



## WEST MERCIA PROBATION TRUST BOARD

Friday 12<sup>th</sup> February 2010 (rearranged from Wednesday 20<sup>th</sup> January 2010)

10.00am – 1.00 pm

Training Centre, Leswell Street, Kidderminster

West Mercia  
Probation Trust

## AGENDA

<b>Members:</b>	Keith Austin; Libhin Bromley; Peter Davidson; Martin Foley; Elaine Hickman; Kenneth Hockenhull; James Kelly (Chair); Julie Masters attending in place of David Chantler ; Derek Muhl; Leon Murray; Bridget Nisbet; Valerie Reynolds; Andrew Strong.	
<b>Advisers to the Board:</b>	HH Judge McCreath Jon Dover – Service User Representative	
<b>Assistant Chief Officers:</b>	Julie Masters Helen Allen Alec Rudd Graham Mallinson	Head of Offender Management ACO - Worcestershire LDU Manager Head of Human Resources Head of Business Services
<b>Officers:</b>	Secretary to the Trust Board: Treasurer to the Trust Board: Clerk to the Trust Board:	Norman Stott Mike Weaver (Heather Jasper attending in place of) Kirsty Johnstone

Time			
10.00	1.	<b>Apologies</b>	David Chantler, Mike Weaver and Jon Dover.
	2.	<b>Declarations of interest</b>	i) Members are reminded that any changes to the information disclosed in their Register of Interests form should be notified to the Secretary as soon as possible and in any event within 28 days.  ii) To invite Board Members to declare an interest in any items on the agenda. (See Section 28 of Standing Orders).

10.03	3.	<b>Confirmation of Minutes</b>	i) To receive the Minutes of the meeting held on Wednesday 18 <sup>th</sup> November 2009. <b>Paper 3.1</b>  <i>* please note amendments received have been incorporated</i>
10.08	4.	<b>Matters Arising from the Minutes</b>	i) To receive a written table outlining actions taken following the meeting held on 18 <sup>th</sup> November 2009. <b>Paper 4.1</b>
	5.	<b>Notice of Any Items of Other Business</b>	To receive notice of any items of other business.
10.10	6.	<b>Money Matters</b>	To receive the Money Matters Report. <b>Paper 6.1</b> * <i>new paper</i>
10.20	7.	<b>Performance</b>	i) To note the current Performance Dashboard. <b>Paper 7.1</b>
			ii) To note validated IPPF. <b>Paper 7.2</b> * <i>new paper</i>
10.35	8.	<b>Policies</b>	i) To note the Public Disclosure Act Policy. <b>Paper 8.1</b>
			ii) To note the Anti Fraud and Corruption Policy. <b>Paper 8.2</b>
10.40	9.	<b>Diversity</b>	i) To receive a verbal updated from the Head of HR on the progress of the Single Equality Scheme.
10.50	10.	<b>Sonnex</b>	i) To further consider the Sonnex Report as presented to the July 09 meeting. <b>Paper 10.1</b>
11.00		<b>Coffee Break</b>	
11.15	11.	<b>Deaths Under Supervision of NOMS Probation</b>	i) To note the Deaths under Supervision of NOMS Probation 2008/09. <b>Paper 11.1</b>
11.30	12.	<b>Preferred Partner Contract</b>	i) Preferred Partner Delivery Model – Briefing Paper. <b>Paper 12.1</b> * <i>paper due to be tabled at 20.01.10 meeting</i>
11.40	13.	<b>Committees of the Trust Board</b>	i) Human Resources Committee i. Committee Chair's Report. <b>Paper 13.1</b> * <i>new paper</i> ii. Minutes of the meeting held on 19 <sup>th</sup> January 2010. <b>Paper 13.2</b> * <i>new paper</i>
			ii) JNCC Board i. Minutes of the meeting held on 19 <sup>th</sup> January 2010. <b>Paper 13.3</b> * <i>new paper</i>
			iii) Resource & Performance Committee i. Minutes of the meeting held on 12 <sup>th</sup> January 2010. <b>Paper 13.4</b> * <i>paper due to be tabled at 20.01.10 meeting</i>

			<p>iv) <b>Audit &amp; Scrutiny Committee Meeting</b>  i) Committee Chair's Report. <b>Paper 13.5</b> * <i>paper due to be tabled at 20.01.10 meeting</i>  ii) Minutes of the meeting held on 21<sup>st</sup> December 2010. <b>Paper 13.6</b>  * <i>paper due to be tabled at 20.01.10 meeting</i></p>
<b>11.50</b>	<b>CLOSED SESSION</b>		
<b>12.10</b>	<b>14.</b>	<b>Risk Register</b>	<p>i) To receive a report in relation to current risks. <b>Paper 14.1</b>  ii) To consider any risks arising from this meeting.</p>
<b>12.25</b>	<b>15.</b>	<b>Any Other Business</b>	10.00 am, Wednesday 31 <sup>st</sup> March 2010, Training Centre, Leswell Street.