



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board (SEB)

DATE: 12 February 2020

TIME: 9.05 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Chief Constable

MEMBERS:

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

NON-EXECUTIVE MEMBERS:

Non-Executive Member	S Hodgkinson
Non-Executive Member	I Jordan

OTHER ATTENDEES:

Head of Corporate Communications	
Head of Legal Services	
Committee Manager	
Command Secretariat (Note taker)	
Command Secretariat (Note taker)	

APOLOGIES

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

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	12/20 Welcome and Apologies
2.0	<p>13/20 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>14/20 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 8 January 2019 were approved.</p> <p>No suggested redactions were advised prior to publication.</p>
4.0	<p>15/20 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
	The agenda item below was taken out of order.
17	<p>28/20 Any Other Business PSNI Corporate Branding</p> <p>Head of Corporate Communications presented members with an outline of the proposed changes to branding for the Police Service in an effort to achieve a consistent look and feel to Police Service NI. Members discussed the elements where change would be affected which included web and social media presence, publications, signage, uniform, vehicles, business cards, e-mail signatures, headed paper and internal communications.</p> <p>The Board agreed the branding principles and tasked the Head of Corporate Communications to table a strategic paper through the Service Change Board which would address costings, equality impact, and timelines for phased implementation. This should also link to livery signage and include a testing phase. A submission should also be prepared for the Northern Ireland Policing Board by the Head of Corporate Communications</p> <p>Action: Table a strategic paper through the Service Change Board to address costings, equality impact, and timelines for phased implementation. Paper should also link to livery signage and include a testing phase – Head of Corporate Communications</p> <p>Action: A submission should also be prepared for the Northern Ireland Policing Board by the Head of Corporate Communications – Head of Corporate Communications</p>

	Members availed of a break from 9.55 to 10:10
5.0	<p>16/20 Corporate Risk Register</p> <p>Deputy Chief Constable updated members on the Corporate Risk Register which had previously been circulated.</p> <p>There had been no change to the Risk register since the last meeting. Members discussed the appropriateness of retaining the Legacy discovery + disclosure risk, the potential removal of the in-year funding risk and the need for a revised future funding risk.</p> <p>Members noted the update.</p>
6.0	<p>17/20 Overview Report</p> <p>Deputy Chief Constable provided an overview of the report previously circulated, 13 new reports have been added since December 2019.</p> <p>Deputy Chief Constable advised that recommendation 6532 was now ready for discharged and asked the T/Director of Finance and Support Services & Human Resources to update Overview.</p> <p>Non-Executive members advised that a narrative around recommendations and findings would need to be noted and that the service could accept findings but not all would be taken forward as recommendations. A rationale for not taking the recommendations forward should be mitigated on a cost benefit basis.</p> <p>Action: T/Director of Finance and Support Services & Human Resources to close rec 6532</p>
7.0	<p>18/20 Finance Update</p> <p>T/Director of Finance and Support Services & Human Resources updated the members on the strategic financial update. It was reported that PSNI's projected outturn was estimated as a small easement of £0.6m. Members discussed the capital figures and the ongoing work to manage the capital budget.</p> <p>Member's discussions focused on Kenova, overtime and disposal of stations.</p> <p>Action: Discuss budget profiling of Kenova with Kenova lead – DCC Hamilton</p>
8.0	<p>19/20 HR Update</p> <p>T/Director of Finance and Support Services & Human Resources updated members on key areas of business since the last meeting. The update included the affordability of headcount dependent on budget settlements, police officer & staff recruitment competitions and the success of the recent promotion ceremony.</p> <p>Members noted the update provided.</p>

<p>9.0</p>	<p>20/20 Draft Terms of Reference Police Service NI Fleet Modernisation</p> <p>T/Director of Finance and Support Services & Human Resources introduced the paper which had previously been circulated. Members were informed that the purpose of the review was to ensure that the Police Service fleet was fit for purpose in all business areas.</p> <p>Members approved the terms of reference and a timeline of May 2020 was set to present a fleet modernisation strategy to SEB.</p> <p>Action – A draft report to be presented for consideration at the Service Executive board on 13 May 2020 - T/Director of Finance and Support Services & Human Resources</p>
<p>10.0</p>	<p>21/20 Assault on Police Implementation Plan</p> <p>T/ACC Legacy and Legal introduced the 10 point plan which had previously been circulated. Members were informed that implementation of the plan would put Police Officer and Police Staff wellbeing to the fore acknowledging that such assaults were unacceptable and shouldn't be regarded as part of the role.</p> <p>Members discussed work that could be considered with the Judicial Studies Board pending legislation change, the removal of point 10, the need for the plan to be jargon free and the refresh of the 'We are you' campaign by the Police Federation. Consideration should also be given to internal communications and messaging about the launch of plan in April 2020.</p> <p>Action – Reflect the points discussed on Police Assault implementation plan and bring an implementation plan to SET in March 2020, ready for launch in April 2020. - T/ACC Legacy and Legal</p>
	<p>Members availed of a break from 11:00am to 11:10am</p>
	<p>The agenda item below was taken out of order.</p>
<p>17.0</p>	<p>28/20 Any Other Business PSNI Uniform Review</p> <p>ACC District Policing updated members on progress of the uniform and circulated samples of trousers and tops.</p> <p>Members discussed outstanding decisions on sleeve length, base layers, material, rank and distribution.</p> <p>Action – Provide an update to SET on 27 February 2020 and invite appropriate uniform leads and staff association representatives to discuss further. The SET meeting will agree working assumptions for the uniform trial. - ACC DPC</p>
<p>11.0</p>	<p>22/20 Legacy and Litigation Additional Funding</p> <p>T/ACC Legacy and Legal provided an overview of the paper previously circulated. Members discussed the affordability of legacy and litigation, appropriate staffing and the impact of any available funding from the Stormont House Agreement.</p> <p>Action – Edit the paper to enable easier differentiation between the investigative spend and the request for certainty about litigation costs.</p>

