



Keeping People Safe

**MINUTES OF MEETING**

**NAME OF COMMITTEE: Service Executive Board**

**DATE: 14 February 2018**

**TIME: 09:06 am**

**LOCATION: Main Conference Room, Brooklyn**

**CHAIRPERSON: Chief Constable**

**ATTENDEES:**

Deputy Chief Constable	D Harris
ACC District Policing Command	A Todd
ACC Operational Support	B Gray
ACC Crime Operations	Represented by Chief Supt P Hilman
ACC Legacy and Justice	Represented by T/Chief Supt J McCaughan
T/Director of Finance and Support Services & Human Resources	M McNaughten
Head of Corporate Communications	L Young
Non-Executive Member	S Hodkinson
Non-Executive Member	I Jordan

**ALSO IN ATTENDANCE:**

T/Head of Human Resources
Committee Manager
T/Head of Finance
Head of Corporate Support
T/Head of Corporate Governance
Command Secretariat (Note taker)
Legal Services
Head of Attendance, Wellbeing and Diversity
Discipline Branch

**APOLOGIES:**

Legal Services	
ACC Crime Operations	S Martin
ACC Legacy and Justice	M Hamilton

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

Item No	
1.0	<p><b>15/18 Welcome and Apologies</b></p> <p>The Chief Constable opened the meeting and welcomed the members in attendance.</p> <p>A quorum was confirmed.</p>
2.0	<p><b>16/18 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>No issues were raised.</p>
3.0	<p><b>17/18 Minutes of Previous meetings + Redactions</b></p> <p>The minutes from the meeting on 10 January 2018 were approved subject to minor amendments.</p> <p>It was agreed that all Police Staff names below the Senior Executive Board would not be published.</p>
4.0	<p><b>18/18 Actions Arising from previous meetings</b></p> <p>The action register was reviewed and completed actions were noted.</p> <p>Any ongoing actions were noted and will be brought to a future SEB for update.</p> <p>Action 17~248 – CRTP – removal of CRTP - It was noted that with regards to discipline sanctions the cessation of CRTP did not automatically happen and it was necessary to ensure that the Officer’s Commander/Head of Branch and HR were made aware of the misconduct outcome to ensure CRTP entitlement are reviewed.</p> <p>Additional Action – Ensure processes are in place to properly flag misconduct outcomes to relevant Commander/Head of Branch. – Head of Discipline.</p> <p>T/Director FSS&amp;HR stated that the terms of reference on the phasing out of CRTP referred to a ‘phasing out from April19’, as agreed by SFB last year. This was also in line with PNB circular which referred to ‘any changes to be implemented from April 2019. However, the understanding of some Board members was that it was to be completed by April 19.</p> <p>Additional Action – Check agreed conditions and timescale for phasing</p>

	<p>out CRTP payment and report back to March meeting - T/Director FSS&amp;HR</p>
<b>5.0</b>	<p><b>19/18 Corporate Risk Register</b></p> <p>T/Head of Corporate Governance updated the members on the ongoing work towards amending the Terrorist Attack risk to manage it under 2 separate risks of Avert and Respond. The draft risk was presented and after discussion it was agreed that the scoring, mitigation and early indicators should be revised.</p> <p>The Chief Constable also stated that PSNI had lost the capacity for a serious review team and ACC Crime Ops should consider options to deal with the unsolved Category 1 murders.</p> <p>Action – convene a meeting between DPC, Crime Ops to update the terrorist attack (respond) risk. – Deputy Chief Constable</p> <p>Action - Consider options to deal with the unsolved Category A murders which could mitigate against the terrorist attack (respond) risk – ACC Crime Ops.</p> <p>Action – Funding Risk – consider rewording the funding risk to reflect discussion- T/Director FSS&amp;HR</p> <p>It was agreed that the Property Risk could be removed from the Corporate Risk Register and move to the DPC risk register but a briefing from DPC to SEB would be required in 9 months.</p> <p>Action – Furnish a briefing to SEB on management of Property Risk (November 2018) – ACC DPC.</p> <p>The Deputy Chief Constable informed the members that Risk Register Management would form part of IPR discussions with Senior Officers.</p> <p>Members noted the progress and changes to the corporate risk register.</p>
<b>6.0</b>	<p><b>20/18 Overview</b></p> <p>T/Head of Corporate Governance updated the members on the status of the various recommendations managed through the overview system and agreed to provide an update for the next Audit and Risk Committee meeting.</p> <p>Members noted the changes to the overview report.</p>
	<p><b>Chief Constable left the meeting at 10.30am and returned at 11.09 am. The Deputy Chief Constable took over the chair for this time.</b></p>
	<p><b>Members availed of a break from 10.35am – 11am</b></p> <p><b>Head of Attendance, Wellbeing and Diversity joined the meeting 11am – 12.05pm</b></p>
<b>10.0 + 11.0</b>	<p><b>24/18 – HR Report + 25/18 - Attendance Management &amp; Duty</b></p>

## **Restrictions**

T/Head of HR updated the members that a breakdown of demographics for Campaign 4 would be available soon.

