



SOUTH YORKSHIRE

PROBATION BOARD
19th June 2008
10 am

Present: Peter Smith (Chair),
Roz Brown, Nichola Cadet, Abdul Khayum,
Brenda Maslen, Flo McCreedy, Mervyn Thomas,
Helen Williams and Ken Wyatt.

Also in attendance: Julian Fox, Brian Kerslake, Amanda Cullen, Jack Tarr and
Dave Thomas (item 7 only)

207. Apologies for Absence

Apologies were received from Bola Fatogun, Richard Akroyd and Michael
Murphy. Roz Brown explained that she would have to leave the meeting
early as she was due to attend another meeting that afternoon.

208. Declarations of interest by members

There were none.

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

RESOLVED: That the public be excluded from items 13 and 14.

210. Minutes of the Meeting Held on 17th April 2008.

RESOLVED: That the minutes of the meeting held on the 17th April 2008 be
approved.

211. Minutes of the Meeting Held on 15th May 2008.

RESOLVED: That the minutes of the meeting held on the 15th May 2008 be
approved.

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212. Matters Arising

- i HR Developments (minute 191) – Amanda Cullen reported that Nichola and Abdul had helped with the recruitment of the Equality and Diversity Manager, that an offer had been made to Kathy Anderson and that she was to start on the 30th June. Peter Smith thanked Nichola and Abdul.
- ii Best Value Consultation (minute 195) – Brian Kerslake said that the working group was due to meet that day after the Board Meeting.
- iii Any Other Business (minute 205) – Roz Brown advised that she had responded to say that she did not think that the proposal to expand occupancy of female-only hostels by accepting lower-risk residents was a good idea.

213. Monthly Performance Report/Quarter 4 Performance

Roz Brown reported that the first month of results this year were a reasonably good set of indicators. She said that there were no problems that were not manageable. Mervyn Thomas asked about the sickness absence. Roz Brown said that both she and Amanda Cullen had been alarmed about it at first, but realised that it was due to a virus that was going around in April which increased short term sickness levels. Amanda Cullen reported that there were currently eight people on long term sick leave, of whom four were stress related. Sickness absence was receiving attention.

The results of the IPPF were tabled at the meeting, and confirmed that South Yorkshire had become one of five 4 star areas in the Country. The Board congratulated Roz and the senior management team on the achievement.

RESOLVED: The Board noted the report.

214. Risk of Harm Area Assessment (ROHAA)

The Board considered the paper on this topic. Peter Smith said that it represented a very good result. Roz Brown agreed but said that there were areas for improvement and the work would continue. Brenda Maslen queried the information that home visits were conducted in only half of the cases where there were concerns. Roz Brown said that there was a debate about what our responsibilities are in relation to this. However she said that training was planned on this issue for staff. In response to a question from Mervyn Thomas, Roz Brown explained that 73% is an improvement from last time and work would continue on this. Flo McCready asked whether staff undertake home visits alone. Roz Brown explained that it depended on the Risk Assessment and said that there were safe working practices in place.

RESOLVED: The Board noted the Report.

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215. Review of Business Plan

Peter Smith said that he was happy for just the Annual Report to come to the meeting in future rather than having a separate report in addition. A discussion took place about LSP meetings, and Roz Brown confirmed that they were at Chief Executive level at the moment. Brenda Maslen asked who had taken the decision not to apply for the externally validated quality award. Roz Brown confirmed that this decision was taken by her and the SMT in order to concentrate on performance. She advised that it was the intention to apply for it during the current year (2008/09).

RESOLVED: The Board noted the Report.

216. Year End Accounts 2007/08

Ken Wyatt advised that the Audit Committee had reached the decision that the 2007/2008 Statement of Accounts should be commended to the Board for approval. Peter Smith congratulated the team.

RESOLVED: The Board formally approved the 2007/08 Statement of Accounts.

217. Annual Report

Roz Brown told the meeting that she had been going around each Division presenting the plan. She said that she had been pleased by the positive response of staff this year compared to the previous year. The meeting went through the report page by page and some minor amendments were agreed.

RESOLVED: The Board approved the content of the Draft Annual Report.

218. Annual Report on Health and Safety

RESOLVED: It was agreed to defer this item until the Board Meeting next month.

219. Human Resources Strategic Group

Amanda Cullen confirmed that the group would not replace the JNCC. She asked that anyone wanting to nominate to be a members should do so to her.

