

RISK MANAGEMENT AUTHORITY

Board Meeting

18 February 2019, RMA, Paisley

Board Meeting Minutes

Present

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

In Attendance

Ms Yvonne Gailey, Chief Executive
Mr Paul Keoghan, Director of Corporate Services (points 5 to 49)
Mr Mark McSherry, Head of Development (points 14 to 27)
Mr Ross Pollock, Senior OLR Case Worker (points 9 to 13)
Mr Geoff Taylor, Risk Practice Lead (points 20 to 27)

Welcome

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

Apologies

2. Apologies were submitted by Ms Jane Davey.

Declarations of Interest

3. There were no declarations of interest.

Chief Executive Succession Planning - Board Paper 759

4. The Chair presented a paper on succession planning which the Board noted.

Approval of Previous Minutes

5. Mr Keoghan joined the meeting.
6. The Board reviewed the minutes from the Board meeting held on the 19th of November 2018 and noted a correction to para. 39.
7. The minutes from the Board teleconference held on the 28th of January 2019 were reviewed with no corrections. The minutes were approved.

Matters Arising

8. There were no matters arising.

Notification of death of a person subject to OLR – Board Paper 752 Procedures governing death of individual subject to an OLR – Board Paper 744

9. Mr Pollock joined the meeting.
10. The Board noted the papers that were presented and agreed the need to keep RMA procedures under review to ensure that they are robust and proportionate, consistent with RMA statutory functions, and do not overlap with the functions of other agencies.
11. It was agreed that it is a good time to conduct a review of the relevant procedures.
12. An update will be provided to the Board at its next meeting.

Action Point: CE

13. Mr Pollock left the meeting.

Risk Management Plan (RMP) and Annual Implementation Reporting (AIR) Business RMP Approval Process - Board Paper 745

14. Mr McSherry joined the meeting.
15. The Board reviewed options concerning contingency arrangements for the approval of Level 2 RMPs, in the event of an unplanned or extended absence by the Chief Executive. The Board expressed their preference for the process to be as straightforward as possible, confirming they did not wish to introduce further sub divisions / categories within each risk level; nor a return to RMP approvals made by the full Board. It was also felt that delegating authority to one Board member would not be sufficiently robust.
16. It was agreed that staff would reflect further on RMP approval process contingency arrangements and develop reviewed options for the Board to consider.

Action Point: CE

Review of the RMP Template – Board Paper 757

17. The Board considered proposals for a planned review of the RMP template. Staff provided background and advised the Board of recent developments, including quality assurance work by SPS; and plans to evaluate RMPs produced by Risk Practice Training participants. It was suggested that the newly-developed case manager training would also have a positive impact upon the quality of RMPs. Taken together, these actions would provide a better understanding of the development process and inform the RMA's consideration of potential changes to the RMP template.
18. There was agreement that the current format could be improved, to reduce repetition and cut & paste, and the three potential options presented in the paper were discussed as a way forward – it was decided that Option 3 should be pursued, which

will focus on the form as it is defined under each standard within the Standards and Guidelines for Risk Management. The current criteria is to be reviewed to consider its relevance in the light of learning over time and recent research/developments in effective practice. Once the necessary criteria of the form have been agreed, the RMP template will then be reviewed to ascertain elements that may be redundant, omitted or altered.

Action Point: Head Dev

19. Staff confirmed that the review of the RMP template has been included as an objective within the Business Plan 2019-20.
20. Mr Taylor joined the meeting.

Accreditation Governance

21. There were no matters to report.

Policy and Research

22. There were no matter to report.

Standards and Guidelines

23. There were no matters to report.

Training

Risk Practice Training Evaluation - Board Paper 746

24. Staff introduced two reports on Risk Practice Training - an Assessment of Learning Report and an Evaluation Report. The reports highlighted the positive outcomes of the training, with participants demonstrating increased knowledge, understanding and confidence; and identified areas for improvement such as some weaknesses in case summaries, formulations and the appropriate application of MAPPA risk of serious harm levels. Feedback from the participants demonstrated high levels of satisfaction in terms of their training expectations, the quality of training materials, their increased understanding of content, and skill enhancement.
25. Staff provided detail on plans to enhance the training by further developing post-training evaluation mechanisms; and creating a training framework for staff trainers. The Board were advised that these developments ties in with and are supported by Justice Social Work.
26. The Board noted the reports.
27. Mr Taylor and Mr McSherry left the meeting.

