

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 14 DECEMBER 2018**9.30 AM – PBNI HEADQUARTERS****404TH MEETING – 1ST OF THE TWELFTH TERM OF OFFICE**ATTENDANCE

Mr Dale Ashford (Board Chair)	Mrs Judith Gillespie
Dr Jonny Byrne	Ms Patricia Keenan
Dr Theresa Donaldson	Mr Alastair Ross
Mr Kieran Donaghy	Mr Gearoid OhEara
Mr Paul Douglas	Mr Dave Wall
Dr Kelly Clark	Ms Brenda 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
 Ms Gail McGreevy, Head of Communications (Items 10-13)
 Mrs Jackie Murray, Personal Secretary (Minutes)

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed existing and new Members to the December Board meeting which is the first meeting of this constituted Board.

The Board Chair declared that he has resigned from the post of Non-Executive Director with the NI Prison Service but is still awaiting the process to be finalised and, therefore, declared a potential Conflict of Interest in the interim. No further conflicts of interest were declared.

2. APOLOGIES

Apologies were received from Mr Neil Bodger and Mr Max Murray, Board Members.

3. CONSIDERATION OF MINUTES - BOARD MEETING – 16 NOVEMBER 2018 (M11/18)

The minutes of the Board meeting held on 16 November 2018 were accepted as an accurate account of the meeting.

4. MATTERS ARISING FROM THE MINUTES (PAPER 143/18)Disciplinary Policy and Procedures

Further to a query from the Board Chair in relation to the Disciplinary Policy, The Head of Human Resources reported that PBNI is currently awaiting approval from DoJ/DoF.

Management of Terrorist and Politically Motivated Offenders (TPMOs)

The Chief Executive provided Members with the context and background on PBNI's management of TPMOs from 2010 when this area of work became a statutory obligation for PBNI. The first of a series of roundtable discussions chaired by Peter May, Permanent Secretary, was held on 28 November 2018 and was attended by representatives from probation, prisons, police, and justice. The Head of Human Resources appraised members of the formal dispute lodged by Unions in respect of working specifically with loyalist TPMOs and will keep Members updated.

All action points have been completed. The Board noted the position.

5. CHAIRMAN'S UPDATE (VERBAL)

Chair/Vice Chair Appointments

The Board Chair has been in contact with Board Members on an individual basis as part of their induction process. Terms of Reference for the Board and Committees have been circulated and positions to Committee Chairs/Vice Chairs will be allocated at the January Board meeting. In the interim, it was agreed it was important to have an interim chair for the ARAC Committee and Mr OhEara has agreed to cover the role temporarily.

The position of Board Deputy Chair is appointed by the Secretary of State; this is by way of self-nomination and an Expression of Interest form will be required to be completed.

Action: Board Members to register interest in Chair/Vice Chair positions

Board Closed Session

A closed session will be held with Board Members at the beginning of each Board meeting with officials joining upon its conclusion.

Good Relations Development Group

The Board Chair appraised Members of PBNI's Good Relations Development Group (GRDG) and associated Board Member participation. Mrs Gillespie had been the previous representative and nominations are welcome from all Members in advance of the next meeting scheduled for 28 January 2018.

Action: Board Members to advise of interest in respect of the GRDG

Permanent Secretary – Meeting with Board Members

A request has been received from the Permanent Secretary, Peter May, to meet with Board Members. Unfortunately, it has not been possible to identify a date before Christmas and Mr May will attend the January Board Meeting.

Board Induction Day

The Board Induction Day is scheduled for Thursday 17 January 2019 at PBNI Headquarters. "On-Board" should only be required for some members. The position will be reviewed at the Induction event. ARAC Members may require additional training.

Event/Meeting Attendance

The Board Chair updated Members on two events attended: the British-Irish Inter Governmental Reception on 7 December 2018 and the Hydebank Wood Carol Service on 12 December 2018. He will also attend a meeting on 17 December 2018 of the Public Sector Chairs' Forum.

The Board noted the update and actions in respect of nominations to Chair/Vice Chair positions and representation on the Good Relations Development Group

6. CHIEF EXECUTIVE'S UPDATE – (TABLED PAPER)

NIRT (NI Related Terrorist) Threat Assessment

The Chief Executive was pleased to inform Members that the threat assessment of "Substantial" has been reduced to "Moderate/Low" for both staff and premises. This information has been

communicated to staff and has been very well received. This risk level is now the same level prior to September 2017.

