

PROBATION BOARD FOR NORTHERN IRELAND  
**BOARD MEETING – FRIDAY 20 SEPTEMBER 2019**

**9.30 AM – PBNI HEADQUARTERS**

**413th MEETING – 10<sup>th</sup> OF THE TWELFTH TERM OF OFFICE**

ATTENDANCE

Mr Dale Ashford (Chair)  
Mr Neil Bodger  
Dr Kelly Clark  
Kieran Donaghy  
Dr Theresa Donaldson  
Paul Douglas  
Mrs Judith Gillespie  
Ms Patricia Keenan  
Mr Alastair Ross  
Mr Max Murray  
Mr Gearoid OhEara

Ms Sarah Bruce (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 Gail McGreevy (Agenda item 14)  
Ms Fiona Quail, Personal Secretary (Minutes)

APOLOGIES

Dr Jonny Byrne  
Mr Dave Wall

**1. WELCOME, APOLOGIES AND CONFLICTS OF INTEREST**

The Board Chair welcomed everyone to the meeting and introduced Anthony Harbinson, Department of Justice.

Mr Harbinson was invited to the Board Meeting to get an Overview on the Departments preparation for Brexit.

The Chief Executive, advised the Board that the Director of Rehabilitation, Geraldine O'Hare will be attending a meeting in Brussels on the 2 October 2019. Dr O'Hare, is part of a team representing the Department of Justice and presenting on the theme of Innovation and Problem Solving Justice.

Mr Harbinson, concluded discussions by telling the Board, Graham Walker (DoJ's Brexit Specialist) will provide the Board with an update at the next meeting on 18 October 2019.

Apologies were received from Dr Jonny Byrne and Mr Dave Wall.

The Board Chair told the Committee he sits on the Victim Support NI's Board. (a fraud Claim against Victims Support NI, will be raised later in the meeting.)

No other conflicts of interest were declared.

## **2. MINUTES OF BOARD MEETING 16 AUGUST 2019 (PAPER M08/19)**

The minutes of the previous Board Meeting held on Friday 16 August 2019 were agreed as a true and accurate record.

## **3. MATTERS ARISING FROM BOARD MEETING HELD ON 16 AUGUST 2019 (68/19)**

All outstanding actions have been completed.

## **4. BOARD CHAIR'S UPDATE (Verbal)**

The Board Chair advised the meeting that he together with the Chief Executive and the Board Secretary recently met with Maura Campbell, DOJ, to discuss the draft Partnership Agreement. This will define the future relationship between PBNI and the Department of Justice.

The Board Chair also met with Robbie Butler, UUP, accompanied by the Director of Rehabilitation, Geraldine O'Hare and Head of Communications, Gail McGreevy.

Mr Ashford, visited the Aspire Team and was very impressed by the staff and the work that they do.

Other meetings included David Sterling, Head of the Civil Service, and Claire Archbold, DOJ.

Mr Ashford told the Board a Remuneration Committee meeting took place since the last Board. The Committee had approved an application for Flexible Early Retirement, which has been sent to the DOJ.

The Board Chair highlighted the 'Strictly Come Dancing' event which PBNI staff are participating in, in March 2020. All monies raised will go to a Children's charity. The Board Chair invited any Board Members that are interested in taking part to let him know.

## **5. CHIEF EXECUTIVES UPDATE (Verbal)**

The Chief Executive updated members on a meeting she had had with Peter May about TPMO's. It is now accepted that a different mechanism is required for the oversight and management of this cohort.

## **AUDIT AND RISK ASSURANCES COMMITTEE**

### **6. COMMITTEE CHAIR'S UPDATE**

The Committee Chair advised the Board that the Audit and Risk Assurance Committee took place on the 13<sup>th</sup> September. Mr Bodger informed members the report on 'Those charged with Governance' was positive.

The Committee Chair, advised the Board, a discussion took place regarding the increased risk of a 'no-deal' Brexit. The ARAC Committee felt the risk should be added to the Strategic Risk Register as a standalone risk, rather than an emerging risk. Mr Bodger asked the Board to consider this proposal. Mr Bodger also updated the Board on the delay on the delivery of the ECMS Project. There will be no additional cost to PBNI. A 'Minimal Viable Product' (comparable to the current functionality) will be delivered on the 31<sup>st</sup> March 2020 while the enhancements will be completed on 31 August 2020.

Mr Bodger, advised the Board of a fraud whereby PBNI lost a sum of £5k as it was paid into a fraudulent bank account. Finally, Mr Bodger updated Board members on DAO Letters and other Guidance.

The Committee Chair, advised that Dr Theresa Donaldson had been proposed to become the Deputy Chair of the ARAC Committee. The Board ratified the appointment.

Mr Ashford, agreed with the ARAC committee's recommendation to add Brexit to the Strategic Risk Register.

A further conversation took place, in regards to the delay in delivery of the ECMS project. The Director of Operations, confirmed the team are liaising with officials in the DOJ

Mr Bodger, as the ARAC Committees Chair, recommended the Board approve the Strategic Risk Register.

