

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 13 JUNE 2014**9.30 AM – CONFERENCE ROOM, PBNI HEADQUARTERS****349th MEETING – 20th of TENTH TERM OF OFFICE**ATTENDANCE

Mrs Vilma Patterson (Chairman)	Mr R Mullan (Deputy Chairman)
Mr D Brown (Items 1-7, 9 – 28)	Mr T O’Hanlon
Mrs J Erskine	Mrs M O’Rourke
Mr E Jardine	Mr B McAllister (Items 1-23)
Mrs L Jennett	Mr R Wilson
Mr D Rose	

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 (Items 1-21)
 Ms C McCann, Head of Finance (Items 1-20)
 Mr P Moss, Board Secretary
 Mrs J Murray, Personal Secretary (Minutes)

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed Members and stated there would be a brief closed session following the meeting.

Mr Brown declared a conflict of interest for the discussion on PBNI/YJA Co-operation (item 8).

2. APOLOGIES

Apologies had been received from Mrs Shepherd and Mr Wardlow.

3. CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 16 MAY 2014

The Minutes of the previous meeting held on 16 May 2014 were approved as an accurate record of the meeting.

4. MATTERS ARISING (Paper 76/14)

As per the new reporting arrangement, the Matters Arising document had been circulated in advance of the meeting to enable Members to peruse the content. The following updates were provided:

International Update Article - the (Acting) Director had met with the Chief Parole Commissioner on 28 April 2014 to discuss further the joint article for the American Probation and Parole Commission.

Risk / Finance Update Training – the Chairman clarified that all Members would be invited to attend the training session planned for later in the year and would hope to use a date allocated for the General Purposes Committee.

Prison Population Review – the Deputy Director confirmed that Brian Grzymek had attended the Operational Management meeting on 10 June 2014.

Organisational Development Programme – the Chairman reported that, due to recent changes within the PSNI, a new date would be agreed to meet with Alan Todd. In the meantime, the Chairman would meet with the Head of Human Resources and would progress the establishment of a sub-group to carry out a review of the senior management team.

Action: Chairman to arrange meetings with Alan Todd, the Head of Human Resources and progress the establishment of a sub-group

5. CORRESPONDENCE

There were no items of correspondence presented.

EMERGENCY COMMITTEE

6. REPORT FROM THE COMMITTEE (Paper 78/14)

The Minutes from the Meeting held on 23 May 2014 had previously been circulated and the Chairman drew Members' attention to the Action Points.

Action: Assistant Director Rural would present proposals for funding in respect of an alternative to Jobtrack from 2015-16 to a future Board meeting

7. VOLUNTEER/MENTORING PILOT SCHEME – EVALUATION AND OPTIONS (Paper 79/14)

The Head of Business Planning and Development presented the evaluation of PBNI's Pilot Volunteer Mentoring Scheme followed by a paper which outlined a range of options for the further utilisation of volunteer mentors in PBNI. The Head of Business Planning and Development stated that Option 4 - to recruit a volunteer mentor co-ordinator to manage a PBNI scheme and broker links to other schemes – would be the preferred way forward for the senior management team and colleagues.

The Deputy Director reported that the Emergency Committee held on 24 May 2014 had allocated funding from the 2014-15 Community Grants Budget to develop Objective 4 of the 2014-15 Business Plan - to evaluate the use of volunteer mentoring in PBNI and determine future delivery options - and this included the appointment of a co-ordinator up to March 2015.

The Chairman had written to existing volunteer mentors to thank them for their contribution and to provide details of an event planned to acknowledge that contribution but the event was subsequently cancelled due to insufficient numbers.

The Board noted the findings of the evaluation of the pilot scheme and approved Option 4 as the preferred way forward in relation to future delivery.

Action: Head of Business Planning and Development would provide an update to the August Board meeting via the Matters Arising report

8. PBNI/YOUTH JUSTICE AGENCY (YJA) CO-OPERATION WITH YOUNG PEOPLE UNDER THE AGE OF 18, WHO OFFEND

Mr Brown had declared a conflict of interest and was not in attendance for discussion on this item.

The Deputy Director Operations presented an update to Members in relation to co-operation in service delivery between PBNI and the YJA in respect of the Organisational Development Programme. As part of this, the YJA would act as the single point of contact in courts and a draft Information Sharing Agreement to underpin these arrangements, including enforcement issues, was currently with the YJA for consideration.

