

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 17 JANUARY 2014

344th MEETING – 15th OF TENTH TERM OF OFFICE

1. ATTENDANCE

1.1 Present

Mrs V Patterson (Chairman)

Mr R Mullan (Deputy Chair) (items 1-13)

Mr D Brown

Mrs J Erskine (item 1-9)

Mr D Rose

Mr E Jardine

Ms P Shepherd

Mrs L Jennett

Mr M Wardlow

Mr B McAllister (1-21)

Mr R Wilson (items 1-13)

Mr T O’Hanlon (items 1-9)

Ms C Lamont, (Acting) Director (items 1-17)

Mr P Doran, Deputy Director Operations

Mr H Hamill, (Acting) Deputy Director

Mr D van der Merwe, Deputy Director Finance and Corporate Services

Ms L Cooper, Head of Business Planning and Development (Items 6 – 18)

Mr P Thompson, Assistant Director Rural (Item 7)

Mrs G Robinson, Head of Human Resources (Items 6 – 18)

Mr P Moss, Board Secretary

Mrs J Murray, Personal Secretary (Minutes)

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed everyone to the meeting and stated there were a number of substantive items including the draft Corporate Plan 2014-17.

Wi-Fi had been made available in the Conference Room for Members’ use and the Chairman thanked staff for providing this service.

The Board Observer was Mrs Caroline Greer, (Acting) Head of Finance.

The Chairman informed the Meeting that a closed session for Board Members would take place directly after the listed business.

Mrs Erskine declared a possible conflict of interest for the discussion on Pensions.

2. APOLOGIES

Apologies had been received from Mr Brown and Mrs O’Rourke.

3. CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 13 DECEMBER 2013 (M13/13)

The Minutes of the Meeting held on 13 December 2013 including the closed session were signed as a correct record of the meeting.

4. MATTERS ARISING (Paper 1/14) tabled

Estates Strategy

The (Acting) Director reported that she had met Karen Pearson, DoJ, on business cases. During that discussion it was suggested that senior managers in PBNI involved with writing business cases should receive training from DoJ and a date for that would be identified.

Action: (Acting) Director to identify a date with the DoJ for senior management training on writing of business cases

The (Acting) Director said that she would arrange a further meeting with the Deputy Director Finance and Corporate Services and Karen Pearson to discuss concerns in relation to Alderwood.

Action: (Acting) Director to arrange meeting with DoJ to discuss concerns in relation to Alderwood

Following a query at the previous Board Meeting, the Deputy Director Finance and Corporate Services had carried out a document search in relation to Alderwood. He reported that part of the property had been acquired prior to PBNI's formation and PBNI did not hold a deed for that part of the property; a further part of the property had been purchased by PBNI in 1992 for which PBNI did hold the deed. All property currently in use by PBNI in 1982 had been transferred to PBNI and there was documentation from the Northern Ireland Office to support this. The Board Secretary had written to the Crown Solicitor's Office regarding this issue and was awaiting a response. The Deputy Director Finance and Corporate Services agreed that he would contact the Land Registry Office regarding this issue and would report back to the next Board Meeting.

Action: Deputy Director Finance and Corporate Services to contact Land Registry Office and report back to the February Board Meeting

Board Member Appraisals – the Chairman informed Members that she was in the process of streamlining the Appraisal Form and would arrange meetings in due course.

Action: Chairman to revise Appraisal Form and arrange Appraisal Meetings with Board Members

5. CORRESPONDENCE

There was no correspondence to report on this occasion.

FOR DECISION

6. DRAFT CORPORATE PLAN 2014-17 (Paper 3/14)

The Chairman introduced the item and explained to Members that it was not the intention to review the document in detail as that process been carried out at previous Board meetings. The purpose of the discussion today was to note the changes made since the

December Board meeting and approve the final draft which was to be sent to the Minister of Justice. Additional comments should be given to the Head of Business Planning and Development after the meeting.

