

## **RISK MANAGEMENT AUTHORITY**

### **Board Meeting**

**20 March 2017, RMA, Paisley**

### **Board Meeting Minutes**

#### **Present**

Prof Hazel Kemshall (Chair)  
Dr Anne MacDonald  
Mr Stephen Swan  
Mr Chris Hawkes  
Dr Katharine Russell

#### **In Attendance**

Ms Yvonne Gailey, Chief Executive  
Mr Paul Keoghan, Director of Business Performance  
Mr Ross Pollock, Senior OLR Case Worker (points 5 to 13)  
Ms Adele Ahmet, OLR Case Worker (points 5 to 13)  
Ms Lainie Mclvor, OLR Case Worker (points 5 to 13)  
Mr Paul Foy, Governance & Communications Administrator (points 5 to 13)

#### **Apologies**

There were no apologies submitted.

#### **Declarations of Interest**

1. The meeting was called to order and Members asked for any declarations of interest.
2. There were no declarations of interest.

#### **Approval of Previous Minutes**

3. The minutes of the Board meeting on the 20<sup>th</sup> of February 2017 were approved.

#### **Matters Arising**

4. There were no matters arising.

#### **RMP and AIR Business**

5. Mr Chris Hawkes presented the Risk Management Plan cases being considered by the Board for approval and was joined by the following staff members Mr Pollock, Ms Ahmet, Ms Mclvor and Mr Foy.

*Para 6-11 redacted from the public minute - Data Protection*

## **OLR Performance Report February 2017 – Board Paper 593**

12. The OLR Performance Report was introduced by the Director of Business Performance, who advised there had been sixteen RAOs to end of February this year; that processes for RMP and AIRs are up to date and performing well; and that 9 of the 15 Accredited Assessors were currently available to the High Court. The Board noted the report, commenting that the current position regarding AIRs was particularly welcome.
13. Staff members Mr Pollock, Ms Ahmet, Ms Mclvor and Mr Foy left the meeting.

## **Accreditation Governance**

### **Accreditation Process - Board Paper 589**

14. The chair of the working group charged with reviewing the accreditation process introduced this paper, advising that its purpose was to provide a stand-alone document that outlined the reasoning, rationale and structure for the updated accreditation process; and facilitate the opening of the list to new applicants.
15. Background information to the paper was provided, with Members advised that during its initial years, the RMA sought to accredit up to 20 assessors - this required working with practitioners to encourage applications, and training was also provided to help meet the necessary standards. The decision was taken to close the list in 2010, when the cohort of assessors was deemed to be at an optimum level.
16. The working group were agreed it would be advantageous to open the list again to new applicants and provide an opportunity for appropriately-skilled individuals, who were currently undertaking high level reports, to apply for accreditation by the RMA.
17. The Board were advised the new process was developed in consultation with the RMA's legal advisors, to provide a scheme that was fit for purpose, fair and manageable. The new process provides significant benefits in how it will be administered, whilst providing clarity and transparent decision making.
18. The Board debated whether benefit would be gained from incorporating an independent voice within the new process. It was subsequently agreed that a senior staff member would act as an advisor to the Accreditation Committee, with a remit to both inform and challenge. The Accreditation Committee will also retain its ability to seek expert advice as it requires, to aid its decision making. Good examples of this were cited, including the legal advice taken that it is possible to re-accredit assessors. It was suggested that the Committee must function as a 'court-like' body, following the legislation in a clear and transparent manner. Overall, the Board were assured that the process was underpinned by legal compliance and was in line with best practice. It was also confirmed that evidencing the competencies outlined within the process would provide the basis for accreditation decisions.
19. The Board reviewed the aims and principles of the accreditation process. It was agreed that the aim be amended 'to provide the High Court with access to an adequate number of expert assessors at any one time.' The Board also agreed that the principles underpinning how the aim will be delivered should demonstrate the components of integrity; and the following principle be inserted 'the process used will be transparent, fair, objective and non-discriminatory'.

