

**Board Meeting Minutes**

**17 April 2023, RMA Office**

**Present**

Mr David Crawford - Convener  
Mr Jim Farish  
Mr Stephen McAllister  
Dr Joe Judge  
Ms Michele Gilluley  
Dr Aileen Burnett

**In Attendance**

Mr Mark McSherry, Chief Executive  
Mr Paul Keoghan, Director Corporate Services  
Mr Geoffrey Tordzro-Taylor, Head of Development  
Mr Eddie Kotrys, Head of Effective Practice  
Ms Debbie Campbell, Head of OLR

**Welcome**

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

**Apologies**

2. The Convener noted no apologies submitted.

**Declarations of Interest**

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

**Approval of Previous Minutes**

4. **Board Minutes – 20 February 2023**

- 4.1. The Board reviewed and approved the minutes from the Board meeting held on the 20 February 2023.

5. **Extra-ordinary Board Minutes – 10 March 2023**

- 5.1. The Board reviewed and approved the minutes from the Extra-ordinary Board meeting held on the 10 March 2023.

**Matters Arising**

6. The Board noted no matters arising.

## **Agenda Items**

### **7. Chief Executive Update – Board Paper 1014**

- 7.1. The Chief Executive presented the paper and highlighted the recent appointment of Ms Angela Constance as Cabinet Secretary for Justice and Home Affairs. The Board were informed the Chief Executive and Convener will meet the Cabinet Secretary in June.
- 7.2. The Board noted the contents of the Chief Executive Update.

### **8. Training and Education Strategy – Board Paper 1015**

- 8.1. The Head of Development presented the Training and Education Strategy to the Board. The Board were advised the strategy was based upon a 3 tier model which was supported by training needs analysis.
- 8.2. The Board discussed the accreditation aspect of the strategy and recommended required changes to legislation to support this element of the strategy be pursued as soon as possible.
- 8.3. The Board welcomed the development of the strategy and approved publication.

### **9. LS/CMI Review Report – Board Paper 1016**

- 9.1. The Head of Effective Practice presented the LS/CMI Review Report and informed the Board the report has been issued to the Cabinet Secretary and published on the RMA website.
- 9.2. The Head of Effective Practice highlighted the report contained 12 recommendations which will be led by the RMA. The Board were also advised the review group recently convened to host a lessons learned exercise and the outputs of this exercise will be reported in the near future.
- 9.3. The Board noted the contents of the LS/CMI Review Report.

### **10. OLR Research Report – Board Paper 1017**

- 10.1. The Head of OLR presented the OLR Research Report and provided the Board with a summary of key findings. The Board were informed the Research Committee will monitor progress on all recommendations contained in the report.
- 10.2. The Head of OLR confirmed the next stage is publication and proceeded to review the communications plan. The Board were informed a wide set of interest groups were identified which has led to consideration of the development of a summarised report to aid accessibility.
- 10.3. The Board suggested given the wide set of interest groups there could be merit in an external party reviewing the report.



confirmed plans to embed these across the organisation. The Chief Executive then proceeded to review details of the 4 strategic aims contained in the plan.

14.3. The Chief Executive clarified with the Board the plan is presented in draft format for Members to review and requested feedback be provided by the end of May. The Chief Executive confirmed the plan will then progress to graphic design stage to be presented to the June Board for approval.

14.4. The Board noted the update on the drafting of the Corporate Plan.

### **15. Public Sector Pay Strategy 2023-24 – Board Paper 1019**

15.1. The Director Corporate Services presented the Public Sector Pay Strategy 2023-24 and provided Members with a status update on the active pay dispute with the trade union.

15.2. The Director discussed key challenges posed by the pay strategy and highlighted a cost of living award exceeding 2% will require either additional funding or efficiency savings. The Director also noted the pay strategy had a focus to reduce the working week to 35 hours and confirmed this element would impact the RMA as staff currently worked a 37 hour week.

15.3. The Director reviewed next phases with Board and confirmed the drafting of a pay proposal will commence with informal discussions with PCS. The Director confirmed once a pay proposal has been drafted it will be submitted to the Board for approval.

15.4. The Board noted the update on the public sector pay strategy.

### **16. Committee Self Evaluation Reports – Board Papers 1020**

16.1. The Director Corporate Services presented the Committee Self Evaluations to the Board.

16.2. The Board noted the Committee Self Evaluation Reports.

### **AOCB**

17. The Chief Executive noted the Convener, Mr David Crawford, will vacate office at the end of April and thanked him, on behalf of the RMA, for his valued contributions over the past 6 years.

### **Date of Next Meeting**

18. The Board noted the next meeting is scheduled for 26 June 2023.

19. The Convener thanked everyone for attending and closed the meeting at 13:00.