

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 19 August 2016**9.30 AM – PBNI HQ****376th MEETING – 8th of THE ELEVENTH TERM OF OFFICE****ATTENDANCE**

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| Mrs Vilma Patterson (Chairman) | Mr D Brown |
| Mrs J Erskine | Mrs J Gillespie |
| Mr E Jardine | Mr I Jeffers |
| Ms A Matthews | Mr T O'Hanlon (Items 1 – 12) |
| Mrs P Shepard | Mr D Wall |

Ms C Lamont, (Acting) Director
Mr P Doran, Deputy Director
Mr H Hamill, (Acting) Deputy Director
Mrs C Teggart, Head of Finance
Mr P McIlwaine, Deputy Head of HR (Item 11)
Mr S Hamilton, (Acting) Assistant Director (Item 12)
Mr M Cox, Board Secretary
Mrs W Rodgers, Personal Secretary (Minutes)

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman opened the meeting and welcomed everyone. Members were advised that as it had been two months since the last meeting there were a number of items that fell under an urgent timeline and therefore required decision from the Board without first being presented to committees. Items will be deferred to committees as appropriate. Members were advised that there would be a closed session after the formal board business had been completed.

No conflicts of interests where declared.

2. APOLOGIES

Apologies received from Mr R Mullan, Member; Mrs B Stuart, Member; Mr G OhEara, Member and Mrs G Robinson, Head of HR.

3. CONSIDERATION OF THE MINUTES (M06/16)

The minutes of the Board meeting held on 24 June 2016 were accepted as an accurate account of the meeting.

4. MATTERS ARISING FROM THE MINUTES (Paper 80/16)

The Chairman advised that action 3 will be discussed under agenda item 8.2 of this meeting and all other actions will be discussed under Board Secretary's Business – agenda item 22. Action 6 has been completed.

The Board noted the Matters Arising.

5. CHAIRMAN'S UPDATE – VERBAL

The Chairman advised members of the work being carried out on the Corporate Plan by Mr Cox together with Mr Hamill and Ms McGreevy in co-ordinating the drafting of the plan, an update will be provided under agenda item 13 of this meeting.

Engagement with stakeholders continues with positive feedback. In particular the Parole Commissioners stating the regard that PBNI is held in assisting with their work.

The Accountability Review with the Minister has been confirmed as the 10 November 2016 at 2 pm. It was requested that as many members be available for this meeting as possible.

The October Board will be held in the Ballymena office. There will be one hour of governance business and then the remainder will take the form of a strategic meeting, discussing the Corporate Plan and forward planning. Wifi capability in the office will be covered later in the agenda. Directions and parking arrangements will be forwarded to members.

Action: Direction to Ballymena office and parking to be sent to members, Secretariat.

A number of relevant CJINI Reports are available to view on minutepad. The Chairman met with Brendan McGuigan on 16 August 2016 and received complimentary feedback on PBNI.

The Justice Committee are due to visit the Ballymena Office on 8 September and a date is being arranged for the Minister to visit the Coleraine office.

The MLA Research Panel Report is available to view on minutepad. It has some interesting findings. The Report will be discussed at PPC at the end of August.

The annual golf day is being held on 16 September at Carnalea Golf Club, any members interested in attending are to contact the Board Secretary.

The September Board will have a full agenda particularly with policies coming from the PPC meeting in August. There will be a presentation by Prof Neil Gibson on 'economics of probation'. The Chairman thanked Mr Cox and Mr Wall for arranging this. Jill Grant, Area Manager, will be attending as an observer.

The Board noted the update.

6. DIRECTOR'S UPDATE – VERBAL

The (Acting) Director advised members of an invitation for Gail McGreevy to attend a conference in Bucharest in October to give a presentation on the PBNI 'App'. The Confederation of European Probation (CEP) will pay her costs. The (Acting) Director is supportive of Ms McGreevy's attendance.

The (Acting) Director advised on a number of projects through PEACE IV monies. Mr O'Hanlon advised that he had been involved in the Social Economy Project and was happy to provide assistance.

A report by Prof Alexis Jay, OBE, has been published. It was critical on a number of aspects relating to the work of the Safeguarding Board of Northern Ireland. Discussion ensued around the Report and potential organisational reputational risks. The (Acting) Director undertook to report back to the Board on the planned outcomes of the Safeguarding Board after her attendance at a meeting in September.

