

NORTHERN JOINT POLICE BOARD

15 JUNE 2007

SUB-COMMITTEES AND WORKING GROUPS

Report by the Clerk

Agenda Item	
Report No	

Summary

This Report recommends that the Board appoint a number of Working Groups and Sub-Committees in line with those previously established.

SUB-COMMITTEES

1. **Support Staff Appeals Sub-Committees:**
 - (i) **Discipline Appeals Sub-Committee**
 - (ii) **Grievance Appeals Sub-Committee**

Remit:

Delegated powers to act in relation to the hearing, consideration and determination of appeals by support staff in terms of any nationally agreed Scheme of Conditions of Service or the Board's own grievance and disciplinary procedures.

Size:

These Groups each previously comprised 7 Members (4 from the Highland Council and one each from the 3 Islands Authorities).

2. **Independent Custody Visiting Sub-Committee**

Remit:

- (a) consideration of matters arising from Independent Custody Visiting reports; and
- (b) delegated powers to appoint Independent Custody Visitors.

Size:

This Group previously comprised 5 Members (Convener, Vice-Convener and 3 Highland Council Members representing the area covered by the Independent Custody Visiting Scheme).

Note:

Independent Custody Visiting is a system involving random, unannounced visits to police stations by persons independent of the police, allowing them the opportunity to inspect and check upon the conditions and welfare of those held in police custody. Independent Custody Visitors represent the local community and act in a voluntary capacity. The Board's scheme, which covers Inverness, Dingwall, Alness, Nairn and Aviemore, is administered by the Clerk's office.

3. Police Appeals Tribunal Sub-Committee/Police Appeals Tribunal Member

Remit:

Delegated powers to appoint the members of any Police Appeals Tribunal that the Board may be required to establish.

Size:

This Group previously comprised 5 Members, drawn from each Constituent Authority.

Note:

Where a police officer has been the subject of misconduct proceedings under the Police (Conduct) (Scotland) Regulations 1996, and is dismissed or required to resign as an alternative to dismissal, the Police (Scotland) Act 1967 allows that officer to appeal such a decision to the Chief Constable. If that appeal is dismissed, the officer then has the right of a final appeal to the (relevant) Police Authority by virtue of the Police Appeals Tribunals (Scotland) Rules 1996. Where such an appeal is lodged the Authority must appoint a Police Appeals Tribunal of four members, of which **one member must be from that Police Authority** (the others being a Chairman drawn from an approved list of senior members of the Bar, a serving or retired Chief Constable and a retired officer of equivalent rank to the appellant).

Membership of this Group should not include the Member appointed to represent the Board on any Police Appeals Tribunal. **Accordingly, the Board is also invited to appoint a representative to sit on any future Police Appeals Tribunal that may be established, and also a substitute representative, should such be required.**

WORKING GROUPS

4. Policy and Finance Working Group

Remit:

- (a) consideration of budget strategy and the annual draft revenue estimates and capital plan, in particular preliminary consideration of:
 - all matters relating to the preparation of the Annual Revenue Budget and the requisitions to be made on the Constituent Authorities
 - all matters relating to the preparation of the Financial Plan and Capital Estimates;
- (b) consideration of major consultation responses arising between scheduled Board meetings;
- (c) at the request of the Convener, consideration of other matters arising between scheduled Board meetings;
- (d) consideration of such other matters as the Board may from time to time specify; and
- (e) delegated powers to act in relation to the disposal of applications by any member of staff for financial assistance in connection with representation in civil and/or criminal proceedings, brought in consequence of their actions in connection with the performance of their duties, on occasions when applications are submitted in circumstances where the Chief Constable considers that assistance is not applicable, or in relation to proceedings in any other circumstances.

Size:

This Group, chaired by the Convener, previously comprised 13 Members, appointed on a geographical basis (Convener, Vice-Convener, 8 Highland Council Members and one each from the three Islands authorities).

5. **Complaints Working Group**

Remit:

- (a) consideration of reports as to how complaints by members of the public have been dealt with by the Force;
- (b) preliminary consideration of complaints received against senior officers, with a view to making recommendations to the full Board on whether or not further action is required;
- (c) delegated powers to act in relation to the taking of decisions to request that Her Majesty's Inspectorate of Constabulary submit a report on examination of how the Chief Constable has dealt with complaints against police officers and on the outcome of reconsideration.

Size:

This Group previously comprised 12 Members, appointed on a geographical basis (Vice-Convener, 8 Highland Council Members and one each from the three Islands authorities).

Note:

To ensure no potential conflict of interest, membership of this Group should not include the Member (or substitute) appointed to represent the Board on any Police Appeals Tribunal (see 3 above).

6. **Audit Working Group**

Remit:

- (a) consideration of reports from the Internal Auditor on issues including the adequacy of the Force's/Board's financial systems, policies and practices and their compliance with the relevant statutes, standards and guidance;
- (b) review and approval of the Internal Audit Programme;
- (c) consideration of management reports by the Board's External Auditor;
- (d) monitoring of implementation by the Service of recommendations by Audit Scotland;
- (e) monitoring of implementation by the Force of recommendations by Her Majesty's Inspectorate of Constabulary;
- (f) consideration of Best Value issues; and
- (g) consideration of risk management procedures.

Size:

This Group previously comprised 6 Members (3 from the Highland Council and one each from the three Islands authorities).

7. **Northern Joint Police Board and Police Staff Associations Liaison Group**

Remit:

- (a) to provide a means of consultation between the Northern Joint Police Board and Northern Constabulary Staff Associations; and
- (b) to consider and, if necessary, make recommendations to the Board about matters properly the concern of the Police Authority.

Size:

This Group previously comprised 6 Members (Convener, Vice-Convener and one from each Constituent Authority).

Recommendations

The Board is asked:

- (a) to approve the recommended scheme of Sub-Committees and Working Groups and to make the appropriate appointments; and
- (b) to appoint a representative to sit on any future Police Appeals Tribunal that may be established, and also a substitute representative, should such be required.

Signature

Designation Clerk

Date 22 May 2007

Author Mrs R Moir, Assistant Clerk