

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 18 AUGUST 2017

9.30 AM – PBNI HQ

387th MEETING – 19th of THE ELEVENTH TERM OF OFFICE

ATTENDANCE

Mrs V Patterson (Chair)	
Mrs J Erskine (Deputy Chair)	Mr D Brown
Mrs J Gillespie	Mr E Jardine
Mr I Jeffers	Mrs A Matthews
Mr G OhEara	Mr R Mullan
Mr D Wall	

Officials

Ms C Lamont, Chief Executive
Mr P Doran, Director of Rehabilitation
Mr H Hamill, Director of Operations
Mrs G Robinson, Head of HR
Mrs C Teggart, Head of Finance
Mr M Cox, Board Secretary

Mrs A Abraham, Personal Secretary Manager (Minutes)

Observer

Mrs Linda Shilliday, Administration Officer

PRESENTATION ON WORKFORCE MODERNISATION

Mr Doran and Mrs Robinson presented to the Members on the Workforce Modernisation Programme. Mr Doran talked through the progress to date including the review of Corporate Services and Senior Management Team prior to the commencement of the Workforce Modernisation Programme work in March 2015. He referred to the 17 recommendations of the Business Operating Model in relation to Structural, Corporate Services, Courts, Case Supervision and Rehabilitation. Mrs Robinson outlined the next steps of the Programme, whose overarching principle is the need to think laterally, innovatively and creatively. The next tranche, tranche 3, of the Programme will include a review of Practice Standards and implementation, consideration for implementations of the pilots of tranche 2, delivery of the Culture Survey Action Plan, a revised Workforce Plan and a costed Business Model.

The Chairman thanked Mr Doran and Mrs Robinson for their presentations, which were most informative, and the Board will look forward to receiving updates in the future.

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed everyone to the meeting. In particular she welcomed Mrs Linda Shilliday, Administration Officer, as an observer and expressed the hope that she would find the meeting informative. Members were advised that there would be a Closed Session at the end of the meeting. She confirmed that Anthony Harbinson, Director of Safer Communities Directorate, would join the Board at 11.30 am for a broader discussion on Criminal Justice and Probation, and the agenda would be amended to take account of this. The Chairman advised that the Remuneration Committee had met prior to today's Board meeting.

Items would be deferred to committees as appropriate.

Mrs Gillespie declared that, as a Board Member of the Equality Commission, she may have an interest under item 9, Equality Annual Progress Report and 3 Year Equality Action Plan – Section 75.

2. APOLOGIES

Apologies received from: Member; Mr T O'Hanlon and Member; Mrs P Shepherd

3. CONSIDERATION OF THE MINUTES (M06/17)

The minutes of the Board meeting held on 16 June 2017 were accepted as an accurate account of the meeting. The Chairman thanked Mrs Erskine, Deputy Chair, for chairing the meeting in her absence.

4. MATTERS ARISING FROM THE MINUTES (PAPER 79/17)

It was noted that all actions from the last meeting had been completed.

The Board noted the position.

5. CHAIRMAN'S UPDATE – VERBAL

The Chairman informed Members that she had written to Mrs Beth McCann, Personal Secretary, congratulating her on her BEM in the birthday honours for her work and dedication to Probation over the last 30 years in the service.

The Chairman thanked Mr Brown for taking on the role as mentor to the Board Apprentice, Mrs Debbie Groves. Mrs Groves' first meeting will be the September Board. She will attend each of the Committee meetings to get a flavour of their work and then join one Committee for the term of her apprenticeship.

The Chairman asked those Members for an update on their visits to Probation offices in Magilligan and Limavady Road on 10th and 15th August 2017 respectively. Mrs Erskine passed on her thanks to the staff in Magilligan who facilitated the visit. Mr Jardine commented on the enthusiasm and motivation of staff at the Limavady Road office. Mr OhEara and Mr Jeffers raised the issue of procurement of services. The Chairman suggested this should be referred to the Corporate Resources Committee for consideration.

Action: Procurement arrangements to be referred to the Corporate Resources Committee for consideration, CRC.

The Board noted the update.

