



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 6 March 2019

TIME: 9.00 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Chief Constable

MEMBERS:

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	T Mairs
T/Director of Finance and Support Services & Human Resources	M McNaughten
Head of Human Resources	Y Cooke
T/Head of Finance	
Head of Corporate Communications	

NON-EXECUTIVE MEMBERS

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

OTHER ATTENDEES:

T/Head of Corporate Governance	L Jeapes
Attendance and Diversity	
Head of Training College	
Committee Manager	
Command Secretariat (Note taker)	
Command Secretariat (Note taker)	

APOLOGIES:

T/Deputy Chief Constable	S Martin
T/Head of Corporate Communications	

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>
3.0	<p>27/19 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 13 February 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>
5.0	<p>29/19 Corporate Risk Register</p> <p>Head of Corporate Governance updated the members that there had been no changes to the Corporate Risk Register but that there had been detailed work commissioned at the Service Performance Board to reflect the need to appropriately set out and mitigate ongoing legacy issues, records management, HR and future funding.</p> <p>Members noted the update provided.</p>
11.0	<p>35/19 Provision of Academic Qualification for Police Trainees</p> <p>This agenda item was taken out of order.</p> <p>The Head of Training attended the meeting for this agenda item. (9.15am – 9.55 am)</p> <p>Members were informed that the current provision of level 5 training would expire at the end of March 2019 and that tenders had been invited from potential providers to cover the following areas:-</p> <ol style="list-style-type: none"> 1. Accredite the current 23 week student officer training programme (SOTP)

	<p>to a level 5 advanced diploma.</p> <ol style="list-style-type: none"> 2. Work with PSNI to design and develop a solution that offers a level 6 Bachelor Degree vocational based qualification, accrediting the applied Probationary Constable learning. 3. Work with PSNI and deliver a vocational based Bachelor Degree programme, accrediting a combination of Student Officer learning and the applied Probationary Constable learning. 4. Tenderer must outline how they will build and maintain a professional partnership with the College that supports and promotes research, facilitates best practice and enables critical review and challenge in area of learning and development. <p>Members were informed about the marketing strategy for the tender process and named the academic provider who had submitted a tender. The tender would be in place for seven years followed by an evaluation. The design of the level 6 qualification (BSC Honours in Policing) would take place over 12 months with the degree programme to start early 2021.</p> <p>Questions were invited from the members. Issues around finance, withdrawal of tenders, mapping qualification and the national picture on academic qualifications in Policing were all addressed by the Head of Training College.</p> <p>The Chief Constable emphasised the importance of consultation with the Policing Board as key stakeholders in the development of academic requirements for police officers and pathway for accreditation.</p> <p>Action: - Provide update on Police College Recommendations and seek out an opportunity to brief the Policing Board on academic qualifications for Police. Consult with T/Head of Finance and Support Services & Human Resources to consider an appropriate briefing and possible delivery through the Resources Committee - ACC OSD.</p>
	<p>Members availed of a break 9.55am - 10.25am</p>
<p>10.0</p>	<p>34/19 Update on Attendance Management</p> <p>A representative from HR attended the meeting for this agenda item. (10.25am – 11.00am)</p> <p>Members were briefed on the changes to the Attendance Management policy which reflected the revisions to the Attendance Standards Triggers approved at the SEB in December 2018.</p> <p>Members were informed that relevant guidance had been uploaded on the appropriate forums to assist all officers and staff to understand and implement the changes correctly.</p> <p>An update was provided on the consultation process and the key themes which had been identified for the data analysis and benchmarking exercises which would be progressed by the Attendance Management Group in March 2019. Members were advised that the recommendations in the paper had been implemented from 1 February 2019 and that since implementation, sickness had reduced.</p>

	<p>The Chief Constable thanked those responsible for the work, but believed some additional thinking should be applied to the 'Mitigating Considerations' section.</p> <p>Action: Attendance management paper to be further discussed and developed at a future SET away day – Committee Manager</p> <p>Action: HR rep to CC – provide a one page document around the Chief Constable's expectations about attendance management in ACCs' accountability meetings (before end of March 2019) – T/Head of HR.</p>
<p>9.0</p>	<p>33/19 HR Update</p> <p>The Head of HR updated members on the key HR headline which had previously been circulated. The update included:</p> <ul style="list-style-type: none"> • HR Reform • Equality, Diversity & Inclusion • Workforce Planning & Resourcing • External Resourcing Managed Services • Wellbeing & Attendance Management • Reward, Relations, Engagement & Recognition <p>Members noted the update presented.</p> <p>The content of the HR dashboard was also noted.</p>
	<p>Action Point on Government Security Classification Markings (GSC)</p> <p>Action: Consider appropriate refresher training for appropriate personnel on Government Security Classification (GSC) to ensure protective markings are being properly applied – ACC Todd</p> <p>Action: Consider changing information sheet on Governance Papers to include check boxes for appropriate GSC and relevance to Freedom of Information. Standardisation of documents should also be considered. NPCC submission document was put forward as good practice - Committee Manager.</p>
<p>6.0</p>	<p>30/19 PSNI Internal Strategy 2019 – 2022</p> <p>The Head of Corporate Governance briefed members on the content of the draft Internal Audit Strategy 2019 – 2022 which had previously been circulated to members on a number of occasions.</p> <p>Members were informed that the audit strategy would be reviewed annually by the Head of Internal Audit to ensure that it continued to meet the priorities and assurance requirements of the PSNI. The priority ratings were defined and explained and a list of intended audits for the period of 2019-2022 were noted.</p> <p>Updated noted. It was agreed that formal approval would be subject to consultation through Non Executive Members.</p> <p>Action: Draft Internal Audit Strategy 2019-2022 to be sent to NEMs for</p>

	consultation - T/Head of Corporate Governance.
7.0	<p>31/19 Draft – Northern Ireland Policing Plan 2019/20</p> <p>The Head of Corporate Governance briefed members on the draft Northern Ireland Policing Plan 2019/20 which had previously been circulated.</p> <p>Members were informed that the Policing Plan would largely roll over again into 2019/20 with some small amendment to reduce the number of measures to be reported against.</p> <p>Members noted and agreed the draft policing plan for 2019/20.</p> <p>Action: Produce a short paper on the links between Service First, PBR and Corporate Plan - T/ACC ISD.</p> <p>Action: Add a sentence to Policing Plan forward to reflect the positive work which had been undertake and the vision of future policing plans to reflect OBA outcomes and how the Corporate Plan is our vehicle for delivering the Policing Plan – T/ACC ISD.</p>
8.0	<p>32/19 Finance Report</p> <p>T/Head of Finance provided a verbal update to members on the provisional financial situation at the end of February 2019. A breakeven position was predicated for year end. The position with police overtime was also discussed.</p> <p>Assurance was provided that the capital spend would be completed before year end and a breakeven position was predicted.</p> <p>T/Director of Finance and Support Services & Human Resources informed the members that the provision of our 2019/20 budget had not yet been communicated to PSNI but would be circulated as soon as received.</p> <p>Members discussed possible budget settlement scenarios and the pressures that may be placed upon service delivery.</p>
12.0	<p>36/19 AOB</p> <p>No further business was raised and meeting concluded at 11.50am.</p>

Date of next meeting:

Wednesday 10 April 2019 – Main Conference Room Brooklyn – 9 a.m.