

## PROBATION BOARD FOR NORTHERN IRELAND

**BOARD MEETING – 16 MAY 2014****9.35 AM – CONFERENCE ROOM, PBNI HEADQUARTERS****348<sup>th</sup> MEETING – 19<sup>th</sup> of TENTH TERM OF OFFICE****ATTENDANCE**

Mrs V Patterson (Chairman)	Mr B McAllister
Mr D Brown (Items 1 – 23)	Mrs M O'Rourke (Items 1 -7)
Mr E Jardine	Mrs P Shepherd
Mrs L Jennett	Mr M Wardlow (Items 1 – 23)

Ms C Lamont, (Acting) Director  
 Mr P Doran, Deputy Director  
 Mr H Hamill, (Acting) Deputy Director  
 Ms L Cooper, Head of Business Planning and Development  
 Ms C McCann, Head of Finance  
 Mrs G Robinson, Head of Human Resources  
 Mr P Moss, Board Secretary  
 Mrs J Murray, Personal Secretary (Minutes)

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

The Chairman thanked Members for attending the brief closed session which had taken place at 9.30 am and the Minutes of the previous closed session were approved as an accurate record.

There were no Board Observers in attendance and no Conflicts of Interest were declared.

**2. APOLOGIES**

Apologies had been received from Mrs Erskine, Mr Mullan, Mr O'Hanlon and Mr Rose.

**3. CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 17 APRIL 2014 (M4/14)**

The Minutes of the previous meeting held on 17 April 2014 were approved as an accurate record of the meeting.

The Chairman thanked the Secretary and Mrs Murray for producing a more streamlined minute and confirmed this process should continue.

**4. MATTERS ARISING (Paper 58/14) tabled**

The Matters Arising from the previous Minutes had been listed for Members' attention. The Chairman highlighted the revised and more detailed format and stated that future documents would be circulated in advance of meetings to enable Members to have sufficient time to peruse the content.

**Action: future editions of Matters Arising document to be circulated to Members in advance of Board Meetings**

5. CORRESPONDENCE (Paper 59/14) tabled

The following items of correspondence had been tabled for Members' consideration:

- Update from Marc Ceron, CEP President, following the eleventh General Assembly with a cover note from the (Acting) Director highlighting the First World Congress on Probation, the tri-annual EuroVista Journal and the forthcoming Conference of Directors of Prison and Probation.
- Background and update on the Radicalisation Awareness Network (RAN) including a seminar attended by the (Acting) Director in April 2014.
- Letter dated 18 April 2014 from the Chairman to Anthony Harbinson, DoJ, regarding PBNI's Budget Allocation for 2014-15.

6. ANNUAL REPORT AND ACCOUNTS 2013-14 (Paper 60/14)

The Head of Finance presented an overview of the draft Annual Report and Accounts for Members' attention.

The Auditors had received a copy of the Accounts and the Audit process had commenced on 12 May 2014. Members would review the governance statement and, subsequent to any post audit adjustments, confirmed that they were content for the final accounts to be signed off at the June Audit Committee. The Chair of the Audit Committee assured Members that, further to a detailed discussion at the May Audit Committee, the Accounts would be expected to be signed off as unqualified since there were no major concerns identified at this stage.

**Action: Final Accounts would be presented to the June Audit Committee**

The Chair of the Audit Committee expressed thanks to staff for the huge commitment involved and Members agreed that staff should receive recognition.

The Head of Business Planning and Development informed Members that the status and markings of the two objectives classified as "not achieved" would change to reflect that the outcome had been beyond PBNI's control.

7. COMMUNITY GRANTS ALLOCATIONS (Paper 61/14)

Members agreed that a special Board Meeting would be convened within the next week to discuss the Community Grants Allocations in detail.

**Action: Secretary would contact Members to identify date for special Board Meeting**

8. JOBTRACK APPLICATION 2014-15 (Paper 62/14)

The Jobtrack application was linked to the Community Grants Allocations and Members also agreed to defer the discussion on the Jobtrack Application to the special Board Meeting.