The Deputy Director informed Members of a proposal, requiring Board approval, to introduce a pilot scheme in the Greater Belfast area, which would commence in October 2014 for a period of six months, for the YJA to take responsibility for the oversight of the community element of Juvenile Justice Centre Orders. Further to a query, the Deputy Director Operations stated that the Crown Solicitor's Office had confirmed that these arrangements were achievable within current legislation. A robust Memorandum of Understanding would be drawn up between PBNI and YJA and consultation would take place with relevant stakeholders.

The Board approved the proposal and requested an update be provided.

Action: Deputy Director Operations to provide an update on completion of the pilot scheme

AUDIT COMMITTEE

9. REPORT FROM THE COMMITTEE (15 MAY 2014) (Paper 80/14)
10. REPORT FROM THE COMMITTEE (6 JUNE 2014) (Verbal)
11. ANY OTHER BUSINESS

Mrs Erskine provided the following report to Members:

- PBNI had unqualified accounts at year end.
- The External Audit Draft Report with the Management Response would be presented to a future Audit Committee.
- One Internal Audit had received limited assurance and this would be mentioned in the Governance Statement and Annual Accounts.

The Chairman thanked the Audit Committee Members and the Senior Management Team for the work undertaken during the course of the year in dealing with a detailed Audit agenda and with the various issues that had been monitored and resolved by year end.

GENERAL PURPOSES COMMITTEE

12. REPORT FROM THE COMMITTEE
13. ANY OTHER BUSINESS

The Committee Chair updated Members as follows:

- Governance training had taken place on 30 May 2014.
- Policy papers on Substance Abuse, Secondment, Retirement and Disclosure of Information in Relation to the Commission of an Offence would be presented to the June Committee.
- Molly Kane from the Public Health Agency would make a presentation to the June Committee.

Mr Jardine requested that any Members, who were unable to attend Committee meetings for policy discussions, should forward written comments in advance of the meeting in order for issues to be

addressed as it was not intended to re-open discussions at Board meetings. Policies would be signed-off at the Board meeting that followed the Committee discussion.

BOARD GOVERNANCE TRAINING

14. BOARD GOVERNANCE TRAINING – 30 MAY 2014 (Paper 81/14)

The Chairman reported on the Board's governance training which had taken place on 30 May 2014. Members were asked to note the outcome of the training and it had been agreed that clarity on the lines of accountability would be discussed at a later stage.

Action: Clarity on lines of accountability lines to be discussed at a later stage

FOR NOTING

15. ANNUAL REPORT AND ACCOUNTS 2013-14 (Paper 82/14)

The Head of Finance reported that the Annual Report and Accounts had been approved at the Audit Committee on 6 June 2014 and subsequently signed off by the (Acting) Director on 11 June 2014. The Internal Auditors had recommended an overall satisfactory assurance rating with an exception for Health and Safety.

The Chairman thanked the (Acting) Director and her team for presenting the Accounts and, in particular, the Head of Finance for her contribution since joining the organisation at the end of the financial year.

The Board noted the paper.

16. BUDGET 2014-15

The Head of Finance reported that work was being carried out to establish budget allocations for 2014-15.

Action: Head of Finance to present Budget 2014-15 paper at August Board meeting

17. MARCH 2014 FINAL OUTTURN (Paper 83/14)

The Head of Finance presented the final outturn for March 2014. There was a £4k underspend in revenue expenditure and a £15k underspend in capital.

The Board noted the paper.

18. MANAGEMENT INFORMATION: QUARTERLY UPDATE (Paper 84/14)

The Head of Human Resources reported on the decrease in staffing figures and the (Acting) Director reported that work had been undertaken and would continue in relation to the budget and safe staffing levels. The (Acting) Director would keep the Chairman briefed on progress.

Action: (Acting) Director to keep Chairman updated on budget and staffing

The Deputy Director informed Members of the successful move of the IT Disaster Recover Site to HMP Maghaberry.

The (Acting) Deputy Director reported that PBNI's current website needed to be replaced and, to facilitate this, a bid for capital monies (£25k) could be placed with the DoJ to secure an outside provider but the DoJ had suggested, as an alternative, that the DoJ could host the website. The Chairman stated that this option was being raised to ascertain Members' views before further progress was made. In respect of the option of the DoJ hosting PBNI's website, Members raised a number of queries as part of further research on the issues. The queries included: do other NDPBs have their websites hosted by Departments; would URL change; would there be a change to PBNI's email platform/address; who would control and update the Website? Members welcomed further research into the various options and approved for the Electronic Sub-Group of the Board to be convened to carry out further work.

Action: Electronic Sub-Group to be convened and report back to August Board meeting

Further to a query from a Member, comparative figures in relation to grievances/complaints would be presented to a future Board meeting.

