



Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Service Management Board (SMB)

DATE: 12 August 2020

TIME: 10.00 am

LOCATION: Platinum Room, Brooklyn + Webex

CHAIRPERSON: Chief Constable

MEMBERS:

DCC Hamilton	
ACC District Policing Command	A Todd
T/ACC Operational Support	S Donaldson
ACC Crime Operations	B Gray
ACC Community Safety Department	M McEwan
T/E/Director of Finance and Support Services & Human Resources	M McNaughten

NON-EXECUTIVE MEMBERS:

Non-Executive Member	S Hodgkinson
Non-Executive Member	G Crossan

OTHER ATTENDEES:

Director of Human Resources	
Director of Corporate Communications	
Committee Manager	Supt J McCaughan
Command Secretariat (Note takers)	

APOLOGIES – Director of Corporate Communications

ACTIONS assigned by the Chair are highlighted in blue text.

Item No	
1.0	<p>113/20 Welcome and Apologies</p> <p>Apologies were received from the Director of Corporate Communications.</p>
2.0	<p>114/20 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, which would be recorded in the minutes.</p> <p>The Director of Human Resources advised that item 6 – Revised Environmental Allowance would present a conflict of interest to staff members attending the meeting. The Deputy Chief Constable advised that he would present the paper to mitigate this issue.</p>
3.0	<p>115/20 Minutes of Previous meetings</p> <p>The minutes from the meeting on 8 July 2020 were approved subject to minor amendments.</p>
4.0	<p>116/20 Actions Arising from previous meetings</p> <p>The outstanding actions were reviewed and updated and the action register was updated accordingly.</p>
5.0	<p>117/20 Efficiency Strategy</p> <p>T/E/Director of Finance and Support Services & Human Resources provided members with a summary of the Efficiency Strategy and advised that the primary purpose of the Strategy was to support the Horizon 2025 vision and to drive the efficiency agenda.</p> <p>The Deputy Chief Constable outlined some of the key efficiencies that had been undertaken so far and advised that individual projects will be expected to quantify and report on costs and benefits.</p> <p>The Chief Constable advised that there was an expectation from stakeholders such as NIPB that PSNI should have a formal Efficiency Strategy and would scrutinise against delivery of the Strategy.</p> <p>ACC District Policing Command recommended that the framework for</p>

	<p>the Efficiency Strategy should be based around the three main PEEL principles.</p> <p>Action: T/E/Director of Finance and Support Services & Human Resources to revise Efficiency Strategy and bring back to SMB in September 2020 - T/E/Director of Finance and Support Services & Human Resources</p>
<p>6.0</p>	<p>118/20 Revised Environmental Allowance</p> <p>The Deputy Chief Constable introduced the Revised Environmental Allowance and advised members that there were two options to consider:</p> <ol style="list-style-type: none"> 1. Retain the current status quo and continue the current Police Staff Handbook arrangements for paying the REA of £580p.a. 2. Increase the rate of REA payable in line with inflation (83.4%) to a value of £1091 p.a. <p>The Deputy Chief Constable advised that Option 2 had been identified as the preferred option. Members discussed the options and agreed that option 2 should proceed as the business case should be forwarded to DOJ and DOF.</p> <p>Decision: Option 2 agreed.</p> <p>Action: Business case to be forwarded to DOJ and DOF for approval – T/E/Director of Finance and Support Services</p> <p>Action: Director of Human Resources to update NIPSA and staff – D/Human Resources</p>
	<p>Members availed of a break from 10.55am – 11.05am</p>
<p>7.0</p>	<p>119/20 People Strategy</p> <p>Director of Human Resources presented the draft People Strategy to seek feedback and approval to share with stakeholders. Members discussed the five key principles of the People Strategy which had previously been socialised at Your Voice Forum, People & Culture Board and Positive Action Group.</p> <p>Members were very supportive of the document but requested more clarity around the appendix and action plan timeframe. The Director of Human Resources advised that the Action Plan should be available to SET members next week and would be shared with SLEF before the next meeting in October.</p>

	<p>Members agreed that the People Strategy should be shared with stakeholders, subject to minor amendments such as removal of the appendix.</p> <p>Action: Action plan to be circulated to SET w/c 17 August 2020 and to SLEF before the next meeting in October – Director of Human Resources.</p> <p>Action: Remove appendix reference and draft action plan and forward to NIPB – Director of Human Resources.</p> <p>Action: Plans for launch of People Strategy to be agreed and prioritised – Director of Corporate Communications.</p>
	<p>Head of ICS joined the meeting at 11.30am</p>
<p>8.0</p>	<p>120/20 Digital Strategy (This item was taken out of order after item 9)</p> <p>T/Director of Finance and Support Services & Human Resources briefed members on the Digital Strategy and welcomed the Head of ICS to the meeting to answer questions from members.</p> <p>The Head of ICS advised members that he had received feedback from the Chief Constables office prior to the meeting and would reflect on these recommendations and update the strategy accordingly.</p> <p>The Deputy Chief Constable recommended that further links should be made with Horizon 2025 in order to update the corporate language of the Digital Strategy.</p> <p>ACC District Policing Command advised that the strategy was good and an asset to the organisation. ACC DPC further recommended that the strategy should focus further on the next steps that were needed and capital planning should be included.</p> <p>T/Director of Finance and Support Services & Human Resources recommended that more emphasis should be placed on capital and resource bids within the document.</p> <p>The Chief Constable suggested that links should be included to National Enabling Programmes and Academia.</p> <p>Action: Head of ICS to revise document with regard to suggestions made by CC, DCC, T/Director of FSS&HR and ACC DPC and resubmit to SMB in October 2020 – Head of ICS</p> <p>Action: Chief Constable asked that Head of Corporate Communications</p>