**Action: decision on Jobtrack application deferred to Special Board Meeting**

## 9. ORGANISATIONAL DEVELOPMENT

### 9.1 Estates Strategy (Paper 63/14)

The (Acting) Deputy Director presented a paper which provided an update in respect of the Refreshed Estates Strategy.

Specific reference was made to the Antrim Office, the relocation of staff and services from L&D to Headquarters and to the Ballymena Office respectively and an amended proposal from the DoJ/NIPS in respect of Alderwood. The update also covered progress in respect of the DoJ Estates Strategy (Headquarters stream).

The Chairman requested that a zero-based review should be carried out to support the Estates Strategy.

#### **Action: Zero-based review to be carried out to support the Estates Strategy**

The Board noted progress to date and approved that the Estates Strategy progress to the next stage.

### 9.2 Relocation of Victims Unit (Paper 64/14)

The (Acting) Deputy Director presented the proposal to relocate staff and services from the Victims Unit to the Lisburn Office. It was noted that the closure of the Unit had also been identified in the 4% savings scenario.

The Board approved the relocation of the Victims Unit to the Lisburn Office.

### 9.3 Organisational Development Report – Completion of Phase 1 (Paper 65/14)

The Head of Human Resources presented the paper which outlined the completion of Phase 1 and requested the Board's direction for governance and approval for going forward.

Members commended the work carried out to date and gave approval for the work to be taken forward. The Head of Business Planning and Development emphasised that the drivers for change had not solely been financially based but had also been to develop a modern, fit for purpose service which demonstrated efficiency and effectiveness. Feedback from staff at different forums and most recently via the communications survey also reiterated that position.

#### **Action: Head of Communications to present the results of the Communications Survey to the June General Purposes Committee meeting**

The Deputy Director updated Members on the Service Delivery workstream and stated that a paper outlining the new working arrangements with the Youth Justice Agency (YJA) would be presented to the June Board meeting.

#### **Action: Deputy Director to present YJA position paper to the June Board meeting**

The Deputy Director also confirmed that a further updated practice paper would be issued to staff and would contain reference to the Board's support in respect of Organisational Development.

#### **Action: Deputy Director to circulate revised practice update paper to staff**

The Chairman stated that this would be an opportune time to update Brendan McGuigan, Chief Inspector of Criminal Justice, in respect of changes to the Best Practice Framework.

**Action: (Acting) Director to arrange meeting with CJINI**

The Head of Business Planning and Development updated Members on the Systems Review workstream and stated that a review of the Corporate Services Departments was planned for the next tranche of work.

Engagement with staff had been very well received and, now that the first piece of work had been completed, the (Acting) Director's Communique would be integrated into Probation News.

**Action: (Acting) Director's Communique to be integrated into Probation News**

The Chairman informed Members that a sub-group consisting of 3-4 Members would be formed to carry out a review of the SMT structure to inform the Organisational Development programme. The Chairman would also contact Alan Todd, PSNI, regarding his availability for the group.

**Action: Chairman to contact Members and Alan Todd to establish an Organisational Review sub-group**

The Board approved the following:

- (1) First phase of work signed off as achieved.
- (2) Second phase of work to be carried out including:
  - continuation of the Estates Strategy process
  - implementation of recommendations for the operational areas
  - review of the Corporate Services systems
  - organisational review starting with SMT
  - continuation of engagement strategy.
- (3) Governance arrangements would consist of the Organisational Programme Board continuing to the end of phase 2 and to the completion of the reviews. After that point, the Board would take the lead and look at proposed structures.

