



SOUTH YORKSHIRE

PROBATION BOARD

17th April 2008

10 am

Present: Peter Smith (Chair),
Richard Akroyd, Roz Brown, Nichola Cadet, Bola
Fatogun, Abdul Khayum, Brenda Maslen, Flo
McCready, Mervyn Thomas, Helen Williams, Ken Wyatt

Also in attendance: Julian Fox, Brian Kerslake, Graham Jones (items 9 & 11) and
Amanda Cullen (item 12)

180. Apologies for Absence

Apologies were received from Mike Murphy.

181. Declarations of interest by members

Flo McCready declared an interest to item 16 (195) III and IV.

182. Items to be considered in the absence of the public

RESOLVED: That the public be excluded from item 11 (190) on the basis that
it represented work in progress relating to a proposed contract.

183. Minutes of meeting held on 21st February 2008

RESOLVED: That the minutes of the meeting held on the 20th March 2008 be
approved.

184. Matters Arising

i) Service Level Agreement (minute 169) – Peter Smith reported that he had
signed the SLA as planned.

ii) Business Plan 2008/09 (minute 170) – Roz Brown said that this was on its
way to the printers and would be distributed to the Board in due course.

iii) Any Other Business (minute 178 I) – Roz Brown reported that the member
of staff had received a 4 year term of imprisonment. Although there had been

UNCLASSIFIED

some media attention, the Board had not been particularly damaged by it. She advised that a disciplinary hearing was to be heard the following day.

185. Monthly Performance Report

Roz Brown presented the report which related to the figures for February. She explained the layout of the table and pointed out that on the first page were the funding linked targets, the second non funding linked targets and the third National Standards. She anticipated that apart from sickness, the end of year report for performance bonus linked targets would be all green, and said that the sickness figure for March was down to 9 days. Peter Smith said that this type of document would come to the Board meeting each month. Brenda Maslen asked whether more effort was put into the performance bonus related targets than other targets. Roz Brown said that this was the case, Responding to a question, Roz Brown said that sickness levels were tracked to show the specific times of year when staff report sick, for what cause, and from which location. She said that that information was reported by division and team and said that she could make it available to the Board if required.

RESOLVED: The Board noted the current position.

186. Annual Report on complaints

Roz Brown told the meeting that this was a routine report that was presented to the Board annually. Peter Smith reported surprise that the figures were so low. Ken Wyatt asked who had authorised the £1999 compensation payment. Roz Brown said that she had, and that it was the maximum she was allowed to authorise. Flo McCready asked if YOTs were part of the Probation Service. Roz Brown advised that whilst our staff work there, YOTs were managed by the local authorities.

RESOLVED: The Board noted the report.

187. Corporate Manslaughter Act 2007.

Julian Fox said that he had prepared the Report for the Board's information. He said that the Act did not alter the law significantly and discussed the implications of the new legislation.

RESOLVED: The Board noted the report.

188. Joint Inspection of Probation Approved Premises

Graham Jones explained that the report resulted from an Inspectorate report that had been published in March.

RESOLVED: The Board noted the report and agreed the priorities. It was decided that Graham Jones would update the Board at a future meeting.

UNCLASSIFIED

UNCLASSIFIED

189. National Audit Office Report on the Supervision of Community Orders in England and Wales.

Roz Brown advised that this report was for information only; it was work in progress but was useful to show the present position.

RESOLVED: The Board noted the report.

190. Approved Premises Tender

Roz Brown said that the tender had gone out for the provision of single waking night cover, and that there had been a number of expressions of interest. Three potential bidders had been asked to give a presentation, following which, one bid had been eliminated. She said that out of the remaining two, the most advantageous offer for South Yorkshire was not quite so advantageous throughout the region. She said that the bids would be discussed at the Regional Partnership Board and she hoped that a regional agreement could be reached.

RESOLVED: The Board supported the preferred supplier for South Yorkshire and authorised Peter Smith and Roz Brown to make a decision following the Regional Partnership Board.

191. Update on HR Developments

Peter Smith said that at the last meeting the Board had asked for an update on this, he advised that he had asked Amanda Cullen to provide a verbal report.

Amanda Cullen felt that much had been achieved over the last year. She said that the priorities had been as follows:

- to get clear and consistent terms and conditions in line with NNC – this was almost complete.
- Grievance Process – to progress the backlog of outstanding grievances and clarify the procedure.
- Job Evaluation Process – this was now drawing to a close and from the original process there was only one appeal left to complete. Peter Smith sought two volunteers to be trained to become Job Evaluation Members, and asked that any Member who was willing should speak to Amanda after the meeting.
- Closure of Patmos House to reduce financial costs associated with buildings – it had been suggested that Patmos House Training Suite be closed for a number of years. AC has since progressed this and full closure was completed by December 2007.
- Workforce Planning – due to the budget situation in 07/08 a number of posts were removed from the establishment meaning a number of PDAs, POs and PSOs had to be redeployed to other locations within South Yorkshire in order to save money.
- Relationships with Unions – Amanda considered that the relationship had developed towards a more co-operative and collaborative approach. Feedback had been received from the unions to say that considerable progress had been made.

