



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Management Board (SMB)

DATE: 9 September 2020

TIME: 9.00 am

LOCATION: Platinum Room, Brooklyn + Webex

CHAIRPERSON: Chief Constable

MEMBERS:

DCC Hamilton	
ACC District Policing Command	Represented by Chief Superintendent S Walls
ACC Operational Support	J Roberts
ACC Crime Operations	B Gray
ACC Community Safety Department	M McEwan
T/E/Director of Finance and Support Services & Human Resources	M McNaughten

NON-EXECUTIVE MEMBERS:

Non-Executive Member	S Hodkinson
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OTHER ATTENDEES:

Director of Human Resources	
Director of Corporate Communications	
Committee Manager	Supt J McCaughan
Head of Legal Services	
Command Secretariat (Note taker)	

APOLOGIES:

ACC District Policing Command	A Todd
Non-Executive Member	G Crossan

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	127/20 Welcome and Apologies
2.0	<p>128/20 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, which would be recorded in the minutes.</p>
3.0	<p>129/20 Minutes of Previous meetings</p> <p>The minutes from the meeting on 12 August 2020 were approved.</p>
4.0	<p>130/20 Actions Arising from previous meetings</p> <p>The outstanding actions were reviewed and updated and the action register was updated accordingly.</p>
5.0	<p>131/20 Highlight Reports for Governance Boards</p> <p>Service Investment Board (SIB)</p> <p>The Deputy Chief Constable provided a summary report on the meeting of the Strategic Investment Board from 5 August 2020. Members were informed that they should ensure that SIB receives notification where contracts had been signed off. T/E/Director of Finance and Support Services & Human Resources informed members that the medium term investment strategy and capital plans would be reported through the Service Investment Board and onto the Strategic Management Board.</p> <p>Members noted the update provided.</p>
6.0	<p>132/20 Corporate Risk Register</p> <p>The Deputy Chief Constable briefed members on the proposed changes to the corporate risk register. Members discussed raising the residual risk rating to 15 and removing the In Year Funding risk from the Corporate Register. The Head of Legal Services informed members that the Legacy Discovery and Disclosure Risk would be updated for the next meeting.</p> <p>The Deputy Chief Constable stated that all Departmental Risk Registers should be reviewed and updated regularly to ensure risks are adequately managed.</p> <p>Decision: Increase residual rating of Terrorist Attack risk to 15 and remove the In year funding risk from the Corporate Risk Register.</p>

<p>7.0</p>	<p>133/20 Overview Report</p> <p>The Deputy Chief Constable briefed members on the current status of the recommendations in the Overview Report. Members were informed that PSNI had a total of 85 current recommendations. The number of recommendations ready for discharge was 11. There were 13 overdue high priority recommendations.</p> <p>Members were asked to be mindful about accepting recommendations that would require an audit system behind it to monitor.</p> <p>The ARAC chair advised that realistic dates for implementing recommendations had improved. The Chief Constable stated that it was possible to agree with the findings but not to accept the recommendations for action and mitigation to address the findings in a more cost effective way would be acceptable.</p> <p>Update Noted.</p>
<p>8.0</p>	<p>134/20 Human Resources Department Update</p> <p>The Director of Human Resources provided members with a summary of the Human Resources Highlight report which was previously circulated. The summary concentrated on:</p> <ul style="list-style-type: none"> • Representativeness – consideration of re-commissioning Barriers to Recruitment research • Impact of Covid on workforce availability • Attendance Management • Promotion Processes and safety measures for promotion exams. <p>Action: Bring a paper to SMB in December on Barriers to Recruitment – Director of HR</p>
<p>14.0</p>	<p>140/20 Any Other Business (this agenda item was taken out of order)</p> <p>COVID</p> <p>Chief Superintendent Walls updated members on the current reported cases of Covid 19 within the organisation and the effect this would have on the availability of officers/staff available to deliver a Policing Service. Members discussed the 3 options presented and decided that the Police Service of Northern Ireland should continue with normalisation of the workplace return and ensure correct processes and practices were in place to minimise the impact of Covid 19.</p> <p>The Chief Constable reiterated that the following parameters should be put in place when considering an operational response:</p>

