

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 13 NOVEMBER 2015**9.30 AM – CONFERENCE ROOM, PBNI****368th MEETING – 38th of TENTH TERM OF OFFICE****ATTENDANCE**

Mrs Vilma Patterson (Chairman)	Mr R Mullan (Deputy Chairman)
Mr D Brown	Mrs J Erskine
Mr E Jardine	Mrs L Jennett
Mr T O'Hanlon (Items 1-11)	Mrs M O'Rourke
Mr D Rose	Mrs P Shepherd
Dr M Wardlow	Dr R Wilson

Ms C Lamont, (Acting) Director
Mr P Doran, Deputy Director
Mr H Hamill, (Acting) Deputy Director
Mrs G Robinson, Head of HR
Mrs C Teggart, Head of Finance
Mr M Cox, Board Secretary
Mrs A Abraham, Personal Secretary Manager (Minutes)
Mr G Morgan, Administration Officer (Board Observer)

PRESENTATION BY NIALL O'NEILL, DP STATISTICIAN – 2012-13 REOFFENDING STATISTICS

Niall O'Neill, Deputy Principal Statistician, gave a presentation on the 2012-13 Reoffending Statistics, highlighting statistics in respect of PBNI. A copy of the presentation will be circulated to Members.

The Board noted the presentation.

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed Members to the meeting. Some papers would be taken by exception only and a number of papers would be referred to the Committees for more detailed review. The Chairman welcomed Mr Morgan, as an Observer, to the meeting.

Mr Brown declared a conflict of interest for Item 15.

2. APOLOGIES

There were no apologies.

3. CONSIDERATION OF THE MINUTES

The minutes of the Board meeting held on 16 October 2015 were accepted as an accurate account of the meeting with a number of agreed amendments.

4. MATTERS ARISING FROM THE MINUTES (Paper 141/15)

The Board noted the Matters Arising.

5. CHAIRMAN'S UPDATE – VERBAL

The Chairman informed Members that the meeting with the Permanent Secretary on 8 November 2015 was cancelled at the last minute and was now rescheduled for 8 December 2015. The Chairman was considering writing to the Permanent Secretary to raise issues in advance of this meeting.

In light of the CJI report on HMP Maghaberry, the Chairman had arranged a meeting on 24 November 2015 with Brendan McGuigan to discuss any matters relating to Probation in the report.

The Board noted the update.

6. DIRECTOR'S UPDATE – VERBAL

The (Acting) Director informed Members that Senior Managers had met with staff working in HMP Maghaberry prior to the launch of the CJI report and are continuing to support staff during this challenging time in the prison environment.

On behalf of the PBNI Senior Management Team, the (Acting) Director formally thanked the outgoing Board Members for their support and contribution during their two terms of office.

The Board noted the update.

7. CORRESPONDENCE (Paper 142/15)

Members noted the correspondence: invitation to Buckingham Palace to celebrate 60 years of the Duke of Edinburgh's Award.

8. CORPORATE RESOURCES COMMITTEE

8.1 UPDATE FROM THE CHAIR OF THE CORPORATE RESOURCES COMMITTEE – (MINUTES/VERBAL – 30 OCTOBER 2015)

The Chair of the Committee updated Members on the meeting of the Corporate Resources Committee held on 30 October 2015. The main part of the meeting had been devoted to the budget scenario 2015-17 – Item 8.2 on today's agenda.

8.2 FOR NOTING – 2016-17 FINAL BUDGET SCENARIO (PAPER 143/15)

Following the presentation at the October 2015 Board meeting by Glyn Capper, DoJ, the (Acting) Director apprised Members of a follow up meeting with FSD to review budgets for 2016-17, which she attended with the Head of Finance. The (Acting) Director had highlighted the difficulty in meeting the relevant Owers PRT Recommendations if the PBNI budget was cut. Members reiterated this concern, in particular, as this is work PBNI are delivering for NIPS. PBNI's staff age profile was also highlighted as a risk going forward.

The Head of HR informed the meeting that there was no further update on the NILGOSC pensions issue but confirmed she was continuing to engage with unions on the subject on a regular basis.

The Board noted the paper.

9. POLICY AND PRACTICE COMMITTEE

9.1 FOR DECISION – ADULT SAFEGUARDING POLICY (PAPER 144/15)

Mr Hamill explained that, following the introduction of the DHSSPS Adult Safeguarding Policy in June 2015, it was proposed to not to proceed with a separate PBNI Adult Safeguarding Policy. The DHSSPS Policy explicitly applies to all organisations across the statutory, voluntary and community sectors including PBNI. The introduction of Procedures for the DHSSPS Policy is anticipated in early 2016, when PBNI will issue procedural guidance relevant to PBNI staff based on the NIASP Adult Safeguarding Procedures. Mr Hamill noted that staff had been circulated with practice advice on the definition of a Vulnerable Adult; recognition of same; and the referral process for reporting suspected abuse to trusts.

The Board approved the proposal.

9.2 FOR NOTING – EVALUATION AND FINDINGS FOR THE IDAP (Integrated Domestic Abuse Programme) RESEARCH (PAPER 145/15)

Following a presentation by two Area Managers at the Policy and Practice Committee meeting on 2 October 2015, it was agreed that a full research report be presented to the November Board. Mr Doran gave a brief summary of the Report and informed Members that the findings in the Report will be used in the new Building Better Relationships (BBR) Programme.

The Board noted the paper.

