

RISK MANAGEMENT AUTHORITY

Board Meeting

20 August 2018, RMA, Paisley

Board Meeting Minutes

Present

Mr Stephen Swan (acting chair)
Ms Jane Davey
Mr Terry Powell (teleconference)
Mr Chris Hawkes
Dr Aileen Burnett

In Attendance

Ms Yvonne Gailey, Chief Executive
Mr Paul Keoghan, Director of Business Performance
Ms Heather Irving, Head of Delivery (point 6 to 20)
Mr Mark McSherry, Head of Development (points 18 to 27)
Ms Rebekah Emmett, Risk Practice Lead (points 6 to 13)
Ms Selina Kerr, Research Officer (points 20 to 24)
Ms Rachel Webb, Research Officer (points 20 to 24)
Mr Ian McIntosh, Risk Practice Lead (points 24 to 27)
Ms Julie McDonald, Risk Practice Officer (points 24 to 27)
Mr Paul Foy, Governance & Communications Officer (points 36 to 38)
Mr Peter Dodson, Scottish Government Sponsor Department

Welcome

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

Apologies

2. There were apologies from Mr David Crawford.

Declarations of Interest

3. There were no declarations of interest.

Approval of Previous Minutes

4. The minutes from the Board meeting held on the 18th of June were approved.

Matters Arising

5. The CE provided an update to Members regarding point 25 of the previous minutes concerning staff changes within the Delivery Team. She advised that interim arrangements had now been put in place, with three staff undertaking additional duties until such times as new staff have been appointed. The CE also advised that the discussions with Pay Policy regarding the staff pay remit had reached a satisfactory conclusion.
6. Ms Irving and Ms Emmett joined the meeting.

RMP and AIR Business

Quality Assurance of Risk Management Plan Approval Case 013 - Board Paper 704

7. The Board discussed Case 013 and were advised by staff that extensive dialogue had taken place with the Lead Authority to produce this RMP, and that the Lead Authority had confirmed that the plan will be constantly updated and reviewed throughout its implementation. The Board commented positively on the plan's dynamic nature but also pointed out that the current Risk of Serious Harm rating referred to a prison setting, therefore this would need to be updated following any progression to a community setting.
8. The Board commented more widely on the standard licence conditions contained within the plan, with the suggestion that more specific conditions would be set by a Parole tribunal in due course – the Board noted this as a learning point for any future reviews, to ensure that this did indeed take place.
9. The Board having reviewed all material in relation to Case 013 concluded the contents of the decision letter issued by the Chief Executive aligned with the Board's evaluation of the material and evidenced compliance with the procedures governing risk management plan approval process.
10. The Board discussed whether cases of a higher profile, or those that could potentially involve wider considerations such as political scrutiny, reputational or corporate risk, should be flagged up in some way. Staff advised that a paper was scheduled to be presented to the Board next month regarding a review of the RMP approval process' implementation phase, hence it was agreed that the paper would now also include consideration of this type of scenario.

Action Point: CE

Quality Assurance of Risk Management Plan Approval Case 108 - Board Paper 705

11. The Board reviewed Case 108 and highlighted that a significant amount of RMA guidance had been required by the Lead Authority. Staff agreed that there had been a great deal of work needed to produce an approvable plan, and that staff were actively engaging with SPS to improve matters.
12. The Board having reviewed all material in relation to Case 108 concluded the contents of the decision letter issued by the Chief Executive aligned with the Board's evaluation of the material and evidenced compliance with the procedures governing risk management plan approval process.

Quality Assurance of Risk Management Plan Approval Case 124 - Board Paper 706

13. The Board reviewed all material in relation to Case 124 concluded the contents of the decision letter issued by the Chief Executive aligned with the Board's evaluation of the material and evidenced compliance with the procedures governing risk management plan approval process.
14. Ms Emmett left the meeting.

OLR Performance Report – Board Paper 707

15. The Director of Business Performance introduced the OLR Performance Report for quarter 1 2018-19. He advised that there are 168 OLRs, with 162 managed by SPS, 3 by Local Authorities and 3 by the NHS. There have been 3 Risk Assessment Orders made by the High Court so far this financial year. In terms of AIRs, there are 14 currently pending review and a further 45 AIRs due by the end of August. Priority has been given to AIRs to reduce any backlogs. There are 15 accredited assessors, of which 6 are currently available to the High Court, providing adequate provision.
16. With regard to staff time and resources, the Board were advised that steps were being taken to maintain a degree of control over the levels of support and engagement offered to Lead Authorities in their preparation of RMPs – it was accepted that there will always be some variations, with certain cases requiring substantial RMA staff support, but the intention remains for RMA Caseworker feedback to be of a generally consistent level. The Board were informed that the RMA are currently developing Case Manager training for SPS, which will be implemented shortly; that the RMA are supporting SPS to update their OLR guidance; and a supported self-evaluation tool is being developed – all of these developments should help to reduce the level of RMA-staff support required by lead authorities. The Board were content with the report.

OLR Status Report – Board Paper 708

17. The Director introduced the OLR status report, which provided an overview of the status and distribution of OLR Offenders via five charts: OLR Distribution by Lead Authority; OLR Prison Distribution; Prison Sentence Status; National Top End/Open Estate; and NHS/Local Authority.
18. The Board noted the report and discussed the potential implications in relation to the number of OLR offenders currently on progression within SPS. The Board noted current engagement with local authorities on OLRs could face a significant increase from 3 to 13 local authorities and discussed the potential for impact upon current resources. Staff advised the Board such change would likely take place over the medium term and arrangements are being implemented to minimise impact for both local authorities and the RMA.
19. The Board recorded their thanks and best wishes to Ms Irving, who will leave the RMA in early September.
20. Ms Irving left the meeting. Mr McSherry, Ms Webb and Ms Kerr joined the meeting.

