

WEST MERCIA PROBATION BOARD

Minutes of the Board Meeting held on Wednesday 6th February 2008 at 2.00pm at Meeting Point House, Telford.

MINUTES

Members in Attendance	Keith Austin; Peter Davidson; Martin Foley; Elaine Hickman; Kenneth Hockenhull; James Kelly (Chair); David Chantler (Chief Officer); Derek Muhl; Leon Murray; Valerie Reynolds.	
Assistant Chief Officers in Attendance	Alec Rudd	Head of HR
Officers	Secretary to the Board Treasurer to the Board Clerk to the Board	Norman Stott Mike Weaver Lynne Coombes

124.	Apologies for Absence and Introductions (Agenda Item 1)	Bridget Nisbet, Libhin Bromley, Andrew Strong, Judge McCreath.
126.	Declarations of Interest (Agenda Item 2)	The Board Secretary reported he had been invited by the Chair of South Wales Probation to assist in the appointment of a new Board Secretary.
127.	Confirmation of Minutes (Agenda Item 3; Papers A and B)	<p>a) <u>Minute 80 – Board & Management Structure</u></p> <p>Delete ‘In addition to the main business the possibility of new business, developing new providers and attracting new finance would be addressed by Capacity Building. Project Hosting e.g. Connect would consider future income streams from being a host’ and replace with ‘In addition it would consider new business opportunities attracting new finance and developing new pursuits’.</p> <p>b) <u>Minute 89 – Feedback from Board Members on Visits and Conferences</u></p> <p>Delete ‘The HMI was impressed by the probation service and Supporting People in Shropshire’ and replace with ‘The HMI was impressed by the Probation service involvement in Supporting</p>

		<p>People in Shropshire’.</p> <p>Delete ‘Shropshire Supporting People audit report’ and replace with ‘Audit Commission’s report’.</p> <p>c) <u>Minute 109 – Feedback from Board Members on Visits and Conferences)</u></p> <p>Delete paragraph ‘Peter Davidson had attended a meeting of Worcestershire Supporting People where there had been a presentation on multi agencies tackling the recent flood crisis’ and replace with ‘Peter Davidson had attended the annual meeting of the Worcestershire Partnership, where there had been a presentation from the police on the summer flood crisis. This demonstrated an excellent example of how multiple agencies can work together.</p> <p>RESOLVED THAT:</p> <p>Subject to the above amendments, the Minutes of the Board meetings held on Wednesday 28th November 2007 and Monday 17th December 2007 were agreed as an accurate record with the Chair being authorised to sign as such.</p>
128.	<p>Matters Arising from the Minutes (Agenda Item 4; Paper C)</p>	<p>a) <u>Minute 100 – Committee Terms of Reference</u></p> <p>The Board Secretary said that the Board can give the HR Committee executive powers by additional wording to the current terms of reference. The Board also agreed to extend the power of executive decision making to the Resource and Performance Committee.</p> <p>b) <u>Minute 101- Public Protection</u></p> <p>The Chief Officer said that following the recent Offender Management Risk Inspection the initial feedback had recorded a score of 67. The range of scores is 52 – 82. There had been no alert cases highlighted. The inspection had highlighted a case managed by a probation officer in Worcester which is to be published nationally as an example of good practice. The Chief Officer said this was to be reported in Update Live. The Board members requested that the Chair write a letter of thanks to the probation officer, Liz Tether.</p> <p>The Chief Officer said this inspection had enabled a huge amount of preparatory work to be completed for the OMI due in Autumn.</p> <p>c) <u>Minute 103 – Probation Board Race Equality Scheme</u></p> <p>The Chair is to liase further with Richard Cullen regarding the recent late return submission to the centre.</p>

