

RISK MANAGEMENT AUTHORITY

Board Meeting (Teleconference)

28 January 2019, RMA, Paisley

Board Meeting Minutes

Present

Mr David Crawford - Chair
Ms Michele Gilluley
Mr Chris Hawkes (teleconference)
Ms Jane Davey (teleconference)
Dr Aileen Burnett (teleconference)
Mr Terry Powell (teleconference)

In Attendance

Mr Paul Keoghan, Director of Corporate Services

Welcome

1. The Chair extended a warm welcome to all present.

Apologies

2. Apologies were submitted by Mr Stephen Swan, Mr Stephen McAllister and Ms Yvonne Gailey.

Declarations of Interest

3. There were no declarations of interest.

Review of Previous Minutes

4. The Chair informed members the minutes for the meeting held on the 19th November 2018 were presented at this meeting for information and that formal approval would be considered at the Board meeting on 18 February.
5. The Board reviewed the minutes and noted a typing error on paragraph 19 for correction.

Matters Arising

6. The Board drew attention to paragraph 22 of the previous minute, which related to the proposals surrounding the transfer of resource savings to capital. The Director provided details of the background, explaining that interim staffing arrangements had been put in place from August 2018 due to two staff leaving the RMA – this arrangement involved maintaining the two vacancies and assigning temporary responsibilities to other staff, with arrangements to run through to December 2018 and would result in resource budget saving.
7. The Director explained the proposal to transfer resource savings to capital emerged from a pre-budget meeting with the Sponsor Dept in October 2018. At this meeting an outline budget for 2019-20 was presented which contained a capital request for a case

management system. The Sponsor Department confirmed that RMA should plan for a zero budget increase in 2019-20 and were advised to consider alternative ways of funding this project this financial year. The RMA identified that further resource savings could be accumulated which if transferred to capital budget would provide sufficient funding for a case management system. The Sponsor Department having confirmed their support for this proposal it was subsequently presented to the Board at the meeting on 19 November under Board Paper 740.

8. The Chair highlighted the Board's positive view of trialing an interim staffing structure, and that the funding decision concerned a 3-month continuation of those arrangements. The Chair also highlighted the Chief Executive had planned to provide a paper to the Board in January on the operation of the temporary staffing structure along with a view on the next steps, however this has been delayed due to the absence of the Chief Executive.
9. The Board agreed that the funding decision raised a valid point of principle regarding the role and function of the Board in such matters, hence it was agreed that this would be discussed further at February's meeting.

Chief Executive Absence

10. The Chair provided an update to the Board, advising the Chief Executive was currently absent on sick leave; and that an absence of more than 28 days would require the Sponsor Department to appoint an interim Accountable Officer. The Chair confirmed that the Sponsor Department had been fully briefed on the situation.
11. Whilst it was hoped that interim arrangements would not be required, in the event of the Chief Executive remaining absent for more than 28 days, the Board agreed they would invite the Sponsor Department to appoint the Director of Corporate Services as interim Accountable Officer; and put in place 'overview' measures to ensure that the interim arrangements were safeguarded with no conflicts of interest. It was suggested that the Convener and Chair of the Audit Committee would fulfil this overview function on behalf of the Board. A paper to specify these arrangements will be provided at February's Board meeting.

Action Point: DCS

12. The Board highlighted that a protracted period of absence would require consideration of aspects such as day to day authorisation of expenditure and more significantly, key items such as the sign off of annual accounts and the operation of the RMP approval process.

RMP Approval Process

13. The Chair advised the Board that under current procedures all Level 2 risk management plans require to be reviewed by the Chief Executive but the procedures did not contain any provision for the absence of the CE. The Board were advised that there were currently no level 2 cases under consideration and hence no immediate risk. However, it was agreed there was a need to review arrangements and build appropriate provisions which safeguard against the absence of the Chief Executive.
14. The Board discussed three potential options (i) to delegate Level 2 authority downward to staff (ii) to delegate Level 2 authority to the Board (iii) to delegate Level 2 authority to a task and finish group.

15. It was noted that option (iii) was that most favoured by the Board and it was agreed a paper be developed for February's meeting for further discussion.

Action Point: DCS

Committee Structures

16. The Chair reminded Members that the composition of the Accreditation Committee and Audit Committee (and now adhoc Sub-Committee) will be discussed at February's Board meeting. Members were invited to communicate any preferences they may have to the Chair by next week.

Action Point: All

Draft Agenda: February Board Meeting

17. The February draft agenda was provided to Members for information. The Board requested an update at February's meeting on how the delegated RMP Approval Process had been working thus far. The Chair advised Members to contact him if they had any other requests or suggestions for the agenda.

Action Point: All

Other Competent Business

18. The Chair will pass on the best wishes of Members to the CE. There was no other business.
19. The Chair thanked Members for their contributions and brought the meeting to a close.

Date of Next Meeting – 18 February 2019