UNCLASSIFIED

UNCLASSIFIED

- Staff Support Groups – She said that she had worked hard to develop relationships with the local Black Workers Group and national ABPO and had recently been invited to the National ABPO Conference held in Sheffield.
- Business Risk and Secondments – Amanda reported that the restructure of the DIP and the TUPE of staff to a new provider and/or the PCT had now been finalised. Nevertheless it was still anticipated that employment tribunals might result from this exercise. Secondments at a senior level within the organisation remain a business risk and one Senior Manger had been made redundant on 31st March 2008.
- HR Restructure – From December to February issues with internal staff were dealt with, and that from January to March, external recruitment had begun. Neogtiations were continuing about job offers however she could confirm a new Head of HR had been appointed.
- Equality and Diversity Manager – Equality and Diversity Manager – She said that following on from the recruitment process, no suitable candidate had been identified. She asked the Board to consider the following options: - to continue to seek to recruit the post of Equality & Diversity Manager in its present form, to revisit the option of a Regional Diversity Manager, or to review and realign the role for the medium to longer term. The third option would mean an increase in the budget of approximately £5K. Amanda acknowledged it would take longer than anticipated and in the interim was seeking support for an internal development opportunity to progress the review and development of the Equalities Schemes and achieve compliance. She recommended option three and the Board agreed. Peter Smith invited Members to contact Amanda Cullen if they would like to assist with developing the role and the future recruitment.

RESOLVED: The Board noted the developments reported and agreed to a secondment opportunity to get the policies compliant in the interim and to look for a Head of Diversity and Inclusion for the future.

192. Expenditure Review

Brian Kerslake said that he had nothing to add to his report and hoped that the Board thought it was a satisfactory holding position.

RESOLVED: The Board noted the current position.

193. Audit Committee Meetings

Ken Wyatt advised that the meeting in January had been a good exercise and that the next meeting would be held on the 30th April 2008.

194. Reports back from Members and Working Groups

Ken Wyatt said that he had attended the last meeting of the Probation Association. He said that the viewpoint of involving just Chairs had been

UNCLASSIFIED

UNCLASSIFIED

supported by the majority, with just four people supporting the status quo. Peter Smith advised that the position would be designated to the Chair who could then delegate a representative.

195. Chief Officers' Report

I Best Value Consultation

Brian Kerslake suggested a working group of Board Members to look at this issue and asked any interested members to contact him. The meeting would take place in the middle of June to allow time for consultation with local partners to take place to help inform the Board's response.

RESOLVED: That Members contact Brian Kerslake if they would like to be involved.

II Efficiency Work

RESOLVED: That this item be noted.

III LSC Tenders

Roz Brown said that this was good news. Brian Kerslake said that it added to the Service's knowledge of contracts.

RESOLVED: That the information be noted.

IV LSC Invitation to Tender

Brian Kerslake said that it was good news as it allowed the Service to bid through the main route. He reported that Dave Swinden was looking at a current tender.

RESOLVED: That this item be noted.

V Pay Round 2008/09 Employers Side Bulletin 2 – April 2008

Roz Brown reported that the unions nationally are in dispute with the employers over this.

RESOLVED: That this item be noted.

VI Ministers Blog in Guardian Society

RESOLVED: That this item be noted.

VII Personal Note From the Director of Probation to All Probation Staff in England and Wales.

RESOLVED: That this item be noted.

UNCLASSIFIED

UNCLASSIFIED

VIII Decision of Panel held on 17th March 2008

Peter Smith thanked Members for their continuing support with appeals.

RESOLVED: That this item be noted.

IX Decision of Panel held on 27th March 2008

RESOLVED: That this item be noted.

X Decision of Panel held on 11th April 2008

RESOLVED: That this item be noted.

XI Offender Management National Infrastructure (OMNI)

RESOLVED: That this item be noted.

XII Provisional Board Meeting Dates 2009

Peter Smith indicated that these were provisional but were subject to change. He said that he would like to discuss how future meetings would operate at the Seminar in May.

RESOLVED: That the dates be noted.

XIII Community Justice Portal 6th Annual Public Lecture

RESOLVED: That Ken Wyatt and Florence McCready attend.

XIV Probation Circulars

RESOLVED: That this item be noted.

XV South Yorkshire Pension Fund – Actuarial Valuation

The Board considered the report from Brian Kerslake, brought to the meeting as an additional item, and noted with pleasure that the fund was more solvent at the last valuation, in April 2007, than it had been previously, although it was recognised that the value of the fund might have slipped since.

RESOLVED: That this item be noted.

196. Any Other Business

- I Julian Fox advised the Board that a planning application has been put in for a new building to be erected behind the office. He said that although the work would cause disruption for a long period of time he proposed not to make comment. He said that the demolition work that was going on next door was a separate project.

UNCLASSIFIED

UNCLASSIFIED

RESOLVED: The Board agreed to make no comment on the application.

197. Date of Next Board Meeting

Next meeting to take place in the Board Room, Division Street, Sheffield on Thursday 15th May 2008 at 10 am.

TM/JF
MinsApril08
29.04.08

UNCLASSIFIED