



BOARD MEETING

MINUTES OF THE MEETING HELD ON

FRIDAY 9 JUNE AT 10:30 AM

**Y1/8 SPUR, SAUGHTON HOUSE
EDINBURGH**

Present: Mrs Jean Couper CBE, Chair
Mr Gerry Bann
Ms Linda Bendle
Ms Lillian Cringles
Mr Gerry McClay
Ms Glenys Watt

In attendance: Ms Karyn McCluskey, Chief Executive
Mrs Dorothy Smith, Business Manager (minutes)
Ms Laura Hoskins, Transition Manager
Mr Dave Scott, Head of Learning, Development & Innovation
Mr Keith Gardner, Head of Improvement
Ms Mairi Clare Rodgers, Head of Communications
Ms Linda Pollock, Deputy Director, Community Justice, Scottish Government

1. Welcome and Apologies

1.1 The Chair welcomed the Board Members and staff to the meeting and extended a warm welcome to Ms Linda Pollock, Deputy Director, Community Justice, Scottish Government. There were no apologies.

2. Declarations of interest, gifts or hospitality

2.1 There were no declarations.

3. Minutes of Board Meeting held on 4 May 2017

3.1 The Board approved the minutes of the Board meeting held on 4 May 2017, subject to rewording of para 8.4. The minutes were adopted as the version for the Publication Scheme.

4. Matters Arising

4.1 The Chair proposed formatting changes to the action tracker; the most recent action appearing first on the tracker and to delete actions that had been completed. The Chair reported that a draft Risk Framework had been produced by Orlando Heijmer-Mason which she had reviewed and agreed as a working draft until approved by the Board. It was agreed that the Corporate Risk Register and Risk Framework to be submitted to the Audit and Risk Committee.

4.2 The Board noted that following the Miranda Alcock report on the Community Justice Outcome and Improvements Plans (CJOIPS) CJS would offer guidance on core components to Local Authorities.

Action: Mrs Smith to amend the action tracker and incorporate formatting changes. Mrs Smith to submit the Corporate Risk Register and risk framework to the Audit and Risk Committee.

5. Chair and Chief Executive updates

5.1 The Chair reported that she has a number of meetings scheduled with stakeholders over the next couple of months, to discuss what their priorities are and how CJS can assist, and thereafter will report back to the Board.

5.2 The Chief Executive circulated an update paper of CJS activity for May 2017. The Board noted that CJS will arrange meetings with the Leaders of the Councils following the local elections. Ms Cringles highlighted that Chief Social Work Officers should also be included in the meetings with Council Leaders.

5.3 The Chief Executive reported that CJS had met a wide variety of partners who have expressed differing levels of understanding regarding strategic commissioning but have demonstrated a general willingness to support the creation of a framework by CJS. The Board considered there was a requirement for clear principals in the development of a commissioning framework.

6. Presentation – Linda Pollock, Deputy Director, Community Justice, Scottish Government

6.1 Ms Pollock provided the Scottish Government's Vision for Justice; to have a fair, equal and prosperous society, with focus on crime prevention and communities.

The key points from the presentation included:

- There is a high prison population and evidence shows that the people who engage with community-based sentences (e.g. Community Payback Orders) reoffend less.
- The justice strategy is focused on evidence of what we know works what we need to do to make an impact.
- The consultation on the Community Justice (Scotland) Bill highlighted lack of leadership.

- CJS has a small budget and very limited legislative powers.
- The Outcome Performance and Improvement framework is confusing in its current format and work needs to progress on how CJS makes this clearer.
- Protecting the funding for community justice – this is a priority for ministers.

6.2 After discussion, the Board agreed that the corporate plan, when finalised, should address the issue of reducing the number serving custodial sentences and on remand and a focus on how to reduce reoffending. The Board agreed there was a requirement for CJS to measure its journey and establish targets, although Ms Pollock advised that the Government would not be identifying such targets for Community Justice as it was not a delivery body. The Board agreed there is a requirement for a clear strategic pathway and that engagement is a high priority.

