

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 28 November 2007

Present: Mr M Howe (Vice Chair), Mrs Y Ball, Mr R Burns, Mrs C Ellson, Mr Mark Blockley, Mr M Howe, Ms J Robinson, Mrs S McGrath, Mr S Pritchard

Also in attendance: Mr G Limbrick (Board Secretary), Mr P Stott (in part), Mrs C Baker, (Assistant Chief Officer), Mrs D Bennett (Assistant Chief Officer), Mr J Bensted (Assistant Chief Officer)

123/07 APOLOGIES FOR ABSENCE

Mr T FitzSimons, HHJ Picton, Mr C Youngson

It was formally agreed that Mr Mike Howe be elected as Vice Chair.

124/07 CHIEF OFFICER'S UPDATE

Mrs Yvette Ball delivered a general update

Mrs Ball advised the Board that the Ministry of Justice & NOMS restructuring framework, due for publication today, has been delayed for another week and Mrs Ball could therefore not provide an update

Mrs Ball attended a Chief Officer meeting in October when it was made known that NAPO had appointed a new General Secretary. It is understood there was possible consideration being given to industrial action on various issues e.g. Workload Management Tool (WMT), UPW groups, redundancies etc. The predominant issue seemed to be the WMT. GPA's NAPO co-ordinator is having a meeting today to be updated on the WMT that GPA is using.

Mrs Ball briefly mentioned the budget and that it will be discussed later on in the meeting.

David Hanson (The Minister) spoke recently at the NPS Conference. He was positive about Probation and delivered messages about structuring services differently and influencing sentencing changes. NOMS should negotiate to access services which other agencies could provide, e.g. Health services. He also spoke about the following objectives;

- Not to be required to deliver services on 'any' terms
- 3 year funding
- Trusts to be able to negotiate terms
- Trusts be able to put in a business case for changes to such matters as the IT and Property contracts.

- The roll out of Offender Management - he wants to see right service, right time and right cost to the tax payer.
- Accessing services in cost effective way.

At a recent Chief Officer meeting, Julie Taylor, Director of Partnerships, spoke about embedding Offender Management, targeting Interventions, improving processes and how we engage with partnerships, engaging with sentencers and the policy for under 12 month sentences. The Chief Officer's discussed the impact of budget deficits and will discuss further at the next meeting in December.

GPA has had a SLA Quarter two meeting with Paul Stopard which went well. Kevin Lockyer attended for his annual visit. Mrs Ball requested some funding to cover flood costs, the request has been sent to the ROM who will send it on to Roger Hill.

Ryecroft is now taking Sex Offenders which was discussed at the recent Community Liaison Group- this is a major change. Mrs Jude Robinson attended the meeting and advised the Board that the work of the group has moved in a positive direction.

Mrs Ball advised the Board that the GPA restructuring framework is making good progress. Colin Youngson has attended two meetings looking at SMT itself. Mrs Charlie Baker will draw up a restructuring plan which will be brought to the Board. SMT are also looking at rebalancing ACO portfolios. The County Managers Group recognised that GPA needed to rationalise the Middle Management layer. It is likely that Mrs Ball will be able to report on the revised structure in January.

Mr Robert Burns advised the Board that at a recent Board Training day a representative from Merseyside commented that the 6 Areas moving into Trust status in the first wave still have no clarification on the benefits of becoming a Trust. It was also mentioned that three of the first wave Areas Chairs are Magistrates which could cause a conflict of interest. Trusts will now still be part of Government and not independent.

Mr Howe advised the Board that the PBA have requested an input from all areas regarding pay negotiations. GPA has completed its response. The PBA will be discussing the outcome in a fortnight. NAPO and UNISON have not yet submitted their claims. A meeting will be called for Board Chairs to discuss proposals.

125/07 DECLARATIONS OF INTEREST

There were no declarations.

SECTION A STANDING ITEMS

126/07 MINUTES

(i) Minutes of the Meeting Held on 26 September 2007

The Minutes were accepted as accurate and were signed by the Vice Chair.

(ii) Actions arising from the previous Minutes

108/07 - Mr Howe is meeting with HR this afternoon to discuss HR Reports
 110/07 – Mrs Sheila McGrath has spoken with Chris Westhead regarding stress training.

127/07 PERFORMANCE

Report delivered by Mrs Charlie Baker

- i) Mrs Baker tabled a report on how GPA is performing nationally. As a region we are amber but within the region we are green.

GPA has received the quarter two Integrated Probation Performance Framework, clarification whether the measurements are correct is required though it is thought for GPA it is generally accurate. Regarding Public Protection locally GPA is above target, nationally we are not. Successful completions for Offender Management have dropped in the second quarter. The target was not flood amended, and it is difficult to gage how the floods would have affected it. Nationally GPA is above average. End to End enforcement is disappointing but our application for amendments due to the flood impact had not been granted.. Mrs Baker will rethink how GPA can take it forward.

For quarter two there is a 'red' for Interventions.

There are plans in place and issues are being addressed in areas which have not hit the target. These have been discussed at the Performance Management Panel.

The total picture is predominantly green which is an excellent achievement considering the staffing problems and the flood crisis.

Mr Howe asked Mrs Ball to convey the Boards thanks through a communications bulletin to all staff. **Action: Mrs Ball.**

RESOLVED

that the report be **NOTED**

128/07 HR REPORT

Mr Howe and Mrs Naomi Cryer are meeting to day to discuss an improved HR Report for the Board.

