

**PCSP NORTHERN IRELAND POLICING BOARD**

**MINUTES OF MEETING OF THE PARTNERSHIP COMMITTEE HELD ON  
THURSDAY 10 MARCH 2022 AT 14:00 IN WATERSIDE TOWER AND ZOOM.**

**PRESENT:**

Mrs Dolores Kelly (Chairperson)  
Mr John Blair (Zoom)  
Mr Maurice Bradley (Zoom)  
Mr Jonathan Buckley (Zoom)  
Ms Linda Dillon (Zoom)  
Ms Liz Kimmins (Zoom)  
Mr Colm McKenna (Zoom)

**EX OFFICIO:**

Mr Tom Frawley

**PSNI:**

- (1) DCC Mark Hamilton
- (1) ACC Bobby Singleton
- (1) Supt Gordon McCalmont
- (1) Supt Kelly Moore

**OFFICIALS IN  
ATTENDANCE:**

Mrs Sinead Simpson, Chief Executive (Zoom)  
Mrs Dympna Thornton, Director of Partnership  
6 Board Officials

**(1) Present only for Item 6.1**

## **1. APOLOGIES**

Apologies were received from Mr Michael Atkinson (Vice-Chairperson), Mrs Joanne Bunting, and Mrs Janet Gray.

## **2. CONFLICTS OF INTEREST**

The Chairperson asked Members to declare any conflicts of interests arising from the agenda. No conflicts of interest were declared.

## **3. MINUTES OF THE PREVIOUS MEETING**

The Committee considered the draft minutes of the Partnership Meeting held on 17<sup>th</sup> February 2022.

It was **RESOLVED:-**

- That the draft minutes of the Partnership Meeting held on 17<sup>th</sup> February 2022 be approved.

## **4. UPDATE ON ACTION LOG**

The Director of Partnership provided Members with an update on the Committee's rolling action log:

**AP 28.7 from November 2021** – Dates suggested by PSNI were not convenient for Members so alternative dates are being sought from PSNI. Members agreed to keep action open.

**AP 29.4** – Engagement Webinar with PCSPs has been added to the Engagement Programme of Work 2022 with Members welcome to join. Members agreed to keep action open.

**AP 29.5** – PCSP Awards Ceremony to be taken forward, with acknowledgement that this will be dependent on available budget being made available. However, funding for this is from a budget that had to be re-profiled and it is hoped underspend in other areas will be identified in the next 12 months to allow this to progress. Members agreed to keep action open.

**AP 30.1** – Letter from Committee Chair to Board member Linda Dillon on behalf of the Committee was issued. Members agreed closure of this action. At the Committee meeting Linda noted her appreciation of the letter from the Committee and messages of support from the Committee and Board Officials.

**AP 30.2** – Letter from the Committee Chair regarding agreed approach to future development of PCSP Strategic Priorities was issued to Department of Justice Official, with response received, and is included under agenda item 5.4. Members agreed closure of this action.

**AP 30.3** – PSNI will present to Committee to provide update against Policing Plan Measure 3.1.1 (Local Policing Review) in September 2022. Members agreed closure of this action.

**AP 30.4** – Letter from the Committee Chair to PSNI to request sight of finalised Hallmarks for March Partnership Committee meeting. The draft Hallmarks document has been received and is included under agenda item 5.2. Members agreed to keep action open until final version is shared with the Board.

**AP 30.5** – Letter from the Committee Chair to PSNI to request copy of list of community contacts engaged with as part of South Armagh Review of Policing. The list was provided. Members agreed closure of this action.

**AP 30.6** – Letter from the Committee Chair to advise PSNI of rescheduling of the presentation on Multi-Agency Triage Teams from the March Committee

meeting until the first Committee meeting post-election. Members agreed closure of this action.

**AP 30.7** – Board were advised last week that membership of APCC will commence following reconstitution of the Board. Members agreed closure of this action.

**NOTED**

## **5. CHAIRPERSON'S BUSINESS**

**5.1, 5.2 and 5.3** were discussed as part of the Action Log update with letters and relevant responses available for Members to note.

