

**IMB Management Board meeting, 17/10/19**

**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)  
Mojeed Yusuf (MY)  
Beverley Thompson (BT)

*In attendance:*

Head of Secretariat), by phone until point 12  
Governance Support Manager)  
Head of Policy and Communications), from point six to business case

1.	<b>Apologies for absence</b>  Keith Jamieson
2.	<b>Minutes and notes of previous meeting</b>  <b>The minutes and notes of previous meeting were AGREED</b>
3.	<b>Conflicts of Interest</b>  There were no declarations.
4.	<b>Death of Regional Representative</b>  The Chair reported the sad death of Rosemary Montero, Regional Representative for the South West and former National Council member, following a short illness. Condolences were expressed to her family and the Isle of Wight Board.
5.	<b>Action points from previous meeting</b>  The list of action points from the August meeting were reviewed.  <ul style="list-style-type: none"> <li>• Clerks course now implemented</li> <li>• MoU with HMPPS and Security Annex close to completion</li> <li>• COI register to be populated</li> <li>• Conflict resolution training being explored</li> <li>• List of potential mediators provided</li> </ul>

6.	<p><b>Chair's report:</b></p> <p>The Chair reported that:</p> <ul style="list-style-type: none"> <li>• Following a meeting with Deputy Director of the MoJ sponsorship team, an additional £70,000 of funding for prison IMBs had been secured.</li> <li>• There will be a public inquiry into the event at Brook House.</li> <li>• An inquest relating to the death of a detainee at Harmondsworth IRC (now Heathrow IRC) in 2012 will be held in February, and guidance for members and the Secretariat regarding inquests will be issued.</li> <li>• IDE Annual Report will be published shortly. The Chair is meeting the Immigration Minister next week.</li> </ul>	
7.	<p><b>Secretariat report</b></p> <p>The Head of Secretariat reported that:</p> <ul style="list-style-type: none"> <li>• 75 recruitment campaigns were started in the first half of the year. They are not always signalled in advance and the peaks and troughs create pressures on board officers. It was <b>AGREED</b> that the Secretariat would work with regional representatives and boards to try to plan and even out the workload.</li> <li>• 125 freedom of information requests had been processed.</li> <li>• Work continues to explore improvements to the recruitment procedures by processing DBS checks online. It was <b>AGREED</b> that the IMB will pick up any costs associated with moving to online DBS checking.</li> <li>• The processing of annual reports is also extremely busy, and there are pressures when some arrive later than scheduled.</li> <li>• The risk register has been produced.</li> </ul>	
8.	<p><b>Themes and issues from regional meetings</b></p> <ul style="list-style-type: none"> <li>• Protocol for night visits is covered in MOU with HMPPS</li> <li>• The large number of inexperienced staff in North East, Kent, Surrey and Sussex is impacting on some prisons.</li> </ul>	
9.	<p><b>Reports on ongoing work</b></p> <p><i><b> i) Recruitment and retention working group</b></i></p> <ul style="list-style-type: none"> <li>• The group had met and provided a timeline for work on new recruitment processes from October 2019 to March 2020: <ul style="list-style-type: none"> <li>○ New publicity materials</li> <li>○ Revised competences (renamed key qualities)</li> <li>○ Recruitment, revised role description and training for independent interviewers, to include diversity</li> <li>○ Revised recruitment decision-making processes, aligned to Secretariat working practices</li> <li>○ Guidance and information</li> </ul> </li> <li>• The group will focus on recruitment before moving on to retention.</li> <li>• Consideration will be given to guidance or training for all members on an interview panel.</li> </ul>	