Shipquay Street Premises

Due to the previous threat assessment level of "Substantial", the PSNI had recommended that ballistic glazing be installed in PBNI's Shipquay Street premises. This action had been approved at the Board Meeting on 15 June 2018. However, due to the reduction in threat level, the PSNI has now confirmed in writing that ballistic glazing is no longer a requirement. The Board concurred with this advice.

Outcome: Board Members agreed there is no requirement to install ballistic glazing at Shipquay Street

The Board noted the update.

7. CORRESPONDENCE (PAPER 132/18)

There were two items of correspondence to report:

- 7.1 Letter received by Board Chair from NAPO Chair NI
- 7.2 Letter received by Board Chair from NAPO National Official

Action: The Board Chair will liaise with the Head of Human Resources to arrange a meeting date with Unions

The Board noted the correspondence.

8. AUDIT & RISK ASSURANCE COMMITTEE (ARAC) BUSINESS

8.1 Approved Minutes of the Meeting held on 5 October 2018

The previous minutes had been approved by the previous ARAC Committee on 26 October 2018.

Further to a query from a Board member, the Head of Finance confirmed that the GDPR Audit is on schedule for completion in Quarter 4.

The Board noted the paper.

9. POLICY AND PRACTICE COMMITTEE (PPC)

9.1 Management Information Report – Caseload and Serious Further Offences (Paper 145/18)

The Director of Rehabilitation presented the paper and drew Members' attention to the new format. The paper provides a high level overview of current caseloads, trends, forecasting expectations in order to assist with service delivery and interventions but reinforced that further work is ongoing and more detailed information is provided at an operational level. Similarly, presentation at the PPC allows for a fuller discussion.

Board Members showed an interest in the Victim Information Scheme and further detail will be provided at a later stage.

Further to a query regarding the approval process regarding the Disciplinary Policy, the Head of Human Resources confirmed that all policies which have an impact on Terms and Conditions need to be approved by the Department of Justice.

The Director of Operations updated Members on two Serious Further Offences and advised that the Board is notified of high-end Serious Further Offences allegedly committed by offenders under

supervision. In cases where there has been a fatality, senior management commission an independent review.

The Board noted the update.

9.2 Approved Minutes of the Meeting held on 26 October 2018

The previous minutes had been approved on 16 November 2018.

The Board noted the paper.

10. CORPORATE RESOURCES COMMITTEE BUSINESS (CRC)

10.1 Financial Outturn – November 2018 (Paper 146/18)

The Head of Finance presented an update on the position at 30 November 2018 and advised that further detail on the financial position would be provided at the Induction event in January. The following salient points were highlighted:

- PBNI is operating with two budgets: core resource budget and a programme budget (one year temporary ring-fenced).
- The DoJ, including the Permanent Secretary, has been informed of the complications associated with running programmes on a temporary funding basis.
- The overall underspend position at end of November 2018 is £54k. The forecasted underspend in pay has been transferred to the programmes budget. Awaiting the outcome of the January monitoring budget.
- The capital budget for 2018-19 allowed for investment in properties (Coleraine, Omagh and Shipquay).
- Thirteen applications had been submitted for ARCS (Asset Recovery Community Scheme) funding; whilst all met the criteria, five have been initially approved given the number of successful applications and funding restrictions. It was noted that funding is now provided for a three year period.
- PBNI has applied to become VAT registered and is awaiting outcome.
- 2019-20 budget is still not known.

10.2 Management Information Report (Paper 145/18)

HR Terms and Conditions, NILGOSC, Managing Attendance

The Head of Human Resources updated Members on current significant issues in respect of Terms and Conditions and NILGOSC.

As a result of changes in England and Wales, it has been necessary for PBNI to review its terms and conditions but ministerial approval is required for any changes. In the interim, work has commenced to ensure a business case is ready when Executive is formed. As time goes on, the risk becomes greater to PBNI and, therefore, has been added to the Strategic Risk Register for Quarter 4.

Further to an issue raised in respect of NILGOSC contributions in that PBNI had been paying the employer rate and also the employee rate which was outside pension regulations, a business case was approved to rectify the situation and it was agreed that staff would commence paying the correct contribution rate from July 2015. PBNI has sought legal advice from the Crown Solicitor's Office, Queen's Counsel and Departmental Solicitor's Office. All have

advised that PBNI is taking the correct action so at this point in time, this issue has not been added to the Risk Register at this stage given that PBNI is working within pension regulations and legal advice received.

