

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 21 SEPTEMBER 2018**9.30 AM – PBNI HEADQUARTERS****401ST MEETING – 33RD of THE ELEVENTH TERM OF OFFICE**ATTENDANCE

Mrs V Patterson (Chair)	
Mrs J Erskine (Deputy Chair)	
Mr D Brown	Mrs J Gillespie
Mr E Jardine	Mr I Jeffers
Ms A Matthews	Mr R Mullan
Mr G OhEara	Mr D Wall
Mrs B Henderson, Board Apprentice	

Officials

Ms C Lamont, Chief Executive
 Mr H Hamill, Director of Operations
 Dr G O'Hare, Acting Director of Rehabilitation
 Mrs G Robinson, Head of HR
 Mrs C Teggart, Head of Finance
 Ms G Montgomery, (Acting) Assistant Director (Presentation)
 Mr M Cox, Board Secretary
 Mrs W Rodgers, Personal Secretary (Minutes)

1. PRESENTATION – NEW PRACTICE STANDARDS 2018

The Chairman welcomed Ms Montgomery to the meeting. The Board had approved the New Practice Standards at its meeting in August. The Policy & Practice Committee (PPC) had received the presentation at its meeting on 3 August 2018 and considered that it was important that the full Board receive the same presentation.

Mr Jardine commented that this is an important piece of work and is at the heart of what Probation does. The revision of the Standards was timely in light of budget constraints. The Committee considered the Standards to be an exemplary piece of work.

Ms Montgomery provided members with background and a summary of the New Practice Standards 2018. Training will be delivered to all operational staff grades in advance of the implementation date of 1 November 2018. The Deputy Chair advised members that the PPC had suggested that the Standards form part of the induction for the newly constituted Board. Mr Jardine requested that the Standards be put on Minutepad for members' information.

Action: New Standards 2018 to be placed on Minutepad. (Secretariat)

The Chief Executive commended Ms Montgomery on an exceptional piece of work and advised that she was content with the work moving forward.

The Chairman thanked Ms Montgomery for her presentation and commented that it had been informative. Ms Montgomery confirmed that Probation have document control logs and can update them when required.

2. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed everyone to the September Board meeting. In particular the Chairman welcomed Dr O'Hare to her first Board meeting following her appointment as Acting Director of Rehabilitation and wished her success in the role. The Chairman also welcomed Mrs Henderson as the incoming Board Apprentice. Mrs Henderson provided the Members with background into her career to date and that she was very pleased to have been placed with Probation for her apprenticeship.

No conflicts of interest were declared.

2. APOLOGIES

Apologies were received from: Mr T O'Hanlon, Board Member; Mrs P Shepherd, Board Member.

3. CONSIDERATION OF MINUTES

Board Meeting – 18 August 2018 (M08/18)

The minutes of the Board meeting held on 18 August 2018 were accepted as an accurate account of the meeting with one agreed amendment to point 10.0 Equality Annual Progress Report – Section 75.

4. MATTERS ARISING FROM THE MINUTES (PAPER 106/18)

The Chairman advised that action 2 (Legal advice being sought) from the meeting on 20 July 2018 was in progress with action 4 dependant on the outcome of action 2. The Board Secretary has been in contact with the Crown Solicitors' Office (CSO) for an update. All actions from the meeting held on 18 August 2018 were noted as completed.

The Board noted the position.

5. CHAIRMAN'S UPDATE (VERBAL)

The October Board will have a full agenda. Peter May, Permanent Secretary, will be attending the Board meeting in October. Brendan Mooney of Kainos will also be attending the October meeting. Due to Mr May's diary being rescheduled he will be arriving at PBNI at 9 am – 10 am. The Chairman asked if members could facilitate this earlier start. Mr May will be discussing current and emerging issues with members. Mr Mooney has been invited to attend at 10.30 to 11.30 am to provide his insight into the use of data for management information. Members were informed that the meeting will finish no later than 1 pm.

The Chairman and Mrs Gillespie attended the Good Relations event on 'Working with individuals from the Travelling Community'. The event was insightful and helped in the understanding of the relevant social issues.

The Chairman attended a dinner organised by the British Council on Perceptions of Peace. The Chairman had chaired a justice workshop earlier in the year in Belfast at a conference organised by the British Council

The Board noted the update.

