

## **NORTHERN IRELAND POLICING BOARD**

### **MINUTES OF THE 6<sup>th</sup> MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 26 FEBRUARY 2004 AT 9.30AM IN WATERSIDE TOWER, BELFAST**

#### **PRESENT:**

#### **MEMBERS:**

- Mr Sammy Wilson (Chairman)
- Mr Barry Gilligan
- Mr Alex Attwood
- (5)** Mr Fred Cobain

#### **PSNI REPRESENTATIVES IN ATTENDANCE:**

- (1)** Mr Roy Toner (ACC Operations)
- (2)** Mr David Best, (Director of Finance)
- (2)** Mr Michael Burton, (Consultant FARM)
- (3)** Mr John Orchin (Chief Health & Safety Adviser)
- (3)** Mr David Mercier, (Legal Adviser)
- (1)** One PSNI Official

#### **OFFICIALS IN ATTENDANCE**

- Corporate Services Director
- (1)** One Board Official
- (4)** One Board Official
- 3 Board Officials

- (1) - Item Number 7
- (2) - Item Number 8-13
- (3) - Item Number 14
- (4) - Item Number 7 and 14
- (5) - Item Number 1-7, 12 and 13

#### **1. APOLOGIES**

Apologies for non-attendance were received from Viscount Brookeborough and Mrs Rosaleen Moore.

**2. MINUTES OF THE 4<sup>TH</sup> FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 DECEMBER 2003.**

The minutes of the meeting were agreed and signed.

**3. MATTERS ARISING FROM THE MIUTES OF THE 4<sup>TH</sup> FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 DECEMBER 2003.**

**Early redemption fee and air fares**

It was agreed that the draft policy would be brought back to the Committee when finalised.

**PSNI Information and Communications Systems Strategy**

The Committee noted that the appropriate action had been taken in relation to providing the Independent Validator with a schedule of dates for the 2004 meetings.

**PSNI/NIPB MANAGEMENT ACCOUNTS**

Members noted that this item would be covered at Agenda Item 9.

**Compensation Claims**

**3.4.1** Members noted that this would be covered at Agenda Item 14.

**3.4.2** Members noted the information provided in relation to compensation claim P1 2355.

**3.5 Proposed Alignment of Right of Way at Clogher PSNI Station**

Members noted the action which had been taken.

**3.6 Proposed Exchange of Lands with DRD Roads Service at Armagh PSNI**

Members noted that the appropriate action had been taken.

**3.7 Questions for Chief Constable**

Members noted the additional information which had been provided in relation to a cost comparison PSNI overall costs with a sample of English and Welsh Forces.

**4. MINUTES OF THE 5<sup>TH</sup> FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 23 JANUARY 2004**

The minutes were agreed and signed

**5. MATTERS ARISING FROM THE MINUTES OF THE 5<sup>TH</sup> FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 23 JANUARY 2004.**

**PSNI Information and Communications Systems Strategy**

This item was covered at Agenda Item 7.

## **6. CHAIRPERSON'S BUSINESS**

There was no business for the Chairman to report.

## **7. PSNI INFORMATION AND COMMUNICATIONS SYSTEMS STRATEGY.**

The Chairman welcomed ACC Toner and his colleague to the meeting. Ms Terrins, Director of Information Management was not able to attend due to illness.

The Committee advised ACC Toner that they had insufficient time to consider the PSNI response to the Independent Validators Report.

It was agreed that:

- future responses from PSNI would be issued 7 days in advance of meetings to allow time for Members to familiarise themselves with the content
- The Committee considered the correspondence of 13 February 2004 received from Dr Jackson, advising NIPB that his services had been terminated. ACC Toner advised the Committee that neither the Deputy Chief Constable nor himself had actioned this and that he had not spoken to Dr Jackson since the last meeting on 23 January 2004.
- He advised the Committee that the Information Management Steering Group would discuss the matter at the next meeting on 16 March 2004.
- ACC Toner advised Members that the Technical Architecture was now in place.
- A business case was being prepared for presentation to NIO in relation to the Human Resources gaps within ICIS for the employment of specialist IT Staff on 3-6 months contract.

