

RISK MANAGEMENT AUTHORITY

Board Meeting

17 August 2020, Video Conference

Board Meeting Minutes

Present

Mr David Crawford - Chair
Dr Aileen Burnett
Ms Jane Davey
Mr Terry Powell
Mr Chris Hawkes
Ms Michele Gilluley
Mr Stephen Swan
Mr Stephen McAlister

In Attendance

Mr Mark McSherry, Chief Executive (for items 6.1 – 10.3)
Mr Paul Keoghan, Director Corporate Services
Mr Geoff Taylor, Head Risk Practice

Welcome

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

Apologies

2. The Chair noted no apologies were submitted.

Declarations of Interest

3. Mr Stephen Swan declared a conflict of interest in relation Board Paper 856. It was agreed Mr Swan would be excused from the meeting while Paper 856 was discussed.

Approval of Previous Minutes

4. Members reviewed and approved the minutes from the Board meeting held on the 15 June 2020.

Matters Arising

5. There were no matters arising

RMP & AIR Processes

6. OLR Performance Report – Board Paper 851

- 6.1. The Chief Executive joined the meeting.
- 6.2. The Head of Risk Practice presented the OLR Performance Report which covered first quarter activities. The Head of Risk Practice highlighted the increase in submissions of amended risk management and discussed the impact upon resources. Members were informed efficiencies to current processes have been implemented and together with recent increase to OLR staff resource the RMA expects to manage the increase in submissions.
- 6.3. The Board noted paper and queried whether the OLR distribution ratios across Scottish Prison Service establishments presented any issues for the RMA. The Head of Risk Practice informed Members the distribution did not present any issues from the RMA's perspective.

7. Considering the Scottish Prison Service, Social Work Scotland and Court Route maps – Board Paper 852

- 7.1. The Head of Risk Practice presented Board Paper 852 which informed Members of the impact of COVID-19 upon OLR functions held by Scottish Prison Service and Local Authorities. Members were informed of the Scottish Prison Service and Social Work Scotland route maps which were developed in response to COVID-19. It was highlighted to Members the delivery of programmes and interventions have proven to be a more challenging issue for Lead Authorities. Members were informed this issue will be monitored closely through the review of annual implementation reports.
- 7.2. The Board noted the paper and welcomed the route maps developed by Scottish Prison Service and Social Work Scotland. The Board agreed the route maps provided assurance the Lead Authorities continued to manage OLR offenders appropriately while operating under COVID restrictions.

Accreditation Governance

8. Update on Accreditation Feedback – Board Paper 853

- 8.1. The Head of Risk Practice presented Board Paper 853 which informed Members on the status of feedback issued to an accredited assessor.
- 8.2. The Board noted the paper and requested the Chief Executive write to the accredited assessor seeking an update on the feedback issued.

Action: CE

Policy and Research

9. There were no matters to report.

Standards and Guidelines

10. Board Feedback on Risk Management Plans – Board Paper 854

- 10.1. The Head of Risk Practice presented the Board Paper 854 to the Board. Members were informed feedback had been gathered on the form of the risk management plan and the next step was to establish a project team to review feedback.
- 10.2. The Chair suggested that any Member who wanted to be involved in the project team submit an email indicating their wish to the Chair.
- 10.3. The Board noted the paper.
- 10.4. The Chief Executive left the meeting.

Training

- 11. There were no matter to report.

Corporate Governance

12. Legislative Review – Board Paper 856

- 12.1. The Director Corporate Services presented the Legislative Review paper to the Board. Members were informed this item was previously presented to the Board in February 2020 and the purpose of today's meeting was to review feedback provided by Members.
- 12.2. The Board noted the paper and agreed to defer discussion on this matter until the outcome of the Judicial Review had been concluded.

13. RMA Covid Response Update – Board Paper 857

- 13.1. The Director Corporate Services presented Paper 857 to the Board which informed members on actions undertaken by the Emergency Response Team in response to the COVID-19 emergency.
- 13.2. The Board noted the paper and requested an updated organisation chart be issued to Members.

Action: DCS

14. Quarterly Financial Management Report – Board Paper 858

- 14.1. The Director Corporate Services presented the Financial Management Report which covered first quarter activities. Members were informed the current financial forecast indicated the RMA will produce an underspend for 2020-21. It was explained the underspend related to salary savings which occurred due to vacancies arising from newly funded resources.
- 14.2. The Board noted the paper.

15. Quarterly Business Plan Performance Report – Board Paper 859

15.1. The Director presented the first quarter business plan report to the Board which informed members of progress against business plan objectives. The Director also highlighted the objectives considered to be at risk due to COVID-19 and provided the Board with an update on these items.

15.2. The Board noted the paper and acknowledged the challenging circumstances in which the RMA operated and expressed thanks to all staff for the achievements made over the first quarter.

Committee Minutes

16. There were no Committee minutes to report to the Board.

Items for Noting

17. CPD Events – Board Paper 861

17.1. The Board noted the report

AOCB

18. Counter Terrorism Bill – Board Paper 860

18.1. The Director Corporate Services presented the Paper 860 to the Board which informed Members of the Counter Terrorism Bill and proposed amendments which would widen the OLR to include terrorists. The Board were informed the RMA will conduct a comprehensive review of the Bill to assess implications and should expect to receive a report of the outcome of the review in January 2021.

18.2. The Board noted the paper and concluded this matter could present a significant challenge for the RMA. The Chair agreed to raise this issue at the next meeting with the Director of Justice.

Action: Chair

19. Framework for Justice Sector Reforms in Scotland

19.1. The Board agreed that this item be deferred for discussion.

20. Judicial Review – Board Paper 855

20.1. The Board agreed that this item be deferred for discussion.

Date of Next Meeting

21. The Board noted the date for the next meeting 19 October 2020.