



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 10 April 2019

TIME: 9.05 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Chief Constable

MEMBERS:

T/DCC	S Martin
ACC District Policing Command	Represented by Chief Superintendent Farrar
ACC Operational Support	A Todd
T/ACC Crime Operations	B Gray
T/ACC Legacy and Legal	G Clarke
T/ACC Innovation & Standards	T Mairs
T/Director of Finance and Support Services & Human Resources	M McNaughten

NON-EXECUTIVE MEMBERS:

Non-Executive Member	S Hodkinson
Non-Executive Member	G Crossan

OTHER ATTENDEES:

T/Head of Corporate Governance Committee Manager	
Command Secretariat (Note taker)	
Command Secretariat (Note taker)	
Head of Human Resources	
T/Head of Finance	
Head of Corporate Communications	

APOLOGIES:

ACC District Policing Command	M Hamilton
Head of Human Resources	Y Cooke

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>25/19 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>26/19 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>No conflict of interest were raised.</p>
3.0	<p>27/19 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 4 March 2019 and 20 March 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>28/19 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
10.0	<p>46/19 Risk Avoidance Danger Awareness Resource (RADAR) Update (taken out of order)</p> <p>ACC OSD updated members on the RADAR paper which had previously been circulated. Members were informed that DoJ had commissioned a paper to explore various options to achieve charitable status. Members were updated that the operating hours for RADAR had been extended and terms and conditions for new staff appointments would reflect the need for evening and weekend working.</p> <p>ACC OSD assured members that there was an absolute commitment from PSNI, DoF and DoJ to work in partnership to achieve a sustainable future for RADAR and the current status reflected that the workstreams were on track to achieve this.</p> <p>Members noted the progress report presented.</p>

<p>11.0</p>	<p>47/19 Police College Redevelopment Update (taken out of order)</p> <p>ACC OSD updated members on the Police College Redevelopment paper which had previously been circulated. The key risks were highlighted and discussed. Members were informed that the Department of Justice were fully aware of the funding risk. The T/Director of Finance and Support Services & Human Resources informed members that Outline Business Case 2 was anticipated late Autumn 2019.</p> <p>Members noted the progress and risks and looked forward to a further update in Autumn 2019.</p> <p>The Chief Constable left the meeting at 9.30am. The chair was taken over by T/DCC Martin.</p>
<p>5.0</p>	<p>41/19 Corporate Risk Register and Annual Risk Management Report</p> <p>Head of Corporate Governance updated the members on the proposed changes to the risk register. Members were informed that the EU Exit risk had been rewritten and rescored and that this format would be adopted for all risks going forward.</p> <p>An overview of how risks had been managed in the PSNI over the 2018/19 accounting period was also provided.</p> <p>Members noted the updates provided.</p>
<p>6.0</p>	<p>42/19 Annual Overview Report 2018/19</p> <p>Head of Corporate Governance provided members with a summary of how the Overview system had been managed in the 2018/19 accounting period. During the 2018/19 financial year 111 recommendations were added to Overview while at the same time 188 recommendations were discharged. As at 31 March 2019 there were a total of 78 open recommendations.</p> <p>Members discussed changing the options when considering responses to recommending reports from accepted/rejected to accepting/not accepting/adopting. Options not accepted would be considered at Service Performance Board followed up by a report to the recommending body.</p> <p>Members noted the update provided.</p> <p>The Chief Constable returned and resumed the Chair at 9.50am.</p>
<p>7.0</p>	<p>43/19 Initial Draft Governance Statement</p> <p>Head of Corporate Governance presented members with the initial draft of the Governance Statement. Members were informed that a more detailed draft would be available for SEB in May.</p>

	<p>The Chief Constable clarified that membership of the Service Executive Board (SEB) were those within the executive team as recognised by the Policing Board. He stated that - the Service Executive Team (SET) also included those in advisory roles, such as Head of Human Resources and Head of Corporate Communications.</p> <p>It was decided that an explanatory paragraph would be added to the SEB attendance section.</p>
8.0	<p>44/19 Finance Report</p> <p>T/Head of Finance informed members the provisional outturn position for 2018/2019 was an underspend of £0.2m on Resource DEL (or 0.03% of budget). The provisional capital position was reported as £0.2m (or 0.4% of budget). Both outcomes were achievable due to the additional in-year funding provided by the Department of Justice.</p> <p>Action – Organise a meeting with key personnel including T/Director of Finance and Support Services & Human Resources and T/Head of Finance to discuss proactive positioning – Head of Corporate Communications.</p>
9.0	<p>45/19 HR Update</p> <p>Human Resources representative updated members on the Human Resource paper which had previously been circulated. The update included HR Reform; Workforce Planning and Resourcing; Managed Services; Wellbeing and Attendance Management; Reward and Relations; and Engagement and Recognition Police Officer Recruitment.</p> <p>Members noted the update provided.</p>
12.0	<p>AOB</p> <p>Superintendent Command Secretariat presented a self-effectiveness questionnaire for all members and frequent presenters to SEB. This would be used to inform the annual self-effectiveness review of SEB.</p> <p>Circulation of the questionnaire was approved.</p> <p>No further business was raised and the meeting finished at 10.30am</p>

Date of next meeting:

Wednesday 12 May 2019 – Main Conference Room Brooklyn – 9 a.m.