



Board Meeting – Minutes

Meeting date:
10 June 2020

Time:
10:00-13:15

Location:
Microsoft Teams

Board Attendees

Names	Title
Keith Fraser (KF)	Chair
Brian Tytherleigh (BT)	Board Member
Keith Towler (KT) (Items 7-12)	Board Member
Gillian Fairfield (GF) (Items 1-7)	Board Member
Neil Rhodes (NR)	Board Member
Neal Hazel (NH)	Board Member
Ben Byrne (BB)	Board Member
Sharon Gray (SG)	Board Member

Executive and other attendees

Names	Title
Colin Allars (CA)	Chief Executive
Steph Roberts-Bibby (SRB)	Chief Operating Officer
Paula Williams (PW)	Director of Strategy and Planning
Ann Skamarauskas (AS)	Director of Organisational Development and Change
Stephanie Dilloway (SD)	Head of CEO Team
Helen Downham (HD)	Senior Executive and Board Support Officer – minutes

Presenters

Names	Title
Maggie Olarewaju-David (MO-D)	(Item 1-6) Head of Finance
Hanna Lewis (HL)	(Item 8) Head of Communications
Nicola Kefford (NK)	(Item 8) Head of Stakeholder Engagement
Rachel Oakes (RO)	(Item 11) Head of Risk & Benefits

Observers

Names	Title
Daniel Craig (DC)	Digital Communications Officer
Natasha Heal-Cohen (NH-C)	Senior Research Officer

1. Welcome

- 1.1 KF started by thanking Charlie Taylor for his work and direction of the YJB which KF will build on as the new Chair. KF will arrange with the CEO Team to write to Charlie with his thanks.

Action 012/20: To write a thank you letter to Charlie Taylor for his work and direction of the YJB.

Assigned to: Stephanie Dilloway

2. Business Papers

- 2.1 The 11 March 2020 Board minutes were agreed and the updated action log was noted.
- 2.2 The Board confirmed the accuracy of the Activity Schedule, Register of Interests and Gift and Hospitality Register.

3. Finance, Audit and Risk Assurance Committee (FARAC) Update

- 3.1 BT noted risk management was discussed outside of the 20 May 2020 FARAC meeting. This will be discussed further in Item 11 of this meeting. The National Audit Office have confirmed the YJB audit will be delayed due to limited capacity during the COVID-19 pandemic, which will cause a delay to the publication of the YJB Annual Report and Accounts.

4. Performance Committee Update

- 4.1 GF noted the focus at the 22 April 2020 Performance Committee was on business continuity around COVID-19 for the youth justice sector and internal YJB staff. YJB are in regular contact with external stakeholders on challenges adapting to COVID-19. Few children have been released under early release schemes and there are other concerns around county lines, wellbeing and education.
- 4.2 YJB are supporting YCS research around the early release exclusion criteria and NH has provided input through his academic role. YCS will be asked to provide a report on this research at the next Performance Committee on 22 July 2020.
- 4.3 Youth Justice System Oversight Group is drawing together intelligence from cross-government on key issues for children during COVID-19. The Board will be consulted before this is presented to the Lord Chancellor.

Action 013/20: To commission a paper from YCS on early release data and COVID-19 oversight to be presented at the 22 July 2020 Performance Committee.

Assigned to: Stephanie Dilloway

5. Budget options 2020-21

- 5.1 MO-D highlighted the current funding position and the suggested options for spending. The Board agreed to the proposed process of allocating targeted funding to deliver YJB's Strategic Objectives in 2020/2021. The specific areas will be decided at the 29 July 2020 Board Workshop with a detailed paper from the executive.

Action 014/20: To draft a paper on the targeted funding options for 2020/2021, to be discussed at the 29 July 2020 Board Workshop.

Assigned to: Maggie Olarewaju-David

6. FARAC Annual Report to the Board and Accounting Officer

- 6.1 The Board formally noted and agreed 'FARAC's annual report to the Board and Accounting Officer' included in the papers.

