Chief Internal Auditor, the Sub-Committee, in its capacity as Audit Committee, agreed:-

- (a) to approve the terms of the Report;
- (b) to note the terms of the Annual Assurance Statement and Internal Audit Reports covering the areas of tendering procedures, IS/IT Strategy and Data Protection Certification prepared by the Internal Audit Section of Angus Council in their capacity as Internal Auditors to the Board; and
- (c) to note the actions being taken by the Chief Constable to address the issues raised in the Reports.

#### **7. AUDIT COMMITTEE MATTERS – EXTERNAL AUDIT**

With reference to Article 6 of the minute of meeting of this Sub-Committee of 16 December 2003, there was submitted Joint Report No. PB 73/04 by the Chief Constable and Treasurer which was submitted to the Sub-Committee in its capacity as the Audit Committee of Tayside Joint Police Board. The Report provided details of the Interim Audit, and Corporate Governance Overview which formed part of the 2003/2004 Tayside Joint Police Board Audit.

The Sub Committee, in its capacity as Audit Committee, agreed:

- (a) to approve the terms of the Report;
- (b) to note the terms of the Interim Audit and Corporate Governance Overview Reports prepared by Audit Scotland in their capacity as external auditors to the Board;
- (c) to note the actions being taken by the Chief Constable, Treasurer and Clerk to address the issues raised in the Report; and
- (d) to note the intention to submit a Report to the next meeting of the Board seeking to establish a separate Audit Sub-Committee as recommended by Audit Scotland.

## **8. EXCLUSION OF PUBLIC AND PRESS**

The Sub-Committee resolved that the public and press be excluded from the meeting during consideration of the following item so as to avoid the disclosure of information which was exempt in terms of Paragraph 6 of Part 1 of Schedule 7(A) of the Local Government (Scotland) Act 1973.

## **9. 2005/2006 PROVISIONAL REVENUE BUDGET**

With reference to Article 8 of the minute of meeting of Tayside Joint Police Board of 26 January 2004, there was submitted Joint Report No PB 74/04 by the Chief Constable and Treasurer detailing the Provisional Revenue Budget for 2005/2006 which was based on a needs assessment but which was also in line with the notified GAE allocation for 2005/2006.

The Report concluded that, after adjustments to take into account current information, it was estimated that the Force required a budget of £76.759 million (on a GAE basis) to maintain service delivery in 2005/2006.

The Sub-Committee agreed:-

- (a) to note that the total estimated cost of operating the Force on a GAE basis in 2005/2006 was £76.759 million, which was £366,000 in excess of the notified GAE figure of £76.393 million;
- (b) to note that budget adjustments totalling £366,000 had been applied within the Provisional Revenue Budget to bring it into line with the notified GAE figure;
- (c) to note that the addition of £2.838 million of non GAE expenditure gave a total net Revenue Budget of £79.231 million;
- (d) to approve in principle the 2005/2006 Provisional Revenue Budget, as outlined in Appendix A to the Report, and refer it to the next meeting of the Board for final determination; and
- (e) to note that interest earned on revenue balances in 2005/2006 was estimated to be £160,000 and, in line with last year's treatment of this, it was proposed to return any such interest earned to the constituent councils.

### **TAYSIDE JOINT POLICE BOARD**

MINUTE of MEETING of the **COMPLAINTS SUB-COMMITTEE** held in Conference Room 1, Police Headquarters, Dundee on Monday 23 November 2004 at 11.15 am.

**Present:** Councillors COLIN YOUNG, RON SCRIMGEOUR, Depute Lord Provost CHARLES FARQUHAR OBE, Councillors BOB MYLES, NIGEL DON (substitute for Councillor Roberts) and BAILIE NEIL IC POWRIE.

**Apology:** An apology for absence was intimated on behalf of Councillor Lewis Simpson.

Councillor COLIN YOUNG, Convener in the Chair.

#### **1. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Complaints Sub-Committee of 6 September 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 30 September 2004**

There was submitted and noted Report No PB68/04 by the Chief Constable showing the number of complaints made against the Police up to and including 30 September 2004, 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**

A file containing letters of appreciation which had been submitted to Tayside Police during the period under consideration was submitted for members' information, the contents of which were noted.

**Appendix III to the minute of meeting of  
Tayside Joint Police Board of 31  
January 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 23 November 2004 at 10.00 am.

