

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 19 OCTOBER 2018**9.00 AM – PBNI HEADQUARTERS****402nd MEETING – 34th of THE ELEVENTH TERM OF OFFICE**ATTENDANCE

Mrs V Patterson (Chair)
Mrs J Erskine (Deputy Chair)
Mr D Brown
Mr I Jeffers
Mr T O'Hanlon (9 am – 11 am)
Mrs P Shepherd
Mrs B Henderson, Boardroom Apprentice

Mr E Jardine
Mr R Mullan
Mr G OhEara
Mr D Wall

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
Mr M Cox, Board Secretary
Mrs W Rodgers, Personal Secretary (Minutes)

Guests

Mr Peter May, Permanent Secretary, DOJ (9.00 am – 10.00 am)
Dr Brendan Mooney, CEO Kainos Group PLC (10.30 am – 11.15 am)

Mr Peter May, Permanent Secretary, Justice, attended the meeting to talk about the current and emerging issues for PBNI and the wider Criminal Justice System. The Chairman welcomed Mr May to the meeting. Mr May provided his thoughts on the challenges facing Justice. A discussion followed. The Chairman thanked Mr May for his time and appreciated his openness on the current strategic issues.

Dr Brendan Mooney, CEO Kainos Group PLC attended the meeting to give the Members an insight into the use of data for management purposes. The Chairman welcomed Dr Mooney to the meeting. He provided a presentation entitled 'Data can be your friend'. The presentation was followed by a question and answer session. Dr Mooney talked of forecasting and its importance. He also discussed the use of data in the Public Sector and the importance and integrity of the data. The Chairman thanked Dr Mooney for his time, engagement and the commitment that he has given the Board and the Executive Team.

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed everyone to the October Board meeting. Items will be referred to committees where appropriate.

No conflicts of interest were declared.

2. APOLOGIES

Apologies were received from: Mrs J Gillespie, Board Member and Ms A Matthews, Board Member.

3. CONSIDERATION OF MINUTES - BOARD MEETING – 21 SEPTEMBER 2018 (M09/18)

The minutes of the Board meeting held on 21 September 2018 were accepted as an accurate account of the meeting.

4. MATTERS ARISING FROM THE MINUTES (PAPER 118/18)

All actions points have been completed with Action 3 from the September meeting being agenda item 10.4 of this meeting.

The Board noted the position.

5. CHAIRMAN'S UPDATE (VERBAL)

The Chairman advised that new Board Members should be in place by the 1 December 2018 as legislation had been laid before Parliament to allow the appointments to be made. The induction for the new members is being prepared.

Work continues on the overview document. The Chairman thanked the chairs and deputies for attending a meeting on this and the discussion points are forming part of the document.

Members were advised that the seminar arranged for the 26 October 2018 on 'Homelessness' has to be rescheduled. This was due to the Housing Executive having arranged a seminar on the same day and same topic. Probation was only made aware of the Housing Executive's seminar recently. The Chairman will discuss another date with Mr Wall and members will then be advised when this will be.

The Board noted the update.

6. CHIEF EXECUTIVE'S UPDATE – VERBAL

The Chief Executive advised members that a recruitment exercise had taken place for Dr O'Hare's replacement. The successful candidate has been appointed to the post of Acting Head of Psychology and Interventions. She thanked Mr Jardine and Mr Hamill for being on the interview panel.

The Chief Executive advised members that Dr O'Hare and Judge Bagnall had made a submission to present at the NADCP Conference in July 2019 in Washington DC. On acceptance of the bid, Departmental approval will be required as the travel will be international. The Department is aware of the bid. Members were asked to note the potential for travel approval. The Chief Executive has written to Anthony Harbinson of the DOJ who has approved the travel in the event of the bid being successful.

The Board noted the update.

7. CORRESPONDENCE (PAPER 119/18)

There was one letter to note.

