

# MINUTES OF THE GWENT PROBATION BOARD MEETING

HELD ON 27<sup>th</sup> NOVEMBER 2003 AT 2.00PM

AT BEDWELLY HOUSE, TREDEGAR

Present: Dr J Evans (Chair)  
Mr R Doxey, Mr W H Phillips, Mr H Williams, Mrs G Parker,  
Mr P Walters, Mrs J Morgan, Mr B Barr, Councillor J McIlwee,  
Mr J Harrhy, Mrs J Coates

Officers Present: Mr C J Langdon (Secretary), Mrs J Steven (Treasurer),  
Miss M Caple (Board Administrative Officer)

## 1. Apologies

Apologies were received from Judge D Morris, Mrs R Passmore, Mrs C L Parks, Mr J A'Herne (ACO), Mr A Blease (ACO), Mr A Gotley (ACO).

## 2. Declarations of Interest

There were no declarations of interest.

## 3. Minutes of the Last Meeting

The minutes of the meeting held on 30<sup>th</sup> October 2003 were agreed as a true record and signed by the Chair.

Arising from the minutes the Board noted the decision made by the Chair to defer the Director General's Meeting with the Board item to the December meeting.

## 4. Committees

The Minutes of the following Committees were considered and approved by the Board:

(i)	Health & Safety & Estates	21 <sup>st</sup> October 2003
(ii)	Training	22 <sup>nd</sup> October 2003
(iii)	Partnership Forum	4 <sup>th</sup> November 2003

Arising from the minutes:

- Health & Safety & Estates

In answer to a question from the Board, Mr Langdon advised that the Property Strategy would be submitted to the Board's January meeting for consideration and approval.

- Training

It was agreed that Mr Langdon would formally write on behalf of the Board to Mr Ian Fox re. the appropriateness of holding an All-Wales Board Member meeting.

- Partnership Forum

Mr Phillips highlighted the lack of response from the probation secondee to the Welsh Assembly Government/Supporting People on the chairing of a dedicated supporting people meeting. It was agreed that Mr Langdon would liaise with Mr A'Herne, for an update position, and if necessary, write a letter on behalf of the Board.

The Board discussed the issues surrounding saliva testing, noting that the Chair had spoken to the Regional Manager about an All-Wales approach. An update on progress to be reported to the next meeting.

## 5. **Accredited Programmes Presentation**

The Board received an interesting and informative presentation from Christine Andrews, Divisional Manager of the Accredited Programmes Unit.

The presentation covered the following areas:

- Programmes Currently Implemented
- Future Programmes
- Progress Against Current Targets

This was followed by a question and answer session between Board members and the Divisional Manager.

It was agreed that the average completion rate in comparison to other Areas would be provided to the Board at its December meeting.

The Chief Officer agreed to discuss the possibility of DIDs referrals with the Clerk to the Justices and report back to a future meeting.

The Chair thanked Ms Andrews for an excellent presentation.

## 6. **Budget Settlement 2004/05**

Mr Langdon advised that Gwent's specific allocation for 2004/05 for its main resource grant amounts to £7,650,000 plus an amount of up to £205,000 performance linked allocation which represents a 3% increase on its 2003/04 allocation.

Mr Langdon highlighted the key factors of the overall 2004/05 financial settlement highlighting:

- Average 3.5% increase in resource allocations, minimum 3% increase for all Boards.
- Revamp of performance link, £15m (50%) included in grant distribution, with the remaining balance to be distributed later as performance bonus.
- Ring fenced allocation for YOTs based on 2003/04 contributions agreed between Chief Officers and the local YOTs.
- Strong encouragement for Areas to use the Budget Exchange Scheme to carry forward funds from 2003/04 to 2004/05, but not in the reverse direction.
- Continued ring-fenced amount for graduated trainees within Main Resource Allocation Formula.
- Provisions for ill-health early retirement stripped out of Pensions Contribution Rate Factor.
- Increases in weighting on sparsity (to 1.5%), diversity (to 1%) and fixed cost allowance (to 1.5%).
- Telephony costs excluded from estate pooling, now to be charged on actual cost basis.
- Contingency planning for 1% reduction in settlement.

The Chair nominated Mr Barr, Mr Williams and Mr Harry to join the working party to prepare budget proposals for 2004/05.

The Board noted the contents of the report and was advised that a balanced budget proposal would be prepared and presented to members at its meeting on 18<sup>th</sup> December 2003.

Mr Phillips left the meeting at 4.30pm

#### **7. Effective Supervision Inspection (ESI) Programme**

The Board considered the report noting the dates of the inspection as 9<sup>th</sup>-13<sup>th</sup> February and 1<sup>st</sup>-5<sup>th</sup> March 2004.

The Chief Officer advised that a project team has been set up, and an initial planning meeting arranged for 1<sup>st</sup> December 2003.

The Board were advised that the inspector was planning to meet with members during the second week of the inspection programme.

#### **8. European Excellence Model (EEM)**

In view of Mr Gotley's absence it was agreed to defer the item to the December Board meeting.

Mrs Steven left the meeting at 4.45pm

#### **9. Investors In People (IiP) Award**

The Board considered the Feedback Report and were pleased to note that Gwent had been successful in retaining its IiP award.

The Chief Officer highlighted the following four key development areas, advising that Richard Gaunt, Gwent's previous liP Assessor, had offered to assist the Area drive through the required changes:

- The need for a more explicit, cohesive and consistent performance management culture.
- The need to build staff understanding and beliefs by communicating this culture through effective people management.
- Within the performance management system, ensure that all managers have the necessary skills to develop individuals and teams and that they are able to evidence these skills.
- Cascade key business indicators to all in the organisation without information overload.

#### 10. **HMIP Thematic Inspection Report “From Aspirations to Reality”**

The Board considered the key findings of the Thematic Inspection Report “From Aspirations to Reality” and the notes of the Governance Conference attended by Mr Langdon and Mr Walters.

The Chair requested all Committees to explore the areas for improvement identified in the Report and submit proposals for addressing any shortcomings to a future meeting of the Board.

#### 11. **Correspondence**

The Board noted the following:

- (i) Inventory of probation circulars and reports received since its October meeting
- (ii) Minutes of the meeting of the Greater Gwent Pension Fund Management Group held on 30<sup>th</sup> September 2003
- (iii) PBA – Composition of PBA Board of Directors Update

#### 12. **Meeting in Private**

The Board met in private to discuss the following items.

#### 13. **Staffing Appointments**

The Board approved the three appointments made since its October meeting.

#### 14. **Contracts Committee**

The Board noted the minutes of the Contracts Committee meeting held on 30<sup>th</sup> October 2003.

15. **Human Resources Committee**

The Board noted the minutes of the Human Resources Committee meeting held on 5<sup>th</sup> November 2003 and approved the regrading of the Finance Officer post.

16. **Date of Next Meeting**

The date of the next meeting was confirmed as 2.00pm on Thursday 18<sup>th</sup> December 2003 at Probation Head Office.

***The meeting terminated at 5.35pm***