

MINUTES SUBJECT TO THEIR  
ACCEPTANCE AS A CORRECT  
RECORD AT THE NEXT MEETING



GLOUCESTERSHIRE

## **GLOUCESTERSHIRE PROBATION BOARD**

### **MINUTES OF MEETING HELD AT PROBATION HEAD OFFICE, BEWICK HOUSE**

**Wednesday 16 May 2007**

**Present:** Mr T FitzSimons (Chair), Mrs Y Ball (Chief Officer) Mr R Burns, Ms J Robinson, Mr S Pritchard, Mrs S McGrath, Mrs C Ellson, Mr M Howe, Mr C Youngson

**Also in attendance:** Mr G Limbrick (Board Secretary), Mr P Stott (Board Treasurer), Mrs C Baker, (Assistant Chief Officer), Mrs N Cryer (Assistant Chief Officer), Mr G Holden (Assistant Chief Officer)

**54/07 APOLOGIES FOR ABSENCE  
Mr Mark Blockley, HHJ Picton**

**55/07 INTRODUCTION**

Mr T FitzSimons briefed the meeting on the Agenda

**56/07 DECLARATIONS OF INTEREST**

There were no declarations.

G.Limbrick requested the completion and return of declaration forms.

#### **SECTION A STANDING ITEMS**

**57/07 MINUTES**

**(i) Minutes of the Meeting Held on 14 March 2007**

The Minutes were accepted as accurate.

**(ii) Actions arising from the previous Minutes**

Flexible requirement request on Agenda.

## **58/07 CHAIR AND CHIEF OFFICER'S UPDATE**

Mrs Ball updated the Board.

### **Chiefs and Chairs on meeting on Thursday 10<sup>th</sup> May and Friday 11<sup>th</sup> May with Mr FitzSimons.**

The NOMS Bill is in the House of Lords and there maybe further amendments. It was advised that Offender Management will not be eligible for contestability for 3 years. It was also noted that the centre seem to be 'moving away' from the enforced spending of 10% of budget on VCPS partnerships.

NOMS are looking at Resource modelling. A system is being looked into which is dictated by case numbers rather than local social deprivation factors to determine Area budgets.

The Ministry of Justice and new minister are very pro probation. It was stated that Probation is to remain largely as a public service and the aim is to improve the justice system by reducing re offending.

### **Budget**

GPA budget has an overspend of £29k for 2006/07 and a projected budget shortfall of £453k for 07/08.

### **Probation Trusts**

A timetable has been given on how the move to Trusts will work. There is a new performance framework, Integrated Probation Performance Framework (IPPF). The metrics are divided into 4 domains with individual targets within the domain. The first IPPF will be published in May. The National Performance end of year Report 24 is due and should be published by 31<sup>st</sup> May. There are various stages in the move to Probation Trusts of the first Tranche of Areas.

- Stage 1 long listing of Boards depending on performance to date.
- Stage 2 will be self assessment (between 4-12 June) which will need to include EEM, 3 year business plan, sound financial management. Between the 12-15 June an independent diagnostic assessment including unit costing data etc will take place.
- Stage 3 - review panel and interviews by Roger Hill, Jonathon Slater and others by 27/7/07.

There will be no additional resources for the move to Trusts. Work is ongoing regarding the financial framework and matters such as the transferring of pensions.

There is work ongoing for job descriptions for the Chief Executive (former CO's).

There is a concern about ensuring good briefing information to the Unions.

## **General**

70% of public protection cases are being managed well, leaving room for further improvement

Funding – It is essential to sustain and develop key strategic partnerships within Areas and see funding opportunities to improve the service.

Sentencer Liaison. John Bensted, ACO will prepare a paper for July Board

Training – if booking training the Board are asked to be aware of the budgetary challenges.

## **59/07 PERFORMANCE**

### **i) GPA End of Year Performance 2006/07**

Mrs Baker advised the Board that GPA have not yet had Quarter 4 figures from NPD. The figures will be available at the end of May and a special measures meeting is to be held in June.

Mrs Baker advised the Board that there was dip in Interventions in Q3 due to DRRs, there was a problem with a number starts and therefore not enough completions. This has now been rectified.

### **ii) Performance Targets and Report 2008/07**

Mrs Baker advised that there will be new metrics and targets that GPA will be working towards in 2007/08

**RESOLVED**

that the report be **NOTED**

## **60/07 SERVICE LEVEL AGREEMENTS**

### **i) Review SLA's 06/07**

**RESOLVED**

that the report be **NOTED**

### **ii) SLA's 07/08**

**RESOLVED**

that the paper be **NOTED**

The Board approved a letter to K. Lockyer, stating the assumptions on which the SLA's are based, e.g. in respect of the volume of reports etc.

