

RISK MANAGEMENT AUTHORITY

Board Meeting

21 October 2019, RMA, Paisley

Board Meeting Minutes

Present

Mr David Crawford - Chair
Dr Aileen Burnett
Mr Stephen McAllister
Ms Jane Davey
Mr Terry Powell
Mr Chris Hawkes
Ms Michele Gilluley

In Attendance

Mr Mark McSherry, Chief Executive
Mr Paul Keoghan, Director Corporate Services

Welcome

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

Apologies

2. There were apologies from Mr Stephen Swan.

Declarations of Interest

3. There were no declarations of interest.

Approval of Previous Minutes

4. The Board reviewed and approved the minutes from the Board meeting held on the 19th of August 2019.

Matters Arising

5. The Board requested an overview of the recent RMA staff changes and were advised that a number of recruitment campaigns had now been concluded: Geoff Taylor was appointed to Head of Risk Practice; Rachel Webb to Risk Practice Lead (Development); and Ross Pollock to Risk Practice Lead (Delivery). The management team also hope to confirm the new Risk Practice Officer (Delivery) this week, which was open to internal candidates only - this would consequently result in an OLR Case Worker vacancy, and an opportunity to convert an existing temporary OLR Case Worker contract to a permanent contract. Going forward, a recruitment campaign will be issued shortly for two Researcher posts and again later in the year for a further OLR Case Worker (subject to a successful business case). Staff highlighted that they had been delighted with the calibre of external applicants for the recent Risk Practice

Lead vacancy, which bodes well for any future campaigns. The Board welcomed these developments.

6. The Chief Executive provided an update on the RMA's contribution to the Home Detention Curfew Guidance and Governance Group.

RMP Evaluation Procedure and Process – Current Status - Board Paper 790

AIR Evaluation Process – Current Status – Board Paper 791

7. Staff provided the Board with an overview of the current position, advising that the draft processes are at an advanced stage following a detailed review. Further amendments are planned, which will be taken forward in discussions by the management team, leading to the new processes being presented to the Board at December's meeting.

Action Point: CE

8. The Board were content with the progress made and timeline for completion.

Accreditation Governance

9. The Chair advised Members that he has appointed Mr Terry Powell as Vice Chair of the Accreditation Committee. Mr Powell will commence this role with immediate effect.

Standards and Guidelines

Annual Update on Standards & Guidelines and FRAME – Board Paper 792

10. The Chief Executive introduced this paper, which provided an overview of the status of Standards and Guidelines for Risk Assessment Report Writing, Standards & Guidelines for Risk Management, and the Framework for Risk Assessment, Management and Evaluation (FRAME). The Board were advised that consideration is currently being given to reviewing the FRAME policy paper, which was published in 2011; and potentially making updates to the Standards and Guidelines to reflect practice developments in areas such as formulation and victim safety planning. Any plans to revise these publications will be formalised within the Business Plan for 2020/21, which is scheduled to be submitted to the Board in December. The Board welcomed this approach.

Board Succession Plan – Board Paper 793

11. The Director introduced the Board succession plan, highlighting two significant dates - in 2021 where the Board will seek to extend the contracts of four members and the terms of two Board members will end; with an added complication being that those two members are chair and vice chair of the Audit & Assurance Committee. A further risk of loss of knowledge and disruption to Board continuity will follow in 2025, when 50% of the Board will complete their maximum eight-year appointment terms. The Director also drew the Board's attention to the Scottish Government's gender equality target of 50:50 by 2020, which is unlikely to be achieved. In mitigation, the Board have limited capacity to influence this as appointments are issued by Scottish Government.
12. Members discussed options to reduce the impact of Board changes by potentially staggering them if possible and enquired whether there was capacity to bring appointments forward. Other ideas included changing the standard terms of

appointments; or changing the number of Members to create an element of overlap. The Board also raised the idea of creating a succession plan which provided for a maximum of two Board changes in any one year.

13. The Board decided to monitor succession planning for the present, agreeing that this matter would come into sharp focus in 2020. It was accepted that changes to the membership of the Audit & Assurance Committee would require particular consideration, given the Committee's substantial remit and Member's skill sets. The Chair offered to raise succession planning with the Sponsor Department in due course to explore the options discussed.
14. The Board held a wider discussion on Committee functions, noting that there was no statutory requirement to have a Remuneration Committee. Given the relative small size of the RMA it was suggested the functions currently held by the Remuneration Committee could become a function of the Board, with a working group being formed for particular projects when required. The Board agreed the Remuneration Committee would be dissolved with immediate effect and all functions will transfer to the Board.

Action Point: DCS

CPD Bulletin - Board Paper 794

15. The Board noted the CPD bulletin. Given the previous discussion on Audit Committee skill sets, the Board suggested that suitable training opportunities could be explored in advance of changes to the Committee in 2021. The Director offered to identify and circulate audit training opportunities. Members were also invited to advise staff if they identified any other relevant training opportunities that could be added to the bulletin.

Action Point: DCS

Finance - Budget Transfer – Board Paper 795

16. The Director introduced the budget transfer proposal, which concerned the transfer of resource budget savings to the capital budget. The Director informed the Board the RMA was currently forecasting a £50k savings within its resource budget as result of savings in recruitment costs and unplanned staff vacancies. The Director further stated during discussions with the Sponsor Department over the RMA's five year financial plan it was proposed the RMA consider bringing forward capital spend items planned for 2020/21 and utilise the forecasted underspend for that purpose. The proposal before the Board is to transfer £40k from the resource budget to the capital budget primarily to fund office facilities investments, namely enhanced security, lighting and office furnishings.
17. The Board were advised that another aspect of the budget transfer proposal concerns the ongoing implementation and integration of the new OLR case management system this year, which holds some unknown cost implications. The new system is scheduled to be built by November, which will be followed by a period of testing until January. It is anticipated that the new system will therefore be fully operational by the end of March. Successful integration of the system with the Scottish Government's SCOTS IT system remains a both a technical and financial challenge to the project with several unquantified variables. The proposal will therefore retain £10k of the forecasted resource saving to provide a measured degree of flexibility in relation to these unquantified variables.

18. The Board were content with the proposal and approved the transfer of funds. The Board were encouraged by the development and potential of the case management system and expressed their interest in a demonstration of the system in due course.

Standards Update Report – September 2019 Issue – Board Paper 796

19. The Standards Commission report was noted.

Policy and Research

20. There were no matter to report.
21. There were no matters to report.

Training

22. There were no matters to report.

Committee Minutes

23. There were no matters to report.

Other Competent Business

24. There was no other competent business.
25. The Chair thanked those present for their contributions and brought the meeting to a close.

Date of Next Meeting – 16 December 2019