Action: (Acting) Director to report back to the Board on SBNI's response to the Report of the Safeguarding Board, (Acting) Director.

The Members were advised of a number of upcoming events involving the Justice Committee and the Minister. These included the Justice Committee visiting the Ballymena office, the Minister

visiting the Coleraine office, anticipatory launch of PBNI's 'Accepting Difference Intervention', Hate Crime week and the launch of PBNI's 'App' with the Health Minister.

The Board noted the update.

7. CORRESPONDENCE (Paper 61/16)

The Chairman advised members that there were six pieces of correspondence for members to note.

- 7.1 Letter received from the Minister of Justice – Annual Report & Accounts 2015-16
- 7.2 Letter received from Equality Commission – Equality Scheme Consultation Arrangements
- 7.3 Letter received from Anthony Harbinson by Cheryl Lamont - RESET and ECO
- 7.4 Executive Action Plan for Tackling Paramilitary Activity
- 7.5 Letter received from Minister of Justice by Cheryl Lamont re visit to Coleraine Office
- 7.6 Letter from Rosemary Crawford to Cheryl Lamont re ALB Governance Arrangements

Discussion ensued on correspondence item 7.2 and the level of work in producing the report. It was noted that 7.3 will be discussed under agenda item 11 of this agenda.

Correspondence item 7.4, it was advised that Probation were to lead on one area of the Fresh Start Recommendations and work jointly with DoJ / NIPS / PSNI / DfC across other recommendations. The Board agreed to approve that work on this area proceed. Progress on the recommendations relevant to PBNI from the Fresh Start Report will be fed through to the Board via the Management Information Report going forward. The (Acting) Director is the lead senior manager for the four recommendations that PBNI is directly involved in.

The Board noted the correspondence

8. CORPORATE RESOURCE COMMITTEE UPDATE

8.1 Update from Committee Deputy Chair – 29 July 2016

In the absence of the Chair, the Deputy Chair of the Committee provided an update to the Members on the Committee meeting held on 29 July 2016. It was advised that there were two main areas of business. Firstly, the Strategic Outline Case for the Case Management System which will be presented under agenda item 8.2 and the second being the sick absence figures.

It was advised that there had been a detailed discussion around the sick absence figures with concern being expressed that the figures were increasing and not decreasing. Mental/behavioural disorders were the main cause of sick absence although psychological and stress are also noted as a concern. The Committee was provided with background into the nature of the stress absence. It was confirmed that a new Occupational Health provider had been appointed.

The Board noted the update.

8.2 Strategic Outline Case (SOC) for Electronic Case Management System (ECMS) (Paper 83/16)

The Deputy Chair of the Committee advised members that there had been a full discussion on the SOC for the ECMS at committee. It was agreed that there was a good sound and comprehensive approach to the SOC. The Committee had requested wording changes to reflect the urgency of the SOC prior to submission to the Board. It was confirmed that these changes had been made. Discussion ensued around the timeframe of processing the SOC and the risk that any delay posed. Following detailed

discussion the Board agreed to approve the transmission of the SOC to the DOJ and approved the commencement of the OBC.

The Board approved the Strategic Outline Case for the Electronic Case Management System.

8.3 CRC Minutes – 29 July 2016

Draft minutes from the 29 July 2016 Committee meeting were included for the Members' information.

The Board noted the minutes.

9. POLICY & PRACTICE COMMITTEE

- 9.1 The Chair of the Committee advised that an update on the last meeting of the Committee had been provided to the Board on 24 June 2016. Draft minutes of the Committee meeting held on 17 June 2016 were presented for members' information.

The Board noted the draft minutes.

10. COMMUNITY AND VOLUNTARY SECTOR POLICY AND PROCEDURES (Paper 86/16)

The Head of Finance advised that following recent advice from the Central Procurement Directorate (CPD) a change to the policy and procedures was required. Discussion ensued around monitoring appropriate use of funds by community organisations and the provision of an audit trail from CPD on the changes required to the policy. A member queried point 2.2.1 on the possibility of reflecting 'social value'. The Head of Finance agreed to confirm this with CPD. It was noted that this policy would normally be presented to the Policy & Practice Committee but due to the timeline involved it has been brought directly to the Board for approval. Following a full discussion the Board agreed to approve the Community and Voluntary Sector Policy and Procedures.

