

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.