

PRISON SERVICE MANAGEMENT BOARD MEETING

THURSDAY 4TH JULY 2019

HYDEBANK WOOD COLLEGE

In Attendance:	Ronnie Armour	Director General/Chairperson
	Paul Doran	Director of Rehabilitation
	Austin Treacy	Director of Prisons
	Claire Keatinge	Non-Executive Director
	Sarah Wakfer	Non-Executive Director
	Louise Blair	Finance Business Partner
	Jacqui Wallace	HR Business Partner
	Gary Milling	Hydebank Governor
	Press Officer	DOJ Press Office
Apologies:	Brendan Giffen	Head of Strategy & Governance
Minutes:	Secretary	Strategy & Governance

1. The Chair welcomed everyone to the meeting and introduced the newly appointed Non-Executive Director Sarah Wakfer. The minutes of the previous meeting were agreed and there were no declarations of interest.

2. **Strategic Overview**

The Board were given an update on the recent media story regarding NIPS policy on books allowed within prisons. **AP1: Guidance issued to staff to be shared with members.**

The Department will be carrying out a review of finance and budgets which will also involve a 3 year planning exercise.

It was reported to the Board that the female population at Hydebank Wood College has been increasing however this was due to a high number being held on remand.

3. Hydebank Wood College

Governor Gary Milling talked to the Board about the journey that Hydebank has taken since it was established as a secure college in 2016.

The Board were advised that resources are managed and allocated as appropriate across the college, to deal with the challenges faced with rising numbers in the female population.

A number of improvements are currently underway across the college. A significant investment has been made into the improvement of Learning & Skills within the college with a new building currently under construction and expected to be handed over as completed in the coming months. Refurbishment of the recreational spaces within the residential areas is also ongoing.

The Board were provided with an overview on Hydebank's progress against CJINI inspection key indicators.

Sarah Wakfer asked about Special Needs Assessments and Governor Milling explained the current processes in place. Claire Keatinge asked about the committal process for vulnerable people and again an explanation of the process including working with our partners. Claire also asked about the interest for education classes and Governor Milling explained how staff work with colleagues in Belfast Met to ensure there is flexibility around courses and classes which are suitable for a range of abilities.

4. Smoking Cessation

A written update was scheduled for this meeting however, the Director of Prisons advised the Board that further meetings and work was needed on this project before a paper would be presented to the Board. It is expected that the paper will be available for the next meeting in August. ***AP2: Smoking Cessation paper to be presented in August meeting.***

Directors Update

5. Operations

The Director of Prisons provided the Board with an update on operations across each of the establishments. Updates were also provided on Prisoner Escorting & Court Custody Services (PECCS) and Security Information Branch.

The Board were given a progress update on the SPAR Evolution project, including feedback of the positive impact that has been reported by staff on how this new approach is meeting people's needs in a person-centred way.

Information was provided on the ongoing work taking place within the Department on the Improving Health within Criminal Justice strategy including the establishing of a new steering group.

An overview of the ongoing projects which are currently underway across NIPS was given to the Board including; Davis House, digitalisation, telephony and biometric access control.

Sarah Wakfer asked for clarification on the statistics relating to assaults. Claire Keatinge raised the issue of the gap in health care between a person being committed and seeing a health professional she also asked about how the committal process dealt with medication issues and this was discussed by the board. **AP3: A snapshot of last 2 years assault stats requested to show direction of travel.**

6. **Rehabilitation**

The Board were briefed on Prisoner Development Unit engagement with PBNI and also the discussions that took place at the Reducing Reoffending Strategic Outcomes Group.

An update was also given on some of the current work that is underway in Learning & Skills including the Learning Together project and Learning and Skills 2020 Project. Partnership working was discussed, the board were updated on recent meetings which have taken place with and how NIPS is considering alternative approaches to learning.

Progress was reported against recommendations from the CJINI Report on Resettlement and this work continues. The recruitment process has commenced which will seek to recruit a female officer to work with women at Hydebank Wood as well as with partners of perpetrators of domestic violence on the Building Better Relationships Programme. A recent event took place in Hydebank Wood looking at women in custody attended by representatives from different areas of Justice and organisations working with women in Northern Ireland, the board were given some feedback from this event.

AP3: Circulate Lord Farmer report

7. **Strategy, Governance and Communications**

A written update paper was submitted to the Board for information only as Head of Strategy, Governance and Communications was not in attendance.

The Board discussed the recent overtime ruling and it was suggested that this should be added into NIPS Risk Register. **AP4: Head of Pay and Grading to attend August meeting to discuss.**

8. Prisons 2020

Head of Continuous Improvement attended the meeting to provide an update on Prisons 2020. Senior Management Team have now agreed the Year 2 Delivery Plan with some programmes already well underway such as Future Leaders, Lead programme and PrisonsWell. **AP5: Year 2 Delivery Plan to be circulated.**

9. HR Update

The HR paper was introduced by the HR Business Partner and noted by the Board with key points of interest highlighted including recruitment and sick absence.

Sarah Wakfer asked if there were any patterns identified in relation to dignity at work and grievances, HR confirmed there was no pattern.

Claire Keatinge asked if there had been any changes in the type of people applying to join the Prison Service, and in particular the impact on the Section 75 categories recruitment was discussed and how challenging the employment market can be when seeking new staff.

10. Finance Update

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

Finance advised the Board that they would be providing a paper in August in relation to budget pressures due to injury at work. **AP6: Finance will provide paper to August PSMB**

11. Audit & Risk Committee

Claire Keatinge, Chair of NIPS ARC provided an update on recent meetings also informing the Board that a written update has been provided to Director General.

Claire also noted her thanks to Dale Ashford who has resigned from his position on NIPS ARC due to taking up another post.

12. Any Other Business

The next meeting of PSMB will be on Thursday 29th August and will take place in Dundonald House.

ACTION POINTS – PSMB JULY 2019

ACTION POINT	RESPONSIBILITY	UPDATE	ACTION POINT CLEARED
1. Guidance issued to regarding policy on books to be shared with members.	Michele Bell	Issued	Yes
2. Paper on Smoking Cessation project to be presented in August PSMB	Austin Treacy		
3. A snapshot of last 2 years assault stats to be presented to show direction of travel	Austin Treacy	Included in Director of Prisons paper	Yes
4. Head of Pay and Grading to attend August meeting to discuss overtime ruling.	Brendan Giffen/Michael Cowan	On August Agenda	Yes
5. Prisons 2020 Year 2 Delivery Plan to be circulated.	Maria Watson/Michele Bell	This will be included in the Strategy & Governance update paper at the August meeting.	Yes
6. Finance Partner to provide paper to PSMB in August on budget pressure due to injury at work.	Finance	On August Agenda	Yes
7. Read-out from women's event at Hydebank Wood to be shared with Non-Executive members	Paul Doran/Michele Bell	Issued	Yes