**Present:** Councillors COLIN YOUNG, RON SCRIMGEOUR, Depute Provost CHARLES FARQUHAR OBE and Councillor NIGEL DON (substitute for Councillor Christina Roberts), Bailie N I C POWRIE and Depute Provost STEWART McGLYNN.

**Apology** An Apology for absence was intimated on behalf of Councillor ALEXANDER STEWART.

Councillor COLIN YOUNG, Convener, in the Chair.

## 1. MINUTES OF PREVIOUS MEETINGS

### (a) Personnel Sub Committee

The minute of meeting of this Sub-Committee of 6 September 2004, which was approved by the Board on 8 November 2004, was approved as a correct record and signed by the Convener.

### (b) Personnel Sub-Committee (Appeals)

The minutes of meetings of the Personnel Sub-Committee (Appeals) of 27 August, and 1 November 2004 which were approved by the Board on 8 November 2004 were approved as a correct record and signed by the Convener.

## 2. OCCUPATIONAL HEALTH PROVIDER - FIRST YEAR UPDATE

With reference to Article 4 of the minute of meeting of this Sub-Committee of 24 November 2003 there was submitted Report No. PB 64/2004 by the Chief Constable which summarised the operation of the first year of the Occupational Healthcare contract with CIGNA.

The report indicated that the Force had been successful in reducing sickness absence over the period 2003/2004. In 2003/2004 12,543 working days were lost by police officers which equated to 4.86% of available working time. For the first six months in 2004/2005 5,467 working days had been lost, equivalent to 4.22% of the available working time. Support Staff figures indicated a more marked reduction from 8,133 working days lost in 2003/2004 equivalent to 5.72% of available days to 3,210 working days lost for the first six months of 2004 (4.38%). In addition the Force had been successful in reducing the number of staff leaving the organisation on grounds of ill health. In 2003/2004 seven police officers and three members of support staff were retired on grounds of ill health and so far in 2004/2005 the figures had reduced to one police officer and two members of support staff.

Following questions Sub Committee noted the positive efforts to address matters in relation to attendance management within the Force and welcomed terms of the report.

## 3. RECRUITMENT UPDATE

With reference to Article 3 Minute of Meeting of Tayside Joint Police Board Personnel Sub Committee of 24 November 2003 there was submitted Report No. PB 66/2004 by the Chief Constable summarising the key actions and achievements of Tayside Police in respect of recruitment of applicants from under represented groups.

Mrs Docherty, Director of Human Resource Services explained in detail the terms of the report and following questions the Sub Committee noted accordingly.

**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, 4 and 6 of Part 1 of Schedule 7(A) of the Local Government (Scotland) Act 1973.

**5. PNB REFORM – UPDATE**

The Convener advised that he had received a letter from the Tayside Joint Branch Board of the Scottish Police Federation dated 19 November 2004 in relation to the Special Priority Payment Scheme. Following discussion on the terms of the letter the Convener agreed to respond to the Secretary (a) noting that the criteria for the Special Priority Payment Scheme was a cause for concern to the Tayside Joint Branch Board of the Scottish Police Federation, and (b) requesting that a meeting be convened with the Secretary and the Director of Human Resource Services to discuss the matter, and (c) advising that a letter would be sent on behalf of Tayside Joint Police Board to the Scottish Executive, Justice Department, requesting that these concerns be addressed.

With reference to Article 4 Minute of Meeting of Tayside Joint Police Board Personnel Sub Committee of 24 June 2003 there was submitted Report No. PB 65/2004 by the Chief Constable summarising the progress that Tayside Police had made in 2004 in respect of the revised terms and conditions for police officers which was ratified by the Police Negotiating Board in May 2002.

Mrs Docherty, Director of Human Resource Services explained in detail the terms of the report and advised that the Special Priority Payment Scheme was mandatory.

Following discussion on the matter the Sub Committee (a) expressed appreciation to Mrs Docherty for the way in which the very challenging exercise had been undertaken, (b) noted the update in respect of the Bonus Payments and Competency Related Threshold Payments, and (c) approved the Special Priority Payment Scheme as detailed in the report.

**6. CHIEF OFFICERS PAY AND CONDITIONS PACKAGE**

With reference to Article 3 Minute of Meeting of the Tayside Joint Police Board Personnel Sub Committee of 20 May 2004 there was submitted Report No. PB 67/2004 by the Clerk.

