



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Executive Board (SEB)

DATE: 13 May 2020

TIME: 9.30 am

LOCATION: Main Conference Room, Brooklyn

CHAIRPERSON: Chief Constable

MEMBERS:

DCC Hamilton		In person
ACC District Policing Command	A Todd	Dial In
T/ACC Operational Support	T Mairs	In Person
T/ACC Crime Operations	B Gray	Dial In
ACC Innovation & Standards	McEwan	Dial in
T/Director of Finance and Support Services & Human Resources	M McNaughten	In Person

NON-EXECUTIVE MEMBERS:

Non-Executive Member	S Hodgkinson	Dial In
Non-Executive Member	I Jordan	Dial In

OTHER ATTENDEES:

Head of Human Resources		Dial In
Head of Legal Services		Dial In
Head of Corporate Communications		Dial In
Chief Medical Officer (Agenda item 13+14 only)		Dial In
Head of Custody Health Care (Agenda item 15 only)		Dial In
Committee Manager	Supt McCaughan J	In person
Command Secretariat (Note takers)		In person Dial In Dial In

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>61/20 Welcome and Apologies</p> <p>The Chief Constable noted the improved quality of papers submitted, this will aid better decision making.</p> <p>No apologies noted.</p>
2.0	<p>62/20 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> <p>Non-Executive Member S Hodkinson declared a potential conflict in agenda item 17 as he was an independent member on the Forensics Services Leadership Board. Members were informed that he had not seen the Service Level Agreement prior to circulation of papers. The Chair noted the potential conflict of interest.</p>
3.0	<p>63/20 Minutes of Previous meetings</p> <p>The minutes from the meeting on 8 April 2020 were approved subject to minor amendments.</p>
4.0	<p>64/20 Actions Arising from previous meetings</p> <p>The action register was reviewed and completed actions were noted.</p>
5.0	<p>65/20 Corporate Risk Register</p> <p>The Deputy Chief Constable updated members on the Future Funding Risk (Beyond 2020-21) and the In-Year Funding Risk (2020/21) which he proposed should be added to the risk register.</p> <p>Decision - Members agreed that both risks should be added to the risk register and the scoring of the risks could be further discussed and agreed at the next Audit and Risk Assurance Committee (ARAC) meeting.</p>
6.0	<p>66/20 Annual Risk Management Report</p> <p>The Deputy Chief Constable updated members on the Annual Risk Management Report which had previously been circulated. It was noted that this is also shared with ARAC.</p> <p>It was agreed that a short reference to Covid 19 would be included in the</p>

	<p>report as our response to it began within the 2019-20 financial year.</p> <p>The Chief Constable asked that the risks be aligned against the new SET structure when implemented.</p> <p>Members noted the report presented which was approved subject to the few minor amendments outlined.</p> <p>Action – Make amendments to Annual Risk Management report and finalise report - DCC</p>
<p>7.0</p>	<p>67/20 Finance Report</p> <p>T/Director of Finance and Support Services & Human Resources updated members on the year-end financial outturn report as at 31 March 2020. A small underspend was recorded against both the resource and capital budgets.</p> <p>T/Director of Finance and Support Services & Human Resources also provided members with a verbal update on expenditure in April 2020.</p> <p>Members discussed the emerging pressures and easements which had been highlighted. The difficulties in capturing the full cost of Covid-19 and the impact this may have on the PSNI budget were recognised.</p> <p>The Deputy Chief Constable reiterated the need for making savings on overtime which would be managed through the Overtime Steering group. T/ACC Operational Support Department stated that overtime may be required to manage EU Exit in the coming months.</p> <p>It was also recognised that a budget would need to be established to deliver transformation and change in the organisation. This was a point to be reflected in the draft Resource Plan 20-21.</p> <p>Members noted the update provided and commended T/DFSS&HR on the good management of the budget and the financial position.</p>
<p>8.0</p>	<p>68/20 PSNI Resource Plan Draft</p> <p>T/Director of Finance and Support Services & Human Resources presented the draft Resource Plan for 20-21 which had previously been circulated.</p> <p>A discussion ensued and members provided comments which were noted for inclusion in the next version of the document which would be provided to the Chief Executive of the NIPB for consideration at the Resources Committee on 21 May 2020.</p> <p>Action: Resource Plan to be revised and issued by DCC to NIPB.</p> <p>Action: DCC to work with T/DFSS &HR and HOHR on how the HR Distribution plan will be managed alongside the forthcoming</p>

