



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board (SEB)

DATE: 7 August 2019

TIME: 9am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: T/Deputy 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	Represented by
T/ACC Innovation & Standards	T Mairs
T/Director of Finance and Support Services & Human Resources	Represented by D Teer
Head of Human Resources	Y Cooke
Head of Corporate Communications	Ryan Feeney

NON-EXECUTIVE MEMBERS:

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

OTHER ATTENDEES:

Head of Corporate Governance	
Head of Policing With Community	
Committee Manager	
Human Resources - Award	
Command Secretariat (Note taker)	
Command Secretariat (Note taker)	

APOLOGIES:

Chief Constable	
T/ACC Legacy and Legal	
T/Director of Finance and Support Services & Human Resources	

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>81/19 Welcome and Apologies</p> <p>The T/Deputy Chief Constable opened the meeting and welcomed the members in attendance.</p> <p>A quorum was confirmed.</p>
2.0	<p>82/19 Declaration of Conflict of Interest</p> <p>The T/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 conflicts of interest were declared.</p>
3.0	<p>83/19 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 10 July 2019 were approved. No suggested redactions from the previous minutes were advised prior to publication, other than the names of some attendees.</p>
4.0	<p>84/19 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
13.0	<p>93/19 Corporate Risk Register – (taken out of order)</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 were informed that the Mandatory Training risk had been rewritten in the new format with key controls and actions added. The changes were noted and it was agreed that it was appropriate for the mandatory training risk to remain on the Corporate Risk Register.</p>
5.0	<p>85/19 Review of Revised Environmental Allowance for Police Staff</p> <p>The T/Deputy Chief Constable identified that there was a potential conflict of interest for all police staff present. The T/Deputy Chief Constable stated that the input of police staff was important for the agenda item and that he would manage any perceptions of conflicts</p>

	<p>should they arise.</p> <p>A representative from Reward Policy HR joined the meeting between 9.20am and 10.05am for this agenda item.</p> <p>The purpose of the paper represented was to seek the direction of SEB on how to proceed regarding the payment of Revised Environmental Allowance (REA) to Police Staff. Members were informed that NIPSA had lodged a formal complaint on 1 April 2019 to uplift the rate of REA in line with the Prison Staff which they presented as comparators. Members were provided with details regarding the current rates paid along 3 options in taking the matter forward.</p> <ul style="list-style-type: none"> • Option 1 - No change to the current rate of REA (£580p.a) • Option 2 - Increase the rate of REA by 1% to £631p.a from 1 August 2018 • Option 3 - Increase the rate of REA to £1,288 from 1 April 2018 to reflect the remuneration payable to Prison Service Support Staff and the retrospection timeframe for payment claimed by NIPSA <p>Members discussed the affordability, moral and ethical issues of the options presented. It was explained that the previous Chief Constable had discussed this at the NIPSA Annual General Meeting on 1 February where a commitment was given that this would be looked at expeditiously and a retrospective date of 1 April 2018 was agreed for back claim.</p> <p>It was decided that there was a need to review the allowance as it had remained unchanged from 1 August 1990 until it was uplifted by 1% to £580p.a from 1 August 2017.</p> <p>Action: Prepare a business case for consideration of SEB and onward transmission to DOJ which is well evidenced, satisfies the legal aspect, considers if Prison Service is the appropriate comparator organisation and if there should be a universal uplift or role specific - HOHR</p>
<p>6.0</p>	<p>86/19 HR Update</p> <p>The Head of Human Resources distributed an HR update to members and briefed the attendees on the key points.</p> <p>Members were informed that work was ongoing to improve key messaging from the HR Centre to the organisation in an attempt to keep the workforce updated on areas such as scheduling for promotion processes. The Head of Human Resources also updated members that a paper was due to be presented to SET members on a new 'fit for purpose' HR structure.</p> <p>Action:- HOHR to speak with DCC regarding content of update before going to the NIPB - HOHR</p>

