

RISK MANAGEMENT AUTHORITY

Board Meeting

15 June 2020, Video Conference

Board Meeting Minutes

Present

Mr David Crawford - Chair
Dr Aileen Burnett
Ms Jane Davey
Mr Terry Powell
Mr Chris Hawkes
Ms Michele Gilluley
Mr Stephen Swan
Mr Stephen McAllister

In Attendance

Mr Mark McSherry, Chief Executive
Mr Paul Keoghan, Director Corporate Services
Mr Geoff Taylor, Head Risk Practice

Welcome

1. The Chair opened the meeting and welcomed all present.

Apologies

2. No apologies were submitted.

Declarations of Interest

3. Mr Swan informed the Board that as he was also a member of the Parole Board he wished to record an interest in the paper relating to Parole Board matters. It was agreed the conflict of interest did not merit exclusion from the discussion on the Parole Board matter.
4. Mr McAllister noted an interest with Headtorch which is reference in paper 844. It was noted the Board had no involvement in the commercial arrangements between the RMA and Headtorch. It was agreed the conflict did not merit exclusion from the discussions relating to Headtorch.

Approval of Previous Minutes

5. Members reviewed and approved the minutes from the Board meeting held on the 18 May 2020 subject to a grammatical amendment to the section 12.2.

Action: DCS

Matters Arising

6. The Chair reminded members they have until the end of June to provide feedback on the Risk Management Plan form.

RMP & AIR Processes

7. OLR Performance Report – Board Paper 840

- 7.1. The Director Corporate Services presented the Delivery Team Report to the Board which updated members on key performance indicators relating to the OLR process which included risk assessment orders, risk management plan, implementation of plans, accredited assessors and OLR distribution.
- 7.2. The Board noted the contents of the report and queried whether the RMA had adequate assessors to meet Court demand.
- 7.3. The Chief Executive informed the Board the RMA was content there was an adequate number of accredited assessors to meet expected Court demand.
- 7.4. The Board noted a number of format issues with the OLR report which were recorded for feedback.

Action: HRP

8. Death in Custody Report – Board Paper 841

- 8.1. The Chief Executive presented the death in custody report to the Board which informed members of the evaluation outcome relating to the implementation of a risk management plan for an OLR offender who died in custody.
- 8.2. The Board noted the report and queried whether the outcomes noted in the report represented normal practice. The Head of Risk Practice informed the Board there was no evidence to suggest the outcomes noted in the report were representative of normal practice.
- 8.3. The Board also discussed concerns about having to wait for annual reporting periods to receive significant case updates. The Board noted this concern will be fully examined as part of the scheduled legislative review project.

9. Recall to Custody Report – Board Paper 842

- 9.1. The Head of Risk Practice presented the recall to custody report which informed members of the evaluation outcome for the implementation of a risk management plan for an OLR offender recalled to custody.
- 9.2. The Board noted the report and raised concerns regarding the capability of local authorities to manage OLR cases. The Chief Executive responded that there is no evidence to suggest that local authorities lack capability to manage OLR cases.

9.3. The Board enquired whether the streamlining of local authority reporting for OLR cases would improve matters. The Chief Executive informed the Board that local authority reporting was already streamlined through MAPPA guidance and the LSCMI.

9.4. The Board recognised new information was provided following the initial evaluation and requested the RMA re-evaluates the implementation report considering the new material and ascertain whether there was any issue with the quality of supervision provided in this case. The Board requested feedback to be provided on this matter at the next meeting in August.

Action: HRP

9.5. The Board also requested a case study on the supervision of all OLRs currently residing in the community be presented to the August Board.

Action: HRP

9.6. The Board also requested the community engagement strategy be tabled for discussion at the August Board together with an update on progress to date.

Action: DCS

10. Update on Covid-19 – Maintaining OLR Functions – Verbal Update

10.1. The Head of Risk Practice provides a verbal update to the Board which informed Members of contact undertaken with local authorities and SPS. The Head of Risk Practice confirmed SPS recently resumed normal business arrangements with the exception of the delivery of interventions which is being monitored.

10.2. The Board noted the verbal update.

Accreditation Governance

11. Update on accreditation Feedback – Board Paper 850

11.1. The Head of Risk Practice presented the accreditation report to the Board which informed members on the status of feedback issued to an accredited assessor.

11.2. The Board noted the report and queried when issuing guidance or feedback that the committee issue a reporting timeframe to support monitoring. It was agreed the Accreditation Committee would undertake to review this process.

Action: HRP

Policy and Research

12. There were no matter to report.

Standards and Guidelines

13. There were no matter to report.

Training

14. There were no matter to report.

Corporate Governance

15. Update on Covid-19 – Corporate Governance – Board Paper 844

15.1. The Chief Executive presented the report to the Board which informed members on actions undertaken by the Emergency Response Team in response to the Covid-19 emergency.

15.2. The Board noted the paper.

16. Review Committee Terms of Reference and Member Composition – Board Paper 845

16.1. The Director Corporate Services presented paper to the Board which required members to review both the terms of reference and membership composition of the Accreditation; Appeals; and Audit & Assurance Committees.

16.2. The Board noted the report and agreed the membership of the Audit & Assurance Committee should be reviewed by Autumn to mitigate loss of long standing members.

Committee Minutes

17. There were no Committee minutes to report to the Board.

Items for Noting

18. Register of Interest – Board Paper 846

18.1. The Director Corporate Services presented the report to the Board which required members to review the recorded registrations of interest.

18.2. The Board noted the report and agreed to provide any updates to their respective registration of interests.

19. Standing Orders – Board Paper 847

19.1. The Director Corporate Services presented the report to the Board which required members to review the current Standing Orders. The Director informed members the report contained no proposed amendments to the current set of Standing Orders.

19.2. The Board noted the report and agreed no updates were required.

20. **Scheme of Delegation – Board Paper 848**

20.1. The Director Corporate Services presented the report to the Board which required members to review the current Scheme of Delegation. The Director informed members the report contained no proposed amendments to the current scheme.

20.2. The Board noted the reports and agreed no updates were required.

21. **Members Code of Conduct – Board Paper 849**

21.1. The Director Corporate Services presented the report to the Board which required members to note the Code of Conduct for Board Members. The Director informed members the report contained no proposed amendments to the current code.

21.2. The Board noted the report.

22. **Assist Bulletin**

22.1. The Board noted the report and requested future updates be provided via the resources section of Boardbooks.

AOCB

23. The Chair advised members that a report on the accreditation withdrawal process will be provided for discussion at the August meeting.

Action: AC

24. The Chief Executive referred the Board to the contents of a letter received from Scottish Government in response to concerns raised by the RMA regarding the immediate release of OLR prisoners.

25. The Board noted the contents of the letter and welcomed the response received from Scottish Government.

Date of Next Meeting

26. The Board noted the date for the next meeting 17 August 2020.