RISK MANAGEMENT AUTHORITY

Board Meeting Minutes

17 February 2020, Glynhill Hotel, Paisley

Present
Mr David Crawford – Chair (attended parts 1 – 21.6)
Dr Aileen Burnett
Ms Jane Davey
Mr Terry Powell
Mr Chris Hawkes
Ms Michele Gilluley (attended parts 8.2 - end)
Mr Stephen Swan
Mr Stephen McAlister

In Attendance
Mr Mark McSherry, Chief Executive
Mr Paul Keoghan, Director Corporate Services
Mr Ross Pollock, Risk Practice Lead Development (attended parts 1 – 13.4)
Mr Paul Foy, Governance & Communications Officer (attended parts 1 – 9.6)

Welcome

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

Apologies

2. The Chair noted no apologies were submitted.

3. The Chair informed Members that Ms Gilluley is expected to arrive later in the meeting.

4. The Chair also informed members that the Chair required to leave the meeting by 12:30 at which time the Chair will transfer to Dr Burnett.

Declarations of Interest

5. There were no declarations of interest.

Approval of Previous Minutes

6. Members reviewed and approved the minutes from the Board meeting held on the 16th December 2019.

Matters Arising

7. There were no matters arising

RMP & AIR Processes

8. **Engagement Strategy – Board Paper 810**

8.1. Paul Foy presented the engagement strategy report to the Board.

8.2. Ms Gilluley attended the meeting.

8.3. The Board recognised the process flowchart may need to be adapted following ongoing discussions with the Parole Board on the issue of immediate release and the legislative compliance review conducted by AndersonStrathern.

8.4. The Board agreed the paper should be revisited upon conclusion of current discussions with Parole Board.

Policy and Research

9. **Update on Parole Board meeting – verbal**

9.1. The Chair provided Members with an update of the meeting held with the Parole Board which discussed the risk posed by immediate release decisions and related matters.

9.2. The Chief Executive informed Members that it was generally accepted by both parties that an appropriate period of deferment should be investigated as an alternative to immediate release.

9.3. The Chair stated that Scottish Government have to respond with a proposal which will be presented to the Board for consideration.

9.4. The Chief Executive informed Members the meeting discussed the Parole Board's duty to have regard to the Risk Management Plans and the potential drafting of a Memorandum of Understanding. The provision of training to Parole Board members on the risk management plan was also discussed.

9.5. The Board noted verbal update and welcomed the decision to investigate the option of release deferment.

9.6. Mr Foy left the meeting.

RMP & AIR Processes

10. **OLR Performance Report – Board Paper 811**

10.1. The Director introduced the OLR performance report to the Board.

10.2. The Chief Executive informed the Board the backlog in the evaluation of Annual Implementation Report is expected to be cleared by the start of the next financial year.

10.3. The Board noted the paper and welcomed the aim to have the backlog clear by the start of the new financial year.

11. Review of RMP – Board Paper 812

11.1. The Chief Executive introduced this paper which focused on the commencement of a project to review the Risk Management Plan form.

11.2. The Chief Executive requested that as part of the initial scoping exercise it would be useful to collate Members feedback on changes they would make to the current form.

11.3. The Board agreed to provide feedback to Geoff Taylor by mid-March on proposed changes to the form.

Action: Members

11.4. The Chief Executive agreed a change log would be issued to Members for completion.

Action: CE

11.5. The Chief Executive informed the Board feedback will be collated and discussed at the April Board meeting where a working group will be established to review contributions.

11.6. The Chief Executive informed the Board a project plan remained to be completed for this process and that the project plan will consider risks to the project.

11.7. The Board requested the current evaluation form be issued with the change log.

Action: CE

12. Review RMP Process – Board Paper 813

12.1. The Chief Executive presented the paper which sought Board approval to changes the current Risk Management Plan Approval procedures.

12.2. The Chief Executive reviewed the main changes to the RMP process which the Board were asked to consider.

12.3. The Board noted the paper and approved the proposed process without any amendments.

13. Review AIR Process – Board Paper 814

13.1. The Risk Practice Lead Development presented the paper which sought Board approval to changes to current AIR procedures.

13.2. The Risk Practice Lead Development reviewed the main changes to the AIR process which the Board were asked to consider.

