

# RISK MANAGEMENT AUTHORITY

## Board Meeting

24 April 2017, RMA, Paisley

### Board Meeting Minutes

#### Present

Prof Hazel Kemshall (Chair)  
Mr Stephen Swan  
Mr Chris Hawkes  
Dr Katharine Russell  
Mr David Crawford

#### In Attendance

Ms Yvonne Gailey, Chief Executive  
Mr Paul Keoghan, Director of Business Performance  
Ms Adele Ahmet, OLR Case Worker (points 7 to 12)  
Ms Sharon Hume (OLR Case Worker (points 7 to 12)  
Ms Heather Irving, Head of Delivery (points 7 to 12)  
Ms Lainie Mclvor, OLR Case Worker (points 7 to 12)

#### Welcome

1. A warm welcome was extended to the new RMA Convener, Mr Crawford, who attended the meeting as an observer.

#### Apologies

2. Apologies were submitted by Mr Terry Powell, Ms Jane Davey and Dr Aileen Burnett.

#### Declarations of Interest

3. The meeting was called to order and Members asked for any declarations of interest.
4. Prof. Kemshall raised a potential conflict of interest regarding Agenda item 9.4: RMA Publication, due to her involvement in this publication.

#### Approval of Previous Minutes

5. The minutes from the Board meeting held on the 20<sup>th</sup> of March 2017 were reviewed by the Board. A change of wording was suggested for paragraph 6 – replacing the term ‘learning disability’ with ‘different clinical assessments’. The Board also queried the use of the term ‘reaccreditation’ in paragraph 24. It was noted that ‘accreditation’ was the term recognised within the legislation, with the term ‘reaccreditation’ used internally to distinguish between processes for new or current assessor applications. It was argued that official / external communications should use ‘accreditation’ only to avoid confusion. It was agreed that paragraph 32 regarding the future funding strategy be split into two paragraphs for clarity. The minutes of 20/03/2017 were approved.

**Action Point: DBP**

## **Matters Arising**

6. It was noted the Board meeting scheduled for May 2017 would be held in a conference call format, to consider RMP and AIR business only. All other business items will be deferred to June 2017.

## **RMP and AIR Business**

7. Mr Chris Hawkes presented the Risk Management Plan cases being considered by the Board for approval and was joined by staff members Ms Hume, Ms Irving, Ms Mclvor and Ms Ahmet.

*Para 8-10 redacted from the public minute – Data Protection*

## **OLR Performance Report March 2017 – Board Paper 595**

11. The Director of Business Performance introduced the OLR Performance Report, which provided end of year figures for 2016/17. The Director advised that a total of seventeen Risk Assessment Orders were made by the High Court over the 12 month period; that the current number of OLR cases was 153, comprising 148 managed by SPS, 3 by NHS and 2 by local authorities; that the punishment part had expired for 93 or 61% of the OLR offenders; that 8 of the 15 Accredited Assessors were currently available to the High Court; and that the ongoing management and evaluation of Annual Implementation Reports was operating very effectively, with no overdue reports. The Board thanked the Director for the report and praised staff for the significant progress made regarding Annual Implementation Reports.
12. The Chief Executive advised the Board that Ms Hume has completed her secondment and will return to her post as OLR Case Worker while Ms Mclvor will be leaving her OLR Case Worker post to take up a new opportunity with Includem. The Board thanked Ms Mclvor for her contributions and wished her well. Staff members Ms Ahmet, Ms Hume, Ms Mclvor and Ms Irving left the meeting.

