

RISK MANAGEMENT AUTHORITY

Board Meeting

19 February 2018, RMA, Paisley

Board Meeting Minutes

Present

Mr David Crawford (Chair)
Mr Stephen Swan
Prof. Hazel Kemshall
Ms Jane Davey
Mr Terry Powell
Mr Chris Hawkes
Dr Katharine Russell (Points 1-15 and 18-48)

In Attendance

Ms Yvonne Gailey, Chief Executive
Mr Paul Keoghan, Director of Business Performance
Ms Heather Irving, Head of Delivery (points 6 to 19)
Ms Emma Harley, OLR Case Worker (points 6 to 19)
Ms Hayley Warburton, OLR Case Worker (points 6 to 19)
Ms Rebekah Emmett, Risk Practice Lead (points 6 to 19)
Mr Mark McSherry, Head of Development (points 24 to 28)

Welcome

1. The Chair extended a warm welcome to all present.

Apologies

2. Apologies were received from Dr Aileen Burnett.

Declarations of Interest

3. Dr Russell declared an interest in case 167, hence it was agreed that she would leave the meeting while that case was being discussed.

Approval of Previous Minutes

4. The minutes from the Board meeting held on the 22nd of January 2018 were approved, subject to the amendment of two grammatical errors.

Matters Arising

5. The Chair provided an update on the Remuneration / Chief Executive Pay Review noted within January's minute. He advised that the RMA were given the opportunity to make an informal submission to the Scottish Government – this opportunity had been taken up and subsequent comments had now been received back. The Convener and Director will meet later today to discuss those comments and move this item forward.

RMP and AIR Business

6. Staff members Ms Irving, Ms Harley, Ms Warburton and Ms Emmett joined the meeting.
7. Mr Hawkes presented the Risk Management Plans to be considered by the Board for approval.

Para 8-17 redacted from the public minute – Data Protection

18. Dr Russell re-joined the meeting.
19. Ms Hume, Ms Harley, Ms Warburton and Ms Emmett left the meeting.

OLR Performance Report – Board Paper 674

20. The Director of Business Performance introduced the OLR Performance Report, highlighting that 15 RAOs had been issued by the High Court this year, of which 5 are currently in progress; that there are 163 OLRs, of which 158 are managed by SPS; 2 by a Local Authority and 3 by the NHS; and that Lead Authorities continued to be prompt in the submission of AIRs. There are 10 AIRs pending review with 1 overdue, however this particular case was given additional time and remains in hand. The number of accredited assessors remains at 15, of which 8 are currently available to the court.
21. The Board suggested that as time went on it would be useful for more detail to be provided on outstanding AIRs, to outline whether they related to individuals within closed or community settings; and whether their punishment part had expired or not.

Action: Head of Delivery

22. Ms Irving left the meeting.

Accreditation Governance

21. There were no matters to report.

Policy and Research

22. There were no matters to report.

Standards and Guidelines

23. There were no matters to report.

Training

Development Report – Board Paper 675

24. Mr McSherry joined the meeting.

25. The Head of Development introduced the Development Report, to inform the Board of progress relating to the Development functions, specifically Promoting effective practice; Standards and Guidelines; Training; and Research and evaluation.
26. The Board's attention was drawn to the RMA's contributions in the following areas:
- Progress within the MAPPA Development Group and Short-Life Working Group to update MAPPA guidance and ensure a consistent RMP format across MAPPA and LS/CMI.
 - The disaggregation of Throughcare services being kept under review for arising issues.
 - A LS/CMI ROSH report was produced and issued to Social Work Scotland.
 - Minimum practice standards for the management of MAPPA Level 1 have been updated and will be incorporated into the next publication of the MAPPA guidance.
 - Significant work to support the delivery of LS/CMI regarding change requests and helpdesk function. The RMA also held a well-received event for mentors in February, attended by representatives from 23 local authorities.
 - Risk Practice Training: 4 courses for 92 criminal justice social work have been delivered this year, providing an overall total so far of 524 staff trained / 63% of criminal justice staff. This equates to 1572 hours of training delivery.
 - 2 Police courses have been provided to 46 participants with one course planned for March, providing an overall total of 316 offender management officers trained.
 - RATED has been updated significantly this year.
 - Standards & Guidelines for Risk Assessment Report Writing have been drafted. The next stage will involve an equality impact assessment and design work, followed by a consultation period prior to publication later in 2018.
27. The Board noted the RMA was carrying a risk in relation to the internet offending research study due to challenges faced in recruiting a suitably qualified research lead. The Board were informed alternative options were currently being considered in order that risk be mitigated; this included considering the appointment of an external consultant.
28. The Board thanked the Head of Development for a very helpful report. Mr McSherry left the meeting.

