

MINUTES: BOARD TEAM MEETING

19 February 2024, RMA Office, Paisley

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
Ms Debbie Campbel, Head of OLR
Ms Lauren McClintock, OLR Team Manager
Ms Catriona Dalrymple, Interim Director of Justice, Scottish Government (to point 6.4)
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 welcomed the Interim Director of Justice, Scottish Government to the RMA and informed the Board normal business will be conducted after presentations from both the Internal Director of Justice and the Chief Executive.

Apologies:

3. The Chair noted no apologies were submitted.

Declarations of Interest

4. The Board noted no declarations of interest.

5. Scottish Government Input – Interim Director of Justice

- 5.1. The Interim Director of Justice thanked the Board for the invitation to attend the meeting.
- 5.2. The Interim Director of Justice commenced the input with an overview of the current financial environment and discussed the public sector reform programme.
- 5.3. The Interim Director continued the presentation with a review of the Vision for Justice in Scotland and focused on explained how the vision is supported by a 3

year delivery plan and a measurement framework.

5.4. The Board thanked the Interim Director for the input and for taking time to address questions from the Board.

6. Corporate Plan – Presentation

- 6.1. The Chief Executive (CE) presented the Corporate Plan 2024-29.
- 6.2. The Heads of Departments and CE gave an overview on each of the following Strategic Aim:
 - 6.2.1. Evidence: Develop Evidence-based Risk Assessment and Management
 - 6.2.2. Standards: Set and Raise the Standards of Risk Assessment and Management
 - 6.2.3. Education: Improve Knowledge, skills and Confidence in Risk Assessment and Management
 - 6.2.4. Influence: Influence Policy, Practice and Public Confidence in Risk Assessment and Management.
- 6.3. The Interim Director of Justice welcomed the Corporate Plan's reference to the Vision for Justice advised that she was pleased to see the Corporate Plan and in particular the aims in relation to influence and understanding of risk.
- 6.4. The Chair, on behalf of the Board, thanked the Interim Director of Justice for her time, input and attending the RMA Board. The Interim Director of Justice left the meeting.

Approval of Previous Minutes

7. The Board reviewed and approved the minutes from 11 December 2023 as a fair and accurate reflection of the meetings.

Matters Arising

8. The Board received updates on the following actions which were noted as completed – 13.3 (12/23); 17.2 (12/23); 18.2 (12/23); 19.3 (12/23); 23.2 (12/23); 23.3 (12/23).
9. The Board noted progress on actions 21.3 (12/23); 18.2 (10/23); 16.3 (08/23); 14 (04/21).

Agenda Items

10. Corporate Plan – Board Paper 1072

- 10.1. The Chief Executive (CE) presented the Corporate Plan 2024-29 to the Board for approval, giving an overview of the plan and strategic aims.

- 10.2. The Board discussed adding hyperlinks to some of the documents within the plan.

Action: DCS

- 10.3. The Convener thanked everyone for their work on the Corporate Plan

- 10.4. The Board approved the Corporate Plan for 2024-29.

11. Chief Executive Update – Board Paper 1073

- 11.1. The CE informed the Board of current and emerging development on:
 - 11.1.1. Public Sector Reform
 - 11.1.2. Prison Population Leadership Group – the CE thanked the Head of Effective Practice (HEP) and his team on their work with SPS.
 - 11.1.3. OLR and Psychology Resourcing – CE advised of the SPS psychology resources and its impact on the RMA. The CE also advised, that thematic inspections will be coming out in relation to progression and prison based social work, which will feed into FRAME.
 - 11.1.4. Cabinet Secretary for Justice and Home Affairs meeting – A meeting was held in December with the CE and Convener in attendance.
 - 11.1.5. National Care Service – The CE advised that this is ongoing.
- 11.2. The CE updated the Board on the recent Sponsorship meeting.
- 11.3. The Board noted the Chief Executive update.

12. Convener Update - Verbal

- 12.1. The Convener updated the Board on a recent meeting with the CE and Cabinet Secretary which was very positive.
- 12.2. The Convener advised the Board that the short listing for the Board Members vacancies will commence tomorrow, with Board induction taking place on 21 May 2024 with all Board members invited.