	transformation work - DCC
	Members availed of a break from 11.00am – 11.15am
9.0	<p>69/20 Financial Management of Major Business Critical Contracts</p> <p>T/Director of Finance and Support Services & Human Resources presented members with a summary paper of the Police Service NI's Financial Management of Major Business Critical Contracts.</p> <p>The content of the paper was noted as providing assurance that Major Business Critical Contracts were being closely monitored in terms of financial management and compliance with procurement guidance.</p>
10.0	<p>70/20 Direct Award Contract (DAC) Approval and Reporting Process</p> <p>T/Director of Finance and Support Services & Human Resources presented members with a summary paper of the Direct Award Contracts for 2019/20.</p> <p>Members noted the contents of the paper, especially the downward trajectory in both values and volumes of DACs.</p>
11.0	<p>71/20 Review of Police Service NI Governance Arrangements</p> <p>The Deputy Chief Constable updated members on the proposed terms of references (TORs) for the new governance arrangements for the Police Service NI.</p> <p>Members provided feedback on the TORs.</p> <p>Decision: Subject to amendments from the feedback provided the new Governance Arrangements were endorsed and would come into effect in June 2020 beginning with the Service Executive Board changing to the Strategic Management Board on 10 June 2020.</p> <p>Decision: All papers for SMB should be with DCC 14 days before the date of the meeting.</p> <p>Action: Amend TORs for Governance Arrangements according to feedback forwarded to DCC's staff officer – DCC</p> <p>Action: Add in Framework of Delegated Limits as an agenda item into inaugural Service Investment Board – Committee Manager</p> <p>Action: Send TORs to Institute of Directors for health check– DCC</p> <p>Action: Consider how to communicate the changes in Corporate Governance arrangements to the organisation and include changes to organisational structures at same time – Head of Corporate Communications</p>

	<p>Action: Share Governance Templates with ARAC chair for adoption at ARAC committee – Committee Manager</p> <p>Action: Submit a progress paper on how Corporate Governance Changes have embedded into the organisation to SMB in September - DCC</p>
	<p>Members availed of Lunch Break 12.00pm – 13.00pm</p>
14.0	<p>74/20 PCA Proposals for Recruitment Campaign 6 (agenda item taken out of order – Chief Medical Officer in attendance)</p> <p>The Chief Medical Officer provided a summary of the paper which had previously been circulated. The proposal recommended the following:</p> <ul style="list-style-type: none"> • Retain the current basic Physical Competency Assessment (PCA) used for recruitment campaign 6 • Set the pass time at pre-entry at 4 minutes 30 seconds • Week 22 pass time – 4 minutes • Students should participate in testing and comparisons with a new Design PCA <p>It was established that a decision on the Student PCA was required at this time to enable recruitment to continue. A further paper on specialist groups would be completed by Autumn 2020.</p> <p>A discussion ensued.</p> <p>Decision: Option as outlined above agreed.</p> <p>Action: Consult with Head of Training College to ensure Police (Recruitment) (Northern Ireland) Regulation 2001 reflect the agreed changes - HOHR</p>
13.0	<p>73/20 Police Officer Recruitment Pipeline (agenda item taken out of order – Chief Medical Officer in attendance)</p> <p>The Head of Human Resources outlined options for maintaining the police officer recruitment pipeline for the remainder of 2020 and the associated necessary enablers. The paper also provided a summary of options with respect to the 2020 Recruitment Campaign Assessment Centres.</p> <p>Members discussed the options presented.</p> <p>Decision:</p> <ul style="list-style-type: none"> • Police Service NI should model on 7000 full time equivalent as opposed to headcount. • Assessment Centre should remain face to face with social distancing arrangements in place.

