



BOARD MEETING

MINUTES OF THE MEETING HELD ON

WEDNESDAY 26 JULY AT 10:30 AM

**B2 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: 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 Nina Rogers, HR and Employability
Ms Linda Pollock, Deputy Director, Community Justice, Scottish Government

Apologies: Ms Karyn McCluskey, Chief Executive

1. Welcome and Apologies

1.1 The Chair welcomed the Board Members and staff to the meeting. There were apologies from Karyn McCluskey, Chief Executive. The Board noted the invited speaker for this meeting Mr Paul Beaton, Scottish Government, was unable to attend and offered his profuse apologies and hoped to speak at a future meeting of the Board. It was noted that Anil Gupta, COSLA, would not attend to observe the meeting as he had intimated.

2. Declarations of interest, gifts or hospitality

2.1 There were no declarations.

3. Minutes of Board Meeting held on 9 June 2017

3.1 The Board approved the minutes of the Board meeting held on 9 June 2017. The minutes were adopted as the version for the Publication Scheme.

4. Matters Arising

4.1 In reviewing the Board meeting action tracker, Ms Cringles reported on action 2; she had met with Mr Scott with regard to the review of the Training Needs Analysis (TNA) document and it is 'on track'. It was agreed that the TNA would be issued for consultation with appropriate partners following final agreement by Ms Cringles on behalf of the Board.

4.2 Mr Bann requested an update on action 7 regarding the observation of the case marking. It was noted that the dates had been revised and he requested that the Board members be notified by email of the revised dates.

4.3 Ms Cringles updated the Board on action 9 of the tracker (visit to observe CPO operations). She would provide details to the Board of a revised date for the CPO observation following a meeting on 4 August.

Actions: Mr Scott to issue the TNA document for consultation with appropriate partners following final agreement by Ms Cringles. Mrs Smith to email Board members with revised dates for the case marking observation. Ms Cringles to inform the Board of a revised date for the observation of CPO.

5. Chair and Chief Executive updates

5.1 The Chair reported that she had a positive response from the Lord President on potential support from the Judiciary on matters relating to effective community justice. She reported that she had attended a number of meetings with stakeholders with a shared interest; their responses had been very interesting and demonstrated and identified interest in and possible areas of joint working. She said she would share detailed feedback with the Board at a later date.

5.2 In the Chief Executive's absence her report was circulated providing an update of CJS activity for July 2017. The Board noted that the improvement team had provided feedback to some Local Authorities (LA's) on the CJOIPS. Ms Cringles expressed concern that those LAs that had not yet received feedback on their plans may be pressing ahead with their proposed plans. Mr Gardner assured the Board that by the middle of September his team will have provided feedback to over 50% of the LAs. The findings to date indicate a considerable volume of work being undertaken across Scotland and there is an ongoing need to capture what is happening and where – particularly in relation to specific issues such as Diversion from Prosecution and the collection/collation of local data measures. He reported that a meeting had been scheduled with SG to discuss the development of the commissioning strategy and there would be a presentation to the Board at a future meeting.

5.3 Ms Bendle reported that she will be attending the Lived Experience event supported by CJS, being held on 14 August, in Glasgow and will feedback to the Board.

5.4 The Board requested an evaluation of the recent roadshow events; what was the level of engagement and opportunities for involvement of participants within the events, what were the objectives of the events and evaluation of outcomes, learning and delegate feedback.

Action: The Chair to provide detailed feedback on stakeholder meetings. Mr Gardner to arrange presentation on Commissioning at a future meeting of the Board. Ms Bendle to provide feedback from the Lived Experience Event to be held on 14 August. Mrs Smith to add evaluation of roadshow events to agenda for the August Board meeting

6. Training Needs Analysis – Costing CJS/2017/22

6.1 Mr Scott presented the projected costs for additional learning, development and innovation staff for CJS.

6.2 The Board noted that the preferred proposal was for a phased recruitment of five TDO's this financial year and four further TDOS and one Admin Officer in financial year 2018/19.

6.3 In considering the costings the Board noted the salary scale for the TDOs had been benchmarked at Scottish Government pay scales. The Board felt that it should also be benchmarked on public sector pay and conditions and the Chair agreed to provide contact details of an independent expert who could undertake a matching exercise and provide advice on relevant matters and options related to recruitment and employment of potential recruits. It was noted that the existing TDO's would wish to consider the option and impact of coming out of the LA pension scheme to SG terms and conditions which apply to staff of CJS. Ms Cringles also undertook to provide guidance on relevant LA salary scales.

