

Minutes



Youth Justice Board
Bwrdd Cyfiawnder Ieuencid

Meeting: **Board Meeting**
Date: **5 December 2018**
Time: **10:00-13.00**
Location: **102 Petty France**
Protective marking: **Official**

Attendees	
Charlie Taylor (Chair) Brian Tytherleigh (Board member) Keith Fraser (Board member) Ben Byrne (Board member) Neil Rhodes (Board member) Alan Wood (Board member – joined the meeting at item 2 on the agenda)	Colin Allars (Chief Executive) Steph Roberts-Bibby (Chief Operating Officer – was not present for item 4 onwards) Mairi Warrington (Director of Strategy and Planning) Martin Skeats (Director of Programme Delivery) Lynzi Jarman (Director of Innovation and Engagement Cymru) Stephanie Dilloway (Head of Chief Executive's Office) David Wells (minutes) Genet Tefera (shadow minutes)
Presenters	Observers
Maggie Olarewaju-David (Item 3) Lisa Harvey Messina (Item 4) Sue Thomas (Item 4) Nick Smith (Presenter from Hertfordshire YOT- item 6)	Sean Cotter (Senior Policy and Strategy Adviser) Amelia Louis (Data Analyst)
Apologies	
Keith Towler (Board member) Mairead Healy (Board member) Sharon Gray (Board member) Neal Hazel (Board member) Gillian Fairfield (Board member)	Ann Skamarauskas (Director of Organisational Development & Change) Alison Wedge (Head of MoJ ALB Centre of Expertise)

Ref.	Item	Action
1	<p><u>Business Papers</u></p> <p>Apologies, Chair's Introduction, Minutes and outstanding Actions</p> <p>1. Apologies were received from Keith Towler, Mairead Healy, Sharon Gray, Neal Hazel, Gillian Fairfield, Ann Skamarauskas and Alison Wedge.</p> <p>2. Charlie Taylor passed on his congratulations to all the staff who organised and worked on the Convention, which was a great success. Rowena Finnegan was given particular praise.</p> <p>3. The minutes of the previous meeting (12th September 2018) were agreed without change.</p> <p>4. On the outstanding actions log it was noted that all but the YJB 'Lift Pitch' action have been progressed and can be closed.</p> <p>Committee Minutes / Board Member Activity Schedule / Register of Interests / Gifts and Hospitality Register</p> <p>5. The Board noted the following:</p> <p>a) the Performance Committee minutes of Wednesday 24th October 2018; Steph reflected that the Committee had very positive dialogue and it has been agreed that the meeting will be extended in future. Brian Tytherleigh mentioned that Gillian Fairfield had relayed that she would like to raise the performance issues at Blackpool and reflections on what lessons can be learned for the future. Collin Allars stated that a lesson learned exercise will be undertaken, but not until current activity has been completed – this includes waiting for publication of the upcoming Ofsted report and having a further discussion with Ministers about next steps.</p> <p>b) the Performance Committee Report.</p> <p>c) the Finance, Audit and Risk Assurance Committee minutes of 7th November 2018; Brian informed the Board that the Committee had noted minor anomalies in the accounts due to an issue around the transfer of staff. Steph Roberts-Bibby confirmed that she hoped that this has now been resolved. Brian also mentioned that ICT has a substantial discretionary spend which the Board will need to consider. Steph stated that the YJB's new Head of Risk, Amy Powell, will pick-up on this when she joins in the middle of December.</p> <p>d) the Board member's activity schedule.</p> <p>e) the Board member's register of interests. It was noted that Gillian Fairfield has since been appointed as the Chair of the Disclosure and Barring Service.</p> <p>f) the gifts and hospitality register.</p>	

