

# Minutes

**Meeting:** Board Meeting  
**Date:** 12 December 2012  
**Time:** 09.30 – 14.00  
**Location:** 102 Petty France

## Attendees

Frances Done (Chair)	David Banks (Board member)
John Wrangham (Board member)	David Simpson (Board member)
Gillian Fairfield (Board member)	Bob Reitemeier (Board member)
Christine Davies (Board member)	Charles Clark (Board member)
John Drew (Chief Executive)	
Lin Hinnigan (Incoming Chief Executive)	Dusty Kennedy (Head of YJB Cymru)
Martin Skeats (Deputy Chief Executive – Corporate Services)	Michelle Dyson (Ministry of Justice (MoJ))
Lucy Dawes (Deputy Chief Executive – Community)	Paul Darby (MoJ)
Ray Hill (Deputy Chief Executive – Secure Accommodation)	John Hall (MoJ)
Kate Morris (Deputy Chief Executive – Effective Practice)	David Wells (Governance team – minutes)

## Items 1- Apologies and register of interests

1. There were apologies from Angela Sarkis and Rosanna O'Connor. The register of interests was noted. Gillian Fairfield stated that her tenure as an Associate Member of the General Medical Council has ended and that the register should be amended to reflect this.

**Action: Rowena Finnegan to ensure that the register of interests is amended as outlined above.**

## Item 2 – Minutes of previous meetings and matters arising

2. The minutes of the meeting of 17 October 2012 were agreed without change. The outstanding actions log would be updated and circulated to Board members.

**Action: Executive Management Group (EMG) to review the Board 'outstanding actions log' and an updated version to be circulated to Board members**

3. It was noted that the last set of Audit and Risk Committee minutes were not included with the papers. The minutes would be circulated to Board members by email.

**Action: Martin Skeats to ensure that the most recent set of Audit and Risk Committee minutes are provided to Board members and also included on the next Board meeting agenda**

4. The Board was informed that Nottingham has been chosen as the venue for the next regional Board meeting. There were no other matters arising.

### **Item 3 – Chair’s items**

5. Frances Done welcomed Lin Hinnigan to her first Board meeting. Frances reported that three new Board members are to be recruited in the new year, a process led by the Ministry of Justice. An advert will appear in the press in January.
6. Board members were offered the opportunity to observe an MMPR (Minimising and Managing Physical Restraint) training sessions for secure estate staff that will be taking place in the new year. Board members were asked to contact Frances outside of the meeting to arrange a suitable session if they are interested.

### **Item 4 – Chief Executive’s Report**

7. John Drew reported that the recent Youth Justice Convention had been a success, with attendees’ approval ratings up from 4.1 to 4.2 compared to the previous year. The Board recognised the excellent contribution made by Cordelle Cabey, and agreed that the positive feedback received should be relayed to him.
8. John stated that he and Frances Done gave evidence to the Justice Select Committee on 11 December, and that the session had gone well. Speech, language and communication needs, and re-settlement, appeared to be areas of particular interest to the Committee.
9. YJB officials have been working in partnership with Ministry of Justice colleagues to develop options for future models for the secure estate, at the behest of Ministers. It is hoped that the outcome of the work will be known by Easter 2013.
10. The YJB Pathfinder project has just passed the midway point and all areas have been required to consider their position with regard to their continued engagement or desire to invoke a mid-point break clause. It was noted that Sheffield Hallam University will be evaluating the project, and that they will be keen to gain learning from any areas that choose to leave the project. On a related issue, it was noted that the National Audit Office (NAO) have recently conducted an audit on payment by results schemes. It was agreed that the relevant aspects of the report will be circulated to Board members.  
**Action: Martin Skeats to provide Board members with the relevant aspects of the NAO report into payment by results schemes.**
11. John reported that the custodial population has fallen below 1500. Christine Davies asked whether any analysis had been undertaken on where the biggest reductions were being seen - including on criteria such as geography, ethnicity and gender. John Drew stated that it had been, and that it will be pulled together into a briefing for the Board.  
**Action: EMG to ensure a briefing on the demographics of the custodial population/reductions in numbers is provided to Board members.**

### **Item 5 – Minutes of the October 2012 Community Justice Committee**

12. The minutes were noted. Bob Reitemeier highlighted the ongoing work to engage with other government departments and the work to further develop the YJB's contribution to cross-government priorities.

### **Item 6 – Financial Planning For 2013/14**

13. The paper updated Board members on financial planning for 2013/14. Discussion regarding the YJB's financial allocation from the Ministry of Justice is ongoing, and several issues remain to be resolved.

