



Ifracombe Health & Justice Pilot Steering Group Meeting Notes Agenda

Date: Wednesday 11th February 2026

Time: 3.30pm – 4.30pm

Location: MS Teams

Agenda Number	Item	Lead	Annex
1	Welcome and introductions	Chair/AB	
2	Project Delivery update	Chair /AB	
3	MDT model update and discussion for engagement of partners	Chair All	
4	Kafka Brigade – Engagement of Senior Leaders	Chair/AB	
5	Risks	Chair/AB	

Meeting notes:

Project Delivery Update and Referral Challenges: Simon, Glenda, Andrea, and Libby discussed the current status of the Health and Justice Pilot, highlighting low referral numbers into phase one, feedback from probation officers about venue suitability, saying they feel POPs prefer Barnstaple, and actions to explore service user preferences and improve engagement.

04:01

Information Governance and Stage Two Implementation: Simon, Andrea, and Libby reviewed the status of information governance (IG) for stage two of the project, including the completion of the DPIA, the need for partner organisation contacts, and interim steps for holistic needs assessments.

19:29

Kafka Brigade Preparation and Senior Leader Engagement: Simon, Andrea, George Tony JCP Partnership Manager, Dave, and Libby discussed preparations for the Kafka Brigade, including identifying a suitable service user, confirming the profile, and ensuring senior leaders from all partner organisations are engaged.

28:33

Evaluation Framework and Data Collection Alignment: Simon, Andrea, Glenda, and Dave discussed the evaluation process led by Health Innovation Southwest, focusing on aligning data collection tools, minimising duplication, and ensuring proportionate assessment for service users. 43:19

Survey Design for Service User Preferences: Libby, Kirsty, Andrea, and Simon discussed the design and implementation of a survey to determine service user preferences for appointment locations and potential Kafka Brigade participation, considering data protection and practicalities. 1:02:54

Recording Attendance and Data Accuracy: Dave, Libby, Glenda, and Andrea addressed discrepancies in recorded attendance at Ilfracombe, agreeing to clarify recording practices with probation staff to ensure accurate data for project evaluation. 52:15

Are these notes useful?

Follow-up tasks

.Referral Numbers and Venue Suitability: Take away actions to review referral numbers and explore additional ways to increase referrals into phase one, including consulting Amanda and Graeme. (Libby)

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Service User Engagement and Venue Preference: Coordinate with Kirsty to conduct a survey or phone calls to probation service users to determine their preferred location for appointments (Ilfracombe or Barnstaple) and, if possible, ascertain reasons for their preference. (Libby, Kirsty)

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Probation Officer Involvement in Stage Two: Clarify and confirm who from probation will be involved in the stage two 'what matters' conversation alongside Glenda, and communicate this to the group. (Libby)

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Kafka Brigade Participant Identification: Contact the first gentleman who received a health check to discuss participation in the Kafka Brigade, and follow up with Graeme regarding another potential participant previously interviewed. (Glenda, Andrea)

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Kafka Brigade Senior Representation: Send details of the appropriate senior contact for the Devon and Cornwall district leader to the group for Kafka Brigade involvement. (George Tony JCP Partnership Manager)

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Kafka Brigade Senior Representation: Identify and confirm the highest appropriate senior representative from probation (e.g., Becky Hart) to attend the Kafka Brigade collective performance review. (Libby, Dave)

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Data Sharing and DPIA for Stage Two: Provide contact details and storage information for each organisation's MDT recipient to support completion of the DPIA for information sharing. (All relevant partner representatives)

Probation Data Recording Accuracy: Speak with Sarah Jones to ensure that probation appointments in Ilfracombe are being accurately recorded in the system and address any discrepancies. (Dave)

Operational Delivery Group			
Chairs: Andrea Beacham and Simon Rapsey			Attended
Frequency: Monthly (during pilot)			
Member	Organisation	Organisational role	
Andrea Beacham	Royal Devon (RDUH)	Senior Programme Manager for Health Inequalities	✓
Simon Rapsey	RDUH	Project Manager	Chair
Graeme Murray	Devon Probation Service	Project Co-ordinator	x
Libby Pickles	Devon Probation Service	Commissioning & Partnerships Officer	✓
Jeanette Courtman	Royal Devon (RDUH)	Lead Member	✓
Mandi Tydeman	Royal Devon (RDUH)	Operations Support Manager	✓
Kelvin Grabham	Royal Devon (Business Intelligence)	Director of Business Intelligence	✓
Dave Allen	Devon Probation Service (Business Intelligence)	BI – Probation lead	✓
Claire Fisher/Leanne	Encompass/ Lived experience	Chief Exec/client	x
Keir Duffin	Devon County Council (DCC) – Connect to Work	Connect to Work lead	x
Debbie Stafford	Devon County Council (DCC) – Connect to Work	Connect to Work lead	x
Rachel Doherty	Devon Partnership Trust (DPT) – IN-CS	Liaison & Diversion Manager	x
Glenda Jones	Royal Devon (RDUH)	Outreach nurse	✓
Marcela Almond	Devon County Council (DCC) – Connect to Work	Connect to Work Advisor	x
Sabrina Maines-Blatherwick	Coastal Primary Care Network (PCN)	Health Inequalities Lead	✓

Amy Slater	Royal Devon (RDUH)	Health Inequalities Programme Support Manager	x
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