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<b>Summary</b>	Notes of Resources Board Overview meeting held on 11 October 2011
<b>(B)OCU or Unit, Directorate</b>	Director of Resources Private Office, Resources Directorate
<b>Created</b>	October 2011
<b>Review</b>	October 2013

## RESOURCES BOARD OVERVIEW MEETING

### NOTE OF MEETING HELD ON TUESDAY 11 OCTOBER 2011

#### Present

Anne McMeel (AMc) (**Chair**)  
Jane Bond (JB)  
Paul Daly (PD)  
Lucy Dunn (LD)

Caroline Mortimer (CM)  
Ellie Ryan (ER)  
Lee Tribe (LT)  
Henry Pugh (HP) (**Minutes**)

#### Apologies

Majella Myers  
Nick Rogers

#### Also present

Phil Smith (PS) (**Items 5 & 6**)

#### Agenda Items 1: Hendon Real Estate Proposals

- 1.1 JB gave an overview of the proposals of the future use of the Hendon estate.
- 1.2 Two options being considered.
- 1.3 A report is being prepared for Management Board on 9 November with a request to support the interim model and also seeking a decision on the permanent solution.

#### Agenda Item 2: Risk Register – Update

- 2.1 LD presented the directorate's quarterly risk register update. Future reports will be on an exception basis.
- 2.2 Progress since last report:
  - Development of support for the risk register, i.e. half-day overview session for departmental SPOCs and ensuring appropriate tools are available to them in monitoring/updating relevant risks
  - Development of the content of the register. There are now eight directorate risks featured on the register
- 2.3 LD said the Programme Office had allocated each risk to a Resources Board lead. Discussions will then take place to work up the detail of each risk and identify control owners.
- 2.4 When updating the risks in the future the Programme Office will discuss direct with the control owners in the first instance.
- 2.5 The register's second assessment against the risk management maturity model will take place early next year but LD will brief Jo Collins to ensure a smooth transition before LD goes on maternity leave.
- 2.6 Some actions are required to strengthen the current controls identified. Resources Board need to take these actions forward and comment on any other actions required to improve current controls.

- 2.7 AMc welcomed the progress in the register but queried if the necessary reality checking was in place to deal with the current issues affecting the Service which in turn has a trickle down effect for the directorate and its risks. She added that it was important to have the flexibility to pick up cross-directorate issues and to be able to escalate risks from the directorate's register to the corporate risk register.

**Action:**

- **Current issues to be discussed at RDT Away-day in November**

**Agenda Item 3: Restructuring Update**

- 3.1 LD presented a paper updating the latest progress in the directorate's recent restructuring.

- 3.2 Key issues:

- PeopleServices' F&R team will be integrated into the existing centralised team. Customer and Commercial Services' F&R team will be retained locally for the time being as it is currently out of scope of the corporate F&R project
- Existing directorate planning and performance framework will be extended to PeopleServices and Customer and Commercial Services
- Former HR press office will be located within the Programme Office and pan-directorate comms activities will be consolidated
- Programme management will be discussed in detail at the RDT away-day next month. LD said it was important to ensure that the Programme Office was better positioned to provide hands-on support to various workstreams
- Events management will be revisited early next year as there are a number of ongoing reviews related to events both at a corporate and directorate level

**Agenda Item 4: Budget and Business Plan**

- 4.1 LD presented a paper setting out the process for developing next year's directorate business plan, i.e. working closely with departmental SMTs to develop content; use of templates to capture information but templates will not be used in isolation; Resources Board will be used as the project board for the plans and will have final sign-off; make use of existing information as much as possible and prevent duplication of effort.

- 4.2 The directorate's entry for the Policing London Business Plan, highlighting key activities for the directorate in 2012/13, has been submitted. There is, however, still time for changes to be made should Resources Board wish to do so.

**Agenda Item 5: Operational Support Group Update**

- 5.1 Ongoing activity:

- Lot of ongoing work ahead of next month's Remembrance Sunday
- Training for Olympic Games

- 5.2 PS reported the summer was busier than normal due to the civil disorder combined with business as usual activity, e.g. Notting Hill Carnival.

- 5.3 The initial findings following Operation Kirkin has proved a useful exercise and will help inform preparations ahead of next year's Olympic Games. PS said it was apparent the RLO team needed to be strengthened and there was also the need to ensure it was truly cross-directorate. He added that initial findings from other strand leads had just been released but they will be reviewed to see how they fitted in with the RLO team's report.

- 5.4 Some issues were identified where support services responses were hindered by miscommunication/vague tasking which needed to be fed back into the review.

#### **Agenda Item 6: Health and Safety Update**

- 6.1 PS updated Resources Board on key health and safety developments:
- LEC/BEKO fridge freezers have been checked across the Service as required
  - HSE meeting originally scheduled for 5 October now taking place tomorrow
  - Good success on exams for fire safety assessments
  - Major accident involving a contractor reported at Hendon but report was late. Robust action being taken
  - Future update report to Resources Board will be combined with corporate health and safety issues

#### **Agenda Item 7: DCFD – Resource Allocation Process**

- 7.1 DCFD have sent an email to business groups asking for bids for extra resources to help deliver diversity and equality improvement activities locally. LD looking for any ideas for directorate bids.

**Action:**

- **Resources Board to send any suggestions to LD ahead of deadline on 21 October**

#### **Agenda Item 8: PDRs 2011/12 – Mid-year Reviews**

- 8.1 AMc confirmed with Resources Board that she expected mid-year reviews to be carried out on all PDRs.

#### **Agenda Item 9: Comms Update**

- 9.1 LD gave an update on general comms issues including:
- Pan-directorate internal and external comms activities will be consolidated with the move of the former HR press office into the Programme Office
  - New staff induction session in November led by Karim Mahamdallie's team
  - Format for future Ask Resources Forums will be reviewed in terms of theming specific sessions
  - AMc queried if any communication pieces were being pulled together for the new F&R staff joining the directorate. LD said the general induction material would be a good starting point

#### **Agenda Item 10: Directorate Updates**

- 10.1 None.

#### **Agenda Item 11: Future Agenda Items for Overview Meetings**

- 11.1 RDT away-day on 8 November.

#### **Agenda Item 12: Minutes from Last Meeting**

- 12.1 Issues to be picked up outside of meeting.

**Agenda Item 13: AOB**

- 13.1 AMc has circulated to Resources Board a draft a briefing to the Deputy Commissioner. Any comments are required back by Friday.

**Date of Next Meeting: Resources Board Operational, 10am,  
Tuesday 25 October 2011 (Room  
1134, NSY)**