	<p>The paper must be clear as to, purpose, goal, rationale for current size of LIB, affordability and a clear breakdown of finances requested - T/ACC Legacy and Legal</p>
12.0	<p>23/20 EU Exit Policing</p> <p>T/ACC Legacy and Legal provided an overview of the paper previously circulated.</p> <p>A discussion took place regarding the options presented.</p> <p>Members agreed to take forward option 3 which was to cease operational activity under Op Cookhouse. Reallocate operational oversight of EU Exit to OSD and a newly formed Central Planning Team. Retain Op Nebraskan. It was also decided that T/ACC Mairs would take forward the Gold Commander on his return in April 2020.</p> <p>Action – Change the title of the paper to reflect the discussions on EU Exit - T/ACC Legacy and Legal</p>
13.0	<p>24/20 Target Operating Model</p> <p>ACC DPC provided an overview of the paper previously circulated.</p> <p>Members were informed that scoping was near completion and that learning from previous reviews would be considered.</p> <p>The Chief Constable clarified that this was a route and branch review of the whole service, with an initial focus on key back and middle office functions. It would need to take full cognisance of the Review of Neighbourhood recommendations and the Serious and Organised Crime review.</p> <p>Members accepted the paper as an outline and advised ACC DPC to bring back to SEB in April when budget for 2020/21 had been set.</p> <p>Action – Target Operation Model paper to be resubmitted to the SEB in April - ACC DPC</p>
14.0	<p>25/20 PSNI Communication Strategy</p> <p>Head of Corporate Communications provided an overview of the paper previously circulated.</p> <p>Members discussed the critical need for change and restructure within the department and the request for additional staff.</p> <p>Members agreed the paper in principle but requested a succinct costed Corporate Communications Strategy be brought back to SEB, with agreement in principle given for a funding envelope of c£550k.</p> <p>The specific Communications Strategy should also be edited and presented in a format and style suitable for public facing exposure and sharing with key stakeholders.</p> <p>Action - Submit a succinct costed Corporate Communications Strategy to SEB - Head of Corporate Communications</p> <p>Action – Prepare a public facing version of the Communications Strategy - Head of Corporate Communications</p>

<p>15.0</p>	<p>26/20 Physical Competency Assessment</p> <p>T/Director of Finance and Support Services & Human Resources presented the paper.</p> <p>Paper was deferred until May 2020 where a shorter more succinct paper should be submitted showing specific costings and comprehensive consultation (including PAG). It was noted that a decision on entry point PCA requirements may need to be made in advance of the full recommendations.</p> <p>Action – Submit a shorter focused paper on PCA showing costings and consultation to SEB in April 2020 and invite CMO to speak to the agenda item - T/Director of Finance and Support Services & Human Resources.</p>
<p>16.0</p>	<p>27/20 Sickness Absence</p> <p>T/ACC Legacy and Legal updated members on the paper which had previously been circulated.</p> <p>Members agreed the direction of travel and commended the work which had taken place in the short timeframe.</p> <p>Action: Submit an updated paper with options and timelines for delivery to SEB March 2020 – T/ACC Legacy and Legal</p>
<p>17.0</p>	<p>28/20 AOB</p> <p>SET Review</p> <p>Chief Constable updated members on the approval by Northern Ireland Policing Board of a new Senior Executive Team structure which would run in shadow form until April 2020. Full implementation would be dependent on the speed of recruiting by NIPB and that some cross dependencies would need to be worked through.</p> <p>Members noted the update provided.</p> <p>Closure of RADAR</p> <p>ACC DPC informed members that Radar closed on Friday 7 February 2020 and he would now issue a withdrawal notice.</p> <p>Members noted the update provided.</p> <p>No other business was raised and the meeting ended at 12.33pm.</p>

Date of next meeting: Tuesday 10 March 2020 – Main Conference Room Brooklyn – 9 a.m.