



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 13 February 2019

TIME: 9.15 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: D/Chief Constable agenda items 1-9

Chief Constable (agenda items 10-14)

MEMBERS:

Chief Constable	G Hamilton (11am)
T/Deputy Chief Constable	S Martin
ACC District Policing Command	M Hamilton (9.15am – 11.35am)
ACC Operational Support	A Todd
T/ACC Crime Operations	B Gray
T/ACC Legacy and Legal	G Clarke
T/ACC Innovation & Standards	
T/Director of Finance and Support Services & Human Resources	M McNaughten
Head of Human Resources	Y Cooke
T/Head of Finance	

NON-EXECUTIVE MEMBERS

Non-Executive Member	S Hodkinson
Non-Executive Member	F Keenan

OTHER ATTENDEES:

Head of Corporate Governance	
Head of Reward	
Finance	
Committee Manager	
Command Secretariat (Note taker)	

APOLOGIES:

T/Head of Corporate Communications	
T/ACC Innovation & Standards	T Mairs

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>11/19 Welcome and Apologies</p> <p>The D/Chief Constable opened the meeting and welcomed the members in attendance explaining that the Chief Constable had been delayed on other matters and would join the meeting when he became available. The Chief Constable joined the meeting at 11am and took over the chair.</p> <p>A quorum was confirmed.</p>
2.0	<p>12/19 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>Superintendent McCaughan declared a conflict of interest in Agenda item 10 as vice president of SANI and informed the meeting that SANI would be making a separate PRRB submission.</p>
3.0	<p>13/19 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 9 January 2019 were approved subject to minor amendments. It was agreed that no redactions of the previous minutes were required prior to publication, other than the names of some attendees.</p>
4.0	<p>14/19 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p>15/19 Corporate Risk Register</p> <p>Head of Corporate Governance updated the members on the changes to the Corporate Risk Register which included the removal of the data protection risk to be managed at department level and the reduction of the residual risk rating for the In-Year funding risk.</p> <p>Feedback from the recent Audit and Risk Assurance Committee was discussed regarding recording more information to recognise the work being undertaken to mitigate risks accurately, scoring tolerable risk and the impact of legislative delays.</p> <p>Members discussed the appropriate governance meeting for the Corporate Risk Register to ensure appropriate governance whilst dealing</p>

	<p>with administrative delays which the Head of Corporate Governance would reflect in a proposal paper.</p> <p>Changes to the Corporate Risk Register were noted and approved.</p> <p>Action – Prepare a short proposal paper to address appropriate governance mechanisms, recording mitigating information, scoring tolerable risks, impact of legislative delays and reducing administrative delays – Head of Corporate Governance</p>
6.0	<p>16/19 Performance Report</p> <p>Head of Corporate Governance updated members on the SEB Performance Report which had previously been circulated. Members discussed the report and noted the areas highlighted. ACC DPC and T/ACC Crime Ops agreed to address the geographical rise in crime through the TCG and DPC accountability forums.</p> <p>Action – obtain a copy of the fortnightly DPC performance data and circulate to non-executive members through the Head of Corporate Assurance – Head of Corporate Governance.</p> <p>Action – Organise a briefing/demonstration of appropriate PSNI performance monitoring systems to non-executive members – Head of Corporate Assurance.</p>
7.0	<p>17/19 Corporate Finance Update</p> <p>T/Head of Finance provided an update to the members on PSNI financial position at end of January 2019. It was reported that an underspend of £0.8m in the resource budget existed, with savings in pay related budgets offset by pressures in overtime and revenue support costs plus payment of provisions.</p> <p>An underspend of £10.1m was reported in the capital budget. This was due to delays in the delivery of soft skin and armoured vehicles, IT and estates works with slippage largely due to security clearance delays.</p> <p>Members were also updated on the full year projections and the fact that there was no likely settlement or budget scenarios from the Department of Justice at this stage which made financial planning difficult for the PSNI.</p> <p>Members discussed and noted the financial report presented.</p> <p>Action – Establish the overtime cost of potential surge for Op Cookhouse between the dates of 18th March and 29 March 2019 – T/Head of Finance.</p>
8.0	<p>18/19 Human Resource Update</p> <p>The Head of Human Resources briefed members on the key HR issues which included a synopsis of the questions from the NIPSA AGM; imminent launch of the mediation scheme and evaluation mechanisms; and ongoing police officer/staff promotion competitions and progress</p>

