



**Youth Offending Team Executive Board**  
**13<sup>th</sup> July 2018**  
**County Hall**  
**10.00 am – 12.30 pm**

**Present:**

Terence Herbert	Corporate Director, Families and Education
Mal Munday	Head of Service: YOT
Andrea Brazier	Youth Offending Team Manager/Service Manager
Kate Morris	YOT Team Leader
Marie Taylor	Principal Accountant, Wiltshire Council
Simon Fairgrieve	Performance & Information Officer, Wiltshire Council
Lucy Townsend	Director, Children's Services
Dave Whittle	Probation (on behalf of Amanda Murray)
Dominic Taylor	Wiltshire Police (on behalf of Phil Staynings)
Narji Darwish	On behalf of Wiltshire Police Crime Commissioner

**Apologies:**

Amanda Murray	Senior Probation Delivery Manager
Adrien Montador	HM Courts Service
David Barrant	Court Magistrate
Michael New	Court Magistrate
Laura Mayes	Lead Member for Children's Services
Phil Staynings	Wiltshire Police

1.	Welcome and introductions were made	
2.	<b>Minutes of the last meeting</b> Minutes of the last meeting were agreed as an accurate reflection of the meeting.	
3.	<b>Action Tracker &amp; Challenge Log</b> All actions discussed and updated. For note: 4.1: To explore data scrutiny to ensure effective data reporting in light of changes to YJB reporting and data monitoring. Comments:	

	<p>Flagged to performance team. This is a flagged item (to follow)</p> <p>5.12: To task CAMHS colleague to present at July executive Comments:</p> <p>The new post holder will be James Fortune. The expectation is that this action will be presented at the September Board. To discuss with James once he is in post.</p> <p>8: To incorporate risk around remand budget into Children's Services risk register. Comments: MM to action.</p> <p><b>Challenge log</b> Two challenges open currently:</p> <p>21: TH as Chair would like an update on the YOT themed part of FACT (CSI-2) especially with regard to pay and reward – YOT pay and reward versus S &amp; SS). Outcome: Ongoing</p> <p>24: To reduce the number of unknown ethnicity ratings on YOT/Prevention caseload. Outcome: Data discussed in performance report. Data cleaning by admin commenced. Discussed at team meeting and followed up via email. Also raised in Asset plus training Outcome: Ongoing.</p> <p>MM requested a new challenge to be added to improve membership attendance. It was agreed to add this and <b>Action:</b> MM will produce a table of attendance which will be submitted to the September Board</p>	<p><b>MM</b></p>
4.	<b>Manager's Report</b>	
4.1	<p><b>Staffing</b> Two team leaders have commenced maternity leave. Laura Dixey and Sharon Drew are now the acting team leaders to cover this. This has provided continuity to the team. Another YOT Officer is due to commence maternity leave shortly.</p> <p>Lorna Young has now started with us as a restorative youth justice worker. Kate Morris has started work with Lorna and our Victim Liaison Officer to work towards our receiving a Restorative Council Kite Mark for our Restorative Justice work.</p> <p>The YOT NEET PA has been offered alternative employment and has accepted this. His time in the role was impactful and the YOT are looking to recruit to this position as a priority.</p> <p><b>The Board was asked to note the staffing changes.</b></p>	

4.2	<p><b>Stop/Pitstop</b> Pitstop training having been undertaken means we are now able to deliver our own parenting training. The group discussed the percentage of parents from the cohort that might require this, which is significant. The aim is to focus on voluntarily engaging parents, or offering 1:1 sessions with prevention staff taking a lead.</p> <p><b>The Board was asked to note this intervention and support for families working with the YOT.</b></p>	
4.3	<p><b>MAPPA</b> The MAPPA categories and levels were discussed in particular in relation to those young people on the YOT caseload. The Board heard that Kate Morris had recently done a review of all our cases at level 1 and this looked positive. Our figures demonstrate our correct usage of MAPPA and how we are able to manage our complex young people within an effective multi-agency approach.</p> <p><b>The Board is asked to note our active role in relation to Public Protection and MAPPA</b></p>	
4.4	<p>AB explained the various issues surrounding the number of young people known to YOT/Prevention who are not in full time education. The YOT are working closely with our Education Welfare Officer and wider children's and education services including the functional lead for children missing from education (CMOE) to build up an accurate picture. It is hoped to bring back a more robust report in September.</p> <p><b>Action:</b> AB to present further report in September.</p>	AB
4.5	<p><b>BA 14 Group/Multi-Agency work in Corsham to address anti-social behaviour.</b> The YOT have currently been working with multi-agency partners to address concerns regarding this group. The Board were advised that the BA14 group did not meet the criteria to be a "gang" as no particular organised hierarchy had been identified. TH asked to see the Home Office definition of a "gang", there has been a proactive and innovative element of multi-agency work and it is being closely monitored.</p> <p>A case study was tabled, relating to similar work to address anti-social behaviour being undertaken in Corsham. Corsham Campus had been experiencing problems with a small group of young people. Joint approaches were being made to tackle and address behaviour. ND suggested incorporating level 1 RJ training. AB advised that RJ was being explored with issues relating to the campus and training was to be offered to Campus staff. Training was also going to provide advice and</p>	

