

PRISON SERVICE MANAGEMENT BOARD MEETING

THURSDAY 4TH APRIL 2019

BURREN HOUSE

In Attendance:	Ronnie Armour	Director General/Chairperson
	Austin Treacy	Acting Director of Prisons
	Paul Doran	Director of Rehabilitation
	Brendan Giffen	Head of Strategy & Governance
	Jacqui Wallace	HR Business Partner
	Louise Blair	Finance Business Partner
	Dale Ashford	Non-Executive Director
	Claire Keatinge	Non-Executive Director
	Dave Kennedy	Governing Governor
Minutes:	Secretary	Strategy & Governance
Apologies:		Press Officer

1. In the absence of the Director General, the Acting Director of Prisons welcomed members to the meeting. The minutes of the previous meeting were agreed and there were no declarations of interest other than previously highlighted.
2. **Matters arising from previous meeting**
A proposal had been made by Claire Keatinge to include a Health & Safety dashboard within the risk register. The Board were advised that NIPS Head of Health & Safety would contact Non-Executive Members directly to discuss and take forward.

An update on the Smoke-free prisons was to be provided. ***AP1: This has been moved onto the Agenda of the next meeting in July.***
3. **Hydebank Wood pre-inspection update**
Governor Gary Milling and Deputy Governor Tom Ferguson provided the Board with an update on the current position at Hydebank Wood College prior to an inspection. Following on from the last inspection Hydebank has

been focused on continuous improvement and development of its vision and principles. An overview was provided to the Board on some of the key achievements and milestones at the College. Staffing levels in the college have increased and also the attendance of students at activities has risen.

The Board were provided with a range of data reporting against performance outcomes which illustrated the continuous improvements at Hydebank.

Claire Keatinge commented that attendance of females at activities was less than males and asked if there was any particular reason for this. The Board were advised that actions were being taken to address such as introducing alternative activities that would encourage activity from females.

A request was also made by Claire Keatinge that data on the misuse of drugs is provided with prescribed and illegal separated.

4. Resettlement

The Head of Resettlement Branch based at Maghaberry attended the Board to provide detail of their work. As part of the Rehabilitation Directorate the branch have a key role in the development and maintenance of partnership working arrangements within the voluntary and community sector.

The Board also discussed the key Resettlement Pathways and the different programmes delivered by NIPS alongside partner grant funded organisations, including the ongoing work to support prisoners upon release, and provide valuable help in dealing with issues such as housing, benefits, families, work and health. Claire Keatinge asked about work being done with Travellers and was told that various initiatives are in place to support these prisoners. A question was also asked around chaplaincy and the support given to the range of different religions.

****The Director then took the Chair at this point***

5. Review of Learning and Development

Louise Cooper, Deputy Director of Rehabilitation attended the Board to provide an update on the comprehensive Review of NIPS Learning and Development, a copy of the review was also provided. The Board thanked Louise for her work on this project and both Non Executive Members commented on how informative the paper was on the work. Claire Keatinge asked about the issues around staff training and operational requirements and exploring different training options were discussed.

The Board noted that they were content with paper and happy to proceed.

Directors Updates

6. Operations

The Director of Prisons provided the Board with an update on operations across each of the establishments. The Board was informed of the sudden death of an officer and condolences to his family and colleagues were noted. A number of new PECCS vehicles displaying NIPS branding are now in use and good feedback has been received on this modernisation of our fleet.

The Board was provided with updates on the following areas; Brexit contingency planning, development of Davis House; rollout of SPAR Evolution; and modernisation of intervention equipment

7. Rehabilitation

The Director of Rehabilitation gave an update on the work within the Directorate. An update was given on the ongoing work within the areas of Learning and Skills both at senior management level and within each of the establishments. The Board was told about the current focus on Psychology and plans for the coming months which include further support for the females in prison including those who have experienced domestic violence.

The consultation period on the 'Strengthening Family Relationships Strategy' is coming to an end and the Board noted there has been a considerable amount of activity in relation to work with families. The Policy Unit within Rehabilitation is also focusing on the field of employability and the Board was provided with an update on this work.

8. Strategy, Governance & Communications

The Board was advised that pay award for uniformed staff has now been settled. The Annual Whitley Council had taken place and no major issues reported.

The Board recognised the recent successes two members of staff received at Butler Trust awards and the credit those staff are to the service. An update was given on the new PrisonsWell employee wellbeing programme which was launched recently.

The Head of Strategy and Governance shared plans for the coming months including various activities NIPS plans within the upcoming NICS Live event.

9. **Finance Update**

The Finance paper was introduced by the Finance Business Partner and was noted by the Board.

10. **HR Update**

The HR paper was introduced by the HR Business Partner and noted by the board with key points of interest highlighted including staff changes within the Business Partner team. ***AP5: Claire Keatinge asked that more definition is provided with temporary promotion figures.***

11. **Audit and Risk Committee Update**

The Chair of NIPS Audit and Risk Committee briefed the Board on the latest meeting of ARC.

12. **Risk Register**

A new format of Risk Register was introduced to the Board, going forward a full review of this new document will now take place. Claire Keatinge asked if any comparison had ever been made with other organisations risk register to look at best practices. ***AP6: NIPS Risk Register in new format to be circulated to Board members.***

13. **Any Other Business**

No other business was discussed.

The next meeting will take place on Thursday 16th May at Dundonald House.