

# PRISON SERVICE MANAGEMENT BOARD MEETING

THURSDAY 10<sup>TH</sup> JANUARY

LAGANSIDE COURT (Hosted by PECCS) – JUDGES LIBRARY

<b>In Attendance:</b>	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
		Press Officer
	Alan Platt	PECCS Governor
<b>Apologies:</b>	Alan Smyth	Head of Licensing & Legislation
<b>Minutes:</b>	Secretary	Strategy & Governance

1. The Chair welcomed members to the meeting. The minutes of the previous meeting were agreed and there were no declarations of interest.
2. **Strategic Overview**

The Chair provided the Board with a strategic overview giving an update on the present financial and operational context. A review of 2018 was given summarising - a broadly positive year for the Prison Service which ended with the very good report following the unannounced inspection at Maghaberry. The Chair also noted that a number of Prison Service staff had been named on the Queens New Year Honours list.
3. **Prisoner Escorting and Court Custody Service (PECCS)**

Governor Platt provided the Board with an overview of the work of PECCS. PECCS provide transport and custody service across 17 court locations in Northern Ireland. The Board were also told about the plans for updating the current fleet which will also include the installation of new modern technology that will have added benefits to both staff and those in our care. Governor Platt was asked about the level of complaints, he reported that no complaints had been received.

#### 4. **Staff security**

NIPS HQ Security Governor provided the Board with an overview of Security issues.

### **Directors Updates**

#### 5. Operations

The Director of Prisons provided the Board with an update on operations within each of the establishments. The upgrading of the PECCS fleet was discussed and the Board were informed that a new Fleet manager was also now in position. Contingency planning for Brexit is progressing and NIPS staff are working closely with DOJ colleagues.

The Board was also provided with updates on the upgrading of IT systems throughout the Service including Davis House. Dale Ashford asked if the issue around cell doors in the new building had been resolved, this was confirmed.

A summary was also provided to the Board on Christmas home leave with all prisoners returning to custody.

#### 6. Rehabilitation

The Director of Rehabilitation updated the Board on the work of Rehabilitation Directorate. Sports initiatives across all three establishments continue working in partnership with GAA, IFA, Ulster Rugby and Parkrun. Links to voluntary and community sector are being strengthened with some of the programmes continuing into the community. Claire Keatinge asked about women's activities and the Board was informed about plans to explore types of different activities that could be introduced for females.

The Board was given an update on Learning and Skills activities and also the ongoing work of reviewing of different strategies within the Rehabilitation Directorate.

#### 7. Strategy and Governance

The Board was advised that Prisons 2020 proposed Delivery Plan for Year Two would be presented at the meeting of PSMB in April. The report on Year One delivery plan would follow in May.

The Board was briefed on the Prison Service LEAD Programme with an overview of the first year and planning for year two.

NIPS will continue to develop our Social Media presence Dale Ashford commented on the good positive communications that are now visible to the

public and in particular the television interviews that took place. Claire Keatinge also commented that sharing positive stories are important for the public to get a feel of the work that goes on within Prison Service.

**8. HR Update**

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

Outstanding performance reports were discussed and it was agreed that further action would be taken to progress this area with line managers.

***(AP2: HR to provide Brendan Giffen with outstanding report)***

An update was also given on recruitment and planned training for 2019. Both Dale Ashford and Claire Keatinge asked for further explanations of some of the statistics and information tables provided.

**9. Finance Update**

The Finance paper was introduced by the Finance Business Partner and was noted by the Board. Current position was noted and NIPS Finance Strategy was discussed.

**10. ARC Update**

Claire Keatinge in her role of NIPS Audit and Risk Committee Chair, provided the Board with an update on the latest meeting.

**11. Risk Register**

Risk 5 and 6 were reviewed by the Board there were no suggested amendments made to these risks. DOJ are introducing a new framework shortly which will mean a new format to Risk Register the Board will be kept informed as to when this will be introduced.

**12. Any Other Business**

The next meeting will take place on Thursday 14<sup>th</sup> February at Dundonald House.