	<p>Action: Work with Central Procurement Directorate (CPD) to negotiate a pragmatic solution to absorbing any additional costs due to delays caused by Covid 19 and implementing appropriate social distancing solutions to comply with regulations -T/Director of Finance and Support Services & Human Resources</p>
12.0	<p>72/20 Horizon 2025 (Corporate Plan)</p> <p>The Deputy Chief Constable updated the meeting that the new title for the corporate plan was Horizon 2025.</p> <p>Members discussed and agreed to change the number order of the foundation principles and amalgamating the lists at pages 13 and 14 of the appendices.</p> <p>Decision: Horizon 2025 plan agreed.</p> <p>Action: Write to NIPB and send a copy of approved final Horizon 2025 plan – Committee Manager</p> <p>Action: Consider how Horizon 2025 should be launched – Head of Corporate Communications</p>
15.0	<p>75/20 Custody Healthcare Outline Business Case (agenda item taken out of order –Head of Custody Healthcare in attendance)</p> <p>ACC Community Safety Department summarised the options paper and draft business case which had previously been circulated.</p> <p>Members discussed the options presented.</p> <p>Decision: Proceed at risk with Option 2 - Full rollout of a regional Health and Social Care Trust (HSCT) Custody model by June 2021.</p> <p>It was recognised that the funding gap would be challenging and partner funding with the Department of Health would be required to make the option viable. The non-monetary benefit of providing a better longer term health outcome for vulnerable people was also highlighted.</p> <p>Action: Set up a system to allow full tracking of costs and benefits which would allow the Police Service NI economist to carry out a full evaluation at 12 month point – ACC Community Safety Department</p>
16.0	<p>76/20 ANPR</p> <p>ACC Operational Support Department presented the paper which had previously been circulated and acknowledged the effort and quality of work undertaken by D/Chief Superintendent Freeburn in developing the recommendations within the paper.</p> <p>Decision: Implement all recommendations in ANPR paper as presented.</p> <p>The following discussion points were noted:</p>

	<p>Recommendation 15 – acknowledged that an outline business case was being prepared and costings would be considered at a future Governance meeting.</p> <p>Action (recommendation 16) – proceed with livery of 40 new vehicles. Apply national standards livery to current unmarked Skodas with cameras on roof – ACC OSD</p>
<p>17.0</p>	<p>77/20 FSNI Service Level Agreement</p> <p>ACC Operational Support Department updated members on the improving working relationship between the Police Service NI and the Forensic Service NI (FSNI). Members were updated on the content of the Memorandum Of Understanding (MOU) for 2020/21 which detailed the level of forensic services that could be supplied by FSNI to help support Police Service NI investigations. The responsibilities of each organisation, the change of emphasis to incorporate the NI Policing Plan 2020-25 and an Outcome Based Assessment approach to targets and KPIs were also highlighted. A deficit of £500k, already raised with Finance, was also reported.</p> <p>Members noted the update provided.</p>
	<p>Members availed of a comfort break 2.40pm – 2.50pm</p>
<p>18.0</p>	<p>78/20 Transport Strategy</p> <p>T/Director of Finance and Support Services & Human Resources provided members with an update on the draft transport strategy.</p> <p>It was acknowledged that the paper provided a good interim position on the current fleet and work completed to date. Members recognised that it was not possible to complete a strategy without first clarifying the user requirements. User requirements would be inter-dependent on an agreed Target Operating Model across the Service.</p> <p>It was established that third party support would be helpful to complete a high level fleet strategy based on the original terms of reference and work to date.</p> <p>The ongoing work should incorporate how to:</p> <ul style="list-style-type: none"> • Reduce the fleet size • Clarify specifications for vehicles (including ergonomics) • Reducing carbon footprint

	<p>Action: Progress with user engagement and bring back an updated position paper on Fleet to SMB in September; & Engage a 3rd party to prepare a high level strategy – T/DFSS&HR</p>
19.0	<p>79/20 Corporate Communications Outline Business Case</p> <p>Head of Corporate Communications presented members with a summary of the outline business case which had previously been circulated.</p> <p>The preferred options highlighted how the Department would be restructured under three new operational work areas which would help provide a strategic direction for all future media and engagement work.</p> <p>The preferred option would also have the necessary additional staff to undertake the full range of requirements envisaged within the Strategic Communications and Engagement Plan.</p> <p>Decision: Uplift in staff for Corporate Communications approved (to be accompanied by a job evaluation process for new roles).</p>
20.0	<p>80/20 AOB</p> <p>ACC District Policing Command updated members on his proposal to proceed with a Covid 19 recovery plan which would include putting Neighbourhood Officers on notice that they would return to Neighbourhood Duties in line with requisite notice period.</p> <p>Members noted the update provided. It was agreed that a full recovery plan would be brought to the Strategic Management Board (SMB) in June 2020 for consideration.</p> <p>Action: Full Covid recovery plan to June SMB – ACC DPC</p> <p>No further business was tabled.</p> <p>Meeting ended 3.30pm.</p>

Date of next meeting: Wednesday 10 June 2020 – Main Conference Room Brooklyn
– 9:30 a.m.