

## MINUTES OF MEETING

**NAME OF COMMITTEE: Service Executive Board**

**DATE: 22 September 2011**

**TIME: 10:35am**

**LOCATION: Main Conference Room**

**CHAIRPERSON: Chief Constable**

**ATTENDEES:**

Deputy Chief Constable	
ACC Crime Operations	
T/ACC Operational Support	
ACC Urban Region	
ACC Rural Region	Rep by ACC Urban Region
ACC Criminal Justice	
Director of Human Resources	
Director of Finance & Support Services	
Head of Corporate Communication	Rep by U Williamson
Head of Legal Services	Rep by G Steenson
Head of Command Secretariat	Rep by Insp R Dempsey

**ALSO IN ATTENDANCE:**

A/Head of Strategic Finance	P Ballentine
Head of Finance	M McNaughten
Central Statistics	T Mathewson
Corporate Support	Inspector, Corporate Support
Head of Governance	S Hagen
Community Safety	Supt A Skelton
Community Safety	Supt R Henderson
Deputy Director Human Resources	M Cox
Human Resources	E McFarland
Process Improvement Unit	L Nicholl
Note Taker	ASO, Command Secretariat

		<b>ACTION</b>
<b>Quorum Check</b>		<b>Noted</b>
<b>1</b>	<p><b>68/11 - Welcome &amp; Minutes of Previous Meeting</b></p> <p>The Chief Constable welcomed those present and heard apologies.</p> <p>Minutes of the previous meeting were agreed.</p> <p>Quorum noted.</p>	
<b>2</b>	<p><b>69/11 - Actions Arising</b></p> <ul style="list-style-type: none"> <li>• <b>64/11 Overview Report</b> – This action will be addressed at SEB November 2011</li> </ul> <p>All other actions were completed.</p>	
<b>3</b>	<p><b>70/11 - Monthly Performance Brief</b></p> <p>The Head of Central Statistics Unit joined the meeting to present an overview of performance against the 2011/12 Policing Plan as at 15 September 2011 (based on current rolling 12 months, against target to be achieved).</p>	
<b>4</b>	<p><b>71/11 – Corporate Expenditure Report</b></p> <p>The Head of Strategic Finance delivered an update to members.</p>	
<b>5</b>	<p><b>72/11 – Report on the Format, Timing and Content of Information Supplied to the Board by PSNI</b></p> <p>The Deputy Chief Constable introduced this item and welcomed Laura Nicholl of the Process Improvement who joined the meeting at this point.</p> <p>Ms Nicholl briefed members on the background to the review, the nature of the research, key findings and recommendations (the paper had been</p>	

	<p>circulated prior to the meeting).</p> <p>Members agreed that the work should be taken forward and that PSNI would be engaging with the Board to support them in implementing the recommendations.</p>	Ms Nicholl to action
<b>6</b>	<p><b>73/11 – Community Prioritisation Index – Implementation Plan Ratification</b></p> <p>This item was first heard at the meeting of 16 February 2011 under reference <b>16/11</b>:</p> <ul style="list-style-type: none"> <li>• <b>Decision</b> – The paper was agreed as the broad strategic direction. ACC Criminal Justice is to bring a specific implementation plan back to CCF.</li> </ul> <p>Superintendent Skelton and Superintendent Henderson joined the meeting to report on previously circulated papers. ACC Kerr introduced the officers and gave a brief background to the paper, highlighting the internal, and external, impact of the Community Prioritisation Index (CPI).</p> <p>It was agreed that the programme should sit under the Service Excellence Board, and when appropriate should be referred through the Resourcing Forum to the Risk, Demand and Resourcing Committee.</p>	Service Excellence Programme Board to action
<b>7</b>	<p><b>74/11 Individual Performance Review</b></p> <p>The Deputy Director of Human Resources, Michal Cox and Ms Elaine McFarland joined the meeting; the Director of Human Resources briefly outlined the background to the proposed new Individual Performance Review (IPR).</p>	
<b>8</b>	<p><b>75/11 – Other Business</b></p> <p>There being no other business. The meeting closed at 1:20pm.</p>	

**Date of Next Meeting:** Wednesday, 19 October 2011