

**IMB Management Board meeting, 06/02/20**

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

**Minutes of meeting**

*Present:*

Anne Owers (AO) (Chair)  
Jane Leech (JL)  
Will Baker (WB)  
Pauline Fellows (PF)  
Keith Jamieson (KJ)  
Beverley Thompson (BT)

*In attendance:*

Head of Secretariat  
Business Manager  
Head of Policy and Communications (for items xx and xx)  
Deputy Head of Secretariat (for item xx)

1.	<p><b>Apologies for absence</b> Mike Siswick (MS)</p>
2.	<p><b>Conflicts of Interest</b> No conflicts of interest declared</p>
3.	<p><b>Minutes and summary minutes of previous meeting</b>  The minutes of the previous meeting were <b>AGREED</b>. Summary minutes will be circulated</p>
4.	<p><b>Action points from previous meeting</b>  The list of action points from the December meeting were reviewed:</p> <ul style="list-style-type: none"> <li>• MOU with HMPPS now agreed</li> <li>• Risk register to be discussed at next MB meeting</li> <li>• Meeting with Leaders Unlocked has taken place</li> <li>• Guidance relating to deaths in custody and inquests now issued</li> <li>• Letters to boards on complements and visits sent out</li> </ul>
5.	<p><b>Chair's report:</b>  The Chair reported that:</p> <ul style="list-style-type: none"> <li>• A lot of work undertaken by the MB is coming to fruition</li> <li>• Graham Stote has been appointed South West Regional Representative following Rosemary Montero's death.</li> </ul>

	<ul style="list-style-type: none"> <li>• Management Board interviews for two replacement members will take place w/c 10 February.</li> <li>• There is a need to review the model constitution for individual Boards, since some of this is now included in other documents.</li> <li>• Discussions are continuing with the MOD about independent monitoring of military detention</li> <li>• There has been support for members involved in the inquest into a death in Harmondsworth in 2012, including legal support.</li> <li>• No response has been received from MOJ regarding the business case.</li> <li>• Women's estate boards are working on a joint thematic review of women's housing status upon release.</li> </ul>	
6.	<p><b>Secretariat report</b></p> <p>The Head of Secretariat reported that:</p> <ul style="list-style-type: none"> <li>• There continue to be staffing pressures in the Secretariat.</li> <li>• There was minimal disruption to recruitment issues during purdah</li> <li>• A more effective process for valedictory letters has been created</li> <li>• Work on introducing additional monitoring of border force rooms is carrying on</li> <li>• A data cleanse of the member database has been completed and will help with monitoring member levels on boards.</li> <li>• Budget is still indicating the approved £70,000 overspend</li> <li>• Will try to encourage members using train travel to training locations that are close to train stations</li> <li>• Staff survey results have now been received.</li> </ul>	
7.	<p><b>Report from regional meetings</b></p> <ul style="list-style-type: none"> <li>• Main themes from regional meetings involve staffing levels, gang culture and violence.</li> <li>• There was discussion around the issue of people with mental health issues being placed in segregation. It was suggested that work similar to the women's estate accommodation work is undertaken around segregation.</li> </ul>	
8.	<p><b>Updates:</b></p> <p><b>8.1) Recruitment and retention working group</b></p> <ul style="list-style-type: none"> <li>• Recruitment materials were discussed (poster and leaflet).</li> <li>• Logo - option two was <b>AGREED</b>.</li> </ul> <p><b>8.2 Training strategy working group</b></p> <ul style="list-style-type: none"> <li>• The TSWG has had its first meeting and actions taken forward include <ul style="list-style-type: none"> <li>○ Work on training requirements for IDE, women's estate and young people's estate, and an equality and diversity adviser</li> <li>○ Arrangements to link information from the KIM group to training materials</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Reviewing all training materials for national, regional and local training</li> <li>● TSWG will be advising on how best to ensure members complete e-learning before attending courses</li> <li>● E-learning for the new conduct procedures is being developed</li> </ul> <p><b>8.3 Knowledge &amp; Information working group</b></p> <ul style="list-style-type: none"> <li>● Further guidance on use of force is being written</li> <li>● Pocket book update will be undertaken in the next financial year.</li> <li>● The information audit is being updated</li> </ul> <p><b>8.4 NMF &amp; annual report guidance</b></p> <ul style="list-style-type: none"> <li>● There was positive feedback on the redrafted NMF.</li> <li>● It was <b>AGREED</b> that there should be wide consultation on the NMF, as it is a foundation document.</li> <li>● Annual report guidance is being developed, to be sent out with the new template</li> <li>● The MB <b>AGREED</b> that the NMF/AR working group will then merge with the Information Management working group and help develop monitoring guidance.</li> <li>● There was discussion around electronic recording of rota reports and apps developed at Swinfen Hall and the possibility of piloting this in other boards.</li> </ul> <p><b>8.5) Conduct &amp; performance update</b></p> <ul style="list-style-type: none"> <li>● A structured and relatively informal annual discussion between the chair and each member will replace the current triennial review process.</li> <li>● It was <b>AGREED</b> that this should be deferred until later in the year, because of the number of new policies to be implemented by chairs.</li> <li>● There will continue to be a reappointment process at three (possibly extended to five) years</li> </ul>	
9.	<p><b>Social Media Policy</b></p> <ul style="list-style-type: none"> <li>● Revised social media policy was <b>AGREED</b></li> </ul>	
10.	<p><b>Finance Manual</b></p> <p>The Finance Manual is reviewed annually, and the latest iteration was circulated for information.</p>	
11.	<p><b>Business Plan</b></p> <p>The Board reviewed the 2019-20 business plan, recorded progress, identified barriers and outstanding matters and agreed priorities for the next financial year. This will be subject to resources as set out in the business case.</p>	