In relation to this, a Member raised concerns that all changes proposed at the last meeting had not been incorporated into the draft that had now been presented for approval. After a detailed discussion, the Chairman agreed that a briefing note would have been helpful and that changes to this document and documents discussed at future meetings would be supported by a briefing document. The Chairman commented that although some of the wording did not appear as directly quoted at the December Board Meeting, the suggestions put forward had been included in the document but a form of words had been used to ensure all language flowed consistently throughout the document. In addition the changes agreed at the meeting would be incorporated into the report.

Reference was made that the Corporate Plan was the Board's responsibility and accountability lay with the Board. The Chairman reiterated the point made by the (Acting) Director that an assurance had been given that SMT, in addition to providing expertise and knowledge, would be led by the strategic direction of the Board. The Chairman also stated she did believe the document reflected the intention and direction of the Board.

The Chairman thanked SMT and, in particular, the Head of Business Planning and her team for their contribution in the production of the Corporate Plan.

Discussion continued and further changes were proposed to the draft. The Head of Business Planning and Development noted the further proposed changes and would produce a briefing document for Members' attention (see Annex 1).

Action: Head of Business Planning and Development to produce a briefing note listing outcomes of proposed changes to the Corporate Plan

The Board, with the exception of Mr McAllister dissenting, approved the final draft for submission to the Minister of Justice and the Chairman said that the final version would be available to Members prior to publishing.

Action: Chairman to forward final draft to the Minister of Justice and make the final version available to Members prior to publishing

A detailed discussion ensued regarding the changes proposed at the December Board Meeting and the current draft that had been presented for approval. It was agreed that the author of future drafts of documents with input from Board Members would produce a briefing note listing the outcomes of all proposed changes.

Action: in future the author of drafts of documents with input from Board Members would produce a briefing note listing the outcomes of all proposed changes.

7. COMMUNITY GRANTS: INNOVATION FUND FOR LOCAL PROJECTS

(Paper 4/14)

The Assistant Director Rural informed Members of the proposal, endorsed by the Senior Management Team on 7 January 2014, to create an Innovation Fund and outlined the background, drivers for change, proposals and action requested of the Board.

The concept of the fund was raised during the corporate plan consultation process and had also been supported for further development by the Board Corporate Planning Sub-Group. The fund would provide area managers with innovative ways of working to meet the local needs of teams and would be contained within the existing community grants scheme with up to £150,000 being ring-fenced from that budget.

The Assistant Director Rural also reported that the fund could be drawn upon as a financial contingency and the (Acting) Director added that this had been included as the savings pressures for 2014-15 were not confirmed. However, Members were concerned that this arrangement might lower the priority rating of the fund and suggested that reference to this should be deleted. Members proposed that a percentage of the community development budget be allocated to the fund rather than stipulating a set amount and also suggested that the title should be renamed in order to establish its importance within the domain of community grants.

It was proposed that the fund would operate on a pilot basis for the 2014-15 financial year with monies to be made available at the end of the second quarter. Members commented that this might not leave sufficient time to process the allocation of monies, potentially leading to an underspend.

In response to a query, the Deputy Director Finance and Corporate Services informed Members that the Community Development Budget for 2013-14 had been £1.3 m and for 2014-15 was £1.2 m due to £100k being given up to the Department for the Family Support Fund. Members commented that, should a further £150,000 be ring-fenced for the Innovation Fund, there would in effect be £250,000 less for general allocation of community grants. However, the Assistant Director Rural stated that the money ring-fenced for the Innovation Fund would enhance the work carried out with community groups in a more targeted manner and, therefore, would not take away from the overall budget.

A Board Member commented that smaller-sized organisations might not have the expertise to avail of the community grant application scheme but the Assistant Director Rural stated that area managers would meet with the smaller groups to provide advice and assistance.

