



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 12 September 2018

TIME: 9.10 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Chief Constable

MEMBERS:

ACC District Policing Command	M Hamilton
ACC Operational Support	A Todd
T/ACC Crime Operations	B Gray
T/ACC Legacy and Legal	G Clarke
T/ACC Innovation & Standards	T Mairs
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	S Hodkinson
Non-Executive Member	F Keenan

OTHER ATTENDEES:

Head of Corporate Support	P Farrar
Head of Corporate Governance	[REDACTED]
T/Head of Corporate Communications	[REDACTED]
Head of Occupational Health & Welfare	[REDACTED]
Legal Services	[REDACTED]
Committee Manager	[REDACTED]
Command Secretariat (Note taker)	[REDACTED]

APOLOGIES:

T/Deputy Chief Constable	S Martin
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ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>101/18 Welcome and Apologies</p> <p>The Chief Constable opened the meeting and welcomed the members in attendance.</p> <p>A quorum was confirmed.</p>
2.0	<p>102/18 Declaration of Conflict of Interest</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>103/18 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 8 August 2018 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>104/18 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p>105/18 Corporate Risk Register</p> <p>The Head of Corporate Governance provided an update to the members on the changes and additions to the Corporate Risk Register which had been agreed at the Service First Board meeting on 5 September 2018. Members discussed the risk ratings and the work that was ongoing to define the definition of 'target risk' for the PSNI.</p> <p>Members noted and agreed the updates and changes presented.</p>

<p>6.0</p>	<p>106/18 Overview Report</p> <p>The Head of Corporate Governance provided a status report on the Overview Recommendations which had previously been circulated. Overdue recommendations were discussed and overview owners were asked to review dates set for completion to ensure they were reflective of the time required to carry out the work necessary to implement the recommendations.</p> <p>Action – send email to branch/department heads to review dates in overview recommendations to ensure they are reflective of the time required to carry out the work necessary to implement the recommendation – Head of Corporate Governance.</p> <p>Members noted progress of the overview report.</p>
<p>7.0</p>	<p>107/18 Mid-Year Stewardship Statement</p> <p>The Head of Corporate Governance presented a draft mid-year stewardship statement which had previously been circulated. Members discussed the merit of adding sickness and duty restrictions as an internal control checklist but it was decided that scrutiny through the Corporate Risk Register was adequate.</p> <p>The Chief Constable did however express his continuing concern on the apparent inability to make significant progress in sickness and duty restrictions. A robust discussion took place about the sustainability of sickness within the PSNI. The Chief Constable will discuss options with the Deputy Chief Constable for a fresh approach to this issue.</p> <p>Members agreed the draft mid-year stewardship statement subject to minor amendments which were noted by the Head of Corporate Governance.</p>
	<p>The members availed of a break 10.45am – 10.55am</p>
<p>8.0</p>	<p>108/18 Corporate Finance Update</p> <p>T/Head of Finance presented the corporate financial report which had previously been circulated. A projected resource overspend of £4.8m was reported which reflected the June Monitoring outcome. A small underspend of £0.4m was projected by year end on the capital budget.</p> <p>T/Director of Finance and Support Services & Human Resources informed the members that a scenario planning exercise was due to commence. It was agreed that this should proceed measured against a flat budget + additionality of Brexit bid and an update paper should be submitted to October 2018 SEB.</p> <p>Action – progress scenario planning against flat budget + additionality of Brexit bid and present an update paper to SEB October 2018 - T/Director of Finance and Support Services & Human Resources.</p>

<p>9.0</p>	<p>109/18 Records Management Strategy Update</p> <p>ACC Crime Ops presented an update on the records management strategy which had previously been circulated. The members discussed the issue of paper records and electronic records. ACC OSD referred to a presentation which had existed about the digitalisation of Firearms Licensing.</p> <p>Members noted the progress report.</p> <p>Action – arrange a presentation of digitalisation of firearms licensing to Chief Constable – Committee Manager.</p>
<p>10.0</p>	<p>110/18 Paperless Governance</p> <p>Head of Command Secretariat presented a paper on paperless governance which had previously been circulated. He provided the current costings for papers, printing and staff preparation as approximately £11,000. The advantages and disadvantages of moving to paperless governance were discussed and a demonstration of the preferred electronic solution was provided. The costs associated with moving to this solution were discussed.</p> <p>Members approved the paper and agreed to move to paperless governance.</p> <p>Action – Progress paperless governance solution through to implementation and report progress to SEB – Committee Manager</p>
<p>11.0</p>	<p>111/18 OHW Service Policy</p> <p>Head of OHW presented a draft service policy which set out the strategic intent and commitment to PSNI to safety, health and wellbeing.</p> <p>Members agreed the service policy subject to minor amendments and checks of the relevance to whistleblowing policy link.</p>
<p>12.0</p>	<p>112/18 - HR Update</p> <p>T/Head of Human Resources provided members with an update on HR related issues. The report focused on sickness levels, representativeness, future recruitment campaigns, bullying and harassment, internal promotions and a proposed grade 7 appointment within Human Resources. It was suggested that to help understand representativeness projection figures showing religious breakdown of the workforce in 10 years against current recruitment breakdown would be useful.</p> <p>Action - provide projection figures showing religious breakdown of PSNI workforce in 10 years against current recruitment breakdown to help understand representativeness - T/Head of HR</p> <p>Members noted the contents of the report presented.</p>

13.0	<p>113/18 Any Other Business</p> <p>Chief Constable raised the issue of work experience and the need to ensure a corporate approach was taken to ensure fairness and equality to all applicants. ACC OSD offered to progress standardisation of work experience through the Police College.</p> <p>Action - present outline proposals and a timeline for delivery of new work experience guidelines along with a draft form of words for release to the service explaining PSNI position to SET Friday 14 September 2018 – ACC OSD.</p> <p>T/ACC Mairs updated the members on the position with the draft business case on Brexit which would be distributed to members for comment.</p> <p>No other business was raised and the meeting ended at 12pm.</p>
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Date of next meeting:

Tuesday 9 October 2018 – Main Conference Room Brooklyn – 9 a.m.