



**Youth Offending Team Executive Board**  
**14<sup>th</sup> September 2018**  
**Lacock Room County Hall**  
**10.00 am – 12.30 pm**

**Present:**

Amanda Murray	Senior Probation Delivery Manager (Chair)
Martin Davis	Head of Service Care & Placement Services/YOT
Andrea Brazier	Youth Offending Team Manager/Service Manager
Kate Morris	YOT Team Leader
Laura Dixey	A/TL YOT
Sharon Drew	A/TL YOT
Marie Taylor	Principal Accountant, Wiltshire Council
Simon Fairgrieve	Performance & Information Officer, Wiltshire Council
Lucy Townsend	Director, Children's Services
Laura Mayes	Lead Member for Children's Services
Kelly Fry,	Public Health
Derek Gard	WWT (Voluntary Sector)
Narji Darwish	On behalf of Wiltshire Police Crime Commissioner
Jane Murray	Wiltshire CCG

**Apologies:**

Terence Herbert	Corporate Director, Families and Education
Adrien Montador	HM Courts Service
David Barrand	Court Magistrate
Michael New	Court Magistrate
Sonja Leith	Wiltshire Police
Dominic Taylor	Wiltshire Police
Doug Downing	Wiltshire Police
Phil Staynings	Wiltshire Police

1	Welcome and introductions were made. AM welcomed Jane Murray to the Board. Abi Jones (Student) attended as an Observer	
2	<b>Minutes of the last meeting</b> Minutes of the last meeting were agreed as an accurate reflection of the meeting.	
3.	<b>Actions from previous meeting</b>	

3.1	<p><b>Action Tracker</b></p> <p>3. MM had produced a chart showing the attendance of members over the past year which was looked at in some detail. Public Health advised that they have now identified two representatives in the event that KF was unable to attend. It was agreed that Partners should always attempt to find a representative to attend in their place in the event they were unable, and that attendance and continuity was essential to the functioning of the Board.</p> <p>It was agreed to follow up with services/ agencies which had fallen to below 50% attendance and that MD would write to them regarding this.</p> <p><b>Action:</b> MD to write letters to the partners that have fallen below 50% attendance in the last year.</p>	<b>MD</b>
	<p>4.6 MT has emailed partners regarding benefits in kind figures. Police and WC returns have been received and MT has updated the finance report accordingly, but awaiting response from Probation.</p> <p><b>Action:</b> MT to chase Partners for the information required and to present this to the December Board.</p>	<b>MT/ AM</b>
	<p>5. Monitoring of referrals to the S11 Plan. This has been added. SF has established a weekly report that highlights YOT contacts to the MASH which is analysed monthly. The Board will monitor this through the section 11 action plan. The first report flagged good practice in terms of YOT referrals to MASH, but raised some anomalies by identifying agencies other than YOT, as a 'YOT' referral into MASH. This will be explored in greater depth and SF will monitor and report back as appropriate to the Board.</p>	<b>SF</b>
	<p>10. DT to advise Executive of schools declining Junior Good Citizen Programme. The Board learned that over 1000 young people had attended Junior Good Citizen but not clear which schools had not participated.</p> <p><b>Action:</b> DT to provide an update at December Board.</p>	<b>DT</b>
3.2	<p><b>Challenge Log</b></p> <p>21. YOT themed pay and reward. Raised due to concern during CSI Phase 1. The Board discussed and identified it remains part of the consideration as FACT progresses. JDs will be reviewed as part of FACT.</p> <p>24. Reduce number of unknown ethnicity ratings. Completed. This is now being recorded and we are pleased to note we have none this month.</p>	
4.	<p><b>Manager's Report</b></p> <p><u>Staffing</u> AB welcomed MD as new HOS for YOT.</p>	

A YOT Officer has left earlier than anticipated on maternity leave. This post is being recruited to currently and preferred candidates have accepted. Interviewing is taking place on Monday 17<sup>th</sup> September for the NEET PA role.

#### MAPPA

MAPPA cases were discussed by the Board.

**The Board was asked to note our active role in relation to Public Protection and MAPPA.**

#### Education

AB discussed the Education Report circulated to the Board, and it was agreed that Alistair Mackenzie (EWO) would attend December's Executive meeting. LT advised that a new Director of Education would be starting in November, and it was agreed that an invitation to join the Board would be extended. Given the Ofsted interest in Children Missing Education, MD and AB will look at this outside of this meeting, with a focus on what we are doing now and how we might engage with the Local Safeguarding Children's Board. DG enquired about alternative provision and MD agreed that this would be in their discussions particularly around how many hours young people are offered and engage with.

