

NORTHERN IRELAND POLICING BOARD

PRESS AND PUBLIC RELATIONS COMMITTEE

**MINUTES OF THE 3RD MEETING HELD ON THURSDAY,
11 DECEMBER 2003 AT 11.00AM IN PSNI HEADQUARTERS, BELFAST**

PRESENT:

MEMBERS:

Mr Suneil Sharma (Chairman)
Mr Joe Byrne
Mr Brian Dougherty
Mr Ian Paisley Jnr

OFFICIALS IN ATTENDANCE:

Communications Manager
One Official, Secretariat

1. APOLOGIES

Apologies for non-attendance were received from Mr Tom Kelly (Chairman) and Mr Alex Attwood.

**2. MINUTES OF THE 2nd PRESS AND PUBLIC RELATIONS COMMITTEE
MEETING HELD ON 9 OCTOBER 2003**

The minutes of the Press and Public Relations Committee meeting held on 9 October 2003 were agreed and signed.

3. MATTERS ARISING FROM THE MINUTES

3.1 Press And PR Resources – BDS Review (Item 4.1 Of Minutes Refers)

The Committee noted that:-

- the position of Director of Communications would be advertised in the Press in January 2004.
- two applicants had been offered appointments of Press Officers in the Press and Public Relations Department but had not accepted the positions. The posts would be re-advertised in the New Year.

3.2 Media Reception (Item 11 Of Minutes Refers)

Officials referred to the Committee's decision at the last meeting that the Media Reception to officially open the new Press Room in Waterside Tower should be linked with the Board's Christmas Reception. They explained that the Reception had been postponed.

The Committee agreed that a reception for the media should be held in early January 2004 which would give the press an opportunity to meet the Board's new Chief Executive.

4. REVIEW OF POLICING BOARD MEETINGS IN PUBLIC

The Committee considered the contents of a paper which outlined recommendations on the future format and operation of the Policing Board's monthly meetings in public.

The Committee agreed that:-

- they were content with the format of the Board's Public Meetings at present subject to a few changes being made in order to improve performance.
- the Chairman of the Board should be asked to obtain other Members views on the format of the Board's Public Meetings.
- Public Meetings should be held in Omagh and Armagh in 2004 and in Enniskillen and Antrim in 2005. Where practical, launches of Board reports etc should take place during 2004/2005 in various locations outside Belfast.

5. AWARD OF ADVERTISING, DESIGN AND PRINT AND PUBLIC RELATIONS CONTRACTS

The Committee considered the contents of a paper which set out proposals for progressing the Advertising, Design and Print and Public Relations contracts for the Northern Ireland Policing Board. The Committee noted that the new framework would not be operational until 1 March 2004 and agreed that temporary arrangements in place should continue until the contracts were awarded.

The Committee agreed:-

- that the Board should use the new Government Purchasing Agency framework for the advertising, design and print and public relations contracts.
- that the Public Relations contract should be awarded for one year with yearly options for renewal.
- that the advertising, design and print contracts should be awarded for an initial three year period with the option to extend for a further two years.
- that the Evaluation Panel to consider proposals for the contracts should comprise of a representative from the Government Purchasing Agency, the Board's Chief Executive, Corporate Services Director and the Communication Manager.
- the draft specification for the Advertising Contract.

- the draft specification for the Design and Print Contract.
- the draft specification for the Public Relations Contract.

6. POLICE COLLEGE MEDIA STRATEGY

The Committee noted the contents of a paper which set out a draft media strategy for initial media relations on the new Police College for PSNI.

During discussion Members of the Police College Sub-Group expressed concern that the Sub-Group was not being kept informed about developments in relation to the new College and queried the role and function of the Sub-Group.

The Committee agreed that a meeting of the Sub-Group should be arranged to consider the matter.

7. 2003 – 2004 MEDIA RELATIONS AND EVENTS SCHEDULE

The Committee noted details of a schedule which outlined details of forthcoming events for the period December 2003 to March 2004 together with information on media activity during October and November 2003.

8. PROGRAMME OF MEETINGS 2004

The Committee considered the contents of a paper which outlined the proposed dates of the meetings of the Committee during 2004.

The Committee agreed the dates outlined in the paper subject to the date of the November 2004 meeting being changed.

9. LAUNCH OF HUMAN RIGHTS MONITORING FRAMEWORK

The Committee noted that the Human Rights Monitoring Framework would be launched in Waterside Tower on 15 December 2003.

10. DPP NEWS LETTER

The Committee noted the contents of the 1st edition of the DPP News Letter.

11. PUBLICATION OF 2003 OMNIBUS SURVEY

The Committee was provided with a copy of the 2003 Omnibus Survey for information.

12. CHAIRMAN'S BUSINESS

There was no business to report.

13. MATTERS TO BE RAISED WITH THE CHIEF CONSTABLE AT THE NEXT BOARD MEETING

The Committee agreed there were no matters to be raised with the Chief Constable at the next Board meeting.

The Committee agreed that a letter should be sent to the Chief Constable asking him to suggest themes for presentations by PSNI at future Policing Board Public Meetings.

14. PRESS ISSUES

The Committee agreed that there was no matters arising from the meeting which should be released to the Press.

15. ANY OTHER BUSINESS

No other business was discussed.

16. DATE OF NEXT MEETING

The next meeting had been arranged for 12 February 2004 at 2.00pm.

(Meeting closed at 12.00 noon).