		<p>RESOLVED THAT:</p> <p>I. Paper C be noted.</p> <p>II. The Terms of Reference for the Human Resources Committee and the Performance and Resources Committee be amended in accordance with the suggestion in the report to give them power of making executive decisions.</p> <p>III. The Chair is to write to Liz Tether commending her on good work.</p>
<p>129.</p>	<p>Money Matters (Agenda Item 5; Paper D)</p>	<p>The Board Treasurer reported an improved financial position at the end of January, which had been achieved, in part, by utilisation of partnership funding, an underspend of Connect funding and improved Delius funding. There would possibly be a carry forward of £250,000 which would be declared to the centre via the budget exchange scheme.</p> <p>The Treasurer highlighted the Chief Officer’s new pension arrangements following Trust status which would incur a marginal change to the funding position of the new Trust.</p> <p>The Treasurer said there had been a small overspend on the hostel budget. He also confirmed the budget allocation figures had been settled which were not unlike previous indicative figures. There was a large gap between income expenditure and on-going work was needed to address financial challenges. The Chief Officer said he felt there was a challenging, but manageable, resource gap which required management action.</p> <p>The Board Treasurer noted the effect on unit costs as a result of stricter SLA agreements and quasi-contracting agreements. The unit costs would be used by the centre to drive down costs and therefore there would be pressure on Boards/Trusts with high unit costs. He said that as a 1st Wave Pathfinder Trust, West Mercia may be able to influence unit cost calculations.</p> <p>The level of the Board budget was discussed. The Chair said that he felt the overspend was reasonable given this was a ‘learning’ year for a new Board but it was important to set a realistic budget given the current financial climate.</p> <p>RESOLVED THAT:</p> <p>I. Paper D be noted.</p>
<p>130.</p>	<p>Connect (Agenda Item 6; Paper E)</p>	<p>a) Valerie Reynolds said she felt the report was encouraging and that a huge amount of work had gone into it, and that the Connect project was a good opportunity for positive publicity. She asked that</p>

		<p>a note of thanks be sent to the Connect team for their hard work in difficult circumstances</p> <p>RESOLVED THAT:</p> <p>I. Papers E be noted.</p> <p>II The Chair is to write thank the Connect team for their continued hard work.</p>
131.	Reducing Re-Offending Action Plan (Agenda Item 7; Paper F)	<p>The Chief Officer reported on the action plan. The next key stage is the contract negotiation.</p> <p>RESOLVED THAT:</p> <p>I. Paper F be noted.</p>
132.	Probation Boards Association (PBA) (Agenda item 8; Papers G and H).	<p>a) It was noted that West Mercia had contributed to the report. The Board is seeking to improve the property contract but is currently tied into a national contract.</p> <p>b) The Board Secretary asked the members to indicate their preferred nomination for the West of Midlands director of the PBA. James Kelly, Board Chair, was confirmed as the Board's nomination. Ken Hockenhull is to continue as the Board's PBA representative.</p> <p>c) The Chair is to report more fully on the PBA Away Day at a future meeting.</p> <p>d) The PBA summary set out the restructuring of PBA.</p> <p>e) The members agreed to invite Alan Wooderson to a future Board meeting.</p> <p>RESOLVED THAT:</p> <p>I. Papers G and H be noted.</p> <p>II. James Kelly confirmed as the nominee from the West Mercia Board for the West of Midlands director of the PBA.</p> <p>III. The Chair to submit a report on the PBA Away Day to a future meeting.</p> <p>IV. Alan Wooderson to be invited to a future Board meeting.</p>
133.	Association of Chief	<p>The Chief Officer gave an overview of the new association. In future it was proposed to include senior management grades in the</p>

	<p>Executives & Chief Officers of Probation (ACECOP) (Agenda Item 9; Paper I)</p>	<p>membership as it was perceived as a 'pipeline' for development of new managers. The item was approved in principle and the future budgetary impact was noted.</p> <p>RESOLVED THAT:</p> <p>I. Paper I be noted</p>
<p>134.</p>	<p>Constitution for West Midlands Partnership (Agenda Item 10: Paper J)</p>	<p>The Board Secretary asked for the paper to be formally endorsed.</p> <p>RESOLVED THAT:</p> <p>I. Paper J be noted and endorsed.</p>
<p>135.</p>	<p>Performance (Agenda Item 11).</p>	<p>The Chief Officer said performance results had improved and were currently 'green' across the board, but that there would possibly be a future underperformance relating to offending behaviour programmes. , Performance figures remain on track enabling a strong negotiation position with the ROM.</p> <p>Dashboard measures would be reported at future meetings.</p> <p>RESOLVED THAT:</p> <p>I. The verbal report was noted.</p> <p>II. Dashboard measures to be reported at future meetings.</p>

