



Keeping People Safe

**MINUTES OF MEETING**

**NAME OF COMMITTEE:** Service Executive Board

**DATE:** 19 October 2018

**TIME:** 9.10 am

**LOCATION:** Main Conference Room, Brooklyn

**CHAIRPERSON:** Chief Constable

**MEMBERS:**

T/Deputy Chief Constable	S Martin
ACC District Policing Command	M Hamilton
ACC Operational Support	A Todd
T/ACC Crime Operations	B Gray
T/ACC Legacy and Legal	Represented by Supt J McCaughan
T/ACC Innovation & Standards	Represented by Supt J McCaughan
T/Director of Finance and Support Services & Human Resources	M McNaughten
T/Head of Human Resources	Y Cooke
T/Head of Finance	D Teer

**NON-EXECUTIVE MEMBERS**

Non-Executive Member	F Keenan
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**OTHER ATTENDEES:**

Head of Corporate Governance	
T/Head of Corporate Communications	
Legal Services	
Estate Services	
Corporate Development Team	
Innovation & Standards	
Committee Manager	
Command Secretariat (Note taker)	
Command Secretariat (Note taker)	

**APOLOGIES:**

T/ACC Legacy and Legal	G Clarke
T/ACC Innovation & Standards	T Mairs
Non-Executive Member	S Hodkinson

**ACTIONS assigned by the Chair are highlighted in blue text.**

Item No	
1.0	<p><b>114/18 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>115/18 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>116/18 Minutes of Previous meetings + Redactions prior to publication</b></p> <p>The minutes from the meeting on 12 September 2018 and 21 September were approved subject to minor amendments. It was agreed that no redactions of the previous minutes were required prior to publication, other than the names of some attendees.</p>
4.0	<p><b>117/18 Actions Arising from previous meetings</b></p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p><b>118/18 Corporate Risk Register</b></p> <p>The Head of Corporate Governance updated the members that there had been no change to the corporate risk register since the last meeting. The Head of Corporate Governance stated that a full review of all risks was commissioned through the Service First Board. Feedback had also been requested from the Service Executive Team to inform an arranged meeting with the T/DCC regarding target risk and tolerable risk.</p>
6.0	<p><b>119/18 SEB Self-effectiveness Review (SER)</b></p> <p>Head of Corporate Governance Executive presented a paper to the members on alternatives to the current SEB Self- effectiveness Review methodology which had previously been circulated. It was recommended that the Senior Executive Board (SEB) use a tailored National Audit Office (NAO) board effectiveness questionnaire to evaluate effectiveness for 2018/19. It was also recommended that the SER process be widened to include the views of members and attendees which would be anonymised.</p>

	<p>A timeline for conducting and reviewing the new process was agreed and consideration would be given to include external assessment and/or peer assessment from 2019/20 onwards. Following evaluation a roll out of the SER for supporting committees would be introduced.</p> <p>Action: Circulate a copy of Non-Executive member's completed ARAC - self-effectiveness questionnaire to provide members with a working example of how new process would work – Head of Corporate Governance.</p>
<p><b>7.0</b></p>	<p><b>120/18 Audit &amp; Risk Assurance Committee (ARAC) ToR/Self-Effectiveness Review</b></p> <p>The Non-Executive Member presented the findings from the ARAC Self-effectiveness review which had previously been circulated. Going forward ARAC would include Cyber security as a standing agenda item in the ARAC calendar. It was also proposed that the ARAC minutes would be presented at the SEB monthly meeting to ensure timely and appropriate action was taken by management.</p> <p>Members noted the report presented.</p>
<p><b>8.0</b></p>	<p><b>121/18 Corporate Finance Update</b></p> <p>T/Head of Finance presented the corporate financial report which had previously been circulated. A year to date overspend of £0.8m in the resource budget and £3.2m underspend in the capital budget was reported for the end of September 2018. An overview of the reasons for the financial position was explained. The full year projection was reported as a projected overspend of £2.2m for resource and £0.1m underspend in the capital budget. A discussion ensued about pay costs, revenue support costs and potential further pressures.</p> <p>Action: Draft a letter to Permanent Secretary for Chief Constable's signature regarding additional in-year recruiting in readiness for Brexit and the anticipated pressures and anticipated funding gap - T/Director of Finance and Support Services &amp; Human Resources</p>
<p><b>9.0</b></p>	<p><b>122/18 Budget Planning 2019-20</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources presented a paper to members to initiate consideration of potential budget implications based on a flat settlement for 2019-20. The contents of the paper had previously been circulated. The strategic assumptions and the estimated funding gap were discussed. It was stressed that a flat settlement was an optimistic assumption based on recent experience.</p> <p>The Chief Constable asked for a further paper to be developed suitable for an external audience which would outline the strategic assumptions and pay increases. The paper should also reflect the following</p>

