

**Board Meeting Minutes**

**27 June 2022, RMA Office**

**Present**

Mr David Crawford - Convener  
Mr Terry Powell  
Ms Jane Davey  
Mr Jim Farish  
Dr Joe Judge  
Ms Michele Gilluley  
Dr Aileen Burnett – via video  
Mr Stephen McAllister – via video

**In Attendance**

Mr Mark McSherry – Chief Executive  
Mr Eddie Kotrys – Head of Development  
Ms Debbie Campbell – Head of OLR  
Mr Paul Keoghan – Director Corporate Services  
Ms Lucy Jackman – Governance Officer  
Ms Heather McFadyen – Acting OLR Officer - attended meeting to 12.3

**Welcome**

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

**Apologies**

2. The Convener noted no apologies were submitted.

**Declarations of Interest**

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

**Approval of Previous Minutes**

5. The Board reviewed and approved the minutes from the Board meeting held on the 25 April 2022.

## **Matters Arising**

6. The Board requested an update on the complaint lodged with IPSO. The Director Corporate Services informed members the complaint is proceeding through the Complaints Process with an outcome expected in July.
7. The Board requested an update in relation to the staff pay award for 2022-23. The Director Corporate Services confirmed a single year pay deal has been submitted to Finance Pay Policy for approval. Once approved, the pay offer will be submitted to PCS for consideration.

## **Agenda Items**

### **8. Update on LS/CMI Review - Board Paper 965**

- 8.1. The Head of Effective Practice presented the LS/CMI Review Paper and informed the Board the review which was due to conclude in July requires to be extended to October. The Head confirmed an interim report will be provided to the Cabinet Secretary in August.
- 8.2. The Board noted the paper and commended the work of staff for facilitating this request on behalf of Scottish Government.

### **9. Quarterly OLR Report – Board Paper 966**

- 9.1. The Head of OLR presented the Quarterly OLR Report, which represented the end of year report for 2021-22. The Head highlighted all KPIs set for the year were either met or exceeded.
- 9.2. The Head of OLR also informed the Board that the risk assessment report quality assurance process has recommenced following a pause to facilitate the assessor recruitment campaign.
- 9.3. The Board noted the paper.

### **10. Update on SPS-PSUK –Verbal**

- 10.1. The Chief Executive and Head of OLR updated the Board of ongoing discussion with SPS regarding the quality of risk management plan (RMP) submissions. The Board were informed SPS have agreed a change in approach which will result in future RMPs being submitted by SPS and not PSUK.
- 10.2. The Board welcomed this development and recommended the quality of plans be kept under review to ensure quality improvements are met.

11. **Project plan for review of the implementation of the OLR Sentence - Board Paper 967**

11.1. The Head of OLR presented the project plan for a research study which will review the implementation of the OLR Sentence.

11.2. The Board reviewed the plan and enquired if the NHS could be added to the research study. The Head of OLR agreed the NHS should be added to the plan.  
**Action: HOLR**

11.3. The Board noted the paper.

12. **Project plan for community engagement strategy - Board Paper 968**

12.1. The Acting OLR Officer presented the Project Plan for Community Engagement which will be delivered in six stages. The purpose of the plan is to review current training courses to ensure a robust training solution is developed for community based lead authorities.

12.2. The Board noted the outline proposal and project plan.

12.3. The Acting OLR Officer left the meeting.

13. **Direction - Annual Implementation Report - Failure to Implement Risk Management Plan - Board Paper 969**

13.1. The Head of OLR presented the paper which sought Board approval to issue a direction to SPS on failure to implement a risk management plan.

13.2. The Board, on reviewing the specific issues of the case agreed a direction was warranted. The Board approved Chief Executive to issue the direction without further recourse to the Board.

**Action: CE**

13.3. The Chief Executive informed the Board a draft direction would be prepared and issued to the RMA's lawyers for advice. The Chief Executive confirmed once legal advice has concluded the direction will be issued to SPS.

14. **Amendments to RMP Approval and AIR Evaluation Procedures - Board Paper 970**

14.1. The Head of OLR presented amendments to the RMP Approval and AIR Evaluation procedures to the Board for approval. The Head highlighted specific changes relating to the Chief Executive role contained within the processes. The Board agreed the Chief Executive should be removed from operational work streams but kept engaged for escalation purposes.

14.2. The Board noted approved the amendments to the RMP Approval and AIR Evaluation Procedures.

15. **Scottish Government Spending Review - Board Paper 971**

15.1. The Director Corporate Services presented the Scottish Government Spending Review paper to the Board. The Director's presentation highlighted a range of future challenges posed by the review and a set of planned actions to mitigate these challenges.

15.2. The Board noted the Scottish Government Spending Review paper and endorsed the actions proposed in the paper.

16. **Items for Noting – Annual Meeting with Director of Justice**

16.1. The Convener informed members a meeting is scheduled with the Director of Justice on 25 July and provided members the opportunity to propose items for the agenda.

17. **Items for Noting – Recruitment of New Members**

17.1. The Convener advised members Scottish Government has commenced the recruitment process for a new Convener and Board member. The Convener informed members the process is at pre-plan stage with adverts expected to go live in October. The Board noted that if an existing member wishes to apply for the Convener post they will only have the length of time from their term left.

17.2. The Convener also informed members that Scottish Government requested an RMA Board be part of the selection process. The Board agreed to nominate a former Board Member to act as a member of the appointment panel.

**AOCB**

18. No other competent business noted.

**Date of Next Meeting**

19. The Board noted the next meeting is scheduled for 15 August 2022.