

PROBATION BOARD FOR NORTHERN IRELAND

**BOARD MEETING – FRIDAY 15 MARCH 2019**

**9.30 AM – PBNI HEADQUARTERS**

**407<sup>th</sup> MEETING – 4<sup>th</sup> OF THE TWELFTH TERM OF OFFICE**

ATTENDANCE

Mr Dale Ashford (Chair)	Mrs Judith Gillespie
Mr Neil Bodger	Ms Patricia Keenan
Dr Kelly Clark (Items 1 – 11.4)	Mr Max Murray
Mr Kieran Donaghy	Mr Gearoid OhEara (Items 1 – 9)
Dr Theresa Donaldson	Mr Alastair Ross
Mr Paul Douglas	Mr Dave Wall
Ms Brendan Henderson (Boardroom Apprentice)	

Officials

Ms Cheryl Lamont, Chief Executive  
Mr Hugh Hamill, Director of Operations  
Dr Geraldine O'Hare, Director of Rehabilitation  
Mrs Gillian Robinson, Head of Human Resources  
Mrs Catherine Teggart, Head of Finance  
Mr Michael Cox, Board Secretary  
Ms Karen Pearson, DoJ, (Brexit Presentation)  
Ms Gail McGreevy, Head of Communications (Items 9.2-9.3)  
Mrs Jackie Murray, Personal Secretary (Minutes) (Items 2 - 14)

**1. 'BREXIT' PRESENTATION**

The meeting commenced with a presentation on 'Brexit' by Karen Pearson, Brexit Preparedness Lead, Protection and Organisation Division at the DoJ, and the Chair advised the closed session would take place at the end of the meeting.

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

The Chair welcomed members and officials to the meeting. No conflicts of interest were declared.

**3. APOLOGIES FOR ABSENCE**

Apologies were received from Dr Jonny Byrne.

**4. MINUTES OF PREVIOUS MEETING – 22 FEBRUARY 2019 (M02/19)**

The minutes of the previous Board Meeting held on Friday 22 February 2019 were agreed as an accurate record of the meeting.

**5. MATTERS ARISING FROM PREVIOUS MINUTES (Paper 17/19)**

The Chair confirmed that all actions have been addressed and more detailed discussions on Boardroom Apprentice and the NILGOSC Pensions issue will take place later in the meeting.

## **6. BOARD CHAIR'S UPDATE (verbal)**

Stakeholder Meetings – the Chair and the Chief Executive are in the process of attending a series of meetings with political representatives and further meetings will take place after the forthcoming local Councils election campaign.

Schedule of Board Visits – the Chair reported on a useful and interesting visit to Alderwood which focused on sex offender and domestic violence programmes.

Tablets – on target to have tablets issued at the April Board meeting.

CRC Meeting – the Chair had attended the CRC meeting in an ex-officio capacity and the Committee Chair will provide an update later in the meeting.

Photographs – due to current technical difficulties, the Chair requested that Members should send in head and shoulder shots, if available, or alternatively a photographic session will be organised at the April Board meeting.

### **Action: Secretariat**

Travel Expenses – the Chair emphasised the importance of submitting travel claims before the end of the financial and reiterated that all claims should be made within a three month timeframe.

### **Action: Members to forward travel claims before 31 March 2019**

Boardroom Apprentice – the Chair advised that as Ms Henderson will complete her apprenticeship later in the summer, he asked her to share her experience with Members. This would inform decision making on future involvement with the programme.

Ms Henderson appraised Members on the purpose and benefits of the scheme along with its sharing and learning experiences. Ms Henderson commented on the well structured induction programme organised by PBNI and Mrs Gillespie also stated that she had a positive experience as Boardroom Buddy.

Members agreed it is a positive programme with benefits for the apprentice and members and approved a further scheme. Dr Donaldson confirmed she is available to assist with the future recruitment process, if required.

### **Outcome: Members approved a further Boardroom Apprentice Scheme**

### **Action: Board Chair to progress arrangements for a Boardroom Apprenticeship**

## **7. CHIEF EXECUTIVE'S UPDATE (verbal)**

Commission on Justice in Wales – The Chief Executive, Director of Operations and Director of Rehabilitation will provide oral evidence on 4 April 2019 to the Commissioners as part of their review of the operation of the justice system in Wales and to set out its long term vision for the future.