Action: Head of Finance to confirm point on social value, Head of Finance.

The Board approved the Community and Voluntary Sector Policy and Procedures.

11. EQUALITY ANNUAL PROGRESS REPORT – SECTION 75 (Paper 84/16)

The Chairman welcomed Mr McIlwaine, Deputy Head of HR to the meeting. The Members were given background into the Report and why it is required. One area highlighted for particular progress was Hate Crime where training has been provided to support cultural competency. Following discussion the Board agreed to approve the Report for onward transmission to the Equality Commission. Mrs Gillespie abstained from the approval decision.

The Board approved the Equality Annual Progress Report – Section 75

12. RESET BUSINESS CASE (Paper 85/16)

The Chairman welcomed Mr Hamilton, Assistant Director, to the meeting. The Members were given background into the RESET project and its aims. The case for funding was presented to the Members and discussion ensued around the success of the pilot and the need to ensure that the evidence of it was understood. The Head of Finance advised that there had been discussions with other Heads of Finance in other organisations with regard to the value of RESET within the Criminal Justice system. Although all were supportive of the project, funding was the major issue.

Following full discussion the Board agreed to approve the business case for RESET.

The Board approved the RESET Business Case.

13. CORPORATE PLAN 2017/20 UPDATE (Paper 87/16)

The Board Secretary introduced the paper and gave members an update on the corporate planning process to date. He highlighted the change in the financial position that had emerged during the period of 2014/17. The importance of engagement with both stakeholders and staff was emphasised. At three staff engagement events staff had suggested a main priority for them was improving engagement with local communities. The Board Secretary advised that it was necessary to link the priorities with the statutory duties. Discussion ensued around priorities and the Programme for Government (PfG); what effect the PfG would have on the Corporate Plan and where PBNI fits into it.

The Chairman thanked Mr Cox, members of the Sub-group, the Management Executive Team and staff for their work. Any members who had comments to make on the draft Corporate Plan are to contact Mr Cox.

Action: Members with comments on the Corporate Plan are to contact Mr Cox, Board Members.

14. Q1 BUSINESS PLAN 2016/17 (Paper 88/16)

The (Acting) Deputy Director presented the paper to members. It was advised that six objectives had a 'green' rating; two had an 'amber' rating and one objective had no actions due in the first quarter.

There was a discussion around the rating of Objective 5 'Reduce PBNI's sickness absence levels'. The Deputy Chair of the Corporate Resources Committee advised members that sick absence levels had received detailed discussion at the Committee. Following full discussion by the Members it was agreed that the rating for Objective 5 should be shown as 'red'.

Action: Objective 5 to show a 'red' rating, (Acting) Deputy Director.

Discussion continued around having a thematic discussion on sick absence with other DOJ organisations, the (Acting) Director advised that she would welcome this approach.

The Board noted the paper.

15. PROGRAMME AND PROJECT MANAGEMENT UPDATE (PAPER 76/16)

The Chairman advised that the Programme and Project Management update was due its quarterly discussion by the Board. The Head of Finance updated members on the current status of business cases, programmes and projects as of 31 July 2016.

The Crawford Square / Limavady Road business case is now with DOF. Following approval from DOF, the negotiations on the terms of the lease will begin. Once the contract has been agreed for the new property then it is intended to put the two current properties up for sale. The fit out work is expected to commence in the current year with completion in 2017-18. When the position is clear, the local community will be informed of the way forward.

Business cases for Access and ECO are being prepared and will appear on the log in August.

The tenders for the Graffiti Van have been received, one on the purchase of the van and the second for the adaptations required.

RESET and the Case Management System had already been discussed in previous agenda items. Working groups continue to take the short term recommendations of the Workforce Moderation project forward.

The Board noted the paper.

16. FINANCE OUTTURN – July 2016 (PAPER 90/16)

The Head of Finance took members through the headlines of the presented paper highlighting a number of areas. Year to date underspend of £25k. Other revenue costs are at a minimal level with an underspend of £13k to date. This underspend will be taken up with legal fees and maintenance costs which are expected in the next number of months. In the October Monitoring Round bids have been submitted for RESET - £300k and ECO - £70k, to fund these projects to the end of the financial year. Discussions are continuing on VAT registration for goods and services. If PBNI is successful in this, the Head of Finance advised that she would recommend commencement of VAT to be 1 April 2017 due to the budget period.