### **5.4 Letter to DOJ re: request for early consideration of future reviews of PCSP Strategic Priorities**

Response from DOJ to the letter from the Chair noted that any proposals to review PCSP Strategic Priorities would be brought to Committee.

It was **AGREED:-**

- A letter of congratulations to be sent by the Chair to Dr Julie Harrison on her recent promotion to position of Permanent Secretary, Department of Infrastructure. **(AP1)**

**NOTED**

## **6. ITEMS FOR COMMITTEE BUSINESS**

- 6.1 Report on Policing Plan Measures 3.1.2 & 3.1.3 – Identify and report on NPT initiatives to address local issues / Assess and evaluate the impact of partnership working with local communities.**

The Director of Performance introduced the item and gave an overview of the paper provided to Members which included acknowledgement of the volume of information in the paper and an update on some relevant outcomes from the NPT survey. In respect of Measure 3.1.2 it was noted that the online community stakeholder survey complemented the PSNI survey and that 812 surveys were issued with 82 returns received (just over 10% response rate). Policing Plan Measure 3.1.3 was referenced, noting that the stakeholder focus groups conducted online were effective, providing good feedback notwithstanding the low participation rate. An independent review will be provided by Business Consultancy Service (BCS) which will inform how this will be delivered in future years.

Chair welcomed DCC Mark Hamilton, ACC Bobby Singleton, Supt Gordon McCalmont and Supt Kelly Moore to the meeting.

ACC Singleton noted the following:

- All NPTs responded to this survey and PSNI supported this paper with a high level summary report;
- This survey was in line with NI Audit Office recommendations asking NPTs to engage in self-reflection in a structured way;
- The need to give the Board visibility of Neighbourhood Policing and give insights into its current state; and
- The Hallmarks as drafted by PSNI are a recognition of the need for consistently high standards and will assist District Commanders in setting out what is to be achieved.

Members discussed:

- The flexibility of PSNI's crime prevention strategy given the current cost of living crisis;
- Finalisation of the draft Hallmarks;
- The need to work in partnership with PSNI and PCSPs to garner higher attendance levels at future focus group meetings;

- Mentoring for NPT officers to ensure they are supported.
- The rank of problem solving champions in PSNI;
- Levels of attrition in NPTs;
- The need to consider the relatively low response rate to the online survey; and
- The milestones that PSNI would identify as indicators of success for Neighbourhood Policing.

In addressing Members' comments, PSNI noted the following:

- In delivery of a crime prevention strategy scanning must be the first step in identifying methods for joint problem solving. A toolkit and training are due to launch for 360 officers with the proposal that problem solving champions will be identified in the senior ranks of PSNI (currently at ACC level);
- Chief Constable approval is required in order to finalise Hallmarks; once finalised, potentially in mid to late April, a communications plan will be initiated to deliver key messages internally and externally;
- NPTs have in their self-evaluation identified a number of key skills which would benefit them in their role;
- Acknowledgement that the stakeholder focus/survey work was a pilot this year and that encouraging attendance and engagement can be a challenge;
- Within NPTs there are probationary support officers and work has been ongoing with the PSNI College to train those role holders. Benefits of this arrangement have already been identified with good feedback being received from communities;
- Attrition rates among NPTs has been raised by both officers and the community. PSNI noted that the level of investment and development of officers in the NPT role is proving to be an attraction in retaining officers in this role;

- The response rate to the survey was in line with anticipated norms; and
- Milestones which would indicate success in delivery of the NPT programme ranged from budget to deliver, retention in role, support from communities, and delivery against national guidelines. However, some caveats were noted as limitations to the success for neighbourhood policing, notably legacy and threat level.

**NOTED**

## **6.2 Annual Committee Report for 2021/22**

The Director of Partnership provided an update on the Committee Annual Report for 2021/22. This provided an overview of the work carried out by the Committee in the period in line with the Committee's Terms of Reference.