Visit by Permanent Secretary – the Chief Executive advised Members of a forthcoming visit by Peter May, Justice Secretary, on Enhanced Combination Orders (alternative to short prison sentences). The Director of Rehabilitation is leading on arrangements.

## **8. CORRESPONDENCE (Paper 18/19)**

2019-20 Budget Allocation – the Chief Executive has received correspondence from Peter May, Justice Secretary, dated 28 February 2019 confirming resource and capital allocations for Northern Ireland Departments. The Head of Finance will provide more detail on PBNI’s budget later in the meeting.

Commission on Justice in Wales – email received from the Chief Executive with regard to the visit had been circulated to Members for information.

ALB Sponsorship Review – correspondence circulated via the Chief Executives’ Forum dated 5 March 2019 on a review led by the Department of Finance. Further updates are to be provided but, in the interim, the Chair will check if the review requires Ministerial approval

**Action: Board Chair to follow-up with DoF on status of review**

## COMMITTEE BUSINESS

### 9. Policy and Practice Committee

#### 9.1 Management Information Report (Paper 19/19)

##### (A) Serious Further Offences

The Director of Operations reported on one Serious Further Offence. PBNI has requested an independent review to be carried out under PPANI (Public Protection Arrangements NI).

##### (B) Communications

There has been ongoing engagement with justice spokespersons in the political parties.

The recent Board Seminar on “The Voice of Victims” held on 21 February 2019 was well attended and received a good range of social media activity.

The Board noted the paper.

#### 9.2 Approach to Corporate Plan 2020-23 (Paper 20/19)

The Head of Communications presented the paper and outlined the three issues for consideration:

- Agreement to have a Corporate Plan
- Board input is co-ordinated through the PPC
- PPC and SET Members have responsibility for setting out vision and values.

Members endorsed the three areas for consideration and, further to discussion, agreed that additional dates and a facilitated discussion are required in order to adhere to timelines.

**Action: PPC to review schedule of meetings and additional dates set for corporate planning development with a facilitated discussion during May 2019**

The Board noted the paper.

#### 9.3 Annual Seminar (Paper 21/19)

The Head of Communications provided an update on arrangements., The two keynote speakers have been confirmed with the focus being on collaborative work across

government departments and problem solving leading to better outcomes. Invitations have been extended to four Permanent Secretaries to participate on a Q&A panel discussion. The Chief Executive will give an overview of PBNI's work.

The Chair thanked the Head of Communications for the work to date and stated that the event would also provide an opportunity to link in with the consultation process for the corporate plan.

Members agreed that it would be prudent to have flexibility in the event of any change to the programme and the Director of Rehabilitation confirmed that scenario planning has been factored into arrangements.

The Board noted the paper.

## **10. Audit and Risk Assurance Committee**

### 10.1 Draft ARAC Minutes – 15 February 2019 (Paper 21/19)

Members noted the paper.

### 10.2 Strategic Risk Register Q3 (Paper 22/19)

The Director of Operations stated that a comprehensive review had been provided at the previous Board meeting and Members approved the Quarter 3 update.

### 10.3 2018-19 Annual Accounts Preparation (verbal)

The Head of Finance updated Members on the timeline with a view to having the Accounts presented at the ARAC meeting on 3 May 2019.

## **11. Corporate Resources Committee Business**

### 11.1 Committee Chair Update (verbal)

The Committee Chair reported on the following items as discussed at the CRC Meeting on 11 March 2019:

- As with PPC and ARAC, the CRC Members agreed to review the Terms of Reference later in the year.
- There are no legal cases requiring Board approval at this point in time.
- The CRC is keen to have financial planning linked to the Corporate Planning process and it would be helpful to have a configuration of resources to assist delivery planning over three years.

### 11.2 Selection of Vice Chair (verbal)

The Committee Chair informed Members that the CRC had nominated Ms Keenan to the appointment of vice chair.

**Outcome: Members endorsed the appointment of Ms Keenan as vice chair**

### 11.3 Financial Outturn (Paper 24/19)

January Outturn

Confirmation of bids for the January Monitoring Round had been received and PBNI is, at present, on target to keep its underspend position within 1% at the end of the financial year.

Due to revenue underspend in relation to the roll-out of the Enhanced Combination Order (ECO) pilot in the North West, funding has been returned to the Department. This was mainly due to ring-fenced funding being received late in-year. There was also a capital underspend in relation to the fit-out of Shipquay Street arising from a delay in the original start date due to asbestos and dry rot on the premises. PBNI will submit bids to the Department in the next financial year for the sale of the two properties in Derry to contribute to the fit-out of Shipquay Street.