129/07 FINANCIAL PERFORMANCE

A Report was tabled and delivered by Mrs Darrill Bennett

The tabled report was on a month to month basis as requested by Mr Tony FitzSimons. The Audit Committee have seen a version for of this report for September, the tabled report was for October. Mrs Bennett briefed the Board on the Financial report. As the Pegasus system cannot provide figures this month the non pay actuals for October have not been included but an estimate used.

There is an 'overspend' on employees of £19,154 for October which is partly attributable to back pay and agency costs. The overspend is expected to drop due to the freezing of vacant posts previously reported and after adjustments in respect of other estimated costs and anticipated savings. It is estimated that there will be an overall £120,000 deficit at year end.

Figures will change due to additional costs and extra funding. Mrs Bennett is meeting with Mrs Christine Ellson and Mr Burns to discuss a suitable budget monitoring report.

RESOLVED

THAT the report be **NOTED**

130/07 AUDIT COMMITTEE MEETING

Mr Burns advised the Board that the minutes of the Audit Committee of the 21st November will be sent at a later date. At the meeting in November it was discussed that the PBA are taking a national approach regarding budgets and that they have met with Ministers to explain the financial problems faced by many Areas and the outcomes are not yet known.

It was also discussed that the schedule and content of Audit Committee meetings are being reviewed.

A virement was brought to the committee by Mrs Bennett and the Committee approved that it should go to the Board for approval.

RESOLVED

that the virement be **APPROVED**

Mr Graham Limbrick advised the Board that the Anti Fraud and Corruption Policy had been amended and it was approved by the Audit Committee.

RESOLVED

that the minutes will be **NOTED at the next Board Meeting**

131/07 SAFETY COMMITTEE MEETING

RESOLVED

that the minutes be **NOTED**

132/07 JNCC COMMITTEE MEETING

RESOLVED

that the minutes be **NOTED**

SECTION B – ITEMS FOR DECISION

133/07 PERFORMANCE MANAGMENT STRATEGY

Mrs Baker highlighted the background on how GPA manages performance and what is required by managers. The Terms of Reference have been agreed by the Performance Management Panel.

RESOLVED

THAT the strategy be **APPROVED**

SECTION C – ITEMS TO NOTE

134/07 TRUST STATUS UPDATE

Report delivered by Mrs Charlie Baker

Mrs Baker and the SMT recent met with Nick Heape and Massimo Morelli, Regional Business Development and Performance lead officers, for a pre-Trust assessment. The report discussed the five sections that GPA needs to demonstrate. It was accepted that GPA provided clear evidence on four. GPA was given a score of 66% which is acceptable. Mrs Baker informed the Board that the business planning process demonstrated that we are outcome based with commercial viability. GPA needs to improve communications internally and externally. Stakeholder communication and how GPA sells itself needs to happen more. Approved HR/Finance forecasting also needs improving as does Stakeholder engagement. Mrs Baker said that GPA is innovative but it could not evidence it. A policy is required on how to log innovation.

The feedback from Nick Heape and Massimo Morelli was positive but GPA needs to better review and evaluate projects and business changes.

RESOLVED

THAT the report be **NOTED**

135/07 BUSINESS PLAN AND RISK REGISTER – QUARTER TWO

Mrs Ball asked that thanks to Jude Robinson be formally noted for the help she gave with recent Equality scheme compliance work.

Mr Howe commented on how data is gathered for measuring a reduction in reoffending. The data is issued from the centre and the Research and Development service are currently trying to find a reliable means of accessing the data.

The Offender Management Model is being embedded

Mrs Ball advised the Board that predominant risks facing GPA are;

- Delivery within budget
- Workforce plan – the shortage of PO's and the contingencies to cover by other staff.

RESOLVED

THAT the report be **NOTED**

136/07 OFFENDER MANAGER RISK LOG

Report delivered by Mr J Bensted

The report has been updated for quarter two and the risks are as follows.

- Workforce shortfall due to frozen vacancies. Work is being done towards qualified PSO's completing fast delivery reports.
- By March 2008, 3 experienced Sex Offender PO's will have left. Training a replacement cohort is underway, SO's will now be allocated to a pool of experienced PO's rather all being in one team.
- The OM Model will be reviewed today.
- Courts – relieving pressure of PSR's. Developing a sentencer liaison strategy with much closer liaison relationships is the priority.
- Restructuring – Getting management structure right, being developed with SMT and County Managers Group.

INTERVENTIONS RISK LOG

A report was prepared by Mr G Holden and was tabled.

The report stated that risks are either stable or decreasing.

It was requested that there is a regular submission of these logs to the Board.

RESOLVED

THAT the reports be **NOTED**

137/07 SECTION D – EXEMPT ITEMS

In accordance with paragraph 3(a) 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.

138/07 EXEMPT MINUTES OF THE MEETING HELD ON 26 SEPTEMBER 2007

These were accepted as a true record of the meeting.

139/07 RETIREMENT REQUEST

The request was withdrawn.

140/07 SFO QUARTER TWO REPORT

RESOLVED

THAT the report be **NOTED**

141/07 COMPLAINTS QUARTER TWO REPORT

RESOLVED

THAT the report be **NOTED**

142/07 ANY OTHER BUSINESS

Mr Howe advised the Board that the PBA have recently sent 3 papers regarding the new constitution and new framework. He will send to members and asked to have their comments by the end of December. Also, the PBA have requested a range of members with a range of skills for ad hoc projects. If any members are interested please let Mr Howe know.

Mrs Ellson advised the Board that she has been in contact with the Police regarding the misuse of a GPA business card early in 2007.

143/07 FUTURE MEETING DATES

23 January 2008
19 March 2008
21 May 2008

The meeting closed at 12.10pm.

.....
CHAIRMAN