

PROBATION BOARD FOR NORTHERN IRELAND

SPECIAL BOARD MEETING – 24 October 2014**9.30 AM – CONFERENCE ROOM, PBNI HEADQUARTERS****353rd MEETING – 24th of TENTH TERM OF OFFICE**ATTENDANCE

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| Mrs Vilma Patterson (Chairman) | Mr R Mullan (Deputy Chairman) |
| Mrs J Erskine | Mr E Jardine |
| Mrs L Jennett | Mr B McAllister |
| Mrs M O'Rourke | Mrs P Shepherd |
| Mr R Wilson | |

Ms C Lamont, (Acting) Director
Mr P Doran, Deputy Director
Mrs G Robinson, (Acting) Board Secretary/Head of Human Resources
Ms C McCann, Head of Finance (Items 1-17)

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed all attendees to the Special Board Meeting and advised the reason the meeting had been called was to consider a matter referred from the Audit Committee meeting on 17 October 2014 and which required a Board decision urgently in order. The meeting was to discuss one paper, E-Appraisal Project – Additional Expenditure.

There were no Conflicts of Interest declared.

2. APOLOGIES

Apologies had been received from, Mr D Rose, Mr M Wardlow, Mr T O'Hanlon, Mr D Brown and Mr H Hamill, (Acting) Deputy Director.

3. E-APPRAISAL PROJECT – ADDITIONAL EXPENDITURE

The Deputy Director outlined to the Board that at the Audit Committee on 6 June 2014, an options paper was presented to consider the way forward on the E-Appraisal Project. The Committee approved the preferred option to work with the Kofax, the supplier, to complete the outstanding work.

On 17 October 2014 the Audit Committee received an update on the project. A Project Initiation Document has been produced to enable the project to be managed effectively. PBNI has re-engaged with Kofax who have shown a willingness to resolve the outstanding issues and deliver a working system to meet the original specification and the enhancements previously requested.

The Deputy Director highlighted that there are 6 outstanding issues – 3.5 enhancements and 2.5 defects. These have been detailed in a Statement of Work. Kofax have provided an estimate of £4,500 for these enhancements. In addition, Kofax were asked to reinstate the test environment

which was lost following a water leak in the server room in March 2014 which destroyed a server. The estimate for this work is £1,800.

The Board approved initial expenditure of £57,495 plus annual running costs of £11,500 in August 2009 (Paper 74/09). In October 2010 the Board approved a further £24,000 to cover enhancements to the system (Paper 116/10). Therefore the total approved expenditure is £81,495.

The additional £6,300 will bring the total expenditure on the project to £83,747.70. The Audit Committee has noted that an additional £2,252.70 is now required to complete the project.

The Deputy Director stated that the outstanding work needs to start immediately to allow the HR and IT Departments to deliver training to staff, commencing in January 2015.

The Deputy Director requested that the Board approve the additional expenditure of £2,252.70 to complete the project.

Members raised concerns regarding the cost of the system and the associated running costs. Also the requirement to get a formal assurance from Kofax that the system would be fit for purpose and implementation once this specified work had been carried out. It was agreed that the Deputy Director would raise with Kofax the ongoing running costs and assurance requirement. It was also agreed however, that working with Kofax, to implement a system given expenditure to date, was the most pragmatic way forward.

Members were advised that lessons had been learnt, as highlighted in the KPMG Internal Audit Report, especially in relation to project management.

Action: the Deputy Director to raise running costs with Kofax and the requirement for an assurance that the system would be fit for purpose once this work was carried out.

The Board approved the additional expenditure.

Meeting closed at 10.00 am