

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 17 NOVEMBER 2017

10.30 AM – PBNI HEADQUARTERS

391st MEETING – 23rd of THE ELEVENTH TERM OF OFFICE

ATTENDANCE

Mrs V Patterson (Chair)
Mrs J Erskine (Deputy Chair) Mr D Brown
Mr I Jeffers Mrs A Matthews
Mr R Mullan Mrs P Shepherd
Mr D Wall
Mrs D Groves, Board Apprentice

Officials

Ms C Lamont, Chief Executive
Mr H Hamill, Director of Operations
Mrs G Robinson, Head of HR
Mrs C Teggart, Head of Finance
Mr M Cox, Board Secretary

Mrs A Abraham, Personal Secretary Manager (Minutes)

Observer

Ms J Christian, Probation Officer

**PRESENTATION – WINSTON CHURCHILL FELLOWSHIP: PROBLEM SOLVING COURTS –
“Investing in Treatment to Prevent Re-offending”**

Dr Geraldine O’Hare, PBNI Head of Psychology & Interventions, thanked the Board and the Chief Executive for the opportunity to undertake the Winston Churchill Fellowship. She gave a presentation on her research into Problem Solving Courts in the USA, which had focused on Mental Health Courts, Domestic Violence Courts and Drugs Courts. She outlined the benefits of Problem Solving Courts in preventing re-offending and highlighted that the role of the judiciary was key to their success. The first Domestic Violence Court in Northern Ireland will commence in December 2017 (Derry) and the first Substance Misuse Court in January 2018 (Belfast). It is hoped that a Mental Health Court can be established in 2018.

The Chairman thanked Dr O’Hare for her presentation, which was most informative, and the Board will look forward to receiving updates in the future.

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed everyone to the November Board meeting. The Chairman, in particular, welcomed Ms Joanne Christian, as an observer and expressed the hope that she would find the meeting informative.

The Chairman advised that there were three substantive items for consideration: Item 9.1 Management Information Report; item 10.2 Electronic Case Management System Update; and a tabled paper in relation to item 10.3 Information Gathering Exercise.

Items would be deferred to committees as appropriate.

No conflicts of interest were declared.

2. APOLOGIES

Apologies were received from: Mrs J Gillespie, Member; Mr T O'Hanlon, Member; Mr G OhEara, Member; Mr P Doran, Director of Rehabilitation and Mrs W Rodgers, Personal Secretary.

3. CONSIDERATION OF MINUTES

Board Meeting – 20 October 2017 (M10/17)

The minutes of the Board meeting held on 20 October 2017 were accepted as an accurate account of the meeting.

4. MATTERS ARISING FROM THE MINUTES (PAPER 112/17)

The Chairman explained that the Chief Executive would update on three matters arising from the previous Board Meeting: Crawford Square, the PSNI Security Review and the Electronic Case Management System (ECMS). The update on the ECMS would be provided under item 10.3 on the agenda. The matter in relation to a joint meeting of the Audit & Risk Assessment Committee and the Corporate Resources Committee to discuss the NILGOSC issue would be taken forward by the Board Secretary.

5. CHAIRMAN'S UPDATE – VERBAL

The Chairman thanked the staff in the Mid Ulster Team for their presentation at the October Board meeting in Dungannon and confirmed she had written to the Area Manager on behalf of the Board to express their appreciation.

Members were reminded of the contributions required for Christmas hospitality and gifts.

The Chairman updated members on the formal meeting with NAPO and NIPSA unions, held on 31 October 2017 and thanked Mrs Erskine, Mrs Gillespie, Mr Jardine, Mr Wall and MET officials for attending. National Officials from both unions were in attendance. It was a positive meeting and the Chairman advised that the Board would reflect on the unions' comments and feedback to them in due course. It was agreed that the Board's position on TPMOs would be on the agenda at the December Board Meeting.

