

## PROBATION BOARD FOR NORTHERN IRELAND

**BOARD MEETING – 16 January 2015****10.00 AM – CONFERENCE ROOM, PBNI HEADQUARTERS****357th MEETING – 28th of TENTH TERM OF OFFICE****ATTENDANCE**

Mrs Vilma Patterson (Chairman)	Mr R Mullan (Deputy Chairman)
Mr D Brown	Mrs J Erskine
Mr E Jardine	Mrs L Jennett
Mr B McAllister (Items 5-29)	Mrs M O'Rourke
Dr M Wardlow	Dr R Wilson

Ms C Lamont, (Acting) Director  
 Mr H Hamill, (Acting) Deputy Director  
 Mrs G Robinson, (Acting) Board Secretary/Head of Human Resources  
 Ms C McCann, Head of Finance (Items)  
 Ms G McGreevy (Items 8)  
 Mrs W Rodgers, Personal Secretary (Minutes)

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

The Chairman welcomed all attendees to the meeting. The Chairman advised Members of Mr B McAllister's appointment to the United Nations Standby Mediation Team. Regretfully due to the nature of the work and its stipulations of contract Mr McAlister is required to resign from the Board of the Probation. He will write to the Minister tendering his resignation. The Board meeting on the 13 February 2015 will be his last meeting with PBNI. Congratulations on behalf of the Board were passed to Mr McAlister on his appointment.

No Conflicts of Interest were declared.

**2. APOLOGIES**

Apologies had been received from Mr T O'Hanlon, Mr D Rose, Mrs P Shepherd and Mr P Doran, Deputy Director.

**3. CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2014**

The Minutes of the Special Board Meeting held on 28 November 2014 were approved as an accurate record of the meeting.

The Minutes from the Board Meeting held on 12 December 2014 were agreed with the following amendments:

Page 3, item 11 – insert The Deputy Chair 'of the Audit Committee'.

4. MATTERS ARISING FROM THE MINUTES (Paper 1/15)

Members were asked to note the Matters Arising, with all actions either in progress or completed.

5. CORRESPONDENCE (Paper 2/15)

The Chairman briefly tabled to Members the correspondence received from Nick Perry reference funding; the two Consultation Responses – there was brief discussion around the submission and Members were advised that no response has been received to date on either Consultation; the Members' attention was brought to the correspondence between the Chairman and the Minister on NIPS Funding; the (Acting) Director advised Members that correspondence with the Director General of NIPS. No further correspondence was presented.

Members noted the correspondence.

6. ALLOCATION OF COMMUNITY DEVELOPMENT (Paper 3/15)

The Board approved both business cases.

7. ALDERWOOD – ERECTION OF FENCE (Paper 4/15)

The (Acting) Deputy Director presented the business case for the erection of a fence at Alderwood and advised of the discussions between DOJ and NIPS. Members were advised that the preferred option was Option 3 (the fence outside the natural boundary). The Members talked through the presented maps showing the options for the location of the fence. A Member asked whether planning permission was required for the erection of the fence and he was assured that no planning permission was required.

The Board approved the business case – Option 3 / Map B.

8. INVESTIGATION OF COMPLAINTS – PBNI STAFF WORKING IN PRISONS (Paper 5/15)

The Head of Communications provided members with the background to this paper and explained that there had been a protocol in place for the pilot scheme with the Prisoner Ombudsman reference complaints against PBNI staff working in prisons since 2009; the Board had approved the protocol at that time. Updated advice from the Department of Justice received is that complaints in relation to Probation staff working in prisons should remain under the remit of the Northern Ireland Ombudsman.

9. GENERAL PURPOSES COMMITTEE – ANY OTHER BUSINESS – (Agenda items 9 and 10)

The Chair of the General Purposes Committee advised Members that there had not been a meeting since the last Board Meeting on 12 December 2014; the next meeting is scheduled for the 30 January 2015. Members were advised that there would be a presentation by Ms V McVea of the Northern Ireland Human Rights Commission and

Members were asked to attend as the input from Ms McVea would be very useful to PBNI.

The (Acting) Board Secretary advised that priorities had changed and that February 2015 Committee Meeting would have a fuller agenda although she was awaiting confirmation of the policies which are to be presented.

The Board noted the update.

11. AUDIT COMMITTEE (Verbal) (Agenda items 11 and 12)

The Chair of the Audit Committee advised that there had not been a meeting of the Committee since the last Board Meeting on 12 December 2014. The next meeting of the Committee is scheduled for 23 January 2015 and the Chair asked Members of attendance to ensure that there was a quorum.

The Board noted the update.

13. REMUNERATION COMMITTEE (Verbal)

The Chairman advised Members that the Remuneration Committee had met on the morning of the 16 January 2015 prior to the Board Meeting.

The Board noted the update.

