

PROBATION BOARD FOR NORTHERN IRELAND

**BOARD MEETING – 15 SEPTEMBER 2017**

**9.30 AM – PBNI HQ**

**388th MEETING – 20th 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  
Mrs P Shepard  
Mrs D Groves, Board Apprentice

**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 W Rodgers, Personal Secretary (Minutes)

**1. OPENING REMARKS AND CONFLICTS OF INTEREST**

The Chairman welcomed everyone to the meeting and in particular Mrs Debbie Groves, who is taking part in the Board Apprentice scheme. Mrs Groves was introduced to all the Members and members of the Management Executive Team.

The Chairman reported with the deepest regret and disappointment that there has been a reassessment of the risk to Probation staff and buildings which has now been significantly increased. This is totally unacceptable and a shock to both the Board and the Staff. The Chairman stated that she expected this development to be condemned by our stakeholders and the wider community. At this time, the most important priority is the welfare of our staff. The Board will support all the necessary actions to keep them safe and to continue to deliver the service to all the people of Northern Ireland. The Board wished to put on record its condemnation of this increased risk and its support for Probation staff at this difficult time.

The strategic session due to take place after this meeting will be deferred to enable the Conference Room to be used for staff briefings.

Items would be deferred to committees as appropriate.

No Conflicts of Interest were declared.

**2. APOLOGIES**

Apologies received from: Mr D Wall, Member. Absence was noted from: Mr T O'Hanlon Member.

**3. CONSIDERATION OF THE MINUTES (M07/17)**

The minutes of the Board meeting held on 18 August 2017 were accepted as an accurate account of the meeting with two amendments received.

Minutes from the Closed Session held on 18 August 2017 were accepted as an accurate account of the meeting.

#### **4. MATTERS ARISING FROM THE MINUTES (PAPER 90/17)**

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

The Board noted the position.

#### **5. CHAIRMAN'S UPDATE – VERBAL**

Attention was brought to the new format of the Board Agenda. This will be trialled to see how it works. It incorporates the governance of the Board and deals with business that comes under the remit of the Committees under committee business.

The Members were advised that the October Board meeting will take place in Dungannon at 'The Junction'. Directions and arrangements will be provided to members. Some staff from Mid-Ulster will be joining the meeting to meet with members and brief members on their day to day work.

The meeting was updated on the Terms and Conditions of staff. As the employer this is an important responsibility for the Board. The Head of HR provided the Members with background into the detail.

The Chairman, Chief Executive and Head of HR had met with the Anthony Harbinson, Director of Safer Communities to discuss the revised PBNI Managing Attendance Policy. The Department advised that it would be desirable for PBNI to follow the Northern Ireland Civil Service (NICS) policies. It was noted that DOF have overall responsibility to approve terms and condition.

The Chairman advised members that the consideration of terms and conditions was an important responsibility; therefore, there would be a Special Board meeting on 29 September 2017 to discuss to agree the approach.

The Board noted the update.

#### **6. CHIEF EXECUTIVE'S UPDATE – VERBAL**

The Chief Executive advised that there will be a visit by a Slovenian delegation, who are setting up a probation services, on 25<sup>th</sup> and 26<sup>th</sup> September 2017. The Board Secretary will also be involved in the visit to advise of governance arrangements.

The Director of Rehabilitation attended the American Probation and Parole Conference (APPA) at the end of August. The feedback on Mr Doran's presentation on RESET has been excellent and very positive. The Chief Executive wished to formally thank Mr Doran for his attendance at the conference. Mr Doran has written a paper following the conference and this will be made available to the Board in the future.

The Chairman, on behalf of the Board, also thanked Mr Doran for attending the Conference.

The Board noted the update.

#### **7. CORRESPONDENCE**

There was not correspondence to report on at this meeting.

#### **8 CORPORATE RESOURCES COMMITTEE – 25 AUGUST 2017**

## 8.1 Update from Committee Chair

The Deputy Chair of the Committee provided an update on the Committee meeting held on 25 August 2017.

She advised that there had been a comprehensive discussion on the financial position and the difficulty of not being able to profile the budget in the absence of the NI Executive. The Head of Finance had provided reassurance to the Committee and will continue to do so until the budget can be re-profiled. It was also advised that the Head of Finance had received correspondence from the Department on the 2018/19 and 2019/20 budgets which asked for PBNI to set out the impact of meeting pressures and cuts of 4%, 8% and 12%. The Committee discussed the impact of these scenarios on the delivery of PBNI's services and statutory duty.

Managing Attendance was discussed by the Committee and it was noted that 92% of staff have not been absent; this shows staffs' commitment and motivation.

The Chairman agreed that 92% of staff not taking absence was notable to record in the minutes.

The ICT Service Delivery Outline Business Case is on this agenda for decision.

