

WEST MERCIA PROBATION TRUST

Minutes of the Board Meeting held on Wednesday 28th January 2009 at 10.00am at the Training and Development Suite, Leswell Street, Kidderminster.

MINUTES

Members in Attendance	Keith Austin; Libhin Bromley; David Chantler (Chief Executive); Peter Davidson; Martin Foley; Elaine Hickman; Kenneth Hockenhill; James Kelly (Chair); Derek Muhl; Leon Murray; Bridget Nisbet and Valerie Reynolds.	
Assistant Chief Officers in Attendance	Graham Mallinson Alec Rudd	Head of Business Services & Organisational Development Head of HR
Officers	Norman Stott Lynne Coombes/ Kirsty Johnstone Heather Jasper	Secretary to the Trust Board Clerk to the Trust Board Deputy Treasurer to the Trust Board

251.	Apologies (Agenda Item 1).	Andrew Strong, Mark Johnson, Mike Weaver and Helen Allen. Julie Masters, Head of Offender Management, joined the meeting at 1.00pm.
252.	Declarations of Interest (Agenda Item 2).	There were no declarations of interest,
253.	Confirmation of Minutes (Agenda Item 3; Paper A).	It was resolved that the Minutes of the Board meeting held on Wednesday 26th November 2008 be agreed as an accurate record with the Chair being authorised to sign as such.
254.	Matters Arising from the Minutes (Agenda Item 4; Paper B).	<p>(a) The members discussed actions from the previous meeting</p> <p>Minute 238) – Freedom of Information Act</p> <p>The Board Secretary to liaise with the PR Officer regarding personalising the publication scheme.</p> <p>Minute 239) – Performance Dashboard</p> <p>The Chief Executive is to liaise further with the ROM at a Contract Review meeting on Monday 2nd February 2009 for an update on performance contracts.</p>

		<p>Minute 240) – Risk Register</p> <p>This item was discussed in the Closed Session.</p> <p>Minute 243) – Committees of the Trust Board</p> <p>The Chair of the HR Committee reported the Consortium was to establish trading accounts for each programme. It was also reported that the future of the Consortium hangs in the balance along with the qualifications framework.</p> <p>(b) Probation Chiefs Association</p> <p>The Chief Executive said there was a changing relationship between the 42 areas and the Centre as prison interests continue to predominate. The PCA had expressed a willingness to act in an advisory capacity in the 2nd Wave Trust Programme.</p> <p>(c) Proposal for Transport for UPW Programmes</p> <p>The Chief Executive advised that an earlier indication that a regional arrangement might be viable had not materialised. West Mercia continues to have a small contract with Reliance. Union concerns regarding supervisors being vulnerable if a vehicle is not left on site were noted.</p>
255.	Notice of Any Items of Other Business (Agenda Item 5).	There were no items of any other business.
256.	Performance Dashboard (Agenda Item 6; Paper C).	<p>The Head of Business Services and Organisational Development reported performance rating on IPPF is now green overall. The Executive Team had had concerns that an overall green rating would not be achieved so had asked for some assistance from the Performance Information Unit (PIU) within the Ministry of Justice. Staff from the PIU spent two days in the offices looking at processes and systems, but the results had not been made available to the Executive Team.</p> <p>The Board noted the very creditable overall performance but did note the ongoing concern in relation to SDRs on people on remand..</p> <p>Resolved that:</p> <p>i) Paper C be noted.</p>

257.	Risk Register (Agenda Item 7; Paper D).	This item was discussed in the Closed Session.
258.	Probation Association (Agenda Item 8).	<p>The Chair advised that he was unable to attend the last Probation Association meeting but the items discussed included priorities for the Probation Association in the coming year and a framework for the future. The Association identified the main priorities as Trusts moving forward together and supporting both members' interests in the Trust Programme and the Freedoms project. They would also promote a practical vision, work with existing Trusts to inform membership and support new Trusts through the process. The Terms and Conditions for Chief Executives were also discussed.</p> <p>Resolved that:</p> <p>i) The verbal report be noted.</p>
259.	Chair's Briefing (Agenda Item 9; Paper E).	<p>It was agreed to implement the sequencing of formal and informal Board Meetings. Kirsty Johnstone will advise Board Members of agreed dates and venue.</p> <p>Resolved that:</p> <p>i) Paper E be noted.</p> <p>ii) Kirsty Johnstone to advise Board Members of agreed dates for informal Board Meetings and venue.</p>
260.	Committees of the Trust Board (Agenda Item 10; Papers F, G, H, I and J).	<p>a) Resource & Performance Committee</p> <p>i) The Committee Chair's report (Paper F) was noted.</p> <p>ii) The draft Minutes of the meeting held on 1st December 2008 (Paper G) were noted.</p> <p>Libhin Bromley commented that she was surprised to see that no reference had been made in the Minutes to the lack of a reporting solution for Delius. This is being held up because the server has not yet been delivered by Steria (delivery has now been promised by week ending 30th January 2009). The Chief Executive said he would take this issue up with Steve Goode at the Contract Review to be held on Monday 2nd February 2009 if the server had still not been delivered by then.</p> <p>iii) The Finance report (Paper H) was discussed in the Closed Session.</p>