- ACC Toner advised the Committee that he intended to do a mini audit of ICIS Branch in the near future.

It was agreed that PSNI would provide to the next Committee meeting:

- A single sheet master recovery plan encompassing all the issues and concerns and the remedial action which would be taken.
- Clarification on the steps that would be taken to ensure validation in the future.
- A detailed plan for Human Resources within ICIS.
- ACC Toner would update the Committee following contact with Dr Jackson reference his letter of 13 February 2004.

The Chairman thanked ACC Toner for his attendance and he left the meeting.

## **8. CHIEF CONSTABLE'S QUARTERLY REPORT ON EXPENDITURE 2003/04 1 APRIL – 30 DECEMBER 2003**

The Chairman welcomed Mr David Best, PSNI Director of Finance and Mr Michael Burton FARM Consultant to the meeting.

Mr. Best gave a report on the Chief constable's expenditure for the period April to December 2003.

The following points were highlighted: -

### **MAIN GRANT**

#### **Background**

The total SR 2002 settlement approved by the Secretary of State in respect of the Police Grant for the 2003/04 was £709.8m, being £689.9m revenue and £19.9m capital.

A further £8.5m has been allocated to PSNI during 2003/04 relating to the change in profile of Patten leavers from the original SR2002 submission and also part-year cost of recruiting additional Detective Constables. Within the above revenue grant provision, a sum of £13.3m had been ring-fenced for the implementation of PNB. £52.3m was included in the original SR2002 settlement for non-cash items, and the figure has subsequently been reduced to £41.98m due to a decrease in the cost of capital rate from 6% to 3.5%.

A £1m technical adjustment has also been added to the 2003/04 SR2002 baseline figure of which NIO is aware. Taking these adjustments into account, the revised revenue grant for 2003/04 has been estimated as **£687.78m** and has been identified in the schedule below. The SR2002 capital baseline for 2003/04 was originally set at £19.9m. However as agreed with NIO, an amount of £645k (carry-over from 2002/03) has been added to the current year's capital budget to give a total of £20.55m. This capital carryover is reflected in the organisation's most recent capital budgets for 2003/04. Taking account of the above revisions, the total 2003/04 available grant for both revenue and capital is **£708.33m** and is outlined below.

	<b>2003/04</b>	
<b>REVENUE GRANT</b>	<b>£m</b>	<b>£m</b>
<b>Original SR 2002 settlement (Revenue)</b>		<b>689.90</b>
Adjustment – reduction		
In Cost of capital rate		
Original	(52.3)	
Revised	<u>41.98</u>	(10.32)
 Additional £8.5m (£1.3m with NIO for Detectives – to be drawn down when required) Adj. For Patten leavers in year (recent figures Supplied by NIO)		    7.2
<b>Technical Adjustment</b>		<b>1.00</b>

<b>Revised SR2002 Settlement – Revenue</b>	<b>687.78</b>
<b>CAPITAL GRANT</b>	£m
<b>Original SR2002 Settlement – Capital</b>	<b>19.90</b>
Capital Carry-over from 2002/03	<u>0.645</u>
	<b>20.55</b>
<b>Total 2003/04 available grant – (Revenue &amp; Capital)</b>	<b>708.33</b>

### **Financial Position 1<sup>st</sup> April to 31<sup>st</sup> December 2003**

#### **Revenue Grant:**

The cumulative net revenue position after nine months shows an underspend of £3.9m against cumulative budget profiles of £485.6m Total net expenditure for the nine month period was £481.7m representing 75% of the total 2003/04 revenue provision to date of £645.8m. Actual net revenue spend figures for the corresponding period last year amounted to £470.7m representing 74% of the final outturn figure of £633.2m for year to March 2003.

#### **Civilian and Police Pay Including Pensions:**

By the end of the third quarter, Civilian pay was £1.7m underspent against a £50.9m cumulative budget, although there are some outstanding agency invoices, which will reduce this amount. The Police pay related budgets (excluding pensions) were underspent by £1.4m against cumulative budget profiles of £311.1m. Police overtime activity levels (excluding public holiday working) to November 2003 (paid December) averaged 9,770 ADH, against a cumulative average profile of 9,594 ADH.