Action: All
- 12.3. The Convener updated the Board on a meeting held with the Chief Executive of the Scottish Prison Service (SPS) with another meeting scheduled soon.
- 12.4. The board noted the Conveners update.

13. Accreditation Options – Board Paper 1075

- 13.1. The Head of OLR (HOLR) presented the Accreditation Options to the Board outlining the options for increasing the number of Accredited Assessors.
 - 13.1.1. Option 1 – Short Term – reopen recruitment and keep it open on a continuing basis. Also consider opening it up to Forensic Psychologists and not just Chartered Psychologists.
 - 13.1.2. Option 2 – Medium term – Create a pathway for Assessors who are looking to applying with support services for assessors ongoing.
 - 13.1.3. Option 3 – Long Term – Working with Local Authorities to help free up Assessors when an RAR or RAO is required.

- 13.2. The Board were informed that the priority is considered high to ensure that the RMA fulfils its legislative responsibilities to meet the needs of the High Court.
- 13.3. The meeting broke for a Parole Board Session for the RMA Board Members delivered by the Chief Executive Colin Spivey and Legal Vice Chair Ian Bryce
- 13.4. The Heads of Department and Office Administrator (OA) rejoined the meeting.
- 13.5. The Board discussed the Accreditation Options and were advised that the paper will be going to Accreditation Committee on 26 February 2024 for further discussion.
- 13.6. The Board noted the contents of the Accreditation Options paper.

14. SPS Transgender Policy – Board Paper 1076

- 14.1. The HOLR informed the Board of the Scottish Prison service's updated Transgender Policy which will come into force on 26 February 2024.
- 14.2. The Board were informed that the policy is based on consultation with various agencies and the RMA had some small limited engagement during its early stages.
- 14.3. The Board noted the SPS Transgender Policy.

15. Business Plan 2024-25 – Board Paper 1077

- 15.1. The Director Corporate Services (DCS) presented the 2024-25 Business Plan to the Board for approval and advised that it will be submitted to the Sponsor Department once approved.
- 15.2. The board were informed that there are 5 Key Performances Indicators spread over all departments and links back to the Scottish Governments Vision for Justice.
- 15.3. The Board approved the Business Plan for 2024-25.

16. Business Plan Performance Report Q3 – Board Paper 1078

- 16.1. Due to time constraints the Business Plan Performance Report Q3 has been deferred to the April Board meeting.

Action: OA

17. Financial Performance Report Q3 – Board Paper 1079

- 17.1. Due to time constraints the Financial Performance Report Q3 has been deferred to the April Board meeting.

Action: OA

18. 2024-25 Financial Budget Update – Board Paper 1080

- 18.1. Due to time constraints the 2024-25 Financial Budget Update has been deferred to the April Board meeting.

Action: OA

19. Change to Accounting Policy – Board Paper 1074

- 19.1. The DCS presented the Change to Accounting Policy for the Board to consider changes to the accounting policy relating to the capitalisation of non-current assets.
- 19.2. The Board approved the change to the Accounting Policy.

20. Board Self-evaluation Report – Board Paper 1081

- 20.1. The DCS presented the Board Self-evaluation Report to the Board.
- 20.2. The Board agreed that the Self-evaluation Report should be brought to the next Board meeting in April to be completed.

Action: OA

21. Cyber Resilience Training - Discussion

- 21.1. The Board discussed Cyber Resilience Training with the DCS advising that Scots laptops are on order for all Board Members and this training will be part of the induction on using them.

22. Human Resources Performance Report Q3 – Board Paper 1082

- 22.1. Due to time constraints the Human Resources Performance Report Q3 has been deferred to the April Board meeting.

Action: OA

23. Chief Executive Pay Award Update – Board Paper 1083

- 23.1. Due to time constraints the Chief Executive Pay Award Update has been deferred to the April Board meeting.

Action: OA

24. Board Appraisals - Discussion

- 24.1. The Convener advised that the Board appraisals have been paused while the format is reviewed.

Other Competent Business

- 25. The Board noted no other competent business.

Date of next meeting

- 26. The Board members noted the next meeting is scheduled for 8 April 2024.
- 27. The Chair thanked everyone for attending and proceeded to close the meeting at 15:55.