

Minutes

Meeting: Board Meeting
Date: 30 January 2013
Time: 09.30 – 15.00
Ref: YJB (13) 1st meeting

Attendees

Frances Done (Chair)	David Banks (Board member)
John Wrangham (Board member)	David Simpson (Board member)
Angela Sarkis (Board member)	Bob Reitemeier (Board member)
Christine Davies (Board member)	Rosanna O'Connor (Board member)
John Drew (Chief Executive)	Richard Prentice (Head of Planning, Support and Governance – items 6 and 7)
Lin Hinnigan (incoming Chief Executive)	Matthew Anderson (Governance manager – item 7)
Martin Skeats (Deputy Chief Executive – Corporate Services)	Claire McPherson (Development manager – item 8)
Lucy Dawes (Deputy Chief Executive – Community)	Louise Moore (Head of research – item 8)
Ray Hill (Deputy Chief Executive – Secure Accommodation)	Saima Tarapdar (Research officer – item 8)
Dusty Kennedy (Head of YJB Cymru)	Paul Candler (Ministry of Justice (MoJ))
Karl Mittelstadt (Head of Chief Executive's Office)	John Hall (MoJ – item 8)
Kate Morris (Deputy Chief Executive – Effective Practice - item 7 onwards)	Helen Smith (MoJ – item 8)
David Wells (Governance team – minutes)	

Items 1- Apologies and register of interests

1. There were apologies from Gillian Fairfield, Charles Clark and Eva Tyler. There were no declarations of interest outside of those recorded on the register.

Item 2 – Minutes of previous meetings and matters arising

2. The minutes of the meeting of 12 December 2012 were agreed without change.
3. The outstanding actions log was reviewed and updates provided as follows:
 - (1) *“Discussions to be progressed with the MoJ Youth Justice and Women Unit and Department for Education about a review of Secure Children’s Home regulations”* – the item could be removed;

- (2) *“Executive Management Group (EMG) to consider and report back to the Board their recommendations as to the YJB response to the principle of using more sophisticated electronic monitoring mechanisms in relation to young people in the youth justice system – to report to the first Board meeting of 2013.”*

and;

“EMG to consider the YJB position on the use of electronic monitoring in the youth justice system in the context of new developments” – the items remain outstanding. EMG should consider the principles that the YJB should adopt in respect of the use of new technology on children and young people, and report back to the Board;

- (3) *“EMG to consider and report back on the YJB’s potential role in enabling information sharing about gang affiliation between the secure estate, YOTs and other agencies – by October 2012.”* – the item remains outstanding;
- (4) *“Martin Skeats to report at the next Board meeting on progress with addressing residual ICT issues”* – the issues were covered in the Chief Executive’s written report;
- (5) *“Rowena Finnegan to ensure that the register of issues is amended as outlined above (to reflect Gillian Fairfield’s end of tenure as an Associate Member of the General Medical Council)”* – the action has been completed;
- (6) *“EMG to review the Board ‘outstanding actions log’ and an updated version to be circulated to Board members”* – a regular slot has been established at EMG meetings for it to review and update the log prior to every Board meeting;
- (7) *“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”* – the actions were completed.
- (8) *“Martin Skeats to provide Board members with the relevant aspects of the National Audit Office report into payment by results schemes”* – the action remains outstanding as the report has not yet been published;
- (9) *“EMG to ensure a briefing on the demographics of the custodial population/reductions in numbers is provided to Board members”* – the action remains outstanding.

Item 3 – Chair’s items

4. Frances Done reported that she and Dusty Kennedy, Head of YJB Cymru, had recently met with Elfyn Llwyd, Member of Parliament for Dwyfor Meirionnydd and a member of the Justice Select Committee. It was noted that during the time in which Mr Llywd has been corresponding with the YJB there has been a 50% reduction in the number of young people from Wales entering custody. Further, very few Welsh young people are now placed outside of Wales, and Hindley YOI has very good procedures and protocols in place for catering for them. Mr Llywd stated that he was happy with the progress that has been made in provisions for Welsh young people and supported YJB Wales continuing efforts to reduce the use of custody for young people in Wales.

