

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – FRIDAY 18 JANUARY 2019

9.30 AM – PBNI HEADQUARTERS

405th MEETING – 2nd OF THE TWELFTH TERM OF OFFICE

ATTENDANCE

Mr Dale Ashford (Board Chair)	Mrs Judith Gillespie
Mr Neil Bodger	Ms Patricia Keenan
Dr Jonny Byrne	Mr Max Murray
Dr Theresa Donaldson	Mr Gearoid OhEara
Mr Kieran Donaghy	Mr Alastair Ross
Mr Paul Douglas	Ms Brenda Henderson (Boardroom Apprentice)

Officials

Ms Cheryl Lamont, Chief Executive
Mr Michael Cox, Board Secretary
Mr Hugh Hamill, Director of Operations
Dr Geraldine O'Hare, Director of Rehabilitation
Mrs Catherine Teggart, Head of Finance
Mrs Jackie Murray, Personal Secretary (Minutes)

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Board Chair welcomed Members and Officials to the meeting.

No conflicts of interest were declared.

2. APOLOGIES

Apologies were received from Mr D Wall, Member; Dr K Clark, Member and Mrs Gillian Robinson, Head of Human Resources.

3. CONSIDERATION OF MINUTES – BOARD MEETING – 14 DECEMBER 2018 (M12/18)

The Minutes of the Board Meeting held on 14 December 2018 were recorded as an accurate record of the meeting with an amendment to the attendees.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES (PAPER 1/19)

It was agreed to remove Action Point 4.

Deputy Chair Position – The DoJ has been asked to progress the selection of the Deputy Chair.

Good Relations Development Group – Mrs Gillespie was confirmed as Board representative on the Good Relations Development Group.

Annual Seminar- Board Members to forward suggestions for themes/topics to the Board Chair or Board Secretary.

Action: Board Members

Lunchtime Seminars – The seminar on Victims has been confirmed for Thursday 21 February 2019 at 12.00 noon. Other seminars will be organised during 2019.

5. BOARD CHAIR'S UPDATE

The Board Chair updated on the following:

- Public Sector Chairs' Forum – He attended the meeting on 17 December 2018 and was appointed to the role of Secretary. Relevant learning or development issues will be relayed to Members as appropriate.
- PBNI Christmas Coffee Event – He attended the very enjoyable staff event on 19 December 2019.
- Shipquay Street Premises – He recently visited PBNI's new premises at Shipquay Street, which he found to be very impressive. It reinforced to him that the right decision had been made in respect to not installing the ballistic glass.
- NIACRO – Along with the Chief Executive, he met with the NI Chair and Chief Executive of NIACRO on Tuesday 8 January 2019.
- Visit by Permanent Secretary and Director of Safer Communities – He reviewed the visit by Peter May and Anthony Harbinson on Wednesday 9 January 2019.
- Tablet Devices – He reported that the target date for the tablets to be distributed is the end of March 2019. It was noted that Access NI clearance will be required for Members to facilitate the use of secure PBNI email addresses.

6. CHIEF EXECUTIVE'S UPDATE

The Chief Executive reported on the following:

- Assistant Director Recruitment - Interviews will take place at end of January 2019. A Board Member is on the panel.
- Internal Review - An internal review has commenced, at the request of the Chief Executive, following a recent newspaper article.

7. CORRESPONDENCE (PAPER 2/19)

- In-Year Funding – the Chief Executive wrote to the DoJ on 20 September 2019 outlining concerns about the uncertainty of the additional funding for programmes for 2019-20. The response received from the DoJ on 20 December 2018 outlined that it is not possible to confirm

additional funding at this stage. The Chief Executive has followed-up with the DoJ and plans to have a further formal meeting to request a letter of comfort. During the discussion, Members expressed concerns at the unsatisfactory nature of the current approach and the planning implications arising from it and strategic risks.

Action: Chief Executive

Board Members confirmed their support and would like to view the evidence to date of the success of the programme pilots. It will be considered at the PPC meeting to be held on 1 February 2019.