	<p>ii) <b>Training</b></p> <ul style="list-style-type: none"> <li>• The Training Support Working Group (TSWG) has now been set up, and will approve content of training materials for consistency; trainers can be flexible about delivery</li> <li>• Current lead trainer will be leaving under tenure and expressions of interest will be sought.</li> <li>• Need to provide e-learning authors and trainers for IDE and potentially separate new members course for IDE members. There may be further IDE training in the first quarter of 2020.</li> </ul> <p>iii) <b>Knowledge and information working group</b></p> <ul style="list-style-type: none"> <li>• Various updates have now been made to information on the members' website. This includes information on women, offender management, recall, transgender prisoners, education, libraries, incentives and MAPPA.</li> <li>• Content relating to Board administration will be reviewed.</li> <li>• Survey regarding the pocket book to be sent out with view to revision in 2020.</li> </ul> <p>(iv) <b>National Monitoring Framework &amp; annual report working group</b></p> <ul style="list-style-type: none"> <li>○ Two meetings have now taken place. The group proposes four main judgements: <ul style="list-style-type: none"> <li>• i) safety</li> <li>• ii) humane treatment</li> <li>• iii) health and wellbeing</li> <li>• iv) progression and release</li> </ul> with an additional judgement on education for under-18 YOIs.</li> </ul> <p>These new judgements were <b>AGREED</b>, and guidance would be needed in how to frame responses.</p> <p>Further work is taking place on the monitoring framework, including rota reports, and on the toolkit for monitoring the topics under these judgements. Links need to be made with the KIM WG and the NTT.</p> <p>(v) <b>Code of conduct, complaints and compact</b></p> <ul style="list-style-type: none"> <li>• An addition to the draft code – “must not undermine Management Board or Regional Representatives” was <b>AGREED</b>.</li> <li>• Guidance for Boards is being drafted</li> <li>• An equality impact assessment will be done.</li> <li>• The suite of documents can then be sent to the Minister for sign off.</li> <li>• It is hoped that 1 December will be date of implementation, but this may roll over to January 2020</li> </ul>	
10.	<p><b>Board complements &amp; visits working group</b></p> <ul style="list-style-type: none"> <li>• Prisons had been grouped into similar categories and the number of visits analysed. There was a wide variation between some Boards.</li> <li>• The new formula will provide a transparent way of allocating visits. Boards will retain autonomy in how they use the allocation.</li> <li>• Recognised that there may be exceptional circumstances or changes and Boards can put up a special case</li> </ul>	

	<ul style="list-style-type: none"> <li>• A similar exercise is currently ongoing with the IDE Boards.</li> </ul> <p>The MB <b>AGREED</b> the proposed complements and visits allocation, to be discussed with RRs. Decisions on special cases will be delegated to the working group.</p>	
10.	<p><b>Business Case</b></p> <ul style="list-style-type: none"> <li>• The Chair gave the background to the business case paper to go to the MOJ for additional resource, presented by the Head of Secretariat.</li> <li>• Accruals have disguised real expenditure in previous years</li> <li>• The OD consultancy was clear that too much is expected of unpaid volunteers, without sufficient support</li> <li>• Pressures on staff, MB, RRs and members are too high</li> </ul>	
11.	<p><b>Conflict of Interest policy</b></p> <ul style="list-style-type: none"> <li>• Amendment made to previous draft version of conflict of interest policy, to reflect the code of conduct.</li> <li>• It was <b>AGREED</b> that there should be an absolute bar on former members of prison staff becoming IMB members at the prison they formerly worked at.</li> <li>• COI policy <b>AGREED</b>.</li> <li>• Secretariat staff to ensure COI details recorded in register.</li> </ul> <p><b>ACTION:</b> COI Register to be set up and populated</p>	<b>ML</b>
12.	<p><b>Management Board membership</b></p> <ul style="list-style-type: none"> <li>• MB discussed the skills/experience gaps in the MB and <b>AGREED</b> that an EOI should go out to specifically look for people with communications, change management, recruitment/retention and information management/analysis skills.</li> </ul> <p><b>ACTION:</b> EOI to be sent out for MB membership</p>	<b>AO</b>
13.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Work is ongoing to provide guidance on performance reviews and this will replace triennial reviews.</li> </ul>	