

Board Meeting Minutes

13 December 2021, Video Conference

Present

Mr David Crawford - Chair
Mr Jim Farish
Dr Aileen Burnett
Mr Terry Powell
Dr Joe Judge
Ms Jane Davey
Mr Stephen McAlister
Ms Michele Gilluley (Joined from 6.1)

In Attendance

Mr Mark McSherry, Chief Executive
Mr Paul Keoghan, Director Corporate Services
Ms Debbie Campbell, Head of OLR
Ms Julie Webber, Acting Effective Practice Lead (Item 6.1 – 6.3)

Welcome

1. The Chair called the meeting to order at 10:00 am and welcomed all present.

Apologies

2. The Chair noted apologies submitted by Mr Geoffrey Tordzro-Taylor.

Declarations of Interest

3. No declarations of interest were noted.

Approval of Previous Minutes

4. The Board reviewed and approved the minutes from the Board meetings held on the 18 October 2021.

Matters Arising

5. The Board noted no matters arising.

Agenda Items

6. Bail Consultation – Board Paper 935

- 6.1. The Acting Effective Practice Lead joined the meeting and presented the Bail Consultation paper to the Board. The presentation reviewed the questions posed by the consultation and highlighted questions considered relevant for RMA input. The Lead proposed the RMA response focus on high priority questions where the RMA could provide significant contribution. The Lead also confirmed the Board had until 24 December to provide individual feedback.
- 6.2. The Board noted the Consultation paper and supported the approach to focus on prioritised questions.
- 6.3. The Acting Effective Practice Lead left the meeting.

7. Quarterly OLR Performance Report – Board Paper 936

- 7.1. The Head of OLR presented the Quarterly OLR Performance Report and highlighted an ongoing issue of Lead Authorities failing to meet submission timescales for Risk Management Plans and Annual Implementation Reports. The Board noted KPIs were currently being achieved however delays in submissions is expected to impact future KPIs.
- 7.2. The Board noted while the pandemic will have impacted Lead Authority resources the delays to submissions remained a significant issue of concern. The Board recommended RMA continues to maintain engagement with Lead Authorities and escalate matters to their respective accountable officers as considered appropriate.
- 7.3. The Head informed the Board that Assessors are currently required to undertake multiple reports to due to the low number of Assessors available. The Head informed the Board this is likely to be a short term issue as the accreditation project is expected to yield an increase in the number of Accredited Assessors by April 2022.
- 7.4. The Board noted the OLR Performance Report.

8. Quarterly Financial Management Report – Board Paper 937

- 8.1. The Director Corporate Services presented the Quarterly Financial Management Report to the Board. The Director confirmed the financial report for Q2 forecasted a breakeven outturn for the financial year.
- 8.2. The Board noted the Quarterly Financial Management Report.

9. Quarterly Business Plan Performance Report – Board Paper 938

- 9.1. The Director Corporate Services updated Members on the Quarterly Business Plan Performance Report. The Director provided an update on the progress status

of objectives and highlighted staff resource issues is impacting the rate of progress of active objectives. The Director indicated this may result in a number of objectives not being fully completed by year end. The Director also reported 4 objectives scheduled for this year are unlikely to commence.

- 9.2. The Members noted the resource constraints and recommended future business plans consider resource challenges.
- 9.3. The Board noted the quarterly business plan performance report.

10. Corporate Risk Register Report – Board Paper 939

- 10.1. The Director Corporate Services introduced the paper and advised the Board the risk register contained a total of 28 risks. The Director reviewed the risk profile of the register and provided an update of movement in risk status.
- 10.2. The Director highlighted the risks categorised as very high and provided a progress update on actions taken to mitigate these risks. The Director informed the Board progress on one of the very high risk items should result in potential removal from register over the next quarter.
- 10.3. The Board noted the Corporate Risk Register Report.

11. Mid-Year Freedom of Information Report – Board Paper 940

- 11.1. The Director Corporate Services presented the Mid-Year FOI report to the Board.
- 11.2. Board Members noted the content of the report.

12. Communications Report – Board Paper 941

- 12.1. The Chief Executive presented the Communications Report which updated the Board on recent media coverage.
- 12.2. The Board noted the press articles contained a number of misrepresentations and recommended a complaint be submitted to IPSO for review.

Action: DCS

13. Mid-Year Human Resources Report – Board Paper 942

- 13.1. The Director Corporate Services presented the Mid-Year Human Resource Report. The Director informed the Board resource availability has been significantly impacted by high level of absences through illness; maternity leave and vacancies. The Director also updated the Board on Gender and Ethnicity pay gaps and discussed the volatile nature of these calculations due to the small size of the organisation.
- 13.2. The Board noted the mid-year human resource report..

14. Review Board and Committee Schedule 2022-23 – Board Paper 943

- 14.1. The Director Corporate Services presented the 2022-23 Board and Committee Schedule to the Board for approval.
- 14.2. The Board noted the paper and approved the Board and Committee schedule for 2022-23.

15. Audit and Assurance Committee Minutes – 16 August 2021

- 15.1. The Chair of the Audit and Assurance Committee presented the minutes to the Board.
- 15.2. The Board noted the minutes from 16 August 2021.

16. Accreditation Committee Minutes – 30 August 2021

- 16.1. The Chair of the Accreditation Committee presented the minutes to the Board.
- 16.2. The Board noted the minutes from 30 August 2021.

Items for Noting

17. Papers added to Resources List

- 17.1. The Board noted the papers recently added to the resource section on Diligent.

AOCB

18. No other competent business noted

Date of Next Meeting

19. The Chair noted the date for the next Board meeting was scheduled for 21 February 2022.
20. The Chair thanked everyone for attending and closed the meeting at 1 pm.