

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 21 March 2012

TIME: 10:35am

LOCATION: Main Conference Room

CHAIRPERSON: Deputy Chief Constable

ATTENDEES:

ACC Crime Operations	
ACC Operational Support	
ACC Urban Region	
ACC Rural Region	
ACC Criminal Justice	
Director of Finance & Support Services	
Director of Human Resources	
Head of Legal Services	Rep by L Crilly
Head of Command Secretariat	Rep by Inspector, Command Secretariat

ALSO IN ATTENDANCE:

Head of Central Statistics	Rep by Inspector Planning and Performance
Head of Finance	
Head of Governance	
Observer	Superintendent R Henderson
Note Taker	ASO Command Secretariat

		ACTION
Quorum Check		Noted
1	<p>27/12 Welcome, Apologies & Minutes of Previous Meeting</p> <p>The Deputy Chief Constable welcomed those present and heard apologies from the Chief Constable, Head of Corporate Communication and Head of Command Secretariat and Head of Central Statistics Unit. It was noted that ACC Crime Operations Branch would join the meeting later.</p> <p>Quorum was noted.</p> <p>Minutes of the previous meeting were agreed with one minor change to Item 7; the word '<i>implantation</i>' to be replaced with the word '<i>implementation</i>'.</p>	
2	<p>28/12 - Actions Arising</p> <p>6/12 – Medium Term Resource Plan</p> <p>Following the signing the Medium Term Resource Plan, by the NIPB, the Chief Constable will write formally to the Minister of Justice, and arrange a meeting with the Secretary of State – Director of Finance & Support Services to prepare a paper for PRG.</p> <p>The Deputy Chief Constable to pursue an invitation to meet with PFNI Central Committee</p> <p>15/12 –</p> <p>Monthly Performance Brief</p> <p>Clearance Rates – action ongoing</p> <p>The action regarding the picture of improving performance for Head of Corporate Communications to be carried forward to the next SEB meeting – action ongoing.</p>	

	<p>23/12 - Update from Chairs of Programme Boards – prior to dissemination of papers - action ongoing</p> <p>26/12 – Any Other Business</p> <p>CallSign – The action in respect of Callsign (online and magazine) for Head of Corporate Communication to be carried forward until next SEB – action carried forward</p> <p>All other actions were up to date.</p>	
3	<p>29/12 - Monthly Performance Brief</p> <p>Inspector, Planning and Performance, presented an overview of performance against the 2011/12 Policing Plan as at 16 March 2012 (based on current rolling 12 months, against target to be achieved).</p>	
4	<p>30/12 - Corporate Expenditure Report</p> <p>The Head of Finance presented the monthly financial reports.</p>	
5	<p>31/12 – Changes to Corporate Risk Register</p> <p>Head of Governance asked members to agree to the addition of ‘Associated and Contract Staff’ to the Corporate Risk Register, this item was referred to SEB by the RDR Committee.</p> <p>Members agreed to the inclusion with one change to the wording – the word ‘capacity’ to be replaced with the word ‘capability’.</p>	
5(a)	<p>31/12(a) - Emerging Corporate Risks</p> <p>ACC Operational Support raised the potential risk to the organisation in two departments, he briefed members accordingly and asked them to consider if these changes constituted a corporate risk.</p> <p>An increase in the number and complexity of Freedom of Information (FOI) requests coupled with a reduction in the number of decision making personnel threatens the organisation’s ability to meet its obligation</p>	

	<p>in respect of the FOI Act 2000.</p> <p>The change from police to support staff in Data Protection and a reduction in the number of personnel pose a threat to how quickly the organisation can comply with the Data Protection Principles and the Data protection Act 1998.</p> <p>It was agreed that ACC Operational Support would expand on the present paper and take it to a meeting of RDRC. Head of Governance suggested that the Corporate Risk Manager would be happy to assist as required.</p>	
<p>6</p>	<p>32/12 Terms of Reference – SEB and RDRC</p> <p>The Deputy Chief Constable introduced this item and reviewed the content of previously circulated papers. Members heard that the current Service Procedure is out of date and is due for updating.</p> <p>The revised Terms of Reference (ToR) for SEB include the name change which happened in April 2011; other changes include transferring the Head of Corporate Communications and Head of Legal Services from membership to advisory roles, thereby excluding them from forming a quorum.</p> <p>One amendment: to Policy and Strategy Approval, add to list '<i>Continuous Improvement is maximised</i>'</p> <p>As with SEB, the ToR for RDRC also changes the status of Head of Corporate Communications and Head of Legal Services.</p> <p>Members accepted ToR for SEB and RDRC as outlined above.</p>	
<p>7</p>	<p>33/12 - Year End Stewardship Statements</p> <p>Head of Governance reviewed the background to the previously circulated papers. Members approved the revised</p>	

