

**MINUTES: BOARD TEAM MEETING
11 December 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 (Item 4)
Ms Debbie Campbel, Head of OLR
Ms Kathleen McAuley, Office Administrator (minute taker)

Welcome

1. The Chair called the meeting to order at 10:00 am and welcomed all present.
2. The Chair thanked all Board for attending the recent Board Corporate Day and also thanked the Chief Executive (CE) and the Senior Management Team (SMT) for all their work on this.

Apologies:

3. The Chair noted apologies were submitted Ms Lauren McClintock.

Declarations of Interest

4. The Board noted no declarations of interest.

Approval of Previous Minutes

5. The Board reviewed and approved the minutes from 16 October 2023 and 24 October as a fair and accurate reflection of the meetings.

Matters Arising

6. The Board received updates on the following actions which were noted as completed – 9.2 (10/23); 17.4 (10/23); 6 (08/23); 12.2 (08/23); 9.4 (02/23)

7. The Board noted progress on actions 18.2 (10/23); 6 (08/23); 16.3 (08/23); 14 (04/21)

Agenda Items

8. Overview of FRAME objective – Board Paper 1070

- 8.1. The Head of Effective Practice (HEP) presented the paper advising the Board on the progress of the FRAME objective and next steps.
- 8.2. The Board were informed that the Frame PiD will be going to the Sponsor Department on 12 December and referenced at the meeting with the Cabinet Secretary for Justice on 13 December. It is proposed that that work will then be presented to the Criminal Justice Board in February/March 2024.
- 8.3. The Board noted the overview of the FRAME objective and thanked all staff involved with this project.
- 8.4. The HEP left the meeting.

9. Financial Performance Report Q2 – Board Paper 1057

- 9.1. The Director Corporate Services (DCS) presented the Financial Performance highlighting the key issues likely to affect the expected financial position for the year 2023-24.
- 9.2. The DCS advised that as of the end of Q2 the financial forecast is indicating an expected underspend of £48,000.00.
- 9.3. The board discussed the psychology chartered programme that 2 members of staff are undertaking and the impact this has on the RMA. A number of Board members are happy to assist and this was agreed by the Board.
- 9.4. The Board noted the content of the Q2 financial Performance Report.

10. Budget 2024-25 and 5 Year Financial Plan – Board Paper 1071

- 10.1. The DCS presented the Budget 2024-25 and 5 Year financial plan for approval.
- 10.2. The DCS advised that two business cases were submitted to the Scottish government for additional funding that are expected to apply from 2024-25. The RMA received in-principle agreements to these and will be seeking final confirmation through the government budget process which is due in December 2023.
- 10.3. The CE confirmed that further work would be undertaken in relation to the forecast, which includes considering the outcome of internal efficiency reviews, OLR resource forecasting and uncommitted costs.

10.4. The Board approved the Budget 2024-25 and supported the 5 Year Financial Plan.

11. Business Plan Performance Report Q2 – Board Paper 1058

11.1. The DCS presented the Q2 Business Plan Performance Report to the Board updating the Board on the business plan objectives, advising that 13 objectives are on track, 8 delayed (2 due to external issues) and 1 due to start.

11.2. The Board noted the Business Plan Performance report.

12. Human Resource Performance Report Q2 – Board Paper 1059

12.1. The DCS reported on the human resource activity and key performance indicators for the period between 1 July to 30 September 2023.

12.2. The Board noted the themes emerging from exit interviews and enquired about the service provision for handling traumatic experiences. The Board were informed the organisations provides EAP service to all staff and has recently implemented a new service provision to support vicarious trauma. The Board were informed that feedback on the initial implementation of the vicarious trauma service is currently being evaluated.

12.3. The CE highlighted the themes from exit interviews related to two exit interviews and that upon review the HR manager has confirmed these were not of concern. The CE confirmed that whilst the staff turnover figures are higher than the target, that he was content that this is beneficial in allowing for planned reallocation of resources to take place. The CE confirmed that addressing potential vicarious trauma was a priority and that current complexity of cases underlined the need to ensure that service provision was providing adequate support.

12.4. The Board noted the content of the Q2 Human Resource Report.

13. Chief Executive Pay Update – Board Paper 1061

13.1. The Chief Executive left the meeting

13.2. The DCS presented the Chief executive pay updated to the Board advising of feedback received from Finance Pay Policy on the two year pay deal for the Chief Executive.

