



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 14 March 2018

TIME: 09:01 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Deputy Chief Constable

ATTENDEES:

ACC District Policing Command	A Todd
ACC Operational Support	B Gray
ACC Crime Operations	Represented by Chief Supt R Murray
ACC Legacy and Justice	M Hamilton
T/Director of Finance and Support Services & Human Resources	M McNaughten
Head of Corporate Communications	L Young
Non-Executive Member	S Hodgkinson
Non-Executive Member	I Jordan

ALSO IN ATTENDANCE:

Legal Services
T/Head of Finance
T/Head of Corporate Governance
Committee Manager
Command Secretariat (Note taker)

APOLOGIES:

Chief Constable
Head of Corporate Support
ACC Crime Operations
T/Head of Human Resources

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>28/18 Welcome and Apologies</p> <p>The Deputy Chief Constable opened the meeting and welcomed the members in attendance.</p> <p>A quorum was confirmed.</p>
2.0	<p>29/18 Declaration of Conflict of Interest</p> <p>The Deputy Chief Constable stated that as per decision taken at Service Executive Board on 18 January 2017, in line with good corporate governance practice as set out by the NI Audit Office, members and any persons in attendance were to declare any conflict of interest with any items on the agenda and these were to be recorded in the minutes.</p> <p>No issues were raised.</p>
3.0	<p>30/18 Minutes of Previous meetings + Redactions</p> <p>The minutes from the meeting on 14 February 2018 were approved subject to minor amendments.</p>
4.0	<p>31/18 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p> <p>Any ongoing actions were noted and will be brought to a future SEB for update.</p> <p>In relation to Action 17-247 on PSNI Media Guidelines, a discussion ensued about the new suggested wording from Head of Corporate Communications. The appropriate rank/grade for officers engaging with the media was agreed at Inspector/Staff Officer, however the Deputy Chief Constable asked for this to be brought back to SEB for review in 6 months.</p>
5.0	<p>32/18 Corporate Risk Register</p> <p>T/Head of Corporate Governance updated the members on the changes to the risk register. It was agreed that the Locate Risk would move from the Corporate Risk Register and could be managed through the Ops Support Departmental Risk Register.</p> <p>Areas for attention were noted in the following:</p> <ul style="list-style-type: none"> • Terrorist Attack Risk (Response) – A well-resourced, trained and accredited Crime Ops Departments – reassess effectiveness

	<p>grading</p> <ul style="list-style-type: none"> • Duty Restrictions – update key controls • Sickness – update key controls • Data Protection – add in staffing under key controls <p>Members noted the progress and changes to the corporate risk register. Amendments will be monitored through the Service First Board.</p>
<p>6.0</p>	<p>33/18 HMICFRS – Force Management Statements (FMS)</p> <p>T/Head of Corporate Governance updated the members on the current template used by HMICFRS explaining that a new “slimmed down” version of the document would likely be available by May 2018.</p> <p>Forces in England and Wales are due to complete their first FMS by the end of May 2018. It was recognised that this would not be achievable for PSNI as the preparatory work in other forces was already well advanced. A discussion followed on the utility of PSNI adopting the FMS as a self-assessment tool and there was a general consensus that it would be very useful to do, providing it was not overly bureaucratic.</p> <p>ACC District Policing Command stated that the information required for the FMS probably already existed in multiple places across the organisation and a quick gap analysis to map this and any additional work could be undertaken. He suggested that officers currently seconded to the Futures work on the new Corporate Plan may have the capacity to conduct this short exercise.</p> <p>It was accepted that a briefing would be necessary with the NIPB and DOJ on the introducing the FMS for the PSNI.</p> <p>Action – Carry out a gap analysis of information already held, what maps across to FMS and scope out the scale of work required in order to complete - Head of Corporate Governance.</p> <p>Action – Brief DOJ and NIPB on the possible introduction of a FMS and resourcing requirements if adopted - DCC.</p>
	<p>Members availed of a break from 10.15am – 10.25am</p>

