



Keeping People Safe

## **MINUTES OF MEETING**

**NAME OF COMMITTEE:** Service Executive Board

**DATE:** 12 June 2018

**TIME:** 10.35 am

**LOCATION:** Main Conference Room, Brooklyn

**CHAIRPERSON:** Chief Constable

### **MEMBERS:**

Deputy Chief Constable	D Harris (from 11am)
ACC District Policing Command	A Todd
ACC Operational Support	B Gray (10.35am – 12.07pm)
ACC Crime Operations	S Martin
ACC Legacy and Justice	Represented by T/Chief Supt J McCaughan
T/Director of Finance and Support Services & Human Resources	M McNaughten
T/Head of Human Resources	
T/Head of Finance	

### **NON-EXECUTIVE MEMBERS**

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

### **OTHER ATTENDEES:**

Head of Procurement
Head of Corporate Support
Head of Corporate Governance
Corporate Governance
Legal Services
Committee Manager
Command Secretariat (Note takers)

### **APOLOGIES:**

ACC Legacy and Justice	M Hamilton
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**ACTIONS assigned by the Chair are highlighted in blue text.**

Item No	
1.0	<p><b>65/18 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>66/18 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>67/18 Minutes of Previous meetings + Redactions prior to publication</b></p> <p>The minutes from the meeting on 8 May 2018 were approved. It was agreed that no redactions of the previous minutes were required prior to publication, other than the names of some attendees.</p> <p>The Chief Constable asked for an action to be added at agenda item 62/18 – Working Together to reflect the availability of performance information from Legacy &amp; Justice to Districts and Departments.</p>
4.0	<p><b>68/18 Actions Arising from previous meetings</b></p> <p>The action register was reviewed and completed actions were noted.</p>
13.0	<p><b>76/18 Annual Report on Procurement Savings &amp; Achievements 2017/18</b></p> <p>(This item was taken out of order)</p> <p>Head of Procurement and Logistics Services (PALs) provided an overview of the following areas:</p> <ul style="list-style-type: none"> <li>➤ Procurement Collaboration</li> <li>➤ Procurement Outsourcing, Contract &amp; Supplier Management</li> <li>➤ Percentage (%) of Business with Suppliers that is under Contract</li> <li>➤ Price / Cost Savings Achieved</li> <li>➤ Efficiency and Quality of Service Improvements</li> <li>➤ Rationalisation of PSNI Supply Base</li> </ul>

	<p>➤ Benchmarking of Procurement in PSNI Against Other Public Services, Police Forces and Worldwide Procurement Leaders from Across all Industry Groups and Sectors</p> <p>Members discussed the contents of the report and acknowledged the good work carried by PALs department. The Chief Constable asked for a letter to be drafted to the Chair of the Northern Ireland Policing Board to highlight the good work carried out by PALs.</p> <p>Action - Draft a letter to the Chair of the Northern Ireland Policing Board to highlight the good work carried out by PALs – Committee Manager</p>
<p><b>5.0</b></p>	<p><b>69/18 Corporate Risk Register</b></p> <p>The Chief Constable praised the constructive discussion which had taken place at a recent workshop on 29 May 2018 on risk management, which was facilitated by Michelle Anderson, Group Head of Internal Audit and Fraud Investigation Services. This input had challenged and improved the thinking of the Board and the Head of Corporate Governance confirmed that changes would be made to the Service Policy to reflect this discussion.</p> <p>Head of Corporate Governance updated the members on the changes to the Corporate Risk Register.</p> <p>Finance would be managed as 2 risks</p> <ol style="list-style-type: none"> <li>1. Future funding and</li> <li>2. In year funding</li> </ol> <p>ACC Crime Operations reported that the risk drafted on Brexit by his department would be reflective of the corporate risk and managed through the governance of SFB and SEB.</p> <p>Action – Work with Crime Operations to ensure the Brexit risk is inclusive of all aspects of the risk – Head of Corporate Governance.</p> <p>Members noted the changes to the Corporate Risk Register.</p>
<p><b>6.0</b></p>	<p><b>70/18 Overview Report</b></p> <p>Head of Corporate Governance updated the members on the status of recommendations issued to the Service which were managed through the Overview system.</p> <p>Members discussed the progress of the recommendations and noted the report.</p>

