

RISK MANAGEMENT AUTHORITY

Board Meeting

16 April 2018, RMA, Paisley

Board Meeting Minutes

Present

Mr David Crawford (Chair)
Ms Jane Davey (teleconference)
Mr Terry Powell
Mr Chris Hawkes

In Attendance

Ms Yvonne Gailey, Chief Executive
Mr Paul Keoghan, Director of Business Performance

Welcome

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

Apologies

2. There were apologies from Dr Aileen Burnett and Mr Stephen Swan.

Declarations of Interest

3. There were no declarations of interest.

Approval of Previous Minutes

4. The minutes from the Board meeting held on the 19th of March 2018 were approved.

Matters Arising

5. The Chair provided an update on the Remuneration / Chief Executive Pay Review. He informed Members that a request for additional information had been received from the Pay Policy Unit, following the submission made last month. The Chair and Director are preparing the response to this request and will keep the Board updated on developments.
6. The Board were advised that the reappointments of Mr Swan and Mr Hawkes had now been confirmed.
7. The process of appointing new members is ongoing, with a planning meeting scheduled for later this week to take matters forward. The anticipated timescales suggest that the advert will go live in May / June, with interviews in August; leading to appointments sometime in October.
8. The Board requested an update on the staff pay remit and were advised that options had been modelled, along with work to interpret the guidelines and provide a rationale for the proposals (in comparison with the Public Sector Pay Remit). Staff are awaiting feedback from the Sponsor Department and will keep the Board updated on

developments. The Board suggested that a Remuneration Committee should be convened as soon as possible (likely May 2018) to support this process.

Action: DBP

OLR Performance Report – Board Paper 689

9. The Director of Business Performance introduced the end of year OLR Performance Report, highlighting that there were 165 OLRs, with 160 managed by SPS, 3 by Local Authorities and 2 by the NHS. The number of OLR offenders whose punishment part has expired currently sits at 64%. A total of 20 RAOs were issued by the High Court this year, of which 8 remain in progress. In terms of AIRs, there is one review that is 3 months + overdue, however this is being proactively managed by staff. 13 AIRs are currently pending review, with a further 45 due for submission during the first quarter (April to June). The number of accredited assessors remains at 15.
10. The Board requested that staff consider amendments to the OLR Performance Report, to increase Member's awareness of emerging issues – for example, they suggested more detailed updates on RMP approvals; and that the reporting on AIRs should provide context on locality (i.e. whether the offender was in open or closed conditions).

Action: Head Del

Draft Annual Report & Accounts 2017-18 – Board Paper 690

11. The Board discussed the draft annual report and accounts at length, and conducted a review of the Board members comments submitted prior to the meeting. The following changes / additions were instructed:
 - The report is to specify that the RMA received one complaint against an accredited assessor in 2017/18.
 - The report is to include information on accredited manners.
 - Information is to be provided on the OLR conversion rate, to advise on whether the percentage of RAOs that lead to an OLR sentence remains steady.
 - The report is to be proof read to remove any typos and to ensure consistency in the terms and tense used throughout.
 - The KPI 'Annual Implementation Report feedback letters to Lead Authorities' is to be reworded, to read 'Annual Implementation Report feedback letters issued to Lead Authorities within 6 weeks', with the target set to 100%. Comments are also to be added to inform the return against this KPI, with details on the staff evaluations carried out.
 - A comment is to be added on the number of accredited assessors, to advise that the current number is deemed sufficient to the needs of the court.
 - Graphics used in the report to be reviewed to improve readability.

Action: DBP

12. The Board noted that the report contained information on Freedom of Information (FOI) requests received by the RMA and suggested that an update on FOI performance be reported to the Board on a twice yearly basis.

Action: DBP

13. The Director advised the Board on the next steps for the annual report and accounts: Staff will action the changes specified today by the Board and will issue the updated report to the Sponsor Department; Auditors will review the report in May 2018; and a final version of the report will be presented to the Audit Committee in June 2018. Thereafter the annual report & accounts will be laid before Parliament. The Board thanked staff for their efforts in producing the draft document.

Accreditation Governance

14. There were no matters to report.

Policy and Research

15. There were no matters to report.

Training

16. There were no matters to report.

Committee Minutes

17. The Board noted the Audit Committee Minutes for December 2017.
18. The Board noted the Accreditation Committee Minutes for February 2018.

Any Other Business

19. The Board discussed the likely timetable of meetings for the next few months, noting that a Remuneration Committee would likely be scheduled for May 2018, with an Audit Committee meeting scheduled for June 2018. The Board requested that staff advise whether there are items scheduled for June that could be brought forward to May's meeting. The Director also advised that he will circulate the Board Calendar to Members via email and BoardBooks.

Action: DBP

20. Mr Hawkes submitted apologies for June and Mr Crawford provided early notice of potential apologies for July and August.
21. Staff provided an update on work to introduce a new Case Management System. The tender process ended with five bids received, ranging in price from £58k to £350k. A preferred bidder has been identified from the process and work has now been commissioned to ascertain whether this case management system is compatible with the Scottish Government SCOTs IT system. A decision on compatibility should be available by the end of April. It was also highlighted that any spend of £50k+ would require to be approved by the Sponsor Department.
22. The Chair thanked all present for their contributions and brought the meeting to a close.

Date of Next Meeting – 21 May 2018