

IMB Management Board meeting, 4/2/19

At 10 South Colonnade, E14 4QQ

Notes of meeting

1. Apologies for absence

There were no apologies.

2. Minutes of meeting 14/12/18

The minutes were **AGREED**.

3. Matters arising

It was **AGREED** that a note of the minutes of the December meeting should be placed onto the members' website and then on the IMB public website.

4. Future meetings

The 2019 meetings were agreed. They will take place on:

Thursday 18th April

Thursday 20th June

Monday 19th August

Thursday 17th October

Thursday 12th December

5. Chair's Report

AO gave a verbal update

- A national annual report is being prepared, and it is proposed to publish quarterly digests of boards' annual reports.
- AO met with the Prisons Minister, who would welcome information about how the first stage of OMiC (key workers) is operating
- Dr Jo Farrar (currently Director General at the Department for Communities and Local Government) will be the new Chief Executive of HMPPS
- Sarah Clifford is seeking more information about the proposed roll-out of PAVA spray
- AO met Phil Riley (Director, Detention and Escort Services at Home Office). The PPO has been asked to carry out a further investigation into the events at Brook House in 2017. The Chief Inspector of Borders and Immigration has been asked to carry out an annual review of the Adults at Risk processes, and IMBs will contribute to this.
- The process for appointing two external Management Board members is under way. All Regional Representative roles have been filled.
- AO and Sarah Clifford are looking at potential areas for thematic reviews

6. Secretariat report

- Staffing levels were discussed and the impact of two imminent departures noted.
- The consultant commissioned to carry out a review of the structure and resourcing of the secretariat is speaking to key stakeholders. The review will go back to the MB for final consideration.

- Processes to appoint the new Head of Secretariat are under way.
- Budgetary negotiations with MoJ and Home Office are taking place
- A secretariat risk register is being drafted.

7. **Reports back on on-going work**

- National Conference** had been mostly finalised.
- Training strategy and questionnaire**
The strategy will be finalised and accompanied by a training delivery plan. MB and RRs are being surveyed for training needs.
- Information Working Group**
This will be set up, with around 3-4 people, to draft content for the website and discuss the best format for information.
- Conduct and performance**
The wording of the conduct code and the draft compact for members were **AGREED**. The draft on conduct processes will be re-circulated for agreement in April. The three documents will then be sent to the RRs and later discussed at regional meetings. After consultation, and any revisions, the suite of documents will need ministerial approval, and there may be need for training and mediation support.
- Skills audit**
This is scheduled to go out in the next bulletin.
- Recruitment and retention**
It was noted that recruitment posters were out of date. A meeting of the Recruitment and Retention Working Group will discuss the whole of the process.
- National Monitoring Framework and Annual Report Template**
There was general agreement with the proposal to update and link the monitoring framework and the report template. There will be an awayday with the members of the working group.
- CSC Monitoring**
There was an update on the initial stages of this work.

8. **Meeting with Regional Representatives**

This will take place at Telford University Conference Centre on Friday 22nd February at 10.00am

9. **Protocol with Ministry of Justice**

The draft with proposed amendments was circulated and **AGREED** as the position of the MB. Wherever appropriate it was aligned with the protocols for HMIP and the PPO.

10. **Business Plan**

A draft business plan will be tabled for agreement at the April meeting.