

## **IMB Management Board meeting, 14/12/18**

**At 10 South Colonnade, E14 4QQ**

### **Notes of meeting**

#### *Present:*

Anne Owers (AO) (Chair)  
Jane Leech (JL)  
Alex Sutherland (AS)  
Will Baker (WB)  
Mike Siswick (MS)  
Pauline Fellows (PF)  
Brian Thomas (BT)  
Keith Jamieson (KJ)

#### *In attendance:*

Sarah Clifford (SC) (acting Head of Secretariat)  
Sarah Walsh (SW) (Deputy Head, for items 4(d) and 5)

#### **1. Apologies for absence**

There were no apologies.

#### **2. Current issues and developments**

AO gave a verbal update, including

- restructuring within HMPPS and the MOJ
- discussions with the Immigration Minister about resourcing IDE monitoring
- IMB contributions to the NPM report to the UN Committee Against Torture
- Joint meeting of MB and regional representatives (RRs) on 22 February
- Further recruitment to Management Board and regional representatives.
- Sarah Clifford to be interim Head of Secretariat while the post is advertised

#### **3. Future meetings**

Future MB meetings will be every two months for a single day, with overnight stays where required. The February meeting will take place on 4 February.

#### **4. Ongoing work**

##### ***a. National conference***

Invitations have gone to Boards. The programme is being developed, with external plenary speakers and 6-8 workshops planned on the basis of the SurveyMonkey feedback, with a combination of external and internal (NTT and MB) participation. A further planning meeting will follow the MB meeting.

##### ***b. Training strategy***

MS/WB had produced a draft which is still at an early stage. The aim is to supplement traditional training courses for core skills with wider training and continuous development, such as specialist training (eg for particular functions or aspects of detention), refresher

training, training for mentors, board leaders, RRs and MB, and specialist skills such as mediation and data protection. There will also be further work on quality assurance and varied training methods. The draft will be shared with RRs, and the strategy will link into the knowledge and information management (KIM) work and the proposed skills audit.

***c. Information audit***

This is the first stage in developing a knowledge and information management (KIM) strategy. KJ and BT have undertaken an audit of where information for members currently sits: including members' website, pocketbook, DCLs and DBMs, myIMBnews and the e-learning site. They contain a mixture of contextual information, monitoring direction and guidance, administrative direction and guidance, news, requests and publications. There is currently no mechanism for ownership or updating of this information. The aim will be to create a single manual, on line and in hard copy. The first step will be to recruit a working group to take ownership of providing and updating information.

***d. Conduct and performance: codes and processes***

The aim is to develop a suite of documents that identifies conduct and performance issues, includes a compact between individual members and their boards, and processes for handling complaints and disputes. PF and JL had identified three strands: conduct, capability and relationships. A re-drafted code of conduct was discussed. There would be further work and discussion of a proposed compact between individual members and their Boards, new procedures for handling conduct and performance issues, and clarification of suspension powers, and the IMB policy on use of social media.

***e. Skills audit***

A survey will be sent to members in January 2019, flagged in the forthcoming Bulletin, aiming to establish areas of expertise and options for engagement (eg reviewing documents, telephone or call-off advice, task and finish groups and more permanent working groups). In the longer term, there should be a talent management strategy that links to recruitment, retention and training.

***f. Recruitment and retention***

An initial meeting has been held with the recruitment and retention working group (RRWG). There are three issues: attracting applicants; recruitment procedures; retaining members. RRs have agreed to do some preliminary work on successful recruitment campaigns.

***g. National monitoring framework and annual report template***

RRs have been asked to provide names for a working group to assist with the work to update the NMF/ART and make them consistent. A paper will be circulated.

5. **E-learning platform**

The authorised IMB e-learning platform is now Totara. There was discussion about how to ensure all material is migrated to it, and to ensure that data protection requirements are met.

6. **Draft protocol with MoJ**

This document had been discussed over some months between the sponsor team and the Chair and Secretariat. It was designed to reflect and ensure the independence of IMBs in relation to their statutory role, while ensuring appropriate accountability for governance and financial compliance. There were still some issues that needed to be finalised.

7. **Monitoring of Close Supervision Centres (CSCs)**

MB **AGREED** a paper which outlined a process for central monitoring of the CSC system , with a national lead liaising with local IMBs and the CSC management structure, and coordinating an annual report.

8. **Head of Secretariat role**

There was a discussion about the scope and seniority of the post. It was agreed to advertise as soon as possible.