This cumulative average of 9,770 ADH for actual activity is some 34.4% below average overtime worked for the same period during the last financial year – 14,887 ADH. Actual spend on police overtime for the first nine months reported a cumulative underspend of approximately £0.1m against cumulative budget profiles of £39.4m mainly due to savings to date in Public holiday working. Spend on Police overtime will continue to be closely monitored as the organisation responds to operational demands.

An under spend in 'Devolved pay budgets' has arisen, and there is some uncertainty as to whether the full pay budget will be spent – this is the first year pay budgets have been fully devolved. However, there are pressures under some of the other budget headings eg ICS.

### **Non-pay Revenue Expenditure:**

#### **Incidental Group:**

By the end of the third quarter, this group reported an underspend of £1.8m against cumulative budget profiles of £26.6m. This was primarily due to an underspend of £1.8 within Legal Services and £1.4m within Forensic Services. The latter simply represents a timing difference where invoices are received one month in arrears with a double payment at year-end. Within Legal services spend is demand led and not easily profiled, but expenditure continues to be lower than anticipated.

Underspends of £0.3m and £0.3m have been reported for the period in Police Travel and Subsistence Free Issues respectively. These underspends totaling £3.6m have been partially off-set by an overspend in 'Agency Services Other' of £1.9m for the nine month period – mainly due to invoices received in the current year for the three Major Enquiries (£0.8m) and in National Criminal Intelligence Service (£0.4m). The latter expense was transferred to PSNI from NIO for payment along with the budget in the current year, but the budgetary provision has been insufficient to cover actual costs. Most of the spend within 'Agency Services Other' is demand driven and will continue to be closely monitored.

**Transport:**

Overall an overspend of £1.7m has been reported for first nine months against cumulative budgetary profiles of £8.4m. Overspends mainly relates to the Armouring of Vehicles (£0.7m), Repairs by outside garages (£0.4m) and Transport Workshops (£0.5m).

Although significantly overspent at this stage, Transport Branch is expected to 'live' within budgetary targets for the current financial year.

**Telecommunications & Technology:**

Overall this group has reported an overspend of £0.9m for the period against cumulative budget profiles of £11m. To date, the main area of overspend has been in and Computer expenses (£0.9m). There is pressure under this budget, but ICS is planning to remain within budget for the 12-month period.

**Accommodation:**

For the period to the end of December 2003, this group has reported an overspend of approximately £0.6m against cumulative budget profiles of £23.7m. This overspend mainly relates to Rates as the charge for the current year was significantly more than expected (£0.9m) Pressures are also reported within the Minor New Works (£0.3m) category mainly due to the additional spend flowing from the recent Security review. This will increase towards the end of the year. However these overspends to date have been partially offset by a saving in Utilities (£0.5m) and Professional Fees (£0.2m).

**Supplies, Catering & Publications:**

Within this group, an underspend of £1.1m was reported for the period to December 2003 mainly relating to underspends against budget of £1.2m in Accoutrements and £0.5m in Uniforms. This underspend is primarily due to the implementation of the recent contract for the provision of uniforms and associated equipment. The provision of police uniforms etc. has been externally subcontracted and the reduced costs is the effect of a credit note received in the current year for stock received from PSNI.

Spend for Catering is overspent to date by £0.6m and will continue to be closely monitored. Overall, this group is expected to remain within budgetary targets for the current financial year.

### **Revenue Receipts:**

By the end of the third quarter, this group has reported a favourable variance of 0.2m against cumulative budget profiles of £2.8m. This has been primarily due to the receipt of £0.2m in the current year from the Northern Ireland Prison Service, which related to the previous financial year.

### **Capital Grant:**

For the first nine months, capital spend is underspent by £2.3m against cumulative budget profiles of £14m mainly due to timing issues. The main areas of underspend within this group is within Accommodation - £1.6m (of which £1.4m relates to Building Enhancements). The balance of £0.9m is within the I.T. group. As in previous years, it is expected that capital spend will accelerate towards the final quarter of the year and remain with current budgetary targets.

