

**Board Meeting Minutes**

**21 February 2022, RMA Office**

**Present**

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

**In Attendance**

Mr Mark McSherry, Chief Executive (left meeting for 16.2 -16.3)  
Mr Paul Keoghan, Director Corporate Services  
Mr Geoffrey Tordzro-Taylor, Head of Development  
Ms Debbie Campbell, Head of OLR

**Welcome**

1. The Chair called the meeting to order at 10:00 am and welcomed all present.

**Apologies**

2. The Chair noted apologies submitted by Dr Joe Judge.

**Declarations of Interest**

3. The Chief Executive noted a conflict of interest in relation to paper 952 and agreed to leave the meeting for that discussion.
4. The Director Corporate Services noted a conflict of interest in relation paper 951. The Board noted the conflict and agreed it was an unavoidable aspect of a small organisation and requested the Director remain to present the report. The Board also noted any proposal would be subject to external scrutiny by Scottish Government.

**Approval of Previous Minutes**

5. The Board reviewed and approved the minutes from the Board meetings held on the 13 December 2021.

**Matters Arising**

6. The Board noted no matters arising.

## **Agenda Items**

### **7. Terms of Reference – Research Committee – Board Paper 944**

- 7.1. The Head of Development presented the Terms of Reference for the Research Committee to the Board.
- 7.2. The Board noted and approved the Terms of Reference for the establishment of the Research Committee.
- 7.3. The Board also approved the following individuals as members of the Research Committee – Dr Aileen Burnett; Ms Michele Gilluley, Dr Joe Judge and Mr Jim Farish.

### **8. Quarterly OLR Performance Report – Board Paper 945**

- 8.1. The Head of OLR updated the Board on the Quarterly OLR Performance Report highlighting the emergence of issues with the quality of RMP submissions. The Head confirmed that quality concerns lie specifically with plans outsourced by SPS to an external contractor. The Head also confirmed while SPS maintained a quality assurance process for outsourced plans this process was failing to capture quality issues prior to plans being submitted to the RMA for approval.
- 8.2. The Board discussed concerns with the quality of RMP submissions and expressed disappointment in the notable deterioration in the quality of submissions and requested a further update be provided on this matter.
- 8.3. The Chief Executive advised a review of the quality of all outsourced plans over the initial 6 months of the contract will be conducted and findings will be reported back to the Board for further consideration.  
**Action: HOLR**
- 8.4. The Head of OLR also informed the Board 9 applications were received from individuals seeking accreditation. The Head also confirmed the applications will be considered by the Accreditation Committee in March.
- 8.5. The Board noted the contents of the OLR performance report.

### **9. Research Project Update - Verbal**

- 9.1. The Head of OLR provided a verbal update on the OLR Research Project and discussed research methodology options. The Head proceeded to inform Members of the rationale for opting for a thematic analysis.
- 9.2. The Board welcomed the verbal update on the OLR progress.

## **10. Quarterly Financial Management Report – Board Paper 946**

10.1. The Director Corporate Services updated Members on the Quarterly Finance Management Report. The Director highlighted a slight budget underspend was forecast which represented 0.01% of total funding.

10.2. The Board noted the quarterly financial report.

## **11. Quarterly Business Plan Performance Report – Board Paper 947**

11.1. The Director Corporate Services presented the Quarterly Business Plan Performance Report and updated the Board on the progress of all strategic objectives.

11.2. The Board noted the quarterly business plan update.

## **12. Business Plan 2022-23 – Board Paper 948**

12.1. The Director Corporate Services presented an overview of the proposed Business Plan 2022-23 to the Board for approval. The Board also received a presentation from each head of department on individual team objectives.

12.2. The Board noted the proposed plan was ambitious and agreed to approve.

## **13. Financial Budget 2022-23 – Board Paper 949**

13.1. The Director Corporate Services presented the Financial Budget 2022-23 to the Board for approval. The Director explained the reasons for the proposed funding increase and also informed the Board preliminary discussions with the Sponsor Department on the funding increase were positive.

