



**BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 25 APRIL 2018, AT 10.30
Y1/10 SPUR, SAUGHTON HOUSE,
EDINBURGH**

Present:	Ms Linda Bendle Mr Gerry McClay Sheriff Kathrine Mackie (Advisor to the Board) Ms Glenys Watt, Acting Chair
In attendance:	Mr Bill Fitzpatrick, Director of Operations Ms Karyn McCluskey, Chief Executive Mrs Dorothy Smith, Business Manager (minutes)
Observers:	Mr Henry Acres, Graduate Development Programme, SG Mr Quentin Fisher, Unit Head, Community Justice, SG
Apologies:	Mrs Jean Couper, Chair, Mr Gerry Bann

1. Welcome and Apologies

1.1 Ms Watt welcomed the Board Members and staff to the meeting. There were apologies from Mrs Jean Couper, Chair and Mr Gerry Bann. In the absence of the Chair, the Board agreed that Ms Watt would chair the meeting. The acting Chair welcomed Mr Henry Acres and Mr Quentin Fisher, SG, who were observing the meeting.

2. Declarations of interest, gifts or hospitality

2.1 Ms Bendle declared that she had joined Families Outside as a Board member and is working with the executive council of the Scottish Families Affected by Alcohol and Drugs. There were no other declarations.

2.2 Mr McClay highlighted that members register of interests on the website contained members' signatures and requested that these be replaced with the version used for the CE. The Board agreed that the current register of interests should be replaced to include a digital signature.

Action: Mrs Smith to replace the Board Members register of interests on the website

3. Minute of Board Meeting of 23 March 2018

3.1 The Board approved the minute of the Board meeting held on 23 March 2018, subject to correction of a typo at para 6.1. The minutes were adopted as the version for the Publication Scheme.

4. Matters Arising – Action Tracker

4.1 The Board requested feedback from the workshop held on 29 March with Penelope Gibbs from Transform Justice on the topic of re-framing – effective communications. Ms McCluskey reported that the team found the workshop helpful and the CJS communications team have engaged in dialogue with Penelope Gibbs. The CJS communications team also spoke at a recent COSLA event on communication around community justice. The acting chair suggested that the Board might like to consider having a meeting focused on communication later in the year.

4.2 The Board requested an update on action 11 of the tracker, on the arrangements for a presentation from John Dunn, Deputy Crown agent on diversion from prosecution. Ms McCluskey reported that Mr Dunn is available to attend the Board meeting on 30 May. Also, Ms McCluskey said she is meeting with David Harvie, Crown Agent, on 1 June to discuss diversion from prosecution and members may wish to attend this meeting. Mr McClay and Sheriff Mackie expressed an interest in attending.

4.3 Ms McCluskey update on action 9; a draft report had been received from Prof Coyle and this would be circulated to the Board.

4.4 Ms Watt reported on action 5; she and Ms Bendle would convene the first meeting of the HR and Remuneration Committee at a date in May.

Action: Mrs Smith to circulate the draft report from Prof Coyle to the Board Members. Mr McClay and Sheriff Mackie to be invited to meeting on 1 June with Crown Agent. Ms Watt and Ms Bendle to convene a meeting of the HR and Remuneration Committee in May.

5. Board revised terms of reference

5.1 Mr McClay raised that the current Board terms of reference did not allow for the appointment of an acting chair. He proposed that a paragraph be included, under 'Membership', to allow for the appointment of an acting chair, he proposed a form of words, this was agreed by the Board.

5.2 Ms Watt was nominated as the acting chair, this was accepted by the Board.

Action: Mr McClay to provide a form of words to be included in the revised Board terms of reference.

6. Chair and Chief Executive updates

6.1 Ms Watt reported that she had met with Ms Linda Pollock, Deputy Director, Mr Neil Rennick, Director for Justice, SG, to discuss the role of acting chair. As acting chair Ms Watt will have regular meetings with the CE and asked that a standing item be added to the Board agenda entitled 'risks update'. She will discuss risks at her meetings with the CE and alert Board members should there be any immediate risks to consider at the Board meeting.

6.2 At the meeting with SG, Ms Watt reported that Mr Rennick said the key item on the community justice agenda was the Presumption Against Short-term Sentences. He reported that legislation will go through the SG parliament in the Autumn to be implemented in Jan 2019. Also on the horizon in July, is the 10th anniversary of the report of the Scottish Prisons Commission and there will be an event marking this anniversary. The Board requested a copy of the report to be circulated. Mr Rennick had also highlighted the areas in which the Cabinet Secretary is keen to see progress:

-extending the age of those involved in the whole systems approach;

-increased use of diversion;

-improved transition out of custody;

-more consistent uptake of CPOs across Scotland.