## **Accreditation Governance**

### **Accreditation Terms of Reference – Board Paper 596**

13. The Board noted and accepted the changes made to the Accreditation Terms of Reference.

## **Policy and Research**

14. There were no matters to report.

## **Standards and Guidelines**

15. There were no matters to report.

## **Training**

16. There were no matters to report.

## **Corporate Business**

### **Business Plan 2017-18 – Board Paper 597**

17. The Director of Business Performance introduced the Business Plan for 2017-18 and advised the Board that the plan had been produced following engagement with the Sponsor Department, who had recommended the inclusion of business-as-usual items of RMA activity as well as new initiatives. The Board were advised that the plan will be broken down further into a working document, with milestones, timescales and staff responsibilities assigned to each objective.
18. In terms of Strategic Aim 1, key areas to note were the introduction of a long-term project on internet offending, which will involve the development of a structured method that considers risk and risk resource. A detailed research plan will be produced, which will be presented to the Board as part of this process. Research staff are also currently being recruited to take forward this area of work. Other objectives include developing a modified Risk Practice Course for Case Managers; and a review of the OLR legislation, which will be compiled into a report with recommendations for Scottish Ministers.
19. Objectives under Strategic Aim 2 include the implementation of Accreditation processes, to accredit existing assessors and increase the cohort to 20; an anticipated receipt of 15 initial Risk Management Plans and 25 amended plans for approval; the introduction of a new OLR case management system, to enhance the usage of information for management, reporting and research purposes; the delivery of 6 Risk Practice Courses to 150 social workers and 3 courses to 75 police staff; and consideration of a sustainable model for future Risk Practice Course delivery.
20. The Board enquired about the implementation timescale for the revised RMP approval process, and were assured of the intention for this to be introduced as quickly as possible – a revised scheme of delegation is being developed and the recruitment of a Risk Practice Lead to support this process will be concluded shortly. It was highlighted that it would be beneficial for the new tiered approach to be implemented from June onwards if possible, to tie in with the introduction of new Board members.
21. Key items to note under Strategic Aim 3 included the quality assurance of Risk Assessment Reports; evaluations the impact of Risk Practice Training; a review of the format, presentation and delivery of the Risk Assessment Tools Evaluation Directory (RATED); and the taking forward of actions concerning the LS/CMI, with discussions planned regarding resources, system changes, data sharing, priorities and responsibilities.
22. The Board highlighted the importance of measuring outcomes, to identify the extent to which RMA outputs impact upon the wider purpose of reducing reoffending and making Scotland safer. For example, under risk practice training, it would be beneficial to investigate what the 'practice outcomes' were, as well as 'learning outcomes'. This would help to identify the training inputs that lead to positive changes in practice. The Board were advised of several linked activities, including the recruitment of research staff, the development of a research strategy; and the gathering of LS/CMI data, which will all contribute to the measurement of such outcomes. It was agreed that these linkages could be presented more clearly, to provide a path for stakeholders

and practitioners to follow. Thus it was agreed that an additional objective would be developed, to formulate a means of recording and articulating the benefits of outputs to practice.

**Action Point: CE**

23. The Board **approved** the Business Plan for 2017-18.

#### **RMA Budget 2017-18 – Board Paper 598**

24. The Director of Business Performance provided an overview of this paper, which outlined an updated budget for 2017-18, taking account of the additional funding allocated to the RMA by the Sponsor Department. The key elements of the budget were:
- Proposal for the RMA to operate a budget of £1.2m for 2017-18.
  - £1.085 of core grant funding, supplemented by a draw down of funding from reserves to support the salary costs of 4 fixed term members of staff.
  - £963k or 78% of the budget relates to staffing costs, which takes account of recruitment plans.
  - 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.
  - Overheads of £57k, which represents a decrease of £8k. Savings attributed to printing costs as the RMA utilises digital means of producing publications and circulating meeting papers.
  - Plans for the delivery of Risk Practice Courses in no-cost venues.
  - Capital expenditure of £50k regarding the introduction of a new OLR case management system.
25. The Board were advised of recruitment plans, comprising of a Research Lead (permanent) Research Assistant (fixed term) and Risk Practice Lead (permanent) positions. The recruitment of a Risk Practice Lead within the Delivery Team will mitigate the risk of knowledge / seniority gap between Grade 4 Case Worker staff and Grade 7 Head of Delivery.
26. It was noted that ongoing dialogue will continue between the RMA and Sponsor Department to formulate future resource plans for the requirements currently being met by fixed term staff.
27. The Board **approved** the budget for 2017-18.

#### **Future Funding Strategy Update – Board Paper 599**

28. The Board were informed that the RMA has received its Grant in Aid letter from the Sponsor Department, however the wording used did not fully reflect the plans agreed in prior discussions. The RMA Chief Executive raised this and has been assured verbally that the wording does not represent a deviation from the agreed position. The RMA Chief Executive is scheduled to meet with the Sponsor Department later this week as part of ongoing discussions and will report back to the Board in June.

29. The Board intimated no changes to the ongoing position as agreed at March 2017's Board meeting, thus confirming no escalation of the future funding strategy at this time (remaining at stage 1 of the process).

**Publication – exploring the implementation of the OLR – Board Paper 600**

30. It was agreed that Prof. Kemshall could attend this section of the meeting in order to answer any questions. The Board were informed of the RMA's contribution to a forthcoming book, to be published later in the year, which contains a chapter that examines the first ten years' application of the OLR. The Board were advised that the RMA provided content related to the OLR that was based upon up to date data taken from the LS/CMI, which had been reviewed for accuracy. The focus of this particular volume within the book was preventative sentencing (with a previous chapter that reviewed the application of preventative sentencing in English law). It was deemed pertinent by the authors that Scotland is one of the few jurisdictions that meets the recommended standards for preventative sentencing, with the OLR legislation demonstrating a commitment to proportionality and an evidence-based approach.
31. The Board noted this paper.

**Committee Minutes**

32. The Board noted the Accreditation Committee minutes for 21/11/2016 and 20/03/2017.

**Any Other Business**

33. There was no other competent business.

**Date of Next Meeting – 18 May 2017**