

DEPARTMENTAL BOARD MEETING

- Minutes -

Monday 26 September 2016

Castle Buildings

Present: Nick Perry (Permanent Secretary)
Clarke Black (Independent Board Member)
Lianne Patterson (Director, Justice Delivery)
Sue McAllister (Director General, NIPS / Director, Reducing Offending)
David Lavery (Director, Access to Justice)
Anthony Harbinson (Director, Safer Communities)

In Attendance: Maria Watson (Secretary)

OPERATING ENVIRONMENT

ACTION

- 1.1 The Chair welcomed Board members to the September meeting. No apologies were received.
- 1.2 No conflicts of interest were declared.
- 1.3 The Board agreed the July minutes.

**Board Secretary to place
July minutes on
Departmental website.**

Critical Issues

- 2.1 The Chair noted that the Minister had identified her priorities and work was underway to crystallise these into actions which will inform corporate and business planning.
- 2.2 The Director of Access to Justice briefed the Board on three legal challenges currently underway against the Department on abortion, legacy and court closures. It was noted that the outcome of these could impact on operations and resourcing.

DOJ OPERATIONAL PERFORMANCE

Presentation on Minute Pad

- 3.1 Elaine Connell, IT Assist, delivered a presentation on the Minute Pad application which will be used to manage future DOJ Board meetings as part of a mobile working pilot.

Resourcing

- 3.2 The Director of Justice Delivery reported that an extensive discussion on resourcing had taken place at the Strategic Resources Committee meeting that morning and she had nothing further to add.

DARC

- 3.3 The Chair confirmed that Clarke Black has now assumed the role of DARC Chair and invited him to update board members on their recent meeting.
- 3.4 Clarke had convened a pre-meeting with Richard Logan (FSD) and Declan Cooper (NIAO) to express his concern about the qualification on the departmental accounts and discuss measures which would contribute to having this lifted as early as possible.
- 3.5 Michelle Anderson attended the Committee to provide an update following her first year as Head of GIAFIS. She noted that a move to centralise IA services is being examined as a potential option to ensure services are delivered in the most efficient and cost effective way across the NICS and this could be implemented as early as April 2017.
- 3.6 Clarke confirmed that he was pleased to see many of the issues raised in the RTTCWGs were now being resolved.
- 3.7 Paul Andrews presented a comprehensive paper on the reasons which contributed to the qualification of LSANI accounts and the actions which are in place to address these.

GOVERNANCE

People

Sick Absence

- 4.1 The Board discussed paper BP(16)44 which outlined the headline sick absence position for August. The Chair welcomed the slight improvement in the figures and hoped this would be a continuing trend. The Director of Justice Delivery referenced the organisational changes within POSD and attributed the positive change to more robust and consistent application of the HR policies.
- 4.2 The Director of Reducing Offending sought clarification on how warnings are issued it was agreed that the Director of Justice Delivery would follow up on this outside the meeting.

Performance Management

- 4.3 The Board discussed paper BP(16)45 which outlined the performance management position at 1 September 2016. While the Chair noted the improvement in the position since July, he highlighted that compliance rates in LSA, YJA and NIPS were not yet satisfactory and asked Directors to follow up on this within their respective areas.

Health & Safety Annual Report

- 4.4 The Board noted the Health and Safety Annual Report BP(16)46.

COMMUNICATION

Board Brief

- 5.1 The Board agreed the draft Board Brief and welcomed the new format.

ANY OTHER BUSINESS

Date of Next Meeting

- 6.1 The Board agreed a revised term of reference, which had been updated to reflect that there was now one IBM in situ.
- 6.2 The next meeting will take place on 26 October in Castle Buildings, Belfast at 1pm.

