



Keeping People Safe

**MINUTES OF MEETING**

**NAME OF COMMITTEE: Service Management Board (SMB)**

**DATE: 8 July 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 Hodkinson
Non-Executive Member	G Crossan

**OTHER ATTENDEES:**

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

**APOLOGIES - none**

**ACTIONS assigned by the Chair are highlighted in blue text.**

Item No	
<b>1.0</b>	<b>97/20 Welcome and Apologies</b>
<b>2.0</b>	<p><b>98/20 Declaration of Conflict of Interest</b></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>No conflicts of interest were raised.</p>
<b>3.0</b>	<p><b>99/20 Minutes of Previous meetings</b></p> <p>The minutes from the meeting on 10 June 2020 were approved subject to minor amendments.</p>
<b>4.0</b>	<p><b>100/20 Actions Arising from previous meetings</b></p> <p>The outstanding actions were reviewed and updated and the action register was updated accordingly.</p>
<b>5.0</b>	<p><b>101/20 Corporate Risk Register</b></p> <p>The Deputy Chief Constable updated members on the status of the Corporate Risk Register.</p> <p>Members were asked to consider de-escalating risks to Departmental Risk Registers where the residual rating was lower than 16 or where the tolerable risk had been achieved.</p> <p><b>Decision: De-escalating risks to the Departmental risk registers was not approved. Further work should be carried out to provide assurance to members that operational risks were being identified and managed appropriately.</b></p> <p><b>Decision: Remove the Corporate Risk Register from the Service Performance Board agenda and consider Corporate Risk as set agenda items at the Strategic Management Board and Audit and Risk Committee. Support Risk Management process by adding a separate monthly meeting between the Deputy Chief Constable, Corporate Risk Manager and Head of Corporate Governance.</b></p>

	<p><b>Action:</b> Commencing September 2020, add an appendix onto Corporate Risk Register SMB agenda item which will capture what/how 'live time' risk were identified/managed at Senior Executive Team Morning Meetings – Committee Manager</p> <p><b>Action:</b> Work with ARAC chair over the summer period to identify best practice from 'The Orange Book' in how to identify and manage risk appropriately – Deputy Chief Constable</p> <p><b>Action:</b> Give further consideration as to how to reflect operational risks in the Corporate Risk Register e.g. Seapark building, crime recording, driver training and update SMB in September 2020 – Deputy Chief Constable.</p>
<p><b>6.0</b></p>	<p><b>102/20 Governance Board Highlight Reports</b></p> <p>The Deputy Chief Constable introduced the Governance Board highlight reports. Members agreed on the concept of a highlight report but further work should be carried out to finalise content and format.</p> <p><b>Decision: Update noted.</b></p>
<p><b>7.0</b></p>	<p><b>103/20 Human Resources Department Update</b></p> <p>Director of Human Resources informed members that it had not been possible to provide up-to-date data to the Board due to the IT systems download dates.</p> <p>Members discussed the logistics of data availability/analysis and timely provision of reports to appropriate Boards.</p> <p><b>Action:</b> Update SMB in August regarding the timeframes for ICS to be able to provide real time data for a Corporate Dashboard, including HR data and consider how all data should be presented to SMB– Deputy Chief Constable</p> <p><b>Action:</b> Consider changing the date of SMB to later in the month to allow time for data downloads and analysis – Committee Manager</p>
<p><b>8.0</b></p>	<p><b>104/20 Finance Report – taken out of order (after item 4)</b></p> <p>T/Director of Finance and Support Services &amp; Human Resources informed members that the draft Resource Plan that was presented to the Northern Ireland Policing Board Resources Committee was approved by the full Board on 2 July 2020. The Board stated that they did not want to see any reduction plans for Neighbourhood Policing and</p>

	<p>Recruitment.</p> <p>Members were updated on the outcome of the June monitoring and the implications this would have on the full year projection for Resource and Capital. Members also discussed the probability of a 3-year budget settlement and the overtime budget profile.</p> <p><b>Decision: Update noted.</b></p>
	Members availed of a break from 10.55am – 11.05am
<b>9.0</b>	<p><b>105/20 - Annual Procurement Report</b></p> <p>Item removed from the agenda and re-directed to Service Investment Board meeting on 5 August 2020.</p>
<b>10.0</b>	<p><b>106/20 - Digital Strategy</b></p> <p>Item removed from the agenda and re-directed to Transformation Board meeting on 29 July 2020.</p> <p>The Chief Constable reiterated the importance of a corporate style for all documents. The Director of Corporate Communications updated members that a standardised format and font for all documents was being considered as part of the Corporate style guide which would form an agenda item at SMB in September.</p>
<b>11.0</b>	<p><b>107/20 - Internal Audit Annual Report and Opinion</b></p> <p>The Deputy Chief Constable provided members with a high-level summary of the findings from the Internal Audit Annual report and Opinion 2019-2020 report.</p> <p>Members were informed that the overall opinion on PSNI's governance, risk management and internal control system was based on internal audit activity carried out during 2019/20 and cumulative assurances were derived from internal audit activity during the previous two years. The overall opinion rating was satisfactory.</p> <p><b>Decision: Report noted and accepted.</b></p>
<b>12.0</b>	<p><b>108/20 - Crime Prevention Strategy</b></p> <p>ACC District Policing Command presented the new Crime Prevention Strategy that was commissioned by the Chief Constable and had previously been discussed at Service Transformation Board and SMB.</p> <p><b>Decision: Crime Prevention Strategy approved. The owner of the Crime Prevention Strategy would move to ACC Community Safety Strategy. The route through governance on progress towards</b></p>