The Sub Committee noted that the Chief Constable had opted to accept the benefits of the latest agreement in return for a new fixed term appointment to 18 November 2007, which was equivalent to the unexpired portion of his existing fixed term appointment.

**TAYSIDE JOINT POLICE BOARD**

MINUTE of MEETING of the **BEST VALUE STEERING GROUP** held in the Conference Room, Police Headquarters, Dundee on Tuesday 14 December 2004 at 11.00 am.

**Present:** Councillors COLIN YOUNG, RON SCRIMGEOUR and BAILIE NEIL I C POWRIE (substitute for Depute Lord Provost CHARLES FARQUHAR OBE )

**Apologies:** Apologies for absence were intimated on behalf of Depute Lord Provost CHARLES FARQUHAR OBE and Lord Provost JOHN LETFORD

Councillor YOUNG, Convener, in the Chair.

**2. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Best Value Steering Group of 31 August 2004 was submitted, approved as a correct record and signed by the Convener.

**2. BEST VALUE REVIEW OF ESTATES MANAGEMENT - FINAL UPDATE ACTION PLAN**

With reference to Article 3 of the minute of meeting of this Group of 4 March 2003, there was submitted Report No PB75/04 by the Chief Constable which provided members with a conclusive report on the recommendations produced following the Service Review carried out into Estates Management.

As part of the ongoing commitment to continuous improvement, the Force had now completed the recommendations made arising out of the Service Review of Estates Management. The achievement of the recommendations were detailed within the Final Update Action Plan, which was appended to the Report.

The Steering Group agreed to note the outcome of the Review and approved the Final Update Action Plan, which concluded the Estates Management Best Value Review Process.

**3. BEST VALUE REVIEW OF THE POLICE SURGEON SERVICES - FINAL UPDATE ACTION PLAN**

With reference to Article 5 of the minute of meeting of the Best Value Steering Group of 23 March 2004, there was submitted Report No PB76/04 by the Chief Constable which provided members with a conclusive report on the recommendations following the Service Review carried out into the Police Surgeon Service.

The Report concluded that, as part of the ongoing commitment to continuous improvement, the Force had now completed the recommendations made arising out of the Service Review of the Police Surgeon Service. The achievement of the recommendations were detailed in the Final Updated Action Plan, which was appended to the Report.

The Steering Group agreed to note the outcome of the Review and approved the Final Update Action Plan, which concluded the Police Surgeon Service Review Process.

**TAYSIDE JOINT POLICE BOARD**

MINUTE of MEETING of the **FINANCE SUB-COMMITTEE** held in Police Headquarters, West Bell Street, Dundee on Tuesday 14 December 2004 at 9.30 am.

**Present:** Councillor COLIN YOUNG, Depute Lord Provost CHARLES FARQUHAR, Councillors RON SCRIMGEOUR, ALISTAIR BARR, JACK GIBB, BAILIE NEIL I C POWRIE and CHRISTINA ROBERTS.

Councillor YOUNG, Convener, in the chair

**1. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**2. MINUTE OF PREVIOUS MEETING**

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

**3. REVENUE MONITORING STATEMENT AND PROVISIONAL OUTFURN**

With reference to Article 7 of the minute of meeting of the Board of 26 January 2004, there was submitted Joint Report No. PB 69/04 by the Chief Constable and Treasurer setting out the actual revenue expenditure incurred and income received for the period 1 April to 31 October 2004.

Overall, the net expenditure incurred by the Force over the seven 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 the year end and a further Report would be submitted to the Finance Sub-Committee in due course.

The Sub-Committee agreed:-

- (a) to note the terms of the Report; and
- (b) 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 9 of the minute of meeting of the Board of 26 January 2004, there was submitted Joint Report No PB 70/04 by the Chief Constable and Treasurer advising members of the actual capital expenditure incurred for the period from 1 April – 31 October 2004 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:-

- (a) to note the position as at 31 October 2004 as per the monitoring statement (Appendix A to the Report);
- (b) to note that projections of the year end position would be ongoing and brought forward on a regular basis to the Board; and
- (c) 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 Section 94 consents and available capital receipts.

