RISK MANAGEMENT AUTHORITY

Board Meeting

19 April 2021, Video Conference

Board Meeting Minutes

Present
Mr David Crawford – Chair (present from 1 -21)
Dr Aileen Burnett (assumed Chair duties from 22 onward)
Ms Jane Davey
Mr Chris Hawkes
Ms Michele Gilluley
Mr Stephen Swan
Mr Stephen McAlister (present from 10 onwards)

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
Mrs Debbie Campbell, Head of OLR
Ms Elaine Ferguson, Effective Practice Lead Policy (present from 23 – 25)

Welcome

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

Apologies

2.   The Chair noted apologies submitted by Mr Terry Powell submitted apologies.

Declarations of Interest

3.   No declarations of interest were noted

Approval of Previous Minutes

4.   Members reviewed and approved the minutes from the Board meeting held on the 15 February 2021.

Matters Arising

5.   The Chair provided an update on Board appointments and confirmed Mr Joe Judge and Mr Jim Farish will commence office from 27 May 2021.

6.   The Chair also updated the Board on correspondence with Scottish Government on the Counter Terrorism Bill. The Chair informed the Board the first item of correspondence issued to Scottish Government focused on the impact on OLR and a second letter was issued which focussed on the impact of legislation on RMA as an organisation.

7.   The Board discussed the potential implications of the Counter Terrorism Bill and agreed a letter be drafted to the Minister outlining the focus of the RMA's interests in the implementation of the Bill.

Action: CE

Development

8.   **Justice Social Work Training Evaluation – Board Paper 886**

8.1.   The Head of Development presented the Justice Social Work Training Evaluation and discussed the implications drawn from the evaluation process. The Board were informed the process of evaluating draft risk management plans yielded a significant learning benefit however it required a significant resource impact to maintain. The evaluation also highlighted the need to review the entry criteria to ensure appropriately qualified candidates attended the risk practice course.

8.2.   The Board noted the paper.

9.   **Internet Offending Model Pilot – Board Paper 887**

9.1.   The Head of Development presented the Internet Offending Model Pilot paper. The Board were informed development of the internet offending model had been completed together with supporting guidance. The Board were advised the next phase will be to test pilot the model and that discussions had commenced with Scottish Government to review pilot options proposed by the RMA.

9.2.   The Board discussed concerns regarding the lack of a training for trainers element. The Board were informed this was a concern shared by the RMA but currently the working group discounted this element however it was something the RMA would seek to introduce in the future.

9.3.   The Board noted the paper.

10.   Stephen McAllister joined the meeting.

11.   **MAPPA Crossover Offending – Verbal**

11.1. The Board were provided with a verbal update on MAPPA Crossover Offending. The Board were informed the project initiated due to concerns raised by MAPPA of the use of gender specific conditions as part of SOPO arrangements and whether there was evidence of potential for crossover offending. The Board were informed the RMA collaborated with SOLS on this project and expect to complete a paper for the June Board.

11.2. The Board noted the verbal update.

Effective Practice

12. **LS/CMI User Satisfaction Survey – Board Paper 888**

    12.1. The Head of Effective Practice presented the LS/CMI User Satisfaction Survey. The Board were informed the user satisfaction survey was very positive and that going forward the annual process for conducting the survey will be reviewed with a view to increase response rates.

    12.2. The Board noted the paper.

13. **First Grant Temporarily Release – Board Paper 889**

    13.1. The Head of Effective Practice presented the First Grant Temporarily Release and provided an outline of the proposed temporary role to be assumed by the RMA. The Board were informed that the temporary functions had resource implications and that a business case has been submitted to Scottish Government requiring additional resources. The Board were also informed that legal advice was sought on potential risk and the legal advisor assesses risk as low. The Head of Effective Practice confirmed that the RMA would seek to agree to undertake this additional function under a Memorandum of Understanding.

    13.2. The Board noted the paper and agreed matters should proceed as contained within the paper.

OLR Functions

14. **OLR Serious Incident Reporting Procedure – Board Paper 890**

    14.1. The Head of OLR presented the procedures of reporting Serious Incidents relating to OLR offenders. The Head of OLR confirmed the procedure contained a definition to cover serious incident reporting and reviewed the requirements expected of lead authorities and the role the RMA would undertake to review and quality assure such reports.

