



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board

DATE: 12 December 2018

TIME: 9.00 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Deputy Chief Constable

MEMBERS:

Chief Constable	G Hamilton (joined meeting at 9.40am)
ACC District Policing Command	M Hamilton
ACC Operational Support	A Todd
T/ACC Crime Operations	Represented by D/C/Supt N Forsythe
T/ACC Legacy and Legal	G Clarke
T/ACC Innovation & Standards	T Mairs
T/Director of Finance and Support Services & Human Resources	M McNaughten
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	
T/Head of Corporate Communications	
Head of Command Secretariat	
Command Secretariat (Note taker)	

APOLOGIES:

Legal Services	L Crilly
T/ACC Crime Operations	B Gray

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>139/18 Welcome and Apologies</p> <p>The T/Deputy Chief Constable opened the meeting and welcomed the members in attendance. He explained that the Chief Constable had been delayed and would join the meeting when he was available.</p> <p>A quorum was confirmed.</p>
2.0	<p>140/18 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>
3.0	<p>141/18 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 14 November 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>142/18 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p>143/18 Corporate Risk Register</p> <p>The Head of Corporate Governance updated the members that due to the changes in the Corporate Governance Structure the Corporate Risk would form an agenda item at the Service Performance Board on 18 December 2018 and changes would be brought to SEB in January 2019 to ratify. Members were informed that a new Service Instruction on risk management would be introduced. An update from internal audit showed that risk management had received a satisfactory rating.</p>
6.0	<p>144/18 Overview Report</p> <p>The Head of Corporate Governance updated the members on the status of recommendations issued to the Service which were being managed through Overview. Members were informed that 4 reports from various oversight bodies were due to be added. An update on the number of priority 1 and priority 2 recommendations was provided. Members</p>

	discussed the current status of the recommendations and noted progress.
7.0	<p>145/18 Corporate Finance Update</p> <p>T/Head of Finance updated the members on PSNI financial position at end of November 2018. A small underspend of £0.6m was reported in the Resource budget and an underspend of £5.0m was reported in the Capital budget. The full year projections were reported as a small overspend of £0.3m in resource budget and a pressure of £0.3m in the capital budget. Figures presented were reflective of October monitoring outcomes. Members were informed that net funding of £0.3m was expected via January 2019 monitoring which would equate to a breakeven projected position. An overview of the pay costs, revenue support costs and potential further pressures was presented. It was noted that figures presented were not inclusive of the additional costs associated with the requirements for the Pension accrual rate to be increased for the Pension scheme to address the cost cap issue.</p> <p>Members discussed and noted the financial report presented.</p>
8.0	<p>146/18 PSNI Input to Minister's Pay Remit Letter 2019-20</p> <p>T/Director of Finance and Support Services & Human Resources briefed the members on the points for inclusion in the Minister's Pay Remit letter to PRRB for 2019-20</p> <ol style="list-style-type: none"> a. Any pay increase to be in parity with officers in England and Wales; b. Subject to (a) above, a two percent pay uplift for officers, acknowledging that this requires flexibility in the application of the NI Executive Public Sector Pay Policy; c. Incremental pay progression (which is dependent on a satisfactory performance assessment in the Individual Performance Review); d. Retention of the Northern Ireland Transitional Allowance (NITA) with an increase of two percent; e. Retention of the Dog Handler's Allowance with an increase of two percent; and f. The option of targeted payments for Superintendents. <p>Members agreed the briefing points discussed.</p> <p>ACTION – proceed with submission of Minister's Pay Remit letter to PRRB for 2019-20 - T/Director of Finance and Support Services & Human Resources</p>
10.0	<p>147/18 Human Resource Update</p> <p>(This item was taken out of order).</p> <p>Head of Human Resources updated the members on relevant HR issues which included:</p>

	<ul style="list-style-type: none"> • The Initial Selection Test results for campaign 5 would be released 12/12/18 • Planned intake of students in the remainder of the 2018/19 financial year • Attendance management changes which would be introduced on 1 February 2019. • Ongoing work on selection criteria for specialist posts • Business case and requirements for service provider for future recruitment campaigns • Barriers to recruitment and underrepresentation including potential of Part Time Reserve Officers <p>ACTION – Submit a short briefing paper to SEB noting the Attendance Management changes which were being introduced on 1/2/19 – Head of Human Resources</p>
	<p>Chief Constable joined the meeting at 9.50am.</p>
<p>9.0</p>	<p>136/18 Review of Competency Related Threshold Payment (CRTP)</p> <p>The Chief Constable stated that the primary aim of CRTP was to reward officers at work, doing a good job, to a good standard and the thresholds put in place should reflect this. He indicated that if CRTP was not fulfilling this function it would be removed. The thresholds were proposed as:</p> <ul style="list-style-type: none"> • Carrying out full range of duties • Attendance at work • Completion of IPR and satisfactory grading of IPR • Completion of mandatory training • Conduct <p>He also articulated the need to ensure procedural fairness in applying the criteria consistently through a central panel with clear guidelines on withdrawal of CRTP, length of removal and reapplication process.</p> <p>Head of Human Resources briefed members that there had been a meeting with the Police Federation on 27 November 2018 where there was general agreement on the conditions for the removal of CRTP. Assurances were given that there was significant detailed work taking place to progress the review of CRTP. Members were also made aware that monitoring CRTP would add a significant workload to HR administrators.</p> <p>It was agreed that the details of CRTP would be worked out through SCB</p>

	<p>and SPB and routinely brought to SEB for noting but that this would be preceded by a short briefing paper to SEB in January 2019.</p> <p>ACTION – Submit a short briefing paper to SEB in January 2019 on CRTP review – Head of Human Resources</p>
	<p>Any Other Business</p> <p>Head of Human Resources briefed members on a meeting with NIPSA representatives the subject of which included a potential equal pay claim and issues around naming conventions for Police Staff.</p> <p>Members discussed the issues around the impact of managing return to work, duty restrictions, disabilities covered under the Disability Discrimination Act (DDA) and legal responsibilities.</p> <p>This is being specifically examined through the SCB, which will be considering a paper on this issue.</p> <p>No other business was raised and the meeting closed at 10.10am</p>

Date of next meeting:

Wednesday 9 January 2019 – Main Conference Room Brooklyn – 9 a.m.