	<p>and Engagement develop an agreed “house style” and template for all service strategies and related action plans. – Director of Corporate Communications and Engagement</p>
9.0	<p>121/20 – Generic Independent Advisory Group (This item was taken out of order)</p> <p>ACC Community Safety briefed members on the paper, which had previously been circulated. ACC CSD advised members that the Independent Advisory Group (IAG) is to act as a focus group designed to provide consultative feedback to PSNI regarding changes being proposed on potential strategic, tactical and policy decisions being considered by PSNI.</p> <p>Members agreed the need for a formal IAG with TOR. The Chief Constable advised further clarity was needed around how the IAG would be used and the benefits.</p> <p>Decision: Paper approved subject to minor adjustments.</p> <p>Action: ACC CSD to provide further clarity around some of the mechanics of the use of IAG – ACC CSD</p> <p>Action: ACC CSD to liaise with Corporate Comms Department to agree messaging – ACC CSD</p>
	<p>Head of ICS left the meeting at 11.55am</p>
10.0	<p>122/20 – Corporate Risk Register</p> <p>The Deputy Chief Constable briefed members on changes to the corporate risk register and recommended that the risk referring to the roof at Seapark be considered for the corporate risk register. Members agreed to the inclusion of this risk.</p> <p>The Deputy Chief Constable advised that the residual risk for In Year Funding risk should be reduced from 16 down to 12 due to confirmation of budgets in July.</p> <p>Members discussed the Corporate Risk Register and noted the update.</p>

	<p>Decision: Update Noted.</p> <p>Action: Include ongoing building work at Seapark on Risk Register – Deputy Chief Constable</p>
11.0	<p>123/20 - Highlight Reports for Governance Boards</p> <p>The Deputy Chief Constable briefed members on the highlight reports from Service Performance Board, Service Transformation Board, People & Culture Board and Service Investment Board. Members noted the updates.</p> <p>Decision: Contents noted.</p>
12.0	<p>124/20 - Human Resources Department Update</p> <p>The Director of Human Resources updated members on the highlight report that was previously circulated.</p> <p>Members' discussions focussed on attendance at assessment centres, Recruitment and the reduction in sickness absence.</p> <p>Decision: Contents noted.</p>
13.0	<p>125/20 – Finance Report</p> <p>T/E/Director of Finance and Support Services & Human Resources updated members on the Strategic Financial Report focusing on the spending review and October monitoring.</p> <p>T/E/Director of Finance and Support Services & Human Resources advised members that the approaching EU Exit date of 31 December 2020 may have an effect on the budget so would be closely monitored.</p> <p>ACC District Policing enquired on the status of PPE expenditure.</p> <p>T/E/Director of Finance and Support Services & Human Resources advised members that due to Covid 19, this expenditure had been ringfenced by the Department and funded until the end of the financial year. The Deputy Chief Constable informed members that NPCC guidance is that officers should wear face masks whilst in vehicles and attending incidents so stocks of these would need to continue to be increased.</p> <p>Decision/Action: Contents noted.</p>

<p>14.0</p>	<p>126/20 - Any Other Business</p> <p>First aid and PSP training derogation (12 months) to facilitate a Firearms delivery plan</p> <p>A/ACC Operational Support introduced the paper and requested that approval is sought for a First Aid and PSP derogation (12 months) to facilitate a Firearms delivery plan due to the current Covid environment.</p> <p>Members discussed the proposal and agreed Option 2, which was to derogate across basic level PSP and First aid in its entirety for 12 months, with the exception of student officers, who require these initial competencies to qualify as operational officers, and specialist officers when role dependent..</p> <p>The Deputy Chief Constable requested that the A/ACC Operational Support write to PONI and NIPB to inform them of this decision.</p> <p>Action: A/ACC Operational Support to write to PONI and NIPB to inform them of the decision made at SMB to derogate First Aid and PSP training for 12 months – A/ACC Operational Support</p> <p>No further business was raised and the meeting concluded at 12.30pm.</p>

Date of next meeting: Wednesday 9 September 2020 – Platinum Room, Brooklyn – 10.00am