10. RETIRED ASSOCIATES OF PROBATION (RAP) REPORT AND MEMORANDUM OF UNDERSTANDING (PAPER 146/15)

Mr Doran gave a brief summary of the paper. Members expressed appreciation of the work of RAP and noted the benefits of its support in terms of the membership's experience, knowledge and concern for the welfare of staff. In response to a query regarding insurance implications, Mrs Robinson confirmed legal advice had been sought and there were no liability issues due to the unincorporated status of RAP. The Chairman

requested wording be amended in the Memorandum of Understanding to make it clear that RAP does not represent the views of the Board.

Action: Wording to be amended as requested.

The Board approved the continuation of current arrangements.

11. FOR DECISION - ESTATES – DOWNPATRICK OFFICE (PAPER 147/15)

The Chairman noted that the paper on the Downpatrick Office had not been through the Corporate Resources Committee prior to being brought to the Board but accepted its submission to the Board on this occasion.

Mrs Teggart gave a summary of the four options regarding the accommodation requirements for Downpatrick.

The Board approved the request to submit a notice to quit the current Downpatrick premises and prepare a business case to explore alternative affordable premises to meet the operational needs of PBNI.

The Chairman requested an update on alternative premises in Coleraine and Derry. Mr Hamill confirmed that in the absence of public sector properties being identified alternative commercial accommodation options was being progressed. Mrs Teggart advised that capital would be set aside for Coleraine in the 2016-17 budget.

12. FOR DECISION - VOLUNTARY EXIT SCHEME (PAPER 152/15)

The (Acting) Director informed members that further consideration was given to the impact of a Voluntary Exit Scheme on the Organisation in terms of budget, HR and Operations. The Organisation could not sustain such a high number of staff leaving over a short period of time, without having a major operational impact on the work of PBNI and therefore it is recommended to the Board to not progress with an application for VES. The Executive Team presented the paper on the Voluntary Exit Scheme highlighting the figures, HR issues and operational impact. It was noted that the DOJ had many concerns about PBNI's ability to provide a value for money business case for Voluntary Exit Scheme.

The Board, having considered the paper from the Executive Team and discussed pertinent issues, agreed that a business case should not be submitted to make an application for VES.

13. PRESENTATION ON THE ATTRIBUTES OF AN 'ADEQUATE AND EFFICIENT PROBATION SERVICE' AS OUTLINED IN THE LEGISLATION? (PAPER 148/15)

Following a discussion at the October 2015 Board meeting, the (Acting) Director gave a presentation on the role and function of PBNI, highlighting the internal and external evidence in respect of the services provided.

The Board noted the presentation.

14. TERRORIST POLITICALLY MOTIVATED OFFENDERS (TPMO) UPDATE (PAPER 149/15)

Mr Hamill gave an update of the progress made on the three outstanding issues requiring resolution with the DoJ and the PSNI and he confirmed that all three issues had been resolved.

The Board noted the paper.

15. MANAGEMENT INFORMATION (PAPER 150/15)

Items were taken by exception only. Mr Doran updated Members on a Serious Further Offence (SFO) from October. Due to the nature of the offence, Mr Doran has commissioned an independent review of practice in the case.

The Board noted the paper.

16. EVALUATION REPORT ON JJCOs (JUVENILE JUSTICE CENTRE ORDERS) (PAPER 151/15)

Mr Brown had declared a conflict of interest and left the meeting.

Mrs McIlroy, Assistant Director, gave a brief summary of the paper and advised that the general response to the evaluation, which included views of Sentencers, parents, young people and staff, was very positive.

The Chairman thanked Mrs McIlroy for her work in this area.

The Board noted the paper.

Mr Brown returned to the meeting

17. FINANCE OUTTURN – OCTOBER 2015 (Paper 153/15)

Mrs Teggart gave a summary of the October 2015 Outturn paper and the Management Accounts. She confirmed that PBNI is awaiting approval of the January monitoring submission to DFP which was submitted on 30 October 2015. The spend to date figures are not profiled to reflect the January monitoring changes. Underspends in staff costs has been re-allocated to maintenance and programme costs. Proceeds from the sale of Antrim has been received. The capital programme is on target.

The Board noted the paper.

18. PROGRAMME AND PROJECT MANAGEMENT UPDATE (PAPER 154/15)

Members reviewed the Programme and Project Management update.

The Board noted the paper.

19. PROGRAMME OF VISITS AND BUSINESS (PAPER 155/15)

Members reviewed the Programme of Visits and Business paper.

The Board noted the paper.

20. BOARD WORK PLAN 2015-2016 (Paper 156/15)

The Board Secretary requested actions on the Board Workplan be kept as up to date as practicable.

The Board noted the paper.

21. ANY OTHER BUSINESS

Members were asked to note the Communications Update paper. Going forward, the update will be provided under the monthly Management Information paper.

22. BOARD SECRETARY'S BUSINESS

The Board Secretary reminded Members, in particular outgoing Members, of the timely submission of expense claims and the return of MinutePad tablets, secure briefcases and security passes.

Chairman's Closing Comments

The Chairman paid tribute to the outgoing Members naming each and thanking them, individually and collectively, for the contribution each had brought to the work of the Board over the past six years since their appointment in 2009. She made particular reference to the knowledge and experience they had brought to further the work of Probation. She also drew attention to the support they had provided to her in her role as Chairman and to the Management Executive Team (MET), and in their strong advocacy in the promotion of understanding around Probation's work. In closing the Chairman wished each of them ever good wish for the future.

23. CLOSED SESSION

Minutes from the closed session held on 16 October 2015 were agreed as accurate.

24. DATE OF NEXT MEETING

The next meeting would take place on Friday 11 December 2015 at 9.00 am, PBNI Headquarters, Conference Room.

Vilma Patterson
Chairman

Date