## 2019-20 Budget

PBNI received confirmation of its 2019-20 budget which reflects a flat settlement with no reduction to the baseline. An additional £2.5m has been granted to meet: £533k for pressures in pay and pensions; £250k for the final year of the conditional survey; £670k for onboarding to IT Assist and £1.1m from the Transformation Fund for ECO and the research element of the Electronic Case Management System (ECMS). Further programme funding of £2m is anticipated and will be allocated at the next monitoring round. The Director of Rehabilitation confirmed that project evaluations will be available later in the year and would expect that the results would assure longer term/ baseline funding.

Further to a query from a Member, the Head of Finance confirmed that the pay arrears have been accrued. However, it has not been possible to accrue for monies in relation to the NILGOSC pension issue as any potential liability arising from the legal challenge by NIPSA could not be quantified at this stage.

The Committee Chair had asked at the CRC meeting how PBNI's budget for 2019-20 compared to other justice and public sector organisations but the position was not known at that time. The Head of Finance confirmed that ALBs received their baseline budgets with additional monies for pressures. At this point in time, budget allocations for other public sector organisations are not known.

## 11.4 Management Information Report (Paper 19/19)

### (C) Human Resources

#### NILGOSC Pension Issue

The Committee Chair reported on a detailed discussion at CRC when Members had sight of PBNI's legal advice from CSO and DSO. By way of update, the Head of Human Resources confirmed that NIPSA had lodged a writ in the high court and PBNI awaits the details relating to the Statement of Claim.

#### Pay Remit

The Head of Human Resources confirmed that the absence of a Minister has led to the review of T&Cs being put on hold and this is significantly affecting the ability to negotiate pay. The Chair has written to Anthony Harbinson to progress the issue and is following up with a meeting at the end of March 2019.

### (D) Estates and Business Cases

The Head of Finance updated members on recent activity and Members noted the paper.

### (E) Information Systems

The Committee Chair reported on a very positive discussion at CRC and, in particular, referenced the excellent outcome from the 'Gateway 3' Review, which identified four recommendations for PBNI. They had been accepted.

The Director of Operations reported that both the ECMS and ICT Service Delivery projects held their project board meetings following the CRC meeting and work is progressing well.

Discussion at CRC ensued around Cyber Security and proposed a 15 mins presentation at a future Board Meeting from IT Assist. Members agreed this would be useful.

**Action: Secretariat to organise IT Assist to present on Cyber Security at a future Board Meeting**

## **12. BOARD SECRETARY'S BUSINESS**

### **12.1 Board Workplan (Paper 26/19)**

Additional dates for the Corporate Planning process to be added to the Work plan, after the next PPC meeting considers the timetable.

**Action: Secretariat**

### **12.2 Office Visits (Paper 25/19)**

The Board Secretary presented the current programme and advised that a second schedule of visits will be drawn up for the latter half of the year.

**Action: Secretariat**

Mrs Gillespie provided feedback on the visit to the North West Team. For future visits, it was agreed that Members would provide written feedback on points of note and issues raised and send to the Board Secretary for the Chief Executive's attention. Senior Managers will also provide feedback received from teams to Members. All responses and feedback provided will be collated into a final document.

**Action: Members to forward written feedback, including any queries requiring response, following each team visit to Board Secretary for Chief Executive's attention**

**Board Secretary to collate feedback**

### **12.3 Health and Safety Training (verbal)**

The Board Secretary advised that it is hoped that forthcoming health and safety training can be carried out via e-learning and will update in due course.

### **12.4 Board Meeting Date – December 2019**

Members were asked to note the change of date to 13 December 2019 (from 20 December).

### **12.5 Board Meeting – External Venue**

It has been recent practice to hold one Board meeting per year at an external PBNI venue and the Board Secretary would encourage Members to continue with this practice.

### **12.6 Travel Claims**

The Board Secretary reiterated the importance of submitting travel claims before the end of the financial year and also within the three month timeframe.

### **13. ANY OTHER BUSINESS**

There was no other business to report.

### **14. DATE OF NEXT MEETING**

The next Board Meeting will take place on Friday 12 April 2019 at 9.30 am in the Conference Room, PBNI Headquarters.

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**Dale Ashford QFSM**  
**Board Chair**

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**Date**