The Chairman thanked the Assistant Director Rural for his presentation and enquired with regard to the type of areas that would benefit from the fund. The Deputy Director Operations responded that work to decrease car crime in prevalent areas would be a relevant example. A query was also raised as to whether there was scope within the community grants scheme to ringfence an amount for an innovation fund such as proposed and the attendant governance arrangements this would require.

Members concluded by stating that, in principle, they welcomed the creation of the fund and the Assistant Director Rural should present an amended paper for approval at the next Board Meeting.

Action: Assistant Director Rural to present an amended paper for approval at the February Board Meeting

8. COMMITTEE STRUCTURE OF THE BOARD (Paper 5/14)

The Chairman presented the proposal for continuing with the current Committee structure until December 2015. She stated that the Audit Committee had been strengthened with additional membership and the General Purposes Committee had developed its agenda to meet the requirements of the Board and its Members.

In discussion, the possibility of establishing a Policy, Practice and Communications Committee was raised. The Chairman replied that the format of the General Purposes Committee could be adapted to suit the relevant needs at any point in time and it was helpful to have a Committee where all Members had the opportunity to attend. In addition, the Chairman had concerns about the capacity of Members to attend additional meetings and said that there would be flexibility within the General Purposes Committee workplan to facilitate policy and Board discussion when necessary.

The (Acting) Director and Chair of the General Purposes Committee had met on 13 January 2014 to discuss the Committee workplan. The Committee Chair would discuss this matter with the Chairman.

**Action: Chairman and General Purposes Committee Chair
to discuss Committee Workplan**

Taking into account the flexibility provided with the agenda for the General Purposes Committee, the Chairman proposed that the current structure remain in place and continue through to December 2015 for review at that time.

The Board approved the proposal.

**Action: Current Committee structure to continue with a review to
be carried out in December 2015.**

9. PROPOSAL FOR TV DOCUMENTARY ON REDUCING OFFENDING IN PARTNERSHIP (Paper 6/14)

The Deputy Director Operations presented the paper which detailed contact made by the PSNI Press Office with regard to a forthcoming documentary series commissioned by Channel Five which would focus on crime, policing and crime prevention. The premise of the series, filming and transmission details were outlined.

Board Members expressed their concerns with regard to the programme being aired on Channel 5, which normally focused on dramatic action footage, and that PSNI would have no editorial control.

After discussion, it was agreed that the Head of Communications should act as gatekeeper for the filming process and appraise the Deputy Director Operations/(Acting) Deputy Director Operations of any concerns or decisions to be made with the option to withdraw from the programme if necessary.

The Chairman stated that the Head of Communications should ascertain more detail about filming arrangements and what PSNI was expecting to demonstrate on the programme.

**Action: Head of Communications to ascertain more detail on
filming arrangements and what PSNI was expecting to
demonstrate on the programme**

The Board agreed that PBNI participate in the programme but reservations from several members were noted.

Action: Board approved, with reservations, that PBNI should participate in the programme

AUDIT COMMITTEE

10. REPORT FROM THE COMMITTEE (10 JANUARY 2014) Verbal

The Committee Chair reported that the Committee had met on 10 January 2014 and stated that four meetings per year were normally scheduled but that the Committee had met more frequently in 2013-14. A workplan would be put in place for 2014-15.

The following points were noted from the meeting held on 10 January 2014:

Internal Audit Reports – reports on Cash Handling and Payroll had been presented with no Priority 1 recommendations identified in either report. There had been 20 outstanding issues at the beginning of the year which had been reduced to five and one of those was outside PBNI's control.

Self-Assessment Checklist – one or two issues had been identified with further training and development to take place.

External Auditor – the Committee intended to review the external auditor's performance.

Risk Management Reports – the 2013-14 budget was on target but remained an issue for attention.

Concern remained about the risk that, at some point, the Board would be unable to deliver its statutory remit. Problems had been highlighted in respect of other arm's length bodies at a recent seminar.

Finance – concern had been raised about prompt payment of invoices and the problem had been two-fold: switching to Account NI System and continuity planning. Internal Audit had been asked to look at this specifically and report back to the Audit Committee.