    14.2. The Board noted the paper and recommended implications be considered where it emerged serious incidents occurred through the failure of a lead authorities to review the risk management plan.

    Action: HOLR

15. **Death in Custody Procedure – Board Paper 891**

    15.1. The Head of OLR presented the Death in Custody procedures. The Board were informed the recent number of deaths in custody highlighted the need for the RMA to develop relevant procedures. The Head of OLR informed the Board the procedures also considered implications of fatal accident inquiries.

15.2. The Board discussed whether Directions could be issued in the case of a death in custody and it was agreed legal opinion will be sought on this matter.

Action: HOLR

15.3. The Board noted the paper and it was agreed the paper would be resubmitted with relevant legal advice on the matter of direction.

16. **SPS outsourcing of drafting RMP's – Board Paper 892**

16.1. The Head of OLR presented the paper which informed the Board of SPS plans to outsource the drafting of RMPs. The Head informed Members that SPS intend to outsource the drafting of amended risk management plans for approximately 40 OLR offenders. The Board were informed all amendments were expected to be completed over a four month period and all outsourced plans would be subject to SPS internal quality assurance processes.

16.2. The Board noted the paper and agreed impact should be monitored.

Action: HOLR

Corporate Performance

17. **Five Year Financial Plan – Board Paper 893**

17.1. The Director Corporate Services presented the Five Year Financial Plan. The Director informed the Board of the key drivers used to inform the financial forecast and of funding implications assuming various levels of austerity.

17.2. The Board noted the paper.

18. **Draft Annual Report – Board Paper 894**

18.1. The Director Corporate Services updated the Board on the progress of the Draft Annual Report.

18.2. The Board noted the paper.

19. **Board Member Code of Conduct – Board Paper 895**

19.1. The Director Corporate Services presented the Board Member's Code of Conduct.

19.2. The Members noted the paper and agreed to provide any feedback by the end of April.

Human Resources

20. **Board Members CPD - Verbal**

20.1. Board Members noted the verbal update on Board Members CPD.

20.2. The Board reviewed Member training requirements and agreed training on personality disorder; trauma and structured professional judgement.

20.3. The Board agreed to provide feedback on training options and a timetable be developed to support delivery.

Action: Board

21. Mr Crawford left the meeting and Dr Burnett assumed the function of Chair for the remainder of the meeting.

22. **Board Members Induction - Verbal**

22.1. The Chief Executive presented the planned induction process for new Board members.

22.2. The Board noted the verbal update.

Corporate Governance

23. The Effective Practice Lead Policy joined the meeting

24. **Judicial Review Decision – Board Paper 896**

24.1. The Risk Practice Lead Effective introduced the Judicial Review Decision paper.

24.2. The Board noted the paper.

25. The Effective Practice Lead Policy left the meeting

26. **Change to Committee Structure – Board Paper 897**

26.1. The Director Corporate Services presented the paper on proposed changes to committee structures.

26.2. The Board noted the paper and approved the changes the contained within the paper. The Board also agreed Dr Burnett would assume the role of vice chair of the Accreditation Committee with immediate effect.

27. **Review Audit Committee Minutes – 19 October 2020**

27.1. The Board noted the Minutes for the 19 October 2020 Audit Committee

28. **Review Accreditation Committee Minutes – 15 February 2021**

28.1. The Board noted the Accreditation Committee minutes for the meeting held on 15 February 2021.

29. **Review Audit Committee Self Evaluation Report**

29.1. The Board noted the contents of the Audit Committee Self Evaluation Report.

30. **Accreditation Committee Self Evaluation Report**

30.1. The Board noted the contents of the Accreditation Committee Self Evaluation Report.

Items for Noting

31. **Papers added to Resources List**

31.1. The Board noted the papers recently added to the resource section of Diligent.

AOCB

32. The Chair noted this would be Mr Hawkes last Board meeting and thanked him for the years he served as a member of the RMA Board. The Chief Executive also passed on his thanks on behalf of all staff.

Date of Next Meeting

33. Chair noted the date for the next Board meeting was scheduled for 28 June 2021.

34. The Chair thanked everyone for attending and closed the meeting.