

IMB Management Board meeting, 19/08/19

At 10 South Colonnade, E14 4QQ

Summary minute of meeting

Present:

Anne Owers (Chair)
Jane Leech
Will Baker
Mike Siswick
Pauline Fellows
Brian Thomas
Keith Jamieson
Mojeed Yusuf

In attendance:

Head of Secretariat
Governance Support Manager
Deputy Head of Secretariat for item 10.

1.	<p>Apologies for absence</p> <p>None</p>
2.	<p>Minutes and notes of previous meeting</p> <p>The minutes and notes had been AGREED by email.</p>
3.	<p>Conflicts of Interest</p> <p>It was AGREED that conflict of interest will be a standard item on the MB agenda for members to declare any conflicts in relation to items on the agenda.</p> <p>There were no declarations.</p>
4.	<p>Action points from previous meeting</p> <p>The list of action points from the June meeting were reviewed.</p>

5.	<p>Chair's report:</p> <p>The Chair reported:</p> <ul style="list-style-type: none"> • She has had meetings with the Director General of HMPPS and the Director of Home Office Detention and Escorting Services. • the regional representatives agreed job description will be placed on the website. • The Chair will have 121 meetings or phone calls with each MB member to review the first year of operation. • the Chair and Head of Secretariat have attended a number of regional meetings, which are useful events for IMB chairs and vice chairs. • Beverley Thompson will be joining the Management Board as an external Management Board member, focusing on equality and diversity. • financial pressures have been signalled, including the lack of any resource for the new governance structure. The MoJ ALB sponsorship team has been approached for some one-off support. The organisation design review recognised the risks and pressures of the amount of fundamental and essential work that volunteers are being asked to do. The Chair has a meeting arranged with the MoJ to discuss these pressures and risks. 	
6.	<p>Secretariat report</p> <p>The Head of Secretariat (HoS) reported on:</p> <ul style="list-style-type: none"> • staffing pressures in the Secretariat due to transfers and sickness. It was AGREED that the HoS could proceed to recruit an additional staff member outside the current budgetary allowance. • Work to explore improvements to the recruitment procedures by processing DBS checks online. • Following financial analysis four months into the financial year, Boards will be contacted if they are showing a projected overspend. The Head of Secretariat is informing the Director General Mark Sweeney of a possible overspend for the current financial year. The Management Board AGREED this was appropriate action to take. • She will be building a full business case outlining the true level of resources required for IMBs to go to the October MB. 	

7.	<p>Themes and issues from regional meetings</p> <ul style="list-style-type: none"> • Property remained a consistent issue reported by boards • Some issues regarding recruitment were raised, in particular the length of time for the recruitment process and the fact that the time commitment should be made clearer to applicants. This will be fed into the recruitment and retention working group. • Boards felt that the new compact will assist in clarifying expectations of new members. • Members have been reminded to use cjsm. Concerns have been raised regarding lack of training for members after the probationary period. 	
8.	<p>Reports on ongoing work</p> <p><i>i) Recruitment and retention working group</i></p> <ul style="list-style-type: none"> • The group had met, and proposed to retain competences, but revise them and call them key qualities. They would be: <ul style="list-style-type: none"> i) Integrity & independence ii) Teamwork & development iii) Communication iv) Commitment and perseverance v) Analysis & decision-making vi) Equality, diversity and inclusion <p>The list of key qualities was AGREED.</p> • The group is doing further work, as outlined in the paper. Some priority issues are <ul style="list-style-type: none"> • Refresher training for Independent Interviewers. • Retention issues. <p><i>ii) E-Learning</i></p> <ul style="list-style-type: none"> • All current e-learning packages, apart from the board leaders course, are now available to all members. • It is recognised that there is some clunkiness in the courses that have been transferred from the previous platform, but there are not the resources to fix this at present • The clerks course has now been built and tested. Positive comments have been received. Work has commenced on a conduct e-learning package. • A mentor guide will soon be available. <p><i>iii) Knowledge and information working group</i></p> <ul style="list-style-type: none"> • PSIs and policy frameworks published from January 2018 to May 2019 have been reviewed. • The group is still seeking a representative from the IDE 	