Inspection Reports – had been noted.

Internal Auditors – the current contract with KPMG was coming to an end and the Committee proposed that DoJ Internal Audit should take on this role. Derek Anderson (Head of DoJ Internal Audit) had presented draft terms of reference and a draft SLA for discussion. He had agreed to re-draft the Terms of Reference and SLA for approval by the Audit Committee. This service would be for up to 45 days per year at a rate of £220 per day + VAT for three years. Additional days, if required, would be provided at the same rate. Provisions about termination would be included. It was noted that, because a public body was providing the service, there was no requirement to go out to tender.

Action: Members approved the appointment of the DoJ Internal Audit as the Board's Internal Auditors for 2014-17

11. ANY OTHER BUSINESS

There was no other business to report.

FOR NOTING

12. BUDGET 2013-14: SCENARIOS FOR SAVINGS (Paper 7/14)

The Deputy Director Finance and Corporate Services presented the paper and reported on progress made up to 31 December 2013 and confirmed that savings of £425,000 (90%) had been realised with plans in place to achieve the remaining savings of £48,000 (10%).

Further to a request at the December Board Meeting, the Deputy Director Finance and Corporate Services stated that a column had been added to show the percentage of staff savings against the overall staff numbers by location.

Additional information on Risk and Impact on Service Delivery had also been included and Members enquired with regard to the increase in individual caseloads and the impact on the Assessment Unit. The Deputy Director Operations stated that the impact had been primarily in relation to administration and that workload had been supported by other staff within the Belfast area.

The Deputy Director Operations also stated that, due to the variation in roles, not all probation officers had caseloads; further it was noted that caseload allocation is also determined by risk categories across and between teams. The Head of Business Planning and Development stated that the caseload per team was available.

A Member commented that, whilst plans were in place to achieve the remaining 10% of savings, potential liability in respect of HMRC, Corporation Tax, VAT and possible requests from DoJ for additional savings needed to be taken into consideration.

The Board noted the paper.

13. NOVEMBER 2013 OUTTURN (Paper 8/14)

The Deputy Director Finance and Corporate Services presented the paper and reported on recent developments:

Additional Funding Project - DoJ had recently confirmed the additional £200,000 bid for the January Monitoring Round.

Depreciation - The DoJ had made an easement of £100,000 in terms of depreciation in the January Monitoring Round but this amount was ring-fenced and could not be used to offset pressures elsewhere.

Remaining Pressure - An approximate pressure of £85,000 remained and this would be covered by vacant staff posts not filled.

HMRC Corporation Tax Liability - Correspondence had been received from HMRC but the full extent of liability was not known. The amount was estimated at £115,000-£131,000 but this was subject to HMRC providing valuation documentation which might further reduce the liability.

Further to a query from the Chairman, the Deputy Director Finance and Corporate Services confirmed that the money gained by PBNI from sale of a property in 2007/08 was returned to the core Department but due to the current pressure on the Department the tax liability was to be funded by PBNI from the 2013-14 budget.

VAT - A further meeting, facilitated by the DoJ was planned in order for DoJ and HMRC to resolve issues. Further to a query from a Member, the Deputy Director Finance and Corporate Services agreed to check out VAT charges in relation to NISRA staff.

**Action: Deputy Director Finance and Corporate Services
to check out VAT charges in relation to NISRA
staff**

It was agreed that this item should be included in future monthly outturn reports.

**Action: Deputy Director Finance and Corporate Services
to include in future outturn reports**

Income – Admin Arrears (NIPS) - Admin arrears had been recharged to NIPS.

PAYE: Admin Staff Back Pay - The Audit Committee Chair updated the meeting with regard to PAYE in respect of Admin Staff Back Pay and potential enforcement.