**AB/MD**

#### VACS/MACSE/WRMG

AB advised that the amalgamation of MACSE/WRMG meetings has been proposed. With new terms of reference for a vulnerable adolescents contextual safeguarding panel. The TOR have been distributed for comment and will go to the WSCB Policy and Procedures Sub Group Chairs meeting, as well as SMT for review. The new meeting will focus upon building a county-wide understanding of child exploitation and young people at risk, to assist information sharing and strategic development around adolescents at risk. Board members are invited to comment on the draft terms of reference

**All Board members.**

#### Contextual safeguarding expression of interest

A bid for support from the Contextual Safeguarding project is underway. Contextual safeguarding is an approach that we want to implement with all adolescents open to YOT/Prevention and provides a framework which supports with risk management and support. Board members will be kept updated with progress.

#### Inspection Report

The Derby YOT inspection paper was discussed as this was the first published report under the new inspection framework. AB advised the Hampshire report was now also out which will be sent to the Board. A number of key points from the report were discussed, particularly those which relate to Board in terms of organisational delivery, leadership and governance. Board members are encouraged to familiarise themselves with the reports and compare our functioning against the inspected areas.

**Action:** CG to send a copy of the Hampshire YOT Report to the Board.

**CG**

	<p>AB advised the Board that it is the YOT's intention to do a mock inspection. Many of the staff have not been inspected before, and as the date of our last full inspection was 2010, the YOT want to ensure they are as inspection ready as is possible. The mock inspection will have particular emphasis upon staff having an understanding of what to expect. LT thought it would be good to involve Board Members as an outside agency that staff would not know. All agreed that Board members would be invited to participate in a mock inspection.</p> <p><b>Action:</b> CG to invite Board members to the mock inspection event.</p> <p><u>Innovative and effective practice</u> A case study was included in the papers for Board members to review.</p> <p>AB also confirmed that good feedback had been received from the YJB regarding the quality of our Strategic Plan.</p>	CG
5.	<p><u>Performance Oversight Board</u> SF gave an overview of the Performance Oversight Board (POB) methodology paper previously provided to the Board. In essence YOTs are scored thus:</p> <ul style="list-style-type: none"> <li>• Performance Indicator (direction) based on which performance quartile you are in.</li> <li>• Family Average indicator – how you perform against other YOTs.</li> <li>• Performance (change) indicator – have you improved in the most recent period against the same period last year.</li> </ul> <p>YOTs then are given a RAG status based on their percentages. Our YOT families are listed in the Performance Briefing.</p> <p><u>Performance</u></p> <p>FTEs – Our FTE figures are higher than the average South West, family and National Rates from April 2017 – April 2018. SF explained in depth what the data and performance was showing around this, there is a significant concern that Youth Cautions are being administered instead of Community Resolutions which then criminalises young people with no previous police involvement.</p> <p>AB advised we have implemented a weekly panel with our prevention team leader and seconded police colleagues to impact upon this, but noted that officers are administering youth cautions without any YOT involvement. It is this process which is negatively impacting upon these figures. AB highlighted we have raised this with our colleagues in the Police and are exploring implementing a youth restorative intervention panel. DG raised that we have flagged this matter with the Police in the Board on previous occasions and numerous Police representatives have said they were addressing, but to no avail. He asked the Board to consider we request formally that this be addressed and rectified. The Board agreed. To go on our challenge log. ND will also raise at a meeting he has with the</p>	

	<p>PCC today, and we will request TH to write to our Police Rep SL to raise this.</p> <p><b>Actions:</b>  TH to write to Sonja Leith to raise this.  ND to raise today  CG to add on challenge log.</p> <p>MD raised an item on page 6 of the report re: ethnicity.</p> <p><b>Action:</b> SF to include more information regarding ethnicity.</p>	<p>TH  ND  CG</p> <p>SF</p>
6	<p><u>Finance Report</u>  MT provided finance report to the Board. MT reports that current budget is being managed appropriately and generally looks on course for annual planned spend, including planned use of partnership budget.</p> <p>MT requests partners to commit to an increase for pay inflation in their next contributions. ND commented that the PCC would be unlikely to commit to this if the other YOT Partners were not doing the same, but confirmed budget for the next two years.</p> <p><b>Action:</b> TH to write to partners through the Service Manager to confirm partnership funding for 19/20.</p>	<p>TH/AB</p>
7.	<p><u>New Inspection Reports/Performance Analyst Post</u></p> <p>AB explained that our capacity to provide adequate performance information and analysis to the Board and operationally is being squeezed. SF reported that in the Derby YOT report one of their criticisms was that there should be more sophisticated understanding of the data. This is not possible for us at present as we do not have capacity.</p> <p>AB advised that we are looking to recruit to a Performance Analyst post part time. This would be linked to SF but positioned in the YOT and focussed on getting the type of information we require.</p> <p>This would be funded by the Partnership and be for a 1 year post. The Board discussed on what would happen about the data when this post ceased, but it was agreed that it is anticipated once the new Liquid Logic system was in place this would free up time and capacity (that is not currently available to SF). Discussion took place on how the Analyst post would work and where it should sit.</p> <p>AM identified the Board would want to ensure they were getting the data they required and that this resource was not used elsewhere.</p> <p>The Board agreed to carry forward the proposal of a 1 year part time Analyst Post.</p>	
8.	<p><u>PSR Audit Presentation</u>  Laura Dixey gave a PowerPoint presentation relating to PSR Audits and the quality of PSR's.</p>	