Corporate Business

Financial Budget 2018-19 – Board Paper 677

29. The Director introduced the Financial Budget paper and drew the Board's attention to the following areas:
- A recent meeting was held with the Sponsor Department, at which the RMA's funding level was confirmed on the premise of a "maintenance" budget amounting to £1,312,067. Initially, the new funding will be funded from two sources, Grant in Aid and Reserves, with an acknowledgement reached that this budget will deplete RMA reserves. Subsequent baseline funding will therefore require to be uplifted to meet current expenditure levels.
 - Planned Expenditure for 2018-19 will be £1,318,529.
 - The budget provides for 20 staff including the Chief Executive; 19 permanent and 1 fixed term. Whilst the funding level agreed with the Sponsor Department provides for only 19 staff, savings from salary progression have been recycled to support the recruitment of 1 additional fixed-term member of staff through to the end of March 2019. The Sponsor Department also recognised the RMA currently have 15

permanent staff and approved the recruitment of 4 permanent posts to reach its funding level for 19 permanent staff.

- The budget is in line with Pay Policy, which outlines: Staff earning < £30,000 receive 3% cost of living increase; Staff earning >£30,000 receive a 2% cost of living increase; salary progression is sustained where applicable; and an on-going commitment to no compulsory redundancies.

30. The Director provided detail on each budget heading: staff salaries, Board salaries, recruitment, travel & subsistence, accommodation, IT & telecoms, professional fees, administration, training, research, capital expenditure and depreciation. It was highlighted that the lease for the RMA's premises expires in December 2018, with discussions underway to extend this. The process will also consider modifications to the office layout to allow for training delivery. It was highlighted that professional fees, which includes legal costs, does not include costs to defend actions against the RMA; such costs would be classed as 'unfunded' budget pressure subject separate funding.
31. The Director advised discussions regarding the revision to baseline funding with the Sponsor Department reached a positive conclusion resulting in an outcome which recognised the increase in the RMA's case load and the need for additional resources.
32. The Board requested a change to the wording of paragraph 4, noting that the planned expenditure 'allows' for the Board's recent decision to amend CE pay arrangements.
Action: DBP
33. The Board **approved** the budget of £1,312,067 and agreed that the remaining expenditure of £6,462 would be absorbed. The Board welcomed the positive discussions with the Sponsor Department and thanked staff for their efforts in this regard.

Business Plan – Board Paper 676

34. The Director introduced the draft Business Plan for 2018-19, advising it had been re-structured as per feedback from the Board. The Business Plan is therefore devised into three sections (i) Business Objectives, (ii) Operational (day to day) activities, (iii) Continuous improvement. The plan also contained an additional section for KPIs and Budget.
35. The Board discussed the plan and requested the order of the sections be changed, so the operational elements came before the objectives.
36. The Board highlighted wider considerations of the health service's role in supporting OLR offenders and the key contributions that health made to managing risk; suggesting that it would be useful to give greater thought to how those the roles and responsibilities were supported / aligned. The roles of health boards and health & social care partnerships was discussed and it was highlighted that each health board had a Prison Lead post, which would be a good point of reference. The Board also noted that there was an increasing likelihood of OLR offenders progressing from prison-based to community settings, recommending that it would be beneficial to monitor and develop the RMA's approach to this changing balance of risk. Staff agreed that consideration would be given to these two areas, with papers produced for the Board in due course. The Board also suggested that the Audit Committee play a role in this process.

37. The Board **approved** the Business Plan 2018-19 subject to the re-ordering specified above and on the proviso that additional content may be inserted in due course once consideration had been given to the points on health services and the changing balance of risk.

Action Point: DBP

Review Board Performance - Board Paper 678

38. The Board were advised that a questionnaire has been uploaded to Boardbooks for members to complete. Members were asked to complete this by the 9th of March. Once the results of the questionnaire have been collated these will be fed back to the Convener.

Committee Membership Review – Board paper 679

39. The Board were asked to consider amendments to the membership of each Committee, given the resignations of Prof. Kemshall and Dr Russell from the Board. It was agreed that Mr Powell would join the Accreditation Committee; and that Ms Davey would become the chair of the Accreditation Committee.

Action Point: DBP

40. The Director advised that he is seeking legal advice regarding the appointment of vice-chair in relation to the Accreditation Committee and will report on the outcome to the Board.

Review Members Register of Interests – Board Paper 680

41. The Director noted that all members had completed their register of interests and that this information would be uploaded to the RMA website. The Director also advised members they were required under the Code of Conduct to advise the RMA of any changes as they arise.

Review Members Code of Conduct – Board Paper 681

42. The Director led on this paper which requested members reviewed the attached Members Code of Conduct. The Director informed Members there were no proposed changes to the current code.

43. The Board noted the Members Code of Conduct.

Committee Minutes

44. There was no matters to report.

Any Other Business

45. The Chair advised the Board that both he and Mr Swan had recently attended a finance workshop for Board members, which they found useful and would recommend. A further workshop is scheduled to be held in Glasgow in April, hence if any other members wish to attend, they should advise staff to make the arrangements.

46. The Chair provided an update on Board appointments and advised that Mr Swan and Mr Hawkes had agreed to extend their current terms. Arrangements for the appointment of two new members has commenced, with contact made with Sponsor Department to take this matter forward. It is envisaged the appointment process will extend to August.
47. The Chair wished to record the gratitude of the Board and staff to Prof. Kemshall for her outstanding service as a member of the RMA Board. All present echoed those sentiments and wished her well.
48. The Chair thanked members for their contributions and to the staff for their efforts in preparing papers, and brought the meeting to a close.

Date of Next Meeting – 19 March 2018