Further to a query at the December Board Meeting, legal advice had been sought and the Crown Solicitor's Office had indicated that the underpaid PAYE was a result of PBNI paying the amounts as a March payment but which should have been calculated as a Month 13 payment. Therefore, this was a mistake of fact and the money could be recovered from staff but only with their consent. Staff would not be financially disadvantaged but had to agree for PBNI to recover the money. Otherwise, as this was public money, PBNI would be bound to recoup the money from staff and, where applicable, would need to obtain court orders on an individual basis.

Early interactions with staff would take place and the Chairman made reference to the possible negative impact on staff relations and reputational damage to the organisation.

A Member commented that it would be beneficial to reflect the associated risk with regard to outturn for the budget and timelines for recouping the money. The Deputy Director Finance and Corporate Services affirmed that this item would be included in future monthly outturn reports.

**Action: Deputy Director Finance and Corporate Services
to include in future monthly outturn reports**

The Board noted the paper.

14. Q3 BUSINESS PLAN PROGRESS REPORT (Paper 9/14)

The Head of Business Planning and Development presented the significant progress made in Quarter 3 against each objective:

- seven objectives were rated "Green" and were on target to be fully achieved
- four objectives were rated "Amber/Green" and work was ongoing to seek achievements
- two objectives were rated "Red" and would not be achieved.

Objective 4

Further to a query from a Member, the Head of Business Planning and Development confirmed that a Restorative Justice Strategy had been written and would be further developed following presentation at the Operational Senior Managers Meeting. The Strategy would be brought for presentation to the February or March Board Meeting.

Action: Assistant Director Prisons to present Restorative Justice Strategy at February or March Board Meeting

Objective 7

Delivery of an intervention to address domestic violence on behalf of Health and Social Care Trust was delayed due to lack of funding from the DHSS&PS and the business case had not been approved. A revised business case had now been submitted to the DHSS&PS.

The Chairman indicated that the Board viewed this as a priority area and expressed concern that the DHSS&PS had not made funding available - PBNI had, therefore, been unable to achieve this objective despite preliminary work having been carried out. The (Acting) Director stated that the DHSS&PS hoped that money would be made available within the next financial year and added that further discussions with Karen Pearson, DoJ, would take place.

Action: (Acting) Director to meet with DoJ regarding Domestic Violence Intervention

Objective 12

A member expressed the view that the RAG Status in relation to the new Case Management System should be changed from "Red" to "Green" or "Amber" given that the reason for non-completion was beyond PBNI's control. It was confirmed that the RAG status in the quarterly reports were for SMT/Board attention and further colours would be incorporated in the end of year report.

The Audit Committee Chair confirmed that this business plan objective would be brought back to the Audit Committee for review.

Action: Audit Committee to review the risks in relation to non-development of a new case management system for PBNI and YJA

The Board noted the paper.

15. ORGANISATIONAL DEVELOPMENT (Verbal)

The Head of Human Resources reported that a very constructive first meeting of the Organisational Development Programme Board had taken place on 19 December 2013 with Karen Pearson, DoJ, in attendance. Three strands of work would take place before the end of March 2014: Systems and Processes Review (Louise Cooper); Service Delivery (Paul Doran); Estates (Hugh Hamill) and underpinning those strands was the Engagement element (Gail McGreevy). The first parts of the engagement strand had been a presentation at the senior and middle manager business planning event on 16 January 2014 and a meeting held with union representatives.

The second meeting of the Programme Board would take place on 31 January 2014 at which the Programme Initiation Documents (PIDs) would be approved. A further update on each of the three strands along with the relevant PIDs would be provided to the February Board Meeting.

Action: Head of Human Resources to provide further update and PIDs to February Board Meeting

16. NILGOSC PENSION CONTRIBUTIONS – ADMIN STAFF

The Deputy Director Finance and Corporate Services presented a detailed paper with background information on progress made to resolve the situation regarding employee pension contributions for admin staff.

