

PROBATION BOARD FOR NORTHERN IRELAND

**BOARD MEETING – FRIDAY 17 MAY 2019**

**9.30 AM – BALLYMENA LEARNING & DEVELOPMENT PROBATION OFFICE**

**410<sup>th</sup> MEETING – 7<sup>th</sup> OF THE TWELFTH TERM OF OFFICE**

ATTENDANCE

Mr Dale Ashford (Chair)  
Mr Neil Bodger  
Paul Douglas  
Kieran Donaghy  
Mr Max Murray  
Mr Gearoid OhEara

Ms Patricia Keenan  
Mr Alastair Ross  
Mr Dave Wall  
Dr Jonny Byrne  
Dr Theresa Donaldson

OFFICIALS

Ms Cheryl Lamont, Chief Executive  
Mr Hugh Hamill, Director of Operations  
Mrs Gillian Robinson, Head of Human Resources  
Mrs Catherine Teggart, Head of Finance  
Mr Michael Cox, Board Secretary  
Ms Fiona Quail, Personal Secretary (Minutes)

APOLOGIES

Dr Kelly Clark  
Mrs Judith Gillespie  
Ms Brenda Henderson (Boardroom Apprentice)  
Dr Geraldine O'Hare, Director of Rehabilitation

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

The Chair welcomed members and officials to the meeting. No conflicts of interest were declared. The Chair noted his continuing involvement with the NIPS Board, which will end in the near future after his replacement has been appointed.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Dr Kelly Clark, Judith Gillespie, Brenda Henderson and Dr Geraldine o' Hare

**3. MINUTES OF PREVIOUS MEETING – 12 April 2019 (M04/19)**

The minutes of the previous Board Meeting held on Friday 12 April 2019 were agreed as an accurate record of the meeting.

**4. MATTERS ARISING FROM PREVIOUS MINUTES (Paper 38/19)**

All Actions have been completed.

**5. BOARD CHAIR'S UPDATE (verbal)**

Given the need to spend as much time as possible on the Corporate Planning event the Board Chair agreed to defer his report until the next meeting.

**6. CHIEF EXECUTIVES UPDATE (verbal)**

The Chief Executive had no formal update but would make some specific comments on the matters raised under 'Correspondence'.

**7. CORRESPONDENCE (Paper 39/19)****7.1 Draft Partnership Agreement.**

The Board Chair advised Members that the Department of Justice had sent the first draft of the Partnership Agreement. Although the Chair welcomed the Paper, he indicated there is a considerable amount of work yet to be done on it. The Board Chair and the Chief Executive have arranged to meet with the Department of Justice to discuss the draft.

**7.2 Temporary Funding**

The Chief Executive advised the Board a letter had been sent to Director of Safer Communities, Anthony Harbinson, highlighting the difficulties being experienced because of the continued use of temporary funding. A meeting is to take place within the Department of Justice to discuss the consequences. Board Members raised their concerns regarding the potential implications if the Confidence and Supply funding stops.

**7.3 NNC/SCCOG Pay Settlement**

The Head of Human Resources, Gillian Robinson advised the Unions are continuing to press for the NNC/SCCOG pay dispute to be resolved. Mrs Robinson advised that employee relations challenges continue to exist. She assured members that she will continue to pursue options with the Department of Justice for a satisfactory outcome.

**FOR DECISION****8. 2018-19 Q4 Strategic Risk Register (Paper40/19)**

The Director of Operations, Hugh Hamill presented the Q4 Summary.

**The Board Approved the 2018-19 Q4 Strategic Risk Register****9. 2019-20 SRR (Paper 41/19)**

The Director of Operations noted the Risks for 2019-20 had reduced from 7 to 9. Mr Hamill also noted this paper was presented to the Audit and Risk Assurance Committee on 3 May 2019, which recommended the Paper be sent to Board for Approval.

Board members commented on the lay out of the Register and this is something they will discuss further.

### **The Board Approved the 2019-20 Strategic Risk Register**

#### **FOR NOTING**

##### **10. Q4 Business Plan Report 2018-19 (Paper 42/19)**

The Director of Operations, Hugh Hamill (on behalf of Director of Rehabilitation) highlighted the five strategic priorities set out for 2018-19, which had been assessed as having a Green Rating. The Board commended the Officials on the hard work and achievements. The Chief Executive acknowledged the work undertaken by the Senior Leadership team and staff on the front line.

##### **The Board approved the Q4 Business Plan.**

##### **11. Draft Annual Report and Accounts (Paper43/19)**

The Head of Finance, Catherine Teggart advised members the Annual Report received a comprehensive overview at the Audit and Risk Assurances Committee Meeting on the 3 May 2019.

The report was completed in the specified time frame and was sent to the Auditors on the 6 May 2019. There is outstanding information required from external sources. No issues have been raised to date.

Mrs Teggart summarised the Paper while highlighting the Underspend was 0.7% which is under the recommended 1%.

##### **The Board approved the Draft Annual report.**

The final report will be presented to the Audit and Risk Assurances Committee on 7 June 2019 for approval on behalf of the Board.

Chief Executive, Cheryl Lamont, acknowledged that Catherine Teggart led on this piece of work and had worked extremely hard to deliver it on time. The Chief Executive thanked Mrs Teggart and her team for her leadership and work.

**12. Pension Valuation (Paper 44/19)**

Head of Finance, Catherine Teggart presented Pension Fund Assumptions and results.

**The Board Noted the Paper**

**13. ANY OTHER BUSINESS**

The closed session was deferred as the Corporate Planning Meeting was scheduled to take place after the Board Meeting.

**DATE OF NEXT MEETING**

The next Board Meeting will take place on Friday 21 June 2019 at 9.30 am in PBNI Headquarters

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

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**Date**