



SOUTH YORKSHIRE

PROBATION BOARD
17th July 2008
10 am

Present: Peter Smith (Chair),
Richard Akroyd, Roz Brown, Nichola Cadet, Abdul
Khayum, Brenda Maslen, Flo McCready, Mike Murphy,
Helen Williams and Ken Wyatt.

Also in attendance: Julian Fox, Brian Kerslake, Jack Tarr (items 228 - 236), Dave Thomas (item 233) and David Thompson (Item 238)

228. Apologies for Absence

Apologies were received from Ken Wyatt.

Peter Smith told the meeting with regret that Bola Fatogun had tendered his resignation as he was seeking employment out of the area. There were no plans to recruit a successor at this stage.

229. Declarations of interest by members

There were none.

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

RESOLVED: That the public be excluded from the second part of item 10 (Minute 237).

231. Minutes of the Meeting Held on 19th June 2008.

RESOLVED: That the minutes of the meeting held on the 19th June 2008 be approved.

232. Matters Arising

i Annual Report – Minute 217

Roz Brown reported that she would give the last presentation in the series later in the month to staff from Head Office. She regarded the series of presentations as having been the right approach to disseminating information about change.

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233. Performance

Dave Thomas presented his report and told the meeting that the OASys matrix was causing problems for all Areas, as the measuring tool was not yet robust enough to deal with it. He said that there was no national report to assess performance accurately, and that for the time being the data was being used for management information only. The aspects of work affected were OM 8 -14 and OM 16 - 18. He reported that there were gaps in OM 7 – Victim Contact, because of a three month delay in information being provided. He commented on a number of other aspects of the statistics and answered Members' questions.

Peter Smith noted that the sickness figure had deteriorated. Roz Brown explained that the figures for June, which had just come out, were slightly better.

RESOLVED: The Board noted the content of the report.

234. ICCS Project

Roz Brown tabled a report prepared by Marion Wright. She said that the two members of staff on the project were doing interesting work to examine the nature of offenders being sent to custody. She said that custody following breach was not significant in South Yorkshire, and that staff were doing a huge amount of work speaking to Judges, Magistrates and District Judges to seek their views; the Courts were being supportive. The Board discussed the project in detail and officers answered a variety of questions.

RESOLVED: The Board noted the content of the Report, and asked for further reports at monthly intervals.

235. Offender Management Inspection

Roz Brown said that the Board needed to be aware that they would be inspected as part of the process. She suggested that Members complete a self assessment against the criteria so that they are even better informed when interviewed, which was likely to take place on the 21st January 2009. Peter Smith said that this meeting constituted an initial briefing.

RESOLVED: The Board noted the content of the Report and put the inspection date in their diaries.

236. Draft Annual MAPPA Report

Peter Smith reminded the meeting that the Probation Board was just part of the MAPPA system, and asked that any feedback should be given to Jack Tarr. Jack Tarr said that the Public Protection Unit had asked for shorter business reports and wanted more attention to be given to promoting

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MAPPA. He said that the Report would be published internally and externally and would attract press attention. Brenda Maslen commented on aspects of the draft. Jack Tarr accepted that, as this was the first consultation, refinement was needed.

RESOLVED: The Board noted the content of the Report.

237. Expenditure Monitoring

Brian Kerslake presented his report and sought, and received, the Board's view about the format. He said that it was too early in the financial year to make any detailed comment. Peter Smith said that expenditure appeared well controlled as always.

RESOLVED: The Board approved the format for financial reporting and noted the position.

238. Annual Report on Health and Safety

Roz Brown explained that Amanda Cullen was on Annual Leave, and asked David Thompson, as the newly-appointed Health and Safety Advisor, to introduce himself to the Board. David Thompson tabled a summary of his background. He explained that the Health and Safety Plan written by Amanda Cullen fitted with his goals and said that he would be looking at the Health and Safety Policy and also addressing the lack of awareness of staff. He said that he hoped to have communication sessions with everyone. A discussion took place about building maintenance. In response to a question from Richard Akroyd on sickness, David Thompson said that he was looking with the HR department at occupational health services.

RESOLVED: The Board noted the report.

239. Board Meeting dates to April 2010

Julian Fox said that the proposal was not to change the dates for meetings in 2008, but to meet later in the month in the future, in order to benefit from more up to date performance information.

RESOLVED: The Board agreed the proposed dates.

240. Audit Committee

RESOLVED: That the minutes of the Audit Committee meeting on 17th June be approved.

241. Reports back from Members and Working Groups

i) JNCC 8th July 2008

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Brenda Maslen reported that a number of things had been discussed. Following a meeting of the Joint Secretaries there had been some movement forward on issues such as on call arrangements and unsocial hours. She said that the pay dispute still continued. Julian Fox was asked to write to the Probation Association on behalf of the Board urging them to come to a quick settlement to honour the hard work of staff. Brenda said that she had been asked to bring forward, for the Board's approval, a proposal to withdraw from the Benenden Health Scheme. Roz Brown explained the thinking behind the proposal and the Board agreed to withdraw from the scheme as of 31st March 2009. Brenda Maslen said that the HR Review had discussed at the JNCC, and that most of the staff were in place. She reported that problems remained with the Approved Premises Review and whilst some matters have been agreed, formal consultation continued.

ii) Regional Partnership Board

This item was not considered due to proposed changes.

iii) Chairs' Meeting 2nd July 2008

Peter Smith went through a note that he had tabled.

242. Chief Officers' Report

i) Celebrating Performance Success

Roz Brown reported that following an email exchange with the Board she had officially announced to staff the reward of 1 extra day of Annual Leave. She said that this had been well received and asked for the Board's formal approval.

RESOLVED: The Board formally approved the extra day of Annual Leave for all staff.

ii) Chair of the Probation Association 2008/2009

RESOLVED: The Board noted the information.

iii) OLASS developments

RESOLVED: The Board noted the developments and gave its approval for Brian Kerlake to write to the partnership agencies thanking them.

iv) DIP/Addaction

RESOLVED: The Board noted the information.

v) Minutes of the Probation Association Council Meeting held on 11th June 2008

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RESOLVED: The Board noted the information.

vi) Probation Circulars

RESOLVED: That this item be noted.

243. Any Other Business

Julian Fox said that there were appeals pending which would need to be dealt with before the next Board meeting. He indicated suitable dates and Members offered their availability.

244. Training Needs of Board Members

Peter Smith said that he did not propose to change the composition of the Audit Committee, but asked for a volunteer to fill a vacancy on the Premises Improvement Project Group. Richard Akroyd volunteered.

Peter Smith said that he would like to use time at the close of formal business to look at the needs of members. He proposed a programme of topics for meetings from September 2008 until April 2009 meeting and explained that the topics would be considered by the Board 12 pm. The purpose of each session was for Board Members to find out more about the organisation.

Brenda Maslen asked about the HR Strategy Group. Roz Brown said that Amanda Cullen estimated that each meeting would last approximately half an hour, although the first meeting would agree terms of reference. She agreed to clarify this with Amanda. Peter Smith expressed concern that the JNCC agenda would drive the work of the Strategy Group and was not sure that four meetings per year would suffice.

A discussion took place about the Board Meeting table layout. It was agreed to change the shape of the table for future meetings to improve visibility.

245. Date of Next Board Meeting

Next meeting to take place in the Board Room, Division Street, Sheffield on Thursday 18th September 2008 at 10 am.

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