	<p>format of the Department of Justice Year End Stewardship Statement subject to completion of listed action.</p> <p>It was agreed that any additions to the revised format should be sent to Head of Governance prior to the Audit & Risk meeting on 27 March 2012.</p>	
8	<p>34/12 – The Estate Review</p> <p>This item was tabled for noting. ACC Rural Region reviewed information contained in the previously circulated paper.</p> <p>Noted by the members.</p>	
9	<p>35/12 - Update from Chairs of Programme Boards</p> <p>Prior to the meeting copies of all papers in respect of the following Programme Boards were circulated:</p> <ul style="list-style-type: none"> • Local Crime & Justice • Service Excellence • Leadership & Training <p>ACC Criminal Justice reviewed progress of projects being undertaken by the Local Crime & Justice Programme Board; noted.</p> <p>ACC Criminal Justice advised members of the intention to merge Local Crime & Justice PB with Service Excellence PB; terms of reference for the merged PB to be brought to SEB in due course.</p> <p>ACC Urban Region updated members on progress of Streamlined Justice, Indictable Case Quality & RFIs and Management of Voluntary Offenders; noted</p> <p>Director of Human Resources briefed members on the progress of projects under the direction of the Leadership and Training Board; noted.</p> <p>Once again members were asked to consider if they would be content to release, to NIPB, the quarterly PB reports submitted to SEB.</p>	

	<p>It was agreed that projects within a given PB should be reported on one document.</p>	
11	<p>37/12 - Creation of Service Excellence Department</p> <p>(This item was taken out of turn)</p> <p>This item was taken out of turn because it would impact the Strategic Engagement item.</p> <p>Background papers for this item were circulated prior to the meeting; ACC Criminal Justice gave an overview of the rationale for changing the name of Criminal Justice Department (CJD).</p> <p>It is intended to amalgamate CJD with Professional Standards Department (PSD) to form the Service Improvement Department to better reflect the work undertaken; ACC CJD will assume responsibility for the new entity.</p> <p>Members approved in principle the change; ACC CJD to draft correspondence form Deputy Chief Constable notifying the Northern Ireland Policing Board of the change.</p>	
10	<p>36/12 - Strategic Engagement</p> <p>ACC Criminal Justice delivered an overview of his paper which had been circulated prior to the meeting. Members were asked to agree to the creation of a Strategic Engagement Hub (SEH) to facilitate the effective and efficient flow of information across departments, external stakeholders and the wider community.</p> <p>The Deputy Chief Constable asked for assurance that the daily business of Equality and Diversity would not be affected adversely if the SEH proceeds.</p> <p>Members agreed that the role of Corporate Communication within the SEH would be the subject of discussion between ACC Criminal Justice, ACC Crime Operations</p>	

	<p>and Head of Corporate Communication outside the SEB meeting.</p> <p>While members agreed in principle to the creation of SEH they requested that the matter should be returned to SEB following the completion of Chief Superintendent Hamilton's review.</p>	
<p>12</p>	<p>38/12 – Any Other Business</p> <p>RUC Athletic Association – ACC Urban Region advised members of the result of the vote re. name change and discussed the options available to the organisation in respect of the Athletic Association. Members agreed in principle to continue funding the Association contingent to internal change/efficiencies.</p> <p>Agency – ACC Crime Operations queried the appropriate forum (SEB or RDRC) for discussing the operational impact the removal of Agency/Associate staff will have on HET investigations and the families concerned.</p> <p>ACC Urban Region updated members on a meeting he had attended last night with ACC Criminal Justice and representatives of Sinn Fein.</p> <p>Equal Pay - The Legal Advisor informed members that the PSNI had been removed from three of the six Breach of Contract cases pending, with the expectation of being removed from three; cases will not be heard next week as scheduled.</p> <p>LÍOFA Campaign – the Deputy Chief Constable advised members that Caral Ní Chuilín had agreed to progress Irish language classes at the PSNI College</p> <p>There being no other business the meeting closed at 2:45pm.</p>	

Date of Next Meeting: Wednesday, 18 April 2012