



SOUTH YORKSHIRE

PROBATION BOARD
16th October 2008
10 am

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

Also in attendance: Julian Fox, Brian Kerslake and Amanda Cullen.

263. Apologies for Absence

Apologies were received from Mike Murphy.

264. Declarations of interest by members

There were none.

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

RESOLVED: That the public be excluded from item 13 (minute 275).

266. Minutes of the Meeting Held on 18th September 2008.

RESOLVED: That the minutes of the meeting held on the 18^h September 2008 be approved.

267. Matters Arising

RESOLVED: There were none.

268. Performance

Roz Brown said that the first quarter IPPF has been re-issued and South Yorkshire has lost its green star, which she said was a disappointment. She explained that there were issues with the OASYs targets, but that work was being done to deal with them. She said that performance had gone up every

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month since the processes had been put in place. She reported that the Interventions side had a whole year plan and she anticipated that all the targets would be hit. She said that the Unpaid Work teams were now fully staffed and that therefore the amount of lost days would decrease.

The sickness target was discussed. Amanda Cullen confirmed that there was a 10 days policy which is what managers and the OMI will work to. She offered to report on the issue to the next Board Meeting. The Board agreed that they would like a report.

269. Proposal to Replace Dave Thomas, ACO

Roz Brown told the Board that following Dave Thomas' departure to Avon and Somerset she had reviewed the post and hoped the Board would agree to move to a collaborative role with Humberside. She advised that Ian Razzell, the current ACO for Information Services in Humberside was well respected and had worked with South Yorkshire in the past on the PIP project. She said that following that project, South Yorkshire and Humberside were the top performing areas in the country, and that therefore, Ian would be a benefit to the Service. She also said that the proposed move would create efficiency and operational savings. The cost implications were discussed. Roz Brown asked the Board to delegate to Peter Smith and herself the authority to sign the Service Level Agreement.

Abdul Khayum said that this was a good opportunity and asked if any aspects of Dave's job would not be covered by the SLA. Roz Brown advised that Dave took a share of grievances and disciplinarys which would mean more for the other ACOs. However she said that this should be evened out when the new Divisional Manager for Approved Premises was in post.

Brenda Maslen agreed with most of the proposal but asked if it would mean job losses. Roz Brown said that she did not know, but that efficiency savings would be examined in order to maximise front line staff.

Mervyn Thomas said that he thought the principle of a combined service was right, but asked if we would still want an SLA with Humberside if Ian Razzell was not there. Roz Brown said that the principle of shared support services was important, along with best value for money. She said that the individual was but one consideration. She explained that North and West Yorkshire had already done a lot of sub regional work, and a second sub division with South Yorkshire and Humberside made sense, as it would make any future transition to working as one region much easier if that was felt to be appropriate. Mervyn pointed out that there were no quality measures. Roz Brown agreed that that this was an excellent point and would ensure that they are included. Peter Smith said that the proposal should provide an opportunity for the talented people in IT to step up. The VAT implications with Humberside being a trust were discussed.

RESOLVED: The Board agreed to the proposed Service Level Agreement and gave their authority for Roz Brown and Peter Smith to sign it.

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270. ICCS Project

Roz Brown said that having read the report she felt that the Board did not need the same amount of information in the future. She reported that at the end of Quarter 1, the ROM had decided that only South and West Yorkshire had met their targets. She spoke in detail about some of the targets. Mervyn Thomas asked whether the targets had been set low or whether the Service was performing exceptionally well. Roz Brown explained that the Service had set its own targets but nationally they were considered high. She said that the project was going extremely well and that the ROM was impressed. Richard Akroyd commented that he had attended a seminar for sentencers given by Julie Colleyshaw and Marion Wright and said he felt that the atmosphere had been constructive and they had a good rapport with the Magistrates.

RESOLVED: The Board expressed their delight with the work so far and asked Roz Brown to pass on their congratulations to the ICCS team.

271. Expenditure Monitoring

Brian Kerslake said that he had little to add to his report apart from the pay award details. He advised the Board that the details had come out with an average pay increase of 4.8%. He said that there was 4% in the budget but that the extra could be covered without problems this year because of under spending. He said that it was a two year deal and therefore the cost will be 4.8% next year as well, which was not such good news. He also said that the Chief Officers' pay settlement was yet to be agreed.

RESOLVED: The Board noted the current position.

272. Audit Matters

i) Minutes of Audit Committee Meeting held on 16th September 2008.

Ken Wyatt said that the minutes were for information. The next meeting would focus on information security. A discussion took place about succession planning and it was agreed that it would be useful to train someone. Members are to contact Ken if interested. Peter Smith thanked the Audit Committee for their hard work.

RESOLVED: Item for information only.

ii) Annual Audit Letter

Brian Kerslake said that this was a positive document and commended it to the Board.

RESOLVED: The Board approved the Annual Audit Letter.

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273. Reports back from Members and Working Groups

Ken Wyatt said that he had attended the Probation Association AGM followed by the Council Meeting. He said that Phil Wheatley had given a speech and he found him to be very open. It had been an interesting meeting.

Peter Smith said that he had attended a Stakeholder event run by South Yorkshire Police. He said it had also been an interesting meeting and that Graham Jones had done an excellent job representing the Service.

274. Chief Officers' Report

i) Decision of Grievance Panel held on 18th September 2008

RESOLVED: That this item be noted.

ii) Decision of Disciplinary Panel held on 18th September 2008

RESOLVED: That this item be noted.

iii) Decision of Disciplinary Panel held on 7th October 2008

RESOLVED: That this item be noted.

iv) Decision of Complaints Panel held on 7th October 2008

RESOLVED: That this item be noted.

v) Probation Circulars

RESOLVED: That this item be noted.

275. Business Risk – Employment Tribunals Association with TUPE of Sheffield DIP

Amanda Cullen updated the Board on the current situation with the ongoing Employment Tribunals. She said that the legal team were working hard to resolve the issues. Peter Smith said that he hoped the new HR team would prevent these problems in the future.

RESOLVED: The Board noted the report.

276. Any Other Business

- i) Richard Akroyd said that he had met with Shelley Scott regarding the development session on OMI for the meeting next month. They had agreed that it would need to be 1.5 – 2 hours long. He asked if the Board would agree to finish later. Peter Smith said that lunch would be included.

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RESOLVED: The Board agreed to extend the session.

- ii) Roz Brown told the meeting that she had attended an awards ceremony held by Sheffield Newspapers the previous evening and the Service had won an award an environmental award in the business category. She said that Katherine Green, PR and Communications Officer had put in an application for the work that is done by UPW and we were joint winners with Meadowhall. She said that there would be a 9 page supplement in the Sheffield Telegraph and hoped that UPW would receive the coverage it deserved.

RESOLVED: The Board congratulated the Unpaid Work unit and also Katherine Green for their work on this.

277. Date of Next Board Meeting

Next meeting to take place in the Board Room, Division Street, Sheffield on Thursday 20th November 2008 at 10 am.

The Board spent the afternoon in a seminar, discussing strategic issues.

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