

RISK MANAGEMENT AUTHORITY

Board Meeting

19 June 2017, RMA, Paisley

Board Meeting Minutes

Present

Mr David Crawford (Chair)
Mr Stephen Swan
Mr Chris Hawkes
Dr Katharine Russell
Ms Jane Davey
Mr Terry Powell
Dr Aileen Burnett

In Attendance

Ms Yvonne Gailey, Chief Executive (points 1 to 53)
Mr Paul Keoghan, Director of Business Performance
Mr Ross Pollock, Senior OLR Case Worker (points 11 to 31)
Mrs Lesley Martin, OLR Case Worker (points 11 to 31)
Ms Sharon Hume, OLR Case Worker (points 11 to 31)
Ms Heather Irving, Head of Delivery (points 11 to 31)
Mrs Rachel Webb, OLR Case Worker (points 11 to 31)
Mr Paul Foy, Governance & Communications Administrator (points 11 to 31)
Mr Mark McSherry, Head of Development (points 33 to 37)
Ms Lesley Garrick, Kornferry/Hay Group (points 54 to 57)

Welcome

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

Apologies

2. The Board noted apologies from Prof. Hazel Kemshall.

Declarations of Interest

3. The meeting was called to order and Members asked for any declarations of interest. For the benefit of the new members, the Director of Business Performance advised that declarations of interest was a standing item at Board meetings and if members had any queries to contact him directly, or refer to the Board's Standing Orders for full details.
4. The Chief Executive declared a conflict of interest in relation to Board Paper 612 - Chief Executive Salary & Job Description Review.
5. The Board noted the Chief Executive's conflict of interest and agreed the matter be discussed in the absence of the Chief Executive.

6. No other conflicts were declared.

Approval of Previous Minutes

7. The minutes from the Board meetings held on the 24th of April and 18th of May 2017 were noted and approved by the Board.

Matters Arising

8. There were no matters arising.

RMP and AIR Business

9. The Chair informed new Members the current process for Risk Management Plan (RMP) approval, whereby the Board considered all plans submitted to the RMA, is currently under review. The Chair noted the amended process is likely to involve delegation of duties to staff and a proposal is expected to be presented to the Board in the near future.
10. Mr Chris Hawkes presented the Risk Management Plan cases being considered by the Board for approval.
11. Staff members Ms Hume, Ms Irving, Mrs Webb, Mrs Martin, Mr Pollock and Mr Foy joined the meeting.

Para 12-27 was redacted from the public minute – Data Protection

28. The Board commented generally on the inclusion of appendices within some RMPs. It was agreed that plans should be stand-alone documents, with appendices only provided where pertinent, for example for detailed risk assessment information. Staff advised they would monitor this and raise it with SPS HQ as necessary.
29. The Chair suggested that a buddy system could be introduced for next month's meeting to assist in the integration of the new Board members to the RMP approval process.

OLR Performance Report – Board Paper 611

30. The Director of Business Performance introduced this report and gave an overview of its purpose to the new Board members. Key items to note were:
 - 3 Risk Assessment Orders have been made by the High Court since April;
 - 4 Risk Assessment Reports are currently in progress, with a further 4 having been submitted to the court for consideration;
 - there are currently 154 OLR offenders (149 within SPS, 2 local authority and 3 within NHS);
 - The punishment part has expired for 95 (62%) of the OLR population;
 - The processing of Annual Implementation Reports (AIRs) is performing well. 36 AIRs are expected over the next 4 months;
 - 8 of the 15 Accredited Assessors are currently available to the High Court;

- In a recent case, the High Court decided not to impose an OLR on an offender whose Risk Assessment Report indicated a high risk rating.

31. The Board noted the report and thanked staff for their efforts. Staff members Ms Hume, Ms Irving, Mrs Webb, Mrs Martin, Mr Pollock and Mr Foy left the meeting.

