



Keeping People Safe

**MINUTES OF MEETING**

**NAME OF COMMITTEE: Service Executive Board**

**DATE: 10 January 2018**

**TIME: 09:04 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                                         | S Martin     |
| ACC Legacy and Justice                                       | M Hamilton   |
| T/Director of Finance and Support Services & Human Resources | M McNaughten |
| Head of Corporate Communications                             | L Young      |
| T/Head of Human Resources                                    |              |
| Non-Executive Member                                         | S Hodgkinson |
| Non-Executive Member                                         | I Jordan     |

**ALSO IN ATTENDANCE:**

|                                  |
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| Committee Manager                |
| T/Head of Finance                |
| Head of Corporate Support        |
| T/Head of Corporate Governance   |
| Command Secretariat (Note taker) |
| Legal Services                   |
| Procurement                      |

**APOLOGIES:**

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

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| Item No    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>1.0</b> | <p><b>1/18 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2.0</b> | <p><b>2/18 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>3.0</b> | <p><b>3/18 Minutes of Previous meetings</b></p> <p>The minutes from the meeting on 12 December 2017 were approved subject to minor amendments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>4.0</b> | <p><b>4/18 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>9.0</b> | <p><b>9/18 PSNI Major Contract Review</b></p> <p>This agenda item was taken out of sequence. Head of procurement attended from 9.23am – 9.52am to present the paper on PSNI Major contract review which had previously been circulated. Head of procurement highlighted the major improvement in the contract management performance of Transport citing it as the largest contributor to savings. The areas of risk and opportunity were highlighted with an assurance given that there was now a strong contract management team in place to monitor Key Performance Indicators.</p> <p>The Police Recruitment contract has been extended until 2019. The Head of HR updated the members on the accountability measures in place to monitor the performance of the contract provider.</p> <p>ACC Crime Ops reported that there was scoping work being done to assess PSNI's business need for unmanned aircraft systems.</p> <p>ACC Legacy &amp; Justice informed the meeting that PSNI were currently</p> |

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|                   | <p>considering a 3 year funding model for Forensic Services Northern Ireland (FSNI). He also reported that PSNI had recently seconded out a senior member of Police Staff to assist with the project management of FSNI. The Chief Constable asked about the feasibility of opening the FSNI contract out to procurement. S Hodkinson stated the current annual plan which FSNI were working on was 2015/16 and any consideration for a 3 year commitment should not be furthered until the change process was in place.</p> <p>ACC OSD updated the members that a tender for underwater search was already underway and potential for additional efficiencies had been identified.</p> <p>Head of Procurement reported that the new approved list of service providers for physiotherapy services was working well and savings of £50,000 had been realised.</p> <p>The Chief Constable thanked Head of Procurement for the quality of the report and the excellent work from the Procurement Department throughout the year.</p>                                                                                                                                         |
| <p><b>5.0</b></p> | <p><b>5/18 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 Prevent and Response.</p> <p>Members noted the progress and changes to the corporate risk register.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>6.0</b></p> | <p><b>6/18 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 highlighted that actions 5916 and 5917 relating to Property Management would feature on the end of year stewardship statement.</p> <p>The update from ICS on recommendation 5770 about required Niche changes to manage threats to life would not be available in the next Niche upgrade and would require a specific request through to Niche Canada to consider.</p> <p>Action – Overview Recommendation 5770 - Ensure PSNI is properly represented at national Minerva group to influence Police GB with Niche Canada – ACC L+J.</p> <p>The Chief Constable commented that some of the positive progress against the overview recommendations did not appear to be captured in the updates.</p> <p>Action – Coordinate required revisions to overview report – T/Head of Corporate Governance</p> <p>Action – Proof read updates on overview report and ensure revisions accurately reflect the positive work carried out by PSNI to address the recommendations – Head of Corporate Support</p> |