Action: Board's position in respect of TPMOs to be on the December 2017 Board agenda

The Chairman updated members on her meeting, held on 14 November 2017, with UUP MLAs, Doug Beattie and Robin Swann. Mrs Matthews, Member and Ms McGreevy, PBNI Head of Communications also attended. A meeting with Dolores Kelly MLA, SDLP, has been arranged for Thursday 23 November 2017 and if members are available to attend, they should contact the Chairman. This marks the start of a further round of engagement meetings with political parties.

The Chairman reminded members of refresher training in respect of roles and responsibilities for members and MET officials.

The Chairman apprised the meeting of a seminar she attended in London on 16 November 2017 for Arms-length Bodies and Partnering Departments – "Creating a total delivery system". Rosemary Crawford, DoJ Deputy Director - Policing, Policy & Strategy Division, also attended.

The Board noted the update.

6. CHIEF EXECUTIVE'S UPDATE – VERBAL

The Chief Executive updated members on matters arising from the October Board Meeting.

Crawford Square Brief

Ms Lamont stated that she and MET colleagues had had an opportunity to reflect from the previous meeting. She noted that there were lessons to be learnt but wanted to apologise to Mrs Erskine.

The Chief Executive provided members with an update on contact with the residents since the October Board meeting. A meeting was arranged for the 9 November 2017 with the residents, Mr Roddy (facilitator of the meetings), Ms Lamont and Mrs Teggart. At this meeting Ms Lamont apologised for the delay in what had been the original timeline of getting a permanent solution and explained PBNI's strategy of amalgamating the two offices in Derry. The previously advised short term contingency of moving had proven to not be suitable. The residents were advised that everyone who had previously met them had done so in good faith, with the desired solution to meet everyone's needs. The residents were then advised that a permanent solution had now been secured. Mrs Teggart outlined the process involved in relocating the two offices to one. The residents asked for a completion date but Ms Lamont advised that an exact date could not be confirmed due to building timelines.

The Heads of Terms have now been agreed and a revised Business Case is being prepared. It was noted the approval process required through committees, Board, DOJ and DOF, both of whom have been made aware of the urgency. In view of this, Mrs Erskine proposed that approval of the Business Case be referred to the Chairman without being submitted to the CRC to meet the timing requirements. Mr Jardine and Mr Jeffers seconded the proposal.

Action: The Business Case is to be referred to the Chairman for approval on behalf of the CRC and Board.

Mrs Erskine thanked Ms Lamont for her apology.

PSNI Security Review(s)

Mrs Teggart advised that she had received a report on the security review of premises earlier this week. She confirmed that the Corporate Resources Committee (CRC) would be updated at their meeting on 1 December 2017.

Ms Lamont advised that she had requested an update threat assessment to staff and buildings and would brief the Board when received.

Mr Hamill confirmed that partners eg PPANI and NIACRO have been kept up to date with regard to the suspension of home visits.

CJINI Report on the Availability and Use of Management and Performance Management Information in the Criminal Justice System

Ms Lamont advised that the CJINI Report on the Availability and Use of Management and Performance Management Information in the Criminal Justice System had been published in September 2017 and highlighted very positive reference to PBNI. The Report was noted at the ARAC meeting in October 2017 and will be considered at the PPC meeting on 24 November 2017. She suggested that the report be forwarded to Mrs Rodgers for circulation to Members.

Action: Report on the Availability and Use of Management and Performance Management Information in the Criminal Justice System to be circulated to Members and added to the PPC Agenda on 24 November 2017

Independent Reporting Commission – Fresh Start

Ms Lamont and Mr Hamill were called to give a report to the Independent Reporting Commission (IRC) on Thursday 26 October 2017. Mr Hamilton, Assistant Director and Ms Grant, Area Manager – Aspire Project, also attended and gave a presentation on the Aspire project. The report to the IRC was well received by the Commissioners.

Gold Award for the Workplace Charter on Domestic Violence

PBNI received a Gold Award for Workplace Charter on Domestic Violence at a ceremony held on 9 November 2017.

