

**NORTHERN IRELAND POLICING BOARD**

**MINUTES OF THE 9<sup>TH</sup> MEETING OF FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 20 AUGUST 2004 AT 9:30 AM IN WATERSIDE  
TOWER, BELFAST**

**PRESENT:**

**MEMBERS:**

Mr Sammy Wilson (Chairman)  
Mr Barry Gilligan (Vice-Chairman)  
(3) Mr Alex Attwood  
(2) Mr Fred Cobain  
Mrs Rosaleen Moore

**PSNI REPRESENTATIVES IN  
ATTENDANCE:**

(1) Mr David Best, Director of Finance  
and Support Services  
(1) Mr Michael Burton, Consultant FARM  
Project

**OFFICIALS IN ATTENDANCE:**

Mr Trevor Reaney (Chief Executive)  
Director of Planning  
Two Board Officials

- (1) Item numbers 5 - 8 only
- (2) Item numbers 3 (part) – 7, 10 - 19
- (3) Item numbers 3 (part) - 19

**1. APOLOGIES**

An apology for non-attendance was received from Mr Alan McFarland.

**2. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
MEETING HELD ON 18 JUNE 2004**

The minutes of the meeting were agreed and signed.

**3. MATTERS ARISING FROM THE MINUTES OF THE FINANCE AND  
GENERAL PURPOSES COMMITTEE MEETING HELD ON  
18 JUNE 2004**

**3.1 Application For Payment Of Tax Liability – D/Chief Inspector ADM1**

Members were advised that a response from the Inland Revenue in respect of issues surrounding the payment of the tax liability arising from an officer having to move house under the SPED scheme was still outstanding. It was anticipated that it would be a number of months before a reply would be forthcoming.

It was agreed that Members would be updated when the information has been received.

**3.2 Application For Removal Expenses Under The SPED Scheme –  
Removal Companies**

Members noted a paper updating the Committee as to the present position regarding the tendering for removal companies to assist officers who have to move house under the SPED scheme.

It was agreed that a letter would be sent to PSNI expressing the concerns of Members that the tendering process had taken so long to initiate and once commenced, would take up to nine months to complete.

It was agreed that the PSNI be advised that all possible steps should be taken to reduce the tender period.

**3.3 PSNI Information And Communications Strategy – Independent  
Validator – January Committee Minutes**

Members noted that the necessary amendment had been made to the Finance and General Purposes Committee meeting minutes for January 2004.

### **3.4 Terms Of Reference For PITO – Independent Validation Of PSNI Information And Communications Strategy**

Members noted that the additional terms in respect of staffing and timeframe had been added to the 'Terms of Reference for PITO independent validation of PSNI IS Strategy' document.

### **3.5 Presentation – PSNI Information And Communications Strategy Implementation**

This matter was considered at agenda items 9.2 and 9.3.

### **3.6 PSNI Overtime Monitoring**

Members noted the information provided in relation to queries raised in respect of 'sell-off' of PSNI estate properties.

The Director of Finance and Support Services agreed to further clarify the position in respect of land at Ladas Drive being used for car parking and would bring the information back to the next meeting.

### **3.7 Reconsideration Of An Application For The Payment Of An Early Redemption Fee – D/Inspector ADM2 (Item 3.7 Of Minutes Refers)**

Members noted a paper relating to the reconsideration of an application for the payment of an early redemption fee following the dismissal of an application for Judicial Review.

Having considered the special circumstances of the case and the advice given by both the Crown Solicitor's Office and Security Branch, it was agreed to reimburse the early redemption fee.

**4. CHAIRPERSON'S BUSINESS**

There was no business for the Chairman to report.

**5. CHIEF CONSTABLE'S QUARTERLY REPORT ON EXPENDITURE  
2004 / 2005 – 1<sup>st</sup> APRIL – 30 JUNE 2004**

The Chairman welcomed the Director of Finance and Support Services and the Acting Head of Management Accounting to the meeting.

The Chief Constable's quarterly report on expenditure 2004 / 05 considered actual spend against budget for the first three months to June 2004 for the Main Grant, Patten Non-Severance and Severance Grants and also projected spend to the end of the 2004 / 05 financial year.

**6. MANAGEMENT ACCOUNTS**

**6.1** Members noted the information provided relating to NIPB Management Accounts to June 2004

**6.2** Members noted the information provided in the PSNI report on expenditure for the period to July 2004

**7. ANNUAL FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2004**

Members noted the Annual Financial Statements prepared by the Chief Constable on behalf of the Northern Ireland Policing Board for the year ended 31 March 2004.

The Director of Finance and Support Services agreed to provide further information to the Committee at the next meeting in respect of a query relating to receipts received from the sale of seized and lost property.

## **8. FARM PROJECT**

Members were advised of the progress in the period June - July 2004.

During this reporting period significant time had been devoted to:

- Provision of training on month-end procedures
- Dealing with Business Manager queries
- Maintenance of the budget management systems.

Two Regional Accountants have been offered posts, and will take up employment on 1 September 2004. This will further support Local Financial Management at DCU level.