	<ol style="list-style-type: none"> 1. Workplace distancing and hygiene 2. NPT numbers should not be touched 3. No return to 12 hour shifts <p>Chief Superintendent Walls updated members on the current arrangements for contact tracing, clinical support, audit team for compliance, availability of data, mobilisation plan, custody, communications strategy review and G4S challenge arrangements when entering Police Estates.</p> <p>Decision: Continue with normalisation of the workplace return and ensure correct processes and practices were in place to minimise the impact of Covid 19.</p> <p>140/20 Any Other Business (continued)</p> <p>Paper Submissions</p> <p>The Chief Constable reminded members about the importance of timely submission and standard of updates/papers for the SMB. New papers should be submitted to the Deputy Chief Constable two weeks before the final submission date with full consultation complete and paper socialised with Senior Executive Team before relevant Board meeting.</p> <p>The following papers were agreed for October SMB.</p> <ul style="list-style-type: none"> • Spit and Bite Guard • Digital Strategy • Corporate Branding • Reward + Recognition • Enniskillen Custody • ARAC Annual Report and Revised Terms of Reference
<p>10.0</p>	<p>136/20 Efficiency Strategy (this agenda item was taken out of order)</p> <p>T/E/Director of Finance and Support Services & Human Resources provided members with an overview of Efficiency Strategy v 4 that reflected the changes suggested at the Strategic Management Board on 12 August 2020.</p> <p>Action: Reconsider the inclusion of Rank/Ratio project and add timelines to an efficiency plan in support of the strategy. T/E/Director of Finance and Support Services & Human Resources</p> <p>Decision: Efficiency Strategy v4 accepted as final strategy.</p> <p>Decision: Monitor the Efficiency Strategy through the Strategic Management Board.</p>

	<p>10.45 am – The Chief Constable left the meeting and the Deputy Chief Constable took over as Chair.</p> <p>10.45am -10.55am - Members availed of a break</p>
9.0	<p>135/20 Finance Report</p> <p>T/E/Director of Finance and Support Services & Human Resources updated members on the financial position at the end of August 2020. Delays in the in-year Capital programme had resulted in the return of £5.5m through October monitoring.</p> <p>October monitoring and spending returns were submitted to the Department of Justice.</p> <p>The Department of Finance will commence using the HM Treasury ‘Five Case Model’ for submission of business cases on 1 September 2020. Business Cases, in preparation, can continue to be submitted in the current format up until September 2021.</p> <p>Update noted.</p>
11.0	<p>137/20 Mediation Update</p> <p>T/Executive of Human Resources updated members on how the mediation scheme had embedded into the organisation. Members discussed the impact of Covid 19 on rollout and the number of persons trained as mediators. Members acknowledged the positive results from where Mediation was used successfully and agreed that the scheme should continue.</p> <p>Update noted.</p>
12.0	<p>138/20 PSNI/AGS Covid Review</p> <p>ACC Operational Support Department updated members on the report previously circulated. The findings were covered under the 5 areas of preparedness, response, operational policy, resilience and recovery and focused on points of learning and future opportunities.</p> <p>Decision: Report, findings and recommendations were accepted.</p> <p>Action: ACC Operational Support</p> <ol style="list-style-type: none"> 1. Finalise document (adhering to Corporate Branding Guidelines) 2. Prepare letters for Chief Constable’s signature for finalised report to be highlighted with Northern Ireland Policing Board and HMIC 3. Take forward further collaboration in secondments/embedded officers 4. Organise a Cross Border lockdown exercise

<p>13.0</p>	<p>139/20 Handling of Wanted Persons Requests</p> <p>The Deputy Chief Constable briefed members on the contents of the paper previously circulated. The purpose of the paper was to help the senior executive team reach a corporate position on the handling of requests from any person seeking to explore their own or the wanted status of other persons by whom they were instructed or engaged. Members discussed the advice provided by senior counsel.</p> <p>Decision: Accept senior counsel advice in full.</p> <p>Action: Draft a letter to NIO to advise of the Corporate PSNI position on 'Wanted Person' requests – ACC Operational Support</p>
	<p>No further business was raised and the meeting concluded at 11.25am</p>

Date of next meeting: Wednesday 14 October 2020 – Platinum Room, Brooklyn – 10.00am