6.3 Ms McCluskey reported that she had met with Michael Matheson, Cabinet Secretary for Justice on 29 March. It was a useful meeting and she undertook to engage with the judiciary and gain views of the other political parties on the community justice agenda.

Action: Mrs Smith to circulate to the Board the report of the Scottish Prisons Commission (2008). To add 'Risks Update' to future Board agendas.

7. Managed Alcohol Programme – Presentation

7.1 Ms McCluskey presented on the proposals for a managed alcohol Programme in Glasgow. She reported that a group including Health and Homelessness had been convened to manage the project which would be funded by Health. Ms McCluskey and Ms Heffernan would be the CJS representatives on the project. Ms McCluskey would keep the Board updated on developments.

8. Commissioning Framework (Verbal Update)

8.1 Mr Fitzpatrick reported on a meeting with SG on the development of a commissioning framework and the potential for CJS to take on responsibility for commissioning national mentoring services. After full discussion the Board agreed in principle to taking on this role but requested further details on the proposal in advance of the next Board meeting.

Action: Mrs Smith to circulate the background papers on the commissioning proposal to the Board.

9. CPO Project - Plastic clean-up of beaches CJS/2018/12

9.1 Mr Fitzpatrick presented on a project to be commissioned jointly by CJS and CJSW, to clean-up plastics across Scotland and to have those on unpaid work, sentenced by the courts to Community Payback Orders to undertake the work. The objectives of the project:

- To reduce the volume of plastics polluting Scotland's natural environment
- To engage unpaid workers and volunteers in a national clean-up project; focused on plastics
- To demonstrate the purpose and value of CPOs/unpaid work as a legitimate and purposeful alternative to short-term prison sentences
- To maximise positive publicity for relevant aspects of environmental and justice policy at National and Local level.
- To generate gateway opportunities for individuals undertaking CPO's into work and positive lifestyle choices
- To demonstrate that practical, positive effects can flow from collaborative working between community justice partners
- Shift public attitudes around community justice

9.2 Ms Bendle reported that she had experience of public clean up schemes and would be willing to advise on contacts etc.

9.3 Sheriff Mackie felt there was a need to be mindful that not all those given a CPO would be suitable for this project and there would be a requirement to review Health and Safety aspects prior to the project commencing.

9.4 The Board agreed the project proposal and that the long -term benefits should be communicated widely.

10. End of year finance report 2017/18 CJS/2018/13

10.1 The Board noted the end year finance report.

11. CJS Annual Conference evaluation CJS/2018/14

11.1 The Board noted the positive feedback from the conference and Ms McCluskey reported that a group had been convened to look at the planning for next year's conference.

12. Data Protection Policy and GDPR review CJS/2018/15

12.1 The Board noted the preparations for the GDPR that come into force on 25 May 2018.

12.2 The Board agreed the revised Data Protection policy subject to some slight rewording.

Action: Revised Data Protection Policy to be published on the website.

13. Board Meetings 2018/19 CJS/2018/16

13.1 Ms Watt reviewed the dates for 2018/19 and proposed the following revised dates:

30 May

11 July

23 August

26 September

31 October

12 December

23 January

6 March

17 April

13.2 The Board agreed the dates and requested that they be circulated to confirm all members' availability.

13.3 The Board felt the Audit and Risk Committee should be held on a different day from the Board meeting and Committee members to provide their availability.

Action: Mrs Smith to circulate the revised Board meeting dates for 2018/19 and canvas dates for the Audit and Risk Committee meetings for 2018.

14. Any other business

Board member recruitment

14.1 Ms Bendle reported that a schedule had been drawn up for the Board member recruitment; there is a planning meeting on 8 May, sift on 31 July and interviews 14/15 August and 21/22 August. It is hoped that the appointments will be announced in October 2018.

14.2 Ms Bendle said she would be encouraging people to apply and offering them the option of observing a Board meeting. The Board agreed this proposal.

Calendar of Dates

14.3 Ms Watt informed the meeting that she had requested the CE to ask the team to provide a calendar of dates of CJS work and critical priorities for the coming year. This will aid planning for Board meetings. The Board felt It would be useful to have the corporate and business plans on Diligent to refer to.

Modern Apprentices

14.4 Ms McCluskey informed the meeting that 2 modern apprentices had been appointed one will start on 1 May and the other on 1 July 2018.

**Action: Mrs Smith to add the corporate and business plans to Diligent.
The team to draw up a calendar of key dates and items for the coming year.**

Next meeting Wednesday 30 May 2018

26 April 2018