



Keeping People Safe

**MINUTES OF MEETING**

**NAME OF COMMITTEE: Service Executive Board (SEB)**

**DATE: 8 January 2020**

**TIME: 9.10 am**

**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	
T/Director of Finance and Support Services & Human Resources	M McNaughten

**NON-EXECUTIVE MEMBERS:**

Non-Executive Member	F Keenan
----------------------	----------

**OTHER ATTENDEES:**

Head of Corporate Governance	
T/Head of Finance	
Head of Corporate Communications	
Command Secretariat (Note taker)	
HR Strategic Lead for External Recruitment	(agenda item 11)
Service Providers for Recruitment and Advertising	4 delegates
Head of Major Works	(agenda item 8)
Head of Scientific Support	(agenda item 10)
Head of Justice and Standards	(agenda item 10)

**APOLOGIES**

Head of Human Resources	
Innovation & Standards	T/ACC T Mairs
Head of Corporate Communications	
Non-Executive Member	S Hodgkinson

**ACTIONS assigned by the Chair are highlighted in blue text.**

Item No	
<b>1.0</b>	<b>1/20 Welcome and Apologies</b>
<b>2.0</b>	<p><b>2/20 Declaration of Conflict of Interest</b></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>T/ACC Legacy &amp; Legal declared a conflict of interest in agenda item 8.</p>
<b>3.0</b>	<p><b>3/20 Minutes of Previous meetings + Redactions prior to publication</b></p> <p>The minutes from the meeting on 11 December 2019 were approved.</p> <p>No suggested redactions were advised prior to publication, other than the names of some attendees.</p>
<b>4.0</b>	<p><b>4/20 Actions Arising from previous meetings</b></p> <p>The action register was reviewed and completed actions were noted.</p>
<b>5.0</b>	<p><b>5/20 Corporate Risk Register</b></p> <p>The Head of Corporate Governance updated members on the proposal to take off the 2 existing risks on Terrorism and create a single Terrorism Risk.</p> <p>Members approved the changes proposed.</p>
	The order of the agenda was changed to facilitate external speakers.
<b>11.0</b>	<p><b>11/20 AOB Pre-Campaign Recruitment Update</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources introduced the paper which had previously been circulated. The external recruitment lead introduced colleagues from the service providers from recruitment campaign and advertising.</p> <p>Members were provided with an overview of the 2020 recruitment programme, key dates for delivery, outreach and advertising and the assessment framework.</p> <p>Action – PSNI External Recruitment Lead to liaise with Private Office regarding suitable date for Chief Constable to attend the Assessment</p>

	<p>Centre – Committee Manager</p> <p>Action – Organise a suitable date to brief the Northern Ireland Policing Board on the pre–recruitment launch - T/DFSS&amp;HR</p> <p>Action – Draft a letter for Chief Constable’s signature to update faith leaders on recruitment information – T/DCC Martin</p> <p>Action – Organise a suitable format and forum to receive regular recruitment updates - T/DFSS&amp;HR</p> <p>Action – Link in with Private Office to organise a breakfast meeting with press to provide suitable recruitment brief – D/Head of Corporate Comms</p>
	Members availed of a break from 10.25am – 10.35am
<b>8.0</b>	<p><b>8/20 Museum Paper</b></p> <p>The Head for Major Works joined the meeting for this agenda item.</p> <p>T/Director of Finance and Support Services &amp; Human Resources introduced the paper which had previously been circulated. Members were provided with a brief history of how the concept of the Police Museum had become the responsibility of the PSNI to progress.</p> <p>Members discussed the options presented, the affordability issues and potential running costs of a museum, in the context of other competing priorities including modernisation of the estate, increased numbers and upgrading digital capabilities.</p> <p>Given the circumstances and the uncertainty around funding, the decision was taken to do nothing at present and to table the proposal again at SEB in May 2020, having consulted with the RUC GC.</p> <p>Action – Speak with The Royal Ulster Constabulary George Cross (RUCGC) Foundation to discuss the potential of transferring responsibility back to them to deliver – T/ACC L&amp;L</p>
<b>10.0</b>	<p><b>10/20 Scientific Support Strategic Plan 2019 – 2024</b></p> <p>The Head of Scientific Support and Head of Justice and Standards joined the meeting for this agenda item and paper which had previously been circulated.</p> <p>The Chief Constable commended the standard of the strategic plan presented.</p> <p>Members discussed relationship management between Cyber, Scientific Support and FSNI.</p> <p>The Chief Constable requested the plan to be updated from 2019-2024 to 2020-2025.</p> <p>The Scientific Support Strategic plan was agreed for implementation</p>

	<p>with a progress report tabled at SEB in 6 months (July2020).</p> <p>The Chief Constable updated the meeting about the PSNI Foundation Principles which had recently been agreed for the organisation. These should now be reflected in all strategic documents going forward.</p> <p>Action – Circulate PSNI Foundation Principles to appropriate supervisory levels with an instruction to ensure that they would be reflected in all future governance documents – Head of Corporate Governance</p> <p>Action – Ensure that a PSNI strategy template is included in the PSNI corporate style guide and provide an update as to when the PSNI corporate style guide would be completed – D/Head of Corporate Communications</p>
<p><b>6.0</b></p>	<p><b>6/20 Finance Update</b></p> <p>T/Head of Finance updated members on the strategic financial update and the updates from DOJ since the paper had been distributed.</p> <p>Members discussed further investment in digital and uniform. Members were requested to link directly with T/Director of Finance and Support Services &amp; Human Resources regarding any other potential bids before the end of January.</p> <p>Members noted the current financial position and the report given.</p>
<p><b>7.0</b></p>	<p><b>7/20 Budget Planning</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources introduced the paper which had previously been circulated.</p> <p>The Chief Constable updated members on recent talks with DOJ's Permanent Secretary.</p> <p>Members discussed the potential funding gap and the potential impact to service delivery in taking measures to close that gap in the case of a flat budget settlement.</p> <p>Action – Write to DOJ Permanent Secretary to set out the impact to PSNI's service delivery by taking any of the measures suggested in the paper presented to close the funding gap - T/DFSS&amp;HR</p> <p>Action – Discuss and agree an appropriate format for the Chief Constable to provide a read out from Strategic Meetings – Committee Manager</p>
<p><b>9.0</b></p>	<p><b>9/20 Strategic Partnership Options Paper</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources introduced the paper which had previously been circulated.</p> <p>The Head of Innovation and Change Branch update members on how this work will be progressed in 3 stages:</p> <ol style="list-style-type: none"> <li>1. Benchmarking</li> </ol>

	<p>2. Scoping</p> <p>3. Draw Down Contract</p> <p>Members discussed the benefits of learning from other forces and suggested various partners who could be consulted with as part of the benchmarking exercise.</p> <p>Action – Provide an update to SEB in February 2020 on progress of the strategic partnership work and submit a full paper to SEB in March 2020 on Strategic Partnership Options – Head of Innovation and Change</p>
11.1	<p><b>11/20 AOB</b></p> <p><b>HR Report</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources introduced the paper which had previously been circulated. Members were updated on progress in the key areas of business since the last meeting in December 2019.</p> <p>Members noted the update provided.</p> <p><b>Crossmaglen Engagement</b></p> <p>The Chief Constable updated members on recent stakeholder engagement regarding a recent tweet. Members were informed that a review of Policing in South Armagh had been commissioned and Terms of Reference were presently being drafted.</p> <p>No further business was raised and the meeting ended at 12.05pm.</p>

Date of next meeting: Wednesday 12 February 2020 – Main Conference Room Brooklyn – 9 a.m.