



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 14 November 2018

TIME: 9.05 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: T/Deputy 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	I Jordan

OTHER ATTENDEES:

Head of Corporate Governance	[REDACTED]
Head of Performance and Planning	[REDACTED]
T/Head of Corporate Communications	[REDACTED]
Human Resources	[REDACTED]
Command Secretariat (Note taker)	[REDACTED]

APOLOGIES:

	Chief Constable
Legal Services	L Crilly

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>128/18 Welcome and Apologies</p> <p>The T/Deputy Chief Constable opened the meeting and welcomed the members in attendance.</p> <p>A quorum was confirmed.</p>
2.0	<p>129/18 Declaration of Conflict of Interest</p> <p>The T/Deputy 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>ACC DPC declared a conflict of interest for CRTP agenda item. It was agreed that ACC DPC would remain in the room for the agenda item but would not contribute to the conversation.</p> <p>T/DCC also declared a potential conflict of interest in CRTP agenda item, which would no longer exist in the new year. It was agreed that this would not preclude him from chairing the meeting as the outworkings of any decisions taken would only have an impact after this time. The T/DCC stated that he had also received the Chief Constable's views on this agenda item and would reflect them in the meeting.</p>
3.0	<p>130/18 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 19 October 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> <p>It was noted that the agenda item on RADAR may affect the options for the Police Museum but that the minutes of 19 October 18 reflected the 'as is' position.</p>
4.0	<p>131/18 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p>132/18 Corporate Risk Register</p> <p>The Head of Corporate Governance updated the members on the</p>

	<p>changes to the risk register.</p> <p>The T/Director of Finance and Support Services & Human Resources suggested that it was timely to review the rating of the in-year funding risk, reflecting on recent developments. Members concluded that having taken cognisance of Brexit deal/no deal scenarios and the remaining uncertainty that the risk ratings should not be adjusted but be kept under review.</p> <p>A broader discussion followed on the wording of the terrorist attack (avert) risk. It was anticipated that a full review of the risk register would be completed and be presented to the Service Executive Board in December 2018.</p> <p>Action - Organise a meeting on behalf of T/DCC with the non-executive members present, T/ACC Crime Ops and T/Director of Finance and Support Services & Human Resources to discuss the In-year funding risk and wording of Terrorist Attack (avert) risk - Committee Manager</p>
<p>6.0</p>	<p>133/18 SEB Performance Summary</p> <p>Head of Performance and Planning updated the members on the performance report which had previously been circulated.</p> <p>It was reported that recorded crime had increased slightly whilst outcome rates had decreased. A comparison was provided against most similar forces. Performance against the Policing Plan strategic outcomes was also discussed.</p> <p>T/Deputy Chief Constable stated that all Chief Officers should understand the narrative behind the figures presented within their portfolios and be in a position to explain the PSNI position to the Northern Ireland Policing Board when it was reconstituted.</p> <p>Action – Performance team to concentrate on the theme of vulnerability and provide analysis and narrative – ACC ISD</p>
<p>7.0</p>	<p>134/18 Governance Restructuring</p> <p>T/Deputy Chief Constable introduced the governance restructuring paper which had previously been circulated. The Head of Corporate Governance presented the paper to board members and explained the rationale and proposed structures going forward. The report proposed formalising a Management Board in the governance structure with a new organisational Change Board. Both new boards were aligned to provide the necessary assurances to the Chief Constable and the Deputy Chief Constable. The Management Board would be made up of elements from ServiceFirst Board (SFB) and Performance and Assurance Service Executive Team (PASET) and the Change Board from elements of SFB and Priority Based Resourcing (PBR). It was explained that Service Executive Board and Culture, Ethics and Diversity Board would not change.</p> <p>Following discussion by members the following changes were agreed to the main paper:</p>

	<ol style="list-style-type: none"> 1. The names of the Boards were finalised as Service Change Board and Service Performance Board. 2. Policing Plan should be referenced in both boards 3. Actions should be circulated within 48 hours. 4. Consideration should be given to the inclusion of the Head of OHW as either a member or attendee at both Boards. 5. Promoting equality of opportunity and good relations would remain as a guiding principle but would continue to be monitored through the CEDB. <p>Changes and amendments were also agreed for the Board/Committee etiquette proposal as follows:</p> <ol style="list-style-type: none"> 1. Checking of phones for operational use only (3) 2. Attack the problem should change to work the problem (9) 3. Create a version of Board/Committee Etiquette that is suitable for display in Board Room <p>The paper was agreed subject to amendments and the new arrangements would commence in December 2018.</p> <p>Action – Amend Corporate Governance paper to reflect the following – Head of Corporate Governance</p> <ol style="list-style-type: none"> 1. The names of the Boards should be amended to Service Change Board and Service Performance Board 2. Policing Plan should be referenced in both Boards 3. Actions should be circulated within 48 hours 4. Consideration should be given to the inclusion of the Head of OHW as either a member or attendee at both Boards. 5. Promoting equality of opportunity and good relations would remain as a guiding principle but would continue to be monitored through the CEDB. 6. Checking of phones for operational use – Board Etiquette (3) 7. Change attack the problem to work the problem – Board Etiquette (9) 8. Create a version of Board/Committee Etiquette that is suitable for display in Board Room.
	<p>Members availed of a break 10.15am – 10.35am</p>