6. CHIEF EXECUTIVE'S UPDATE – VERBAL

Ms Lamont gave an update on her attendance, with Mrs Robinson, at the CEP conference in Norway in June. Mrs Robinson led on two workshops at the conference - 'Digital Learning and Training Innovations' and 'Staff Recruitment Innovation and Good Practice' with excellent feedback from participants. Links were made to representatives from Slovenia, who are setting up a Probation Service. A visit to PBNI has been arranged in late September.

Ms Lamont drew Members' attention to the BBC TV interview by Mr Doran on Enhanced Combination Orders which had received positive feedback. She updated members on Dr O'Hare's visit to the USA to complete her Winston Churchill research project on Mental Health Courts and Problem Solving Initiatives. Mr Doran has been invited to give a presentation to a future Criminal Justice Board meeting on the statistical trends paper. Both Dr O'Hare and Mr Doran have been invited to present at the forthcoming senior meeting of the Civil Service Forum.

The Board noted the update.

7. CORRESPONDENCE (Paper 80/17)

The Chairman advised members that there were five items of correspondence for members to note.

7.1 Letter from Anthony Harbinson to the Chairman reference publication of the Corporate Plan.

The draft Corporate Plan 2017-20 has been posted on the PBNI website. The Board noted the correspondence.

7.2 Letter from Nick Perry to the Chairman in response to her letter on the 2017-18 budget.

It was noted that Anthony Harbinson's attendance at today's meeting was linked to the correspondence from Nick Perry. The Chairman explained that the purpose of Mr Harbinson's visit was to provide the Board with an update on any developments reference the NI Assembly; the Programme for Government outcomes and resourcing for Criminal Justice to deliver this; and Probations role within this. Discussion took place on matters to be raised.

7.3 Letter from Glyn Capper to the Chief Executive reference the outcome of the 2017-18 Indicative Budget Allocation Exercise

Ms Lamont informed Members that this would be referenced in the Financial Report (Item 12).

7.4 Letter from Anthony Harbinson to the Accounting Officer reference RHI Lessons Learned Review

Ms Lamont confirmed that the letter had been reviewed and an update would be provided at the next Audit and Risk Assessment Committee (ARAC) meeting.

Action: Update on the letter re RHI Lessons Learned Review to be provided to the next ARAC meeting in October 2017.

7.5 Letter from Nick Perry by the Chief Executive reference the 2017-18 financial position

Ms Lamont informed Members that this would be referenced in the Financial Report (Item 12).

The Board noted the correspondence.

8 POLICY & PRACTICE COMMITTEE – 28 JULY 2017

8.1 Update from Committee Chair

The Chair of the Committee gave an update of the Committee meeting held on 28 July 2017. There were three presentations made to the Committee. DoJ Analytical Services Group presented on its structure, work programme and publications. Dr Joan Ritchie of NISRA and Stephen Hamilton, Assistant Director, presented on Enhanced Combination Order. Finally Joyce Mercer, Deputy Principal PBNI Statistics and Research, presented on Criminal Justice Trends.

Mr Wall updated members on arrangements for the Annual Conference. This will be a half day event on 15 or 16 March 2018 in The Long Gallery with a theme of 'Justice Transition'. A further update will be provided at the October Board meeting.

The Board noted the update.

8.2 Criminal Justice Trends (Paper 81/17)

Mrs Gillespie advised that the Corporate Resources Committee had been kept well informed on statistical trends information. She suggested that some analytical research would be beneficial as this would provide an evidence base for work, going forward. Ms Lamont advised that she had previously discussed the possibility of analytical resources through the Deputy Chief Constable and this had been unsuccessful. MET will again consider the need for any further analytical resource.

Action: The Chief Executive to discuss with MET any potential for further analytical resource.

The Board noted the paper.

8.3 Draft Minutes from 28 July 2017

The draft minutes from 28 July 2017 were provided for Members' information.

The Board noted the draft minutes of the meeting.

9. EQUALITY ANNUAL PROGRESS REPORT AND 3 YEAR EQUALITY ACTION PLAN – SECTION 75 (PAPER 82/17)

Paul McIlwaine, Deputy Head of Human Resources, presented the Equality Annual Progress Report and Action Plan – Section 75 papers.

