



Risk Management Authority

Business Plan

2006 - 2007

Risk Management Authority
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Business Plan Proposals for 2006-07

Objective 1: To contribute to policy and good practice in the assessment and management of serious violent and sexual offenders whose liberty presents a danger to the public

| Key Deliverable | Target Date | Lead Person |
|--|---|--------------------|
| 1.1 Play a key role in the OLR Implementation Task Group to ensure that robust assessment and accreditation procedures are in place for those undergoing assessments that may lead to the imposition of an OLR | 1 May 2006 (for implementation of OLR) | Convener and CE |
| 1.2 Liaise in the development of effective cross-agency information sharing with other ISSG signatories | On-going | |
| 1.3 Provide a resource to the National Advisory Board and the development of a national strategy for offender management services in Scotland | On-going | |
| 1.4 Assist in the implementation of the Management of Offenders etc (Scotland) Act 2005 and the introduction of the Community Justice Authorities | On-going | |
| 1.5 Liaise with those agencies working with serious sexual and violent offenders who have mental disorders | On-going | |
| 1.6 Develop a framework to plan and track the offender pathway through services | 31 January 2007 | |
| 1.7 Review and monitor the resource implications for the RMA of policy developments and ensure that we have sufficient capacity to work effectively in this area | On-going | |
| 1.8 Assist the Scottish Executive in reviewing the arrangements for the assessment and management of risk in respect of restricted patients | Proposals to SE Mental Health Division by end December 2006 | |

Objective 2 - To accredit and approve practitioners and metDoDs employed in the assessment and management of serious sexual and violent offenders

| Key Deliverable | Target Date | Lead Person |
|---|---|---------------------------------------|
| 2.1 Publish the formal process for those wishing to apply for accreditation as a risk assessor, for the purposes of the Risk Assessment Order, by end April 2006 | 30 April 2006 | DoD to CE |
| 2.2 Facilitate the on-going recruitment and accreditation of assessors, for purposes of Risk Assessment Orders | On-going | DoD to CE and Accreditation Committee |
| 2.3 Establish a register of accredited assessors and design protocols for implementation of the register by 30 April 2006 | 30 April 2006 | DoD to CE |
| 2.4 Publish standards and guidelines for accredited assessors by end April 2006 | 30 April 2006 | DoD to CE |
| 2.5 Develop a programme of support for accredited assessors in the assessment period under a Risk Assessment Order by October 2006 | 30 October 2006 | DoD to CE |
| 2.6 Develop a programme to extend the application of the standards and guidelines materials in offender risk management throughout Scotland, by October 2006 | 30 October 2006 | DoD to CE |
| 2.7 Monitor the operation of protocols in place for assessors in relation to information gathering, interagency consultation etc; review the effectiveness of the arrangements and make recommendations for improvement | 31 January 2007 (for review) 31 March 2007 (recommendations for improvement) | DoD to CE |

Objective 3 - To set guidelines, standards and guidance and to approve and monitor the effectiveness of risk management plans for serious violent and sexual offenders

| Key Deliverable | Target Date | Lead Person |
|--|--------------------|--------------------|
| 3.1 In partnership with local authorities, police, prisons and the state hospital, conduct a practice inventory to establish the context of risk management in Scotland | 31 May 2006 | DoD to CE |
| 3.2 To publish a report setting out our findings from the literature review of local, national and international material to establish optimal principles for risk management practice (undertaken in 2005-06) and the practice inventory , providing a resource to policy makers and practice agencies | 31 July 2006 | DoD to CE |
| 3.3 Provide first versions of the guidelines, standards and guidance and all associated approval / review processes for the submission of risk management plans for those offenders serving an OLR | 31 July 2006 | DoD to CE |
| 3.4 Monitor and review the effectiveness of the operation of the guidelines, standards and guidance by piloting version 1 with a view to making any necessary improvements and issuing version 2 | 31 December 2006 | DoD to CE |
| 3.5 Prepare protocols to facilitate extension of the guidelines, standards and guidance and the associated approval / review processes for risk management plans to cover other categories of offender in the event that Scottish Ministers require this | 31 October 2006 | DoD to CE |