6.3 The Board noted that Scottish Prison Service (SPS) is one of the statutory partners and agreed that early and positive engagement with SPS would be advantageous. It was agreed to invite Colin McConnell, Chief Executive, SPS, to a future Board meeting. Also to invite Catherine Bisset, Principal Research Officer, SG, analytical services to present 'what works', what interventions/approaches have been found to be effective.

Action: Mrs Smith to invite Colin McConnell, Chief Executive, SPS, to a future Board meeting. Also to invite Catherine Bisset, Principal Research Officer, SG analytical services, to present 'what works', what interventions/approaches have been found to be effective.

7. Draft Training Needs Analysis – CJS/2017/17

7.1 Mr Scott presented the draft training needs analysis. Ms Cringles raised a number of substantive matters and agreed to relay a number of other points to Mr Scott outwith the Board meeting.

7.2 The Board asked for clarification on what the 9 Training Development Officers (TDOs) would deliver. Mr Scott highlighted two aspects of training - statutory training and non-statutory. Ms Cringles highlighted that the main demand would be for Statutory training and this is where CJS should focus. The Board requested further detail on the annual costs associated with the proposed staffing level and the approach to the consultation on the strategy. It was agreed that Ms Cringles would review the revised TNA on behalf of the Board and thereafter the revised document would be issued within 2 weeks to relevant stakeholders to invite feedback.

7.3 It was agreed to remove costing information from the report and that Mr Scott prepare a paper for the next Board meeting on costs and what the TDO's will deliver.

Action: Ms Cringles to review the TNA on behalf of the Board. Mr Scott to prepare a paper for the July Board meeting on costs and what training the TDOs will deliver.

8. Business Plan 2017/18 (CJS/2017/18)

8.1 Ms Hoskins introduced the draft business plan; a number of revisions were considered and it was agreed that Ms Hoskins would present the revised plan to the July Board meeting.

8.2 The Board noted that the agreed Business Plan would form year one of the Corporate Plan. Separately the Chief Executive and management team would prepare an Operational Plan.

Action: Ms Hoskins to revise the Business Plan and bring back to the July Board meeting.

9. Corporate Plan update CJS/2017/19

9.1 Ms Hoskins provided an update on the progress on the development of the corporate plan. The Board agreed that they would take account of the presentation from Ms Pollock in their consideration of the drafting of the Corporate Plan. The Board requested sight of the proposed revised timeline and agreed that drafts of the Corporate Plan be presented for consideration and agreement at the July and August Board meetings.

9.2 The Board invited the Chief Executive to update them on the priorities for action highlighted by key partners with whom there had been engagement. The Board expressed a wish to hear more on opportunities for diversion from prosecution and agreed to invite the Crown Agent David Harvie/John Dunn, COPFS, to speak to the Board. The Board also expressed a wish to observe case marking.

Action: Ms Hoskins to provide first draft of the Corporate Plan for the July Board meeting. Mrs Smith to invite David Harvie/John Dunn to speak to the Board on diversion from prosecution. Mrs Smith to arrange observation of case marking.

10. Policies and Procedures CJS/2017/20

Complaints Handling Procedure

10.1 The Board approved the Complaints Handling Procedure.

Complaints – a Guide for Stakeholders

10.2 The Board approved the Guide for Stakeholders.

Fairness at Work policy and Values in Action

10.3 The Board noted the Scottish Government policy: Fairness at Work and approved the Community Justice Scotland Values in Action behaviours framework.

10.4 The Board requested a CJS Fairness at Work policy, based upon that of the Scottish Government but tailored to the organisation be developed for consideration by the Board and Remuneration/HR committee.

Action: Ms Rogers, HR Manager, to provide a CJS specific Fairness at Work policy for the Board and Remuneration/HR committee.

11. Any Other Business

11.1 The Board noted that the CPO session arranged for 8 June in Dumfries was cancelled. Ms Cringles undertook to provide a couple of proposals to observe a CPO session in the central belt.

11.2 Ms Watt requested to observe a community partnership meeting. Ms Cringles undertook to arrange invite to observe a meeting of the Dumfries and Galloway partnership meeting.

11.3 Mr McClay offered to arrange for Board Members to attend court and observe the proceedings etc.

Action: Ms Cringles to provide proposals to observe CPO in central belt and arrange an invite to observe a partnership meeting in Dumfries and Galloway.

16 June 2017