### **Capital Receipts:**

Overall this group is showing a favourable variance of £0.2m mainly due to the receipt of income from the sale of vehicles in the first half of the year.

### **Projected Outturn to 31<sup>st</sup> March 2004**

At this stage, the Service is projecting an overall revenue pressure of **£3.4m**. This year-end forecast has identified pressures in the following areas.

### **Major Enquiries:**

Spend of £1,641k has come through for the period to December 2003 relating to the three Major Enquiries, the split being £985k for Stevens, £436k relating to Port and spend of £220k for Omagh. This spend pattern shows little sign of slowing down. It is estimated that actual spend will exceed current budgetary provision by **£1.5m** by the end of the 2003/04 financial year.

### **Back pay for annual leave:**

As a result of the recent PNB Circular (Compensation related to Entitlement to Annual Leave), police officers who have left the Service are now entitled to be paid for annual leave not taken during their employment and this will result in a possible **£1m** liability for which there is provision in the current financial year.

### **Security Review:**

In the aftermath of the Castlereagh incident on 17th March 2002, PSNI carried out a detailed security review of the full police Estate. As a consequence of this, additional security measures have been identified totaling almost £10.28m over a three-year period to 2005/06 of which **£0.9m** is expected to be spent in 2003/04 financial year. For completeness, a business case outlining the full cost implications for the three-year period to 2005/06 has been submitted by PSNI to NIO on the 28<sup>th</sup> August 2003 for due their consideration.

### **Non-cash items:**

The £5.5m favorable variance in depreciation can be explained by a number of capital projects included in the budget figures, which are unlikely to commence in the 2003/04 year. The largest of these is the Police College, which was estimated to commence depreciating in 2003/04, but is still in the planning stage. The cost of capital budget figures also included the addition of the above capital projects, which if not completed during 2003/04, reduces the total assets and decreases the cost of capital charge.

### **CAPITAL GRANT**

At this stage in the financial year, PSNI is planning to remain within the current year budgetary provisions for capital spend.

## **PATTEN NON-SEVERANCE**

The SR 2002 outcome for Patten Non-Severance for 2003/04 was £55m. NIO have specified that all Patten approvals should be limited to the overall annual grant allocation. Planned expenditure has now been reduced to £39.4m. This reduced budget figure for 2003/04 will be subject to regular review by interested parties and revised if necessary.

Patten Non-Severance cumulative spend for the first nine months was £15.6m against a profiled budget of £23.7m, with an underspend of £8.1m. Total spend to date only represents 39% of the total reduced annual budget of £39.4m. It should be noted that the budget profile is weighted heavily towards the last three months of the current year. It is anticipated at this stage that current budgetary targets will not be exceeded by year-end.

## **PATTEN SEVERANCE**

The fourth year (2003/04) of the Severance programme has been postponed for one year, however some deferred leavers from year three have recently re-commenced.

Total spend for the period to December 2003 amounted to £5.5m This related primarily to lump-sum payments (£3.8m), payments in lieu of pensions (£1m) and Consultancy Fees (£0.4m).

## **9 PSNI/NIPB MANAGEMENT ACCOUNTS**

The Committee noted the addition of the one page of bullet points highlighting major issues, which complemented the summary page of the accounts.

The Committee noted the following reports

- (a) PSNI Management Account 2003/04, Analysis of Expenditure from April 2003 to January 2004.

- (b) PSNI Management Account 2003/04, Analysis of Expenditure from April 2003 to January 2004 (Revenue Budget).
- (c) PSNI Management Account 2003/04, Analysis of Expenditure from April 2003 to January 2004 (Capital Budget).
- (d) PSNI Patten Severance Costs 2003/04, Analysis of Expenditure form April 2003 to January 2004.
- (e) PSNI Patten Non-Severance Costs 2003/04, Analysis of Expenditure From April 2003 to January 2004.
- (f) NIPB, Management Accounts 2003/04 Analysis of Expenditure from April to January 2004.

## **10 PSNI OVERTIME MONITORING**

The Committee noted the PSNI Overtime Summary for January 2004.

During January average daily hours (ADH) were estimated at 9100 and the estimated average figure for the year to date was 9619. In the same period the previous year, the average figure was 14558 ADH.