The Board noted the paper.

17. COMPREHENSIVE SPENDING REVIEW (CSR) (VERBAL)

The Head of Finance advised that the expectation had been for a three year spending review however this is likely now to be one year 2017/2018. The unknowns around the outcomes for Brexit have caused this. A member questioned the impact on European Social Fund.

The Board noted the update.

18. MANAGEMENT OF INFORMATION REPORT (PAPER 91/16)

The Chairman advised that the caseload statistics were deferred to the PPC and Sick Absence Report was deferred to the CRC.

There were no other items to report.

The Board noted the paper.

19. PROGRAMME OF VISITS AND BUSINESS (PAPER 78/16)

The Chairman presented the paper. Engagement with key stakeholders on the Corporate Plan continues with these meetings proving positive. Thanks were given to Mr Cox, Mr Jardine and Mr Wall on their work with the Management Executive Team on Outcome Based Accountability. The Chairman and (Acting) Director attended a useful meeting with Cecilia Whitehorn on Social Enterprise.

The (Acting) Director advised that the last reporting period had been busy but worthwhile. A meeting with Peter Sheridan, Chief Executive Co-operation Ireland, had proved most useful and he has been invited to attend a Senior Management Team meeting. A useful meeting was held with Queens University with reference to internships, the (Acting) Director advised that she would be keen to follow this through.

The Board noted the paper.

20. BOARD WORK PLAN 2016 – 2017 (PAPER 93/16)

The Board noted the paper.

21. ANY OTHER BUSINESS

The members were advised that the Chair of the Audit & Risk Assurance Committee was going to canvas committee members for availability on another date, to be decided, so the meeting would coincide with the end of the risk cycle.

22. BOARD SECRETARY'S BUSINESS

The Board Secretary covered a number of the items from Matters Arising – Agenda item 4.

Action 1 – Board Members' visits to offices. Following discussion with the Management Executive Team dates for visits to Andersonstown Road Office, 12 October 2016; Newtownards Road Office, 20 October 2016 and Maghaberry, 25 October 2016 have been arranged. An email will be sent to members to declare their availability.

Action: Email to be sent to members asking for their availability to visit offices and members to advise, Board Secretary.

Action 2 – Compliance booklet. Members are asked to read and send confirmation of understanding to Secretariat as soon as possible. The documentation can be found on minutepad.

Action: Members to read and advise Secretariat that they have read and understood the Compliance Booklet, Board Members.

Action 4 – Update software on minutepad. The members were advised that the Board meeting in October will be held in the Ballymena office. The wifi in that office currently does not have the capacity to cope with a large number of devices attaching to it. The IT department are looking to upgrade the coverage of wifi in Ballymena. In the event that the solution has not been installed prior to the October Board, members require FOXIT (PDF programme) software to be installed by IT. This allows the download of meeting packs to a folder. Downloading must be done while attached to wifi and once the pack is downloaded wifi is not required.

Action: Any members who have not already had FOXIT downloaded onto their tablets should contact Secretariat to arrange for IT to do this, Board Members.

Action: Secretariat to provide a guide on how to download meeting packs for members, Secretariat.

Action 5 – Communications – Levels of Engagement. The Board Secretary requested that members advise on their spheres of influence. The purpose of this is to refresh how we engage with stakeholders and where members can promote PBNI by using a low key ambassadorial role / approach.

Action: Members to return template to Secretariat, Board Members.

Members were asked to provide a copy of their driving licence and insurance certificate to ensure compliance with claiming travelling expenses.

Action: Board Members to provide documentation to the Board Secretary as listed above, Board Members.

Members were advised that the fobs used for secure log on to the tablets will be replaced at the October Board Meeting.

The Board Secretary reiterated that it was confirmed that the Accountability Review meeting with the Minister of Justice will be 10 November 2016 at 2 pm with a pre meeting prior to the meeting. Details will be emailed to members.

Action: Board Secretary to email members reference their availability on the 10 November for the Accountability Review. Members to advise, Board Secretary and Board Members.

23. ANY OTHER BUSINESS

None

24. DATE OF NEXT MEETING

The next meeting will take place on Friday 16 September 2016 at PBNI HQ, Conference Room at 9.30 am.

25. CLOSED SESSION

Vilma Patterson
Chairman

Date