

CUMBRIA PROBATION TRUST BOARD

“To deliver an excellent level of service in managing offenders in custody and the community, to protect the public and to contribute to the reduction of crime in Cumbria. In all our activities we aspire to achieve excellence in our work, we strive for continuous improvement, we value constructive discourse and we acknowledge each person’s unique value and potential”

MINUTES OF THE TRUST BOARD MEETING HELD AT LIME HOUSE WETHERAL ON 27th APRIL 2010 AT 9.30 A.M

Present:

Mr. R. Rhodes	Board Chair
Ms. A Hennessy	CEO
Dr. J. Abernethy	
Dr. J. Hendry	
Mr. Little	

In Attendance

Ms. F. Moore	Secretary to the Board
Mr. S. Sait	Treasurer

CPTB13/10 – APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr. M. Cutter and Mrs. K. Rowley.

CPTB14/10 DECLARATIONS OF INTEREST

Declarations of Interest were completed and received by the Secretary.

CPTB15/10 – MINUTES OF THE LAST MEETING

The Minutes of the Board Meeting held on the 9th April 2010 were agreed and signed by the Chair.

CPTB16/10 – BOARD EVALUATION FORM

It was noted that no evaluation forms had been completed after the meeting held on the 9th April. It was agreed however to continue with the forms for the time being.

CPTB17/10 – ACTION POINTS

The Action Points were noted.

The Chair reported that he was attending a Total Place Meeting in May. Thereafter, he and the Chief Executive will give a presentation to the Board.

- **ACTION** Presentation on Total Place at a future Board Meeting

CPTB18/10 – REVIEW OF 2009/10

The Chief Executive gave a presentation on Cumbria Probation Trust Twelve Months On. The Board Chair thanked the Chief Officer for her leadership throughout the year and particularly in relation to the application for Trust status.

It was noted that the Chair intends to hold a Board development day once the new Board members are appointed and this will include consideration of the Board member's contact with staff.

CPTB19/10 – TREASURER'S REPORT

The Treasurer presented his report which was discussed.

The position regarding the 2009/10 projected outturn was noted together with the timetable for closure of the accounts.

The budget for 2010/11 was discussed and approved.

The Financial Regulations were received and agreed.

The NNC Salary Settlement 2010/11 was noted and agreed.

CPTB20/10 – MEETINGS

The draft Minutes from the Trust Transition Project Board Meeting held on the 13th April 2010 were received and noted.

The Board wished to record it's thanks to the staff and union representatives for their representation on the Board and the contribution made to the transition to Trust process.

- **ACTION** circulate the final Minutes with recorded appreciation of work undertaken

The draft Minutes from the Health & Safety Committee Meeting held on the 14th April 2010 were received and noted. The Board was advised of the recent small fire at the Approved Premises. This was noted with concern and the Health & Safety Officer will be asked to report on this at the next Health & Safety Committee Meeting.

CPTB21/10 – ANNUAL PLAN 2010/11

An up date report on the preparation of the Annual Plan was received and noted. The Board agreed the time table for completion of the Plan as detailed in the report.

CPTB22/10 – RISK REGISTER

The Board Secretary presented an update report on the Risk Register. The Board agreed the time table for the review of the Risk Register and future monitoring on PAM as detailed in the report.

CPTB23/10 – SERVICE LEVEL AGREEMENT 2009/10

The Notices of Change for 2009/10 not previously issued by the DOM were received and agreed.

CPTB24/10 – PROBATION ASSOCIATION

The Board Secretary gave a verbal report on the Probation Association Scrutiny Workshop on the 19th April 2010 in Birmingham.

The Chair gave a verbal report on the Probation Association Council Meeting held on the 22nd April 2010.

It was noted that the Treasurer is attending a meeting on the 28th April which will include the latest version of the Letter of Delegation for consideration.

The Chair advised the meeting of the current position with regard to Magistrates who are also Board members.

Benefits realisation workshops will be held in May and June.

The Probation Association has been asked to monitor the relationship between Trust Boards and DOMS in the various regions. Concern was raised as to the emerging different approaches across the regions.

The Chief Executive reported that at the Regional Executive Meeting the day before concern had also been raised as to the amount of information/ instruction flowing from the DOMs office and the amount of information being requested. It was agreed that a formal process for monitoring this will be essential for the future.

- **ACTION** The Board Secretary to monitor/control information flows within the new Chief Executive/Board Support Unit

It was noted that the DOM is to visit the Board at its meeting on the 27th July.

CPTB25/10 – ANY OTHER BUSINESS

The Chair updated the meeting on the process for selection of new Board members. Out of twenty one applications, ten had been short listed for interview.

CPTB26/10 – DATE OF NEXT MEETING

The next meeting will take place on the 25th May 2010 commencing at 9.30 a.m. at Lime House Wetheral.

A date for a meeting for the Board to agree the Accounts for 2009/10 was discussed and remained to be fixed on a date to be agreed in June.

Signed..... **Chair**

Dated 25 May 2010