

ITEM 3

IMB Management Board meeting, 18/4/19

At 10 South Colonnade, E14 4QQ

Notes of meeting

1. Apologies for absence

There were no apologies.

2. Minutes of meeting 4/2/19

The minutes were AGREED

3. Chair's Report

An external member for finance and audit has been appointed. A meeting is being arranged with AO and the new CEO of HMPPS. There have been meetings with the Prison Estate Transformation Programme and the performance directorate. New Head of Secretariat will join on 23rd April. Functional meetings for the women's estate, young people's estate and open estate are being organised.

4. Secretariat report

The organisational design project was almost complete. Main recommendations from the draft report are the need for an effective ICT system and clear operating procedures. A submission has been made to the MoJ for a budget increase. A data loss has been reported to the Information Commissioner. Remedial action has been taken for the future, affected Boards have been informed and the Information Commissioner has closed the case. 117 recruitment campaigns taken place in last 12 months, involving over 700 applicants.

5. Regional Reports

Recruitment major issue across most regions. There were also some comments about differences in clerking arrangements, information assurance, managing performance and the annual report process.

6. Reports back on on-going work

a. Training Strategy

- Delegate feedback to be reviewed.
- More regionally based training was discussed. Was recognised that trainers did have other commitments.
- Consideration to be given to expanding the BDO course to 2 days.
- Equality and Diversity training to be reviewed.

b. Knowledge and Information Management

- 3 members have now been appointed to the group. It was **AGREED** that in principle the pocket book should be kept. Its purpose to be clarified.
- c. Conduct and performance**
- Feedback has been received on the proposed new disciplinary procedures. The MB **AGREED** the revised version. The Conflicts of Interest policy will be revised.
- d. Skills Audit**
- 172 responses were received from the skills audit
- e. Recruitment and Retention**
- An action plan will be produced and any policy decisions will come back to next MB

7. Protocol with Ministry of Justice (for agreement)

The MB **AGREED** the revised version of the Protocol. AO will write to Justice Select Committee to emphasise the need for statutory underpinning.

8. National Annual Report

The MB **NOTED** the National Annual Report and **AGREED** its publication, subject to factchecks from HMPPS and the Boards quoted in the report. In future, quarterly digest of annual reports will be produced.

9. Business Plan for 2019 -2020

The MB **AGREED** the draft business plan, but **NOTED** the potential impact of a reduced budget. A corporate plan will be produced for the June meeting to set out objectives for a three-year period. Social media policy to be agreed with implementation plan.

10. Service Level Agreement (SLA) with HMPPS

MB discussed the draft SLA. This will be tabled for agreement at the June meeting.