<p>7.0 + 8.0</p>	<p>87/19 Finance Performance Report + 88/19 In-Year Pressures</p> <p>T/Head of Finance informed members that due to the timing of meetings and reports the June update contained in the SEB papers was now superseded by the details in the in-year pressures paper and period 4 (July) month end.</p> <p>T/Head of Finance outlined the emerging proposals to recover the current in-year pressure of £6.1m. Members were informed that the Finance Delivery Group had met to consider a range of possible measures to reduce costs assessing them against the strategic priorities. Following this work the current projected pressure was reduced from £6.1m to £2.3m.</p> <p>Members were informed about a range of rising pressures which included overtime, possible legal compensation and EU Exit which had not been factored in.</p> <p>Members discussed the transformational paper which would be submitted to the DOJ at the end of September. It was agreed that Finance would be responsible for the format and Innovation and Standards Department would provide the content.</p>
	<p>Members availed of a break from 10.35am – 10.55am.</p> <p>Head of Corporate Governance did not return after break.</p>
<p>9.0</p>	<p>89/19 Audit and Risk Assurance Committee (ARAC) Self-effectiveness Review</p> <p>The Non-Executive ARAC Chair provided an overview of the paper which had previously been circulated. He commented positively on the level of engagement between ARAC and PSNI officers and staff. The assessment had been completed using the Audit and Risk Assurance Committee Effectiveness Checklist NAO 2017.</p> <p>Members were informed that it was the intention of ARAC to seek a form of external assessment at the end of 19/20.</p> <p>Members agreed with the conclusion that the ARAC committee had been effective in ensuring that PSNI functioned in according to good governance, applying appropriate accounting and auditing standards, and adopt appropriate risk management arrangements.</p> <p>It was agreed that if ARAC felt they would benefit from further briefings this would be facilitated through the Corporate Assurance Team leader.</p>
<p>10.0</p>	<p>90/19 ARAC Annual Report and Terms of Reference</p> <p>The Non-Executive ARAC Chair provided an overview of the paper which had previously been circulated. The conclusion was drawn that the PSNI had recognised and discharged its responsibilities in respect of Corporate Governance, Risk Management and Internal Control Frameworks in a satisfactory manner.</p>

	<p>The T/Deputy Chief Constable recognised the contribution of ARAC in how it helped the Senior Executive Team to manage the areas mentioned above.</p>
11.0	<p>91/19 Future Funding of Legacy Related Litigation</p> <p>Head of Legal Services provide an overview of the paper which had previously been circulated.</p> <p>Members were informed of the potential exposure to PSNI of the financial costs attributable to settlement of legacy related litigation and the associated legal costs. Members discussed the extent of the potential resource implications and the significant challenge in accurately assessing quantum.</p> <p>Members were informed that the details presented would form the basis of a further revised Business Case which would come through governance before being submitted to DOJ.</p> <p>Action:- Progress with business case under action 19~36 for return to SEB in 2 months – T/ACC L&L</p>
12.0	<p>92/19 PSNI Children and Young People Strategy (CYP)</p> <p>The Head of PWC joined the meeting for this agenda item 11.45am – 12 noon).</p> <p>Members were informed of the five key themes, set up of working group, youth champion’s forum and independent advisory groups. Members discussed the strategy booklet and Head of Corporate Communications advised on potential adjustments to branding.</p> <p>Members discussed the role of Chief Officer lead and agreed that ACC ISD would be most appropriate.</p> <p>Members agreed the paper subject to minor refinements.</p> <p>Action:- Meet with Corporate Communications to discuss and agree branding before launch – T/ACC ISD</p> <p>Action:- Share CYP strategy with NIPB and develop an action plan with the support of the NIPB – T/ACC ISD</p>
14.0	<p>94/19 AOB</p> <p>Modified Rest Days (MRD)</p> <p>ACC DPC provided an overview of the paper which had previously been circulated. Members discussed the reallocation of rest days and the legal implications. It was agreed that ACC DPC would lead on this work with the assistance of ACC OSD as required.</p> <p>The T/Deputy Chief Constable emphasised the importance in applying the agreed regulations consistently to ensure fairness throughout the</p>

	<p>organisation.</p> <p>Action: - Liaise with Finance and ACC OSD to review special policing services – ACC DPC</p> <p>Action:- Engage with counsel regarding the discretion points, regularise and issue service wide instruction re MRDs – ACC DPC</p> <p>No other business was raised and the meeting concluded at 12.15pm</p>
--	---

Date of next meeting:

Wednesday 11 September 2019 – Main Conference Room Brooklyn – 9 a.m.