13.3. The Board noted the paper and approved the proposed process without any amendments.

13.4. Mr Pollock left the meeting.

14. **Legislative Compliance Review – OLR Processes – Board Paper 822**

14.1. The Director presented the report which related to legal advice on current OLR processes. The Director informed Members that the purpose of this item was to introduce the report to Members and to request that Members provide feedback on the report by the end of March. The Director stated Member feedback would be collated with staff feedback and reviewed at the April Board meeting.

Action: DCS

14.2. The Board noted the report and agreed to provide feedback by the end of March.

Action: Members

14.3. The Board reviewed the impact of additional work being requested of Members and agreed additional fees would be claimable in relation to feedback requested for both the Legislative Compliance Review and the RMP Form.

Accreditation Governance

15. There were no matters to report.

Policy and Research

16. **Independent Significant Case Review – Board Paper 815**

16.1. The Chair introduced the paper.

16.2. The Chief Executive informed the Board the RMA has been asked to assess the presentation of risk assessment processes presented in significant case reviews. The Chief Executive stated the RMA will conduct a review of the last 6 SERs and the recommendations made in relation to risk.

16.3. The Board noted paper

Standards and Guidelines

17. There were no matter to report.

Training

18. There were no matter to report.

Corporate Governance

19. **Quarterly Financial Management Report - Board Paper 816**

19.1. The Director presented financial management report to the Board and informed the Board that as of the end of December the RMA was forecasting an underspend of £57,000.

19.2. The Director informed the Board that following this forecast the RMA subsequently submitted a request to Scottish Government to transfer £20,000 from the resource budget to capital with the intention that that the transfer will be used to acquire server software and hardware to host the new case management system.

19.3. The Board noted the paper.

20. **Quarterly Business Plan Performance Report - Board Paper 817**

20.1. The Director presented business plan performance report which focussed on the delivery of the RMA's three strategic objectives. The Director informed the Board that progress against the internet offending project and the review of RMA research and development strategy was impacted by the RMA's involvement in the HDC project which required the allocation of significant resources to support the review and delivery of new HDC processes. The Director confirmed that that elements of these objectives will transfer into the next financial year.

20.2. The Board noted the paper.

21. **Business Plan 2020-21 - Board Paper 818**

21.1. The Director presented the proposed business plan for 2020-21.

21.2. The Director informed the Board the business plan contained four strategic objectives; 15 operational objectives and seven continuous improvement objectives. The Director reviewed all objectives with the Board and described how the objectives contribute to the RMA's strategic aims and also how the will inform Justice Strategy and National Outcomes.

21.3. The Board queried whether the proposed strategic objective to provide advice to Scottish Government on the First Grant of Temporary Release (FGTR) was in fact an operational objective.

21.4. Following discussion the Chief Executive agreed the FGTR objective would be transferred to an operational objective.

Action: DCS

21.5. The Board noted and approved the business plan for 2020-21 subject to the above amendment.

21.6. Mr Crawford left the meeting.

22. **Financial Budget 2020-21 - Board Paper 819**

22.1. The Director presented the proposed financial budget for 2020-21.

22.2. The Director informed the Board the proposed budget sought an increase of £117,000 to current baseline funding. The Director confirmed the increase provided for one additional member of staff to support growth in OLR caseload and that the remaining increase related to changes to pension contribution rates and implementation of salary cost of living increases. The Director reviewed with the Board how the proposed budget would be allocated.

22.3. The Board noted and approved the proposed budget for 2020-21.

Committee Minutes

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

Items for Noting

24. **CPD Events – Board Paper 820**

24.1. The Board noted the CPD events report

25. **Consultations – Board Paper 821**

25.1. The Board noted the report on Scottish Government Consultations.

26. **Outcome of the Transforming Parole Scotland Consultation Report**

26.1. The Board noted the Parole consultation report.

27. **Safer Communities and Justice Monthly Brief – January 2020**

27.1. The Board noted the Safer Communities and Justice monthly brief.

AOCB

28. The Chief Executive updated the Board on the RMA's role on HDC and the impact of changes to corporate risks currently being monitored in relation to this item.

29. The Chief Executive advised the Board that in relation to the First Grant of Temporary Release FGTR a meeting with SPS and Scottish Government is scheduled for late February with purpose of scoping out what the review process will entail.

30. The Chief Executive also informed the Board that contact has been made with several agencies regarding victim safety which aligns with proposed business plan objectives for 2020-21.

31. There was no other competent business discussed.

Date of Next Meeting

32. The Board noted the date for the next meeting is 20 April 2020.