Mrs Erskine thanked the staff who were involved in this work. Mrs Matthews suggested that there may be some work for one of the Board Committees around Section 3 – Outcomes. Mr Wall asked if feedback had been received from the Equality Commission. In response, Mr McIlwaine reported that good feedback had been received from the Criminal Justice Inspectorate. Mrs Gillespie informed members that the Equality Commission was conducting research into the application of Section 75 to inform a wider review of the effectiveness of the process.

Action: Further engagement with one of the Board Committees to take place in 2018-19, Board Secretary.

The Board approved the papers.

10. QUARTER 1 BUSINESS PLAN PROGRESS REPORT (PAPER 83/17)

Mr Doran gave a summary of the Report and drew Members' attention to the progress made against each of the 5 Strategic Priorities. At the end of the first quarter of 2017-18, of the actions that required a response, all 5 Priorities had a 'Green' rating.

The Board noted the paper.

11. NNC SCCOG TERMS AND CONDITIONS (VERBAL)

Mrs Robinson informed members that there had been two meetings with the Unions to look at alternatives to the NNC and SCCOG Terms and Conditions. She had also met with the DOF's Head of Corporate HR to discuss the revised PBNI Managing Attendance Policy and Procedures. Since then Anthony Harbinson had written to PBNI advising that it would be desirable if PBNI's Policy was in line with the DoJ Sponsoring Department. Mrs Robinson explained that this would have an impact on future negotiations regarding terms and conditions. Mrs Erskine remarked

that it was a disappointing response. It was agreed that the Chairman, Chief Executive and Head of HR should request a formal meeting with Mr Harbinson to discuss further.

Action: Meeting of the Chairman and Chief Executive with Mr Harbinson to be arranged, Secretariat.

The Board noted the update.

12. FINANCIAL OUTTURN – JULY 2017 (PAPER 84/17)

Mrs Teggart gave a summary of the July 2017 Financial Outturn paper. She confirmed that the DoJ had requested Scenario Planning for 2018-19 on 4%, 8% and 12% reductions. The baseline funding had, however, been confirmed as the same as the current financial year.

The Board noted the paper.

13. PROGRAMME OF PROJECTS AND BUSINESS CASES (PAPER 85/17)

Mrs Teggart confirmed that the Corporate Resources Committee would be considering this paper at its meeting on 25 August 2017.

The Board noted the paper.

14. MANAGEMENT INFORMATION REPORT (PAPER 86/17)

14.1 Management Information Report August 2017 (Paper 86-1/17)

Mr Hamill updated members on the Tablet Review. Two tablets will be upgraded for the next three months to test potential solutions.

Mr Hamill confirmed that an update on the Fresh Start Agreement will be provided at the Corporate Resources Committee on 25 August 2017.

With reference to the Quarter 1 2017-18 update on Legal Cases, Mr Doran advised that Crown Solicitor's advice was being sought in relation to electronic tag monitoring.

14.2 HR Report June (Paper 86-2/17)

The June 2017 Sickness Absence Report will be reviewed at the Corporate Resources Committee on 25 August 2017. The July report will also be available for review at that meeting.

The Board noted the papers.

15. PROGRAMME OF VISITS AND BUSINESS (PAPER 87/17)

The Board noted the paper.

16. BOARD WORK PLAN 2016–2017 (PAPER 88/17)

The Board Secretary informed Members that it was proposed that items on the Work Plan are thoroughly reviewed by Committees prior to going to the Board for approval.

The Board noted the paper.

17. CORPORATE PLAN 2017-20 – LEARNING REVIEW (PAPER 89/17)

The Board Secretary gave a summary of the Corporate Plan Learning Review Paper.

The Board noted the paper.

18. ANY OTHER BUSINESS (VERBAL)

There was no other business.

19. BOARD SECRETARY'S BUSINESS

The Board Secretary referred members to the timetable for meetings in 2018, which had been agreed by Committee Chairs, and scheduled to minimise the number of days required to attend meetings. He reminded members of the new reporting procedures to ensure attendance is recorded accurately for the Annual Report.

The Board Secretary informed members that guidance for members' visits to offices had been posted on MinutePad under Members Reference Documents.

The Board noted the update.

20. DATE OF NEXT MEETING

The next meeting will take place on Friday 15 September 2017, PBNI HQ, Conference Room, 9.30 am.

Vilma Patterson
Chairman

Date