	<p>guidance on how to deal with adolescents and de-escalation techniques.</p> <p>MM reported that the Area Board for Corsham had reported that since the multi-agency approach the incidents of anti-social behaviour had reduced significantly. The Campus are now forward planning for Autumn with a range of street sports and other activities to engage young people.</p> <p>A second case study was presented to the Board relating to the work undertaken by the YOT with a young person. The intervention is due to be closed in September after two years of intensive intervention, and the Board learned that during this period things have turned completely around for this young person. There has been no re-offending and he is now working. TH identified that it would be good going forward for AB to add a case study as a standing agenda item at each Executive meeting</p> <p><b>The Board noted these excellent pieces of work.</b></p>	<b>AB</b>
4.6	<p><b>Youth Restorative Justice</b></p> <p>YOT are currently scoping the implementation of a Youth Restorative Intervention Board in conjunction with Police Colleagues. AB advised that visits are being made to identify areas of good practice employed by other YOT's, and the group discussed the aspects that they hope the YRI will achieve. It is hoped to implement any changes in the autumn.</p>	
4.7	<p><b>Feedback</b></p> <p>The group were advised of the excellent feedback received regarding SM (one of our Prevention workers) from a father of a young person SM has been working with. The father, who is a Barrister, said of SM "in my 22 years of working life I have worked alongside very many professionals and I can honestly say that SM is one of the most impressive young professionals I have ever met".</p> <p>Excellent feedback was also received for the YOT Practitioners from the case formulation trainer, who said they were "hungry to learn, willing to question, open to challenge &amp; reflection" and were one of the warmest teams he had come across.</p> <p><b>The Board was asked to note the effective and innovative work being undertaken.</b></p>	
4.8	<p><b>Performance Report presented by Simon Fairgrieve</b></p> <p><b><u>First Time Entrants</u></b></p> <p>Our FTE figure has decreased over the year. The decreasing trend seen in Wiltshire mirrors both National and South West</p>	

	<p>data. However, Wiltshire remains slightly higher throughout the reported periods.</p> <p><b><u>FTE by Ethnicity</u></b></p> <p>Closer examination of our ethnicity figures reveals that in real terms this relates to 3 cases, each contributing 3% each. By comparison to the wider offending population in Wiltshire the figures are more proportionate to the general population profile.</p> <p><b><u>Custody</u></b></p> <p>Wiltshire custody figures are considerably lower than the National rate, and are lower than the previous year. They are comparable with those across the South West.</p> <p><b><u>Reoffending</u></b></p> <p>Reoffending figures have remained consistent and are lower than the South West and National rates. The group discussed local reoffending cohort and other local performance indicators.</p> <p><b><u>Disposals</u></b></p> <p>The group discussed pre-court disposals. Wiltshire's profile differs considerably from both the National and South West profile, in having a much higher percentage of pre-court disposals. AB advised that work around disposals will form part of the scoping for the youth restorative intervention board.</p> <p><b><u>Education Training and Employment</u></b></p> <p>The slight rise from the previous quarter in NEET can be attributed to the fact that there were less interventions ending this quarter. Of the 4 interventions which ended with a NEET status all 4 were NEET available.</p> <p><b>The Board noted the Performance Report.</b></p>	
4.9	<p><b>Finance Report – Marie Taylor</b></p> <p>The salary budget is projected to be an overspend. This is a planned overspend, with 3 members of staff funded by the Partnership and will be financed via the YOT Holding account.</p> <p>Staff and volunteer travel figures are slightly higher and will be monitored with steps taken to reduce where possible.</p> <p>Benefit in kind estimates have not been updated for the 18/19 year.</p> <p><b>Action:</b> MT will email out to Partners to get figures as above.</p>	MT

