

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – FRIDAY 21 JUNE

9.30 AM – PBNI HEADQUARTERS

411th MEETING – 8th OF THE TWELFTH TERM OF OFFICE

ATTENDANCE

Mr Dale Ashford (Chair)	
Ms Patricia Keenan	Mrs Judith Gillespie
Paul Douglas	Mr Alastair Ross
Kieran Donaghy	Dr Kelly Clark
Dr Jonny Byrne	Dr Theresa Donaldson
Mr Gearoid OhEara	
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
Mr Michael Cox, Board Secretary
Ms Fiona Quail, Personal Secretary (Minutes)

APOLOGIES

Mr Neil Bodger
Mr Dave Wall
Mr Max Murray

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chair welcomed members and officials to the meeting. The Chair advised the Members, Ms Dougherty (retired member of staff) was awarded a British Empire Medal in the Queen's Birthday Honours list. It was agreed that the Chair would write to Ms Dougherty.

No conflicts of interest were declared. The Chair noted his involvement with the Northern Ireland Prison Service Board has now finished.

2. APOLOGIES FOR ABSENCE

Apologies were received from Mr Neil Bodger, Mr Dave Wall and Mr Max Murray.

3. MINUTES OF PREVIOUS SPECIAL BOARD MEETING – 10 MAY 2019 (M05/19)

The minutes of the previous Board Meeting held on Friday 10 May 2019 were agreed as an accurate record.

4. MINUTES OF PREVIOUS MINUTES – 17 MAY (Paper M06/19)

The minutes of the previous Board Meeting held on Friday 17 May 2019 were agreed as an accurate record.

5. MATTERS ARISING FROM BOARD MEETING HELD ON 10TH & 17TH MAY 2019

All outstanding actions have been completed.

6. BOARD CHAIR'S UPDATE (verbal)

The Chair advised Members that he had received an email from Maura Campbell, DOJ, about the appointment of the Board. Ms Campbell confirmed that the 'interim' report, already issued, was actually the final report.

- The Board Chair attended a Substance Misuse Court. Mr Ashford was impressed and he found it very useful experience. The Board Chair and the Chief Executive attended a Strategic Partnership Forum on Tuesday 18th June at which a presentation to other Arm's Length Bodies on PBNI's experiences. The Board Chair and the Chief Executive met with the inspectors to engage with initial discussions. Mr Ashford advised Terms of reference will follow.
- The Board Chair thanked everyone for the contribution they made to the Corporate Planning Day on the 17th May 2019. The Board Chair advised a date has been set for the Board Development Day, 9 August 2019. Mr Ashford told Members the Standing orders are in draft format and will be issued in July.
- The Board Chair attended the opening of the new Probation Coleraine Office on 17th June 2019.
- The Board Chair met with the Permanent Secretary for the Department of Communities. All other meetings with the Permanent Secretaries have been confirmed.
- The Board Chair is due to meet Sonia Crozier, Director of the National Probation Service on 25 June 2019.
- The Board Chair advised an accountability meeting will take place on Tuesday 25 June 2019 and will be attended by Peter May.
- The Board Chair attended a Boardroom Apprentice Event where he met the new apprentice, Sara Bruce.

7. CHIEF EXECUTIVES UPDATE (verbal)

The Chief Executive will update the Board under Correspondence.

8. CORRESPONDENCE (Paper 46/19)

8.1 Draft Partnership Agreement.

The Chief Executive advised discussions, following her letter send to Maura Campbell (31 May 2019), will resume later in the year. To date Ms Lamont, has not received any feedback. The Chief Executive advised she will continue to work with Board Chair and Board Secretary until she receives a satisfactory outcome.

8.2 Temporary Funding

The Chief Executive advised the Board, the letter received from the Director of Safer Communities, Anthony Harbinson, was useful and it indicated the intent to move forward. The Chief Executive felt the letter did not go far enough to address the risks that were pointed out to the Director of Safer Communities, in previous correspondence.

The Chief Executive met with Peter May and Ronnie Armour on Thursday 13th June. Ms Lamont told the Board she found the conversations around risk and recruitment to be useful. Peter May welcomed the idea of the Chief Executive writing to him directly. The Chief Executive advised she is intending to write to Peter May advising the need for the Probation Board to recruit 4 (ECO) staff and 5 additional staff to cover core business.

A Board member felt the Corporate Resource Committee should look at the detail of the Recruitment Process for the new posts.

It was agreed that the Chief Executive would draft a letter to Peter May and the Board Chair, on behalf of the Board would approve the letter and it would be sent out immediately.

Action: The Chief Executive to write to Peter May re new Appointments.

8.3 Letter to Commissioner for Public appointments re Appointment to the Board

The Board noted this correspondence.

Audit and Risk Assurance Committee

9. COMMITTEE CHAIR'S UPDATE

This was postponed as Mr Neil Bodger was unable to attend today's Board meeting.

10. AUDIT & RISK ASSURANCE COMMITTEE - MINUTES 3 MAY 2019 (PAPER 47/19)

The minutes of the previous ARAC Meeting held on Friday 3 May 2019 were agreed as an accurate record.

The Board congratulated officials on the overall 'Satisfactory' rating. A special thanks was noted to the Head of Finance and her Team for obtaining this rating.

