

THAMES VALLEY PROBATION BOARD

Index to 2007 agendas, minutes and numbered papers

AGENDAS FOR BOARD MEETINGS

The Board's agendas are public documents three working days before the meeting

23 January 2007	Bicester Head Office
27 February 2007	Bicester Head Office
29 March 2007	Bicester Head Office
26 April 2007	Talisman House, Bicester
14 June 2007	Greyfriars House, Reading
27 September 2007	The Guildhall, Abingdon
29 November 2007	HM Prison, Spring Hill

MINUTES – TVPB/M /2007

Part 1 of the minutes of each Board meeting becomes a public document when agreed by the Board and signed by the Chair at the following meeting.

1. 23 January 2007
2. 27 February 2007
3. 29 March 2007
4. 26 April 2007
5. 14 June 2007
6. 27 September 2007
7. 29 November 2007

NUMBERED PAPERS – TVPB/P /2007

Copies of all papers other than confidential ("Part 2") items are obtainable on request from:
Richard Lawrence-Wilson, Board Secretary, Thames Valley Probation Board, Kingsclere Road,
Bicester, Oxfordshire OX26 2QD

Meeting of 23 January 2007 at Bicester Head Office

1. Chief Officer's report
2. NOMS – latest developments
3. National performance report 22
4. Improvement plan – update version
5. Draft subcontracting plan
6. Risk register and assurance stocktake
7. Domestic abuse strategy and action plan
8. Risk to the public policy
9. Whistle blowing and Anti-fraud policies
10. Pre-sentence reports strategy
11. Human Resources Strategy
12. **Part 2** – Note of the Strategy subgroup meeting of 18 December 2006
13. JNCC – minutes of the meeting of 4 December 2006
14. List of probation circulars
15. **Part 2** – Accountability meeting notes, 3 January 2007
16. **Part 2** – Accountability meeting notes, 17 January 2007
17. **Part 2** – Audit Committee minutes, 6 October 2006

18. **Part 2** – Audit Committee minutes, 11 December 2006
19. **Part 2** – Double waking night cover – proposal and action plan
20. **Part 2** – Starting salaries post job evaluation
21. Minutes of the Health and Safety Committee meeting of 6 November 2006
22. Commissioning group minutes, 10 October, 24 October and 4 December 2006
23. **Part 2** - Ill health retirement
24. Disability Equality Scheme
25. Unpaid Work – update on OM/Interventions split

Meeting of 27 February at Bicester Head Office

26. Performance report – SLA targets and measures
27. **Part 2** – Business plan proposals 2007-08
28. **Part 2** – Serious further offences
29. Performance: Team league tables
30. Performance: National Report 23
31. Offender management quality improvement action plan
32. **Part 2** – Post job evaluation pay issues
33. NOMS: Consultation on probation trusts
34. Provisional training schedule 2007
35. Finance – year to date report
36. PBA letter re contracting for 'soft services' in approved premises
37. Health and Safety Committee minutes, January 2007
38. JNCC minutes, 5 February 2007
39. Reward and recognition – first round of awards
40. Letter of thanks from Age Concern, Buckinghamshire
41. **Part 2** – Note of accountability meeting, 14 February 2007
42. **Part 2** - Subcontracting and Commissioning update
43. **Part 2** – Unit costing
44. Staff sickness absence – current overview

Meeting of 29 March at Bicester Head Office

45. Chief Officer's report
46. Performance – commentary on national report 23
47. Alcohol strategy
48. Service progress plan
49. HR Strategy update
50. Finance report – budget 2007-08
51. Audit Committee revised terms of reference
52. Number not used
53. PBA – letter from incoming CEO to Board Chairs
54. **Part 2** – Performance related pay 2006
55. **Part 2** – Note of the commissioning group meeting of 26 February 2007
56. **Part 2** – Audit Committee minutes, 12 March 2007
57. Number not used
58. Business planning – comments on SLA negotiations
59. **Part 2** – ROM failure notice

Meeting of 26 April at Talisman House, Bicester

60. Number not used
61. Draft business plan, service progress plan and service level agreements
62. Budget for 2007-08
63. **Part 2** Interim report on serious further offences
64. Health and safety policy
65. **Part 2** – Sickness absence policy

- 66. List of Probation Circulars issued since 1 January 2007
- 67. Number not used
- 68. Calendar of Board meetings and business 2007-08
- 69. **Part 2** – Early retirement
- 70. **Part 2** – Double Waking Night Cover contract

Meeting of 14 June at Greyfriars House, Reading

(Duplicate paper number 70) National Performance Report 24 – full year 2006-07

- 71. Local performance report and league tables
- 72. Notes of the Board workshop of 24 May 2007
- 73. New local report, draft report
- 74. Integrated Probation Performance Framework (IPPF)
- 75. Annual Report and Accounts 2006-07
- 76. External Audit opinions 2006-07
- 77. Gender Equality Scheme
- 78. Stress Management policy
- 79. Health and Safety Annual Report
- 80. Minutes of the Health and Safety Committee meeting of 19 April 2007
- 81. Value for money and subcontracting
- 82. TV Probation and Sentencers Forum minutes, 17 May 2007
- 83. List of Probation Circulars issued since January
- 84. **Part 2** – Human Resources implications of business planning changes
- 85. **Part 2** – Audit Committee – minutes of the meeting of 4 June 2007
- 86. **Part 2** – Audit Committee - revised Terms of Reference
- 87. Integrated Probation Performance Framework (IPPF) Lite 2006-07
- 88. Sickness absence – report of working group

Meeting of 27 September at the Guildhall, Abingdon

- 89. Notes of the workshop of 26 July 2007
- 90. Performance report
- 91. Excerpts from Offender Management Inspection Report
- 92. Update on sickness absence policy launch & minutes of 14 Sept
- 93. Finance report
- 94. Annual audit letter and Use of Resources Review
- 95. Essential car user proposals
- 96. Future of the Probation Boards' Association: consultation
- 97. Communications - internal and external
- 98. Minutes of the JNCC meeting of 7 June
- 99. H R draft policies sent to the JNCC meeting of 24 September
- 100. Health & Safety: Minutes of the meeting of 23 July
- 101. Local Crime, Community Sentence – update
- 102. List of Probation Circulars issued since 14 June 2007
- 103. PBA consultation on remuneration
- 104. **Part 2** – Serious Further Offences

Meeting of 29 November at HMP Spring Hill

- 105. Notes of the Board Workshop of 18 October 2007
- 106. Integrated Probation Performance Framework report
- 107. Human Resources Statistics 2006-2007
- 108. Finance report, year to date
- 109. Strategy for women offenders
- 110. 2007 national audits of Interventions Services
- 111. Number not used
- 112. Resettlement of Offenders – update

113. JNCC minutes of 24 September 2007
114. Health and Safety Committee minutes of 18 October
115. Sentencers Forum – minutes of 8 November
116. Probation Circulars issued since 27 September
117. **Part 2** – Early release of retired member of staff
118. **Part 2** – Minutes of the Audit Committee meeting of 21 September