	<b>The Board noted the finance report.</b>	
5.	<p><b>Section 11 Audit and Feedback</b></p> <p>MM provided an update regarding the recent section 11 audit and interview conducted by the WSCB. We were interviewed robustly by a panel of WSCB representatives and received very good feedback. AB discussed the action plan and learning identified through the review and interview. Some of the actions have already been completed. MM advised that we are also monitoring our referrals into the MASH each quarter.</p> <p><b>Action:</b> AB to add the monitoring of referrals to the plan. SF to include in performance monitoring report and provide information to AB.</p>	<b>AB SF</b>
6.	<p><b>Strategic Plan and Governance Challenge (YOT &amp; YJB)</b></p> <p>Partner feedback is required by the 25<sup>th</sup> of July so this can be submitted to the YJB in time.</p> <p><b>Action:</b> All to provide feedback on Strategic Plan by Friday 20<sup>th</sup> July.</p>	<b>ALL</b>
7.	<p><b>Learning Log</b></p> <p>The Learning Log has been reviewed and old items archived. There are no new items and two outstanding are due back to the Board in September.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• AB to add JTAI on neglect for September Executive.</li> <li>• Laming Review to be added.</li> <li>• Once included Board to allocate a board representative for each item.</li> </ul>	<b>AB</b>
8.	<p><b>Risk Register</b></p> <p>The 'Amber' risks were discussed by the Board.</p> <p>There is one 'red' risk. This was discussed which was pressure on capacity on the Performance &amp; Information Team which was squeezing the support offered to the YOT. HMI standards now asking for different data and more sophisticated set of questions required. MM advised that over the last 18 months our allocated time/ capacity has reduced. TH asked if we were allocated time over and above our allowance and if so who funded this. TH indicated if we want to support additional time the funding would need to come from the Partnership. MM advised it was flagged as a business risk.</p>	<b>AB</b>

	<b>Action:</b> AB to cost this and bring back to September Executive Board.	
9.	<p><b>FACT Update – key points:</b></p> <p>MD updated the Board on the “No Wrong Door” project which it is hoped can go live in October. The advert to recruit a Manager has gone out. The building is going through planning at the moment and there is about 3 weeks work to do on this.</p> <p>Early Support Hub – All FACT newsletters are signed off by partnership. There is a strategic event coming up and agreements will be sought for systems leadership for key senior officers.</p> <p>YOT/Emerald. A scoping proposal is to come to the FACT board in Sept/October. WSCB have put in early adopter bid regarding an analysts post and this has been successful. This will assist in informing the project. Focus groups are also scheduled to engage staff and partners on the scoping of the project.</p>	
10.	<p><b>Knife Crime</b></p> <p>Update provided by Dominic Taylor. Junior Good Citizen is now completed. This was a multi-agency event to year 6 pupils. All schools were invited and were given different training scenarios. Wiltshire Police YOT staff delivered the knife-crime element which was brilliant and well received.</p> <p>Knife amnesty has not been running due to local events, but will run alongside Op Sceptre to combat and reduce knife crime. There is a targeted week of action with a variety of different strands and focus. As part of the ‘4 p plan’ a multi-agency brand is being agreed which will focus upon knife crime, the risks, how to tackle it and keep safe work. This will then be used for all media/ reporting and ensure there is a common message across all partners.</p> <p>LT asked if we could be informed about any schools who declined to take up Junior Good Citizen.</p> <p><b>Action:</b> DT to advise at September YOT Exec</p>	<b>DT</b>
11.	<p><b>AOB</b></p> <p>ND asked if the Criminal Justice Board could be put on the agenda every six months, as there were lots of changes happening and he wanted to ensure everyone was sighted.</p>	<b>AB</b>

	<p><b>Action:</b> AB to add this to Agenda for the September Executive Board Meeting</p> <p>TH advised the Board that Mal Munday would be leaving Wiltshire Council at the end of August and that this would be his last Executive Board meeting. Mal will be greatly missed, and the Board expressed their debt and gratitude for the many years of service Mal has given to both the Youth Offending Team and the Board. Mal advised that Martin Davis would be the new Head of YOT and thanked AB for her input to the YOT during her time as YOT Manager.</p>	
8.	<p><u>Next Meeting</u> The next meeting will be 1000-1230 14<sup>th</sup> September – Lacock Room, County Hall.</p>	

**Martin Davis**  
**HOS Care and Placement Services/YOT**