## **11 FARM PROJECT**

The PSNI Consultant for the FARM Project presented his February report.

In his report which sets out progress during the period December 2003 – January 2004 he highlighted the following: -

### **Local Financial Management**

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.

An external recruitment process for Business Managers has successfully reached the final stage with now only 5 posts remaining vacant (1 Executive Officer grade and 4 Staff Officer grade).

Job Descriptions have been circulated to facilitate the appointment of 2 Regional Management Accountants, to assist in the LFM process, and strengthen the finance function. This is further supported in the recent HMIC recommendations that there is insufficient professional financial support reflected in the low number of qualified accountants. The Nation Audit Office last year also expressed concern regarding the low numbers of qualified accountants within the PSNI, in view of the size of PSNI expenditure.

## **Costing**

B Plan Activity Based Costing system was recently procured and training has taken place on the Human Resources Activity Analysis, as well as initial training on the Financial Costing Module.

The Costed Policing Plan for 2004/05 was prepared using sampled activity analysis information supplied by 15 of the 29 District Command Units (DCUs), in association with the principles contained within "Policing ABC Model Manual of Guidance" issued by the Home Office.

The Human Resources Activity Analysis has been made available to DCU Commanders, their staff, and Budget Holders through the "Saturn" medium. This enables basic benchmarking and comparison between DCUs as to how their staffing resource is being utilised, as identified during the sampled period. This will form the basis of costing activities at DCU level.

## **The Way Forward**

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

### **Local Financial Management**

- The allocation of pay and non-pay budgets to DCU, Region and HQ Departments for both police and civilian staff prior to the commencement of the new financial year.
- Training and support for the new Business Managers.
- Planning and preparation for the next phase of devolution, with a number of additional non-pay budgets being considered for devolvement.
- Commencement of the process of having summary level financial information available to DCU Commanders and Budget Holders through “Saturn”.

### **Costing**

- To agree the basis for allocating costs to policing activities for input to the B Plan Activity Based Costing system.
- A training course is to be set up, to allow for the bottom up costing for the Cost of Training with PSNI.

Key issues to be tackled during the coming months are:

- Agreeing police and civilian pay budgets with devolved budget holders, based upon agreed establishment figures.
- The devolution of further non-pay budgets e.g. Uniforms and Forensic Medical Officer Payments.

- The need to progress with Activity Based Costing on the B Plan system to provide relevant costing information to assist in the management process.
- The need for the remaining Business Managers to be in place and adequately trained within Districts to drive the business benefits from LFM.

## **12. COSTED POLICING PLAN FOR 2004/05**

PSNI are required to produce a Costed Policing Plan (CPP) for publication alongside the Annual Policing Plan.

The purpose of the document was to present the CPP for 2004/05 together with an overview of the methodology employed and key assumptions made.

The CPP had been produced using sampled activity analysis information provided by Human Resources Department from data supplied by 15 of the 29 District Command Units. (DCU's).

Data sampling is being further developed to facilitate activity based costing, and this, together with the further expansion of devolved budgeting will support the production of more robust figures in future years.

Costs were provided for the four main objectives –

- Promoting safety and reducing disorder
- Reducing crime and the fear of crime
- Contributing to delivering justice in a way which secures and maintains public confidence in the rule of law
- Implementation of the programme of change

## **13. Her Majesty's Inspectorate of Constabulary (HMIC) Report – Finance and Support Services Inspection**

A paper on the conclusions and recommendations of an inspection by HMIC of Finance Department was provided for information.

The Committee noted the positive comments contained in the report.

The Director of Finance advised Members that the Chartered Institute of Public Finance and Accountability (CIPFA) had compared the Finance Department within PSNI with other GB Forces and found it to be one of the lowest cost Departments. PSNI Finance had 8 accountants which in relation to many forces in England and Wales is low. There were no proposals to increase this number. The Chairman thanked the Director of Finance and his colleague for their presentation and they left the meeting.

#### **14. COMPENSATION CLAIMS**

The Chairman welcomed Mr Orchin PSNI Chief Health and Safety Adviser and Mr Mercier PSNI Legal Adviser to the meeting.