**The Board approved Q1 Strategic Risk Register**

**The Board recommends Brexit is added to the Q2 Risk Register.**

### **7. SERIOUS FURTHER OFFENCES**

The Director of Operations, Hugh Hamill updated the Board on two Further Serious Offences. Mr Hamill, advised one of the Serious offences will be independently reviewed in accordance with usual practice.

## **CORPORATE RESOURCES COMMITTEE BUSINESS**

### **8. COMMITTEE CHAIRS UPDATE**

Committee Chair, Judith Gillespie, advised the Board she had no further update since the last CRC Committee Meeting.

### **9. FINANCIAL OUTTURN SUMMARY (PAPER 72/19)**

The Head of Finance presented the Financial Outturn Summary to the Board. Ms Teggart explained the accurate position of the underspend is 5.2% at 31 August 2019. The reason

for the underspend is primarily due to the difficulty in backfilling posts as a result of the temporary programme funding. Underspends in programmes have been released back to the DOJ at the monitoring round. Ms Teggart also advised the Capital Expenditure shows an underspend which is due to the easements in ECMS and the delay expected in Shipquay Street office. This spend will either be transferred to future months or released at the monitoring round.

The Committee Chair for the Corporate Resources Committee requested information on the financial planning scenario's. The Head of Finance advised that the financial planning exercise will be sent to the Department on 30 September. The return will be available at the next Board and CRC meeting.

**Action: Financial Planning scenarios will be presented to the next Board and CRC meeting**

#### **10. NATIONAL NEGOTIATING COMMITTEE AND STANDING COMMITTEE OF CHIEF OFFICERS' GROUP - UPDATE**

The Head of Human Resources advised the Board she had resubmitted the final business case to the Department of Justice. It is understood the Union representatives have met with Peter May. The Board Chair also confirmed he had taken this issue up with Claire Archbold.

#### **11. MANAGING ATTENDANCE – SICKNESS ABSENCE PAPER JULY 19 (PAPER 74/19)**

The Head of Human Resources, advised she is happy that Managers are doing everything practical to manage sick leave. The Board Chair said it was worth noting that the overwhelming majority of staff have very little or no of sick leave.

#### **12. ESTATES AND BUSINESS CASES**

The Head of Finance gave an update on the offices undergoing fit-out. It is expected the fit out building work at the Shipquay office, will be completed by the end of October. Duncairn Gardens' 5-year lease has been signed and fit out will be completed.

Ms Teggart also updated the Board on the Business Case for the Addiction Services contract. The sum of £300k has been approved.

#### **13. ELECTRONIC CASE MANAGEMENT SYSTEM (ECMS) AND ICT DELIVERY OPTIONS UPDATE**

The Director of Operations, updated the Board on the delay in the delivery of the ECMS project. The move to IT Assist has been delayed because 5 Offices have not been fitted out, as yet, by BT. This is now in hand.

#### **14. COMMUNICATION AND ENGAGEMENT**

Head of Communications, Gail McGreevy joined the Board Meeting. Ms McGreevy updated members on the meetings organised with Stakeholders in regards to the Corporate Plan. Generally, the feedback has been good but one person has suggested that more focus should be centred on Victims. Ms McGreevy gave members a comprehensive update on all the meetings that took place.

The Head of Communications, highlighted the external media coverage on Problem Solving Justice. The Board welcomed the positive responses.

Ms McGreevy, advised the Board that PBNI were rolling out Trauma Training for all staff.

The Board Members had a conversation on the need for collaborative working across various departments such as Justice and Health.

The Head of Communications, also highlighted PBNI's presence at Pride and Mela events as well as the news coverage in the Irish News.

#### **15. POLICY AND PRACTICE COMMITTEE BUSINESS**

Corporate Plan Consultation

The Director of Rehabilitation, presented the Board the Paper on Consultations.

**The Board noted the Paper**

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

The Board Secretary, Michael Cox presented the Summary paper on the Board Development Day. He advised the next steps are for the Committees are to consider how they will focus their efforts to oversee the delivery of the draft Corporate Plan's Strategic priorities. This will include review of the Committees' Terms of reference and the timing of the meetings.

**The Board Chair, Dale Ashford, thanked Mr Cox and accepted the plan.**

The Board Secretary summarised the paper on Members Visits. Mr Cox, advised the Board the visits proved popular with Staff and Members alike. Phase 2 will begin shortly and be aligned with Team Meetings. Mr Cox encouraged Members to attend when they can.

#### **17. ANY OTHER BUSINESS**

A Board Member, asked that officials keep the Board updated on any early finding from the CJINI Inspection taking place in early October. Chief Executive, Ms Lamont noted that the Report would be launched in Spring next year 2020.

#### **18. DATE OF NEXT MEETING**

The next Board Meeting will take place on Friday 18 October 2019 at 9.30 am, Conference Room, PBNI HQ

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

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**Date**