11. ANTI-FRAUD & ANTI BRIBERY POLICY (PAPER 48/19)

The Head of Finance presented the Policy to the Board. Ms Teggart advised the policy was submitted to the Policy and Practice committee on the 2 April 2019 and the Audit and Risk Committee on the 3 May 2019.

The Board approved the Anti-Fraud and Anti-Bribery Policy.

12. ANNUAL REPORT AND ACCOUNTS FOR APPROVAL (Paper 49/19)

The Head of Finance advised the Audit and Risk Assurance Committee met on the 7 June 2019 to discuss the Final Draft Annual Report and Accounts. It recommended presentation to the Board for final approval.

The Head of Finance advised of a late change to the Annual Report and Accounts with regards to pension which the NIAO has asked for a provision to be made. The Head of Finance is currently working with Actuary on a revised pension figures in order to complete the Annual Report and Accounts.

13. REPORT TO THOSE CHARGED WITH GOVERNANCE (PAPER 50/19)

The Head of Finance advised the Board, the 'Report to those charged with Governance' was presented to ARAC on 7 June 2019. Ms Teggart highlighted two areas in the report. The first was in relation to duplicate travel payments on the AccountNI System which were since re-imbursed and guidance sent to all staff. There is an inherent limitation to the AccountNI system, which does not detect or prevent duplicate payments. The Audit office gave a priority rating of 2. The ARAC Committee believe a '3' rating is more fitting for this recommendation. The NIAO is going to consider changing the rating.

The Board Chair congratulated the Head of Finance and her Team on all the work that was put into the report.

CORPORATE RESOURCES COMMITTEE BUSINESS

14. Draft Minutes 10 May 2019 (Paper 51/19)

The Board noted the Minutes

15. FINANCIAL OUTTURN SUMMARY (Paper 52/19)

The Head of Finance present the first finance paper of 2019-20.

The Board noted the Paper.

16. MANAGEMENT INFORMATION PAPER (PAPER 52/19)

- 16.1 The Head of Finance, updated the Board members on developments at the premises on Shipquay Street, Limavady Road, Crawford Square and Duncairn Gardens.
- 16.2 The Director of Operations, provided an update to Board Members on the roll out of the new IT arrangements and progress on the Electronic Case Management System (ECMS). Mr Hamill advised the ECMS roll out completion date is 31 January 2020 and advised this may have to be extended.
- 16.3 The Director of Rehabilitation updated the Board Members on the recent media campaign on the Enhanced Combination Orders. The Board congratulated Dr O'Hare on the coverage achieved.
- 16.4 The Head of Human Resources, advised she met with the Department of Justice on 20 June 2019 regarding the ongoing issues about the National Negotiating Committee and Standing Committee of Chief Officers' Group. Ms Robinson, has been advised the terms and conditions, should remain the same and she is in the process of preparing a Business Case which will be presented to the Department of Justice in due course. The Head of HR advised Board members she is keeping in touch with the Crown Solicitors regarding the potential NILGOSC legal challenge.

17. MANAGING ATTENDANCE

17.1 The Head of Human Resources presented the end of year Sickness report.

The Board noted this paper.

17.2 May's Sick absence report was presented to Members. Ms Robinson, advised she was disappointed to see the rise in sick levels but assured Board Members, she is doing everything possible to reduce the figures to an acceptable level.

18. POLICY & PRACTICE COMMITTEE BUSINESS

18.1 Minutes of Meeting 5 April 2019 (Paper 56/19) – The Board noted these minutes

18.2 Draft Minutes of Meeting 31 May 2019 (Paper 56/19) – This Board noted these minutes.

19. CORPORATE PLAN CONSULTATION DOCUMENT (PAPER 57/19)

The Head of Communications, advised the Consultation Document was discussed at length in the Policy and Practice meeting on the 31 May 2019. Members suggested some minor changes.

With the suggestion made, the Consultation document was approved by the Board.

20. VOLUNTARY AND COMMUNITY SECTOR POLICY

Director of Rehabilitation has advised the Voluntary and Community Policy was presented to the Policy and Practice Committee on 31 May 2019.

The Board approved the policy.

21. ASPIRE EVALUATION REPORT (Paper 59/19)

The Director of Rehabilitation presented the Paper to the Board members. Dr O'Hare highlighted this received a positive evaluation and a 'soft' launch is currently being planned for the end of Summer.

The Board noted the Paper.

22. ANNUAL REVIEW OF SERIOUS FURTHER OFFENCES

The Director of Operation, presented the Paper to the Board.

Members of the Board felt they would benefit from looking at some individual cases and the role of other agencies, such as PPANI & SBNI. This will be looked at further in the individual Committee's.

BOARD SECRETARY'S BUSINESS

23. BOARD DEVELOPMENT DAY – 9 AUGUST 2019

The Board Secretary gave some details about the format of the day. He said that a Self-Assessment questionnaire would be issued to members in advance with the responses being considered at the event.

24. BOARD WORK PLAN

The Board Secretary advised the meeting that the format is currently being Reviewed.

25. ANY OTHER BUSINESS

After a brief discussion, it was agreed that the it would be reassuring if the PPC received a presentation on 'Brexit'.

DATE OF NEXT MEETING

The next Board Meeting will take place on Friday 16 August in Davis House, Maghaberry.

Dale Ashford QFSM
Board Chair

Date