Objective 4 - To deliver effective communications to support and promote best practice in risk assessment and management

| Key Deliverable | Target Date | Lead Person |
|--|---|-----------------------|
| 4.1 Ensure immaculate and professional presentation of all RMA documentation on an on-going basis | On-going | DoBP to CE |
| 4.2 Review the RMA Communications strategy to complement the business priorities set for 2006/07 | 31 April 2006 | DoBP to CE |
| 4.3 Prepare and put in place a comprehensive internal communications plan to ensure credible, robust and open communication within the RMA | 31 May 2006 | DoBP to CE |
| 4.4 Put in place arrangements for review and feedback to ensure the effectiveness of the internal communications plan and undertake a first review by end October 2006 and a further review by end February 2007 | 31 October 2006 (1 st review) 28 February 2007 (2 nd review) | DoBP to CE |
| 4.5 Prepare a comprehensive external communications plan specific to the needs of each key stakeholder to ensure effective communication channels for the dissemination and receiving of information | 31 May 2006 | DoBP to CE |
| 4.6 Put in place arrangements for review and feedback to ensure the effectiveness of the external communications plan and undertake a first review by end October 2006 and a further review by end February 2007 | 31 October 2006 (1 st review) 28 February 2007 (2 nd review) | DoBP to CE |
| 4.7 Deliver a national RMA conference in September 2006 | 30 September 2006 | DoBP to CE |
| 4.8 Review and enhance current arrangements to provide assurance that effective systems are in place to ensure the RMA contacts database, information materials and website are always up to date | 30 June 2006 | Comms M to DoBP to CE |
| 4.9 Promote the RMA through positive professional media coverage by submitting articles on a regular cycle in professional trade journals, commencing July 2006, and when relevant, the general press | 31 July 2006 (for 1 st article) On-going | DoBP to CE |

Objective 5 - To deliver research and training programmes to promote the use of best practice in risk assessment and management in Scotland

| Key Deliverable | Target Date | Lead Person |
|--|--|--------------------|
| 5.1 Publish the Risk Assessment Tools Evaluation Directory | 30 April 2006 | DoD to CE |
| 5.2 Conduct a literature review of local, national and international material to establish optimal principles for risk management practice | 30 April 2006 | DoD to CE |
| 5.3 Commission a validation study against Scottish norms, of Risk Matrix 2000 (RM2000) by end April 2006 for completion of the study by end March 2007, as requested by the Minister for Justice in light of the report by Professor George Irving, "Registering the Risk" | 30 April 2006 (commissioning) 31 March 2007 (results) | DoD to CE |
| 5.4 Commission and commence validation study projects for RSVP, SAVRY and SARN (these projects are likely to span a 2-3 year period) | 31 October 2006 (commissioning) | DoD to CE |
| 5.5 Conduct a literature review on internet sex offenders and publish a report thereon | 31 October 2006 | DoD to CE |
| 5.6 Deliver a good practice in risk assessment and management conference in May 2006 | 31 May 2006 | DoD to CE |
| 5.7 Deliver quarterly good practice and expert session seminars | quarterly | DoD to CE |
| 5.8 Prepare a report on the current situation relating to risk assessment and management in children and young offenders | 31 December 2006 | DoD to CE |
| 5.9 Actively model training needs of accredited assessors and match these to appropriate modalities | 31 August 2006 | DoD to CE |
| 5.10 Working alongside training providers, agencies and policy makers, commission a practitioner training needs analysis for those involved in offender risk assessment and management | 31 August 2006 | DoD to CE |
| 5.11 Develop a programme for the development of multimodal training approaches | 31 July 2006 | DoD to CE |
| 5.12 Commission work on developing blended learning approaches for educating and improving the knowledge base for those involved in offender risk assessment and management | 31 October 2006 | DoD to CE |

Objective 6 – To deliver efficient and effective corporate services for the smooth running of the RMA to assist in achieving Best Value

| Key Deliverable | Target Date | Lead Person |
|---|----------------------------------|------------------------------------|
| 6.1 Ensure high levels of good corporate governance in all aspects of RMA work | | Board and CE DoBP and DoD to CE |
| 6.2 Implement robust business planning arrangements to ensure effective forward planning for all areas of the RMA's work | 30 April 2006 | DoBP to CE |
| 6.3 Undertake a Best Value self-assessment, prepare a plan of action | 31 December 2006 On-going | DoBP to CE |
| 6.4 Undertake the second review of compliance with good governance best practice guidance by end May 2006 and review 6 monthly thereafter | 31 May 2006 | DoBP to CE |
| 6.5 Develop a programme of appraisal and review of all RMA policies and procedures | 31 December 2006 On-going | DoBP to CE |
| 6.6 Develop a corporate training strategy to support and develop RMA Board Members and staff | 31 August 2006 | DoBP to CE |
| 6.7 Enhance performance monitoring and management arrangements by implementing an electronic workflow management system for the key areas of RMA work | 30 November 2006 On-going | DoBP to CE |
| 6.8 Implementation of policies and procedures relating to: Environmental matters, Race and Gender Equality, Freedom of Information, Equal Opportunities monitoring, Health and Safety and Data Protection | 31 December 2006 On-going | DoBP to CE |
| 6.9 On-going review of staff and other resources required for the efficient and effective operation of the RMA's business | On-going | DoBP to CE |