The Health & Safety Adviser gave a presentation to the Committee highlighting the following:

##### **Purpose**

The purpose of Health and Safety Branch is to enable PSNI, as a leading employer, to develop and maintain a highly skilled, flexible and safety motivated workforce committed to delivering a quality service to the whole community.

##### **Aim**

Health and Safety Branch aim to achieve this by ensuring that both pro-active and reactive Health and Safety policies and procedures are developed, implemented, monitored and reviewed in partnership with their customers both internal and external.

## **Vision**

To support front line policing by enabling all staff to work in a safe manner and healthy environment.

To achieve this the Health & Safety Branchs has set objectives to design, co-ordinate and assist in the development of health & safety policies, procedures and “best practice” to enable the PSNI to meet the extensive and ever increasing requirements of statutory legislation and to provide advice, support and guidance as appropriate to enable management to adequately fulfil their role in managing health and safety as an ongoing requirement at departmental level.

The following are the performance, achievements and outstanding significant initiatives in which the Health & Safety Branch has participated since June 2002.

- All staff as recommended in the SORT (Staffing Organisational Review Team) Report have now been recruited
- The Health & Safety Branch’s first business plan has been developed and accepted as part of the overall departmental plan of Human Resources. This outlines the objectives that the Health & Safety Branch has set for achievement in the year 2003/2004 – 2004/2005.
- As was required by the Oversight Commisioners Report a health and safety training policy has been developed and implemented through the Executive Health and Safety Committee. In addition to this a Health and Safety Training Strategy and Plan has also been developed and implemented again through the Executive Health and Safety Committee.
- As agreed through The Senior Director of Human Resources and the Director of TED Health & Safety Branch has committed themselves to specific Health & Safety training in terms of Risk Assessments.

- A Fire Policy has now been developed and implemented throughout the organisation.
- A Fire Management training programme commenced in April 03 throughout the organisation.
- A Fire Manual with procedural guidance has been issued throughout the organisation.
- Generic Risk Assessment for attendance at fires by police officers during the industrial strike has been issued and implemented.
- A software package for Incident Reporting and Claim Management has been selected and purchased, going 'live' in September 2004.
- A template for local Health and Safety Policies have been developed and implemented throughout the organisation.
- Lone Worker Policy and procedural guidance has been developed and implemented throughout the organisation.
- A generic risk assessment for the security of student officers has been developed and implemented through TED.
- A Health and Safety Awareness Road Show has progressed, with 29 DCU's already visited for the two hour-long programme.
- An Ergonomics Committee for the management of Manual Handling and Display Screen Equipment etc. has been developed and set up.
- The training of Risk Assessors for all departments throughout the organisation have been taken on board by the Health & Safety Branch and this programme is up and running.
- First line and second line Manager Health and Safety Training is ongoing through TED with this module being delivered by the Health and Safety Branch.
- A display screen equipment policy is being developed.
- Display screen equipment risk assessment training will be taken on board by the Health & Safety Branch and implemented throughout the organisation.
- A Health and Safety Climate software tool has been identified and is in the process of being purchased to be implemented throughout the organisation.

- Local Safety Committees have been established throughout all departments i.e. DCU's and Headquarters premises – these were already established, Health and Safety Branch now attend and provide guidance.
- Health and Safety Advisers have been designated specific DCU's and headquarters premises and miscellaneous departments to advise.
- A Systemic Tool for the Audit and Assessment of risk (S.T.A.A.R.) has been designed and will be implemented in the late Autumn 03.
- Waste Management Committee is in the process of being set up to manage both clinical and non-clinical waste throughout the PSNI estate.
- The Senior Director of Human Resources now chairs the Executive Safety Committee.
- A media awareness campaign both internal and external has been ongoing to give high profile to Health and Safety and how it is being implemented within the PSNI.
- A Claims Management Committee is being selected and established for the management of claims both employer's liability and occupier's liability.
- The recruitment of a Health and Safety Accident Investigator to prioritise accident investigations, establish root causes, and recommend remedial actions.

The Legal Adviser, who explained the role of Legal Services Branch, the functions it carried out and the steps it took to monitor activity and prevent further claims arising for similar incidents, followed this presentation.

