

**Board Meeting Minutes**

**15 August 2022, RMA Office**

**Present**

Mr David Crawford - Convener  
Mr Terry Powell  
Ms Jane Davey  
Mr Jim Farish  
Dr Joe Judge  
Ms Michele Gilluley  
Dr Aileen Burnett

**In Attendance**

Mr Mark McSherry – Chief Executive  
Mr Paul Keoghan – Director Corporate Services  
Mr Eddie Kotrys – Head of Effective Practice  
Ms Debbie Campbell – Head of OLR  
Mr Geoffrey Tordzro-Taylor – Head of Development  
Ms Lauren McClintock – OLR Team Manager  
Mr Ross Pollock – OLR Lead  
Mr Denis Songoro – Finance Administrator

**Welcome**

1. The Convener called the meeting to order at 11:15 am and welcomed all present.

**Apologies**

2. The Convener noted apologies submitted by Stephen McAllister.

**Declarations of Interest**

3. The Convener called for declarations of interest.
4. The Convener noted no declarations were submitted.

**Approval of Previous Minutes**

5. The Board reviewed and approved the minutes from the Board meeting held on the 27 June 2022.
6. The Board also reviewed and approved the minutes from the Extra-ordinary Board meeting held on the 29 July 2022.

## **Matters Arising**

7. The Board noted no matters arising.

## **Agenda Items**

### **8. Update on LS/CMI Review - Verbal**

- 8.1. The Head of Effective Practice updated the Board on the ongoing LS/CMI Review. Since last update, returns from agencies have been analysed and collated into 4 individual agency reports (JSW, SPS, PBS and MAPPA). These detail outcomes of Phase Two of the review.
- 8.2. The Board was informed the reports have been shared with the Review Group members which will meet to review the Group's Terms of Reference. Written feedback has been requested on agency reports by Friday 19<sup>th</sup> August 2022
- 8.3. The Board was informed the RMA plans to share the interim findings of the report with the Cabinet Secretary for Justice & Veterans on 29<sup>th</sup> August 2022. The target completion date and final reporting for the review is still by end of October.
- 8.4. The Board noted the update on the LS/CMI Review.

### **9. Quarterly OLR Report – Board Paper 974**

- 9.1. The OLR Lead presented the Quarterly OLR Report, which represented the activities of the OLR Team during the 1<sup>st</sup> quarter of 2022-23. The Lead highlighted the progress of KPIs during the quarter and informed the Board the quality of RMP Evaluations submitted by SPS establishments improved over the course of the 1<sup>st</sup> quarter.
- 9.2. The OLR Lead reported on the trial of the Risk Management Plan screening tool and advised the trial identified quality variances which require further research.
- 9.3. The Board noted the paper.

### **10. Direction for consideration– Board Paper 975**

- 10.1. The OLR Team Manager presented a Direction for Board members to consider.
- 10.2. The Board agreed to defer decision on issuing a Direction in lieu of continual monitoring of the delivery of SPS Action Plan. It was agreed Members will receive updates on progress at the next Board meeting in October at which time they will review their decision to issue a Direction under section 9 of the Criminal Justice (Scotland) Act 2003.
- 10.3. The Board noted the contents of the report.

### **11. Quarterly Financial Management Report – Board Paper 976**

11.1. The Director Corporate Services presented the quarterly Financial Management Report to the Board.

11.2. The Director advised the report forecasted an overspend of £48,000 which related to unfunded budget pressures. The Director confirmed the overspend was within financial parameters agreed with Scottish Government.

11.3. The Board noted the Quarterly Financial Management Report.

## **12. Quarterly Business Plan Performance Report – Board Paper 977**

12.1. The Director Corporate Services presented the Quarterly Business Plan Performance Report and informed Members of the progress of business plan objectives for each of the departments.

12.2. The Head of Effective Practice advised the Board that due to diversion of resources to support LS/CMI review the delivery of several objectives are delayed. The Head of Effective Practice reviewed the delayed objectives with the Board.

12.3. The Board noted the Quarterly Business Plan Performance Report.

## **13. Quarterly Review Corporate Risk Register Report – Board Paper 978**

13.1. The Director Corporate Services presented the Quarterly Review Corporate Risk Register Report to the Board.

13.2. The Board was informed a comprehensive review of all live risks was conducted. This review clarified the interpretation of likelihood and consequence scoring. Risk descriptions were streamlined then aligned to a category.

13.3. The Board were advised that following the review the risk register now identifies eight risks which were allocated to four risk category areas as noted below:

- i. OLR Processes – The risk of failure of OLR processes will result in operational difficulties.
- ii. Financial – The possibility that the RMA's cash flow will prove inadequate to fulfil its functions.
- iii. Business Continuity – Planning to ensure the RMA will have capacity to operate during emergency events.
- iv. Reputation – How the public, stakeholders and employees view the business.

13.4. The Board were informed the review of the risk register uncovered the need to develop an issues register for known risks. These issues will be reported at board level.

13.5. The Board were advised that as part of the risk register review the Corporate Risk Strategy will be updated to reflect revisions.

13.6. Board members noted the Corporate Risk Register.

14. **Board Members Skills Matrix – Board Paper 979**

14.1. The Chief Executive introduced the Board Members Skills Matrix to Board members.

14.2. The Board was informed the Scottish Government will commence a recruitment campaign for the Convenor role and a Board Member. This campaign is aimed to be concluded by March 2023.

14.3. The Board was informed the skills matrix has been compiled considering the functions of the Board and its relevant committees.

14.4. The Board noted the Board Members Skills Matrix report.

**AOCB**

15. The Chief Executive updated the Board on the contents of a press article that appeared on 12<sup>th</sup> August 2022

16. The Chief Executive informed the Board he is scheduled to have a meeting with the Cabinet Secretary for Justice on 31<sup>st</sup> August 2022.

**Date of Next Meeting**

17. The Board noted the next meeting is scheduled for 17 October 2022.

18. The Chair thanked everyone for attending and closed the meeting at 12:45 pm