



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 8th May 2018

TIME: 10.30 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Chief Constable

MEMBERS:

Deputy Chief Constable	D Harris
ACC District Policing Command	A Todd
ACC Operational Support	B Gray
ACC Crime Operations	Represented by D/C/Supt G Clarke
ACC Legacy and Justice	M Hamilton
T/Director of Finance and Support Services & Human Resources	M McNaughten
Head of Corporate Communications	L Young

NON-EXECUTIVE MEMBERS

Non-Executive Member	S Hodkinson
Non-Executive Member	F Keenan

OTHER ATTENDEES:

Head of Corporate Support
T/Head of Finance
T/Head of Corporate Governance
Legal Services
T/Head of Human Resources
Legacy & Justice
Committee Manager
Command Secretariat (Note taker)

APOLOGIES:

ACC Crime Operations	S Martin
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ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>52/18 Welcome and Apologies</p> <p>The Chief Constable opened the meeting and welcomed the members in attendance.</p> <p>A quorum was confirmed.</p>
2.0	<p>53/18 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> <p>No issues were raised.</p>
3.0	<p>54/18 Minutes of Previous meetings + Redactions</p> <p>The minutes from the meeting on 11 April 2018 were approved. It was agreed that no redactions of the previous minutes were required other than the names of some attendees.</p>
4.0	<p>55/18 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p>56/18 Corporate Risk Register</p> <p>T/Head of Corporate Governance updated the members on the changes to the Corporate Risk Register.</p> <p>The redrafted Custody paper had been presented and approved at SFB. The rationale for closure was given by ACC Todd.</p> <p>Members noted the changes to the Corporate Risk Register.</p>

<p>11.0</p>	<p>62/18 Working Together Project Update</p> <p>(This item was taken out of order)</p> <p>Gatekeeper Inspector joined the meeting between 10.50am and 11.05am to update members on the interim evaluation report on the Working Together Project and inform potential future rollout.</p> <p>The Chief Constable acknowledged the work that had been done to date and clarified that the progress report was predicated on Belfast Case Progression Team only. He raised concerns that the information differed from various Audit Reports and encouraged the Project to look towards a Service wide solution. He requested a scoping exercise to be carried out by the Corporate Plan writing team to assess the possibility of capital spend to progress a digital solution for evidence gathering throughout the Criminal Justice System. The members discussed the level of focus which file quality required in the organisation and also agreed that there needed to be a shared responsibility with the judiciary to achieve this.</p> <p>The Chief Constable noted the report and commented that it was important for the performance information in Legacy and Justice to be appropriate and useful at District and supervisor level.</p> <p>Action: Ensure relevant performance information on file management available in Legacy and Justice Department is made available to Districts and supervisors and confirm back to SEB – ACC L+J.</p> <p>Action: Corporate Plan - Scope out the possibility of capital spend to progress a digital solution for evidence gathering and add to Corporate Plan – ACC DPC .</p>
<p>6.0</p>	<p>57/18 Draft Governance Statement 2017 - 18</p> <p>T/Head of Corporate Governance presented a draft of the governance statement and informed the meeting that the Internal Audit Report must be finalised before completion of the final governance statement was possible. Members suggested amendments to the draft presented.</p> <p>Members noted draft report.</p> <p>Action: Make amendments to governance statement as discussed and present an amended draft to SEB after Internal Audit report has been finalised. T/Head of Corporate Governance.</p>

<p>7.0</p>	<p>58/18 Self Effectiveness and TOR SEB</p> <p>T/Head of Corporate Governance reported on the progress of SEB Self Effectiveness Review (SER) and Terms of Reference. Key changes related to CEDB now having governance status. S Hodkinson agreed the positioning of the independent members in SEB. The status of members, non-executive members and attendees was agreed.</p> <p>The T/Head of Finance and Support Services & Human Resources sought clarification around the membership of the SEB and those in attendance as advisors highlighting that membership of SEB brought with it responsibilities and disclosure requirements.</p> <p>Action – Consider and advise committee regarding membership of SEB – Committee Manager.</p> <p>Action – Next draft of SER to be submitted at the June SEB meeting – T/Head of Corporate Governance.</p>
<p>8.0</p>	<p>59/18 Corporate Plan 2018 - 2023</p> <p>ACC District Policing Command presented the latest version of the Corporate Plan 2018-2023. The document was presented for consideration of adopting it as the Corporate Plan for PSNI over the next 5 years.</p> <p>Head of Corporate Support outlined Audit Office expectations of:</p> <ol style="list-style-type: none"> 1. Clear visibility of Policing Plan 2. Embedded Outcome Based Accountability 3. Minimised outcomes and measures <p>F Keenan recommended that the measures should be more focused and fewer and should be kept at a more strategic level.</p> <p>T/Director of Finance and Support Services & Human Resources suggested that more innovative investment opportunities should be considered.</p> <p>Chief Constable suggested that capital spend should be considered for a digitalised evidence solution that would enhance the Criminal Justice system.</p> <p>Action – F Keenan to advise Corporate Plan writing team in the next draft of the Corporate Plan which should be presented at SEB in June 2018 – ACC DPC.</p>
	<p>Members availed of a break from 11.35 – 11.45am.</p>

<p>9.0</p>	<p>60/18 Annual Report and Accounts Update</p> <p>T/Head of Finance presented Annual report and Accounts advising that due to the early date of the meeting it was not possible to provide a copy in advance. A draft had now been circulated and it was requested that feedback was provided promptly. To be presented at ARAC and SEB in June.</p>
<p>10.0</p>	<p>61/18 Financial Report – April 2018</p> <p>T/Head of Finance advised that due to the early date of the meeting it was not possible to provide a report on April 2018.</p> <p>However, the provisional outturn figures for 2017-18, subject to audit, reported a Resource DEL (excluding ringfenced items) underspends of £0.2m (or 0.03% of budget). Final impairment figures are still to be confirmed.</p>
<p>12.0</p>	<p>63/18 Draft PSNI Mental Health Strategy</p> <p>ACC District Policing Command presented the draft PSNI Mental Health Strategy which had been developed taking cognisance of the national strategy. This draft highlighted a range of requirements across the organisation and the need for a toolkit for officers.</p> <p>The members discussed the content and highlighted the importance of a strategic partnership approach to delivering a successful Mental Health Strategy. It was agreed that further work was required on the strategic objectives and governance arrangements.</p> <p>Action – Add Strategic objectives and governance arrangements to the Mental Health Strategy paper and present back to SEB in September 2018 – ACC DPC</p>
<p>13.0</p>	<p>64/18 Any Other Business</p> <p>The Chief Constable acknowledged that it was the last meeting for the Head of Corporate Communications and expressed his appreciation of the service and contribution that she had given to the Senior Executive Team.</p> <p>No other issues were raised and the meeting ended at 12.25pm.</p>

Date of next meeting: 12 June 2018 – Main Conference Room Brooklyn – 10 a.m.