Activity analysis data capture for 29 DCUs was completed by the end of June 2004. This provides detailed activity data for each DCU for a single representative week. It is expected that in accordance with ACPO and HMIC guidance that subsequent years data sampling will record activities for two separate representative weeks each year.

Within the next few months the following key developments are planned.

- Training and support for the Business Managers
- Training for the 2 Regional Accountants to provide direct support to Local Commanders and Region.

- Collation of data to allow for bottom up costing on the “Cost of Training” module within B-Plan
- Upload of the Activity Analysis data to the B-Plan system
- Upload of the Financial data to the B-Plan system

Key issues to be tackled during the coming months are:

- Implementing police pay budgets with devolved budget holders, based upon agreed establishment figures following the restructuring of Crime Department
- The need to progress with Activity Based Costing on the B Plan system to provide relevant costing information to assist in the management process, and to make the information available across PSNI.

## **9. PSNI INFORMATION AND COMMUNICATION STRATEGY**

Members noted the response received from PSNI in relation to the report by HMIC entitled ‘A status report on PSNI’s progress into the implementation of recommendation 93 of the Independent Commission on Policing in Northern Ireland (Patten Commission)’.

Members also considered a report entitled ‘Moving to the forefront of law enforcement technology’ – an IS Strategy for the PSNI 2004-08 draft for discussion.

Whilst the Committee commented positively on the draft report and welcomed it as a step forward, it was agreed that the following amendments should be included:-

- Amendment of the wording of Section 1.3 to include reference to the role of PITO and the Board’s Finance and General Purposes Committee

- In Appendix 'A' – Project Definitions, a figure for costs per project, broken down between Main Police Grant and Patten Non-Severance
- The detailed timescales on the GANTT chart, previously provided to NIPB, to be included in the final document
- In section 7 (Governance Arrangements), reference to external governance arrangements with organisations outside PSNI e.g. PITO, NIPB
- Progress report on the business cases due to go to the NIO in the period up to August.

Members were advised that the recruitment process was underway for the post of Head of ICS and it is hoped that the successful candidate will be announced to the Committee at the next meeting.

#### **10. RATIFICATION OF APPLICATIONS FOR OCCASIONAL AUTHORISATIONS FOR THE SALE OR CONSUMPTION OF INTOXICATING LIQUOR**

Members noted the details of applications for occasional authorisations for the sale or consumption of intoxicating liquor which had been approved since the last schedule agreed by the Policing Board.

#### **11. APPLICATION FOR REIMBURSEMENT OF EARLY REDEMPTION FEE DUE TO AN OFFICER HAVING TO MOVE HOUSE UNDER THE SPED SCHEME – CHIEF SUPERINTENDENT ADM2**

Members noted a paper detailing an application for payment of fees charged as a result of an officer changing his mortgage lender in circumstances where the officer had to move house under the SPED scheme.

It was agreed that while the early redemption fee should be reimbursed to Chief Superintendent ADM2, his application for stamp duty in excess of the current ceiling should be refused.

**12. APPLICATION FOR REMOVAL EXPENSES AS A CONSEQUENCE OF AN OFFICER HAVING TO MOVE HOUSE UNDER THE SPED SCHEME – EX D/SERGEANT ADM5**

Members considered whether removal expenses in excess of the agreed limit of £1,000 plus removal insurance and VAT should be paid to an ex officer who had to move home under the SPED scheme.

Whilst Members agreed to the payment of the removal expenses in full, concern was expressed that the original verbal quotation of £1,000 had subsequently increased significantly when the final invoice was received.

**13. APPLICATION FOR PAYMENT OF EARLY REDEMPTION FEE – D/CONSTABLE ADM3**

Members considered a paper concerning an application by D/Constable ADM3 for payment of an early redemption fee.

Members agreed, that in light of the information provided, the early redemption fee incurred by D/Constable ADM3 should be reimbursed.

**14. APPLICATION FOR PAYMENT OF ADDITIONAL INCIDENTAL EXPENSES – D/CONSTABLE ADM1**

Members noted a paper concerning an application by D/Constable ADM1 for payment of additional incidental expenses.

Having considered the information provided, Members agreed that the additional incidental expenses incurred by D/Constable ADM1 should be reimbursed.

**15. COMPENSATION CLAIMS – SUMMARY JUNE AND JULY 2004**

The Committee noted the information in relation to settlement of compensation claims agreed by the Chief Constable during June and July 2004.

**16. QUESTIONS FOR THE CHIEF CONSTABLE**

There were no questions for the Chief Constable arising out of the meeting.

**17. PRESS ISSUES**

There were no press issues arising out of the meeting.

**18. ANY OTHER BUSINESS**

Members noted the content of a paper entitled 'Gershon – The Efficiency Agenda' produced by the NIO which detailed the general background of the Gershon Efficiency Review and its likely impact on NIO, its agencies, NIPB and other bodies including PSNI.

**19. DATE OF NEXT MEETING**

The date of the next meeting was arranged for Friday, 15 October 2004 at 9:30 am.

(Meeting closed 11:30 am).

**Secretariat**  
**August 2004**

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**CHAIRMAN**