

**MINUTES: BOARD TEAM MEETING
16 October 2023, Conducted Online**

Present

Dr Geraldine O'Hare – Chair
Mr Jim Farish
Mr Stephen McAllister
Dr Joe Judge
Ms Michele Gilluley
Mr James Maybee

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
Mr Ross Pollock, OLR Lead (Item 6 only)

Welcome

1. The Chair called the meeting to order at 11:30 am and welcomed all present.

Apologies:

2. The Chair noted apologies were submitted by Ms Debbie Campbell, Head of OLR.

Declarations of Interest

3. The Board noted the following declarations:
 - 3.1. Mr Maybee noted he was a member of the Parole Board and queried if this required to be noted at each meeting. The Board agreed that declarations of interest only require to be noted in relation to meeting agenda items.
 - 3.2. Mr Farish reported he was lead inspector of HDC Review and queried if this would conflict with on paper 1054. The Board considered this declaration and agreed this would not be a conflict of interest.
 - 3.3. Mr Keoghan, Director Corporate Services, declared an interest in relation to Board Paper 1047 regarding Staff Pay Remit. The Board noted the declaration and agreed all staff would leave the meeting while the board discussed the staff pay remit.
 - 3.4. Mr McSherry, Chief Executive, Board Paper 1048 regarding Chief Executive pay remit. The Board noted the declaration and agreed the Chief Executive would leave the meeting while the board discussed the Chief Executive pay remit.

Approval of Previous Minutes

4. The Board reviewed and approved the minutes from 21 August 2023.

Matters Arising

5. The Board received updates on the following actions which were noted as completed – 8.2 (08/23); 11.2 (08/23); 11.3 (08/23); 12.3 (08/23); 12.4 (08/23); 12.5 (08/2) ; 20.0(02/23).
6. Mr Ross Pollock joined the meeting to provide an update on community release. The Board noted this update concluded action 6 (08/23).
7. The Board noted progress on action 16.3 (08/23) is delayed to Feb 23.

Agenda Items

8. Chief Executive Update – Board Paper 1040

- 8.1. The Chief Executive (CE) presented the paper highlighting the response submitted to Scottish Government in relation to ongoing consultation on Public Service Reform.
- 8.2. The CE also updated the Board on the development of the Corporate Plan and confirmed the plan will be presented to the Board at the November development day.
- 8.3. The CE informed the Board of the establishment of the Board of Prison Population Leadership Group whose focus is on concerns arising from the growing prison population. The Board recognised the issue of the growing population and enquired if the reduction in community sentence should be a focus for the RMA. The CE advised there are areas where the RMA can contribute to improving the current pressure on the prison system details of which are contained in a paper 1054 for board consideration.
- 8.4. The Board noted the content of the CE Update.

9. Standards & Guidelines for Risk Management Update – Board Paper 1041

- 9.1. The Head of Development (HoD) presented a draft of the updated Standards & Guidelines for Risk Management advising a decision was taken to do a 'light update' to Standards and Guidelines as opposed to an entire rewrite which would be planned for 2026/2027. The Head of Development provided an overview of key changes to each standard.
- 9.2. The Board noted the report and agreed members should have time to review the updates. Members agreed to email feedback to the Convener, by 30 October, who will collate feedback and complete the survey on behalf of the

Board.

Action: Members

- 9.3. The Board agreed external consultation should commence once feedback from the survey is received.

10. Corporate Risk Register – Board Paper 1046

- 10.1. The Director Corporate Services (DCS) presented the paper and informed Members the Corporate Risk Register was reviewed by the Audit & Assurance Committee in August. The DCS highlighted the register contained 7 risks being treated and proceeded to review respective risk scores. The DCS discussed the rationale for movement in risk scores and provided an update on control measures to reduce risks being treated.
- 10.2. The Board noted the content of the Corporate Risk Register.