14. REVIEW OF NIPS SERVICE LEVEL AGREEMENT (Paper 6/15)

The (Acting) Director outlined to Members the sequence of events up to January 2015 as a result of notification from NIPS that it wished to renegotiate Probation's work in prisons with the outcome being a cut in funding to PBNI from NIPS.

The Board noted the paper.

15. COMMUNICATION STRATEGY UPDATE (Paper 7/15)

The Head of Communication advised Members that the last update to the Board had been in August 2014. Attention was brought to the internal, external and public affairs activities.

The new website provider had been signed off and the Head of Communications advised Members of the traffic on the website and the pages most visited. The interactive website will be live by March 2015.

Members were also advised that the (Acting) Director had been meeting with Chief Executives of councils.

The Board noted the paper.

16. Q3 BUSINESS PLAN 2014-2015 UPDATE (Paper 8/15)

The (Acting) Deputy Director advised Members of the current status of the 14 objectives with in the Business Plan. Five currently have an 'Amber' status but will be met; three will be partially delivered and one objective will not be met. The Chairman has written to the Minister of Justice to explain the status of the objectives.

### 17. RE-OFFENDING DATA 2011/12 COHORT

Niall O'Neill, Deputy Principal Statistician gave the Members a presentation on the re-offending data 2011/12 cohort. The methodology was explained and the reason for the historical data being published and why it is the most up to date.

During the discussion it was noted that having comparison data from the US and Scandinavia set out in the table would be very interesting

The Chairman thanked Mr O'Neill for his presentation and that the Members found it most interesting.

### 18. ORGANISATIONAL DEVELOPMENT (Verbal)

The Chairman updated the Members on the progress of the work. The (Acting) Director's work is on track and is due to report to the Sub-group by the end of January 2015. The Sub-group will be meeting on 2 February 2015 and are on target to present a draft report to the February Board with the final report due to be presented to the Board in March.

Consultation and engagement with the Unions will be facilitated in this time table.

The Board noted the update.

### 19. DECEMBER FINANCIAL OUTTURN AND COST REDUCTION (Paper 9/15)

The Head of Finance took the Members through the paper presented and highlighted a number of areas to Members by way of an update.

The Board noted the paper.

### 20. BUSINESS CASES, PROJECT AND PROGRAMME UPDATE (Paper 10/15)

The Head of Finance updated Members on the current situation and progress of business cases and projects.

The business case for Headquarters is progressing with the (Acting) Deputy Director and Head of Finance met with SIB and received positive feedback. The business case is to be sent to DFP for approval. Members were advised that the business case for the refurbishment of Limavady Road.

Tendering for the tablets for SMT and Board has been completed and is on target. The laptops have now been ordered.

The Chairman thanked the Head of Finance for the detailed briefing note and noted the business cases and projects ongoing.

The Board noted the paper.

### 21. BUDGET 2015-2016 (Verbal)

Item was covered under previous discussions during the Board Meeting.

## 22. CASE MANAGEMENT SYSTEM (Verbal)

The (Acting) Deputy Director advised Members that an update was contained in the Management Information Report under page 8 (11/15). It was agreed that the Case Management System will remain on the Board agenda as a standing item at present. Following discussion it was confirmed that the DOJ have been asked to re-establish a Project Board to keep a focus on progressing the options. The previous Programme Board had been closed when the previous project did not progress.

The Board noted the update.

## 23. MANAGEMENT OF INFORMATION (Paper 11/15)

Members noted the paper. There was no Serious Further Offence to report. Members were advised that the E-appraisal system was on target for implementation on 1 April 2015.

The Case Management update was discussed under item 22.

The Board noted the paper.

## 24. PROGRAMME OF VISITS AND BUSINESS (Paper 12/15)

The Board noted the paper

## 25. BOARD OBJECTIVES AND WORKPLAN 2014-15 (Paper 13/15)

It was noted that policies mentioned on the workplan will also be presented to General Purposes Committee prior to presentation to the Board.

The Board noted the paper.

## 26. CHAIRMAN'S BUSINESS

- a) The Internal Audit recommendation to review the Standards and Board Effectiveness is to be completed before the year end; Members were reminded that a meeting was scheduled to take place on 6 February, lasting approximately three hours. It is hoped that as many Members attend if available. Papers will be sent to Members.
- b) The Chairman advised that she will be meeting with the Minister for Justice on 5 February and both she and the (Acting) Director will appear at the Justice Committee Evidence Session on 28 January 2015.

## 27. DIRECTOR'S /SECRETARY'S BUSINESS

- a) The (Acting) Director advised that PBNI had facilitated a visit from the Director of Probation and Parole in Malta.

- b) The Deputy Director was making a presentation to visitors from Bahrain's Government and Prisons on 16 January 2015.

28. DATE OF NEXT MEETING

The next meeting would take place on Friday 13 February 2015 at 9.30 am.

The meeting closed at 12.40 pm.

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Vilma Patterson  
Chairman

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Date