



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board (SEB)

DATE: 10 March 2020

TIME: 9.05 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Deputy Chief Constable

MEMBERS:

ACC District Policing Command	A Todd
ACC Operational Support	Represented by A Todd
T/ACC Crime Operations	B Gray
ACC Legacy and Legal	Represented by C/Supt Singleton
ACC Innovation & Standards	M McEwan
T/Director of Finance and Support Services & Human Resources	M McNaughten

NON-EXECUTIVE MEMBERS:

Non-Executive Member	S Hodkinson
Non-Executive Member	I Jordan

OTHER ATTENDEES:

Head of Legal Services	
Head of Corporate Communications	
Committee Manager	
Command Secretariat (Note taker)	

APOLOGIES

Chief Constable	S Byrne
T/ACC Legacy and Legal	G Clarke
T/ACC Operational Support	T Mairs
Head of Corporate Communications	
Head of Human Resources	

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	29/20 Welcome and Apologies
2.0	<p>30/20 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>
3.0	<p>31/20 Minutes of Previous meetings + Redactions prior to publication</p> <p>The minutes from the meeting on 12 February 2020 were approved.</p> <p>No suggested redactions were advised prior to publication, other than the names of some attendees.</p>
4.0	<p>32/20 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p>33/20 Corporate Risk Register</p> <p>The Deputy Chief Constable updated members on changes to the Corporate Risk Register and advised members that the In Year Funding risk had reduced and could now be closed down as the 2019/20 year had been completed.</p> <p>The Deputy Chief Constable asked that Covid-19 be highlighted on the register with the rationale that due to the circumstances it could circumnavigate Service Performance Board.</p> <p>Action – Covid-19 to be included on Corporate Risk register – ACC DPC</p>

<p>6.0</p>	<p>34/20 Finance Update</p> <p>T/Director of Finance and Support Services & Human Resources updated members on the strategic financial update.</p> <p>Members discussed the slight easement of In Year funding pressure and T/Director of Finance and Support Services & Human Resources advised that the UK budget was expected 11 March 2020 from Westminster but that no date had yet been released for Northern Ireland.</p> <p>Update noted.</p>
<p>7.0</p>	<p>35/20 Human Resources Update</p> <p>T/Director of Finance and Support Services & Human Resources updated members on key areas of business since the last meeting. The update included police officer and staff numbers, the increase in applications for the most recent recruitment campaign and sickness absence. Members were also informed that the People & Culture Strategy would be completed by April 2020.</p> <p>Members' discussions focused on how PSNI use performance information and what measures were appropriate and necessary to manage sickness in the organisation.</p> <p>Update noted.</p>
<p>8.0</p>	<p>36/20 Internal Audit Plan</p> <p>The Deputy Chief Constable introduced the Internal Audit Plan which had previously been circulated to members.</p> <p>Members discussed the audit processes and how the audit priorities had been decided.</p> <p>Decision: Internal Audit Plan approved.</p>
<p>9.0</p>	<p>37/20 PSNI Draft Stewardship Statement</p> <p>The Deputy Chief Constable introduced the paper which had previously been circulated.</p> <p>Members approved the paper subject to amendments which were noted by the T/Director of Finance and Support Services & Human Resources on behalf of the Head of Governance.</p> <p>Decision: Paper approved subject to amendments.</p>
<p>10.0</p>	<p>38/20 PSNI Draft Governance Statement</p> <p>The Deputy Chief Constable introduced the paper which had previously been circulated.</p> <p>Members discussed the paper and suggested additions which would be relayed to the author through the Committee Manager.</p>

	Decision: Paper approved subject to amendments.
	Members availed of a break from 10.15 – 10.30
11.0	<p>39/20 Strategic Investment Board (SIB) Support</p> <p>T/Director of Finance and Support Services & Human Resources introduced the paper which had previously been circulated.</p> <p>T/Director of Finance and Support Services & Human Resources outlined the key high level proposals for SIB to assist in developing an overarching programme level business case, incorporating the key themes of People; Technology and Estate.</p> <p>Members established that this was a crown to crown arrangement and was considered value for money. It was also established that the SIB support work should complement the Corporate Plan</p> <p>Decision: Paper approved in principle and should now be tasked to the Head of Transformation to progress.</p>
12.0	<p>40/20 Centralisation of SET in Brooklyn</p> <p>T/Director of Finance and Support Services & Human Resources introduced the paper which had previously been circulated.</p> <p>Members discussed the options within the paper and the complexities due to the current limited space available at Headquarters. ACC DPC highlighted the issue of limited parking and the Deputy Chief Constable raised the infrastructure around bathroom facilities.</p> <p>Decision: All options were rejected.</p> <p>Action – Consider options with regard to centralising SET and SET support personnel in Brooklyn Complex – T/Director FSS&HR</p> <p>Action - Liaise with Superintendent Command Secretariat regarding Service Executive support functions – T/Director FSS&HR</p> <p>Action - Explore the potential for a refurbishment of reception at Headquarters – T/Director FSS&HR</p> <p>It was also agreed that in order to facilitate SET in the Brooklyn complex it would be necessary to relocate some functions currently attached to the complex.</p>
13.0	<p>41/20 Submission to the Police Remuneration Review Body for Federated and Superintending Ranks and Senior Officers</p> <p>T/Director of Finance and Support Services & Human Resources introduced the paper which had previously been circulated.</p>

	<p>Members discussed pay parity with officers in England and Wales, incremental pay progression and retention of the Northern Ireland Transitional Allowances (NITA).</p> <p>Amendments were agreed as below:</p> <ul style="list-style-type: none"> • Inclusion of Dissident Attack in January 2020 (page 37) to be removed. • Better clarity on NITA bullet point on page 6. <p>Decision: Paper approved subject to above amendments.</p>
<p>14.0</p>	<p>42/20 Biometric Retention Paper</p> <p>ACC Innovation and Standards presented the paper which had previously been circulated. The Deputy Chief Constable provided background and further clarity on the paper as he had extensive previous experience in this area.</p> <p>Members discussed the paper and agreed that Biometrics would be retained within ISD and would not move to OSD as indicated in the action update.</p> <p>The Chief Constable would write to Justice Minister outlining PSNI position and request a timeline of when the CJA might be enacted. ACC Community Safety would prepare a draft letter for approval.</p> <p>Members agreed to suspend the decision to commence voluntary deletion in September 2020 and await legislation enactment. It was also agreed that PSNI would suspend the current Service Instruction until position is ironed out with DOJ.</p> <p>PSNI should also retain the biometric committee in the interim period.</p> <p>Action – Retain Biometrics within ISD – ACC ISD</p> <p>Action – Prepare a draft letter to outline PSNI’s position to the Justice Minister – ACC ISD</p> <p>Action – Suspend the decision to commence voluntary deletion in September 2020 – ACC ISD</p> <p>Action – Suspend the current Service Instruction until position is clarified with DOJ – ACC ISD</p> <p>Decision: as recorded above.</p>
<p>15.0</p>	<p>43/20 Any Other Business</p> <p>No other business was tabled. Meeting ended at 11.15am.</p>

Date of next meeting: Wednesday 8 April 2020 – Main Conference Room Brooklyn – 9 a.m.