CORPORATE GOVERNANCE

Finance Performance Report Q3 - Board Paper 747

28. The Director introduced the finance performance report, updating the Board on the RMA's financial position as at the end of December 2018. The Director confirmed that the RMA were operating within budget, with the key item being salary savings that have been recycled to meet legal and capital costs.
29. The Board noted the report.

Business Plan Performance Report Q3 - Board Paper 748

30. The Board reviewed the business plan update and were advised that all three strategic objectives for 2018-19 have been completed. Progress against operational objectives was provided in other reporting, such as the OLR performance report.
31. The Board were content with the business plan update.

Changes to staff structure - Board Paper 758

32. The Board were advised of proposed changes to the current RMA staff structure. The Chief Executive explained that the operation of interim staffing arrangements since August 2018 had provided valuable information and yielded a number of benefits, particularly an increase in cross working and cohesiveness between the Delivery and Development teams. The exercise also enabled the key requirements and responsibilities of the Senior OLR Case Worker and Risk Practice Lead (Delivery) roles to be better identified and understood.
33. The Chief Executive advised that the arrangements had identified some workload pressures for the combined Head of Development and Delivery post, in terms of managing day to day line management, hence the proposed staffing structures included arrangements to alleviate that.
34. The Board welcomed efforts to promote joint working across the teams and were content with the new staffing structure.

Business Plan 2019-20 - Board Paper 749

35. The Director introduced the business plan for 2019-20. The plan proposes three strategic objectives for the year ahead, concerning phase 2 of the internet offending project; a review of the RMA research strategy; and the development of an engagement strategy for local authorities. The plan also outlines the RMA's operational objectives, areas for continuous improvement, key performance indicators, and the financial budget for the year.
36. The Board welcomed the scope of the planned objectives and commented positively on the quality of the plan.
37. The Board approved the business plan 2019-20.

Financial Budget 2019-20 - Board Paper 750

38. The Director introduced the financial budget for 2019-20 and informed the Board the budget is set at the same level as the previous year. The Director also highlighted key areas impacting the budget which included a change to the salary structure; additional staff to support maternity leave; cost of living/salary increments; and a capital budget allowance to support the development of a training facility.
39. The Board annotated a minor change to paragraph 10 of the financial budget covering paper.
40. The Board approved the financial budget 2019-20.

OLR Performance Report - Board Papers 751

41. The Board reviewed and noted the OLR performance report.

Committee Membership and Terms of Reference - Board Paper 753

42. The Board reviewed the Committee Membership & Terms of Reference and noted that there were no proposals to amend the terms of reference for any of the committees.
43. It was agreed that new Members Ms Gilluley would join the Accreditation Committee, and Mr McAllister would join the Audit Committee.
44. Members highlighted the need to remain aware of the gender split of the Board, which currently comprises three females and five males.

Interim Accountable Officer - Board Paper 754

45. The Board noted the proposed arrangements.

Board Member Pay Award - Board Paper 755

46. The Board noted the Member fee proposals for 2019-20.

Committee Minutes

Audit & Assurance Committee Minutes – 5 October 2018

47. The Audit Committee minutes from the 5th of October were noted.

Items for noting

Board and Committee Calendar 2019-20 - Board Paper 756

48. Staff agreed to re-issue a definitive calendar to Members. Mr Swan submitted tentative apologies for October's meeting.

Other Competent Business

49. The Chair thanked those present for their contributions and brought the meeting to a close.

Date of Next Meeting – 15 April 2019