<p><b>7.0</b></p>	<p><b>Draft Performance against the 2017/18 Policing Plan Report</b></p> <p>Planning and Governance Manager updated the members on the content of the draft end of year policing plan report.</p> <p>Following discussion the following actions were raised:</p> <p>Action – Amend the narrative in the Policing Plan report to include the positive story of policing and consider using information provided in the Overview Report – Planning and Governance Manager.</p> <p>Action – Work with Corporate Communications to create a narrative around the proactive policing which had contributed to the positive results in the policing plan and consider a communications plan – ACC OSD.</p> <p>Action – Facilitate a meeting between Corporate Assurance Team, District Assurance Teams, Corporate Governance and other relevant departments with a view to influencing future measures in the Policing Plan and create a system to ensure the positive narrative of policing can be captured and shared with strategic partners and members of the public through the policing plan reports – Head of Corporate Support</p>
<p><b>8.0</b></p>	<p><b>72/18 SEB TOR and Self Effectiveness Reviews</b></p> <p>Planning and Governance Manager presented the revised SEB Self Effectiveness Review (SER) and Terms of Reference (TOR).</p> <p>Members discussed the possibility of using an alternative self-effectiveness review methodology; this could include questionnaires for all members.</p> <p>The Chief Constable stated that some alternatives should be considered for the SER next year and it would be useful for some options to be presented to the SEB meeting in October.</p> <p>SER and TORs noted by members.</p> <p>Action – Review the current SER and consider alternatives which would best fit the business need. Options should be brought to the October meeting of SEB– Head of Corporate Governance.</p>
<p><b>9.0</b></p>	<p><b>57/18 Draft Governance Statement 2017 - 18</b></p> <p>Planning and Governance Manager presented the current draft of the governance statement and informed the meeting that it would be revised on receipt of the Internal Audit Report 2017/18.</p> <p>Members noted draft report.</p>
	<p><b>Members availed of a break between 12.07pm – 12.45pm</b></p>

<p><b>10.0</b></p>	<p><b>Draft Internal Audit Operational Plan 2018-2019</b></p> <p>Head of Corporate Support presented a report which had previously been circulated regarding the arrangements for the Group Internal Audit and Fraud Investigation Service (GIAFIS) who would provide the internal audit function for PSNI with effect from July 2018. Head of Corporate Support informed the members that scheduling for 2018/19 was in draft form and would be available for the end of July.</p> <p>Members noted the report presented.</p> <p>Action – Arrange a CPD session for business owners with responsibility for delivering the areas of focus in the Internal Audit to ensure they are briefed on their responsibilities – Head of Corporate Support.</p>
<p><b>11.0</b></p>	<p><b>Corporate Financial Report – May 2018</b></p> <p>T/Head of Finance briefed the members on a report which had previously been circulated. The full year projections on resourcing showed a small projected underspend of £0.2m which would be subject to adjustments following June monitoring round. The reported figures were not reflective of the emerging pressures. The capital projection was reported as breakeven.</p> <p>Members discussed and noted the report presented.</p>
<p><b>12.0</b></p>	<p><b>75/18 Final Draft PSNI Accounts &amp; PSNI Pension Accounts</b></p> <p>T/Director of Finance and Support Services &amp; HR presented a report which had previously been circulated.</p> <p>The members discussed the report and noted the updates provided by the T/Director of Finance and Support Services &amp; HR and the reports which were still to be finalised.</p>
<p><b>14.0</b></p>	<p><b>Legal Advice – Holiday Pay Claims</b></p> <p>T/Director of Finance and Support Services &amp; HR updated the members on Holiday Pay Claims (Bear Scotland) and presented 2 options to the members for taking forward the holiday pay claims.</p> <p>A discussion ensued regarding the merits of each option and was informed by the Legal Services supervisor.</p> <p>The members agreed to implement the legal advice received to bring PSNI in line with Work Time Directive including the implementation for a new system to pay annual leave. Back-dating of the new payment system would come into effect from 1 April 2018. The relevant reference for determining “normal pay” in each case would be set at 12 months.</p>

<p><b>15.0</b></p>	<p><b>78/18 Corporate Plan 2018 - 2023</b></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>The previous suggestions for change were included in the version presented.</p> <p>F Keenan stated that she believed that the Outcome Based Accountability section still required some minor wording adjustments. Superintendent Freeburn advised that the latest version had been shared with the Northern Ireland Policing Board, who would be providing some written feedback this week.</p> <p>The Chief Constable stated that subject to any significant amendments from Non-Executive Members or the Northern Ireland Policing Board, that the Corporate Plan was approved.</p> <p>Members then discussed the implementation of the Corporate Plan, which would be discussed at the next SET away day.</p> <p><b>ACTION – Consider any suggested amendments from Non-Executive Members or the Northern Ireland Policing Board. These do not require to be brought back to the SEB, unless they significantly change the content. – Committee Manager</b></p> <p><b>ACTION – Scope out the implementation of the Corporate Plan, beginning with some broader discussion at the next SET Away Day – ACC DPC</b></p>
<p><b>16.0</b></p>	<p><b>64/18 Any Other Business</b></p> <p>ACC DPC informed the members on the closure of Dungannon custody facility and stated that an options paper would be presented to SFB at July meeting.</p> <p>Chief Constable informed the members on Chief Officer appointments.</p> <p>A new Service Improvement Department would be formed and would include Justice to commence on 1 September 2018.</p> <p>Chief Superintendent Clarke would be appointed as T/ACC Legacy and Legal Department w.e.f. 18 June 2018 to draw up terms of reference and an implementation plan for the creation of the two new departments and will assume control of Legacy and Legal Department on 1 September 2018.</p> <p>A business case to be submitted for consideration of the appointment of Grade 3 positions of Director of Corporate Services and Director of People and Culture.</p>

	<p>Action – Submit a business case for consideration of the appointment of Grade 3 positions of Director of Corporate Services and Director of People and Culture – Committee Manager</p> <p>No further business was raised and the meeting concluded at 1.45pm.</p>
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Date of next meeting: 10 July 2018 – Main Conference Room Brooklyn – 9 a.m.