

# **RISK MANAGEMENT AUTHORITY**

## **Board Meeting**

**14 December 2020, RMA, Paisley**

### **Board Meeting Minutes**

#### **Present**

Mr David Crawford - Chair  
Dr Aileen Burnett  
Ms Jane Davey  
Mr Terry Powell (left meeting at 10.4)  
Mr Chris Hawkes  
Ms Michele Gilluley  
Mr Stephen Swan

#### **In Attendance**

Mr Mark McSherry, Chief Executive  
Ms Lesley Weber, Head of Effective Practice  
Ms Debbie Campbell, Head of OLR

#### **Welcome**

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

#### **Apologies**

2. Apologies submitted for Mr Paul Keoghan and Mr Geoff Tordzro-Taylor.

#### **Declarations of Interest**

3. There were no declarations of interest.

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

4. Members reviewed and approved the minutes from the Board meeting held on the 19 October 2020.

#### **Matters Arising**

5. The Chair informed the Board that the advert for two new Board Members is live with a closing date of 18 January 2021. Monday 1<sup>st</sup> and Tuesday 9 February 2021 have been put aside for interviews.
6. Stephen McAlister has agreed to become the Chair off the Audit Committee from April 2021 taking over from Stephen Swan.

7. Item 9.4 - Develop project plan and commence implementation of recommendations from legal review – Will be discussed at the February 2021 Board meeting. **Action: CE**
8. **RMP & AIR Processes**
9. **Quarterly OLR Performance Report – Board Paper 865**
- 9.1. The Head of OLR presented Paper 865 to the Board which informed the Board of the of the current status of RMP's, RAR's and AIR's. Two Accredited Assessor's will be up for reaccreditation next year.
- 9.2. The Chief Executive expressed his thanks to the Head of Development, Head of OLR and the OLR Team for their work in meeting the KPI target.
- 9.3. The Board discussed the risk of Covid to AIR's and RMP's. The Chief Executive advised that SPS have a process in place for Covid.
- 9.4. The Board noted the contents of the Quarterly OLR Performance Report.
10. **Death in Custody – Board Paper 866**
- 10.1. The Chief Executive updated the Board on the Death in Custody paper. Members discussed the role of the RMA in regards to deaths in custody.
- 10.2. The Board agreed that the RMP and Evaluation be uploaded to Boardbooks for members to view. **Action: HOLR**
- 10.3. The Board noted the Death in Custody paper.
- 10.4. Mr Terry Powell leaves the Board meeting.
11. **Recall to Custody – Board Paper 874**
- 11.1. The Convenor presented the Recall to custody paper advising that a request has been made to the Lead Authority for a progress report and more information before the AIR will be completed.
- 11.2. The Convenor requested that information in evaluation of the implementation plan be brought back to the Board in due course. **Action: HOLR**
- 11.3. The Board noted the contents of the Recall to Custody paper.

### **Corporate Governance**

12. **Quarterly Financial Management Report - Board Paper 867**

12.1. The Chief Executive updated the Board on the Quarterly Financial Management Report advising that recruitment for 2 temporary post for a Project Manager and Research Assistant is ongoing.

12.2. The Board noted the Quarterly Financial Management Report.

**13. Quarterly Business Plan Report - Board Paper 868**

13.1. The Chief Executive presented the Quarterly Business Plan Report advising of the following:

13.1.1. MAPPA Guidance has been updated and this objective will be concluded next year.

13.1.2. Evaluations of RMP's will conclude this month with a report due in January 2021..

13.1.3. A meeting will be held in January 2021 with the Chief Social Worker to discuss future training.

13.1.4. There is a new Head of Offender Training within Police Scotland and an initial meeting will be held to discuss training Police on Risk Management Planning. An update will be given to the Board at the February meeting.

13.1.5. The MFMC Advisory Board have reconvened with the final working group meeting being held in February 2021.

13.1.6. An update on the Engagement Strategy will go to the Board in February 2021.

13.1.7. The Significant Case Review will be ongoing into the next year.

13.2. Board noted the Quarterly Business Plan Report.

**14. Mid-Year Human Resources Report - Board Paper 869**

14.1. The Chief Executive updated the Board on the Mid-Year HR Report informing Members that figures on the gender pay gap are beyond the national average.

14.2. Arrangements have been made for trauma seasons to be available for staff working on OLR and Research.

14.3. The Board requested that the monthly CPD list be uploaded to resources on Boardbooks, with members encouraged to attend events of interest.

14.4. The Board noted the Mid-Year Human Resources Report.

**15. Mid-Year FOI Report - Board Paper 870**

15.1. The Board noted the contents of the Mid-Year FOI Report, acknowledging that numbers have dipped in the last period.

**16. Corporate Risk Register Report - Board Paper 871**

16.1. The Chief Executive presented the Corporate Risk Register to the Board.

- 16.2. An update on the Counter Terrorism Bill was provided to the Board. A paper will be presented to the Board at the February 2021 meeting. **Action: CE**
- 16.3. The Board noted the Corporate Risk Register Report.
17. **Board and Committee Calendar 2021-22 - Board Paper 872**
- 17.1. The Board agreed that the Board and Committees will be held on separate days going forward and times off each meeting will be beneficial. **Action: DCS**
- 17.2. The Board noted the contents of the Board and Committee Calendar 2021-22.
18. **Consultation Paper – Ethical Standards in Public Life - Board Paper 873**
- 18.1. The Head of Effective Practice updated the Board on the Consultation – Ethical Standards in Public Life paper. Requesting that any feedback be given by Friday 18 December 2020, with an updated paper submitted to the February 2021 Board meeting. **Action: HEP**
- 18.2. The Board noted the contents of the Consultation Paper – Ethical Standards in Public Life.

### **Committee Minutes**

19. **Audit Committee Minutes – 17 August 2020**
- 19.1. The Board noted the Audit Committee Minutes from 17 August 2020.
20. **Accreditation Committee Minutes – 17 August 2020**
- 20.1. The Board noted the Accreditation Committee Minutes from 17 August 2020.

### **Items for Noting**

21. **Monthly Community Justice Brief**
- 21.1. The Board noted the Monthly Community Justice Brief.
22. **Interim Director of Justice**
- 22.1. The Board noted the Interim Director of Justice letter.
23. **Scottish Biodiversity Report – Board Paper 875**
- 23.1. The Board noted the Scottish Biodiversity Report.

### **AOCB**

24. There was no other competent business discussed.
25. The Convenor thank all members for their preservation over the last year.

### **Date of Next Meeting**

26. The Board noted the date for the next meeting 15 February 2021.