

## **RISK MANAGEMENT AUTHORITY**

### **Board Meeting Minutes**

**28 June 2021, Video Conference**

#### **Present**

Mr David Crawford - Chair  
Mr Terry Powell  
Ms Michele Gilluley  
Mr Stephen Swan  
Mr Stephen McAlister  
Mr Jim Farish  
Dr Joe Judge

#### **In Attendance**

Mr Mark McSherry, Chief Executive  
Mr Paul Keoghan, Director Corporate Services  
Mr Geoffrey Tordzro-Taylor, Head of Development  
Mrs Debbie Campbell, Head of OLR  
Ms Elaine Ferguson, Effective Practice Lead (7.1 – 7.9)

#### **Welcome**

1. The Chair called the meeting to order at 10am and welcomed all present.

#### **Apologies**

2. The Chair noted apologies submitted by Dr Aileen Burnett and Ms Lesley Weber.

#### **Declarations of Interest**

3. No declarations of interest were noted.

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

4. Members reviewed and approved the minutes from the Board meeting held on the 19 April 2021 subject to the amendment of an incomplete sentence on paragraph 13.1.  
**Action: DCS**

#### **Matters Arising**

5. There were no matters arising.

## **Development**

### **6. Research Governance Framework – Board Paper 898**

- 6.1. The Head of Development presented the Research Governance Framework paper. The Head of Development highlighted the paper sought the establishment of a Board task and finish group to support the ethical review of a current research project.
- 6.2. The Board agreed the establishment of the task and finish group and Dr. Aileen Burnett has volunteered to be involved in the group. The Board noted the group required a further two other members and agreed Members should submit interests to Geoff Tordzro-Taylor for the group Chair to consider.

**Action: Board**

## **Effective Practice**

### **7. Counter Terrorism Report – Board Paper 899**

- 7.1. Ms Ferguson joined the meeting
  - 7.2. The Effective Practice Lead presented the paper on Counter Terrorism to the Board. The Effective Practice Lead provided the Board with an outline of the key findings from the literature review in relation to risk factors and risk assessment tools. The Effective Practice Lead informed the Board that both SPJ approaches and FRAME are considered as appropriate frameworks, including the consideration of a triage approach to risk assessment.
  - 7.3. The Effective Practice Lead reviewed limitations currently identified which included the need for additional specialism and expertise in the assessment and management of risk posed by terrorist and an increased focus on utilisation of formulation. The Board were also informed risk factors for radicalisation were largely unknown and this may pose difficulties to the formulation process.
  - 7.4. The Board noted work to date utilised considerable resources and enquired what provisions were made regarding long term impact. The Board were informed this matter was being run from existing resources as per current business plan arrangements. The Board were also informed the Sponsor Department are aware of the potential for long term funding implications and are prepared to receive a business case if appropriate.
  - 7.5. The Board discussed the risk of finding a quick fix solution and potential reputational risk. The Board agreed that an audit trail which evidences any concerns identified by the RMA should be brought to the attention of the Cabinet Secretary for Justice on conclusion of this work.
- Action: HEP**
- 7.6. The Chief Executive informed the Board the Counter Terrorism Bill has now been enacted and the RMA will now seeking to establish an information sharing agreement with relevant parties and apply for SC clearance for relevant staff and Board Members.
  - 7.7. The Chief Executive informed the Board the RMA attend the TACT working group and the RMA will present literature review findings to this forum for

consideration as well as the proposed mapping of risk assessment and management practice.

7.8. The Board noted the paper and thanked Ms Ferguson for her contributions.

7.9. Ms Ferguson left the meeting.

**8. Report of the Forensic Mental Health Review – Board Paper 906**

8.1. The Chief Executive presented the Report of the Forensic Mental Health Review.

8.2. The Board reviewed the recommendations and noted that actions and timescales are in the process of being confirmed by SG.

**OLR Functions**

**9. Death in Custody – Board Paper 905**

9.1. The Head of OLR presented the Death in Custody Procedures to the Board. The Head informed the Board legal advice was sought on RMA powers to issue a Direction where it was considered a lead authority failed to implement the plan and the failure was identified after death of the individual subject to the plan. The Head informed Members the legal advice confirmed in such circumstances RMA's powers are restricted to the issuance guidance only and that the RMA had no authority to issue a Direction.

9.2. The Board discussed the reporting of deaths in custody to the Board and agreed the Chief Executive would use his judgement to inform the Convener of deaths in custody, outwith the procedure.

9.3. The Board noted the paper and approved the proposed Death in Custody procedure.

**10. SPS External OLR Contract - Verbal**

10.1. The Chief Executive gave a verbal update on the SPS External OLR Contract to the Board. The Chief Executive informed the Board of a potential risk to RMA resources and confirmed discussions are underway with SPS to ascertain the number of planned submissions for amended plans.

10.2. The Board noted the verbal update.

**Corporate Performance**

**11. Corporate Risk Register Report – Board Paper 900**

11.1. The Director Corporate Services presented the Corporate Risk Register Report to the Board and provided an update on the status of current risks. The Director

also confirmed the register was reviewed in June by the Audit & Assurance Committee.

11.2. The Director highlighted three new risks were added to the register and reviewed these items with the Board. The Director also confirmed that over the review period one risk had reduced and no risks had increased.

11.3. The Board noted the paper.

## **12. Annual Report and Accounts – Board Paper 901**

12.1. The Director Corporate Services presented the Annual Report and Accounts to the Board and reviewed the contents of the Performance report, Accountability report and Financial Statements.

12.2. The Director confirmed the Annual Report and Accounts were approved for signing by the Audit & Assurance Committee on 21 June 2021 and the report is scheduled to be presented to the Parliament in July.

12.3. The Director also highlighted changes to the presentation style and the increased use of infographics to aid accessibility.

12.4. The Board noted the annual report and accounts and thanked all involved with the preparation of the report.

## **Corporate Governance**

### **13. Committee Structures – Board Paper 902**

13.1. The Director Corporate Services presented the paper on Committee Structures to the Board.

13.2. The Board noted the paper and approved Mr Joe Judge as a member of the Accreditation Committee and Mr Jim Farish as a member of the Audit and Assurance Committee. The Board agreed both committee appointments take place with immediate effect.

13.3. The Board noted the Audit and Assurance Committee requires an additional member. The Board requested an email be issued to all members seeking a volunteer for the committee.

**Action: DCS**

### **14. COVID - Verbal**

14.1. The Chief Executive updated Members on preparations to open the office following COVID closures and confirmed the current plan is to have limited access to the office from September.

14.2. The Board noted the verbal update and also agreed to plan for a physical Board meeting in October subject to relevant Government guidance.

### **Items for Noting**

#### **15. Papers added to Resources List**

15.1. The Board noted the papers recently added the resource section on diligent.

### **AOCB**

#### **16. Recover Renew and Transform – Transforming the Justice System - Verbal**

16.1. The Chief Executive gave a verbal update on the Recover Renew and Transform – Transforming the Justice System to the Board.

16.2. The Board noted the verbal update.

### **Date of Next Meeting**

17. Chair noted the date for the next Board meeting was scheduled for 16 August 2021.

18. The Chair thanked everyone for attending and closed the meeting at 12:45.