The timeline was outlined as follows:

- Pay National Insurance Liability – January 2014.
- Prepare Strategic Outline Case identifying options for consideration by DoJ/DFP – January 2014.
- Prepare new Business Case – March 2014.
- Formal negotiations would take place with staff with regard to terms and conditions of employment – subsequent to approval of Business Case.

Discussion followed and further to queries, the Deputy Director Finance and Corporate Service informed Members:

- Provision for this liability had been included in accounts from March 2011 and adjusted each year.
- HMRC confirmed that employees had not been receiving the allowance and, therefore, had not been classified as “Benefit in Kind”.

The Head of Human Resources added that:

- Staff had not been aware of any issue and formal consultation had not taken place.
- Employee Contracts specified a 1.5% employee contribution rate so staff negotiations would be required.

The Chairman stated that the Strategic Outline Case should be developed and brought promptly to a future Board Meeting.

Action: Deputy Director Finance and Corporate Services to promptly bring Strategic Outline Case to a future Board Meeting

The Board noted the paper.

17. PBNI/NIPS INTERFACE ON PRISON REVIEW TEAM RECOMMENDATIONS (Paper 157/13)

The Deputy Director Operations presented the paper which outlined the work between PBNI and NIPS, the Recommendations from the Owers Report that related to PBNI and the progress made to date with those Recommendations. The discussion mainly centred on Recommendation 31 in relation to joint working and, as part of that discussion, the Deputy Director Operations also went through Appendix 1 on the Role of PBNI Working with Prisons.

The main points highlighted from the paper were:

- Statutory responsibility for PBNI to provide staff presence in three prison establishments.
- PBNI was working closely with NIPS on the establishment of a “Working Out Unit” for resettlement of people who had received long term prison sentences.
- DoJ had indicated that no additional funding would be available for Recommendations 35 (adoption of Inspire Model) and 37 (community based pilot for young adult offenders).
- Neither Body wished to create a National Offender Management Service in Northern Ireland but joint work would be considered in the following areas:
 - delivery of joint training and development of a shared training model
 - commissioning of services from the voluntary and community sector
 - HR/staff exchange
 - IT support services
 - Communications/Assembly Questions/Data Protection Action/Freedom of Information
 - Estates delivery.

The Chairman thanked the Deputy Director Operations for his helpful and timely paper.

The (Acting) Director reported that she would attend the Prison Review Team Oversight Group in March 2014 and that a verbal assurance of money had been given for 2014-15 but not beyond. Members considered the Board had responsibility at policy level and would welcome a meeting with the Director General of the Prison Service before the Oversight Group.

Action: (Acting Director) to discuss possible meeting with NIPS’ Director General

During discussion, the following points were made by Members:

- expectation from the Owers Report that Recommendations should be implemented so funding should be made available
- there were implications for social work service working with people who receive long term prison sentences
- Board could formally oversee and monitor progress with a RAG rating for Recommendations
- NIPS and PBNI to have action plans developed which identifies each organisation’s own areas of responsibility and progress against delivery.
- PBNI should be involved at committal interview stage.

A suggestion was made for Members to meet with the Oversight Committee but the Chairman advised that this issue needed more consideration and would be discussed at a future meeting when further information had been provided. The (Acting) Director also advised that she would forward to Members details of the reporting structures in relation to the Owers Report.

Action: (Acting) Director to provide Members with details of reporting structures in relation to the Owers Report

PBNI/NIPS Interface to be discussed in more detail at a future Board Meeting

The (Acting) Director said that she planned to meet with Karen Pearson/Mark Adam in the near future and would keep the Board informed as issues emerged.

Action: (Acting) Director to inform Board Members on emerging issues

The Board noted the paper.

18. MANAGEMENT INFORMATION PAPER (Paper 11/14)

The Head of Human Resources informed Members that sickness absence had increased.

The Deputy Director Finance and Corporate Services made reference to the recently purchased hardware for secure web and email that had been installed at Headquarters and the Learning and Development Unit.

The Deputy Director Finance and Corporate Services informed Members that work had successfully been undertaken and had improved the performance of the Account NI application. The system performance would be kept under review.