136.	Transition to Trust (Agenda Item 12; Paper K)	<p>a) The Chair and Chief Officer reported on the ‘walk-through’ event held on 30th January 2007 which considered the likely contract between the new Trusts and the centre. The focus for the first year at least was seen by the centre as around social enterprise and continued co-creation. It was confirmed there was to be no detriment to the financial position of the Board. There is to be a further meeting on 12th February on which the Chair will report at the next meeting.</p> <p>The members discussed Board size in relation to transition to Trust. It was agreed to retain the current membership of 14 and not replace Keith Franklin. Board size may be reduced in future. The Chief Officer said it was important to link the Board with strategic planning and Board membership was crucial for local intelligence in terms of commissioning. It was agreed that the size of the quorum should be decided locally. The Chair is to write to Richard Cullen indicating preferred Board size and the reasons for this.</p> <p>b) The paper from Anton Obholzer was noted.</p> <p>c) The Board Secretary reported that the six 1st Wave Trust Secretaries were due to meet again on 27th February to progress outstanding contract issues including , in particular, property, estates management and IT.</p> <p>RESOLVED THAT:</p> <p>I. Paper K be noted.</p> <p>II. The Chair is to write to Richard Cullen indicating preferred Board size and the reasons for this.</p>
137.	Chair’s Briefing (Agenda Item 13; Paper circulated on the day)	<p>The Chair gave a briefing, particularly noting the training event held on 3rd January 2008. He was keen to offer Board members further opportunities for development training, possibly including a course on the role of chartered directors.</p> <p>RESOLVED THAT:</p> <p>I. The Paper and verbal report be noted</p>
138.	Planning Cycle (Agenda Item 14; Paper circulated on the day)	<p>The Chief Officer gave an overview of the key issues around the planning cycle. The business plan has now been extended to a 5 year period. In principle, the planning cycle was generally accepted. The Chief Officer agreed that the plan needed further work and welcomed any feedback from the Board members.</p> <p>RESOLVED THAT:</p> <p>I. Paper and verbal report be noted.</p>

<p>139.</p>	<p>Reports from the Committees and Groups of the Board (Agenda Item 15; Papers L, M, N, O and P)</p>	<p>a) The Minutes from the Performance Committee meetings on 24th September 2007 and 26th November 2007 were noted;</p> <p>b) The Minutes from the HR committee held on 8th November 2007 were noted.</p> <p>c) The Minutes from the JNCC Board meeting held on 8th November 2007 were noted.</p> <p>d) The Communications and Public Relations Transition Action Plan was noted. The strategy is to be presented to the next board meeting for approval.</p> <p>RESOLVED THAT:</p> <p>I. Papers L, M, N, O and P be noted.</p>
<p>140.</p>	<p>Feedback from Board Members on Visits and Conferences (Agenda Item 16; Paper Q)</p>	<p>a) The Chief Officer gave a verbal report on the Away Day held at Colliers Hill on Friday 18th January 2008. Strategic decisions had been made about structure in relation to transition to Trust. The Chief Officer will report fully at a future meeting.</p> <p>b) Keith Austin will circulate a report via the Board Clerk, on a recent event held in Coventry relating to scrutiny, performance and monitoring issues. This was also attended by Elaine Hickman and Derek Muhl.</p> <p>c) Valerie Reynolds reported that she had attended a Strategy Review day organised by the Supporting People in Shropshire.</p> <p>d) Peter Davidson reported that he had attended an LAA meeting which focused on reducing re-offending issues, and suggested that LAAs could be a future item for Board training. This was agreed He had also attended a Knowledge Management Reference Group meeting which had held workshop sessions, and will complete an on-line questionnaire. on this</p> <p>e) Martin Foley reported that he had attended a Supporting People in Telford meeting. He reported that a 3 year indicative budget had been announced which would aid the planning process. The budget was to be flat for the 3 year period which meant a reduction in real terms.</p> <p>RESOLVED THAT:</p> <p>I. Paper Q be noted.</p> <p>II. The verbal reports from members were noted.</p>

141.	Committee Membership (Agenda Item 17)	<p>The Chair is to canvas members regarding replacement for Keith Franklin on the Audit Committee. A replacement is necessary to ensure the Audit committee is in quorate for all future meetings.</p> <p>RESOLVED THAT:</p> <p>I. The Chair is to canvas members regarding Audit committee membership following Keith Franklin’s recent resignation.</p>
142.	Risk Register (Agenda Item 18; Paper R)	<p>The Chief Officer asked the Board Clerk to circulate an updated copy of the Risk Register to members.</p> <p>RESOLVED THAT:</p> <p>I. Paper R be noted.</p> <p>II. Board Clerk to circulate copy of Risk Register to members.</p>
143.	Closed Session (Agenda Item 19)	<p>The Board met in closed session to discuss restricted and “in confidence” matters.</p>
144.	Any Other Business (Agenda Item 20; Papers S, T and U)	<p>The Chair asked for any comments to be included in a draft response to be emailed to him as soon as possible.</p> <p>RESOLVED THAT:</p> <p>I. Papers S, T and U be noted.</p> <p>II. Members to email comments to the Chair to be included in draft responses to the consultation documents.</p>
145.	Date of next Meeting (Agenda Item 21)	<p>Wednesday 12th March 2008, 2.00pm, Allsop Room, West Mercia Police Headquarters, Hindlip Hall, Worcester. The Board meeting is to be preceded by a training event led by Iain Patterson.</p>
146.	Meeting Ended	<p>The meeting closed at 17:45.</p>

Signed: Dated:
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Board Chair