<p>7.0</p>	<p>34/18 DOJ – End of Year – Stewardship Statement</p> <p>T/Head of Corporate Governance briefed the members on the current draft end of year stewardship statement and asked for direction on the inclusion of exceptions. It was decided that measures with a satisfactory rating would not be included in the stewardship statement but rather covered off in an additional paragraph at Appendix B.</p> <p>Action – Provide a suitable form of words on Attendance Management to T/Head of Corporate Governance for inclusion at Appendix B of Stewardship Statement. T/Director of Finance and Support Services & Human Resources.</p> <p>Members noted the progress towards completion of the end of year stewardship statement.</p>
<p>8.0</p>	<p>35/18 Corporate Financial Report</p> <p>T/Director of Finance and Support Services & Human Resources reported at the end of February there was a reported year to date net easement of £5.2m and a projected full year breakdown position in Resource DEL.</p> <p>There was a small projected surplus from the capital budget for 2017-18 depending on the sale of police premises.</p> <p>Members noted the financial report.</p>
<p>9.0</p>	<p>36/18 Finance Update 2018/19</p> <p>T/Director of Finance and Support Services & Human Resources presented proposals to the members which would operate within a 1.5% reduction. A point of note in the list of proposals was the need to consider that there was currently no provision for any funding implications as a result of Brexit. When the out workings of Brexit became clearer it was considered prudent to review the wider resourcing implications and our estate, particularly PSNI border stations.</p> <p>Action – Raise the funding implications of Brexit on the Police Budget with DOJ – DCC Harris.</p> <p>A decision was reached on the sum which would be carried as a funding gap.</p> <p>The members noted the budget allocation for 2018-19 and considered the draft Resource Plan.</p>
	<p>ACC Ops Support left the meeting at 11.05am.</p>

<p>10.0</p>	<p>37/18 Biometrics/Forensics Funding</p> <p>ACC Legacy and Justice presented the members with a proposal paper to provide FSNI with a 3 year funding commitment to facilitate steady state business whilst a strategic review of forensic service capability in Northern Ireland took place.</p> <p>A discussion took place about perceived costs/benefits to the PSNI in agreeing to this without a business plan marked with performance indicators and exit points.</p> <p>The members would look favourably on a 3 year plan with the caveats that a business plan with relevant measureable indicators and exit points was created and reviewed yearly. A three year commitment would also be dependent on future PSNI funding cuts.</p> <p>Action – Create a business plan with relevant performance indicators and exit points if there is a failure to deliver and bring a progress report back to SEB in December 2018. ACC Legacy and Justice.</p> <p>A discussion took place about volume crime and cyber-crime capacity. D/Chief Superintendent Crime Operations explained the provision which existed both internally and externally.</p>
<p>11.0</p>	<p>38/18 HR Contract Management</p> <p>T/Director of Finance and Support Services & Human Resources provided an update on how the transition of contract management services had been managed.</p> <p>Members noted the report provided.</p>
<p>12.0</p>	<p>39/18 Human Resource Update</p> <p>T/Director of Finance and Support Services & Human Resources provided an update on the Human Resource Dashboard and highlighted that there was a widely held perception in the PSNI that we were losing a critical number of police officers at the beginning of the financial year 2018/19. This did not appear to be borne out by the figures and a discussion followed on how this could be rectified and communicated.</p> <p>Action – Work with corporate communications to create an article for Callsign which will inform the organisation about numbers of officers leaving the organisation – T/Director of Finance and Support Services & Human Resources.</p> <p>Head of Legal Services reported that there was a workshop taking place 12 April 2018 to consider the issue of duty restrictions. The criticality of managing sickness absence and duty restrictions were also reiterated.</p>
	<p>The Committee Manager left the meeting at 11.55am and returned at 12.03pm.</p>

<p>13.0</p>	<p>40/18 Any Other Business</p> <p>The Deputy Chief Constable raised the issue of the upcoming TEDX talk on 12 April 2018 and tasked individual senior officers to provide examples to corporate communications which would promote the issue of organisation challenge.</p> <p>It was agreed that Head of Corporate Communications should provide information to each department on delivering successful presentations and also to provide background on the aims of TEDX.</p> <p>Action - Provide information to each department on delivering successful presentation and also to provide background on the aims of TEDX – Head of Corporate Communications.</p>
	<p>No other issues were raised and the meeting ended at 12.12pm</p>

Date of next meeting 11 April 2018 – Main Conference Room Brooklyn – 9am.