**Action: HDeI**

20. The composition of the Accreditation Committee was discussed by the Board, with an acceptance of the benefits of having a membership that contained a balance of clinical/forensic expertise with broader skills. It was agreed that the Board will revisit the composition of the Committee and its Chairperson in due course, once the complement of new Board members has been confirmed.
21. The Board were advised that one item remained to be resolved, namely References; and whether these should be sought or not. It was agreed that these items would be taken forward at subsequent meetings.
22. In terms of progress, this review of the process sees the end of stage 1 (initiation & definition), with further development work to be completed in stage 2 (development). It is anticipated that stage 2 will take approximately four months, with tasks incorporated into the RMA Business Plan 2017-18. There are interdependencies such as revised standards and guidelines which will be factored in. The opening of the list will be stage 3 (recruitment). The importance of confirming diaries at the beginning of stage 3 was stressed, given the legislative timescales imposed once the list opens.
22. Proposals were provided regarding quality assurance, with the new process identifying initial accreditation as the key point in the overall process. The first RAR produced by each assessor will be quality assured, with a high level overview provided thereafter. Future reaccreditations will consider RARs produced by the assessor at three year intervals. Overall, the new process will provide clarity on Member and staff roles, with quality assurance processes that reduce requirements upon staff.
23. The Board discussed the scenario of receiving more suitable candidates than were positions available, and confirmed that the Committee will proceed on the basis of identifying those applicants who best meet the criteria and competencies.
24. The Board raised that the new process could have a potential impact upon the current assessor group, and were advised that quality assurance and reaccreditation procedures would continue to place the onus on the assessor to demonstrate they meet the criteria and competencies; with reports that evidenced adherence to standards and guidelines.

**Action : HDeI**

**Policy and Research**

25. There were no matters to report.

**Standards and Guidelines**

26. There were no matters to report.

**Training**

27. There were no matters to report.

**Corporate Business**

**Financial Budget 2017-18 - Board Paper 582  
CE Update – Board Paper 591**

28. The Director of Business Performance provided an overview of this paper, which outlined the proposed budget for 2017-18. The key elements of the budget were:
- Grant in Aid of £1m, up from last year's budget of £985k. The request for £15k of additional funding relating to increases in legal costs.
  - A draw down of £143k of funding from reserves to support the salary costs of 4 fixed term members of staff.
  - £6.3k of additional funding for the delivery of Risk Practice training.
  - Staff costs remain the largest element of the budget at £918k. The budget proposes adoption of the Scottish Government Pay Remit, which outlines a £400 cost of living increase for staff earning under £22k per annum; a 1% cost of living increase for staff earning over £22k per annum; pay progression where warranted; and continuation of the no compulsory redundancies policy.
  - Accommodation & Infrastructure costs of £152k, which incorporates an alignment of building services contracts.
  - I.T. costs increase of £3k due to additional requirements for records management software licences and Boardbook licences.
  - Administration overheads at £72k, which includes the additional legal costs.
29. The Board were advised that discussions were ongoing with the Department Sponsor to confirm the RMA's objectives and budget for 2017-18. Proposals being discussed centre upon the continued delivery of Risk Practice training and the development of guidelines for the risk assessment of internet offending. The Board were informed the RMA had recently received confirmation that the baseline budget would be increased by £100k to support delivery of these items. The Board welcomed the discussions and progress being made with the sponsor department; and suggested that it intimated a recognition of the RMA's research and development duties. It was agreed that as discussions were ongoing, an updated position would be presented to the Board for their consideration in April; accepting that the budget headings for areas such as administration, accommodation and infrastructure would likely remain as forecast.

**Action Point: DBP**

### **Corporate Business Plan 2017-18 - Board Paper 590**

30. The Board noted that an updated paper will be presented at the April Board meeting.

**Action Point: DBP**

### **Funding Strategy Update Report – Board Paper 593**

31. The Board discussed the Funding Strategy, which outlines a stepped process for Board actions regarding future budget allocations. The Board noted a prior decision, whereby escalation from one stage to the next would require Board approval.
32. The Board reiterated the views provided earlier, that the current discussions with the Department Sponsor were an encouraging and welcome development; signifying positive progress. The Board suggested that it would be useful to better understand the Department Sponsor's expectations in terms of future policy intent, long term RMA responsibilities; and interaction with other public bodies such as Community Justice Scotland. The Board felt that progress had created room for further dialogue, which would allow the RMA to take forward the underlying resource issues that remain to be

addressed. The Board were mindful of the wider uncertainties within the public sector generally, which created difficulties for future planning.

33. The Board agreed there should be no escalation of the future funding strategy at this time. The Chief Executive will maintain discussions with the Sponsor Department and report monthly to the Board. The Board highlighted that the anticipated appointment of a new RMA Convener and three Members also made it prudent to remain within stage one of the strategy position until such times as those individuals were in place.

#### **Monthly Bulletin - Events and Conferences – Board Paper 592**

34. The paper was noted.

#### **Committee Minutes**

35. There were no Committee minutes for monitoring.

#### **Any Other Business**

36. Apologies were submitted by Mr Hawkes and Mr Swan for May 2017's Board meeting. It was noted that as only two Members would be present, May's meeting would now be held over. Staff will review the business scheduled and liaise with Members regarding any variations and arrangements.

**Action Point: DBP**

37. The Chair and Members wished to record their thanks to Dr MacDonald in this her last Board meeting, for her valuable contributions as a Member since 2008.

#### **Date of Next Meeting – 24 April 2017**