- 7.1 Letter received by the Chief Executive from NISCC reference Standards of Employers of Social Workers and Social Care Workers

The Board noted the correspondence.

8. AUDIT & RISK ASSURANCE COMMITTEE BUSINESS

8.1 The Committee Chair Update from 5 October 2018

The Committee Chair informed that the Committee had met on 5 October 2018. There is one item being brought for Board approval, the Strategic Risk Register.

At its meeting the Committee was advised of a number of changes in personnel. Lindsay McCormick will be the liaison with the Department. The Head of Internal Audit introduced Tracey Devlin who has responsibility for Probation and will deputise for the Head of Internal Audit at meetings as required. The NIAO are currently conducting a procurement exercise to appoint External Auditors.

The Head of Internal Audit advised of some resourcing issues within the Department but provided assurance that this will not affect Probation. The audit on GDPR may be moved to March / April but the Chief Executive commented that she would prefer for the audit to go ahead as planned.

The Audit Log showed 15 outstanding recommendations, 12 of which were related to the Case Management System. The two audits that have been completed have both received 'satisfactory' ratings.

The Committee discussed the Retrospective Approval for 72 North Street and are content that processes are in place to ensure that the error will not happen again.

There were no reported or suspected frauds or losses to report.

The Committee Chair advised that this was the last meeting of this constituted committee. She wished to record her thanks to Committee Members and Officials for their help over the term of the Committee. The Chairman expressed her sincere thanks to the Committee Chair, Deputy Chair and Committee Members for their contribution to the Committee. She also thanked the Officials for their work over the term of the Committee.

8.2 **Strategic Risk Register (SRR) Q1 and Q2 2018/19 (Paper 120/18)**

The SRR Q1 and Q2 are being brought to the Board for approval. In Q1 the number of risks rose from 8 to 9 with 'IT Service Delivery' being the added risk, which is rated as 'high/red'. Q2 the number of risks remained at 9. Mitigating factors were discussed in relation to the IT Service Delivery risk. In this context it was highlighted that the move to IT Assist will remove the risk.

The Committee discussed the NNC/SCCOG issue and agreed to recommend that the risk should be added to the SRR for Q3 due to the pay remit risk and the risk to the Board as the employer.

The Board agreed to approve the NNC/SCCOG risk be added to the SRR.

The Board approved Q1 and Q2 SRR

8.3 **Draft Minutes from 5 October 2018 (Draft Minutes)**

Draft minutes were provided for members' information. The next meeting has provisionally been scheduled for the 22 February 2019.

9. **POLICY AND PRACTICE COMMITTEE (PPC)**

The Chairman advised that the Committee's next meeting is on the 26 October 2018. The Board will receive a full update on the Committee's business at the November Board.

It was agreed that the Chairman, Mr Wall and the Acting Director of Rehabilitation would discuss the seminar scheduled for 26 October 2018 after this meeting.

The consultation on Local Policing Review 2018 is due for return on 9 November 2018 which is prior to the next Board Meeting. Officials requested that approval of the submission be delegated to the PPC as the document is in draft form at present. The Board agreed to delegate approval of the consultation to the PPC at its meeting on 26 October 2018.

For Noting

9.1 Management Information Report (Paper 121/18)

The Chairman requested that trends be shown year on year for Employee Relations Cases & Tribunals. She referred the paper to the PPC for discussion.

Action: Data trends year on year to be provided for Employee Relations Cases & Tribunals. (Head of HR)

There was one Serious Further Offence reported to the Board.

The Board noted the paper.

10. CORPORATE RESOURCES COMMITTEE BUSINESS (CRC)

The Chairman advised that the Committee had not met since the last Board and therefore there was not a Committee Chair update. The Committee's next meeting is on 2 November 2018 in the Omagh Office. Papers will be delegated to the Committee for further discussion.