11. Staff Pay Remit – Board Paper 1047

- 11.1. The DCS presented the Staff Pay Remit paper for Board approval. The DCS reviewed the Scottish Government Pay Strategy, PCS pay claim and pay award issued by Scottish Government explaining these items were key considerations to the proposal. The DCS described the details of the pay offer and highlighted the proposal was for a two year pay deal. The DCS confirmed the proposal aligned with both the Scottish Government pay strategy and PCS pay claim.
- 11.2. The DCS also highlighted the issue with financial affordability and confirmed the pay proposal will present a significant impact on future funding. The DCS confirmed a business case was developed for Scottish Government consideration and reviewed the business case with the Board.
- 11.3. The Board noted the pay proposal and requested that staff in attendance leave the meeting to allow the Board the opportunity to have a private discussion on the pay proposal.
- 11.4. The Board on returning from the private session noted their approval of the proposed Staff Pay Remit for 2032-2024.

12. Chief Executive Pay Award 2023-2024 – Board Paper 1048

- 12.1. The DCS presented the Chief Executive Pay Award 2023-2024 for approval to the Board. The DCS reviewed the pay proposal confirming it aligned with pay policy guidance. The DCS also noted the implementation of the pay proposal would not prevent a pay scale review from being conducted.
- 12.2. The Board noted the pay proposal and requested staff in attendance leave the meeting to allow the Board to have a private discuss the staff pay remit.
- 12.3. The Board on returning from the private session noted their approval of the

proposed Chief Executive pay award for 2023-2024.

13. Board Pay Remit – Board Paper 1049

- 13.1. The DCS informed the members of the member fee proposals for 2023-2024 and reviewed alignment with the Scottish Government pay strategy.
- 13.2. The Board noted the fee increase proposed for members and endorsed the submission of the fee proposal to the Scottish Government.

14. Committee Membership Review – Board Paper 1051

- 14.1. The DCS presented the Committee Membership Review to the Board advising of the update on the new Committee Structure.
- 14.2. The Board noted the report and approved the appointment of Mr Maybee to both the Audit and Assurance Committee and the Research Committee.
- 14.3. The Convener reminded members the position of Vice Chair to the Board remained vacant and requested interests in the role be submitted to the Convener.

15. Standing Orders – Board Paper 1052

- 15.1. The DCS presented the Standing Orders to the Board and reviewed the proposed changes contained in the paper.
- 15.2. The Board noted the update and approved all amendments to the Standing Orders.

16. Best Value Report – Board Paper 1050

- 16.1. The DCS presented the draft Best Value Report 2022-23 and informed Members of the duty public bodies have to comply with Best Value. The DCS provided an overview of the framework used to report on progress against the best value themes.
- 16.2. The Board noted the contents of the report and endorsed its publication.

17. Additional Funding – Board Paper 1054

- 17.1. The Head of Effective Practice (HEP) presented the Additional Funding paper to the Board advising of a review of the Home Detention Curfew process. The HEP provided an overview of the challenges facing HDC and outlined how the RMA could assist the process through advice, guidance and training. The HEP also highlighted additional work undertaken would be subject to additional funding by Scottish Government.

- 17.2. The Board discussed potential risks to both current resources and reputation and queried if the work aligned with RMA's legislative functions.
- 17.3. The CE assured the Board the work aligned with the legislative function to keep under review the provision of services.
- 17.4. The Board agreed to defer their decision on this matter to allow additional time to fully consider the proposal. The Board noting there were time sensitivities regarding the proposal agreed to reconvene an extraordinary board meeting within the next week to discuss this item.

Action: AO

Other Competent Business

18. Committee Chairs Forum - Verbal

- 18.1. The Convener outlined a proposals to establish a Committee Chairs Forum and confirmed if supported the next step would be to develop a terms of reference.
- 18.2. The Board agreed the forum would be of value and the development of a terms of reference should proceed.

Action: Convener

19. Recent OLR & IPP Media Attention – Board Paper 1053

- 19.1. The Board agreed to defer this paper to the next meeting.

Date of next meeting

20. The Board members noted the next meeting is scheduled for 11 December 2023.
21. The Chair thanked everyone for attending and proceeded to close the meeting at 14:00.