

IMB Management Board meeting, 12/12/19

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)
Keith Jamieson (KJ)
Mojeed Yusuf (MY)
Keith Jamieson (KJ)

Apologies:

Beverley Thompson (BT)

In attendance:

Head of Secretariat
Corporate Support Manager to 7 January 2020)
Corporate Support Manager from 7 January 2020)
Head of Policy and Communications for item 12

1.	Apologies for absence Beverley Thompson
2.	Conflicts of Interest No conflicts of interest declared
3.	Minutes and notes of previous meeting The minutes of the previous meeting were amended to remove Brian Thomas from the list of attendees. With that amendment, they were AGREED .
4.	Death of Regional Representative The Chair reported the sad death of Paul Large, Regional Representative for the North West and Deputy Lead Trainer. Condolences were expressed to his family and the Berwyn Board.
5.	Action points from previous meeting The action points from the October meeting were reviewed

6.	<p>Chair's report:</p> <p>The Chair reported that:</p> <ul style="list-style-type: none"> • The business case for further funding has been developed • The deputy director in the sponsorship team visited Wandsworth prison with the IMB and found this very useful • The inquest into the death of a detainee at Harmondsworth IRC in 2012 will take place in February 2020. • A public inquiry into the running of Brook House has been agreed. 	
7.	<p>Secretariat report</p> <p>The Head of Secretariat reported that:</p> <ul style="list-style-type: none"> • Significant staffing pressures remain due to long term absence and secondment of a member of staff. • A memorandum of understanding has now been agreed with HMPPS. • Work is being done to clarify the number of additional Border Force holding rooms to be monitored, which could reach 70 rooms. Border Force have agreed to the additional funding. • Budget continues to show an £70,000 overspend, as predicted. • IDE training events for all members and for STHF monitors will be taking place in the first quarter of 2020. • Corruption training materials have been received from HMPPS. 	
8.	<p>Risk Register</p> <p>The present MoJ risk register now links back to the business case reflecting the areas that cannot be delivered without further funding.</p> <p>It was AGREED that the Management Board needed a separate risk register that reflected risk that is owned by the board itself.</p> <p>There will be a longer discussion at the February MB meeting [later deferred to April] on the MB risk register, to identify and prioritise risks and establish risk appetite</p>	
9.	<p>Themes and issues from regional meetings:</p> <p>Issues raised included</p> <ul style="list-style-type: none"> • Problems with the completion of OASys • High levels of segregation at one prison • Positive impact of key worker scheme at one prison 	
10.	<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 revised the timetable for the new recruitment process, to April 2020. • The role of independent interviewer has been updated and an expression of interest for new IIs is being put together. 	

	<ul style="list-style-type: none"> • Work will take place to show the geographical spread of current IIs. • An updated system for scoring and shortlisting IMB applications is being developed. Guidance will be produced as work progresses. • The group has reviewed initial advertising publicity materials and the Management Board welcomed the thought and originality that has been put into them. <p>The scoring system for an initial sift was AGREED. It was AGREED that members who have recently left the IMB should not be used as independent interviewers.</p> <p>ii) <i>Training and skills working group</i></p> <ul style="list-style-type: none"> • Terms of reference for the group were agreed. • Work in updating the board leaders' course (BLC) was acknowledged. • Chairs and vicechairs should complete the mandatory e-learning before attending the BLC. • E-learning for clerks is now operational and appears to be running well. A large number of clerks have signed up. <p>iii) <i>Knowledge and information working group</i></p> <ul style="list-style-type: none"> • Updates have been made to website sections on home detention curfew, legal advice, appeals and the smoking ban • There will be a significant update to the website in January re PAVA and the use of force. • There will be a discussion about the integration of the NMF/annual report work into the work of the KIM group. • Updates are being passed to the training team. <p>It was AGREED that copyright and intellectual property of materials produced by members on behalf of the IMB belongs to the IMB.</p> <p>iv) <i>National monitoring framework and annual report working group</i></p> <ul style="list-style-type: none"> • The national monitoring framework is being updated. • The new annual report template will be more user-friendly. • The roll-out of the new template for prisons will be in early 2020, with all boards using it by the beginning of the next financial year. • There will be different templates for under-18 YOIs and for the IDE. <p>The new judgements and sections were AGREED</p>	
11.	<p>Prison board complements and visits</p> <ul style="list-style-type: none"> • Regional representatives have had sight of allocations. A further letter will be sent to boards in January 2020. • Regional representatives will engage with boards to discuss new complements and visits. • Boards will be invited to submit a business case by the end of February if they consider that allocations are not sufficient. • A list of frequently asked questions is being compiled. • The new allocations will go live at the beginning of the next financial year. 	

12.	<p>IDE board complements and visits</p> <ul style="list-style-type: none"> • IDE board complements and visits have been recalculated with the help of regional representatives. • Reflecting the additional funding from the Home Office, all IDE boards will see an increase in visit allocations. • Alongside the work completed for prison IMBs, the new complements and visits allocation will go live at the beginning of the next financial year. <p>The complements and visit allocations proposed for each board were AGREED.</p>	
13.	<p>Social Media Policy</p> <ul style="list-style-type: none"> • The IMB does not have an up to date social media policy and a draft was presented for discussion. • A LinkedIn page has been set up to assist with the recruitment of members. 	