

MINUTES: BOARD TEAM MEETING

21 August 2023, RMA Office

Present

Dr Geraldine O'Hare – Chair
Dr Aileen Burnett
Mr Jim Farish
Mr Stephen McAllister
Dr Joe Judge
Ms Michele Gilluley
Mr James Maybee

In Attendance

Mr Mark McSherry, Chief Executive (until item 17)
Mr Paul Keoghan, Director Corporate Services (until 18.3)
Mr Geoffrey Tordzro-Taylor, Head of Development (until item 17)
Mr Eddie Kotrys, Head of Effective Practice (until item 9.4)
Ms Debbie Campbell, Head of OLR (until item 17)
Ms Lauren McClintock, OLR Team Manager (until item 17)
Ms Kathleen McAuley, Office Administrator (Minute Taker) (until item 14.4)

Welcome

1. The Chair called the meeting to order at 10:00 am and welcomed all present. The Chair introduced herself and thanked the Chief Executive and the staff team for the very thorough Induction Programme and the warm welcome both she and Mr Maybee had received to the RMA. Mr Maybee introduced himself and also thanked the team. Members introduced themselves to the new Board members.

Apologies:

2. The Chair noted no apologies were submitted.

Declarations of Interest

3. The Board noted declarations of interest from:
 - 3.1. Mr James Maybee made a general declaration and informed members he is a member of the Parole Board and may have conflicts in relation to discussions on Parole Board work. The Board noted Mr Maybee's general declaration and agreed this should be reviewed meeting to meeting.
 - 3.2. Mr Mark McSherry noted an interest in regards to Board Paper 1039 on Chief Executive Pay. The Board agreed Mr McSherry would be excused from the meeting while Board Paper 1039 was discussed.

Approval of Previous Minutes

4. The Board reviewed and approved the minutes from 19 June 2023.
5. The Board agreed the following items as completed – 10.1 (02/23); 10.2 (06/23); 9.2 (02/23)

Matters Arising

6. In relation minute item 9.4 from February 2023 the Board requested a paper on the review of community release to go to October Board meeting.

Action: HOLR

7. The Chief Executive (CE) informed the Board Chief Executive updates will be presented to the Board 3 times a year, with the next one scheduled for October 2023.

Agenda Items

8. FRGMA – Presentation – Meeting Paper 296

8.1. The Head of Development (HoD) presented an overview of the Framework for Research Governance, Management and Assurance (FRGMA) to the Board. The HoD explained the purpose of the framework was to provide a structured approach to research projects.

8.2. The Board noted the presentation and agreed project recommendations should be reviewed annually by the Research Committee.

Action: HoD

8.3. The Chair thanked the HoD for the presentation on FRGMA.

9. Assessment of Learning Report on Social Work Training – Board Paper 1031

9.1. The HoD presented the Assessment of Learning Report 2022 to the Board advising the report assesses the knowledge and confidence gained from the Foundations of Risk Practice training course for Justice Social Workers, delivered online in August 2021 and February 2022.

9.2. The Board noted issues with the quality of Risk Management Plans submitted by delegates led to the development of selection criteria for future training courses. The HoD informed members that an updated report which will include recent training will be presented to the Board in 2024.

Action: HoD

9.3. The Board noted the contents of the report.

10. Quarterly OLR Performance Report – Board Paper 1032

- 10.1. The Head of OLR (HOLR) reported on activities of the OLR team during Quarter 1 of 2023-24.
- 10.2. Members were informed the target timescales for the approval of risk management plans and the evaluation of implementation reports were met in all cases. The target timescales for the completion of risk assessment report evaluations was achieved in 83% of the cases.
- 10.3. The Board were informed there were 2 vacancies within the OLR Team and recruitment processes have commenced.
- 10.4. The Board noted the content OLR Performance Report.

11. Corporate Plan 2023-27 – Board Paper 1033

- 11.1. The CE presented the Corporate Plan 2023-27 for approval to the Board giving an overview and advising the plan contained 4 strategic aims:
 - Aim 1 – We develop evidence-based, defensible and ethical risk assessment and management
 - Aim 2 – We set and raise standards to continuously improve the quality of risk assessment and management
 - Aim 3 – We deliver specialised training to improve skills, knowledge and confidence in risk assessment and management
 - Aim 4 – We support justice agencies and influence policy in risk assessment and management
- 11.2. The Board noted the Corporate Plan and agreed a Board away day be arranged prior to December 2023. The Board agreed the purpose of the away day is to provide members the opportunity to review the details of the corporate plan with the aim to have an approved plan by January 2024.

