

## MINUTES OF MEETINGS

**NAME OF COMMITTEE:** Service Executive Board

**DATE:** 19 September 2013

**TIME:** 10:00am

**LOCATION:** Main Conference Room, Brooklyn

**CHAIRPERSON:** Chief Constable

**ATTENDEES:**

Deputy Chief Constable	
ACC Crime Operations	Rep by D/Chief Superintendent. P Todd
ACC Operational Support	A Finlay
ACC Rural Region	G Hamilton
ACC Service Improvement	Joined meeting at 1210
Director of Human Resources	Rep by M Cox
Director of Finance & Support Services	D Best

**ALSO IN ATTENDANCE:**

Head of Corporate Communications	L Young
Head of Command Secretariat	Superintendent R Henderson
Head of Corporate Governance	S Hagen
Head of Legal Services	Rep by L Crilly
Head of Finance	M McNaughten
Planning and Governance	D Thornton
Note Taker	EO2 Command Secretariat
Note Taker	ASO Command Secretariat

		<b>ACTION</b>
<b>Quorum Check</b>		<b>Noted</b>
<b>1.0</b>	<p><b>88/13 Welcome &amp; Minutes of the Previous Meeting</b></p> <p>Deputy Chief Constable opened the meeting and advised that the Chief Constable would be joining the meeting shortly. It was noted that the meeting would not be quorate until he arrived.</p> <p>Apologies noted from ACC Kerr, Urban Region.</p> <p>Item 10 Restructuring of Public Protection Branch has been withdrawn.</p> <p>Minutes of 21 August 2013 meeting were approved with the following amendment which is now marked as an action.</p> <p><b>83/13 Internal Audit Charter &amp; Proforma Reports</b> - presentation by PWC on their audit approach and methodology at the November Discussion forum – <b>DFSS</b></p> <p>Deputy Chief Constable asked that it would be helpful if pages of the minutes were in future numbered.</p> <p>Papers for all items were circulated to members prior to the meeting to allow reading time.</p>	<p>DFSS to request Internal Audits attendance at the November discussion forum. – <b>Director Of Finance &amp; support Services</b></p>
<b>2.0</b>	<p><b>89/13 Actions Arising</b></p> <p>The following actions from meeting on 21 August 2013 were noted as ongoing.</p> <p><b>8/13 G8 Update</b> - The Chief Constable expressed the need to thank all members who participated during the recent G8 Summit – <b>ACTION: ACC Operational Support</b></p>	

	<p><b>71/13 Update of Serious Harm Programme Board</b> - The Deputy Chief Constable suggested that the offer of themed presentations to the Board should be revisited for October. Deputy Chief Constable to discuss with NIPB Chief Executive – <b>ACTION: Deputy Chief Constable</b></p> <p>All other items were noted as being completed.</p>	
<p><b>3.0</b></p>	<p><b>90/13 Monthly Performance Brief including Security Statistics</b></p> <p>Dympna Thornton, Planning and Governance presented an overview of the policing plan performance Summary for the period April 2013 – 16<sup>th</sup> September 2013.</p> <p>Areas that have seen improvements were          Antisocial Behaviour - Reduced by 0.5%,          Violent Crime - Reduced by 5.8%, Burglary - Reduced by 3.9%.</p> <p>Areas of concern were Confidence in Police - Reduced by 0.5%, use of officer discretion - Reduced by 11.3% , Road deaths - 8 more road deaths since 1<sup>st</sup> April compared to same period in 2012/13</p> <p>In relation to overall crime Levels , Increased by 1.5% against 2012/13 performance. However, the levels of crime, while showing a slight percentage increase in the rolling 12 month period, are starting to decrease. There were 172 fewer crimes recorded in August 2013 than in the previous month and 371 fewer crimes recorded in August 2013 than in August 2012. In relation to our Most Similar Forces group, PSNI maintain the position below 4 out of 5 of our comparative force groups, as well as remaining below the England and Wales average of crime per 1,000 of the population.</p> <p>In the period from the start of this financial year to the date of this report, 26 people have lost their lives on the roads compared to 23 deaths in this period last year. If viewed across the calendar year there have been 39 fatalities between January and August this year, compared to 26 in the same period last year.</p>	