<p>2</p>	<p><u>Chief Executive's Update</u></p> <p>6. Colin Allars' report was noted.</p> <p>7. Colin explained point 2 of the report; there are several staff leaving the YJB and though the number of staff applying for roles have not been significant, they have been of a high quality.</p> <p>8. Keith suggested that the Business Plan could be profiled more highly. Charlie Taylor mentioned it is worth using Board members more to raise the profile of Business Plans. Mairi Warrington mentioned that work has been started on next year's plan, which will be a more robust package including stakeholder communications. Stephanie Roberts-Bibby stated that the Board should have something to sign-off at its next meeting, with engagement prior to that.</p> <p>9. Charlie stated he met with Nicky Hill of Newham YOT to discuss their recent Serious Case Review. Charlie stated that he would like Nicky to come to a future Board meeting, Charlie added that the YJB needs a mechanism to pick up on such cases as was done previously.</p> <p>10. The full staff survey has now been published, the results mirror the pulse survey. YJB is in the top 15 across all governments for rate of responses.</p> <p>11. Brian raised that home-workers were identified as a risk worth considering at FARAC and while he does appreciate the work that the Executive are doing for all staff, there are concerns that there is not enough being done for those working from home. There is a greater risk that when staff are working from home that they are not involved in the conversations that happen in the office. Colin said there was a need to reset expectations and the Board agreed that this was very positive.</p> <p>12. Regarding Annex A of the report, Sean suggested that it is worth discussing with staff what is the plan for YJB in the next 5 years. The Board agreed. Steph said this correlates with the need for the lift pitch.</p> <p>13. Neil Rhodes expressed that the Board must embrace the modern ways of working and print less at Board meetings. Charlie Taylor agreed that the meetings should be paperless by this time next year.</p> <p>14. Alan Wood raised concern that DfE hadn't attended the last oversight board. It was noted that the national standards will help with engagement on resettlement and that work is being done on accommodation with the Cabinet Office.</p>	<p>The Board to be engaged on the production of next year's Business Plan, and a document to be signed-off at its next meeting.</p> <p>Nicky Hill of Newham YOT to be invited to a future Board meeting.</p> <p>Consideration must be given as to how the Board can embrace a paperless meeting.</p>
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<p>3</p>	<p><u>Budget Setting</u></p> <p>15. Steph Roberts-Bibby informed the Board that the budget has not yet been confirmed and she is due to attend a meeting later today which will consider it further.</p> <p>16. Charlie Taylor stated that the amount available for spending on Board priorities will depend on the settlement for YOTs. Colin stated that the sequencing is difficult, and that there is a need to determine exactly where the Board wants to target its money, even if the exact amount cannot yet be determined.</p> <p>17. Martin mentioned that there is a workshop with the YOTs regarding the serious violence budget mentioned in summary. The Committee agreed that this meeting next week with the YOTs should not discuss precise figures but, rather, request proposals from the YOTs regarding what they believe can be improved and how much it might cost.</p>	<p>Maggie, Martin and Steph will create several scenarios based on different budget allocations, to present to the board in correspondence or an extraordinary meeting by the middle of February 2019 and then a submission to the Minister once the budget allocation is agreed.</p>
<p>4</p>	<p><u>Priorities Programme</u></p> <p>18. Martin Skeats presented the paper. He asked the Board to note Annex A's high-level programme plan and Annex B's plan to March 2019.</p> <p>19. Charlie suggested that some of the actions in the plans could happen more quickly.</p> <p>20. Alan raised that the strategic business plan is a priority issue and that the tables on page 3 of the paper identifies that there is a possibility that the Board may select more than it can accommodate. The priorities programme should be the main substance of our Business Plan.</p> <p>21. Charlie raised that when considering Serious Violence, the YJB ought to be assisting the Home Office in how it can allocate their budget to best effect.</p> <p>Standards for Children in the Youth Justice System 2019</p> <p>22. The paper asked the Board to agree that the standards attached as Annex A to the paper be recommended to the Secretary of State; to note the activity that will be undertaken to implement them; and to agree that the YJB should draft and publish a response to the consultation.</p> <p>23. It was suggested that the final agreement of the standards to be put to Ministers be delegated to Charlie</p>	<p>The resettlement plan should mention the YCS</p> <p>To discuss YOT's expenditure with YOTS and maintain contact with the Home office regarding their allocation to YOT budgets.</p>

<p>5</p>	<p>Taylor and Gillian Fairfield after further review, unless any radical changes are to be made. Ben Byrne stated that he would prefer all Board members discuss and contribute further, and that child first principles need to be worked-in.</p> <p>24. It was agreed that Neil, Charlie, Ben, Alan and Gillian should discuss and arrange a meeting with Lisa and Martin prior to presenting the final draft to the Board for approval. Any substantial changes that are made to the document should involve the remaining Board members. Colin Allars stated that the document cannot be significantly different to that which has been consulted on without the need to run a further consultation.</p> <p>YOT Grant Review</p> <p>25. The paper updated the Board on the YOT Grant Review, and asked for agreement to accept the current position in the short term. The Board agreed. This will be communicated through the grant letter next year.</p> <p><u>Youth Justice Blueprint for Wales – implications for the YJB</u></p> <p>26. The paper provided the Board with an update on the blueprint for Wales. It was highlighted that there is a period of political flux in Wales at the moment while the elections for First Minister take place. Oversight of the youth justice system is currently divided between a proliferation of departments, agencies and bodies with their authority derived from the UK government and Welsh Government. One of the five organisations, The Police and Crime Commissioners, want to take some elements of the blueprint, HMPPS have appointed a project manager for this. There is a need for all the key stakeholders to get together and discuss the changes. The YJB Cymru has done all it can do for the moment; Annex A is only to flag where more work may be required.</p> <p>27. Annex B sets out the key recommendations from the blueprint, who would need to be involved and what their role would be. It categorises the recommendations as enhanced where business cases may be required and where other stakeholders may be leading on the matter. Lisa requested a steer from the Board on where the Annex's can be taken forward as providing advice has been the emphasis.</p> <p>28. Keith advised that there may be BAME over representation within Wales and that this needed further consideration as part of this work – including in relation to Gypsy, Romany and Traveller communities. Sue agreed, but highlighted that the document was written at an attempt to keep the information at a high level. Keith stated it is possible that it may be missed opportunity if this is not included. Sue agreed to write this in.</p>	<p>To arrange a meeting to discuss the draft National Standards for Board approval.</p> <p>To provide further information regarding the over representation of BAME in Wales.</p>
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<p>6</p>	<p><u>Hertfordshire YOT</u></p> <p>29. Nick Smith informed the Board about Hertfordshire YOT's Practice and contributors toward why their recent HMIP report and rating was so successful.</p> <p>30. In 2012, the YOT had to make reasonable adjustments on how they work to improve their services. The inspection assisted them to determine what they needed to do to meet the expectations for the youth in Hertfordshire. Nick informed the Board that it was not a quick journey, and a lot of work had to be done.</p> <p>31. Charlie thanked Nick for his time and stated that the information provided was very useful. Charlie stated that the Board ought to ensure that any future such visits are afforded more time on the agenda.</p>	<p>Longer slots for YOT practitioners</p>
<p>7</p>	<p><u>Any Other Business</u></p> <p>32. Brian stated that the Remuneration Committee has asked him to remind the Board that Recognition Rewards can be made at any time and to please get in contact with Collin or Ann to do so.</p> <p>33. Charlie requested any comments from Amelia and Sean as observers. They both expressed that they were happy to see the items that are considered and discussed by the Board and to have been involved in the discussion.</p> <p>Genet Tefera Business Support Manager 5 December 2018</p>	