

RISK MANAGEMENT AUTHORITY

Board Meeting

19 September 2016, RMA, Paisley

Board Meeting Minutes

Present

Mr Peter Johnston (Convener)
Prof Hazel Kemshall
Dr Anne MacDonald
Mr Stephen Swan
Dr Katharine Russell
Mr Emcee Chekwas

In Attendance

Ms Yvonne Gailey, Chief Executive
Mr Paul Keoghan, Director of Business Performance

Apologies

Mr Chris Hawkes

Declarations of Interest

1. The Convener called the meeting to order and asked Members for any declarations of interest.
2. The Convener noted there were no declarations of interest.

Minutes of Previous Meeting – 18 July 2016

3. The Chief Executive advised the Board that the Action List number 5 – the revised evaluation template will be presented at RMP Approval Committee today.
4. In relation to minute number 9 the Risk Assessment Report will not need to be included in the dossier that is given to Board members, this was agreed at a meeting after the last Board meeting. The Chief Executive agreed that the Review of the RMP process and practice paper will be uploaded to Board books today for the Board to review and feedback any comments before the next Board meeting in November 2016.
5. The Board agreed the minutes were an accurate account of the meeting held on 18 July 2016.

Matters Arising

6. There were no matters arising.

Review Board and Committee Structures – Board Paper 551

7. The Convener introduced the paper titled Review Board and Committee structures to the Board. Members considered the paper provided the following feedback:

- Members agreed both the RMP Approval Committee and the Research and Training Committee should be dissolved and their relative functions be assumed by the Board.
- Members agreed it would also be effective to incorporate “Task and Finish” groups to deal with ad hoc projects. Members agrees that such groups would report back to the Board.
- Members agreed the proposal contained in the paper be conducted on a trial basis and will commence upon approval of a revised set of Standing Orders. The Board requested a draft set of Standing Order be presented to at the November Board meeting.

Actions: DBP

- Members agree the Board will continue to convene every 2 months, with the option for ad-hoc meetings when required.

Resource Implications for future scenarios – Board Paper 552

8. The Chief Executive presented the Resource Implications of future scenarios to the Board advising that this paper was requested by the Audit Committee in June where it was agreed the paper should be presented to the Board.

9. The paper outlines 3 different scenarios:

- The 1st one is with a funding of £990K, this is the position that was likely and imminent in July 2016 had the reserves not been made available to us.
- The 2nd with £1,135,000, this is the current position that is sustainable until December 2018.
- The 3rd with £1,295,000, this demonstrates a staffing resource that RMA estimate could sustain the delivery of statutory functions to a desirable level for approximately 5 years.

10. The Board discussed the statutory functions and how they are deliverable under each scenario as they are in the Legislation and agreed that they are not under scenario option 1.

11. The Chief Executive advised that the RMA has commenced discussions with the Scottish Government in regards to funding.

12. The Board requested the paper reflect upon the legislative functions of the RMA, the contribution the RMA makes to the criminal justice system, additional work undertaken on request of Scottish Government, and the legal implications of the RMA being restricted in its ability to fulfil its legislative functions.

13. The Chief Executive agreed to update the paper and present it to the Sponsor Department.

Action: CE

CE Update - Board Paper 553

14. The Chief Executive introduced the CE update to the Board.
15. The Director of Business Performance advised the Board the RMA plans to issue fixed term contract extension to 4 members of staff and the cost will be funded from current reserves. All 4 contracts will be extended to 31 December 2018.
16. The Chief Executive informed the Board that a planning meeting for the Board vacancies had still to go ahead but the interviews for these posts will take place in December 2016. The Chief Executive confirmed two current Board members will form part of the interview panel. The Chief Executive also confirmed that the appointments commissioner approved a temporary extension to Mr Chekwas term as Board Member.

Monthly Bulletin – Board Paper 554

17. The Board noted the contents of the Monthly Bulletin.

RMP Approval Committee Minutes – 20 June 2016

18. The Board noted the RMP Approval Committee minutes of the 15 February 2016.

Any Other Business

19. **Order of Lifelong Restriction -Service Evaluation – Board Paper 555 -**
The Chief Executive advised the Board that this paper should have been included in today's agenda. The paper will be uploaded onto Board books after today's Research and Training Committee, with any updates for the Board to read and comments given back over the next few weeks. The Research and Training Committee are asking for the Board views on how the paper could be used in terms of the dissemination to any of the findings in it.
Action: Board Members
20. The Convener requested that Board members complete their comments and future training parts in their relevant appraisals and return to him by the end of the month.
21. The Convener advised the Board that this was his last Board and Committee meeting and expressed his gratitude and how much he enjoyed working with all Members of the Board, both past and present.

22. The Board expressed their thanks to the Convener for leading the RMA Board for the last 10 years.

Date of Next Meeting – 21 November 2016