AUDIT COMMITTEE

10. REPORT FROM THE COMMITTEE – 10 APRIL 2014 (Paper 66/14)

11. REPORT FROM THE COMMITTEE – 14 MAY 2014 (Verbal)

The Committee Chair reported on the following developments:

- Capital Gains Tax – awaiting response from DoJ on developments
- VAT – ongoing issues and would report back when further developments had been made
- Health and Safety Internal Audit – Committee was content with the ongoing management by staff to address issues and a more detailed action plan would be produced
- E-Appraisal System Internal Audit – ongoing item and would be discussed at the June Audit Committee
- Fraud Update – would be included as a standing item on Audit Committee agendas

The Chairman noted the heavy agenda for the Committee and conveyed the Board's appreciation to the Committee Chair and Members for the work undertaken.

12. ANY OTHER BUSINESS

There was no other business to report.

GENERAL PURPOSES COMMITTEE13. REPORT FROM THE COMMITTEE – 2 MAY 2014 (Verbal)

The Committee Chair reported that the presentations made by Professor Peter McBride, Chief Executive, NI Association for Mental Health and Geraldine O'Hare, Head of Psychology, at the meeting on 2 May 2014 had given a comprehensive perspective on mental health.

The meeting scheduled for 30 May 2014 would be used to provide Governance training for Members and the June agenda would have a presentation by the Public Health Agency and an input by the Head of Communications on Engagement.

14. ANY OTHER BUSINESS

There was no other business to report.

FOR NOTING15. BUDGET 2014-15 (Paper 67/14)

The Head of Finance informed Members that the DoJ had confirmed PBNI's budget allocation for 2014-15 which represented a 4% cut. The DoJ had presented the reduction as a 2.5% reduction in approved savings and a 1.5% reduction related to the Welfare Reform Bill.

A summary of the budget reduction was outlined and plans were in place for PBNI to operate within the revised budget. It was noted that the DoJ had stated that further budget reductions might be sought during the course of the year.

The Board noted the paper.

16. MARCH 2014 OUTTURN (Paper 68/14)

The Head of Finance presented the following update to Members:

- Year End Outturn - the provisional outturn for 2013/14 was a £1k underspend in revenue expenditure and a £15k underspend in capital.
- Corporation Tax – the total liability had been paid - the payment was being treated as a Prior Period Adjustment and would be reflected in prior years.
- NILGOSC Admin Employee Contributions – a business case setting out various options was being prepared.
- VAT – HMRC had confirmed that the services provided by PBNI to NIPS were not subject to VAT and HMRC was in the process of deciding whether the income related to secondments out should be subject to VAT.
- PAYE on Admin Back Pay – this issue had been resolved and HMRC had refunded PBNI the full £90k in relation to the over deducted PAYE.

- Prompt Payment Results - 90% of all invoices had been paid within the timeframe during March 2014.

16.1 Sale of the Antrim Office – the Chairman informed Members that the sale of the Antrim Office had not been successful. The Land and Property Services had suggested proceeding to auction but Members agreed to defer this decision until further information including costs had been provided by the Head of Finance.

**Action: Head of Finance to ascertain more detail in relation to the sale of the Antrim Office by auction**

The Chairman congratulated the Head of Finance on the progress made in resolving a number of outstanding issues.

The Board noted the paper.

17. MANAGEMENT INFORMATION (Paper 69/14)

The Head of Human Resources gave a detailed presentation in relation to workforce and sickness absence figures. She informed Members that scenario planning had taken place in respect of the 4% reduction to the budget and the reference made by the DoJ to possible further reductions in-year had been noted.

The following points were noted in relation to Information Strategy:

- Strategic Outline Case for a new Case Management System to be presented to the June Board meeting.
- Disaster Recovery Site to be re-located to HMP Maghaberry by 27 May 2014.
- Four recent low level data security incidents had occurred and there had been no requirement to notify the Information Commissioner.
- Work was ongoing to improve performance of the Account NI system.

One serious further offence was reported on.

The Board noted the paper.

18. BUSINESS CASES, PROJECT AND PROGRAMMES UPDATE (Paper 70/14)

The Head of Finance presented the paper which had been revised to include an update on current business cases, programmes and projects. Detail was provided on progress made up to 30 April 2014 and it was agreed that the E-Appraisal System should also be included.