### **Item 7 – The YJB Triennial Review**

14. John Hall from the Ministry of Justice provided the Board with a verbal brief on the forthcoming review of the YJB. John explained that government departments are required to review their sponsored Non-Departmental Public Bodies (NDPBs) at least once every three years in order to ensure that their functions are still required and that the NDPB is the best vehicle for delivering those functions.
15. The review process will begin in January 2013, with a "call for evidence" between January and April, including from stakeholders. A second stage of the review, after that time, will look at control and governance issues. Frances Done stated that the YJB looked forward to engaging with John and his team.

### **Item 8 – YJB Cymru Response to the Welsh Government's Youth Justice Green Paper**

16. The paper provided the Board with information on the Welsh Government Green Paper, *Consultation on Proposals to improve services in Wales to better meet the needs of children in custody and young people who are at risk of entering, or are already in, the Youth Justice System*, as well as a copy of the YJB's intended response to the consultation.
17. The Board was asked to endorse the draft response and, specifically, to confirm that it was content with the suggestion that all children and young people from Wales sentenced to custody be treated as "looked after" by the designated authority. The Board was impressed by the amount of work and effort that had gone in to the response, and endorsed all aspects. It was agreed that the Minister for Youth Justice, Jeremy Wright MP, should be informed about the Board's response on this issue before submission.
18. Charles Clark suggested that there was an opportunity for three additional items to be included in our response on which Wales could lead the way. These were in relation to pilot areas for multi-agency working; a targeted prevention programme in conjunction with the Police, and; the suggestion that legislation be made to support information sharing across relevant agencies, with a presumption on sharing. Charles agreed to liaise with Dusty Kennedy outside of the meeting to agree an exact form of wording for each item.  
**Action: Charles Clarke and Dusty Kennedy to agree a form of wording as suggested in paragraph 18 above.**

## **Item 9 – Update on work to improve transitions from youth to adult justice services**

19. Dominic Stevens presented the paper which provided the Board with an update on the progress to improve transitions from youth to adult justice services, following a previous presentation to the Board in March 2012.

20. Progress was reported against four key areas:

### Youth to Adult Transitions Framework

21. The YJB hosted a launch event in September 2012, which was attended by around 100 youth justice practitioners, policy officials and partners from the voluntary sector. The YJB will now work with colleagues in the National Offender Management Service (NOMS) to support Youth Offending Teams (YOTs) and Probation Trusts in developing effective local protocols. Once implemented, the YJB will be keen to evaluate the framework. There will also be a focus on collecting and sharing effective practice examples over the coming months.

### NOMS protocol for transitions from youth to adult custody

22. NOMS have published a protocol for transitions from youth to adult custody. The protocol offers advice and guidance to staff involved in the process within both the under-18 and over-18 estates, setting out how the process should work and what the roles and responsibilities are. The protocol will be developed further by NOMS in the future, with the input of the YJB. The YJB and NOMS are also planning a pilot of the transitions in custody process. The details are still being finalised.

### The Youth to Adult (Y2A) Portal

23. The Y2A Portal is an IT product used to facilitate information sharing from youth to adult justice services. The YOT to Probation Trust aspect of the portal was successfully piloted from September to December 2011. A phased national roll-out is scheduled for April 2012 to June 2014. A different pilot is currently underway to consider and test information flows from YOTs to 18-21 Young Offender Institutions.

### Youth to Adult Transitions Forum

24. The forum has produced a draft programme of work which outlines objectives to address issues which have been identified in the transitions process across a number of services, including health and education. In addition, engagement has continued with the virtual Adult Transitions Reference Group.

25. The Board recognised the effort that has been put in by the team, and were encouraged by the level of support and interest that has been shown.

## **Item 10 – Board Members’ stakeholder relationship plan - update**

26. Board members were provided with an updated stakeholder relationship plan. The plan is not set in stone, but will evolve as necessity dictates. Board members were asked to consider any gaps or areas for improvement and to feed back their thoughts to Frances Done. David Simpson highlighted the limited time that Crown Court Judges have available in their schedules, but noted that they are represented on the

twice yearly Youth Court Issues Group. Charles Clark stated that it was helpful for Board members to have a specific mandate, and for their specific expertise to be recognised in the plan.

**Item 11 - AOB and date of next meeting**

27. The Board thanked Michelle Dyson for her hard work and positive engagement over the last few years and wished her well with her new appointment at the Department of Work and Pensions.
28. The next meeting is on 30 January 2013.

**David Wells**  
**YJB Corporate Governance**  
**20 December 2012**