

**IMB Management Board meeting, 20/6/19**

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

**Minutes of meeting**

*Present:*

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

*In attendance:*

*Regional representatives*

Sue Bird  
Stephen Beyer  
Mary-Anne Dixey  
John Hutchings  
Vic Lee  
Rosemary Montero  
Doug Pollock  
Peter Ward

Head of Secretariat)  
Governance Support Manager

1.	<p><b>Apologies for absence</b></p> <p>Apologies were received from four regional representatives.</p>
2.	<p><b>Welcome to Mojeed Yusuf</b></p> <p>Mojeed Yusuf was welcomed to the meeting, having been appointed as an external Management Board member with finance and audit experience.</p>
3.	<p><b>Minutes and notes of previous meeting</b></p> <p>The minutes and notes were <b>AGREED</b>. It was also <b>AGREED</b> that the minutes and summary minutes can be agreed via email.</p>
4.	<p><b>Action points from previous meeting</b></p> <ul style="list-style-type: none"> <li>• The current list of action points was reviewed. A number of work streams are ongoing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Training on counter-corruption and personal protection will be further investigated.</li> </ul>	
5.	<p><b>Secretariat report</b></p> <ul style="list-style-type: none"> <li>• The new communications manager has started, and there will be an additional member of the appointments team at the start of July.</li> <li>• A significant number of members leave in the first year. It is important to know the reasons why, and exit surveys would be helpful</li> <li>• The budget was discussed as a separate agenda item (Item 10)</li> </ul>	
6.	<p><b>Chair's report:</b></p> <ul style="list-style-type: none"> <li>• The national prisons IMB Annual Report had now been published and received national media coverage. Following publication, the Chair has been asked to give evidence to the Justice Select Committee.</li> <li>• In future a quarterly digest of reports will be produced.</li> <li>• A new junior Justice Minister has been appointed</li> <li>• Regional representatives (RRs) have reported positive feedback about regional meetings. It would be helpful to have a common format.</li> <li>• Recruitment for the final external board member, focusing on equality and diversity, is ongoing.</li> </ul>	
7.	<p><b>Themes and issues from regional representatives</b></p> <ul style="list-style-type: none"> <li>• Inexperienced staff and property were still major issues reported by boards.</li> <li>• Issues with the e-learning platform are being investigated.</li> <li>• Clarification was requested about whether vice-chairs should attend regional meetings, as happens in some regions. This can be beneficial in terms of succession and communication. It would not be possible in the IDE, due to the wide geographic spread.</li> <li>• There was a request for a current list of probationary and e-learning materials.</li> <li>• There were several requests for training material relating to transgender prisoners.</li> <li>• Some members were said to be unclear about the role of the regional representative. The job description will be placed on the website.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Some policies, for example on health and safety, are not easily accessible.</li> <li>• Boards are sometimes asked for comment on HMPPS national initiatives, such as the recent guidance on monitoring education contracts, or the IEP consultation. The national Chair or head of policy and communications should be informed of such approaches, to check on any existing IMB guidance or approach, and that we preserve independence from HMPPS</li> <li>• A number of prisons have requested the IMB to provide an analysis of their applications as information for an HMIP inspection. This should be refused and HMIP invited to contact the IMB directly for any information.</li> </ul>	
8.	<p><b>Reports on on-going work</b></p> <p><i>i) Knowledge and Information Management</i>  Three members have now been appointed to a working group. They will source specialist information from outside the group, eg on immigration detention. The pocket book is valued and more efficient production methods are being considered. Work is ongoing to ensure all information is eventually held in one area. The Head of Policy and Communications will be managing all the secretariat staff responsible for communications, information and training and this will help coordination.</p> <p><i>ii) Recruitment and Retention</i>  The whole process is being reviewed, and there will shortly be a brief communication to members. The first focus is on recruitment. There will continue to be a competency-based approach, but the competencies will be more relevant, with guidance and further training for independent interviewers and panel members. Publicity materials are being revised and good practice sought in terms of successful recruitment practices. Employers could be targeted.</p> <p><i>iii) NMF and Annual Report Template</i>  The working group has had its first meeting, to look at the format of annual reports, and the judgements that are made at the beginning. Currently there is no judgement about safety. The process for handling annual reports will be smoother with a new staff member arriving, and there will be reminders for boards whose annual reports are late.</p> <p><i>iv) E-learning</i>  The clerks' e-learning course is now being tested before going live and will then be reviewed for IDE clerks.</p>	

	<p><b>Social Media</b> There will be a meeting to progress work on this in July.</p>	
9.	<p><b>Business Plan</b></p> <p>The updated version of the business plan was tabled, It will be shared with the sponsorship teams. It was <b>AGREED</b> that the work programme should be placed on the members' website.</p>	
10.	<p><b>Budget options</b></p> <p>The MOJ has been made aware that resources are inadequate for needs, and this will be escalated to ministers. Resources are proportionately higher for IMBs in Scotland and Northern Ireland Both regional representatives and members of the MB expressed their concern and frustration at the level of funding provided to IMBs.</p> <p>The head of secretariat has already signalled to the MOJ that there are significant risks and a likely budget overspend. Options for in-year savings were discussed in some detail. It was <b>AGREED</b> that members should be encouraged to use public transport, for both economic and environmental reasons, when travelling to central locations, for example for training courses and functional meetings.</p> <p>It was <b>AGREED</b> that any decisions about board visits must be evidence-based, to ensure that statutory responsibilities can be met. Board allocations will therefore remain unchanged in this financial year. Over the summer there will be a detailed examination of board complements and visits allocations, to determine optimum levels. This will be overseen by a working group of IMB members to make recommendations to the October Management Board, and build a business case for next year's budget.</p> <p>It was <b>AGREED</b> not to hold another national conference in this financial year, but in the next financial year. This would provide some savings.</p>	

11.	<p><b>Organisation design review</b></p> <p>The MOJ had provided resources for a consultancy report on organisational design, which concluded that the work of IMBs was not sufficiently resourced and relied too heavily on work done on a voluntary basis.</p> <p>It recommended that the national governance arrangements should be put on a statutory basis, when there is legislative opportunity, and that there should be additional resource, including a significant investment in IT. It was <b>AGREED</b> that the proposal for regionalising some of the Secretariat work was not practical, given the size of the secretariat and management capacity.</p> <p>The report also recommended a protocol or MOU to define the role and responsibilities of the secretariat in relation to boards, the MB and the RRs.</p>	
12.	<p><b>Close supervision centres summary and proposed advisory group</b></p> <p>A six-month report on the management of CSCs was tabled. There was also a proposal for a working group on segregation. Budgets and terms of reference will be agreed.</p>	
13.	<p><b>HMPPS Service Level Agreement</b></p> <p>This will clarify the responsibilities of HMPPS in relation to IMBs. Further work is needed on the notification of incidents and information. Subject to that the current draft was <b>AGREED</b>. The amended sections will be circulated and a final draft will go to the CEO of HMPPS and the Director of Prisons.</p>	

14.	<b>Training strategy and development plan</b> The Training Strategy, as amended, was <b>AGREED</b> . A development and implementation plan will be presented at the August meeting.	
15	<b>AOB</b> The Chair thanked RRs for hosting her, Jane Leech and Pauline Fellows at the regional meetings to discuss the new conduct code and procedures and the compact. RRs expressed appreciation of attendance, including of the Head of Secretariat.	