Policy and Research

Internet Offending Literature Review - Board Paper 709

21. The Board were given an overview of the Internet Offending Literature Review. The study was developed in response to the Joint Thematic Review's recommendation that guidance be developed to better assess the risk posed by internet offenders. The internet offending study is the result of 6-7 months work and has been subject to external review by Dr Ethel Quayle, who provided very positive and useful feedback. The review will be provided to the MAPPA Strategy Group at the end of August.

22. The literature review meets all six aims identified by the Joint Thematic Review, which included consideration of characteristics, offending trajectories and a review of risk assessment tools, to provide a comprehensive resource for practitioners. The review identifies emerging implications for practice and suggests that a tailored approach is required to address the different types of offender. The review also outlines that where factors combine, such as anti-sociality, access to children and criminal histories, there is an increased risk of an internet offender going on to commit contact offences. In terms of risk assessment tools, the review identifies a modified version of the RM2000 as an accurate predictor; that the CPORT tool holds the most promise in accurate assessments; and that the KIRAT2 tool may also be of help to the Police in their prioritising of casework. A number of tools for adolescents were reviewed, which require further validation study.
23. The literature review will be circulated to the Strategy Group and thereafter work will move on to consider the development of a model for practice. The Board praised staff for their efforts in producing this paper and viewed it as an important step forward in understanding internet offending, which will be welcomed by practitioners.
24. Ms Webb and Ms Kerr left the meeting. Ms McDonald and Mr McIntosh joined the meeting.

LS/CMI Service Evaluations - Board Paper 710

25. Staff introduced the two LS/CMI Service Evaluation reports - these reports were considered by the National LS/CMI Working Group on 23rd July 2018 and will be presented at the next Social Work Scotland Justice Standing Committee in August. Following that, the reports will be issued to all LS/CMI mentors and published on the RMA website in September 2018. The Board thanked staff for these useful and interesting reports.

Standards and Guidelines

26. The Board were advised that updated Standards and Guidelines for Risk Assessment Report Writing will be issued to the Board in the following week for feedback.
27. Mr McSherry, Ms McDonald and Mr McIntosh left the meeting.

Corporate Business

RMA Financial Performance Report Q1 - Board Paper 711

28. The Director presented the Financial Performance Report to the Board, advising that the annual budget for the year is £1.3m and that a minor overspend of £1,682 is anticipated at the end of the year. Embedded into this forecast are unfunded legal costs of £15k relating to the ongoing litigation appeal, which the RMA can reclaim from the Sponsor Department if required. Consideration of these items together therefore provides a projected net adjusted underspend of £13.5k. In terms of budgets, the report outlines current overspends and underspends against budget headings, the main item being staff costs – it is estimated that staff costs at the end of the year will be £970k, which would represent an overspend of £15.5k. This relates to the implementation of new pay scales and an allowance for staff leavers, recruitment and maternity cover arrangements; but it is expected that this will be offset somewhat by anticipated Board Member cost savings – due to the currently depleted number of

members and the planned move to bi-monthly meetings. Staff confirmed that the budget assumed full staffing and was deliverable in line with the pay remit.

29. The Board advised staff that Members have a letter of agreement regarding remuneration, which sets annual salaries, that will need to be renegotiated. Staff confirmed the Sponsor Department are aware of this and are in the process of drawing up letters to formally inform members of changes. It was noted that the new arrangements will bring current Members into line with those new Members due to be appointed.

Business Plan Performance Report Q1 - Board 712

30. The Director introduced the Business Plan Performance Report which provides an update on progress against the RMA's strategic objectives over the first quarter. The report included progress against the Internet Offending objective, detailing the actions to date and the plans for the forthcoming months. The Standards and Guidelines for Risk Assessment Report Writing are nearing completion, with an expected publication date of October and an implementation date of January 2019; an accredited assessor meeting has been planned for October to advise assessors of the new requirements. Finally, progress has been made in the development of a risk practice course for case managers, to assist them in applying their skills to develop risk management plans for OLRs.
31. The Board noted and business plan performance report and were content with the performance report.

Accreditation Governance

32. There were no matters to report.

Training

33. There were no matters to report.

Committee Minutes

34. The Audit Committee minutes from the 19th of March 2018 were noted.

Items for noting - Public Bodies Unit Bulletin

35. The Board noted the Public Bodies Unit Bulletin.

Website Presentation

36. Mr Foy joined the meeting.
37. Mr Foy provided an overview of the new rma.scot website to the Board and outlined its design themes, structure and technical features. The new website has been developed in line with the RMA's wider communications plans to ensure it is

consistent with other mechanisms such as twitter and RMA's publications, thus providing a recognisable branding for all RMA products. The Board were content with the changes and highlighted the importance of the RMA's function to provide accessible and useful resources for stakeholders and practitioners.

38. Mr Foy left the meeting.

Any Other Business

39. The Board were given an update on the planned Board development day. The Board were informed the development day will be held on Friday the 5th of October in the Glynhill Hotel commencing at 10:30am.
40. Mr Powell and Mr Hawkes submitted their apologies for September's Board meeting rendering the scheduled Audit Committee meeting inquorate. It was therefore agreed the next Audit Committee meeting would take place in the Glynhill Hotel at 9:00am prior to the development day meeting. Committee members will be offered overnight accommodation at the hotel to facilitate the early start.
41. The Chair thanked all present for their contributions and brought the meeting to a close.

Date of Next Meeting – 17 September 2018