Work was ongoing through the Positive Action Group on under representation and that NIPB had been made aware that the primary focus of under representation was on catholic and female officers.

The current situation report on officers leaving the service would be presented in a separate paper but the initial findings from the survey would indicate the numbers and timings of officers leaving were manageable.

## **Attendance Management**

T/HOHR and Head of Attendance, Wellbeing and Diversity briefed the members on a paper which had previously been circulated.

A discussion ensued on the merits of reintroducing Management Attendance Criteria for promotion and selection processes and the implications of administering such a system. The merit of continuing with Attendance Management panels was also discussed. T/HOHR explained the likely implications of the proposed changes. It was agreed that the organisational position on sickness was unsustainable.

It was decided that a Management Attendance criteria would be reintroduced and Attendance Management Panels would cease.

The Deputy Chief Constable stated that Bradford was not working as an attendance management tool. T/HOHR explained the possibility of changing the criteria for using Bradford. Head of Attendance, Wellbeing and Diversity explained that there was an ongoing scoping exercise with other forces to gauge the use and success of Bradford which would help to inform PSNI decision to change.

Action – Table an agenda item at next Local Leaders Engagement Forum on 27 February 2018 which would concentrate on Attendance Management and help to formulate a long term plan in how to manage the out workings of agreed changes – Committee Manager.

## **Sick Pay Provisions**

The members discussed current sick pay provisions and proposals for change. It was decided that the direction of travel included the points listed below but a feasibility study should take place:-

- A review of SP 8/2009
- The decision making and approvals process should be widened to include operational and OHW input
- Definition of 'Terminal illnesses' should relate to an actual terminal diagnosis.
- Ill Health Retirement - Consideration should be given to adopting GB practice of reinstating full pay only after the Senior Medical Practitioner approves IHR.
- Psychological Injuries in execution of duty (particularly cases where

	<p>historic incidents are cited in support of extension of pay) should be subject to diagnosis / prognosis by a panel, including OHW specialists.</p>
<b>7.0</b>	<p><b>21/18 – PEEL</b></p> <p>Head of Corporate Support briefed the members on a paper which had previously been circulated.</p> <p>Action – Gold Leads to sign off all submitted PEEL narratives and report compliance at SEB meeting in March – Head of Corporate Support.</p>
<b>8.0</b>	<p><b>22/18 Corporate Financial Report</b></p> <p>Head of Finance reported a year to date net easement of £8.6 m and a projected full year net pressure of £1.0m in Resource DEL.</p> <p>I Jordan commented that some explanation of variances in the report would be beneficial.</p> <p>Action – Include an explanation of key variances in finance report going forward – T/Director FSS&amp;HR</p> <p>Members noted the financial report.</p>
<b>9.0</b>	<p><b>23/18 IP17 Update</b></p> <p>T/Director FSS&amp;HR informed the members that following scenario planning and discussions with DOJ the revised budget for 2018/19 is likely to see a 2.7% budget reduction. Proposals were discussed as to how to bridge the funding gap which could be in excess of £20m.</p> <p>The Chief Constable provided a brief overview of the current political situation and how this could impact funding needs.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> <li>• The remaining pressures on Op Klina/Kenova should be set aside.</li> <li>• The Chief Constable would communicate with NIPB with regard to Integrated Planning.</li> <li>• The focus for further cuts and over commitment would be presented at SEB on 14 March 2018.</li> </ul> <p>Action – Resource plan should reflect the discreet funding variances in PSNI compared to England and Wales forces. This might be best achieved in a covering letter when resource plan is agreed. Director FSS&amp;HR</p>
	<p><b>Members availed of a break from 12:47pm – 1:27 pm</b></p> <p><b>A member from Discipline Branch joined the meeting for agenda item 12.</b></p>

<p><b>12.0</b></p>	<p><b>26/18 Guidance on Outcomes in Police Misconduct Proceedings</b></p> <p>T/Chief Superintendent Legacy and Justice briefed the members on a paper which had previously been circulated stating that the aim of the guidance was to support good decision-making in police misconduct cases and the proposed guidance should reduce the scope for legal challenge at appeal. He explained that the guidance had been widely consulted upon and mirrored guidance issued by the College of Policing.</p> <p>Chief Constable asked for amendments at 4.35, 4.36 and 6.9. He also stated the importance for panel chairs to refer to the guidance in their summary of findings.</p> <p>Guidance approved subject to minor amendments.</p> <p>Action – Make amendments as agreed and ensure guidance is communicated appropriately out to practitioners – ACC L&amp;J.</p>
<p><b>13.0</b></p>	<p><b>27/18 Any Other Business</b></p> <p>The DCC provided an update on a proposed settlement to an outstanding legal dispute connected to the development at Desertcreat. A full paper to be submitted at a later stage.</p> <p>No other business was raised and the meeting concluded at 2pm.</p>

Date of next meeting 14 March 2018 – Main Conference Room Brooklyn – 9am.