7. Board effectiveness review

- 7.1 SD highlighted the areas that were raised in the Board effectiveness review and the proposed solutions. The Board agreed to progress with all the proposals.
- 7.2 The Board clarified they would like to see more positive progress data, such as children's success in education and identity shift. SD clarified the current Board recruitment aims to address the identified gaps in expertise.
- 7.3 KF would like to see a comparison between the current review and the previous review moving forward, rather than just a snapshot in time.

8. Introduction from Chair

- 8.1 KF thanked the Board and the executive for supporting him in his new role as Chair. KF highlighted his background and core values. Key priorities for KF are continued work to embed Child First values within YJB and the sector to impact frontline and policy work most effectively, to reduce over-representation across the sector and expand preventative work in collaboration with the Department for Education. PW will arrange for the Board to watch the video collated by NK and HL with children's direct experience of COVID-19.
- 8.2 KF would like to increase the visibility of the Board internally and externally and create governance for priority setting. KT is drafting a framework and will share with the Board following a meeting on 17 June 2020 with KF, NR, PW and Lena Parmar.
- 8.3 NK highlighted ongoing stakeholder engagement and agreed to share guidance created for children and YOTs around court procedures during COVID-19.
- 8.4 HL asked the Board to consider options for one or two communication campaigns in the next 12 months. These would be in addition to the standard communications for on each Strategic Objective. The Board will decide the communication campaigns outside committee.

Action 015/20: To arrange for the Board to watch the video collated by NK and HL with children's direct experience of COVID-19.

Assigned to: Paula Williams

Action 16/20: To share the draft framework on collective responsibility and decision-making with the Board.

Assigned to: Keith Towler

Action 17/20: To share the guidance created for children and YOTs around court procedures during COVID-19.

Assigned to: Nicola Kefford

Action 18/20: To confirm one or two communication campaigns with the Board to pursue in the next 12 months.

Assigned to: Hanna Lewis

9. Wales Youth Justice Advisory Panel (WYJAP) update

- 9.1 KT noted key areas at the 21 May 2020 WYJAP meeting were positives in more digital working with children, concerns in court backlogs, Welsh schools re-opening in June 2020, youth homelessness and BAME disproportionality. The Welsh Government has committed to reengaging on the Blueprint work.
- 9.2 KF noted it was positive to see the increasing focus on BAME over-representation.

10. CEO Report to Board

- 10.1 CA highlighted key points that needed the Board's decision from his report.
- a) The Board agreed to extend the Chief Operating Officer post to September 2021 pending approval from Richard Heaton.
 - b) The Board agreed to cancel the Youth Justice Convention 2020 due to COVID-19 and provide alternative digital engagement. There is no cost to the YJB for cancellation.
 - c) The Board agreed the draft YJB response to Charlie Taylor's Pain-Inducing Techniques report following minor amendments.
 - d) The Board agreed to SG as lead for Secure Schools, NR's as Remuneration Committee Chair and BT as Senior Independent Director.
 - e) The Board agreed to send a letter to all YJB staff thanking them for their hard work during COVID-19. CA will draft.

Action 019/20: To write a letter to Richard Heaton requesting approval to extend the Chief Operating Officer post to September 2021.

Assigned to: Stephanie Dilloway

Action 020/20: To draft a letter to all YJB staff thanking them for their hard work during COVID-19.

Assigned to: Colin Allars

11. Risk appetite

- 11.1 RO provided an overview of the YJB's risk process and current context. RO highlighted the current risk appetite approaches in each key risk area. The Board agreed that 'Financial risk', 'Risk to the operation of core functions', 'Practice in relation to the youth justice system' and 'Reputational risks' should have an 'open' approach and 'Risks to the safety of children, the public and to staff' should have a 'cautious' approach.

12. AOB

- 12.1 DC and NH-C thanked the Board for the opportunity to observe.
- 12.2 KF concluded with a summary of the Justice Select Committee on 2 June 2020 and thanked the Board for the extra time they provided to discuss items longer where it was needed today.

**Helen Downham
Senior Executive and Board Support Officer
10 June 2020**