

MINUTES: BOARD TEAM MEETING

8 April 2024, RMA Office, Paisley

Present

Dr Geraldine O'Hare – Chair
Mr Stephen McAllister
Dr Joe Judge
Ms Michele Gilluley (via Teams)
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 Kathleen McAuley, Office Administrator (Minute Taker)

Welcome

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

Apologies:

2. The Chair noted apologies submitted for Mr Farish, Ms Campbell and Ms McClintock.

Declarations of Interest

3. The Board noted no declarations of interest.

Approval of Previous Minutes

4. The Board reviewed and approved the minutes from 19 February 2024 as a fair and accurate reflection of the meeting.

Matters Arising

5. The Board received updates on the following actions which were noted as completed – 11.2 (02/24); 17.1 (02/24); 18.1 (02/24); 19.1 (02/24); 21.2 (02/24); 23.1 (02/24); 24.1 (02/24).
6. The Board noted progress on actions 13.2 (02/24); 21.3 (12/23); 18.2 (10/23); 16.3 (08/23); 14 (04/21).

Agenda Items

7. Chief Executive Update – Verbal

- 7.1. The Chief Executive (CE) informed the Board of current and emerging developments on:
 - 7.1.1. The CE and Head of Effective Practice (HEP) met with the Executive Team at the Scottish Prison Service (SPS) and presented on the FRAME review and risk in custody which was well received.
 - 7.1.2. Focus was also on working in partnership.
 - 7.1.3. Members were informed that a proposal in regards to the OLR sentence will be submitted to the RMA, once this is received it will be brought to the Board.
 - 7.1.4. The Board were informed that Teresa Medhurst, Chief Executive of SPS has been invited to the August Board meeting.
 - 7.1.5. The Chair thanked the CE on his work in relation to the engagement meetings
 - 7.1.6. The Board were informed that the Corporate Plan has been approved and media promotion on this will start next on 16 April 2024.
 - 7.1.7. A recruitment campaign is ongoing for a OLR Lead to join the OLR Team.
 - 7.1.8. The CE thanked the Head of Development (HoD) and his team for their engagement the Scottish Sentencing Committee. The HoD gave an overview on work on internet offending.
- 7.2. The Board noted the Chief Executive Update.

8. Convener Update - Verbal

- 8.1. The Convener updated members on the successful recruitment of 2 Board Members. A date for Board inductions will be arranged with the Senior Management Team, Convener and new Board Members.

Action: DCS
- 8.2. The Convener updated members on the Chairs meeting which was held after February's Board meeting.
- 8.3. Members were informed that the Convener recently met with SPS which was positive.
- 8.4. The Board were informed that there is a Learning Hub on the Scottish Government intranet which will be available to all Board Members once they receive their new laptops and Scots accounts. The DCS will arrange this for all Members.

Action: DCS
- 8.5. The board noted the Conveners update.

9. Death in Custody - Verbal

- 9.1. The CE informed the Board of a recent death in custody, advising that after review we are satisfied that the RMP was implemented.
- 9.2. The Board noted the update on the recent death in custody.

10. Draft Annual Report - Verbal

- 10.1. The DCS updated Members on the Annual Report advising that a draft will go to Members and the Sponsor Department before going to the printers. This is scheduled to be completed by the end of April 2024.
- 10.2. The DCS advised that External Audit will be onsite in mid-May 2024.
- 10.3. The CE advised that the new Corporate Plan is focusing on Risk Management Planning and the Senior Management Team (SMT) will discuss how to use this in the Annual Report.
- 10.4. The CE thanked the DCS on all his work on the Annual Report and Accounts.

11. Business Plan Performance Report – Board Paper 1078

- 11.1. The DCS presented the Business Plan Performance Report to the Board updating on the progress of strategic and operational work.
- 11.2. Members were informed that the report has been restyled with more information on the operational side of the RMA.
- 11.3. The DCS advised that there are 21 objectives, which are rated as 15 high, 4 medium and 2 low, giving an overview on each one.
- 11.4. The DCS advised that Appendix B contains information on additional work taken on throughout the year which has all been completed.
- 11.5. The DCS gave an overview of Appendix C which contains all OLR data.
- 11.6. The Board discussed the contents of the report.
- 11.7. The Chair thanked the DCS advising that it is an excellent report.