	<p>through live lists.</p> <p>It was decided that the HR Dashboard would only form an agenda item at the Service Performance Board due to timings and availability of information for the SEB. It was also agreed that the HR Dashboard would be circulated routinely to all attendees when available. The future format of the HR brief to SEB would be to highlight emerging issues and themes relevant to members.</p> <p>Action – provide SEB with an evaluation of the mediation scheme 6 months after launch – Head of HR.</p>
9.0	<p>19/19 FSNI 3 Year funding Performance Update</p> <p>The ISD representative provided members with an update on the agreed Key Performance Indicators (KPIs) between FSNI and PSNI and referred to a self-assessment report completed by the FSNI Chief Executive.</p> <p>A national overview of availability for forensic services was provided. Members agreed that the report provided did not address the assurance that SEB required and proposed that a separate report should be prepared by ACC ISD with a more detailed PSNI assessment of progress against each of the pillars of the Forensic reform programme. Members decided that FSNI funding should continue at present within the parameters agreed last year but that a more detailed report on reform was required.</p> <p>Action – Provide a more detailed report outlining a PSNI assessment of progress in the ongoing reform programme and KPI's measured in May 2019 - T/ACC ISD.</p>
	<p>Chief Constable joined the meeting and took over as Chair at 11am.</p>
10.0	<p>20/19 PSNI Submission to PRRB</p> <p>T/Director of Finance and Support Services & Human Resources and Head of Reward updated members on the draft PSNI submission to PRRB for final approval. A brief synopsis of the National Police Chiefs' Council submission was provided and discussed. The Chief Constable acknowledged the quality of the paper. Members discussed the affordability and implications of aligning with the NPCC position. Suggested changes were noted by the authors and it was agreed that subject to these amendments the paper should be circulated and submitted.</p> <p>Action – Make suggested amendments to reflect PSNI PRRB discussion circulate and submit as PSNI position - T/Director of Finance and Support Services & Human Resources.</p>

<p>11.0</p>	<p>21/19 Review of Competency Related Threshold Payment (CRTP)</p> <p>Head of Reward updated members on the draft amendments to the Police Pay and Allowance Code (PPAC) documentation on CRTP which had previously been circulated. The four conditions for removal of CRTP were outlined along with draft guidance on how to manage the CRTP process. The anticipated launch, review process, briefings and timescales were also discussed.</p> <p>Members discussed at length the decision making levels, aligning guidance with current regulations, timescales for reapplication and appropriate monitoring mechanisms.</p> <p>The Chief Constable acknowledged the work which had been undertaken to get the paper to the stage which it was at.</p> <p>It was agreed that the amendments should be made as discussed a revised paper submitted to SEB in March 2019.</p> <p>Action – submit a revised paper on CRTP to SEB in April 2019 – Head of HR.</p>
<p>12.0</p>	<p>22/19 Injury on Duty Briefing</p> <p>T/Director of Finance and Support Services & Human Resources and a senior project manager from Finance updated members on Injury on Duty Awards and highlighted some of the emerging issues. Members were informed about the eligibility of officers applying for the award; the application, managing body and appeal processes; current issues and the financial pressures for the PSNI.</p> <p>The Chief Constable expressed his gratitude that the paper had provided clarity to the current position and assisted with the ongoing conversations with Department of Justice and Policing Board.</p>
<p>13.0</p>	<p>23/19 Police Museum</p> <p>Paper not heard. The Chief Constable requested that this paper be discussed further by Service Executive Team members prior to bringing before formal governance.</p> <p>Action – Arrange for Museum to form an agenda item at Service Executive Team away day – Committee Manager.</p>
<p>14.0</p>	<p>AOB</p> <p>No further business was raised and meeting concluded at 12.15pm.</p>

Date of next meeting:

Wednesday 6 March 2019 – Main Conference Room Brooklyn – 9 a.m.