	<p>The Board heard that the reports are generally highly regarded by the Courts and that they normally follow our proposals.</p> <p>Feedback forms are taken from the Magistrates where available and these are then fed back to the team to promote a culture of continuous learning and development.</p> <p>In terms of timescale, the reports are required 5 days before the young person goes to Court to ensure where possible they can be discussed with the young person and family/carers prior to attending court. Case managers are asked to prioritise this. An audit of PSR's will be completed annually.</p> <p>JM requested information regarding the one YP who was identified as not having been seen.</p> <p><b>Action:</b> LD will to investigate for the next meeting.</p> <p><b>The Board noted this positive piece of work and congratulated the team on a job well done.</b></p>	LD
9.	<p><u>Wiltshire Criminal Justice Board update</u>  ND gave the Board a brief update. The Police have just signed off their own strategy in Wiltshire. This focuses on 3 strands: Witnesses, reducing re-offending and Court system efficiencies. The strands were discussed.  <b>Action:</b> ND to share Strategy with the Board</p>	ND
10.	<p><u>Learning Log</u>  The Learning log was discussed by the Board. AB confirmed the following would be brought to the December Board:</p> <ul style="list-style-type: none"> <li>• JTAI – KM will present.</li> <li>• Update on RESPECT</li> </ul> <p><b>Action:</b> AB to include in December Agenda.</p> <p>AM enquired if any of our partners had been to observe PEARL.  <b>Action:</b> CG to send dates of PEARL to Executive Group</p> <p><b>Action:</b> CG to send Induction Pack to JM and book induction session between AB and JM</p>	AB  CG
11.	<p><u>Risk Register</u>  The Board discussed the red flagged risks from the register. (FTEs and Performance analysis which had already been discussed during this meeting) and agreed they continued to be red.</p>	
12.	<p><u>FACT Update</u>  LT gave an update to the Board. No Wrong Door was discussed and the Board were advised by MD of the progress relating to this. The soft launch will be in November, with the residential element coming on line slowly. The Board learned that North Yorkshire have the support of both police and health, and in their report had concluded that having a speech and language therapist was key. The CCG would have to put in a proposal for the funding.</p>	

	<p><b>Action:</b> JM to take to CCG whether we could have a speech and language therapist assigned.</p> <p>The Family Survey that was undertaken resulted in approximately 100 families feeding back.</p> <p>The Wiltshire Strategy Partnership has a partnership event on the 28<sup>th</sup></p> <p>AB informed the Board that the YOT/Emerald workstream was going to the October FACT Board. It is hoped to have the draft finished by next week and to then get a multi-agency overview.</p>	<b>JM</b>
13.	<p><u>Go Girls Presentation</u> Sue Nash explained the community involvement team, the volunteer opportunities and the statutory elements to it.</p> <p>The Board discussed how Go Girls functions and it is noted this is a small aspect of the community involvement team functions and responsibilities, which limits the opportunities with Go Girls to some extent. Noted we would like to would like to explore expanding Go Girls opportunities such as to travellers sites. Noted at present minimal charge for schools and did not want to introduce costs to schools that would make the programme prohibitive for them, but do need to raise charge to cover costs.</p> <p>LM asked if they had spoken with traded services. <b>Action:</b> SN to explore the possibilities around this.</p> <p>The Board discussed whether there was a workstream to do work in schools and whether opportunities to join elements up were explored.</p> <p><b>Action:</b> LT to discuss with the FACT Project Lead.</p> <p><b>The Board noted the Go Girls programme positive achievements and outcomes.</b></p>	<b>SN</b>       <b>LT</b>
14.	<p><u>AOB</u> AB advised that she has the PEARL Data ready not sure how useful it will be in its current format. Agreed with the Board to pull together into a succinct PowerPoint for presentation at the December Executive Board. <b>Action:</b> AB to put on December Agenda.</p>	<b>AB</b>



**Amanda Murray**  
**National Probation Service (Vice-Chair)**