Action: Board Secretary/Director of Rehabilitation

The possibility for political support was also discussed. It was agreed that the Board Chair and the Chief Executive will organise appropriate briefings through Head of Communications

Action: Board Chair/Chief Executive/Head of Communications

COMMITTEE BUSINESS

8. POLICY AND PRACTICE COMMITTEE BUSINESS

FOR NOTING

8.1 Management Information Report (Paper 3/19)

(A) Serious Further Offences

The Director of Operations reported on one Serious Further Offence which is the subject of an independent case review.

(B) Communications

PBNI has responded to three public consultations. In particular, the Director of Rehabilitation referenced PBNI's response to the consultation on the Gillen Review. The Chief Executive has also corresponded with the Lord Chief Justice to confirm PBNI is willing to assist with training for the judiciary around issue of substance abuse by offenders.

9. CORPORATE RESOURCES COMMITTEE BUSINESS

FOR NOTING

9.1 Financial Outturn – December 2018 (Paper 4/19)

The Head of Finance updated on an underspend position of £202k (1.5%) at 31 December 2018. This has been reflected in the January Monitoring Round easement of £242k to the DoJ in relation to the delay with the roll-out of Enhanced Combination Order pilot in Derry.

Significant progress has been made to enable PBNI to become VAT registered and additional information is being provided following a request by HMRC.

Work is commencing on the property at Shipquay Street but will now continue into the next financial year and this will, therefore, result in an underspend position in the capital budget.

9.2 Management Information Report (Paper 3/19)

(C) Human Resources

Terms and Conditions - Further to a request from DoJ and DoF, PBNI has sought additional legal advice to clarify issues in relation to public pay policy and contractual entitlement. The advice is awaited.

NILGOSC - there has been no further correspondence on the pending legal challenge from NIPSA.

Managing Attendance Report – Progress continues to be made with a reduction in sickness levels. The ongoing work includes numerous wellbeing initiatives open to staff on an individual and team basis.

The Chief Executive reported on a change of union officials. NAPO has arranged to meet with the Board Chair.

(D) Estates and Business Cases

The Head of Finance updated Members on current developments in respect of properties and business cases. It was noted that new fit out work and the maintenance contract with the Properties Services Division allows for energy efficiencies.

(E) Information Systems

The ECMS (Electronic Case Management System) contract has been awarded to ‘Equiniti’ which has also been awarded the contract for data migration.

The Gateway 3 review has concluded this week and PBNI has received a Green/Amber status. Ms Gillespie wanted to take the opportunity to thank staff for the positive direction since October 2017 when PBNI had received Red status. The Chief Executive also wanted to thank all staff involved for their work and commitment in getting to this stage.

FOR DECISION

10. COMMITTEE CHAIRS AND DEPUTIES (VERBAL)

Membership of the Committees has been agreed as follows:

<p><u>ARAC</u> Neil Bodger (Chair) Kelly Clark Kieran Donaghy Theresa Donaldson Max Murray</p>	<p><u>CRC</u> Judith Gillespie (Chair) Kelly Clark Kieran Donaghy Paul Douglas Patricia Kennan</p>	<p><u>PPC</u> Dave Wall (Chair) Jonny Byrne Max Murray Gearoid OhEara Alastair Ross</p>
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Ms Gillespie advised she is not available on 1 March 2019 and a new date will be identified for the CRC.

Action: Secretariat

OTHER BUSINESS

11. BOARD SECRETARY'S BUSINESS

11.1 Register of Members' Interests (Verbal)

Members were asked to forward their Register of Interests' form to Secretariat as soon as possible.

Action: Board Members

Returns will be formally presented at the February Board meeting. It was noted that Senior Managers also record their interests and that return is published too.

Action: Board Secretary

11.2 Board Workplan (Paper 5/19)

The Workplan enables the Board, Committees and officials to plan their business for the year. The Committees will commence work on drafting their workplans and will be added to agendas.

Action: Board Secretary / Committee Chairs

11.3 Members' Visits

The Board Secretary, in discussion with the Chief Executive, will agree a schedule of visits as part of the ongoing induction process.

Action: Board Secretary/Chief Executive

11.4 Training

Secretariat will consider appropriate training and development requirements for Members. Such training and development will be delivered across the year.

Action: Board Secretary

12. DATE OF NEXT MEETING

The next Board Meeting will take place on Friday 22 February 2019 at 9.30 am in PBNI Headquarters.

Dale Ashford QFSM
22 February 2019