b) Audit & Scrutiny Committee

i) The Committee Chair's report (Paper I) was noted.

Ken Hockenhull gave a brief verbal update from the Audit Committee Chairs meeting held in London on 6th January. At that meeting Audit Chairs were asked by Joyce Drummond-Hill on behalf of Phil Wheatley to ensure that the Steria and Estates contracts were added to local Risk Registers. They were also asked to ensure that post audit questionnaires now sent with final audit reports were completed under Committee supervision.

ii) The draft Minutes of the meeting held on 17th December 2008 (Paper J) were noted.

Ken Hockenhull added that at the last meeting the Audit & Scrutiny Committee had looked at risk in detail and asked the Head of Business Services and Organisational Development to add a risk "time horizon" to the Risk Register. The Audit & Scrutiny Committee also asked that Bentley Jennison provide a demonstration of their software 4Risk for Audit & Scrutiny members to observe.

At the next Audit & Scrutiny Committee, the Committee will be looking at the format of the financial information that is currently supplied. Ken Hockenhull asked Board Members to let him have any comments or thoughts in relation to this for the Audit & Scrutiny Committee to consider at the next meeting.

Further to discussions held in the closed session it was agreed that the review date for West Mercia policies would be moved to 30th June 2009.

Resolved that:

i) Papers F, G, H, I and J be noted.

Action:

i) If the server for reporting solution has not been delivered by week ending 30th January 2009, the Chief Executive will take this issue up with Steve Goode at the Contract Review on 2nd February 2009.

ii) The Steria and Estates Contracts be added to the local Risk Register.

		<p>iii) The post audit questionnaires be completed under Committee supervision.</p>
261.	Annual Leave (Agenda Item 11).	<p>Agreed that:</p> <p>The Board would not be setting any leave dates to be taken in 2009.</p>
262.	Offender Management Inspection (Agenda Item 12; Paper K).	<p>The response from the HM Assistant Chief Inspector of Probation in relation to the OMI Improvement Plan was noted.</p> <p>Resolved that:</p> <p>i) Paper K be noted.</p>
263.	Offender Management Report (Agenda 13; Paper L).	<p>The Head of Offender Management presented her report which had been previously distributed Board questions or comments were invited.</p> <p>She advised that the OMI Action Plan had now been agreed by the Inspectors. The Area Managers are having an Away Day on 24th March 2009 to begin to look at some of the issues and devise ways to take them forward.</p> <p>Bridget Nisbet questioned whether there was any work that could be undertaken nationally in relation to defining different role boundaries.</p> <p>Martin Foley expressed his concern that the current TPO training programme does not prepare staff well. The Head of Offender Management referred to this in her report as “process led and doesn’t prepare staff well for use of judgement and experience or management of a realistic caseload”. She said she hoped that some of these concerns would be addressed when the new training for TPOs is rolled out.</p> <p>The Chair stated that he was concerned about some of the statements referred to in the report and would like the Board to receive an update in relation to the OMI Action Plan to ensure that these things are being progressed. It was agreed that the Head of Offender Management would attend the Board Meeting in April to provide an update and then again in October for a further update.</p> <p>Resolved that:</p>

		<p>i) Paper L be noted.</p> <p>ii) The Head of Offender Management to attend the April and October Board Meetings to provide an update in relation to the OMI Action Plan.</p>
264.	Closed Session (Agenda Item 14).	The Board met in closed session to discuss restricted and “in confidence” matters.
265.	Any Other Business (Agenda Item 15).	The Chair asked for a Board Member to substitute for him at the Trusts & Mergers event on 17 th February in London. Ken Hockenhull agreed to attend on the Chair’s behalf.
266.	Date of Next Meeting (Agenda Item 16).	Wednesday 1 st April 2009, 10.00am, Room 1, Leswell Street.
267.	Meeting Ended.	The meeting closed at 15:35pm

Signed:

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Board Chair

Dated:

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