Public Protection Advisory Group (PPAG) 8th Annual Seminar

The 8th Annual PPAG Seminar was held on Friday 10 November 2017 at the Long Gallery, Stormont. The theme was Reducing Re-offending – Working across borders and boundaries. Ms Lamont thanked the Chairman, Mrs Gillespie, Mr Jardine and Mrs Matthews for attending.

Enhanced Combination Order (ECO) Research Launch Event

This event is being held on Monday 4 December 2017. The Lord Chief Justice, Sir Declan Morgan, Mr David Lavery, Director of Access to Justice, and Mr Paul Doran, PBNI Director of Rehabilitation, will be making presentations.

MFSM

Ms Lamont confirmed that DoJ are carrying out a review with all Arms-length Bodies on their respective MFSMs. PBNI have received a revised MFSM from the DoJ for review. MET officials will be reviewing the document, for approval by the Audit & Risk Assessment Committee (ARAC) at its meeting on 26 January 2018.

Staffing

Gayle McGurnaghan has returned as Learning & Development Manager following a five year career break, reporting to the Head of Human Resources. Seven new Area Managers have been appointed.

Electronic Monitoring

Ms Lamont informed members that the DOJ had notified PBNI of faulty electronic tags. The Assistant Director, Urban, has carried out a review and established that five service users were recalled but not as a result of malfunctioning tags. G4S are liable for any compensation claims.

The Board noted the update.

7. CORRESPONDENCE (PAPER 113/17)

There was one piece of correspondence for the Board to note.

7.1 Letter received by Mr D Moloney from Mr N Perry, Permanent Secretary

The Board noted the correspondence.

8. AUDIT & RISK ASSURANCE COMMITTEE – 27 OCTOBER 2017

8.1 Update by Committee Chair (Verbal)

The Deputy Committee Chair informed members that Amanda Oliver (Acting) Head of Internal Audit (DoJ) had attended the ARAC meeting on 27 October 2017. Ms Oliver is temporarily replacing Derek Anderson, who has moved departments.

With regard to the error when laying the Annual Accounts, Mrs Erskine confirmed that Ms Lamont and Mrs Teggart had met with her, corrected the issue and gave assurance that this would not happen again.

In respect of the RHI learning points, it was noted that there were no significant gaps in processes or procedures for PBNI.

The Internal Audit Control Log showed 18 outstanding recommendations, 12 of which relating to the Case Management System and 3 to Information Assurance.

For Discussion

8.2 Strategic Risk Register 2017-18 Quarter 1 and Quarter 2 Updates (Paper 114/17)

The Committee had reviewed the Quarter 1 and 2 updated. In Quarter 2, a new risk was added in relation to the threat level to staff and buildings. The Committee had asked for wording amendments to be made to Risk 3 on the case management system and additional wording in respect of reputational risk under Risk 7. Mr Hamill confirmed this had been actioned.

In response to a question from Mr Jeffers in respect of the risk around the implementation of the General Data Protection Regulations (GDPR), Mr Hamill confirmed that this was a risk. He also advised that the risk relating to information loss had been removed from the Strategic Risk Register (SRR) and placed on the Operational Departmental Risk Register. The pending GDPR is on the current SRR Horizon Scan and it will be discussed at the next Senior Managers' Audit and Risk Management meeting.

For Noting

8.3 Draft Minutes from 17 October 2017 (Minutes)

Draft minutes of the meeting were provided for members' information. These will be considered and approved at the next meeting of the Committee which will be held on 26 January 2017.

The Board noted the draft minutes of the meeting.

9. POLICY & PRACTICE COMMITTEE BUSINESS

There had been no Committee meeting since the last Board meeting and therefore an update from the Committee Chair was not required.

9.1 Management Information Report (Paper 115/17)

Mr Hamill highlighted the key points in the Management Information Report. He advised members that an update on the Electronic Case Management System (ECMS) would be covered under agenda item 10.2. In respect of IT Service Delivery, there had been queries raised by NIPSA and the DoJ Economics Team in respect of the Outline Business Case (OBC). The revised OBC would be reviewed at the next IT Service Delivery Project Board in December 2017. The revised business case will go to the DoF for approval. The purging of records on the current case management system (PIMS) will commence this month. Work is

progressing on the upgrading of 2 existing 'tablets'. The Chairman asked for a more specific timeline for completion. Mr Hamill will provide an update at the next Board meeting.