RESOLVED: The Board approved the establishment of a Human Resources Strategic Group.

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220. Report on Approved Premises Developments

Roz Brown went through the report and explained that it was to update the Board on the work being done by Graham Jones on Approved premises.

RESOLVED: The Board noted the Report.

221. Board Seminar: Next Steps

Peter Smith circulated a list of potential Board Meeting dates. He said that the 16th October 2008 would be the next strategy day and the 20th November 2008 would deal with the Half Year Business Plan Review. He explained that meetings would generally take place on the last Thursday in the month and Julian Fox would send out details. A discussion took place about topics to be considered at future meetings and it was decided to hold two meetings a year in Divisional Offices. The meeting discussed the proposal to hear grievances and other appeals on the afternoon of days when the Board met. It was agreed that this would happen where possible but it was noted that it was not always easy to organise.

A discussion took place about who should chair the JNCC. It was agreed to continue the arrangement that the Chair of the Board, Peter Smith, chair the JNCC.

222. The Future Probation Trust Structure

Peter Smith advised that this was discussed at the Regional Partnership Board. He said that the feeling was that Yorkshire and Humberside is the top performing region and that the four areas should be maintained. The meeting went through the report and discussed the options. It was agreed that Peter Smith and Julian Fox would respond that day incorporating the Board's views.

223. Audit Committee

- i) Annual Report of the Audit Committee – Ken Wyatt went through the report, and explained that it was a historic document rather than a prediction. Peter Smith said that he had found the report useful, but did not think it was appropriate for him to sit on the committee. Julian Fox said that he would not advise either Roz Brown or Peter Smith to take an active part in meetings of the Audit Committee, although they could attend its meetings.

RESOLVED: Peter Smith congratulated the Committee on the year's work.

- ii) Minutes of the meeting held on 30th April 2008

RESOLVED: The Board noted the minutes.

- iii) Minutes of the meeting held on 20th May 2008

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RESOLVED: The Board noted the minutes.

224. Reports back from Members and Working Groups

i) JNCC 1st May 2008

Brenda Maslen updated the Board on the latest JNCC meeting, which had held a minute's silence for Mark Ellis. She also reported that it had been a muted meeting because Neil Richardson had had an accident and could not attend. She explained that the Scheme of Delegation had been approved by napo and in Neil's absence, Unison had been given 2 weeks to get back to the JNCC, failing which the document would be approved. It had now been approved.

ii) Regional Conference 23rd May 2008

Nichola Cadet reported on the Regional Conference that she and others had attended. She said that Hilary Campbell had opened by explaining the changes to NOMS and their implications for Boards. She said that there seemed to be more of an appetite for regional collaboration. There had been a discussion around the transition to trusts and she felt it had been interesting to hear the experiences of those that had already made the change.

iii) Probation Association Council Meeting

Peter Smith reported that he had attended the recent meeting, and distributed the PA Business Plan and Minutes for the information of Members.

225. Chief Officers' Report

i) ICCS Project

Roz Brown explained that there was pressure nationally and that careful research was being done to ensure that the money was spent on the right things. She said that the project would be a monthly agenda item in the future.

ii) Napo ballot

Roz Brown advised that napo had voted to take industrial action. A resolution was being sought.

iii) OLASS developments

Brian Kerslake said that there had been a troubling development since the report had been written, in that the distribution formula had been changed. He asked that the Board give him approval to send a letter to the LSC Director expressing his concerns. He also reported that

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another round of OLASS tenders had got through the pre-qualifying stages.

RESOLVED: The Board gave its approval for Brian Kerslake to write to the LSC Director.

iv) Howard League for Penal Reform

Roz Brown said that she wanted to bring the success of the UPW Division's FareShare project to the Board's attention. Jack Tarr added that he had a press release ready and was hoping to get local coverage. He said that the press release focussed on the scheme rather than the award.

v) The new Intranet

Jack Tarr reported on developments and tabled a copy of Peter Smith's profile so that members could see an example.

vi) Decision of Panel held on 25th April 2008

RESOLVED: That this item be noted.

vii) Probation Circulars

RESOLVED: That this item be noted.

226. Any Other Business

Phil Wheatley's report on the restructure of NOMS was tabled.

227. Date of Next Board Meeting

Next meeting to take place in the Board Room, Division Street, Sheffield on Thursday 17th July 2008 at 10 am.

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