



**Youth Offending Team Executive Board
4th May 2018
Longleat Room County Hall
10.00 am – 12.30 pm**

Present:

Terence Herbert	Corporate Director, Families and Children (Chair until 12.00)
Mal Munday	Head of Service: YOT/ Strategic Support and Safeguarding
Andrea Brazier	Youth Offending Team Service Manager
Amanda Murray	Senior Probation Delivery Manager
Kate Morris	YOT Team Leader
Laura Mayes	Lead Member for Children's Services
Lucy Townsend	Director, Families & Children's Services (Note/Chair from 12.00)
Phil Staynings	Wiltshire Police Superintendent
Elizabeth Williams	Head of Service – Finance, Wiltshire Council
Michelle Maguire	CAMHS
Derek Gard	Wiltshire Wildlife Trust (VCS Representative)
Jamie Clynh	Head of YJB South West Business Area

Observing:

Alistair Moger (AMo)	YOT NEET PA
Emma Brumby	YOT Officer

Apologies:

Alan Stubbersfield	Associate Director of Education, Wiltshire Council
Kieran Kilgallen	Police and Crime Commissioner's Office
Angus Macpherson	Police and Crime Commissioner's Office
Adrien Montador	HM Courts Service
Val Scrase	Virgin Community Health Services
Cat Jamieson	Performance & Information Manager, Children's Services, Wiltshire Council
Simon Fairgrieve	Performance & Information, Wiltshire Council
Kelly Fry	Public Health
Kieran Kilgallen	Police and Crime Commissioners Office

1.	Minutes of the last meeting The Minutes of the last meeting on 17 December 2017 were agreed.	
2.	Action Tracker Discussed and updated. Actions 2.2, 2.4, 6.1, 13.2 completed.	
	Action 2.1: NEET performance included in Executive Report. NEET PA now in post.	AB to invite AMo to future Executive meeting.
	Action 5.1: Pay and Reward grades in YOT. This is ongoing and roles are being looked at as part of the Families and Children's Transformation process	AB/JS/LT
	Action 5.2 MM advised the board that a meeting was held at service level to look at how learning from discretionary review had been embedded and take forward as part of the custody concordat review.	MOU to be logged with Sept. Board for information once completed. AB
	5.3 PEARL dates have been distributed in the Executive Board papers. Board members are invited to attend.	Entered on to Challenge Log.
	8.1 Lack of specialist provision for HSB within the custodial estate was raised with JC during the annual discussion and fed back. JC confirmed that this is a national issue and a challenge for the Youth Custody Service moving forwards.	
3.	Challenge log Noted new challenge raised by MM around the continuation of specific Finance support to YOT when Liz Williams leaves due to the nuances and specifics linked to partnership finances.	
4.	Youth Justice Board update – Jamie Clynch (JC) See Briefing Paper attached	
	There is a full re-organisation taking place where the YJB is future proofing for youth justice in the future. Currently in the mapping and matching process for all staff. Moving forward locally, data will need to be checked more thoroughly as it will drive performance measures from 1st July and, due to changes, these won't be subject to the same levels of scrutiny as currently. This will require staff training and QA systems to be put in place. A wider set of data will be looked at in more detail so that a better understanding of delivery can be sought and areas will need	Action CJ and SF to explore data scrutiny to ensure effective data reporting.

	<p>to ensure they are able to provide detail (particularly about local variation).</p> <p>A grant will be given to local areas to deliver youth justice services and areas will still be required to clearly identify spend.</p> <p>YOT will not have a direct partnership manager linked to them, although JC will be available to continue to provide some strategic advice and support for delivery mechanisms.</p> <p>National priority programmes, 6 key priorities as outlined in JC's paper.</p> <p>Discussion regarding consideration of a local secure school. The collection of local authorities who form the South West are asked to consider if they would like to look at this should there be an increase in youth custody, although noted as it is currently low this is unlikely to be a local priority.</p> <p>Disproportionate representation can occur in every region and is not just an urban issue (priority 6). MM requested to see the data. AB confirmed that Wiltshire YOT had now included in performance report and current statistics show this it is in line with local picture.</p> <p>TH queried if a wider political agenda around vulnerability was reflected? JC advised that other priorities in local areas are not excluded although not explicit in the outlined six key priorities. LAC is a high priority area for example but not in the key six.</p> <p>YJB Grant – a letter was received today to confirm the budget allocation. It was confirmed that this year although there is not an inflation uplift the amount of funding will remain the same</p> <p>MM asked if the terms, conditions and guidance documents will follow for the strategic plan. JC confirmed and plan will need to be discussed at the next Executive Board meeting in July.</p>	<p>MM to table strategic plan for July Executive.</p>
5.	<p>Managers Report Report and Addendum tabled in papers. Highlighted areas include:</p>	
	<p>Staffing NEET PA and Prevention Worker appointed to team. NEET PA's goals to ensure as many young people as possible open to YOT/Prevention should be engaged in ETE and as employment ready as possible.</p>	