Mrs Ball advised the Board that SLA's can be used to help GPA. For example, if GPA has an increase in the volume of work there is the potential to request that the agreement between GPA and the ROM is revisited and possibly renegotiated.

The Board authorised for T FitzSimons and Y Ball to sign the letter.

**61/07 HR UPDATE**

The Board requested a commentary to be included with the HR report. Mrs Cryer will action.

**RESOLVED**

that the report be **NOTED**

**62/07 BUDGET**

**i) Budget 2006/07**

Mr Peter Stott advised the Board on the deficit £29k for last year, a very good outturn.

**RESOLVED**

that the report be **NOTED**

**ii) Budget 2007/08**

The savings target for 07/08 is £453k

Mr Burns requested alternative presentation to aid the Board in reading financial reports. Mr Burns also commented that probable savings were of some concern.

Both issues will be discussed at the Audit Committee.

Mr FitzSimons summarised by requesting that financial numbers in terms of budget and what monies are spent on is presented in a readable way which will enable the Board to understand risks and opportunities.

Mr FitzSimons asked that a formal review of presentation is undertaken in readiness for the next Audit Committee. **Action : Peter Stott**

**RESOLVED**

that the budget be **APPROVED**

**63/07 AUDIT COMMITTEE MEETING**

**Audit Committee Minutes – 2 May 2007**

**RESOLVED**

that the minutes be **NOTED**

Mr Burns requested that two Virements for 2006/07 needed to be authorised by the Board. The virements had been discussed at Audit Committee and approved for recommendation to the Board.

**RESOLVED**

that the Virements be **APPROVED**

**64/07 JNCC**

**JNCC Minutes 19 April 2007**

**RESOLVED**

that the minutes be **NOTED**

**65/07 SAFETY COMMITTEE**

**Safety Committee Minutes 16 April 2007**

**RESOLVED**

that the minutes be **NOTED**

**66/07 DIRECTING DIVERSITY GROUP**

**Directing Diversity Group Minutes 22<sup>nd</sup> March 2007**

**RESOLVED**

that the minutes be **NOTED**

**SECTION B – ITEMS FOR DECISION**

**67/07 GENDER EQUALITY SCHEME**

It is legal requirement that GPA needs to have a GES. The scheme will be put in to practice within available resources. The Action Plan outlines GPA's commitments and will be reviewed through the Directing Diversity Group.

**RESOLVED**

that the Scheme be **APPROVED**

**68/07 FLEXIBLE RETIREMENT**

The Flexible Retirement Policy was presented to the previous Board, who requested NOMS advice. Mrs Cryer had spoken to NOMS and agreed the principles and incorporated a change in eligibility to age 55.

Mr Howe suggested that GPA should only allow one request per employee unless there were exceptional circumstances. The Board agreed with this suggestion.

The Board asked that when presented with a request for flexible retirement that a business case is provided if the request would be of cost to the organisation

**RESOLVED**

that the paper be **APPROVED** subject to the additional amendment of only one request per employee.

**SECTION C – ITEMS TO NOTE**

**69/07 BUSINESS DEVELOPMENT UPDATE**

**RESOLVED**

**THAT** the report be noted

**70/07 HONARARIUM POLICY**

**CONFIRMED**

**THAT** the policy was **APPROVED** ex committee

**71/07 SECONDEMENT POLICY**

**CONFIRMED**

**THAT** the policy was **APPROVED** ex committee

**72/07 OFFENDER TRANSPORT POLICY**

**CONFIRMED**

**THAT** the policy was **APPROVED** ex committee

**73/07 BUSINESS PLAN 2006/07**

The Board requested that reviews should cover key progress points only in the future.

**RESOLVED**

**THAT** the report be noted

**74/07 MEMBERS LIABILITY**

**RESOLVED**

**THAT** the paper be **APPROVED**

**75/07      SECTION D – EXEMPT ITEMS**

In accordance with paragraph 3(a) and 3 (i) respectively of the National Scheme for Meetings in Private approved by the Secretary of State it was **RESOLVED THAT** the public be excluded from the meeting during consideration of the following items because of the confidential nature of the business considered.

**76/07      EXEMPT MINUTES OF THE MEETING HELD ON 14 MARCH 2007**

These were accepted as a true record of the meeting.

**77/07      REQUEST FOR EARLY RETIREMENT**

Please see exempt minutes

**78/07      SERIOUS FURTHER OFFENCES**

Report delivered by Charlie Baker

**RESOLVED**

**THAT** the report be noted

**79/07      COMPLAINTS**

Report Delivered by Yvette Ball

**RESOLVED**

**THAT** the report be noted

**80/07      ANY OTHER BUSINESS**

The Committee member list was confirmed.

**81/07      FUTURE MEETING DATES**

18 July 2007  
26 September 2007  
28 November 2007  
23 January 2008  
19 March 2008

The meeting closed at 12.55pm.

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CHAIRMAN