**Action: Head of Finance to add the E-Appraisal System to the Schedule**

The Chairman thanked the Head of Finance for the paper and welcomed the addition of the Projects and Programmes schedule.

The Board noted the paper.

19. TERRORIST/POLITICALLY MOTIVATED OFFENDERS (Paper 71/14)

The (Acting) Deputy Director presented the paper which provided Members with an update on progress made since August 2012.

Members discussed the subject in detail and noted the next steps for PBNI would be to contribute to the pending review of the multi-agency guidance and, on completion of the review, to issue updated guidance to staff.

During the discussion, a Member raised some concern with regard to attendance at the Radicalisation Awareness Network (RAN) events and the (Acting) Director assured Members that she considered this participation was appropriate but would monitor PBNI's involvement.

The Board noted the paper.

20. PROGRAMMES OF VISITS AND BUSINESS (Paper 72/14)

Information on events attended by the Chairman and Senior Managers from 23 April 2014 to 16 May 2014 was presented for Members' attention.

The Chairman made specific reference to the two very successful events held at the Long Gallery on 30 April 2014. The first of these was an engagement event with MLAs attended by Members, Senior Managers and Area Managers. At the second event, staff were presented with their Long Service and Staff Awards and the occasion was very well received by all staff in attendance.

The Chairman thanked the Communications Team for their hard work in organising the events and for arrangements on the day.

The Board noted the paper.

21. BOARD OBJECTIVES AND WORKPLAN 2014-15 (Paper 73/14)

The Board Workplan was presented for Members' attention.

The Board noted the paper.

22. SERVICE USERS' FEEDBACK MECHANISMS (Paper 73/14)

The item was deferred to the June Board meeting.

**Action: The Head of Business Planning and Development to present the paper to the June Board meeting**

OTHER BUSINESS

23. CHAIRMAN'S BUSINESS

Director of Rehabilitation – the Chairman updated Members on a meeting held with Brian McCaughey on the development of his role at the Northern Ireland Prison Service.

Alternative Venue for Board Meeting – the Meeting Room at Ballymena was not large enough to facilitate a Board meeting and an alternative venue would be sought for a future Board meeting.

**Action: Secretary to identify alternative venue for a future Board meeting**

24. DIRECTOR'S/SECRETARY'S BUSINESS

Health Trust Non-Adjudicated Offenders Sexual Violence Programme – the (Acting) Director informed Members that the Regional Strategic Group had made a request for PBNI and the NSPCC

to collaborate to take forward the programme. The Head of Psychology would be leading on this area of work and a business case would be developed similar to the work on domestic violence.

Appointment for Head of Psychology – the British Psychological Society had appointed Geraldine O’Hare as its Chief Assessor of Forensic Psychology and the (Acting) Director, along with senior managers, was delighted at this tremendous honour for Mrs O’Hare.

**Action: Chairman to write letter of congratulations to Geraldine O’Hare**

Shared Services Review – the (Acting) Director updated Members on information received from Ronnie Armour, DoJ Lead on Shared Services, indicating that PBNI’s Finance and HR Departments would not form part of the review going forward and that PBNI would remain within the Safer Communities Directorate. The NI Prison Service and the Youth Justice Agency would become part of the Reducing Offending Directorate when formed.

Staff Engagement Events – four half day staff engagement events were being organised to take place in June 2014 to discuss the Corporate Plan 2014-17 and Business Plan for 2014-15. Input from the Chairman would form part of the programme.

DoJ Departmental Board Meeting – the meeting chaired by Nick Perry had been held for the first time in PBNI on 29 April 2014 and DoJ staff availed of the opportunity to visit teams within Headquarters. The Secretary and Head of Communications had attended the meeting as observers.

Expense Forms – the Secretary thanked Members for submitting their forms.

25. ANY OTHER BUSINESS

There was no other business to report.

26. DATE OF NEXT MEETING

The next meeting would take place on Friday 13 June 2014 at 9.30 am in the Conference Room, PBNI Headquarters.

The meeting closed at 12.55 pm.