13.3. The Board noted the update on the Chief Executive Pay Award 2024-25 and agreed to wait until publication of the 24-25 pay policy before considering next steps. The Board requested a briefing paper be issued to members once the policy has been published.

Action: DCS

13.4. The Chief Executive returned to the meeting and the Convener updated the

CE on the decision of the Board in relation to 2024-25 pay award.

14. Research Committee Minutes – 19 June 2023

14.1. The noted the Research Committee minutes from the 19 June 2023 meeting.

15. Audit & Assurance Committee Minutes – 28 August 2023

15.1. The noted the Audit and Assurance Committee minutes from the 28 August 2023 meeting.

16. Accreditation Committee Minutes – 28 August 2023

16.1. The noted the Accreditation Committee minutes from the 28 August 2023 meeting.

17. Terms of Reference – Board Paper 1062

17.1. The DCS presented the Terms of Reference for each of the Committees to the Board advising that no changes suggested.

17.2. The Board agreed that appendix 2 of the Research Committee Terms of Reference should read 'Research Committee'.

Action: DCS

17.3. The Board noted the contents and approved the Terms of Refence for the Audit and Assurance Committee, Accreditation Committee, Appeals Committee and Research Committee.

18. Register of Interest – Board Paper 1063

18.1. The DCS presented the Register of Members interest for review in accordance with Code of Conduct.

18.2. The Chair advised that Members are to report any individual changes to the Office Administrator (OA) by Friday 15 December 2023

Action: Members

18.3. The Board approved the Register of Members Interest.

19. Board and Committee Calendar 2024-25 – Board Paper 1064

19.1. The DCS presented the Board and Committee Calendar for 2024-25 to the Board for approval.

19.2. Members agreed that all Board meetings shall be in person with the option of one or two available for virtual attendance on a hybrid basis.

19.3. The Chair of the Research Committee advised of a change of date for one of the Committee meetings. They will send their availability to the OA and Head of Development (HoD) to reschedule.

Action: OA

19.4. The Board approved the Board and Committee Calendar for 2024-25.

20. Standing Orders – Board Paper 1065

20.1. The DCS presented the Standing Orders to the Board advising that they were updated at the October Board meeting and no further amendments are proposed.

20.2. The Board noted the contents of the Standing Orders.

21. Scheme of Delegation – Board Paper 1066

21.1. The DCS presented the Scheme of Delegation to the Board to review and consider the proposed amendments.

21.2. The CE indicated that the scheme of delegation would benefit from both the Board and the SMT undertaking a deep dive to more substantially clarify roles, responsibilities and delegations. To inform this, the SMT will provide information to the February Board on proposed changes, which includes specification relating to policy oversight.

21.3. The Board discussed the review of delegated authority and agreed to defer this item until the February 2024 Board meeting to give members more time to consider each item.

Action: SMT

22. Member Code of Conduct – Board Paper 1067

22.1. The DCS presented the Board Member Code of Conduct for noting.

22.2. The Board reviewed and noted the contents of the Code of Conduct for Members.

23. Skills Matrix – Board Paper 1068

23.1. The DCS presented the Skills Matrix the Board advising that the a review of this paper was completed in October 2023 and a new skill had been added.

23.2. The Board discussed and agreed to change the wording of item 12 to 'Expertise and Experience in Corporate Governance'

Action: DCS

23.3. The DCS will resend the skill matrix to Members for updating and returns should be completed by Friday 15 December 2023. Once completed the DCS

will forward the skills matrix on to the Sponsor Department.

Action: Members

Other Competent Business

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

24.1. The Head of OLR (HOLR) informed the Board of articles and media coverage drawing parallels between the OLR and IPP sentence from May – October 2023.

24.2. The Board noted the update on media coverage.

25. Chairs Update - Verbal

25.1. The Chair updated the Members on the following items:

- The Chair and CE will meet with the Cabinet Secretary on Wednesday 13 December 2023
- Recruitment for the new Board Members is scheduled for the beginning of 2024.
- Board Development Sessions will take place twice a year at beginning of the year and mid way through
- A Chairs meeting will be held after the Board meeting on 19 February 2023

25.2. The Board noted the Chairs update.

26. The Chief Executive noted the passing of former Convener, Mr Peter Johnston, and also of Mr Charlie Kelly, a close colleague from the Scottish Prison Service. The Board passed on condolences to their respective families.

Date of next meeting

27. The Board members noted the next meeting is scheduled for 19 February 2024.

28. The Chair thanked everyone for attending and proceeded to close the meeting at 13:06