It was reported that the Head of Finance presented a paper on Cost Modelling. This was a welcome and a good start for this work. The benefits of having such a model as a budget planning and potential decision making tool were acknowledged.

There was one action passed from the Board to committee for discussion, following members' visit to one of the offices, the procurement of services. The Committee discussed procurement but as PBNI do not have a delegated authority to procure services, all procurement is done through CPD and they appoint the contractors.

There are two items for decision by the Board under committee business.

The Board noted the update.

## 8.2 ICT Service Delivery Outline Business Case (OBC) (Paper 93/17)

The Chairman welcomed Ms Colhoun to the meeting. Ms Colhoun provided the Board with background into the ICT Service Delivery OBC. The SOC had previously been approved by the Board, DOJ and DOF so the next stage was to move to the OBC. The reasons for the OBC being required were provided. The three options listed have been shortlisted, appraised and evaluated. Page 24 of the OBC provides the balance of advantages between the options and presents the results and conclusion. The preferred option is 'option 3', Provision of infrastructure, telephony & desktop services by Enterprise Shared Services (ESS) IT Assist. The Project Board at its meeting, on 31 August 2017, agreed that option 3 was the preferred option.

The Members were talked through the consequences of moving to IT Assist. In answer to a question, it was advised that some of the existing staff would transfer to IT Assist but there would still be some resource in house to provide immediate support and troubleshoot. It was noted that there would be tight SLAs around service calls. It was advised that PBNI would also benefit from the telephony network that is part of the IT Assist service. However there are currently no plans to have incoming calls answered as part of the NI Direct service.

Following discussion the Board considered the contents of the OBC and associated Benefits Management Realisation Plan and sanctioned the expenditure associated with the costs of the preferred option.

The Chairman thanked Ms Colhoun for her work and attending the meeting.

### 8.3 Coleraine Business Case (Paper 92/17)

It was noted that the paper had not been through committee prior to coming to the Board given the timing of receipt of information required.

The Head of Finance presented the paper to members. Background was provided into why an alternative property was being sought and the issues with the current property were explained. A suitable property has been identified in the Diamond close to local networks and it meets all the requirements of PBNI. The footfall had been assessed and showed that Coleraine is a busy office and therefore is needed.

The financials around the move to the identified property were provided and discussion ensued on this. Members were reminded that PBNI do not have a delegated limit for leases. The length of the lease was advised as 5 years with a 3 year break which is the maximum allowed.

The Board approved the Coleraine Business Case.

### 8.4 Programme and Project Management (Paper 94/17)

It was confirmed that the paper was discussed at the Corporate Resources Committee on 25 August 2017. There were no questions from members.

The Board noted the paper.

### 8.5 Financial Outturn – August 2017 (paper 95/17)

In addition to the report covered under the Committee business the Head of Finance confirmed that in the absence of an Executive the budget cannot be profiled without a monitoring round. In order to ensure that the Board has an accurate analysis of financial performance, further variance analysis has been provided in the management accounts. The Head of Finance reported that if all the additional programme funding is provided a breakeven position will be forecasted.

The Board noted the paper.

### 8.6 Management Information Report (Paper 95/17)

#### 8.6.1 Management Information Report (Paper 96-1/17)

The caseload statistics were referred to the Policy & Practice Committee.

The Board noted the paper.

#### 8.6.2 HR Report – July (Paper 96-2/17)

The paper had been covered under the Deputy Chair's briefing to members.

The Board noted the paper.

### 8.7 Draft Minutes from 25 August 2017

The draft minutes from 25 August 2017 were provided for members' information.

The Board noted the draft minutes of the meeting.

## **9. PROGRAMME OF VISITS AND BUSINESS (PAPER 97/17)**

The Chairman advised that work continues to manage stakeholder engagement and the broader understanding of Probation will be discussed at the strategic session.

The Board noted the paper.

## **10. ANY OTHER BUSINESS**

The next Board Meeting will be Dungannon and details will be sent to members.

## **11. BOARD SECRETARY'S BUSINESS**

The Board Secretary advised members that the updated Governance File is available to view to minutepad.

Members were asked to note that if they do not log onto their minutepad for a period of 100 days the tablet will require a re-build.

Following the identified threat security information will be distributed to all the Members.

Details of the Special Board meeting will be forwarded to members next week.

### **11.1 Board Work Plan 2017 – 2018 (Paper 98/17)**

The Work Plan continues to be revised and updated. The Chairman thanked members of the Management Executive Team for working with the Board through the transition and streamlining process.

The Board noted the paper.

## **12. DATE OF NEXT MEETING**

The next meeting will take place on Friday 20 October 2017 at The Junction, 12 Beechvalley Way, Dungannon, BT70 1BS, commencing at 9.30 am.

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Vilma Patterson  
Chairman

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Date