The (Acting) Deputy Director reported on a forthcoming Serious Case Review on an individual subject to PPANI - PSNI was the key agency and PBNI had also been involved. The (Acting) Deputy Director would report back to Members in due course.

Action: (Acting) Deputy Director to report back on completion of Serious Case Review

Due to time constraints, the Chairman stated that Management Information was noted and would be discussed in more detail at the February Board Meeting.

Action: Management Information Paper to be discussed in more detail at the February Board Meeting

The Board noted the paper.

19. PROGRAMMES OF VISITS AND BUSINESS (Paper 12/14)

The Board noted the paper.

20. BOARD OBJECTIVES AND WORKPLAN (Paper 13/14)

The Chairman said that she would review the paper in more detail at a later stage and would also discuss the Workplan for the General Purposes Committee.

Action: Chairman to discuss Board and General Purposes Committee Workplans at a future Board Meeting

The Board noted the paper.

OTHER BUSINESS

21. CHAIRMAN'S BUSINESS

Accountability Review – the Chairman reported on the Accountability Review with the Minister on 8 January 2014. The meeting had been very positive with discussion on the achievements against the previous year's business plan and the very positive reports from CJINI with regard to contributions made by PBNI. Emphasis was also placed on PBNI's social work trained probation officers and its pro-active and independent Board. The meeting also provided an opportunity to raise concerns around continued financial pressures and pressures on the estate.

Diversity Champion – a proposal would be put forward at the February Board Meeting to appoint a Diversity Champion from the Board.

Action: Proposal for Diversity Champion to be discussed at the February Board Meeting

22. DIRECTOR'S/SECRETARY'S BUSINESS

Portadown Office - the Deputy Director Finance and Corporate Services reported that the Central Procurement Directorate (CPD) was in the process of finalising the contractor accounts for the Portadown office which PBNI had taken possession of in March 2012. The contractor had been paid at that time with costs totalling £170,000 but PBNI was now to receive an additional invoice in excess of £60,000.

The Deputy Director Finance and Corporate Services said that he would contact CPD to express concern that nearly two years after taking possession there were extra costs of more than a third of the cost of the project and to ask for a breakdown in order to establish ownership of the costs. In answer to a query it was confirmed that the figure accrued in the accounts is the small retention figure due after final completion. It was noted that the capital budget for 2013-14 had been fully allocated.

The Board expressed concern that a figure beyond the retention figure was now being raised and they would await the outcome of the enquiries with CPD.

Further detail would be provided in the Outturn Report presented to the February Board Meeting.

Action: Deputy Director Finance and Corporate Services to provide further detail in relation to the Contractor Accounts for the Portadown Office in the Outturn Paper presented to the February Board Meeting

National Association of Forensic Social Workers National Conference – the (Acting) Deputy Director informed Members that the Head of Psychology would present a paper on Mental Health Disorders at the National Conference which was being held in New York in July 2014. The costs would be met from the PPANI Budget and the conference host.

A Member stated that there was now a requirement to notify the DoJ of all travel outside the United Kingdom, including travel that had been subsidised.

Action: Deputy Director Finance and Corporate Services to check if DoJ had to be notified of all travel outside the United Kingdom

Butler Trust Awards – the Deputy Director Operations informed Members that a member of staff had received a commendation in the Butler Trust Awards.

Griffin Society- the Deputy Director Operations informed Members that a member of staff had been successful in progressing to the second stage of the selection process for a research fellowship.

Expenses Forms – the Board Secretary stated that expense forms submitted would be processed as soon as possible.

Register of Member Interests Forms – the Board Secretary reminded Members that forms should be submitted to the Secretary and would be processed as soon as possible.

24. DATE OF NEXT MEETING

The next meeting would take place on Friday 14 February 2014 at 9.30 am in the Conference Room at PBNI Headquarters.

The meeting closed at 1.45 pm.