12. Financial Performance Report Q3 – Board Paper 1079

- 12.1. The DCS presented the Q3 Financial Performance Report to the Board to review the current financial position to the end of December 2023 and to advise of key issues likely to affect the expected financial position for the year 2023-24.
- 12.2. The DCS advised that there is a underspend due to vacancies, IT costs and training costs. The Sponsor Department are aware of this and their feedback has been positive.
- 12.3. The Board noted the Financial Performance Report Q3.

13. 2024-25 Financial Budget Update – Board Paper 1080

- 13.1. The DCS presented the 2024-25 Financial Budget updating on issues facing the

2024-25 budget advising that a £226,000 uplift has been awarded by the Scottish Government. This positive outcome is due to the CE and his work with the Scottish Government.

13.2. The DCS gave an overview on the letter received from the Cabinet Secretary highlighting the recruitment freeze and advising that the Scottish Government has accepted that these are critical to our business

13.3. The Board noted the 2024-25 Financial Budget update.

13.4. The SMT and Office Administrator (OA) left the meeting.

14. Chief Executive Pay Award Update – Board Paper 1083

14.1. The DCS provided an update on the Chief Executive Pay Award advising that publication of the 2024-25 pay policy has been delayed.

14.2. The Board noted the CE Pay Award update.

15. Board Self-evaluation Report – Board Paper 1081

15.1. The Chair lead the discussion on the Self-evaluation report, completing it with Members.

15.2. All answers will be passed to the OA to be recorded and feedback noted.

Action: OA

15.3. The SMT and OA returned to the meeting.

16. Research Committee Minutes – 16 October 2023

16.1. The Board noted the content of the ratified Research Committee minutes from 16 October 2023 meeting.

17. Audit and Assurance Committee Minutes – 23 October 2023

17.1. The Board noted the content of the ratified Audit and Assurance Committee minutes from 23 October 2023 meeting.

18. Accreditation Committee Minutes – 5 December 2023

18.1. The Board noted the content of the ratified Accreditation Committee minutes from 5 December 2023 meeting.

18.2. Members were given an update on the ongoing recruitment campaign.

18.3. The CE gave an overview of the options paper that went to the Accreditation Committee on 5 December 2024.

- 18.4. The Board agreed that all minutes will go to the Chair of each Committee and then members virtually for approval. Once approved the minutes will be uploaded to the Website with the exception of Accreditation Committee minutes.

Action: OA

19. Human Resources Performance Report Q3 – Board Paper 1082

- 19.1. The DCS presented the Human Resources Performance Report Q3 reporting on HR activity and key performance indicators for the period between 1 October to 31 December 2023.
- 19.2. The DCS updated on the recent recruitment campaign advising that there are 5 posts, 2 have been filled. The OLR Lead is currently being advertised and the Finance and Governance Lead will go through an agency.
- 19.3. The DCS gave an overview on staff annual leave, statistics on staff gender and sickness advising on how we support staff through sickness.
- 19.4. Members were advised that the HR Manager is working on the HR Strategy and will also be reviewing our current processes.
- 19.5. The Board noted the HR Performance report Q3.

20. Board Justice News - Verbal

- 20.1. The CE gave a verbal update on the recent justice news advising that the Victims/Witness Bill has been published. This will be uploaded to Boardbooks for Members to view.

Action: OA

- 20.2. The CE advised that it would be beneficial if the Board received a newsletter every few months which will include Justice news and publications. The Communications Officer (CO) is currently working on this. Members agreed that this would be beneficial.

Action: CO

- 20.3. The Board noted the verbal update on Justice news.

21. RMA Staff Engagement with Board - Verbal

- 21.1. The Board discussed staff engagement and agreed that Members will think on this and bring feedback to the June Board meeting.

Action: Board

Other Competent Business

22. The Board noted no other competent business.

Date of next meeting

23. The Board members noted the next meeting is scheduled for 17 June 2024.

24. The Chair thanked everyone for attending and proceeded to close the meeting at 13:10.