Members discussed:

- The inclusion of a forward look element to the Annual Review and the need for a refreshed engagement plan.

**NOTED**

## **6.3 PCSP Annual Effectiveness Report for 2020/21**

The Partnership Manager delivered the presentation of the PCSP Annual Effectiveness Report. It was noted that it covered a challenging period due to extensive periods of lockdown during 2020/21 leading to limited opportunities for engagement. The Partnership Manager highlighted feedback received from Members in respect of Strategic Priority 3 and advised that a new section, written by Board officials has been included for consideration and approval.

Members discussed:

- Commending PCSPs on a difficult year;
- The involvement of PCSPs in the DOJ Restorative Justice Review;
- The involvement of PCSPs in development of particular PSNI Apps;
- The need to ensure PCSP activity is aligned to the delivery of the Northern Ireland Policing Plan objectives; and
- The need to ensure that PCSPs are innovative in identifying and funding activities.

Board officials noted:

- DOJ will be contacted to ascertain if PCSPs will be part of the focus groups for the Restorative Justice Review;
- The necessity to observe Data Protection and GDPR requirements in relation to the use of Apps;
- PCSPs are involved in development of Local Policing Plans and work closely with District Commanders to ensure they are in line with PCSP Action Plans. The extensive work undertaken to ensure consistency in reporting to Policing Committees was noted; and
- Acknowledgement of innovative work being taken forward by a number of PCSPs.

It was **AGREED**:-

- The Members were content to approve the report which included the re-written section on SP3;



- The Partnership Manager will contact DOJ and ascertain if PCSPs are part of the review being conducted on Restorative Justice organisations; **(AP2)**
- The Partnership Manager will contact PSNI regarding development of Apps (for example for ASB/drugs) and PCSP involvement in their use; and **(AP3)**
- The Partnership Manager will contact PCSP Managers to highlight the view of Members that PCSPs consider patterning of service providers for PCSP funded projects. **(AP4)**

#### **6.4 Update on Annual Volunteer Conference**

The Engagement Manager provided Members with information on plans for this year's Annual Volunteer Conference which it is anticipated will take place before the summer in 2022. The Conference did not take place in 2020 or 2021 due to Covid-19.

As this is the Board's 20th anniversary year, it was noted that the event will also be an opportunity to recognise the importance of volunteers, with the general purpose of the conference being an opportunity for volunteers within the ICV and the ICO Schemes to hear from keynote speakers, to network, and to participate in open forum discussions and for the Policing Board to express thanks to all the volunteers. Members were advised that it is also an opportunity to build on the productive relationship between the Policing Board and PSNI in relation to the ICV and the ICO Schemes.

**NOTED**

## **6.5 ICO Handbook update**

The Engagement Manager sought Members' approval to publish the revised Independent Community Observer (ICO) Handbook on the Northern Ireland Policing Board website.

Members were advised that following a successful recruitment process, ICOs were provided with induction training and each received a revised Handbook to equip them with the necessary guidelines and skills to carry out their role in observing at the assessment centres.

As the Handbook was last amended in 2014, it required review and update, and those amendments to the Handbook were made available

to Members in January 2022. These included the updated specific details of the ICOs' involvement in the 2021/22 Assessment Centres; the Board's new logos inserted throughout the document; and amendments to layout and language of OB1 and OB2 forms to make them consistent with each other.

Members discussed:

- The timing of the revision of the handbook, and whether the changes to the handbook are to be permanent;
- Lone visits by ICOs to assessment centres (rather than in pairs as was the arrangement prior to the pandemic);
- Approval to be given to changes in Handbook; and
- Retaining the efficiencies and advantages that emerged from the pandemic.

Board officials noted:

- As there had not been a recruitment exercise running during the pandemic, there were no assessment centres running. It was advised that the timing of revisions aligned with the PSNI recruitment campaign which opened in late 2021;
- Requirement for ICOs to carry out lone visits was determined by the independent agency contracted for police recruitment (Deloitte) as a response to Covid-19;
- Partnership Committee were previously sighted on the revised handbook, sent to all Committee Members on 25<sup>th</sup> January 2022.

