

Board Meeting Minutes

25 April 2022, RMA Office

Present

Mr David Crawford - Chair
Dr Aileen Burnett (via video)
Ms Jane Davey (via video)
Mr Terry Powell
Ms Michele Gilluley
Mr Stephen McAlister (via video)
Mr Jim Farish (via video)
Dr Joe Judge

In Attendance

Mr Mark McSherry, Chief Executive
Mr Paul Keoghan, Director Corporate Services
Mr Geoffrey Tordzro-Taylor, Head of Development
Ms Debbie Campbell, Head of OLR
Mr Eddie Kotrys, Head of Effective Practice
Mrs Lauren McClintock, OLR Team Manager
Mrs Rachel Webb, Development Lead (item 19 only)

Welcome

1. The Chair called the meeting to order at 11:15 am and welcomed all present.

Apologies

2. The Chair noted no apologies were submitted.

Declarations of Interest

3. The Chair called for declarations of interest.
4. The Chair noted no declaration were submitted.

Approval of Previous Minutes

5. The Board reviewed and approved the minutes from the Board meetings held on the 21 February 2022.
6. The Board reviewed and approved the minutes from the Extraordinary Board meeting held on the 4 March 2022.

Matters Arising

7. The Board queried the status of the IPSO complaint and received an update from the Director Corporate Services.
8. The Chief Executive provided an update on the progress of the LSCMI review group and confirmed the group's work is expected to be concluded by mid-July.

Agenda Items

9. RMP Quality Report – Board Paper 959

- 9.1. The Head of OLR presented the RMP Quality Report and confirmed the analysis covered risk management reports submitted from April 2021 to March 2022.
- 9.2. The Board were informed the analysis highlighted a concerning increase in the rate of rejected plans which related directly to plans outsourced by Scottish Prison Service (SPS) to a third party.
- 9.3. The Board noted that despite amending submission timescales from 8 weeks to 13 weeks to accommodate outsourcing arrangement a significant number of plans continue to be submitted late. The Board also noted the level of guidance required to be submitted to SPS also increased significantly and the culmination of these issues represented a serious decline in the quality of submitted plans.
- 9.4. The Board noted and endorsed the recommendations contained in the supporting paper and agreed where rejected plans fail to meet legislative requirements the RMA should proceed to issue a direction.
- 9.5. The Chief Executive updated the Board on planned communications with the SPS executives including their Chief Executive and confirmed the Sponsor Department are also alert to this issue.
- 9.6. The Board noted the contents of the report and expressed serious concerns this issue presented to risk practice. The Board requested this risk be reflected in the Annual Report to Scottish Government.

10. Staff Pay Award 2022-23 – Update Report – Board Paper 961

- 10.1. The Director Corporate Services presented the paper to the Board which reviewed progress on the staff pay award for 2022/23. The Director reviewed the pay claim submitted by PCS and provided analysis on the implications of the claim and boundaries of pay policy. The Director also reviewed a letter issued to all Public Bodies by the Finance Secretary.
- 10.2. The Board noted the paper and requested they be informed on the progression of discussions with PCS.

11. New Staff Policies – Board Paper 962

- 11.1. The Director Corporate Services updated Members on the progress of development of new staff policies and confirmed the introduction of a Menopause Policy.
- 11.2. The Director also informed the Board hybrid working was currently being trialled and provided the Board the opportunity to provide feedback on the Hybrid policy.
- 11.3. The Director also sought Board approval for the Domestic Abuse Policy.
- 11.4. The Board noted the new policies and approved the Domestic Abuse Policy.

12. Audit and Assurance Committee Minutes – 18 October 2021

- 12.1. The Board noted the minutes for the Audit and Assurance Committee held on 18 October 2021.

13. Accreditation Committee Minutes – 18 October 2021

- 13.1. The Board noted the minutes for the Accreditation Committee held on 18 October 2021.

14. Accreditation Committee Minutes – 13 December 2021

- 14.1. The Board noted the minutes for the Accreditation Committee held on 13 December 2021.

15. Accreditation Committee Minutes – 12 January 2022

- 15.1. The Board noted the minutes for the Accreditation Committee held on 12 January 2022.

16. Board Performance Survey – Board Paper 954

- 16.1. The Director Corporate Services presented the Board Performance Survey for the Board to complete.
- 16.2. The Board completed the questionnaire and agreed to continue to seek opportunities to develop when such opportunities arise.

17. Accreditation Committee Self-Evaluation Report – Board Paper 963

- 17.1. The Director Corporate Services presented the Accreditation Committee Self-Evaluation Report to the Board for noting.

17.2. The Board noted the contents of the Self-Evaluation Report for the Accreditation Committee.

18. Audit and Assurance Committee Self-Evaluation Report – Board Paper 964

18.1. The Director Corporate Services presented the Audit and Assurance Committee Self-Evaluation Report to the Board for noting.

18.2. The Board noted the contents of the Self-Evaluation Report for the Audit and Assurance Committee.

19. OLR Research Report – An examination of the offending behaviour of those sentenced to an OLR – Board Paper 958 and Presentation

19.1. The Development Lead entered the meeting.

19.2. The Head of Development and the Development Lead provided the Board with a presentation on research findings relating to ‘An examination of the offending behaviour of those sentenced to an OLR’.

19.3. Following the presentation the Board were informed of communication plans to support dissemination of the research.

19.4. The Board noted the presentation and welcomed the comprehensive research study and thanked everyone for their contributions.

19.5. The Development Lead left the meeting.

Items for Noting

20. Papers added to Resources List

20.1. The Board noted the papers recently added to the resources section on Diligent.

AOCB

21. No other competent business noted

Date of Next Meeting

22. The Chair noted the date for the next Board meeting was scheduled for 27 June 2022.

23. The Chair thanked everyone for attending and closed the meeting at 1:55 pm.