Item 4 – Chief Executive’s Report

5. John Drew reported that he and Ray Hill had a very positive meeting with a group of young people who have worked with the Children's Rights Alliance for England on their report 'Violence Against Children'. The YJB will review the feasibility of their recommendation that CCTV in custody should include sound.
6. In relation to the Youth Justice Reinvestment Pathfinder project, John reported that the North East London partnership has decided to exercise its right to withdraw from the scheme but that the West London partnership is continuing on the same terms.
7. On the HM Inspectorate of Probation report on Looked After Children, John reported that he will be meeting with the Department for Education and the Association of Chief Police Officers later in the week and will discuss with them the issue raised in the report of "*..the increased risk of looked after children being propelled into the criminal justice system for minor offences that wouldn't ordinarily attract prosecution*".
8. The YJB has received and responded to draft investigation reports from the Prison and Probation Ombudsman into the three deaths in youth custody in 2011/12. The first pre-inquest review into the death of Ryan Clark took place on 20 December 2012. The YJB is waiting to hear if it will be named as a 'properly interested person'. The inquest is due to begin in October. Dates have not yet been set for the inquests into the deaths of Jake Hardy and Alex Kelly. The Board will be kept informed of developments.
9. Lastly, John reported that dates are currently being considered for the next Service Managers conference, which will be on a day in June and held at the Petty France offices. Board members will be informed of the exact date in due course.

Item 5 – Minutes of YJB Committee meetings

10. John Wrangham reported that the Welsh Youth Justice Advisory Panel is reviewing its frequency to ensure that it can retain as broad a membership as possible. The Panel is due to meet on Wednesday 6th February and will consider what its focus for the future should be.
11. David Simpson reported that the Audit and Risk Committee met on 16 January. Discussions are continuing with the Ministry of Justice on the appropriate "financial transactions limits" to be included in the Framework Document. The Committee was concerned about the delay in the joint work between NOMS and the YJB on the review of separation. Frances and Rosanna are due to meet with Michael Spurr very soon and will raise this issue with him. The Committee also noted the "assurance mapping" work currently being undertaken in Corporate Governance, and had specifically asked EMG to consider the added value of the work in relation to the resources required to undertake it.
12. The Community Justice Committee met on 23 January. Bob Reitemeier reported that discussions focussed on proposed changes to probation services, and information sharing in the youth justice system including the YJB's role in leading cultural change.
13. The Secure Accommodation Committee met on 24 January. Rosanna O'Connor stated that the Committee had discussed the secure estate strategy and decommissioning, including the importance of resettlement; issues around gangs including how gang membership is dealt with in custody; the Prison and Probation Ombudsman investigations into deaths in custody, and; the need to review, refine and prioritise the secure accommodation risk register. The next Committee meeting will take place in a secure establishment.

Item 6 – Quarterly Performance Report

14. The Board noted the written report and thanked the authors for their work. It was noted that the measure for ‘reducing the use of custody’ has changed recently and care needs to be taken when quoting statistics publicly.
15. In relation to continuing falls in first time entrants and the many contributing factors, including investment in prevention, restorative justice and triage, the Board agreed that a strong, analysis-based narrative was required to state the continuing case for those diversionary measures. It was also agreed that more thought may be required in the collection and reporting of YJB staff diversity data. In relation to the YJB’s support for enabling young people to access employment following a conviction, Board members asked whether the YJB itself was acting in line with this approach. Martin Skeats agreed to circulate to Board members the data that has already been collected in respect of the number of YJB staff with convictions.
Action: Martin Skeats to provide Board members with anonymised data held on the number of YJB staff with criminal convictions.
16. It was noted that the Community Justice Committee will receive an update on progress with the issue of “*appropriate adult provision for young people in police custody after charge*”, as listed in the corporate priorities section of the report.
17. It was agreed that all Committees should be assessing their risk registers in order to feed into the Audit and Risk Committee.
Action: EMG to ensure that Committees review their risk registers, in order that Committee Chairs can report back to the Audit and Risk Committee.

Item 7 – Corporate Planning Workshops

18. The Board were presented with an initial view of corporate priorities for 2013/14, developed by EMG, focussing on priority areas that reflect the thinking of Ministers, as well as YJB staff and Committees. Board members worked in groups to review the priorities and input their views. The key messages reported back were the need to engage with stakeholders, including the academic world; to make better use of data analysis; to target specific issues in the youth justice system such as disproportionality and gangs; the importance of prevention and resettlement, and; the development and dissemination of effective practice.

Item 8 – Review of Board Effectiveness

19. The Board is currently undertaking a review of its effectiveness, as required periodically, the last one having taken place in 2009 by Willy Roe Associates. All Board and EMG members had previously completed an anonymous questionnaire, and the results were reported back by the YJB research team (Louise Moore and Saima Tarapdar).
20. The Board worked in groups to consider the findings, and to discuss any areas of potential improvement. The feedback focussed on the need for better forward planning of meetings and agendas, with more Board member input; the need to better utilise the knowledge and skills of Board members, and; the need to manage Board member and EMG successions, particularly in the coming year. The importance of the relationship

between the executive and the Board was also highlighted, including the Board's role in challenging the executive

Item 11 - AOB and date of next meeting

21. There was no other business. The next meeting is on Wednesday 13 March 2013.

**David Wells
YJB Corporate Governance
8 February 2013**