

**Board Meeting Minutes**

**20 February 2023, RMA Office**

**Present**

Mr David Crawford - Convener  
Mr Terry Powell  
Mr Jim Farish  
Dr Joe Judge  
Ms Michele Gilluley  
Dr Aileen Burnett (via video)

**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 (via video)

**Welcome**

1. The Convener called the meeting to order at 10:00 am and welcomed all present.
2. The Convener held a moment of reflection to absorb the news of the sudden and tragic death of fellow board member Ms Jane Davey.
3. The Board conveyed its deepest sympathies to Jane's family, friends and colleagues.

**Apologies**

4. The Convener noted apologies received from Mr Stephen McAllister and Mr Geoffrey Tordzro-Taylor.

**Declarations of Interest**

5. The Convener called for declarations of interest.
6. The Convener noted no declarations were submitted.

**Approval of Previous Minutes**

**7. Board Minutes – 12 December 2022**

- 7.1. The Chief Executive updated the Board on action point 17.2 which has now been captured on the risk register.

- 7.2. The Board reviewed and approved the minutes from the Board meeting held on the 12 December 2022.

### **Matters Arising**

8. The Board noted no matters arising.

### **Agenda Items**

#### **9. Quarterly OLR Performance Report – Board Paper 1004**

- 9.1. The Head of OLR presented the Quarterly OLR Performance Report and reviewed key performance metrics with the Board.

- 9.2. The Board discussed the impact case material may have on staff. The Board were informed of measures currently in place and plans to enhance future support. The Board discussed the use of alternative methods such as reflective practice. The Board requested a policy be developed which outlines support provision for vicarious trauma.

**Action: DCS**

- 9.3. The Board noted there was no KPI associated with the quality assurance review of risk assessment report and queried whether reviewing all plans was an efficient use of resources. The Head of OLR informed the Board the team were reviewing current processes to ensure staff resources are used as efficiently as possible.

- 9.4. The Board discussed the recent release to the community and initial issues regarding provision of resources by the local authority. The Board recommended the RMA request the local authority and SPS review the case to understand issues regarding agreement on provision of community resources. The Board requested a plan be developed to support the case review and progress reported to the Board.

**Action: HOLR**

- 9.5. The Board noted the OLR Performance Report.

#### **10. Media Coverage – Board Paper 1005**

- 10.1. The Chief Executive updated the Board on recent media coverage regarding an individual subject to an Order for Lifelong Restriction.

- 10.2. The Board noted the report on recent media coverage and requested to be alerted of changes to the case management of this particular individual.

**Action: HOLR**

#### **11. Quarterly Financial Performance Report – Board Paper 1006**

- 11.1. The Director Corporate Services presented the Quarterly Financial Performance Report to the Board.

11.2. The Director highlighted the financial forecast indicated the RMA was likely to produce a budget underspend and noted the principal reason for the underspend was due to staff vacancies.

11.3. The Board noted the Quarterly Financial Performance Report.

## **12. Quarterly Business Plan Performance Report – Board Paper 1007**

12.1. The Director Corporate Services presented the Quarterly Business Plan performance Report to the Board.

12.2. The Head of Effective Practice updated the Board on the status of the LSCMI review and consequential impact the review had upon other objectives.

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

## **13. Business Plan 2023-24 – Board Paper 1008**

13.1. The Chief Executive introduced the Business Plan and reviewed the planned business objectives for 2023-24.

13.2. The Board reviewed and approved the Business Plan 2023-24.

## **14. Financial Budget 2023-24 – Board Paper 1009**

14.1. The Director Corporate Services introduced the Financial Budget 2023-24 to the Board.

14.2. The Director highlighted the increase to baseline funding proposed by Scottish Government provides for a 2.1% cost of living increase. The Director also confirmed the funding provision does not provide for expected increases to energy and accommodation costs and noted this issue will be raised with the Sponsor Department.

14.3. The Board noted and approved the financial budget.

## **15. Best Value Report 2021-22 – Board Paper 1010**

15.1. The Director Corporate Services presented the Best Value Report 2021-22 to the Board.

15.2. The Board noted the contents of the Best Value Report 2021-22 and commended the accessibility of the report.

## **16. Committees Terms of Reference and Members Composition – Board Paper 997**

16.1. The Director Corporate Services introduced the Committees Terms of Reference and Members Composition to the Board.

16.2. The Board noted the current recruitment process for both a new Convener and member is progressing as planned and Scottish Government, as a measure of contingency, granted a one month extension to the Convener role to end of April 2023. The Board noted the extension will ensure the Board has adequate members to convene April meetings.

16.3. As a further measure of contingency the Board approved Dr Joe Judge to be a member of Audit & Assurance Committee.

16.4. The Board agreed to review board and committee composition in April following completion of the recruitment campaign.

#### **17. Pay Remit 2023-24 - Verbal**

17.1. The Director Corporate Services provided a verbal update on the Pay Remit for 2023-24. The Director reported Scottish Government is yet to publish the Pay Policy for 23-24 and no pay claim has been submitted by PCS. The Director confirmed the RMA maintains regular contact with PCS and indications from recent meetings is the pay policy will be published in March at which time a pay claim will be submitted by PCS.

17.2. The Board noted the verbal update on the Pay Remit 2023-24.

#### **18. Board Performance Review – Board Paper 1011**

18.1. The Director Corporate Services presented the Board Performance Review to the Board.

18.2. The Board discussed where effectiveness could be improved and agreed early circulation of the minutes would be beneficial. It was agreed that minutes once reviewed by the Chair would be circulated to members.

**Action: DCS**

18.3. The Board also discussed co-opting specialist expert experience to the Board such as Human Rights and agreed to pick this matter up following the appointment of the new Convener.

18.4. The Board noted and approved the Board Performance Review.

#### **19. Lease Break Clause – Board Paper 1012**

19.1. The Director Corporate Services presented the paper to the Board and discussed key implications which included the requirement to submit a business case to Scottish Government regarding options in relation to break clauses.

19.2. The Board noted the paper and requested to be updated on the progress of the business case.

## **AOCB**

20. The Board requested training on Parole Board processes be arranged for a future Board meeting.

**Action: HP**

21. The Convener noted Mr Terry Powell will leave the Board at the end of March and thanked him for his valuable service as a board member.

## **Date of Next Meeting**

22. The Board noted the next meeting is scheduled for 17 April 2023.

23. The Convener thanked everyone for attending and closed the meeting at 12:45 pm