

**PRISON SERVICE MANAGEMENT BOARD MEETING
THURSDAY 10TH OCTOBER 2019, DUNDONALD HOUSE**

MINUTES

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
	Brendan Giffen	Head of Strategy & Governance
Apologies:	Press Officer	DOJ Press Office
Minutes:	Secretary	Strategy & Governance

1. The Chair welcomed everyone to the meeting, apologies were noted. There was no declarations of interest and the minutes of previous meeting were agreed.

2. **Strategic Overview**

There remains no change to the current political status. NIPS have taken all necessary steps to prepare for Brexit at this stage.

Prisons Week is coming up with a number of media events planned during this time. NI Statistics & Research Agency just recently published NIPS population statistics.

The Board were informed that Governor Kennedy has been nominated for a Correctional Excellence Awards by the International Corrections & Prisons Association. (ICPA) Winners will be announced at the ICPA Annual Conference which will take place at the end of October.

3. **Public Protection Arrangements NI Update**

Head of Licensing & Legislation presented a paper which provided an update to the Board on the multi-agency arrangements for the management of sex offenders in Northern Ireland.

4. **Programme for Government Update**

Head of Policy Unit provided the Board with an update on the end of year report for PFG Outcome 7 (we have a safe community where we respect the law and each other) 2018/19 delivery plan actions. The partnership working with statutory agencies, voluntary and community sector was highlighted.

Board members were asked to note the progress being made.

5. **ICT Strategy Update**

Head of NIPS ICT Services presented an information paper which outlined progress that has been made, against the ICT Strategy this was previously agreed by the Board in September 2018.

The work around the installation of a number of new systems in Davis House was highlighted and an update was also given on projects relating to mobile devices. Feedback on both SPAR Evolution and tablet technology was discussed and it was noted the improvement this made for both prisoner and staff.

Significant progress in each establishments was reported in other strategic areas including major network upgrades. Risks and issues that are currently being managed, in relation to the ICT Strategy were brought to the attention of the Board for information purposes only.

6. **Prisons 2020 – Reward & Recognition**

Head of Continuous Improvement attended the meeting to inform the Board of the work currently being undertaken to enhance reward and recognition across the organisation. Recognising Achievement is one of the key themes for the people strand of Prisons 2020.

Year 1 has seen the focus being on utilising the existing mechanisms for recognition, with an increased high number of staff being nominated across a range of different award schemes, both internally and externally. A number of staff members were also nominated for honours recognising exceptional service and innovative work. This provides NIPS with opportunities to showcase our staff and achievements.

Further work is planned for year 2 which will continue to enhance reward and recognition across the service.

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Directors Updates

7. Rehabilitation

Director of Rehabilitation provided the Board with an update on developments across the Directorate including ongoing projects with NIPS partnership agencies.

A progress update was given on the review of the Learning & Skills 2020 Project. The new purpose built unit at Hydebank Wood College will be opening over the coming weeks and we welcome the opportunities that this new centre will provides to people in our care.

The Directorate continues to engage with the Voluntary and Community sector across all establishments and the Board were kept informed of a number of events planned.

The Board were also given an update on Tackling Paramilitarism B9 Review. **AP1: Tackling Paramilitarism to be included in Agenda January 2020**

8. Operations

The Director of Prisons provided the Board with an update on all establishments and areas linked to Operations. The Board were informed of some of the work that is planned over the coming months in the areas of; transport, digitalisation, visit centres and prisoner safety.

The project to implement smoke free prisons with Northern Ireland is now underway with public consultation launching soon allowing us to engage with all those affected.

A number of staff changes at Governor Level were shared and an overview was provided on a recent DOJ trip to Brussels.

Claire Keatinge asked about the decrease in the number of SPARS with the introduction of SPAR Evolution. It was reported that the new approach was more structured risk assessment and therefore more effective.

9. Strategy, Governance & Communications

An update was provided on the Pay Remit for operational staff.

Prisons Week is coming up with a number of activities planned, the Board were given an overview of what would be happening during this time. This included key events such as first live broadcast from Maghaberry and the official opening of Davis House.

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10. Audit & Risk Committee Update

Claire Keatinge (ARC Chairperson) provided the Board with an update on the recent meeting of the committee. Claire advised PSMB that there was an interest in establishing assurance dashboards both internal/external, it was agreed that Ronnie Armour would meet with Claire to discuss further. **AP2: Meeting to be set up with Director General & ARC Chair**

11. HR Update

HR Business Partner are currently undertaking a piece of work that is reviewing how management information is presented a sample of this was provided to the Board.

NIPS Recruitment Competition has been launched and interviews will commence shortly. NICS HR continues to roll out its employee relations process changes and asks that all line managers keep updated on their responsibilities.

12. Finance Update

The Finance Paper was introduced by the Finance Business partner and it was noted by the board.

A further paper was introduced on cost per prisoner place which set out proposed changes to the calculation. The Board agreed to approve the updated methodology for the calculation.

13. Risk Register

It was agreed that a deep dive process would commence at the next meeting with a suggestion that the risk owner brings the relevant expert to PSMB for discussion.

Sarah Wakfer asked if cyber risks should be included and the Chair advised he would confirm if this should be held by NIPS or DOJ.

AP3: Risk 1 & 3 to be included on January Agenda

AP4: Confirm if cyber risk should be included.

ACTION POINTS FROM PSMB – OCTOBER 2019

ACTION POINT	RESPONSIBILITY	UPDATE
1. Tackling Paramilitarism to be included in next PSMB Agenda	Paul Doran	
2. Meeting to be set-up with Ronnie/Claire to discuss assurance dashboards	Michele Bell	
3. Risk 1 & 3 to be included in next PSMB Agenda	Michele Bell	
4. Confirm if cyber risk should be included in NIPS or DOJ risk register	Brendan Giffen	