	<p>The majority of the fatalities have been in rural districts. ACC Operational support stated that although these figures were disappointing we remain on track to meet all targets contained within the Road Safety Strategy to 2020</p> <p>Allegations of incivility continue to show decreases over the most recent 12 months. Allegations of oppressive behaviour and failure in duty have seen increases, with the greatest percentage rise shown in allegations of oppressive behaviour; there has been a rise of 33.9% in allegations of oppressive behaviour.</p> <p>For use of officers discretion, In the current rolling 12 month period, 670 fewer Discretionary Disposals have been issued when compared to the 12 month period between 1<sup>st</sup> April 2012 and 31<sup>st</sup> March 2013. ACC Rural stated that last year figures had seen a major increase. The issue was on the agenda for the upcoming District Commanders and that he would report back to SEB at the next meeting.</p> <p>It was discussed how the fall in the Property market may have affected value of items seized from organised criminals.</p> <p>Deputy Chief Constable raised the recent media coverage in relation to ACPO suggestion privately run “ Drunk Tanks “ and the PSNI view on these and consultation between ACPO and PSNI. Previous engagement with NIPB and PCSP’s on the issue of alcohol related crime was discussed and it was agreed that the matter should again be raised.</p>	<p>Fall in Discretionary disposals to be discussed at District Commanders Forum and reported back to SEB – <b>ACC Rural</b></p> <p>Assessment of whether Value of property is affecting Cash seizure figures – <b>ACC Crime Operations</b></p> <p>ACPO consultation with PSNI on “ Drunk tank “ proposal – <b>Head of Command Secretariat</b></p> <p>Issue of Alcohol related</p>
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	<p>Dympna Thornton presented an overview of the Security statistics. This year to date there has been 40 attacks due to the security situation. D/Chief Superintendent Todd briefed the meeting on the current security situation.</p> <p>Deputy Chief Constable stated that even with the current operational and financial pressures that protection of the Public and officer safety must remain our focus.</p> <p>Dympna Thornton left the meeting and Cara McCrory and Lyn Yallop from PWC joined at 10:30am.</p>	<p>Crime to be raised with NIPB and PCSP's –  <b>Deputy Chief Constable</b></p>
<p><b>4.0</b></p>	<p><b>83/13 Internal Audit Plan 2013-16</b></p> <p>Item 5 on the agenda was taken out of turn.</p> <p>Deputy Chief Constable thanked Cara McCrory and Lyn Yallop from PWC for coming to this meeting.</p> <p>Cara McCrory and Lyn Yallop from PWC then briefed the meeting on the paper that had previously been circulated on the Internal Audit plan 2013- 16 and annual operational plan 2013-14 and that they had recently had discussion with Dennis Licence, Chair of the Audit Committee.</p> <p>PWC asked that any omissions or areas of concern be raised with themselves.</p> <p>Due to proposed changes to leadership and Training Programme board it was agreed that this audit should be put back until April 2014.</p> <p>It was agreed that operational support audit should be presented to Audit and Risk committee in November by ACC Operational support.</p>	<p>Operational support audit should be presented to Audit and Risk committee in</p>

	<p>ACC Rural raised the issue of internal cash handling in the organisation and it was agreed that ACC Rural would liaise with ACC Service Improvement before coming back to the meeting with their assessment.</p> <p>Other proposed audits for the coming year were discussed.</p> <p>Deputy Chief Constable asked if there was flexibility in the audit plan for ad hoc audits to be conducted as the need arose. PWC confirmed that 25 days had been set aside for this purpose.</p> <p>Deputy Chief Constable thanked PWC for attending.</p> <p>Cara McCrory and Lyn Yallop left the meeting at 1105</p> <p>Chief Constable joined the meeting at 1105.</p>	<p>November – <b>ACC Operational Support</b></p> <p>Assessment of cash handling policy – <b>ACC Rural</b></p>
<p><b>5.0</b></p>	<p><b>95/13 Initial Discussion Paper: Implementation of In-service Physical Competence Assessments for all PSNI Officers by 2017</b></p> <p>Item 9 on the agenda was taken out of order.</p> <p>Dr G Crowther, OHW joined the meeting at 1105.</p> <p>ACC Operational Support briefed the meeting on the paper circulated and gave a brief history on the issue in RUC and also with the rest of GB forces. The upcoming Winsor reforms were also discussed.</p> <p>Dr Crowther briefed the meeting on previous legal challenges to Physical Competence Assessments and work that had been commissioned with Sheffield Hallam University.</p> <p>Meeting agreed that In-service Physical</p>	