	<p>growth/proactive assumptions:</p> <ol style="list-style-type: none"> <li>1. Vulnerability</li> <li>2. Cyber</li> <li>3. NPT Frontline Services</li> <li>4. OHW/Wellbeing of Workforce</li> </ol> <p>ACC DPC informed the meeting the ongoing community consultation in DPC included the top 3 assumptions listed.</p> <p>The T/DCC stated that he had been informed by DOJ that Fresh Start funding was not guaranteed after the 5 year term which was due to end in 2021.</p> <p>Action: Develop a paper suitable for an external audience which would outline the strategic assumptions and pay increases. The paper should also reflect the following growth/proactive assumptions: - T/Director of Finance and Support Services &amp; Human Resources</p> <ol style="list-style-type: none"> <li>1. Vulnerability</li> <li>2. Cyber</li> <li>3. NPT Frontline Services</li> <li>4. OHW/Wellbeing of Workforce</li> </ol>
	<p><b>The members availed of a break 10.05am – 10.20am</b></p> <p><b>The items below were taken out of order</b></p>
<p><b>11.0</b></p>	<p><b>124/18 New Police Museum</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources and Head of ESBU presented an outline business case for the new Police Museum which had previously been circulated. The 8 options presented in the paper were discussed with particular attention given to the preferred option which was to locate the Museum in Musgrave Street Belfast. A discussion ensued about the funding for the building having being ring-fenced the running costs and the feasibility of rebranding the Museum as a ‘Police Activity Centre’ which would respect the past and engage with Policing today.</p> <p>T/DCC added that the Museum was long promised and was important to the Police family.</p> <p>The Chair commended the quality of the outline business case and asked for a further option of a sustainable safety centre which would have a</p>

	<p>museum element be considered and presented back to SEB.</p> <p>Action:- Bring a further option of a sustainable safety centre incorporating a museum element back to SEB January 2019 - T/Director of Finance and Support Services &amp; Human Resources.</p>
<b>12.0</b>	<p><b>50/18 Police College Update Report</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources and Head of ESBU presented the 3<sup>rd</sup> update of progress on the PSNI College Redevelopment project which had previously been circulated. The members discussed the project finances, governance and the current status and actions.</p> <p>Members noted the progress report.</p>
<b>14.0</b>	<p><b>126/18 Continuous Improvement Strategy</b></p> <p>Head of Continuous Development Team provided an update to members on the projects running under the continuous improvement strategy which had previously been circulated.</p> <p>The members noted the progress to date, planned next steps and consideration of moving PWC and Custody Reform to business as usual.</p>
<b>13.0</b>	<p><b>125/18 PSNI Compliance with S&amp;Marper</b></p> <p>Representatives from Justice Branch presented an options paper on PSNI compliance with S&amp;Marper which had previously been circulated.</p> <p>The options were presented as:</p> <p>Option A: Maintain the Status Quo; or</p> <p>Option B: Commence in the spirit of the legislation – take a snapshot of legacy material and retain for usage by both operational policing and other agencies/bodies charged with investigating legacy issues.</p> <p>Option B was presented as the preferred option, had been endorsed by Senior Counsel, met the S+M principles and would bring PSNI in line with the rest of the UK.</p> <p>The constraints impacting when PSNI could voluntarily comply with the legislation were explained.</p> <p>Option B was endorsed and PSNI will commence voluntary compliance with the relevant legislation on 31 October 2019.</p>
<b>10.0</b>	<p><b>123/18 Review of Competency Related Threshold Payment (CRTP)</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources presented the members with an options paper for the review of CRTP</p>

	<p>which had previously been circulated.</p> <p>The members were provided with background information on the purpose of CRTP award and the conditions which exist to apply for it. The members were reminded that CRTP had been phased out in England and Wales in 2013 but the PSNI had agreed with the Police Federation of Northern Ireland (PFNI) that CRTP would remain in place, working towards a review in 2018 with any changes for implementation in 2019. The 4 options which had been identified for consideration were summarised along with consideration of alternative allowances. T/HOHR articulated the view of PFNI.</p> <p>The Chief Constable stated that the PFNI only represented one view on this matter and the reality was that this expenditure represented the cost of 100 police officers.</p> <p>T/DCC Martin queried the allowances quoted for unsociable hours and impact on pensions. He also asked for consideration of comparison figures with England and Wales if the Northern Ireland allowance was set aside.</p> <p>It was agreed CRTP would continue in the interim, as previously agreed and until such times as a comprehensive review has been completed on the impact of a potential alternative allowance to maintain parity with England and Wales, however a further action was required by T/Director of Finance and Support Services &amp; Human Resources.</p> <p>Action – Present an updated paper on CRTP to SEB in January 2019 - T/Director of Finance and Support Services &amp; Human Resources</p>
	<p><b>Any Other Business</b></p> <p>No other business was raised and the meeting closed at 12.25pm</p>

Date of next meeting:

Wednesday 14 November 2018 – Main Conference Room Brooklyn – 9 a.m.