Action: Chair/CE
- 11.3. The Board also agreed an annual away day for Board members to review the Annual Business Plan be arranged each year.

Action: DCS
- 11.4. The Head of Effective Practice (HEP) left the meeting.

12. Board Succession & Committee Composition – Board Paper 1034

- 12.1. The Director Corporate Services (DCS) presented the paper on Board Succession & Committee Composition for the Board to review.
- 12.2. The Chair requested any members who are interested in becoming Vice Convener of the Board to contact the Convener by 4 September 2023.

Action: Members
- 12.3. The Chair asked all Members to review their committee memberships and to email any required changes to the Convener by the 4 September 2023.

Action: Members

12.4. The Board reviewed the current skills matrix and requested Dr O'Hare and Mr Maybee send their updates to the Office Administrator.

Action: Members

12.5. Ms Gilluley requested that 'Chartered' be removed from her skills matrix section.

Action: OA

12.6. The Board noted the current gender imbalance and agreed to aim to address this issue when conducting future appointments.

13. Quarterly Financial Performance Report – Board Paper 1035

13.1. The DCS presented the Quarterly Financial Performance Report to the Board informing them of the current financial position to the end of June 2023 and advised of key issues likely to affect the expected financial position for the year 2023-24.

13.2. The DCS highlighted the staff pay award for 23-24 has yet to be concluded and may impact the financial forecast. The DCS discussed potential implications of the staff pay award and confirmed any proposed pay award would be brought to the Board for approval.

13.3. The Board noted the content of the Quarterly Financial Performance Report.

14. Five Year Financial Forecast – Board Paper 1036

14.1. The DCS presented the 5 Year Financial Forecast advising the Board the main update to the forecast recognised the late amendment to the 22-23 pay award. The DCS reviewed key assumptions around staffing levels and annual pay awards used to inform the forecast.

14.2. The DCS informed the Board the forecast currently presents a funding gap of £362,000 over the next 5 years but may require further updating once the terms of the 23-24 pay award is agreed.

14.3. The DCS noted, once the 23-24 pay award is agreed, the next step is to communicate the 5 year forecast to the Sponsorship Department with the aim to secure clarity on future funding arrangements.

14.4. The Board noted the content of the Five Year Financial Forecast.

15. Quarterly Business Plan Performance Report – Board Paper 1037

15.1. The DCS presented the Quarterly Business Plan Performance Report to the Board updating on the progress of the 2023-24 Business Plan objectives. The DCS informed the Board of the 22 objectives set this year, 16 are on track, 4 delayed and 2 not due to start.

15.2. Each of the Head of Departments updated the Board on the status of their respective objectives.

15.3. The Board noted the Q1 performance report and thanked staff for all their work.

16. Quarterly HR Report – Board Paper 1038

16.1. The DCS presented the Q1 HR Report which updated Members on HR activity and key performance indicators for the period between 1 April – 30 June 2023.

16.2. The DCS also highlighted a HR Manager was appointed in May and is focussing on developing a HR Strategy which is expected to be presented at the October Board meeting.

Action: DCS

16.3. The Board noted the content of the Quarterly HR Report.

Other Competent Business

17. The Chair acknowledged this was Dr Burnett's last Board meeting and thanked her for all her work with the RMA. . The Board extended their best wishes to Dr Burnett for the future.

Date of next meeting

18. The Board members noted the next meeting is scheduled for 16 October 2023.

19. The Chair thanked everyone for attending and for their detailed papers. The Chair asked staff, with the exception of the DCS, to leave the meeting while the Board discussed a restricted item.

Restricted Item

20. Chief Executive Annual Pay Review – Board Paper 1039

20.1. The DCS presented a report on the Chief Executive Annual Pay review and provided the Board with a summary of the key provisions of Scottish Government's Pay Strategy.

20.2. The DCS highlighted guidance on reviewing CE remuneration package and reviewed public sector comparator data.

20.3. The Board noted the report and asked the DCS to leave the meeting for the Board to have a private discussion on CE pay.

21. The Chair closed the meeting at 15:30.