	<p>Competence Assessments would be in place for all PSNI Police Officers by 2017.</p> <p>Dr G Crowther, OHW left meeting at 11:20.</p>	
<b>6.0</b>	<p><b>91/13 Corporate Expenditure Report</b></p> <p>Item 4 on the agenda was taken out of order.</p> <p>The Head of Finance presented the Corporate Financial reports as at the end of August 2013.</p> <p>An overall pressure of £49.7 was reported at end of August (excluding Hearing loss &amp; ring fenced items), largely reflecting significant pressures of £42.0m on recoverable G8 expenditure, £6.9m mutual aid costs, £5.9m police overtime, £2.4 m HET and £1.7m payment of provisions, offset by net easements of £9.2m in corporate non-pay and police staff pay budgets.</p> <p>A full year overspend of £65.0m was currently projected, reflecting pressures in recoverable G8 expenditure of £43.2, police overtime £7.7m, mutual aid costs of £6.9m, HET £5.9m, police pay £4.5m (reflecting the requirement to access the PSNI Reserve of £5.0m available in 2013/14) and payment of provisions £3.0m, offset by other net easements of £6.2m.</p> <p>Excluding G8 costs and the claim on reserve (not to mention the POPT Equal Treatment case of £10.2m), a full year pressure of £16.8 is currently projected. Although lower than last month, there is still a significant gap to close.</p> <p>It was agreed to continue the downward pressure on costs and to closely monitor the projected outturn.</p>	
<b>7</b>	<p><b>101/13 Any Other Business</b></p> <p>Item 15 was taken out of order.</p> <p>Deputy Chief Constable asked the outcome of the SET Away day the previous week be noted by SEB before the meeting discussed further items.</p>	