<p>9.0</p>	<p>136/18 Review of Competency Related Threshold Payment (CRTP)</p> <p>PSNI service lead for Reward, Relations and Evaluations joined the meeting for this agenda item.</p> <p>T/Director of Finance and Support Services & Human Resources introduced the paper which had previously been circulated. The purpose of the paper was to seek SEB direction on how to proceed with CRTP beyond March 2019.</p> <p>An overview of options, which had previously been considered, along with associated costs was presented. It was reported that further consultation had taken place with the Police Federation taking cognisance of the agreed overarching principles set at the SEB meeting in October 2018. The T/Director of Finance and Support Services & Human Resources updated the members on the outcome of the consultation with Police Federation.</p> <p>Members discussed the implications of the options presented and the T/Deputy Chief Constable set the following actions:</p> <p>Action:- Scope out the application of unsociable hours allowance in similar sized Forces in UK – T/Director of Finance and Support Services & Human Resources</p> <p>Action – Costings to be revised to reflect impact of Bear Scotland - T/Director of Finance and Support Services & Human Resources</p> <p>Action – Federation to be invited to submit their proposals on how performance criteria options could work if CRTP was maintained - T/Director of Finance and Support Services & Human Resources</p> <p>The Chief Constable was not present at the meeting but following a briefing on the discussion, he commissioned further detailed work which is captured in the following action:</p> <p>Action – Establish a process for the removal of CRTP where the officer is not considered competent through sickness/duty restriction, unsatisfactory IPR performance or failure to complete mandatory training. This should include a process for conducting a cost/benefit analysis for the retention of CRTP versus the administrative cost of removing it; which will be reviewed after 1 year – T/Director of Finance and Support Services & Human Resources</p>
<p>8.0</p>	<p>135/18 Corporate Finance Update</p> <p>T/Head of Finance updated the members on PSNI financial position at end of October 2018. A small underspend of £0.1m was reported in the Resource budget and an underspend of £4.1m was reported in the Capital</p>

	<p>budget. The full year projections were reported at £3.0m in resource budget and a breakeven position in the capital budget. An overview of the pay costs, revenue support costs and potential further pressures was presented. Members discussed the potential implications of Bear Scotland and the potential legacy litigation costs. Members were informed that January monitoring had been submitted and did include Bear Scotland. T/Deputy Chief Constable emphasised the need for T/Director of Finance and Support Services & Human Resources and ACC Legacy and Legal to communicate closely on budget related issues.</p>
10.0	<p>137/18 Briefing of Project Servator</p> <p>ACC OSD briefed members on Project Servator. The national context and PSNI's involvement to date in the form of Operation Hinder was explained. Members were also briefed on how Project Servator would be branded and marketed.</p> <p>Members agreed to adopt Project Servator.</p>
11.0	<p>Any Other Business</p> <p>HR Dashboard</p> <p>T/HOHR provided an opportunity for members to ask questions about the HR Dashboard which had been circulated. It was noted that sickness had increased and that this was also endemic in all sections of public service.</p>
11.1	<p>RADAR</p> <p>ACC OSD briefed members on a RADAR paper which had previously been circulated. The reason to review our position was due to assurance of funding support from the Department of Justice and Department of Finance and the landlord's offer to 'defer' the break clause in the lease for one year (August 2019). This would be on the same terms and conditions of the current lease which would create time for a range of stakeholders to seek a sustainable future for the project.</p> <p>Members were keen to find a proposal that would allow the RADAR centre to continue but were clear that PSNI would not continue to carry the financial risk to do so. PSNI contribution would be capped at £100k. Further, firm commitments were to be obtained on the transfer of ownership/governance from PSNI. If a resolution was not found by August 2019 the break clause would be invoked.</p> <p>Action – Write to associated partners explaining PSNI's position, securing assurances where necessary – ACC OSD</p> <p>Action – Ensure that the revised position of the lease and the assurances around funding from DOJ/DOF are auditable and obtained in writing – ACC OSD</p> <p>Action – work through the staffing options if RADAR remains open – ACC ISD and T/HOHR</p> <p>Action – Work with internal solutions lead to manage communications to</p>

	<p>staff through NIPSA – ACC OSD</p> <p>Action – T/DCC to brief CC on impact of RADAR decision to ascertain how this will affect the proposed interactive option for Museum which had been discussed in SEB in October – T/DCC</p> <p>No further business was raised and the meeting ended at 12 noon.</p>
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Date of next meeting:

Wednesday 12 December 2018 – Main Conference Room Brooklyn – 9 a.m.