The Management Attendance report for November 2018 was presented. The Head of Human Resources advised that a more detailed breakdown will be provided at the Corporate Resources Committee. Members noted the decrease in comparison to the same point in time last year although noted that there was still much work to be done.

Estates and Business Cases

The Head of Finance updated Members on the key projects and further to queries from Board Members, confirmed that council and community properties are taken into consideration when buying or renting premises.

Information Technology

The Director of Operations updated Members on the move to an updated Electronic Case Management System with a view to having the system in place by January 2020; and on the move to IT Assist as current IT service delivery is not fit for purpose. The onboarding to IT Assist is to be completed by September 2019.

Communications

The Head of Communications reported on a successful North/South Public Protection Advisory Group annual seminar held in Dublin on 23 November 2018 with the 14th edition of the Irish Probation Journal being launched at the event.

A communication strategy for Enhanced Combination Orders (ECOs) is currently being rolled-out to judiciary and stakeholders.

The Board noted the update.

FOR DISCUSSION

11. BRIEFING ON ENGAGEMENT (VERBAL)

The Head of Communications reported that the outgoing Engagement Plan has reached its conclusion and this provides an opportunity for the Board Chair and Members to prioritise areas for going forward and further work will take place in this area.

The Board noted the update.

12. BOARD ANNUAL SEMINAR/WORKSHOPS (VERBAL)

The Board Annual Conference has been held in March of each year but in order to allow the Chair and Members sufficient time to plan and prepare for the event, it was agreed to defer the Seminar until September 2019.

Action: Board Members to advise via Secretariat of themes/topics for Annual Seminar / September date to be agreed by Board Chair and Head of Communications

A series of lunchtime seminars had been organised by the outgoing Board and the next seminar is due to take place in February 2019 focusing on victims and restorative practices. The Head of Communications will advise when a date has been confirmed.

Action: Head of Communications to advise of February date for lunchtime seminar on Victims/Restorative Practices

13. CORPORATE PLAN 2020-2023 (VERBAL)

The Board Secretary advised that this would be a significant issue for the Board in 2019. Responsibility is rested with the Policy and Practice Committee

14. BOARD SECRETARY'S BUSINESS

14.1 Register of Members' Interest

The Board Secretary advised that any potential conflicts of interest to Board discussions should be made known in advance.

Action: Secretariat to forward Register of Members' Interest Form

14.2 Board Workplan

The purpose of the Workplan is to set out the work for Committees and Board across the year. The Board Secretary informed Members that the detailed discussions on items occur at the Committee meetings. The conclusions are presented to the full Board for decision.

14.3 Arrangements

The Board Secretary updated Members on the following:

- driving licence and car insurance details to be forwarded to Secretariat as soon as possible to enable travel claims to be processed
- travel expenses claims should be submitted within a three month timeframe to fulfil audit requirements
- bank details to be submitted to facilitate monthly payments
- photograph permission form to be signed in line with GDPR
- moving to non-paperless meetings and system should be available by end of March 2019

Members were in unanimous agreement with a non-paperless system for meetings but emphasised that the delay must not be longer than three months.

The Board noted the update and relevant actions.

15. ANY OTHER BUSINESS

The Board Chair advised that the February dates for Board and ARAC meetings would swap and confirmed that the ARAC meeting would be held on Friday 15 February and the Board on Friday 22 February.

Further to a query from a Board Member regarding PBNI's preparation for Brexit specifically in relation to ALB organisations, the Chief Executive confirmed that this process is DoJ-led and further detail could be provided in January 2019.

16. CHAIRMAN'S COMMENTS

The Chairman thanked everyone for their contribution to discussions on all items and noted the Board Induction would again revisit some of these issues but will also cover broader issues. A Board Member requested an input on Brexit to be included at the Induction or next Board meeting.

17. DATE OF NEXT MEETING

The next Board meeting is scheduled for Friday 18 January 2019 with the Board Induction Day planned for Thursday 17 January 2019; both meetings will take place in the Conference Room, PBNI Headquarters.

Dale Ashford QFSM
Board Chair

Date