	<p><b>delivery confirmed as Service Performance Board through to SMB.</b></p> <p><b>Action:</b> Work with the Director of Corporate Communications to Plan a launch of Community Safety Strategy for September – ACC Community Safety</p> <p><b>Action:</b> Send a copy of the Crime Prevention strategy with an enclosed letter to NIPB – Committee Manager.</p>
<p><b>13.0</b></p>	<p><b>109/20 - Covid 19 Recovery Plan Update</b></p> <p>ACC District Policing Command (Covid Gold Commander) provided members with an overview of the proposed guidance to enable staff to work safely during Covid 19. The plan was structured on people, places, practices and processes and performance.</p> <p><b>Decision/Action: Move the proposals from the guidance provided into a full Covid 19 recovery plan – ACC DPC</b></p> <p><b>Action:</b> Provide home working data analysis to relevant Governance Board and update SMB on findings in September 2020 – ACC DPC</p> <p><b>Action:</b> Ensure Covid 19 guidance covers the need for all Departments to have an up-to-date risk assessments which includes Covid 19 – ACC DPC</p> <p><b>Action:</b> Add Covid 19 as a standing agenda item into People and Culture Board with a summary highlight report coming to SMB – ACC DPC</p>
<p><b>14.0</b></p>	<p><b>110/20 - Part Time Reserve Guidance</b></p> <p>ACC District Policing Command provided an overview of the proposed changes to the policy and guidance for Part Time Reserve (PTR).</p> <p>The key changes were:</p> <ul style="list-style-type: none"> <li>• In addition to current Criteria of Events/Parade, Night Time Economy and Surge activity an additional criteria would be added ‘In support of Neighbourhood Policing Teams to tackle local policing priorities’</li> <li>• Clear defined role expected of a PTR developed from National Occupational Standards that would create a clear delineation between what was expected of a PTR compared to a Regular Constable.</li> <li>• Line Management would change to Neighbourhood Sergeant from Local Policing Team Sergeants – This is to improve communication between PTRs and line management</li> <li>• Additional guidance would be added regarding pregnant and expectant mother and disability</li> </ul>

	<ul style="list-style-type: none"> <li>Tasking and resourcing requirement would be managed by Operational Planning through bids to ensure deployments were prioritised on operational need.</li> </ul> <p>Director of Human Resources updated members that the current Deloitte contract could facilitate PTR recruitment.</p> <p><b>Decision: Part Time Reserve paper agreed. PTR recruitment to be considered as part of the Neighbourhood Review.</b></p>
	<p>NEM – S Hodgkinson left the meeting at 11.45am</p>
<p><b>15.0</b></p>	<p><b>111/20 – Annual Leave</b></p> <p>T/E/Director of FSS &amp; HR informed members that the purpose of this paper was to consider the impact of the Covid-19 pandemic on the ability of Police Officers and Police Staff to avail of their annual leave and to seek a decision as how best to take this matter forward bearing in mind the regulatory and legislative considerations.</p> <p>Members discussed:</p> <p><b>Recommendation 1:</b></p> <p>Police Officers and Police Staff should agree annual leave plans with their line managers in order to mitigate the impact of carrying forward unused annual leave from the 2020/21 leave year.</p> <p><b>Recommendation 2:</b></p> <p>In cases where it has been demonstrated that it was not reasonably practicable to take some or all of the leave, specified under Regulation 15 during the 2020/21 leave year due to the impact of the coronavirus, the untaken leave can be carried forward and taken in the following two leave years.</p> <p><b>Recommendation 3:</b></p> <p>Consideration should be given to encouraging individuals leaving the organisation during the two-year period stipulated by the legislation to use their untaken annual leave prior to leaving and to seek Head of Branch/Department approval where annual leave cannot be availed of and excess payment is sought beyond the</p>

	<p>current agreed limit of 5 days (for Police Officers).</p> <p><b>Decision: Annual leave Recommendations 1, 2, 3 agreed.</b></p> <p><b>Action:</b> Take forward an appropriate communications plan to update workforce on agreed Annual leave recommendations – T/E/Director of FSS &amp; HR</p>
<p><b>16.0</b></p>	<p><b>96/20 AOB</b></p> <p>Director of Human Resources updated members that Police Officer recruitment was progressing and invitations to Assessment Centres were ready to be distributed.</p> <p>ACC District Policing Command updated members on the cost of provision of furniture for home workers to comply with health and safety regulations.</p> <p>Committee Manager reminded members about the papers that had been confirmed as agenda items for future SMB meetings:</p> <p><b>August</b></p> <ul style="list-style-type: none"> <li>• Revised Environmental Allowance</li> <li>• Workforce Recognition Proposals</li> <li>• Review of PSNI Governance Arrangements</li> </ul> <p><b>September</b></p> <ul style="list-style-type: none"> <li>• Spit and Bite Guards</li> <li>• Corporate Style Guide</li> </ul> <p>No further business was raised and the meeting concluded at 12.10pm.</p>

Date of next meeting: Wednesday 12 August 2020 – Platinum Room, Brooklyn – 10.00am