6. CHIEF EXECUTIVE'S UPDATE – VERBAL

The Management Executive Team (MET) met with Mr May, Permanent Secretary, on 17 September 2018. The Team raised a number of issues with him: the NILGOSC issue, the addition of pilot funding and a fuller briefing on the T/PMO issue. Mr May did note that he would be attending the Board in October. MET talked of an overall Justice Strategy and what was the Strategy. Mr May had requested a copy of the 'Trends Paper' which the Board had received at its last meeting.

The Omagh Office will be formally opened this month.

Glyn Capper and FSD are conducting a formal review of NISRA with Dr O'Hare being Probation's senior representative.

By way of an update on Shipquay Street, as discussed at the last meeting, the Chief Executive advised members that she had been in contact with Mr Roddy and had been advised that the residents had not raised any concerns since the last meeting with them. The Chief Executive and Mr Roddy agreed that she would keep Mr Roddy updated on progress.

The Board noted the update.

7. CORRESPONDENCE (PAPER 107/18)

There were five letters to note.

- 7.1 Letter from the Chairman to NAPO reference T/PMO working (Paper 107-2/18)
- 7.2 Letter from the Chairman to NIPSA reference T/PMO working (Paper 107-3/18)
- 7.3 Reply received by the Chairman from Nick Perry reference T/PMO working (Paper 107-4/18)
- 7.4 Letter from the Chairman to Anthony Harbinson reference Board skill sets (Paper 107-5/18)
- 7.5 Letter from Anthony Harbinson in response to the Chairman's letter on Board skill sets (Paper 107-6/18)

The Chairman noted 7.3 - the letter received from Nick Perry with reference to T/PMOs. Discussion followed on the revised working practices and the material adverse impact on public safety and public perception with not working with T/PMOs.

The Board noted the correspondence.

8. POLICY AND PRACTICE COMMITTEE (PPC)

The Chairman advised that members had received a full update on the last PPC meeting held in August at the August Board.

For Noting

8.1 **Management Information Report (Paper 108/18)**

There is no significant change in the caseload. The Report showed decreases in convictions going through courts and prisons. New trends are showing how Probation is working to provide alternatives with an increase in the use of Problem Solving Courts (PSC) and Enhanced Combination Orders (ECOs). The Lord Chief Justice is supportive of these and sees it as the way forward. There was a discussion on quantifying the resource required to service the alternatives to custody and the potential for vulnerability for Probation if this is not shown. The Chief Executive advised that a meeting has been scheduled to discuss reviewing the Management Information Report.

Action: The Lord Chief Justice's speech to be circulated to members. (Chief Executive /Secretariat)

The Head of HR provided information on resourcing and advised that the ratio of caseload to staff was where it should be now. Sickness Absence has a projected reduction of 6% for the year.

The Director of Operations advised that tenders for the Electronic Case Management System (ECMS) close on 22 October 2018 with the decision on awarding the contract being made by the 30 October 2018. The Business Case for IT Service Delivery is with FSD. Members were advised that the PBNI 'exchange' had gone down resulting in the Organisation

temporarily losing email and calendars; this was due to the age of the equipment. The Chief Executive will be writing to the Department to express the need to accelerate the move to IT Assist. Discussion ensued on the desire for the NICS to move to Shared Services but there appears not to be the resources to support this strategy.

The Members were advised that there were three Serious Further Offences to report.

The Board noted the paper.

9. CORPORATE RESOURCES COMMITTEE BUSINESS (CRC)

9.1 Update by Deputy Committee Chair from 7 September 2018 (Verbal)

The Deputy Committee Chair informed that the Committee had met on 7 September 2018. There were two business cases being brought to the Board for decision.

The Deputy Committee Chair advised that there had been an in-depth discussion on the funding of Projects and Programmes. In particular, there was discussion around ECOs. The Committee expressed their concern on the responsibility of the Board under Section 75. The concern expressed was that ECOs were not being provided across the jurisdiction which raised an equality issue. It was advised that ECOs are still being described as a 'pilot' by the Department. Discussion ensued that the 'pilot' cannot go on indefinitely and a decision will have to be made by the DOJ by January 2019 on ECOs' future to allow for resource planning.

Shipquay Street and Coleraine premises were discussed at length by the Committee. The Committee also discussed the risk of Properties Division being under-resourced and work falling behind schedule, in particular, the required security work which raised Article 2 issues. The Chief Executive had written to the Deputy Director of Properties Division and has received assurances that the work on the Coleraine Office will be completed by the financial year end. The potential use of external contractors was discussed to allow for work to be completed. It was noted that other DOJ organisations have used external contractors.