Accreditation Governance

32. There were no matters to report.

Policy and Research

Prediction of violent reoffending on release from prison – Board Paper 620

33. The Head of Development joined the meeting.
34. The Head of Development introduced this paper, which provided an overview of a proposal for the RMA to assist the author of the Oxford Risk of Recidivism (OxRec) risk assessment tool by providing access to LS/CMI data routinely gathered from local authorities. This data would then to be used to assess the predictive performance of OxRec using data from a Scottish cohort.
35. The Board were advised that any data provided would be anonymised and that relevant local authorities would be informed of any data sharing (in line with current data sharing agreements in place). Staff confirmed that consideration of the proposal was in alignment with the RMA's budgetary position. It was also noted that the RMA regularly receive requests of this nature and as such a protocol would be developed to direct how research proposals are managed going forward. Staff also agreed to clarify the scope of the work proposed by the authors, to confirm whether evaluations would consider gender and correlations between index offences and further offences.

Action Point: Head of Development

36. The proposal was noted by the Board.
37. The Head of Development left the meeting.

Standards and Guidelines

38. There were no matters to report.

Training

39. There were no matters to report.

Corporate Business

Board Skills Matrix & Committee Membership – Board Paper 613

40. The Director of Business Performance introduced this paper, advising that its purpose was to inform how the skills of the Board members were utilised, identify what skills were present within the group and to contribute to RMA Board succession planning. It was highlighted that this was relevant given the recent recruitment of new Board members and Prof. Kemshall's term of office finishing in November 2018.
41. The Board advised that Dr Burnett's name should be added to the Research column in the skills matrix. The Board also suggested that in relation to Human Rights the term 'expertise' be changed to 'working knowledge', noting that the Board more often required the ability to recognise risks and take action accordingly such as seeking appropriate expert advice.
42. The Board noted the paper and agreed to revisit the skills matrix again in November.

Action Point: DBP

43. The Board reviewed Committee membership and agreed new Members would fulfil positions initially, with a review of the membership scheduled for a later date (either in November, alongside a review of the skills matrix, or as part of the annual review of the Committees scheduled for Feb/March 2018). This arrangement would facilitate current needs and allow time for the new members to gain experience of their roles. It was agreed that Mr Crawford would join the Accreditation Appeals and the Remuneration Committees, Dr Burnett would join the Accreditation Committee, Ms Davey would join the Accreditation Committee and Remuneration and Mr Powell the Audit Committee.

Action Point: DBP

Corporate Risk Management Strategy – Board Paper 614

44. The Director of Business Performance introduced the paper on Corporate Risk Management Strategy to the Board. The Director advised Members that the strategy outlined the RMA's process of identifying significant risks to the achievement of the organisations strategic and operational objectives, evaluating their potential consequences and implementing the most cost effective way of controlling them.
45. The Board were content with the strategy, with no changes proposed.

Business Continuity Plan – Board Paper 615

46. The Director of Business Performance introduced the Business Continuity Plan. The Board noted the contents of the Business Continuity Plan and were advised that the plan was reviewed and updated annually.
47. The Board requested a live test of the plan be conducted over the next year.

Action Point: DBP

Fraud Policy – Board Paper 616

48. The Director of Business Performance introduced the annual review of the Fraud Policy. The Board were advised that the Fraud Policy was reviewed by the Audit Committee on 19 September 2016 with no amendments identified.
49. The Board noted the policy.

HR Performance Report – Board Paper 617

50. The Director of Business Performance introduced the 6 month review of Human Resources and advised Members that opportunities for Board training and development would be provided in a paper at the next Board meeting
51. The Board noted the paper.

Committee Minutes

52. The Board noted the Audit Committee minutes for 19/12/2017 and the Remuneration Committee minute from 20/03/2017.

Chief Executive Salary & Job Description Review – Board Paper 612

53. The Chief Executive, having noted a conflict of interest in this item, left the meeting.
54. Ms Garrick from Kornferry/Hay Group joined the meeting.

Para 55-57 was redacted from staff and public – Corporate Sensitive Information

Any Other Business

58. There was no other competent business.

Date of Next Meeting – 21 August 2017