Following discussion on the number of claims that are settled out of court and the varying amounts of compensation paid out, the Chairman advised the Legal Adviser that Members felt in some instances, cases were settled too easily. Crown Solicitor's

Office should be made aware of the Committees concerns and their recommendation that greater numbers of cases are contested in the future.

The Chairman thanked both presenters for their contribution to the meeting and they left the meeting.

**15. COMPENSATION CLAIMS SUMMARY – DECEMBER 2003 AND JANUARY 2004**

This item was covered at Agenda Item 14.

**16. WITNESS EXPENSES FOR EX-MEMBERS/SUPPORT STAFF ATTENDING CIVIL COURT OR INDUSTRIAL TRIBUNAL**

Members considered the information provided and approved the policy. An implementation date of 1 April 2004 was agreed.

**17. INTOXICATING LIQUOR LICENSE – GENERAL AUTHORISATION – GARNERVILLE**

The Committee agreed to grant exemptions under Article 84 of the Licensing (Northern Ireland) Order 1996 and Article 51 of the Registration of Clubs (Northern Ireland) Order 1996 in respect of the Foundation Faculty Social and Recreation Club, Garnerville for a period of 12 months beginning 1 April 2004.

**18. APPLICATION FOR OCCASIONAL LICENCES – ADM2**

The Committee ratified the decisions taken by Officials of the Board in accordance with delegated authority as detailed in the Schedule provided.

**19. APPLICATION FOR PAYMENT OF TAX LIABILITY – D/INSPECTION ADM1**

Members considered the information provided in relation to the consideration of payment of the tax liability arising from an Officer having to move house under the

SPED Scheme. Since the PSNI Allowances Branch was presently consulting with a tax expert on this matter, it was decided to await guidance and reconsider the application at the next meeting.

**20. APPLICATION FOR EXTENSION OF EXCESS FARES ALLOWANCE – ADM 3**

Members considered the papers relating to the application by Constable ADM3.

Taking into account the unusual circumstances of the case and the decision made in a similar case, Members agreed to an extension of excess fares allowance.

**21. REQUESTS FOR FINANCIAL ASSISTANCE (DEFAMATION CASE) – ADM 6**

The Committee agreed that financial assistance should not be given to an Officer to enable him to pursue a claim for defamation through the courts.

**22. CORRESPONDENCE FROM THE VICE – CHAIRMAN OF THE BOARD RE: VEHICLE RECOVERY**

The Committee noted correspondence, which had been received from a vehicle recover operator.

It was agreed that an official would:

- Ascertain if this operator was on the list of PSNI approved contractors.
- Ask PSNI for comment on the correspondence which had been recovered.
- Corporate Services Director would speak to the Vice-Chairman to gain background knowledge.

This matter would be brought back to the next meeting.

## **23. QUESTIONS FOR THE CHIEF CONSTABLE**

There were no questions for the Chief Constable.

## **24. PRESS ISSUES**

There were no press issues arising from this meeting.

## **25. ANY OTHER BUSINESS**

### **25.1 Application for Reimbursement of Additional Motor Insurance Costs - D/Superintendent (ADM5)**

Members agreed that additional Motor Insurance Costs incurred by D/Superintendent ADM5 should not be reimbursed.

### **25.2 Claim for dental expenses in excess of the specified limits – Ex D/Constable ADM4.**

Members agreed, on the basis of information provided, that an ex-gratia payment in excess of the limit as prescribed under Regulation 56 of the RUC Regulations 1996, should not be made.

## **26. DATE OF NEXT MEETING**

The date of the next meeting was arranged for Friday 16<sup>th</sup> April at 9.30am

(The meeting closed at 1.45pm)

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*While the following does not form part of the official Minute, in line with the Policing Board's Freedom of Information commitments, outlined in its Publication Scheme, the following are the reports and background papers that Members received.*

**REPORTS AND BACKGROUND PAPERS**

**ITEM  
NUMBER**

**13                   HMIC (Her Majesty's Inspectorate of Constabulary) Report  
– Finance and Support Services Inspection**

**Secretariat  
March 2004**