



BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 30 MAY 2018, AT 10.30
Y1/8 SPUR, SAUGHTON HOUSE,
EDINBURGH

- Present: Mr Gerry Bann
Ms Linda Bendle
Mr Gerry McClay
Sheriff Kathrine Mackie (Advisor to the Board)
Ms Glenys Watt, Acting Chair
- In attendance: Mr James Blair, Policy Lead, **Item 6 only**
Mr Bill Fitzpatrick, Director of Operations
Mr Keith Gardner, Head of Analysis and Improvement,
Item 10 only
Ms Laura Hoskins, Head of Policy
Ms Karyn McCluskey, Chief Executive
Mrs Dorothy Smith, Business Manager (minutes)
- Observers: Mr Quentin Fisher, Unit Head, Community Justice, SG
- Apologies: Mrs Jean Couper, Chair

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. Ms Watt welcomed Mr Quentin Fisher, SG, who was observing the meeting.

2. Declarations of interest, gifts or hospitality

2.1 Ms Bendle declared that she had been approached by Social Bite to assist in identifying third sector organisations who would benefit from an injection of funds as a result of recent fundraising. There were no other declarations.

3. Minute of Board Meeting of 25 April 2018

3.1 The Board approved the minutes of the Board meeting held on 25 April 2018, subject to slight amendments to para 2.1. The minutes were adopted as the version for the Publication Scheme.

4. Matters Arising – Action Tracker

4.1 The Board noted the status of the actions from action tracker and agreed to look at dates for the next Audit and Risk Committee meeting following today's Board meeting.

5. Chair and Chief Executive Updates

5.1 Ms Watt circulated a Board Planner for 2018/19, mapping out the key areas of work for CJS and items to be discussed at future Board meetings. The Board found this very helpful. It was agreed to clarify the timing of the CPO and improvement reports to come to the Board and also to bring forward the Communications update to July Board.

5.2 Ms McCluskey provided a risk update; she reported that commissioning was a high risk on impact and probability.

5.3 Ms McCluskey provide feedback on her recent meeting with the Cabinet Secretary for Justice, it was a useful meeting and discussion was around taking forward the community justice agenda.

5.4 Ms McCluskey reported on the CJOIPS plans for year 2; progress is being made in some areas but there is still a lot of work to do.

Action: Mrs Smith to amend the 2018/19 Board Planner with revised dates for CPO and Improvement annual reports and presentation from the Communications team.

6. Minimum Age of Criminal Responsibility – (CJS/2018/17)

6.1 Mr Blair presented his paper to the Board. The Board thanked Mr Blair for his work in producing the draft response noting that this was for stage 1 of the Bill. After a full discussion the Board requested clarification of some of the wording and definitions contained on the Bill and consultation document. The Board proposed some rewording of the draft response. Mr Blair undertook to seek clarification and revise the draft response and to send to Sheriff Mackie for review, thereafter, circulate final version to the Board for sign off.

Action: Mr Blair to make changes to draft response and send to Sheriff Mackie to review and circulate final version to the Board for sign off.

7. Commissioning Framework - Presentation

7.1 Mr Fitzpatrick presented to the Board the latest position on CJS undertaking the Commissioning for mentoring services for those leaving custodial sentences. His presentation covered:

- The policy requirement as intimated by Scottish Government(SG)
- The current provision for mentoring services funded by SG
- CJSs proposed role in Commissioning
- Convening a working group to take forward national strategy for commissioning
- Funding
- CJS approach

7.2 Following full discussion the Board agreed that this undertaking would be a challenge but welcomed the opportunity to improve outcomes for those leaving prison. The Board felt there was a requirement for clarification around the funding and resources to take commissioning forward. Mr Fitzpatrick reported that he was meeting with SG colleagues on 22 June to discuss VAT issues.

7.3 Ms McCluskey provided a Gantt chart detailing the timeline if the service had to be in place by April 2019. The Board felt the timeline would be ambitious and an extension may need to be agreed.

7.4 Mr Fitzpatrick reported that CJS was pressing ahead with the development of a Commissioning Framework and an individual had been identified to take this forward. They will be employed by CJS for initial period of 6 months.

7.5 The Board requested an update on the position following the meeting with SG planned for 22 June 2018.

Action: Mrs Smith to add Commissioning Update to agenda for July Board meeting.

8. Legal Aid Review - CJS/2018/18

8.1 Ms Hoskins provided the Board with an update on the Legal Aid review. The publication of the review was noted by the Board.

9. Prisoner Voting - CJS/2018/19

9.1 Ms Hoskins informed the Board of the publication on the Prisoner Voting by the Scottish Parliament Equalities and Human Rights Committee which recommends removal of the ban. The Board noted the publication which may be subject to further consultation and a draft response will come to the Board in due course.

10. Community Pay Back (CPO)

10.1 The Board had a general discussion about community pay back orders. Mr Gardner provided some background from a criminal justice social work stance; details of the process for starting, review and breaches of CPOs. The Board is keen to develop this area of work and to ensure that opportunities are available to all

across the country. The Board requested that it be kept updated on how CPO is working throughout Scotland.

11. HR and Remuneration Committee minutes - CJS/2018/20

11.1 Ms Watt reported the HRRC met on 23 May, Board Members noted the minute of the meeting. She reported that the Committee had endorsed the 3% basic award increase for public sector workers and as CJS staff are aligned to the SG pay agreement this applies to all CJS staff, (with the exception of the Chief Executive, in line with the public pay policy guidelines, where there is a cap on the amount of the basic award). Also the Chair and Board members' fees will increase to reflect the 2% rise for public sector Chair and Board Members. As any progression pay increase is linked to performance Ms Watt has arranged an appraisal interview with the Chief Executive in order to decide on any pay progression award, which will also be in line with the public pay policy guidelines.

11.2 Ms Watt reported that the Committee also discussed new Board Member induction and will take this forward. Ms Bendle reported that a planning meeting had taken place to recruit up to 4 new Board Members.

12. Any other business

CJS visit to Finland

12.1 Ms Hoskins reported on her recent field trip to Finland with Keith Gardner, Head of Analysis and Improvement. It was a very interesting and informative trip and an invite had been extended to Robert Nilsson to speak at the 2019 CJS annual conference. The Board noted that both Ms Hoskins and Mr Gardner had written a blog on the visit which is published on the CJS website.

Next meeting Wednesday 11 July 2018

31 May 2018