

RISK MANAGEMENT AUTHORITY

Board Meeting

18 May 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

In Attendance

Mr Mark McSherry, Chief Executive
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. Apologies were submitted by Mr Stephen McAllister.

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 17 February 2020
5. Members reviewed and approved the minutes from the Board meeting held on the 30 March 2020.

Matters Arising

6. There were no matters arising

RMP & AIR Processes

7. There were no matters to report.

Accreditation Governance

8. There were no matters to report.

Policy and Research

9. There were no matters to report.

Standards and Guidelines

10. Risk Management Plan Form Update – Verbal Report

10.1. The Chief Executive provided a verbal update to the Board regarding the project to review the Risk Management Plan Form. The Chief Executive stated that given the current circumstances the date for Board feedback on proposed amendments to the RMP form be extended to the end of June.

10.2. The Board agreed with the extension and also agreed to provide feedback on the legislative review conducted by Andersonstrathern by the end of June with both items to be presented at the August Board meeting.

Training

11. There were no matter to report.

Corporate Governance

12. Scottish Government Funding Award - Board Paper 831

12.1. The Chief Executive presented the paper which informed the Board of an agreed increase to baseline funding. The Chief Executive also provided an outline of how the additional resource would be utilised to support changes to the current staffing structure.

12.2. Members welcomed the uplift and supported the changes to the staffing structure.

12.3. The Board noted the report.

13. **Revised Financial Budget 2020-21 - Board Paper 839**

13.1. The Director Corporate Services presented the paper which informed Members of revisions to the budget previously approved by the Board in February.

13.2. The Board noted the paper and welcomed the increase to baseline funding.

14. **Sponsorship Framework Agreement - Board Paper 832**

14.1. The Director Corporate Services presented the Sponsorship Framework agreement to the Board for approval. The Director informed the Board the agreement was reviewed by the Audit Committee in February and all recommendations have been considered.

14.2. The Board enquired whether Committee structures require to be reviewed to support the planned changes to organisational structures. It was agreed this matter would be reviewed at future date.

Action: CE

14.3. The Board approved the revised Sponsorship Framework Agreement.

15. **Delivery Team Report - Board Paper 833**

15.1. The Director Corporate Services presented the Delivery Team Report to the Board and requested feedback from the Board on the new style report.

15.2. The Board agreed the new format was an improvement upon the previous version and enquired whether the report could be further adapted for iPad use.

Action: DCS

15.3. The Board noted the contents of the report and welcomed the considerable reduction in the backlog of AIR evaluations.

16. **Update on Covid-19 – Maintaining OLR Functions - Board Paper 834**

16.1. The Head of Risk Practice presented the report to the Board which informed Members of the SPS approach to OLR case management during Covid-19 and the RMA's response to maintaining delivery functions. The Head of Risk Practice also sought Members views on potential medium to long term implications.

16.2. The Board noted the paper and enquired if assurances have been received from local authorities regarding the effective management of community based OLR offenders. The Head of Risk Practice informed Members not all local authorities have been contacted to date but those that have been contacted have not indicated any matters of concern.

17. **Update on Covid-19 – Corporate Governance - Board Paper 835**

17.1. The Chief Executive presented the paper which informed Members of actions taken by the Emergency Response Team in response to the Covid-19 crisis.

17.2. The Board noted the contents of the paper and welcomed the actions taken by the Emergency Response Team to manage the current crisis.

18. **Corporate Risk Register - Board Paper 836**

18.1. The Director Corporate Services presented the paper which informed Members of the impact of Covid-19 across a range of corporate risks. The Director highlighted 5 risks which were assessed to have increased as result of the pandemic.

18.2. The Board noted the contents of the paper.

19. **Bereavement Policy - Board Paper 837**

19.1. The Director Corporate Services presented the paper to Members which sought Board approval for enhancements to the statutory benefits.

19.2. The Board noted the contents of the report and approved the enhancements to the Bereavement Policy.

20. **Chief Executive Update - Board Paper 838**

20.1. The Chief Executive presented the report which informed Members of current/emerging developments.

20.2. The Board noted the contents of the paper and agreed that in relation to their previous concerns regarding immediate release the RMA should seek an update from Scottish Government on this matter.

Action: CE

20.3. The Board also requested that feedback be provide to the June Board on both the death in custody and community recall cases.

Action: HRP

Committee Minutes

21. **Audit Committee Minutes**

21.1. The Board noted the Audit Committee Minutes for 21 October 2019 .

22. **Accreditation Committee Minutes**

22.1. The Board noted the Accreditation Committee Minutes for 21 October 2019.

- 22.2. Members requested noted action point 13 appeared to remain outstanding and recommended this was followed up by the Accreditation Committee.

Action: HRP

Items for Noting

23. **The Paradox of Scottish Life Imprisonment**

23.1. The Board noted the paper and agreed no further action was required.

24. **Safer Communities and Justice Brief – April 2020**

24.1. The Board noted the contents of the paper.

25. **Accreditation Committee – Member Changes – Board Paper 840**

25.1. The Board noted the contents of the paper.

26. **Consultations**

26.1. The Board noted the contents of the report.

AOCB

27. There was no other competent business discussed.

Date of Next Meeting

28. The Board noted the date for the next meeting will be 15 June 2020 and agreed the meeting will be conducted via video conference.