Ballistic glazing was discussed and the potential timeframe for installation. The current position is that the type of ballistic glazing suitable for the Shipquay building is being explored in line with the advice from PSNI and the difficulty that the building is in a conservation area.

The Members raised concern over the length of time this was adding to the project, and that there was now no completion date for the premises. Members asked for a report on the timeline, activity and contact to date on the project since the work began

Action: Timeline of activity and contact to date on the project since work began relating to ballistic glazing to be provided to the next Board. (Head of Finance)

The IT Service Delivery Business Case is still with FSD awaiting approval. This has now been entered onto the Corporate Risk Register. It was agreed that the CRC should be advised of any updates.

Action: CRC to be advised of any updates to the IT Service Delivery Business Case. (Director of Operations)

The Head of HR informed members that the Managing Attendance Policy was still awaiting approval from the DOF. Pay, working with T/PMOs and the pension issue are all emerging risks. The Head of HR provided assurance that there was a People Strategy and Talent Management in place; the Deputy Committee Chair commented that the paper was an encouraging piece of work. The Sickness Absence continues to decrease which is encouraging.

The Board noted the update.

For Decision**9.2 Business Case for Andersonstown Lease Break (Paper 109/18)**

The Head of Finance advised members that Probation has no delegation for approving leases. The Business Case is being brought to the Board via the Committee for approval. The lease is for five years with a break at three years. The Business case is to continue the lease to its five year end. Following discussion, the Committee agreed to recommend approval to the Board.

The Board approved the Business Case for Andersonstown Lease Break.

9.3 A Business Case for Magherafelt Lease Break (Paper 110/18)

The Head of Finance advised members that Probation has no delegation for approving leases. The Business Case is being brought to the Board via the Committee for approval. The lease is for five years with a break at three years. The Business case is to continue the lease to its five year end. Following discussion, the Committee agreed to recommend approval to the Board.

The Board approved the Business Case for Magherafelt Lease Break.

For Noting**9.4 Financial Outturn – August 2018 (Paper 111/18)**

The Head of Finance advised that the year to date underspend is £298k or 3.9% which broadly reflects an underspend in pay and programmes. The core budget and the programme budget are separate and the programme budget is ring fenced. Members were advised of bids for additional funding which will be made in the October Monitoring. PBNI have submitted 13 bids to the Assets Recovery Community Scheme (ARCS) for consideration. These bids are for a three year period.

The Board noted the paper.

9.5 Business Cases, Programme and Project Management (Paper 112/18)

The Board noted the paper

9.6 HR – Managing Attendance Update (Paper 113/18)

The Board noted the paper.

9.7 People Strategy including Talent Management (Paper 114/18)

The paper was provided for members' information only.

The Board noted the paper

9.7 Draft Minutes from 7 September 2018 (Minutes)

Draft minutes were provided for members' information. The next meeting will be held on 2 November 2018 in the Omagh Office.

10. PROGRAMME OF VISITS AND BUSINESS (PAPER 115/18)

The Board noted the paper.

11. Board Secretary's Business**11.1 Managing Board Business Review (Paper 116/18)**

The Board Secretary provided context to the paper. The paper was to provide a different approach and better planning to reinforce the position of the committees and leave the Board to deal with strategic issues. Discussion ensued on the effectiveness of the new

approach and it was agreed that it was working well. The Board Secretary advised that he would present the draft recommendations to each committee for their feedback and recommendations A, C, D will be brought back to the Board for consideration and forwarding onto the reconstituted Board.

Action: Recommendations to be discussed at each committee. (Board Secretary/ Committees)

Action: The Committees' input and paper to be presented to the November Board. (Board Secretary)

The Board noted the paper.

11.2 Work plan 2018/19 (Paper 117/18)

The Board Secretary advised that the Senior Management Team have a work plan which feeds into the Board's. It was agreed that each committee should receive the Board's Work Plan to enable forward planning.

Action: Each committee to receive the Board Work Plan. (Secretariat)

12. ANY OTHER BUSINESS

12.1 The Chairman advised members that lunch, to mark the end of the Board's term, had been booked for after the November Board but, depending on availability and members' preference this could be changed to after the October Board.

Action: Members to be written to reference their preference for October or November lunch (Chairman)

DATE OF NEXT MEETING

The Chairman thanked everyone for attending.

The next meeting will take place on Friday 19 October 2018 in PBNI HQ, Conference Room, commencing at 9.00 am.

Vilma Patterson
Chairman

Date