6.4 The Board agreed that a recruitment exercise commence to recruit up to five TDOs and that Mr Scott would draw up a business case to seek additional funding for the four additional TDOs and one admin post noting that funding for these posts was not within the current complement and additional funding would need to be sought from the SG.

Action: The Chair to provide contact details of independent expert on public sector pay evaluation to Mr Scott. Ms Cringles to provide LA pay scale data. Mr Scott to prepare business case for additional four TDOs plus one admin post for submission to SG for consideration.

7. Draft Business Plan 2017/18 (CJS/2017/23)

7.1 Ms Hoskins introduced the draft business plan. The Board approved the Business plan 2017/18 subject to some agreed minor amendments. The Board

agreed that the Plan is no longer draft and that this final Plan is subject to change if and as required.

Action: Ms Hoskins to make amendments and arrange for the Business Plan to be published on the CJS website.

8. Corporate Plan update CJS/2017/23a

8.1 Ms Hoskins presented the draft corporate plan. She reported that the CJS is required to consult on the plan (as a matter of statute) and that an informal draft had been shared with partners and SG Sponsorship Team pending formal consultation. Timescales for the corporate plan process which would enable CJS to meet their statutory requirements were appended to the covering report.

8.2 The Board requested that the strategic themes and outcomes be amended to demonstrate CJS vision and focus on justice pathways.

8.3 After discussion it was agreed Ms Hoskins would revise the plan and circulate to the Board. Ms Watt undertook to liaise with Ms Hoskins on the outcomes and strategic themes as discussed by the Board.

Action: Ms Watt to email suggested outcomes and strategic themes agreed by the Board to Ms Hoskins. Ms Hoskins to revise the draft plan in light of the Board comments and to circulate to the Board for sign off. Following Board approval Ms Hoskins to arrange publication of consultation of draft corporate plan on CJS website.

9. Financial Report – CJS/2017/24

9.1 Mr Gardner presented the Financial Report 2017/18. The Board noted the report and were content with the format presented.

9.2 The Board agreed that at a future date less frequent reporting may suffice. The Board agreed that less general background narrative was required in future reports but a focus on performance against budget and reasoning for over or under spends experienced or expected would be required.

Action: Mrs Smith to add Financial Report to August agenda.

10. CJS Framework Document

10.1 The Board noted the Framework Document had been approved at the April Board meeting and questioned why the SG sponsor team were requesting a review so soon. The Board agreed they were unable to consider the document without a report from SG explaining any proposed changes. It was agreed to request an explanatory paper from SG and consider the matter following its receipt.

Action: Mrs Smith to liaise with SG sponsor team to provide an explanatory note for the Framework Document

11. Policies and Procedures CJS/2017/25

Terms of Reference HR and Remuneration Committee

11.1 The Board agreed the terms of reference for the HR and Remuneration Committee and agreed to publish it on the CJS website.

HR Policies

11.2 Ms Rogers provided background to the development of the CJS HR policies and provided a hand-out to the Board of the MoU with SG People Directorate. Ms Rogers explained that a number of the SG policies have been adapted for CJS.

CJS Grievance policy

11.3 The Board noted the policy and also noted that it was limited in making any substantial changes as this is a SG policy. The Board approved the policy subject to changes that reflect the status of CJS, changes to the CE preface and to the flowchart to remove reference to mediation services following informal resolution, removal of Ms Rogers as a Nominated Officer and where appropriate adding 'nominated board member' at the appropriate section. The Chair agreed to nominate a Board member.

CJS whistleblowing policy

11.4 The Board approved the whistleblowing policy subject to changes to the preface of the CE and inclusion of 'nominate board member' (nominated by the Chair) at the appropriate section.

CJS Performance Management Policy

11.5 The Board noted and approved the performance management policy.

Code of Conduct for NDPBs

11.6 Ms Rogers informed the Board that a code of conduct for Non-Departmental Public Bodies (NDPBs) had recently been drawn up by the SG. The Board noted and approved the code of conduct for CJS staff.

CJS Gifts and Hospitality policy

11.7 The Board noted and approved the Gifts and Hospitality policy.

11.8 The Board requested that where possible the policies and procedures should be reviewed after 2 years. Ms Rogers informed the Board that it should be alert to fact that as the CJS policies have been adapted from SG that it may require to adhere to the SG review dates.

Action: Ms Rogers to amend the documents as agreed by the Board, add review dates to the HR policies and arrange publication of these policies on the CJS website.

12. Any Other Business

None noted.

31 July 2017