	<p>Harmful Sexual Behaviour Work</p> <p>Alastair Wakely is the CAMHS Harmful Sexual Behaviour Co-ordinator and has participated in developing a HSB protocol.</p>	
	<p>MAPPA</p> <p>There are currently 3 young people open and subject to MAPPA and all they are being managed appropriately. Good feedback has been received following induction session with MAPPA lay advisors. Discussion about the level and category 3 cases. We do not have any level 3 cases currently and these are rare.</p>	
	<p>Prevention</p> <p>Young people are identified from PPD1s and much work has been done around improving completion of PPD1's.</p> <p>Fearless Knife Crime prevention training – 40 people trained across Swindon and Wiltshire to lead on training for young people.</p>	
	<p>Adolescents at Risk</p> <p>Young people on the edge of criminal behaviour. Report tabled which outlines key themes, findings and recommendations from WSCB Task and Finish group.</p>	<p>Noted</p>
	<p>PEARL</p> <p>Sessions have started including Manager's PEARL. PEARL dates have been distributed and Board members are invited to attend PEARL and participate in case auditing. Collated results of audits to date to be presented at July Executive Board.</p>	<p>AB to table collated PEARL data for July Board meeting.</p>
	<p>Addendum</p> <p>Two team leaders will be taking maternity leave from June/July 18. Two YOT Officers have been appointed to act up on a temporary cover basis. To closely monitor caseload and capacity and explore additional backfill as required.</p>	<p>AB/TL's to provide Caseload details at Sept. Executive Board.</p>
	<p>National Probation Service Resource Allocation</p> <p>Wiltshire YOT have retained their Probation resource (1 fte) although other YOTS have not (one of only 3 YOT's in the SW to maintain resource).</p>	
	<p>Excellence Awards Winners</p> <p>Rachel Kay, Youth Justice Worker won an Achieving Excellence Award for Junior Attendance Centre (JAC) work. Good feedback on work of Sharon Drew and Rebecca Putman</p>	

	<p>SEND Quality Achievement Kite Mark Been awarded AFA/AYM Quality Mark in acknowledgement of joint working, process and practice to secure better outcomes for young people with special educational needs in the youth justice system.</p>	<p>Board thanked Team.</p>
	<p>Performance Members of the Performance Team were not present at this meeting. Talked through tabled performance report. MM observed that the unknown figure for ethnicity was 13% and there is a need to reduce this. Challenge to the team. LM said it was positive that numbers of offending for first time entrants had reduced. AB identified that work being done by the Prevention Team in collaboration with Police is believed to be having a positive impact. PS highlighted scoping work taking place to have a Youth Restorative Intervention Board to decide on the most appropriate outcome/ disposal for young people. LM commented on the fact that NEET figures had reduced since the NEET NA appointment (which is positive). JC said that Wiltshire is a high performing YOT but there are always areas to look at. We have a smaller number of offenders but QA and standards are good.</p>	<p>Challenge log: to reduce the number of unknown ethnicity ratings on YOT/Prevention caseload.</p>
	<p>Finance More favourable than the last report. The NHS funding for Sexual Harmful Behaviour has been received into the partnership account. Future finance report to be presented in a different format. Challenge was made regarding mental health funding. Agreed to present information to the Board regarding the CAMHS transformation work and how funding is being utilised. MM and the board wished to wish Liz Williams well and thanked her for her work for the Board as Liz will be leaving Wiltshire Council shortly.</p>	<p>AB to table agenda item on CAMHS transformation work. MMag to task CAMHS colleague to present at July executive</p>
6.	<p>FACT (Families and Children's Transformation) FACT newsletters have been sent out. AB is working with other staff on several streams one of which is a review of YOT and the Emerald Team. There has been a kick off meeting where other agencies attended. A theory of change has been developed and a report will go to the FACT Board next week. It is suggested that YOT and Emerald is incorporated to form a specialist multi-agency adolescent team, whilst maintaining YOT as a nucleus to ensure delivery of statutory requirements. A further meeting is to take place next week. Scoping to take place for 11-17 year olds open at CIN/CP level to consider including them.</p>	<p>AB to include voluntary sector as part of FACT workstream review into YOT/Emerald</p>

7	<p>Learning Log Key reports and issues national, regionally and locally are discussed. Learning Log and is a way of demonstrating that the board is kept up to date.</p>	
8.	<p>Risk Register Discussion regarding red flag where no budget is allocated for remand. Numbers are historically low but costly when there is a remand. TH requested this also needs to be put on Children's Services Risk Register.</p>	MM/LT to incorporate risk around remand budget into Children's Services risk register.
9.	<p>Section 11 Audit update New local WSCB Audit process for how YOTs safeguards the welfare of children needs being implemented. YOT have been picked and have section 11 meeting scheduled on 22nd May Agreed to provide outcome to Executive Board in July.</p>	AB/MM to provide update on section 11 audit interview in July Executive meeting.
10.	<p>SEND Inspection An Ofsted took place in January/February 2018 that looked at sector working with SEND. Good overall feedback from inspection (and indirectly YOT).</p>	
11.	<p>Magistrates Feedback A specific feedback form has been devised to distribute to Magistrates in Court on the work and performance of YOT staff. Good overall feedback has been received. Performance and input is positive, with confidence in the work that is being provided. Comments include: there is a good understanding of employment regulations and sentences; good support to young people on a voluntary basis; young people know the difference between orders and reports are of good quality. Wider feedback to be collated on QA and gatekeeping and presented to future Boards.</p>	AB to table feedback on QA and gatekeeping at future Board's.
12	<p>JAC presentation by Rachel Kay</p>	
13.	<p>Any other business TH thanked Michelle Maguire for her work with the Board as it was her last meeting today. TH also thanked Liz Williams for her contribution to the Board and wished her well in the future.</p> <p>Park Prison Inspection Review of Parc Prison for the Board's attention as this is our local YOI. New Inspection Standards to be sent out.</p>	

	Notification of Reporting Cases through the Board as CSPPI no longer reported through YJB. Agreed to go in Learning Log.	
	Date of Next Meeting 13th July 10.00 – 12.30 Pitman Room County Hall.	

Terence Herbert
Corporate Director, Children & Education
Chair



