



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board (SEB)

DATE: 19 September 2019

TIME: 9.05am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Chief Constable

MEMBERS:

T/Deputy Chief Constable	S Martin
ACC District Policing Command	M Hamilton
ACC Operational Support	A Todd
T/ACC Crime Operations	B Gray
T/ACC Legacy and Legal	G Clarke
T/ACC Innovation & Standards	Represented by E Bond
T/Director of Finance and Support Services & Human Resources	M McNaughten

NON-EXECUTIVE MEMBERS:

Non-Executive Member	S Hodkinson
Non-Executive Member	I Jordan

OTHER ATTENDEES:

Head of Corporate Governance	
Head of Training College	
Head of Human Resources	
Head of Corporate Communications	
Committee Manager	
Command Secretariat (Note taker)	
Command Secretariat (Note taker)	

APOLOGIES:

T/ACC Innovation & Standards	T Mairs
Head of Human Resources	Y Cooke

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>95/19 Welcome and Apologies</p> <p>The Chief Constable opened the meeting and welcomed the members in attendance.</p> <p>A quorum was confirmed.</p>
2.0	<p>96/19 Declaration of Conflict of Interest</p> <p>The 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>Members discussed a possible conflict of interest at agenda item 5 regarding senior officer development funding. On advice from the independent members this was considered an interest but no conflict existed.</p>
3.0	<p>97/19 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 7 August 2019 were approved.</p> <p>No suggested redactions were advised prior to publication, other than the names of some attendees.</p>
4.0	<p>98/19 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p>99/19 Senior Officer Development Funding</p> <p>Members discussed the paper presented. The Chief Constable recognised the importance of Continuous Professional Development opportunities and programmes for all ranks and grades. A recent HMICFRS report on Police Services Arrangements for the selection and development of Chief Officers was referenced and commended to the members for background reading.</p> <p>The content of the paper was agreed.</p> <p>Action: Draft a letter for Chief Constable's signature to inform Northern Ireland Policing Board about decision to adopt principles set out in Senior Officer Development Funding paper – Committee Manager</p> <p>Action: Complete a skills audit for the Senior Command Team to identify training needs – T/DCC</p>

	Head of Policing College left the meeting at 9.15am
6.0	<p>100/19 Overview Report</p> <p>Head of Corporate Governance reported that there were currently 81 open recommendations and 4 waiting to be assigned. Members were updated on the number of reports which had been added to the system since the last report in May 2019.</p> <p>Progress noted by members.</p>
7.0	<p>101/19 Stewardship Statement</p> <p>Head of Corporate Governance presented the draft stewardship statement. Members discussed the content and agreed to provide feedback on their areas of business to Head of Corporate Governance. Final signed stewardship statement is due with DOJ 4 October 2019.</p>
8.0	<p>102/19 Corporate Risk Register</p> <p>Head of Corporate Governance updated members on the changes to the risk register which had occurred since the last meeting.</p> <p>Members endorsed adding the Records Management risk to the Corporate Risk Register. The Business Continuity Management risk will be reassessed by ACC OSD and brought back for inclusion if deemed appropriate.</p>
9.0	<p>103/19 Finance Update</p> <p>T/Head of Finance reported that there is a year to date overspend of £15.2m with unfunded pension pressures of £11.5m as the largest element of the overspend. The capital position was reported as an easement of £4.7m. The full-year projection was reported as £4.6m which included the adjustments for costs expected to be funded in full by the Department of Justice.</p> <p>Members were informed that PSNI were participating in the Financial Excellence in Policing Programme and members of the Senior Executive Team should be prepared to take part in related surveys.</p> <p>T/Director of Finance and Support Services & Human Resources informed the members that the transformational bid for submission to DOJ would be completed by the end of September and members would be sighted prior to submission.</p> <p>Action: Prepare an outline business case to cover an increase in officer numbers to c7500 and consult with EU Exit Gold Commander to ensure all details are captured accurately as to how EU Exit funding will be utilised in year 2. Also consider how an argument could be presented as to how all funding streams can be consolidated into a single funding stream - T/Director of Finance and Support Services & Human Resources</p>

	<p>The Chief Constable informed members that following a meeting with the Strategic Investment Board an outline business case was being prepared regarding modernising the police estate.</p> <p>Action: Invite Non-Executive members to the SET away day in October – Committee Manager</p>
10.0	<p>104/19 HR Update</p> <p>The HR representative updated members on the strategic issues within HR since the last meeting. Members discussed the 18% increase in duty adjustments and the effect that it would have on operational capacity.</p> <p>Action: Annex information on next month's HR update to show a breakdown and duration of duty adjustments also provide information as to where members with duty adjustments are deployed per Department/District – HOHR</p> <p>Action: Outline what the Recognition process within PSNI will look like for October SEB - HOHR</p>
11.0	<p>105/19 Self-effectiveness Review</p> <p>The Committee Manager presented the self-effectiveness review for 2018-19.</p> <p>Members recognised the need for reiterating adherence to set timelines for paper submission. It was agreed that the focus of SEB should be strategic and forward facing.</p> <p>Members were informed that the T/Deputy Chief Constable had been commissioned to conduct a review of the current Governance structures.</p> <p>Contents of paper were agreed and will be placed before ARAC in due course.</p> <p>Action: Submit SEB SER to ARAC – Committee Manager</p>
12.0	<p>106/19 Platinum Group</p> <p>The Chief Constable presented the platinum group paper which had previously been circulated. Members discussed the concept and merits of introducing a platinum command level.</p> <p>Action: Provide written views to committee manager for inclusion in an amended paper to be brought to SEB October 2019 – Committee Manager</p>
13.0	<p>107/19 AOB</p> <p>No other business was tabled. Meeting ended at 10.45am.</p>

Date of next meeting:

Wednesday 9 October 2019 – Main Conference Room Brooklyn – 9 a.m.