

# **RISK MANAGEMENT AUTHORITY**

## **Board Meeting**

**20 June 2016, RMA, Paisley**

## **Board Meeting Minutes**

### **Present**

Mr Peter Johnston (Convener)  
Ms Elizabeth Carmichael  
Prof Hazel Kemshall  
Mr Stephen Swan  
Mr Chris Hawkes  
Dr Katharine Russell  
Mr Emcee Chekwas  
Dr Anne MacDonald (via telephone)

### **In Attendance**

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

### **Apologies**

No apologies submitted.

### **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 – 16 May 2016**

3. The Board was advised that the minutes of the meeting held on 16 May 2016 were not yet available.

### **Matters Arising**

4. Not applicable.

### **Review of RMP Process and Practice – Board Paper 542**

5. The Board discussed the proposals for change to the current RMP approval process and agreed that:
  - A paragraph be added which would refer to existing practice in other agencies.

- That the wording of section 12 of the Criminal Justice (Scotland) Act 2003 be added to the paper 'The Risk Management Authority may subject to sub section 3 do anything it considers necessary or expedient for the purpose of or in connection with the exercise of its functions'.
6. The Board discussed the role of OLR Case Workers and the competencies they require in order to evaluate RMPs and agreed that:
    - A detailed paragraph should be written to describe the specific skills and competencies that OLR Case Workers require/have. This should be undertaken in the development of the implementation plan.
  7. The Board agreed that 6 months from the date of start of implementation the Board will review progress of the interim model.
  8. The Board discussed the format of the Risk Management Plans and the Staff Evaluations. The Chief Executive advised that work on revising the Staff Evaluations forms is almost complete. A considered approach is needed in relation to Substantial change to the RMP template as it is now used consistently across the criminal justice agencies.
  9. The Board discussed the challenges of balancing the RMA's statutory functions and noted the actions that the Audit Committee had instructed for its meeting in September.

#### **Any Other Business**

10. The Convener gave an update on the appointments for a new Convener and Board members advising that a meeting is scheduled to take place in July to discuss this. He advised that Professor Kemshall has agreed to assume the role of vice-convener, and thanked Dr MacDonald for her excellent contribution as vice-convener and Board Member.

**Date of Next Meeting – 18 July 2016**