13.2. Board Members noted and approved the proposed budget for 2022-23.

## **14. 5 Year Financial Forecast to 2028 – Board Paper 950**

14.1. The Director Corporate Services presented the 5 Year Financial Forecast and highlighted the key assumptions considered as part of the forecasting process. The Director also reviewed the level of volatility contained in the assumptions.

14.2. The Board noted the financial forecast and agreed it was importance to maintain ongoing engagement with the sponsor department regarding the requirement for long term funding plans.

## **15. Staff Pay Remit 2022-23 – Board Paper 951**

15.1. The Director Corporate Services presented the proposed Staff Pay Remit for 2022-23 to the Board.

- 15.2. The Director informed the Board the proposal was based upon the parameters set out in the pay policy issued by Scottish Government. The Director also reviewed the financial implications of implementing the proposed award. The Director also highlighted the use of flexibilities had not currently been determined and requirements to utilise flexibilities may emerge following discussions with PCS.
- 15.3. The Board approved the proposed staff pay remit noting it may be subject to adjustment in relation to the use of flexibilities.
- 15.4. The Chief Executive left the meeting for the discussion on the Chief Executive's proposed pay award.

#### **16. Chief Executive Pay Award – Board Paper 952**

- 16.1. The Director Corporate Services presented the Chief Executive proposed pay award and informed the Board the proposal was based upon parameters set out in the pay policy issued by Scottish Government. The Director also reviewed the financial implications of implementing the proposed pay award.
- 16.2. The Board noted the paper and approved the proposed pay award for the Chief Executive.

#### **17. Chair and Member Fees 2022-23 – Board Paper 953**

- 17.1. The Chief Executive returned to the meeting
- 17.2. The Director Corporate Services presented the Board Member fees for 2022-23 to the Board.
- 17.3. The Director Corporate Services presented the proposed Chair and Members fees for 2022-23 and informed the Board the proposed award was based upon parameters set out in the pay policy issued by Scottish Government. The Director also reviewed the financial implications of implementing the proposed fees.
- 17.4. The Board noted the paper and approved the proposed 2022-23 Chair and Members fee rates for submission to Scottish Government.

#### **18. Accreditation Committee – Chair Update - Verbal**

- 18.1. The Chair of the Accreditation Committee provided verbal update to the Board. The Chair reviewed recent developments in accreditation processes and informed the Board areas of future focus will relate to quality assurance processes and assessor engagement.
- 18.2. The Board noted the verbal update from the Chair of Accreditation Committee.

## **19. Review Board Performance Survey – Board Paper 954**

19.1. The Director Corporate Services presented the paper and informed Members the purpose of the paper is to facilitate the self-evaluation of Board performance.

19.2. The Board agreed to defer self-evaluation to the April Board meeting.

**Action: DCS**

## **20. Code of Conduct for Members – Board Paper 955**

20.1. The Director Corporate Services presented the report seeking Board approval to the revised Code of Conduct for Members. The Director highlighted the paper proposed the implementation of the model code without any revisions.

20.2. The Board noted and approved the revised Code of Conduct for Board Members.

## **21. Media Coverage – Board Paper 956**

21.1. The Chief Executive presented the paper which informed the Board of recent media coverage.

21.2. The Board noted the media coverage and discussed concerns regarding the level of inaccuracies contained in the press articles.

21.3. The Board were assured by the fact a complaint had been lodged with IPSO and contact made with all political parties to correct the inaccuracy of the press reports.

## **22. Menopause Policy and Procedure – Board Paper 957**

22.1. The Director Corporate Services presented the Menopause Policy and Procedure paper to the Board.

22.2. The Board approved the Menopause Policy and Procedure, welcoming its development and the continued focus on the promotion of staff wellbeing.

### **Items for Noting**

#### **23. Papers added to Resources List**

23.1. The Board noted the papers recently added to the resources section on Diligent.

### **AOCB**

24. No other competent business noted

**Date of Next Meeting**

25. The Chair noted the date for the next Board meeting was scheduled for 25 April 2022.

26. The Chair thanked everyone for attending and closed the meeting at 13:30 pm.