For Noting**10.1 Financial Outturn – September 2018 (Paper 122/18)**

The Head of Finance advised that the year to date underspend is £377k or 4.1% of the core budget which broadly reflects the underspend in pay and programmes. There remains the issue of working with a one year budget and funding for programmes as the financials approach the last quarter of the financial year.

The Board noted the paper.

10.2 Business Cases, Programme and Project Management (Paper 123/18)

Members were advised that the Business Case and funding for the move to IT Assist (IT Service Delivery) has been approved. There was discussion on whether this money would be classified as 'capital' or 'resource'. The Head of Finance advised that it was hoped that it would be 'capital'. A business case for Security Works will be discussed under agenda item 12.0 of this meeting.

The Board noted the paper

10.3 HR – Managing Attendance Update (Paper 124/18)

The Head of HR advised that absence was 11.6% lower than the previous year. There have been a number of Ill Health Dismissals this year and assurance was given to the Board that sickness absence is being managed appropriately.

The Board noted the paper.

10.4 Timeline of activity relating to ballistic glazing (Paper 125/18)

The Chairman advised that the presented paper related to an action point from the previous meeting. The Chairman noted the difficulties and delays working with Properties Division. The Chief Executive also noted that the issue of delays in Properties Division was being experienced across the Public Sector as confirmed by DOJ. The Head of Finance advised that Properties Division have commenced the procurement process for the 'secondary glazing'. Discussion ensued on the government's centralisation procurement processes and the difficulties this presents to organisations in not having the flexibility to procure within their required timeframes.

The Board noted the paper

11. Q2 BUSINESS PLAN PROGRESS REPORT 2018/19 (PAPER 126/18)

The Acting Director of Rehabilitation spoke to the paper. She advised that there had been significant achievement in that all five Strategic Priorities had a 'green' rating. The seven key outcomes are captured within the five priorities and she commended the staff for their work to deliver this at this stage. Discussion ensued on numerical indicators and the monitoring of data. Assurance was given that data is being collected behind the ratings set out in the report.

Action: To look at how the Business Plan looks at data collection mid-term (Acting Director of Rehabilitation)

12. BUSINESS CASE FOR SECURITY RECOMMENDATIONS (PAPER 127/18)

The Head of Finance presented the paper. Following costings carried out by Properties Division, the monies required to fulfil the security work is £421k. Page one of the paper lays out where the work is required. The Business Case does not include work on Shipquay Street or Omagh. The Board agreed to approve the business case and for onward submission to the DOJ for approval.

The Board approved the Business Case.

13. EXTENSION OF LICENCE – 72 NORTH STREET BELFAST (PAPER 128/18)

The Head of Finance presented the paper and provided background into the Business Case. The lease for 72 North Street runs out on 17 December 2018. As there is no delegation for leases the Board is asked to approve a one year extension to the licence and onward submission to the Department for approval. The lease will be with a quarter by quarter break. This is in the event that a suitable property is found to house the North Belfast Team and therefore the team can move when the property is ready. A property in Duncairn Gardens is currently being assessed for suitability. The SIB has approved Probation staying in 72 North Street until a suitable replacement is found in the short term. There was discussion on annual maintenance costs and security costs. The Head of Finance agreed to look at the maintenance costs again. The Head of Finance is to provide clarification on the query of costs.

Action: Head of Finance to review the maintenance costs (Head of Finance)

Following discussion the Board agreed to approve the Business Case with onward submission to the Department.

14. PROGRAMME OF VISITS AND BUSINESS (PAPER 129/18)

The Board noted the paper.

15. Board Secretary's Business

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

The paper was noted as presented. The Board Secretary advised that each committee will receive a more condensed version of the Work Plan that will take account of their work flow from committee to Board.

16 ANY OTHER BUSINESS

No items discussed.

DATE OF NEXT MEETING

The Chairman thanked everyone for attending. She advised that the quarterly closed session will take place prior to the Board meeting on 16 November 2018 at 9.30 am. The Board meeting will commence at 10 am.

Vilma Patterson
Chairman

Date