#### **5. TREASURY MANAGEMENT ANNUAL REPORT - 2003/2004**

There was submitted Report No PB 71/04 by the Treasurer detailing the Treasury Management Activities for Angus Council for 2003/2004, which also incorporated the Treasury Management Activities for the Tayside Joint Police Board.

The production of a Treasury Management Annual Report 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. The Treasury Management Annual Report was therefore submitted for consideration by members with a view to obtaining approval for adoption by the Board.

The Sub-Committee approved the attached Annual Report on the Treasury Management Activities for the Board for 2003/2004.

#### **6. AUDIT COMMITTEE MATTERS – INTERNAL AUDIT REPORT AND ANNUAL ASSURANCE STATEMENT**

With reference to Article 5 of the minute of meeting of this Sub-Committee of 16 December 2003, there was submitted Report No. PB 72/04 by the Treasurer which was submitted to the Sub-Committee in its capacity as the Audit Committee of Tayside Joint Police Board.

The Report provided details on Internal Audit Reports carried out in the areas of Tendering Procedures, IS/IT Strategy and Data Protection. The Report also provided the Chief Internal Auditor's Annual Assurance Statement.

Having heard from the Chief Internal Auditor, the Sub-Committee, in its capacity as Audit Committee, agreed:-

- (a) to approve the terms of the Report;
- (b) to note the terms of the Annual Assurance Statement and Internal Audit Reports covering the areas of tendering procedures, IS/IT Strategy and Data Protection Certification prepared by the Internal Audit Section of Angus Council in their capacity as Internal Auditors to the Board; and
- (c) to note the actions being taken by the Chief Constable to address the issues raised in the Reports.

#### **7. AUDIT COMMITTEE MATTERS – EXTERNAL AUDIT**

With reference to Article 6 of the minute of meeting of this Sub-Committee of 16 December 2003, there was submitted Joint Report No. PB 73/04 by the Chief Constable and Treasurer which was submitted to the Sub-Committee in its capacity as the Audit Committee of Tayside Joint Police Board. The Report provided details of the Interim Audit, and Corporate Governance Overview which formed part of the 2003/2004 Tayside Joint Police Board Audit.

The Sub Committee, in its capacity as Audit Committee, agreed:

- (a) to approve the terms of the Report;

- (b) to note the terms of the Interim Audit and Corporate Governance Overview Reports prepared by Audit Scotland in their capacity as external auditors to the Board;
- (c) to note the actions being taken by the Chief Constable, Treasurer and Clerk to address the issues raised in the Report; and
- (d) to note the intention to submit a Report to the next meeting of the Board seeking to establish a separate Audit Sub-Committee as recommended by Audit Scotland.

## **8. EXCLUSION OF PUBLIC AND PRESS**

The Sub-Committee resolved that the public and press be excluded from the meeting during consideration of the following item so as to avoid the disclosure of information which was exempt in terms of Paragraph 6 of Part 1 of Schedule 7(A) of the Local Government (Scotland) Act 1973.

## **9. 2005/2006 PROVISIONAL REVENUE BUDGET**

With reference to Article 8 of the minute of meeting of Tayside Joint Police Board of 26 January 2004, there was submitted Joint Report No PB 74/04 by the Chief Constable and Treasurer detailing the Provisional Revenue Budget for 2005/2006 which was based on a needs assessment but which was also in line with the notified GAE allocation for 2005/2006.

The Report concluded that, after adjustments to take into account current information, it was estimated that the Force required a budget of £76.759 million (on a GAE basis) to maintain service delivery in 2005/2006.

The Sub-Committee agreed:-

- (a) to note that the total estimated cost of operating the Force on a GAE basis in 2005/2006 was £76.759 million, which was £366,000 in excess of the notified GAE figure of £76.393 million;
- (b) to note that budget adjustments totalling £366,000 had been applied within the Provisional Revenue Budget to bring it into line with the notified GAE figure;
- (c) to note that the addition of £2.838 million of non GAE expenditure gave a total net Revenue Budget of £79.231 million;
- (d) to approve in principle the 2005/2006 Provisional Revenue Budget, as outlined in Appendix A to the Report, and refer it to the next meeting of the Board for final determination; and
- (e) to note that interest earned on revenue balances in 2005/2006 was estimated to be £160,000 and, in line with last year's treatment of this, it was proposed to return any such interest earned to the constituent councils.