It was **AGREED**:-

- The Engagement Manager would seek clarity from Deloitte on the use of lone visits for future assessments. **(AP5)**
- To approve publication of the revised ICO Handbook on the Northern Ireland Policing Board website, with an accompanying note on the website regarding ICO lone visits to assessment centres. **(AP6)**

## **6.6 Communications update report**

The Communications Manager provided Members with details of communications activity supporting the work of the Policing Board during the period 1 April 2021 – 28 February 2022.

The paper was scheduled for consideration in April 2022 but has been brought forward to this month due to the forthcoming election and its impact on Committee arrangements, and as such the figures included do not represent a full 12 months of activity.

The Communications Manager outlined areas of progress against the objectives set in the Communications Action Plan and the range of communications channels and assets used in delivery. In respect of Digital and Online Communications, online followers and engagements through the Board website and social media channels continue to grow. In the year to date there were 40,000 unique users who visited the website; 106 publications were published through the website; there were 7,000 views of the livestreamed sessions of Board meetings in the period with an average of 75 live views per meeting. Committee Members were also advised of the range of work supported throughout the year and results achieved.

Members discussed:

- Retaining lessons learned from the pandemic period;
- Video quality;
- The budget allowed for this area of Board business; and
- The need for enhanced links between the Boards Communications Strategy and its Engagement Strategy.

Board officials noted:

- The hybrid model of virtual and face to face attendance which is now used at Board meetings and the role the Board would have in deciding its use moving forward.
- The potential impact the move to James House will have on the communications approach to livestream of the Board accountability sessions.
- The breakdown of costs associated with the communications budget

- The plan for 2022/23 will be prepared in consultation with the Senior Management Team and key areas of work as set out in the Annual Business Plan.

**NOTED**

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

There were no questions to ask the Chief Constable.

Members discussed:

- The relevant committees to discuss and ask questions to the PSNI following questions at the most recent Board meeting.

## **8. COMMUNICATION ISSUES / OPPORTUNITIES**

There were no communication issues arising from the meeting.

## **9. ANY OTHER BUSINESS**

### **9.1 Press Release on DOJ Review of Community Restorative Justice organisations**

The Director of Partnership advised Members on the email from the Minister of Justice regarding a Review of the 2007 Protocol, which governs the work of community Restorative Justice organisations.

The Director of Partnership reminded Members that in September 2020 this Committee agreed that the Board should respond to this particular consultation, and consequently a letter of response to the consultation was issued from the Policing Board in October 2020.

The review will be taken forward by an independent three-person panel and will run for 3 months, from 28 February 2022 until 31 May 2022.

**NOTED**

## **9.2 Request for delegated authority in relation to the Police Property Fund (PPF)**

The Partnership Manager advised Members that some projects from Call 1 of the PPF had discovered that costs were significantly different from the estimated costs they had anticipated and made application for. To avoid delays, the Partnership Manager requested that the Committee grant delegated authority for her to authorise non-impactful budget changes. Members were assured that any fundamental changes to projects would be brought to Committee or the Assessment Panel.

Members discussed:

- Accounting for lessons learned in the PPF process.
- Whether increased budgets for projects may be needed.

Board officials noted:

- Limited lessons to be learned as difficulties attributable to the timing of applying and implementing of projects.
- No need for an increase in budget as 80% given in advance to projects, followed with evidence of expenditure, with the remaining 20% retained for assurance and to minimise potential for clawback processes.

It was **AGREED**:-

- Delegated authority would be given to the Partnership Manager to authorise non-impactful budget changes.

**10. DATE OF NEXT MEETING**

The date of the next meeting will be arranged in due course following the Northern Ireland Assembly election on Thursday 5<sup>th</sup> May 2022.

(Meeting closed at 16:15).

**PARTNERSHIP DIRECTORATE  
MARCH 2022**

A handwritten signature in black ink, appearing to read 'Doreen Kelly'.

**Chairperson**

**OFFICIAL**

