

**Board Meeting Minutes**

**18 October 2021, RMA Office, Paisley**

**Present**

Mr David Crawford - Chair  
Dr Aileen Burnett  
Ms Jane Davey (via video conference)  
Mr Terry Powell  
Ms Michele Gilluley  
Mr Stephen McAlister  
Mr Jim Farish  
Mr Joe Judge

**In Attendance**

Mr Mark McSherry, Chief Executive  
Mr Paul Keoghan, Director Corporate Services  
Mr Geoffrey Tordzro-Taylor, Head of Development  
Ms Lesley Weber, Head of Effective Practice  
Mr Ross Pollock, OLR Lead (attended items 1-13)

**Welcome**

1. The Chair called the meeting to order at 11:00 am and welcomed all present.

**Apologies**

2. The Chair noted apologies submitted by Mrs Debbie Campbell, Head of OLR.

**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 16 August 2021.
5. The Board reviewed and approved the minutes from the Board meetings held on the 17 September 2021.

**Matters Arising**

6. The Chief Executive updated the Board on progress relating to Board Paper 917 and confirmed a risk management plan was received and is currently undergoing evaluation.

## **Agenda Items**

### **7. Research Governance Framework – Board Paper 920**

7.1. The Head of Development presented the paper and reviewed the main objectives of the Research Governance Framework. Members were informed the framework is expected to be completed in October and a copy will be distributed to Members for review.

**Action: HDev**

7.2. The Board noted the paper and agreed to provide feedback on the framework document within 4 weeks of receipt.

**Action: Board**

### **8. SPS Case Managers Training - Evaluation – Board Paper 919**

8.1. The Head of Development presented the paper and provided a summary of the key outcomes of the training evaluation together with a proposal to share the report with SPS.

8.2. The Board noted the paper and agreed the evaluation report be shared with SPS.

**Action: HDev**

### **9. National Care Service Consultation – Board Paper 921**

9.1. The Head of Effective Practice introduced the paper on the National Care Service consultation and discussed with Members proposed responses to the consultation.

9.2. The Board noted the paper and approved the proposed responses for submission.

**Action: HEP**

### **10. Programme for Government 2021-22 – Board Paper 922**

10.1. The Head of Effective Practice presented the paper on the Programme for Government and informed Members of four legislative Bills considered relevant to the RMA.

10.2. The Members noted the paper and were satisfied that progress on the highlighted Bills will be tracked as part of ongoing operations.

### **11. Review RMP Evaluation Procedures – Board Paper 922**

11.1. The OLR Lead presented the paper to the Board and informed Members of a proposed change to the RMP procedures which introduced a peer review process.

11.2. The Board noted and approved the update to the RMP Procedures.

12. **Review AIR Procedures – Board Paper 923**

12.1. The OLR Lead presented the paper to the Board and informed Members of proposed changes to the AIR procedures which formalised the role of the OLR officer with regards to AIR functions and introduced a peer review process. The OLR Lead provided a presentation of the workflow.

12.2. The Board noted and approved the updates to the AIR Procedures.

13. **The Legislative Compliance Review – Board Paper 924**

13.1. The Director Corporate Services presented the Legislative Compliance Review paper and reviewed the status of actions against recommendations. The Director confirmed the Board can expect to receive future updates on outstanding recommendations.

13.2. The Board noted the contents of the Legislative Compliance Review.

14. **Recommendation to Write off Bad Debt – Board Paper 925**

14.1. The Director Corporate Services presented the paper which contained a proposal for a bad debt to be written-off.

14.2. The Board noted the paper and approved the bad debt write-off.

**Action: DCS**

15. **Communications Strategy – Board Paper 926**

15.1. The Director Corporate Services presented the Communications Strategy to the Board for approval.

15.2. The Board noted the paper and approved the Communications Strategy.

16. **Board Succession Plan – Board Paper 927**

16.1. The Director Corporate Services presented the Board Succession Plan which informed Members of contracts due to expire in 2022. The Director also reviewed the current gender balance and discussed potential opportunities to address the balance.

16.2. The Board noted the contents of the paper Board Succession Plan and agreed the Chair would commence processes to review the contracts due to expire in 2022.

**Action: Chair**

17. **Review Committee Terms of Reference/Member Composition – Board Paper 928**

17.1. The Director Corporate Services presented the paper to the Board and informed Members the paper proposed all committee terms of reference remain unchanged.

17.2. The Board noted the contents of the paper and agreed the terms of reference remain unchanged.

**18. Review Register of Interest – Board Paper 929**

18.1. The Director Corporate Services presented the Register of Interest for review.

18.2. The Board noted the Register of Interest.

**19. Review Standing Orders – Board Paper 930**

19.1. The Director Corporate Services presented the paper and reviewed the proposed changes to Standing Orders. The Director informed Members the proposed changes formally permits virtual attendance at Board meetings which is proposed in recognition of the requirement to reduce carbon emissions.

19.2. The Board noted the paper and approved amendment to the Standing Orders which provided the Members the facility to attend meetings virtually. On the matter of submission of notes, the Board agreed to leave Point 28 unchanged which afforded Members the facility to submit notes.

**Action: DCS**

**20. Review Scheme of Delegation – Board Paper 931**

20.1. The Director Corporate Services presented the Scheme of Delegation to the Board for review and confirmed no changes were proposed.

20.2. The Board noted the Scheme of Delegation.

**21. Review Code of Conduct – Board Paper 932**

21.1. The Director Corporate Services presented the Code of Conduct to the Board for review and confirmed no changes were proposed.

21.2. The Board noted the Code of Conduct.

**22. Accreditation Committee Membership – Board Paper 933**

22.1. The Director Corporate Services presented the paper which requested the Board formally note the appointment of Mr Jim Farish to the Accreditation Committee.

22.2. The Board noted the appointment of Mr Jim Farish to the Accreditation Committee Membership.

**23. Audit and Assurance Committee Minutes – 21 June 2021**

23.1. The Chair of the Audit and Assurance Committee presented the minutes to the Board.

23.2. The Board noted the Audit Committee minutes from 21 June 2021.

**24. Accreditation Committee Minutes – 21 June 2021**

24.1. The Chair of the Accreditation Committee presented the minutes to the Board.

24.2. The Board noted the Accreditation Committee minutes from 21 June 2021.

**Items for Noting**

**25. Papers added to Resources List**

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

**AOCB**

26. The Chief Executive informed the Board that Ms Lesley Weber will be leaving the RMA at the end of October. The Board thanked Ms Weber for all her valuable work and contributions to Board meetings.

**Date of Next Meeting**

27. The Chair noted the date for the next Board meeting was scheduled for 13 December 2021 and Members agreed the meeting would be held via video conference.

28. The Chair thanked everyone for attending and closed the meeting at 1:30 pm.

**Board Development Session**

29. Following the meeting the Board remained to attend a development session which focused on Personality Disorder.

30. The Board thanked Ms Michele Gilluley for her time in preparing and delivering the development session.