

Meeting notes

Expand all

Probation Health Checks Project Engagement and Operational Challenges: Andrea, Glenda, Sara Jones¹, Graeme, Simon, Amy, and Jeanette discussed the ongoing challenges with engagement and attendance for the probation health checks project in Ilfracombe, including low referral numbers, inconsistent attendance, and operational barriers such as staff shortages and caseload pressures, with a focus on improving communication and exploring flexible delivery options.

19:19

Multi-Disciplinary Team (MDT) Meeting Planning and Data Protection: Andrea, Nicholas, Simon, and Amy discussed the requirements and current status of Data Protection Impact Assessments (DPIAs) for convening MDT meetings around employment needs, clarifying which agencies require DPIAs and agreeing on next steps to ensure compliance and timely meeting setup.

14:35

Kafka Case Study and Collective Performance Review Planning: Amy, Andrea, Dave, and Simon provided updates on the Kafka case study process, including participant recruitment, data analysis, and plans for a collective performance review workshop in July, aiming to use individual stories to drive system improvements.

47:55

Data Recording and Information Governance Issues: Dave, Simon, Nicholas, and Andrea discussed ongoing issues with accurate data recording for Ilfracombe appointments and the status of DPIAs and data sharing agreements across agencies, identifying actions to resolve discrepancies and escalate outstanding approvals.

10:09

Spotlight Media Engagement and Associated Risks: Andrea, Simon, Amy, and Sara Jones¹ discussed plans for a Spotlight media interview involving project participants, highlighting the need for anonymity and careful risk management to avoid negative perceptions and protect individuals' identities.

1:00:17

Are these notes useful?

Follow-up tasks

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Probation Data Recording Issue: Continue investigating and resolve the issue with recording Ilfracombe-specific probation appointments in the system to ensure accurate data reporting. (Dave)

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DPIA and Data Sharing Agreement Progression: Nudge Martin to confirm and finalise the inclusion of Connect to Work and Mapper in the existing DPIA and data sharing agreements, and provide updates as progress is made. (Nicholas)

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Post-Probation Support Planning: Develop a plan for post-probation support, particularly for individuals whose orders are ending but wish to continue engaging voluntarily, and discuss the transition process in light of additional funding. (Jeanette, Graeme)

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MDT Meeting for Employment Needs: Contact Nicholas to obtain the relevant Connect to Work contacts and set up the MDT meeting for the identified individual, ensuring all necessary DPIA considerations are addressed. (Mandi) All details to be sent to mandi – Amy and simon

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Glenda's Attendance at Barnstaple Office: Arrange for Glenda to attend the Barnstaple office on 13th May and coordinate with staff to maximise engagement with Ilfracombe cases on that day. (Sara Jones1, Glenda) Agreed flexibility for Glenda to liaise with Tori and anyone else relevant about best place to attend and arrange that herself

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Sharing Ilfracombe Caseload Spreadsheet: Send the up-to-date Ilfracombe caseload spreadsheet to Sara Jones1 to enable targeted staff reminders and engagement efforts. (Graeme) Graeme to speak to Sara about the current list

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Communication and Engagement with Probation Staff: Share communications material about the project with probation officers and consider attending with Glenda on 13th May to support engagement and explain the team around the person approach. (Amy, Simon)
Are these tasks useful?. Graeme to share