<p>The following were noted as agreed.</p> <p><b>Resources and Resilience</b></p> <p>Head of Finance would draft a single “Resources and Resilience “paper which would include a new strategic assumption that there was need to recruit to a strength of 6953 officers by March 2016.</p> <p><b>HET</b></p> <p>It was agreed that HET funding pressure will likely continue beyond 2014/15 and there would be a need to recruit Police officers into these roles.</p> <p><b>Contract Management</b></p> <p>It was agreed that Director of Finance and Support Services would review contracts in order try to free up £5m in savings. It was also agreed that ACC Operational Support would review the Managed Services contract to ensure maximum value for money and efficiency.</p> <p><b>ServiceFirst</b></p> <p>Agreed that internal communication message for ServiceFirst be drafted.</p> <p>An incremental change programme would be overseen by a monthly ServiceFirst Programme Board chaired by the Deputy Chief Constable which would consider future options in light of inevitable short to medium term challenge of fewer people within the organisation.</p> <p>It was also agreed that an evidence based process needed to be considered to prioritise resources and it was agreed that this would be</p>	<p>Review of Managed Services Contract – <b>ACC Operational Support</b></p> <p>Internal communication on Service First to be drafted – <b>Head of Corporate Communications &amp; Chief superintendent Alan Todd</b></p>
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<p>actioned through the Resourcing forum.</p> <p><b>Policing Plan</b></p> <p>That It should be suggested to NI Policing Board that Dr John Topping be invited to be a critical friend in the process.</p> <p>Areas of potential priority in the new Policing plan were agreed. Deputy Chief Constable to discuss with Head of Corporate Governance before NIPB planning Conference in November.</p> <p><b>Programme Boards</b></p> <p>It was agreed that ACC Rural would circulate a draft generic overview of the purpose of Programme Boards.</p> <p>DCC agreed to speak with John Tully regarding the corporate plan joining up delivery groups to Programme Boards and reporting mechanisms into SEB on milestones and updating SEB.</p> <p>It was agreed that ACC Operational Support would examine ToR's for the Leadership and Training Programme board for consideration by a future SEB.</p> <p><b>Operation Owl</b></p> <p>The resourcing of Operation Owl was raised and it was agreed that ACC Service Improvement would bring a paper before SET.</p> <p>Further items of business to continue at end of meeting.</p>	<p>Write to NIPB regarding Dr John Topping – <b>Superintendent Command Secretariat</b></p> <p>Draft generic overview of Programme Boards – <b>ACC Rural</b></p> <p>Corporate plan and Delivery Groups to programme boards – <b>Deputy Chief Constable</b></p> <p>Examine ToR's for Leadership and training programme Board – <b>ACC Operational support</b></p> <p>Paper to be drafted for SET on Operation Owl - <b>ACC Service Improvement</b></p>
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<p><b>8.0</b></p>	<p><b>93/13 Addressing the Financial Deficit</b></p> <p>Item 7 on the agenda was taken out of order.</p> <p>The Head of Finance presented a paper outlining a range of options that might be available to address the projected financial deficit.</p> <p>After some discussion, it was agreed to keep the situation under review until the outcome of the October monitoring is known. It was also agreed that business areas should maintain a downward pressure on costs.</p>	
<p><b>9.0</b></p>	<p><b>92/13 Over-allocation of pay budgets</b></p> <p>Item 6 on the agenda was taken out of order.</p> <p>The Head of Finance presented a paper to address the £5.5m over allocation of pay budgets in 2013/14 ( agreed April 2013 ) by clawing back budgets from devolved areas reporting underspends in pay.</p> <p>The paper was agreed, with budget reductions of £3.3m in Crime Operations, £1.75m in Human Resources and £0.75m in Operational Support.</p>	
<p><b>10.0</b></p>	<p><b>94/13 Total costs of G8</b></p> <p>Item 8 on the agenda was taken out of order.</p> <p>The Head of Finance presented a paper on the total recoverable policing costs for hosting the G8 conference. The reported costs fall within the estimated total and also within the agreed funding. This was noted as a good outcome.</p> <p>These costs will be used to inform Ministerial statements as early as possible.</p> <p>The next step is to agree the transfer of funding as early as possible.</p>	
<p><b>11.0</b></p>	<p><b>97/13 Post Implementation Review Template</b></p> <p>Head of Corporate Governance stated that as agreed at the last meeting, the current template</p>	

	<p>had been forwarded to all SEB last month for views.</p> <p>It was agreed by meeting that John Tully would prepare a summary paper on the PSNI current position for SEB's further consideration.</p> <p>Director of Finance and Support Services left the meeting and ACC Service improvement joined the meeting at 12:05.</p>	<p>Summary paper on the PSNI current position for SEB further consideration – <b>John Tully</b></p>
<b>12.0</b>	<p><b>98/13 Sponsored Body Stewardship Statement</b></p> <p>Head of Corporate Governance presented papers that had previously been circulated to members.</p> <p>The Department of Justice requires each of its sponsor bodies to produce an in year stewardship statement. The statements are considered by the DoJ sponsor department and then by the departmental audit committee.</p> <p>A draft PSNI stewardship statement has been developed after consultation with each of the service leads on the areas contained in the statement.</p> <p>Current statement was agreed by the meeting and no concerns were raised.</p>	
<b>13.0</b>	<p><b>99/13 Update Communication Programme Boards</b></p> <p>Update of the Communications programme that had previously been circulated was noted by the meeting.</p>	
<b>14.0</b>	<p><b>100/13 Annual Business Plans - Programme Boards</b></p> <p>Deputy Chief Constable stated that the Terms of Reference for SEB state the requirement for the Committee to approve the annual Business Plan for each of the four Service programme Boards</p>	

	<p>It was agreed that this item should come back to SEB at a later date.</p>	<p>Annual Business Plans - Programme Boards to be re submitted to SEB at later date - <b>Deputy Chief Constable</b></p>
<b>15.0</b>	<p><b>101/13 Any Other Business</b></p> <p>This item was continued from earlier in the meeting.</p> <p>ACC Service Improvement briefed the meeting on the current status of Operation Owl.</p> <p>Meeting ended at 1220hrs.</p>	

**Date of Next Meeting 16<sup>th</sup> October 2013**