

Minutes



Youth Justice Board
Bwrdd Cyfiawnder Ieuencid

Meeting: **Board Meeting**
Date: **13 February 2019**
Time: **10:00-13.00**
Location: **102 Petty France**
Protective marking: **Official**

Attendees	
Charlie Taylor (Chair) Brian Tytherleigh (Board member) Keith Fraser (Board member) Mairead Healy (Board member) Alan Wood (Board member) Neal Hazel (Board member) Ben Byrne (Board member) Gillian Fairfield (Board member) Neil Rhodes (Board member)	Colin Allars (Chief Executive) Steph Roberts-Bibby (Chief Operating Officer) Mairi Warrington (Director of Strategy and Planning) Ann Skamarauskas (Director of Organisational Development and Change) Martin Skeats (Director of Programme Delivery) Lynzi Jarman (Director of Innovation & Engagement Wales) Lisa Harvey-Messina – (Director of Innovation & Engagement England) Nicola Kefford – Head of Stakeholder Engagement (Item 3) Lena Parmar – Head of Strategy (Item 2) Hanna Lewis – Head of Communications (Item 3) Adam Chown (Minutes)
Apologies	
Keith Towler (Board member) Sharon Gray (Board member)	Jonathan Pickles (Senior Police Adviser)

Agenda Ref.	Item
	<p>1. The minutes of the December Board meeting and business papers will be discussed at the next meeting – 20 March 2019 – to maximise the time for discussion at this meeting.</p>
1	<p><u>Vision of the Board</u></p> <p>2. Mairi Warrington (MW) introduced this session, which gave the Board the opportunity to consider the current vision and give an initial steer on the content of a future YJB vision. The Board agreed that a new vision should be developed, and were clear that this should be dealt with swiftly.</p> <p>ACTION 1 – MW to produce a proposal for the 20 March Board meeting with recommendations of the revised YJB vision to be included in a revised YJB strategic plan.</p>
2	<p><u>Strategic and Business Planning</u></p> <p>3. Lena Parmar (LP) introduced proposals for the development and structure of the 2019/2020 Business Plan. The Board considered structure and content, and were clear that no further developments should be made to the priorities until clear evidence was produced that the existing priorities were delivering.</p> <p>ACTION 2 – LP to re-order business objectives into a diagram that places the priorities programme front and centre of the YJB’s work and sets out that statutory functions are tools for advancing the priorities.</p> <p>ACTION 3 – LP to develop the child first work strand and to ensure that child first is incorporated wherever possible into the strategic and business plan to ensure it is a ‘golden thread’ which runs throughout.</p> <p>ACTION 4 – LP to set up a working group of Board members to seek Board members’ views and test thinking in the development of the plan.</p> <p>ACTION 5 – LP and MW to share copies of the revised YJB Strategic and draft Business Plan with the Board for their comment in advance of the next Board meeting, ensuring Board members have sufficient time to comment. ACTION 6 – MW to ensure areas discussed as possible future priorities feature in ongoing horizon-scanning and engagement, but are not included in the 19/20 business plan.</p> <p>ACTION 7 – YJB to continue to support MoJ with their work on sentencing reform, and LP to ensure this is referenced appropriately in the plan.</p>
3	<p><u>Stakeholder Engagement</u></p> <p>4. Nicola Kefford (NK) provided the Board with an overview of the stakeholder engagement scoping work that she has carried out since November and discussed the proposals for future engagement. The Board identified key stakeholders that we should be engaging with for further consideration.</p>

Agenda Ref.	Item
	<p>5. Hanna Lewis (HL) discussed the existing communications channels in place and how the communications team plan to support the wider stakeholder engagement work.</p> <p>ACTION 8 - HL to bring the Communications Plan to the March Board meeting for agreement.</p> <p>ACTION 9 – NK to use the outcome of the session to inform the development of the Stakeholder Engagement Strategy and present to March Board meeting for agreement.</p> <p>ACTION 10 – NK to circulate information about accessing and using the Forward Look calendar to the Board.</p> <p>ACTION 11 – PC to work on providing Board members access to the Exchange to enable them to engage with NK’s engagement tools.</p>
4	<p><u>Oversight</u></p> <p>6. Steph Roberts-Bibby (SRB) talked through the current YJB oversight approach, and sought views from the Board on whether the current arrangements are sufficient.</p> <p>7. The Board confirmed that the YJB’s prime statutory function was oversight and advice to Ministers and to offer support where helpful. The Board noted the breadth of information and contact points with the YCS and other youth justice services upon which the Executive were able to provide advice and that previous levels of engagement at local level were not sustainable under the new arrangements. The Board confirmed that they were comfortable with the oversight now in place.</p> <p>ACTION 12 - MW to update governance and assurance slides for circulation to the Board to inform their understanding of assurance processes.</p> <p>ACTION 13 - Helga Swindenbank to be invited to next Board meeting to talk about the secure estate and Prism (Promoting Risk Interventions by Situational Management).</p> <p>ACTION 14 – Director of Innovation and Engagement to conduct a review of oversight of YOTs from September 2019 after new arrangements have been in place for a full 12 months</p> <p>ACTION 15 – Director of Innovation and Engagement to review our current Key Performance Indicators and report to the Board in with the above in December 2019</p>
	<p>8. The next Board meeting will be held on 20 March 2019.</p>

Actions log

Action	Owner	SLG update – timescales	Board update – timescales
Action 1	MW	Sign off on Tuesday 11 March (as part of a revised strategic plan)	Engagement through the Strategic and Business Planning working group Sign off on 20 March
Action 2	LP	Sign off on Tuesday 11 March	Engagement through the Strategic and Business Planning working group Sign off on 20 March
Action 3	LP	Sign off on Tuesday 11 March	Engagement through the Strategic and Business Planning working group Sign off on 20 March
Action 4	LP	First meeting of the working group to be set-up for last week of February/first week of March	
Action 5	LP and MW	See timescales under action 3	
Action 6	MW	See timescales under action 3	
Action 7	LP	See timescales under action 3	
Action 8	HL	See timescales under action 3	
Action 9	NK	See timescales under action 3	
Action 10	NK	W/C 18 February	
Action 11	PC	TBC	
Action 12	MW	W/C 18 February	
Action 13	SD	W/C 18 February	
Action 14	SRB/LHM?	November	
Action 15	SRB/LHM	November	