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| <p><b>7.0</b></p>       | <p><b>7/18 Performance</b></p> <p>T/Head of Corporate Governance updated the members on the performance report which had previously been circulated.</p> <p>T/Head of Corporate Governance stated that recorded crime had increased whilst outcome rates had decreased. The undercount was also high but this followed normal seasonal trends.</p> <p>The Chief Constable asked ACC DPC to ensure Districts were aware of the increased undercount and that work was completed to ensure all outstanding crime forms were submitted.</p> <p><b>Ensure Districts are aware of increase in the crime undercount and that work is completed to ensure all outstanding crime forms were submitted. - ACC DPC.</b></p> <p>Contents of the report were noted.</p>                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>8.0</b></p>       | <p><b>8/18 Corporate Financial Report</b></p> <p>T/Head of Finance reported a year to date easement of £6.7m and a projected full year net easement of £0.05m.</p> <p>T/Director of Finance and Support Services &amp; Human Resources reported that there were firm plans in place for spend during the remainder of the financial year. He asked for PASET bids to be submitted which could then be consolidated, assessed and allocated if easements were identified.</p> <p><b>Submit PASET bids – SET.</b></p> <p>Members noted the financial report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                         | <p><b>Members availed of a break between 10.35am – 10.50am</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>10.0-11.0</b></p> | <p><b>10/18 + 11/18 HR Report and Sickness Update</b></p> <p>T/Head of Human Resources distributed a thematic report to members on attendance management/sickness issues for the organisation.</p> <p>T/Head of Human Resources reported that the performance targets for Average Work Days lost for both Police and Police Staff would not be achieved in the reporting period. The projected cost of absence was estimated at £20.8 m for officers and £3.5 m for police staff. Average daily sickness had risen from 500 per day to 625 per day. There was also a notable increase in ill health retirements and requests for ill health retirements. Extensions of pay are currently regulated by HR. Work was being carried out between HR and the staff associations to establish clearer definitions for exceptional circumstances to extend pay. Management of Bradford, return to work interviews and issuing warnings were also discussed.</p> <p>Members then discussed what remedial action required to be taken including what reporting information and training first and second line managers</p> |

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|                    | <p>received to effectively manage sickness on a regular basis. The prospect of reintroducing sickness management as a discriminator for promotion processes was also discussed.</p> <p>Scope out what sickness information and training is required for first and second line managers to effectively manage sickness absence - T/Head of Human Resources</p> <p>Consider the implications of reintroducing sickness absence as a discriminator in promotion processes - T/Head of Human Resources</p> <p>The Chief Constable asked if the competency related threshold payment (CRTP) was effected by sickness.</p> <p>Ascertain if CRTP is effected by sick leave - T/Head of Human Resources</p> <p>I Jordan suggested the use of approved specialist who could be called upon to assist and assess conditions.</p> <p>The contents of the paper were noted with the T/Head of HR agreeing to conduct further work and action planning on this issue.</p> <p>T/Head of Human Resources provided an update on the current recruitment process.</p> |
| <p><b>12.0</b></p> | <p><b>12/18 Perkins &amp; Will Update Report</b></p> <p>Legal Services provided an update to the members on the Perkins and Will report which had previously been circulated.</p> <p>Members noted the update. A further update was requested in 3 months.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>13.0</b></p> | <p><b>109/16 PSNI Media Guidelines</b></p> <p>Head of Corporate Communications provided an update on the Media Guidelines paper which had previously been circulated.</p> <p>Slight amendments were noted by Head of Corporate Communications at page 8 and page 22. These were around whether very senior officers and staff are required to go through the Corporate Communications Department for the media enquiries and inform Corporate Communications about interviews and interactions with the process.</p> <p>Guidelines were approved subject to minor amendments.</p> <p>Issue guidance to senior officers to support the Media Guidelines Service Instruction which clarify the issue of when and how senior officers contact and inform Corporate Communications about interviews and interaction with press. Committee Manager.</p>                                                                                                                                                                                                   |
| <p><b>14.0</b></p> | <p><b>13/18 Managing Requests to LIB from external sources</b></p> <p>This paper was not heard as it formed part of wider legacy decision making which would be presented holistically at a later date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>15.0</b> | <b>14/18 Any Other Business</b><br><br>No other business was raised and the meeting closed at 12.31pm. |
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