Action: Director of Operations to provide an update in respect of 'tablet' upgrades at the next meeting

Mr Hamill informed members that there was one serious further offence which had been reviewed and no practice gaps identified.

The Board noted the paper.

10. CORPORATE RESOURCES COMMITTEE BUSINESS

There had been no Committee meeting since the last Board meeting and therefore no update was required from the Committee Chair.

For Discussion

10.1 Programme and Project Management Quarterly Review (Paper 116/17)

Mrs Teggart gave a summary of the paper. She confirmed that once business cases had been approved, they would be moved into the Projects section of the paper. The Omagh Business Case has been approved and building work will commence shortly. She asked members to note Community and Voluntary Sector grants that had been awarded. In response to a question by the Chairman, Mrs Teggart confirmed the funding was from additional money from the Department and details were noted in the log spreadsheets.

For Noting

10.2 Electronic Case Management System Update (Paper 117/17)

Ms Lamont set out in detail the actions being taken against the 6 Recommendations of the Gateway Review. Mrs Erskine requested that a time specific assurance action plan should be presented to the Board. Ms Lamont confirmed that this would be taken forward by the new Project Manager as one of the recommendations from the Gateway Review. Discussion took place around the importance to identifying the right person for this role. Mrs Shepherd suggested that the DOJ Senior IT Manager may be able to assist. Ms Lamont confirmed that discussions had already taken place in this respect. The project would be managed under Phase 3 of Workforce Modernisation and that the Director of Operations would become the new Senior Responsible Officer (SRO) of the project, reporting to herself as the SRO of the Workforce Modernisation Programme Board.

The Board noted the paper.

10.3 Information Gathering Exercise 2018-21 (Paper 118/17)

Mrs Teggart provided detail on the summary paper. She confirmed that, on 17 August 2017, the Head of FSD in DoJ had requested information on the period 2018-21 and an update on the 2017-18 in year position, together with detailed information on: the impact of potential budget reductions on the 2017-18 baseline budget; capital requirements from 2018-21; 2017-18 pressures and easements and the timing of capital in 2017-18. A discussion on the information gathering exercise took place at the Corporate Resources Committee meeting on 25 August 2017 and PBNI submitted the return on 31 August 2017.

On 16 November 2017, the DoJ requested that Annex A be updated and returned by 21 November 2017. The revised Annex A is tabled today. A discussion took place on the detail in the document and Mrs Teggart took feedback on amendments from members. An amended

version will be returned to DoJ on 31 November 2017 and submitted to the CRC meeting on 1 December 2017, for noting.

The Board noted the paper.

10.4 Financial Outturn – October 2017 (Paper 119/17)

The paper was referred to the Corporate Resources Committee meeting on 1 December 2017, for noting.

10.5 HR Sickness Absence Report (Verbal)

Mrs Robinson confirmed that October 2017 Sickness absence figures would be reviewed at the Corporate Resources Committee meeting on 1 December 2017.

11. PROGRAMME OF VISITS AND BUSINESS (PAPER 121/17)

The Board noted the paper.

12. ANY OTHER BUSINESS

There was no other business.

13. BOARD SECRETARY'S BUSINESS

13.1 Board Work Plan 2017 – 2018 (Paper 122/17)

The Board noted the paper.

13.2 Board Assessment Preparation (Verbal)

The Board Secretary informed Members that questionnaires would be forwarded in the next few weeks in respect of the annual Board Self-Assessment Exercise.

Action: Self-Assessment Questionnaires to be forwarded to Members

The Board Secretary reminded members to advise Mrs Rodgers of any dietary requirements for the Christmas lunch on 15 December 2017.

14. DATE OF NEXT MEETING

The next meeting will take place on Friday 15 December 2017 in PBNI HQ, Conference Room, commencing at 9.30 am.

Vilma Patterson
Chairman

Date _____