Action: Head of Human Resources to provide comparative analysis of grievances/complaints to a future Board meeting

The Board noted the paper.

19. BUSINESS CASES, PROJECTS AND PROGRAMMES UPDATE (Paper 85/14)

The Head of Finance updated Members on progress made up to 31 May 2014.

The Board noted the paper.

20. REVIEW OF COMMUNITY GRANTS POLICY: UPDATE (Paper 87/14)

The (Acting) Deputy Director presented an update to Members and made reference to the six Drivers for Change (listed below) that would be taken into account by the Community Grants Review Group:

- DoJ Guidance on Managing the DoJ Grants Delegation.
- DoJ led Review of Working between the Criminal Justice System and the Community and Voluntary Sector.
- Department of Social Development, Code of Practice for Minimising Bureaucracy in Grant Funding for the Community and Voluntary Sector.
- Prison Reform Recommendation 31.
- Department of Health's New Direction Strategy for Drug and Alcohol Funding.
- Recommendation of the Evaluation of the Community Grants Policy 2012-13.

Action: Policy Review to be presented to the October Board meeting

The Board noted the paper.

21. SERVICE USERS' FEEDBACK MECHANISMS (Paper 88/14)

The Head of Business Planning and Development presented a paper which outlined options to meet the PBNI Business Plan Objective of enhancing probation practice by developing service user feedback mechanisms.

Option 2 (to centrally organise a service user forum from existing service users) and Option 6 (a footfall survey) had been identified as the preferred options to progress the development of the objective.

The Head of Business Planning and Development agreed to include for consideration a suggestion by a Member to establish a focus group where a number of identified clients would attend meetings.

The Board noted the paper.

22. STRATEGIC OUTLINE CASE – CASE MANAGEMENT SYSTEM (Paper 89/14)

The Deputy Director Operations presented an update to Members and stated that a Strategic Outline Case (SOC) would follow when further work had been undertaken and procurement options discussed with the Central Procurement Directorate.

Action: Deputy Director Operations or Head of IT to present SOC to the August Board meeting

The Board noted the paper.

23. PBNI WORK ON PRISON REVIEW TEAM RECOMMENDATIONS (Paper 90/14)

The Deputy Director Operations provided a summary to Members on PBNI's work to date on the Prison Review Team Recommendations. Members valued the level of work undertaken by PBNI and thanked the Deputy Director Operations for the helpful and comprehensive summary document provided.

The Board noted the paper.

24. PROGRAMMES OF VISITS AND BUSINESS (Paper 91/14)

Information on events attended by the Chairman and Senior Managers from 19 May 2014 to 13 June 2014 was presented for Members' attention.

The Chairman highlighted her meeting on 3 June 2014 with Nick Perry and Anthony Harbinson which focused on the forthcoming Departmental restructuring. The Chairman would write to the DoJ to request that PBNI be represented on the Policy Committee and this item would be discussed in more detail at the August Board meeting.

Action: Chairman to write to DoJ and discuss Departmental Restructuring at the August Board meeting

25. BOARD OBJECTIVES AND WORKPLAN 2014-15 (Paper 92/14)

The Board Workplan was presented for Members' attention.

The Board noted the paper.

26. CHAIRMAN'S BUSINESS

26.1 Accountability Review – the Accountability Review had been confirmed for 12 September 2014.

27. DIRECTOR'S BUSINESS

27.1 Jobtrack – the (Acting) Director reminded Members that responses in respect of the Jobtrack paper were due by close of play on 13 June 2014 and thanked those Members who had responded.

- 27.2 Talkback Broadcast – the (Acting) Director appraised Members of a forthcoming broadcast she would be participating in to be aired on Talkback on 18 June 2014. The broadcast would also include inputs from the Minister and the NI Court and Tribunal Service.
- 27.3 Forensic Social Work Conference – the (Acting) Director informed Members that the Head of Psychology and Interventions had successfully submitted a paper on the Strategy for the Assessment and Management of Mentally Disordered Offenders Supervised by PBNI for presentation at the Forensic Social Work Conference taking place in New York from 25-27 July 2014. Members agreed that the conference would provide a tremendous opportunity to highlight PBNI's work internationally and would potentially forge wider relationships to learn of probation practice in other jurisdictions and endorsed the (Acting) Director's proposal for the Head of Psychology and Interventions to attend the conference.

Action: (Acting) Director confirmed she would liaise with DoJ to take forward

28. DATE OF NEXT MEETING

The next meeting would take place on Friday 8 August 2014 at 9.30 am. The venue was subsequently confirmed for Ballymena Probation Office.

The meeting closed at 12.30 pm.

Vilma Patterson
Chairman

Date