

IMB MANAGEMENT BOARD MEETING 03/08/2020

Microsoft Teams Call
10:00 – 13:00

Note of meeting

Present:

Anne Owers (AO) (Chair)
Will Baker (WB)
Beverley Thompson (BT)
Keith Jamieson (KJ)
Kevin Whiteside (KW)
Lynne Chambers (LC)
Mojeed Yusuf (MY)

In attendance:

Head of IMB Secretariat
Business Manager

5. Chair's report

The National IMB Annual Report on prisons has been seen by Prison Service for factual accuracy. Likely to be published in early September.
Some chairs/boards are feeling overburdened with Covid work.
AO continues to attend the HMPPS recovery advisory forum.

There will be a meeting this week about the consultation on statutory change, which is likely to be launched by MoJ in August. It is not yet clear what will be proposed.

Immigration boards have expressed concern about immigration bail ending after 21 days if no accommodation has been found. AO has contacted the President of the First Tier Tribunal who is looking into this.

6. Secretariat report:

DBS vetting has moved from paper to online for prison IMB members; similar discussions continue with the Home Office about boards in the immigration estate. Leaders Unlocked have moved onto second stage of member research – there is a meeting planned for August. All leavers are now encouraged to complete an exit survey. On appointment all new members are asked for feedback on their recruitment experience.

HoS to take part in the Commissioner for Public Appointments' thematic review regarding unpaid volunteers.

There is some concern that government wants to centralise communications and that could compromise our independence. ALBs are discussing this.

0800 – phase 4 started on 3 October and there are now over 70 prisons in the scheme.

Over 180 FOI requests have been received since January 2020.

Staffing:

Interviews are taking place for a number of Secretariat positions this week. It is unclear when staff will return to the office.

7. Update from Regional Representatives (RRs):

Draft notes of the last meeting were circulated. A joint meeting was **AGREED** between MB & RRs in relation to supporting boards during the Covid and transformation periods and the lessons to be learnt from the Covid experience.

8. Updates:**Training:**

Mandatory training for members in the IDE on adults at risk, mental health and separation monitoring was **AGREED**. Various training is being delivered including webinars on monitoring during Covid-19 and a remote new members course. Training on, equality, diversity and inclusion and a remote board leaders course. are being developed.

It was **AGREED IN PRINCIPLE** that there should also be some required courses for prison IMB members.

KIM Update:

Information Working Group continues to summarise Exceptional Delivery Models. , and are currently half way through. The segregation toolkit replaces current guidance. The previously circulated Knowledge and Information strategy was **AGREED**.

The proposed review of the website in the transformation programme will require joint working with the IWG.

9. Recruitment and retention: probationary and recruitment processes:

There has been a great deal of work done during the break from recruitment. During August, the aim will be to gain legal and public appointment team sign off for the new online application form and guidance so that campaigns from September use the new processes.

Independent interviewer (II) training will be delivered to existing and new IIs. IIs will lead the sift process. Paperwork recording the interview process will be reduced with only one summary return for each candidate, and this will be retained for successful as well as unsuccessful applicants.

All successful applicants are now being sent a feedback survey.

Probationary paper:

It was **AGREED** that for the immediate future there should be a period of supervision for new members who have completed the NMC but have not yet had sufficient or any experience in a prison or IRC. This will involve relevant training from the establishment (i.e. security and key training) and mentoring from the board.

It was also **AGREED** that, as there is in fact no such thing as probation for a public appointee, this should in future be called 'required induction' and would be reflected in the appointment and re-appointment letters.

10. Transformation project

There is the opportunity this year to invest in infrastructure improvement, particularly the database. We have also been offered staff resource from the Arms Length Bodies Centre of Excellence (ALBCOE) at the MOJ, working under the direction of the HoS.

There would be four workstreams: IT (database and website); support for members; secretariat support; new legislation. Implementation will be for the joint Secretariat/ALBCOE team under HoS as SRO; deliverables need to be agreed and progress monitored by the MB, with a small sub-group providing more detailed oversight.

11. Business Plan:

The revised business plan and timescales were **AGREED**, on the understanding that it is dependent on Secretariat resourcing and will be regularly reviewed.

12. Conflict of Interest:

The final version of the COI process was tabled and will be **AGREED** unless any objections are received by the end of August

10. Learning from Covid

This will be discussed at the joint meeting with the RRs, who have been collecting information from chairs and boards. Any further thoughts from MB should be sent to AO