- The pocket book has been reviewed. It was concluded that it gives generic guidance and will not need regular updating. The cost of issuing a new edition will be explored.
- The KIM working group will work closely with the National Monitoring Framework and annual report working group, as there were some crossovers.
- Dear Chair and DBM archive has been reviewed. Information for members is now just on two sites – the members' website and the e-learning portal. Arrangements for updating the website need to be agreed

(iv) ***National monitoring framework & annual report working group***

- The group held its second meeting in August.
- It was agreed that reports would make judgements on four areas: safety, decency and humanity, health and wellbeing and resettlement and rehabilitation. The young people's estate would need an additional separate section on education.
- Different forms of rota reports were looked at and two members will produce guidelines for members.
- A "mind map" will be produced to assist boards in directing recommendations.
- The style guide was agreed.
- The group is looking at monitoring of specific areas, and this work will liaise with the KIM work

There was discussion of whether to refer to prisoners or residents in reports. It was agreed to use the same terminology as the prison, but to avoid using the term 'offender'. For example, reference should be to 'men convicted of sexual offences', not 'sex offenders'.

(v) ***Proposed MoU and security annex with HMPPS***

- There was broad agreement with the document.
- A separate MoU is under discussion for the IDE.
- Once agreed, revised information will need to go into the board leaders' course.

9.	<p>Board complement & visits working group</p> <ul style="list-style-type: none"> • A working group had been established to review board complements and visits allocations in prisons. The IDE had not yet been reviewed. • There was a wide variation in the number of visits between boards of similar prisons and similar size. • In relation to complements, the group considered that all boards would need a minimum of eight members but that in general numbers should not exceed 16, which was considered a manageable number, and where members' attendance would not be too infrequent. It was AGREED that board complements should range from 8-16, with some exceptions for very large or multiple function prisons. • A broad formula for visits allocation had been discussed, and this would be further developed at the next meeting of the group and then come to the October MB for decision. 	
10.	<p>Conflicts of interest</p> <ul style="list-style-type: none"> • At present, there is a considerable amount of due diligence when a member is first appointed, but there is no review of any conflicts that arise afterwards. Declaring a COI would not always be an automatic bar, but if it could not be mitigated, a member would have to resign. • It was proposed that there should be a gap of 12 months between someone leaving a paid post in HMPPS or the IDE and joining any board, and that no-one should be a member of a board at an establishment where they had previously worked. • A register of conflict of interests will be created and shared with the MB on an annual basis • It was AGREED that Jane Leech and Mike Siswick should act as panel members for COIs, along with the National Chair. • The new policy will be agreed by email and formally adopted at the October MB meeting. 	

11.	<p>Training strategy and development plan</p> <ul style="list-style-type: none"> • It was proposed that there should be a training and skills working group to coordinate implementation of the agreed training strategy and develop a training delivery plan. This would comprise Mike Siswick, Will Baker, the lead national trainer, the head of e-learning and Secretariat representation. Others could be co-opted as and when necessary. <p>It was AGREED to set up a training and skills working group, with the following initial priorities.</p> <ul style="list-style-type: none"> ○ Counter-corruption and grooming ○ Use of force ○ IDE training on adults at risk and detainee welfare ○ Revised NMF and annual report template ○ New conduct, complaints and compact procedures ○ Recruitment and retention working group outcomes ○ Safeguarding for young people and vulnerable adults ○ Charter flight monitoring training. <ul style="list-style-type: none"> • Continuous professional development for existing members is also a priority 	
12.	<p>Conduct, compact and disciplinary code and procedures</p> <ul style="list-style-type: none"> ○ Following regional meetings, feedback was received and relevant changes have now been made. Guidance documents will be prepared and the documents submitted to Ministers for agreement in October. The next stage is to develop a capability framework. Regional representatives have requested training in conflict resolution. The skills audit may show some potential mediators. <p>The revised code, compact and procedures were AGREED.</p> <p>.</p>	
13.	<p>AOB</p> <p>Dates for future meetings a year in advance to be set</p> <p>Anti-corruption, fraud and bribery policy has been written and will be shared with MB members and placed on members website.</p>	