



**BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 11 JULY 2018, AT 10.30
Y1/8 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 Laura Hoskins, Head of Policy
Ms Karyn McCluskey, Chief Executive
Miss Kim McGuigan, Modern Apprentice
Mrs Dorothy Smith, Business Manager (minutes)
- Observers: Mr Quentin Fisher, Unit Head, Community Justice, SG
Mr Peter Dodson, Finance Officer, Community Justice, SG
- Apologies: Mrs Jean Couper, Chair and 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. Ms Watt welcomed Mr Quentin Fisher and Mr Peter Dodson, SG, who were observing the meeting.

2. Declarations of interest, gifts or hospitality

2.1 There were no declarations.

3. Minute of Board Meeting of 30 May 2018

3.1 The Board approved the minutes of the Board meeting held on 30 May 2018, subject to slight amendments to para 3.1. 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.

5. Chair and Chief Executive Updates

5.1 Ms Watt reported that she has a meeting arranged for early August with Dr Donna MacKinnon, Deputy Director, Community Justice and will report back to the Board at the August Board meeting.

5.2 Ms Watt raised the matter of Board Member remuneration. She went on to say that clarity was required for the occasion of when Board Members were invited to undertake work for other partner organisations and whether payment for this work should be paid by CJS or by the organisation. It was noted that the allowance per financial year for Board Members is 20 days; this is normally allocated as 16 days for Board meetings and prep which leaves approx. 4 days available for other work.

5.3 Mr McClay said that this is a strategic Board with a governance role and does not have a day to day role in management, there is clear division of roles. Sheriff Mackie felt the role of Board Member is as a trustee of the organisation and need to be seen to be independent. Ms McCluskey felt Board Members involvement in other work of CJS is invaluable, she is invited to many events and would welcome the Board expertise and assistance with taking the agenda forward.

5.4 It was agreed that members' paid work should normally be that directly asked for and agreed at Board meetings relating to the role of trustee. Ms Watt undertook to draft guidelines for Board Members on work and activities that members could claim remuneration for. She also undertook to raise this matter at her meeting with Dr MacKinnon with a view to asking if the Board Members' allowance can be raised to 25 days.

5.5 Ms McCluskey reported that she has requested a meeting with new Justice Minister Humza Yousaf to discuss the Community Justice agenda and carrying on from the priorities put in place by the outgoing Justice Minister.

5.6 Ms McCluskey circulated a recent article in the Guardian "Prison minister calls for more money to build jails in England and Wales" she expressed her disappointment that the minister for prisons has said that he would like the prison population to go down but is instead calling for more money to spend on increasing numbers because he does not believe his view had sufficient support. The Board noted this with interest.

5.7 Ms McCluskey reported that a Commissioning Lead had been appointed, Sarah McCullough, she will produce the Commissioning Framework and report to the Board in August. Also, 2 modern apprentices have joined CJS; Kim McGuigan and Jade Kilkenny.

5.8 Mr Fitzpatrick reported on the recent meeting of the Justice Board and the discussion, which included input from the then Cabinet Secretary for Justice, Michael

Mathieson, that touched on a number of issues including Brexit, prison population and the role of community justice.

5.9 Ms McCluskey informed the Board that she had invited Greg Berman the director of the Center for Court Innovation, from the USA, to meet with Sheriff Principal Pyle, of Grampian, Highland and Islands sheriffdom. He will visit Inverness and Aberdeen and undertake workshops. This visit has been arranged to help inform the new Justice Centre being built in Inverness.

Action: Ms Watt to discuss Board member's days with Dr MacKinnon and draft guidelines for Board Members. Ms McCluskey to meet with Cabinet Secretary for justice and report back to the Board. Ms McCullough to update the Board on Commissioning at the August Board Meeting.

6. PVG/Disclosure Scotland Consultation – draft response – (CJS/2018/21)

6.1 Ms Hoskins presented her paper to the Board. It was agreed that a response should be submitted to the consultation by CJS as an employer and a body with a commitment to ensure the effective reintegration into the community of people who have been convicted. The Board agreed the draft CJS response and thanked Ms Hoskins for her work on it.

6.2 The Board noted that CJVSF and CYCJ are writing to the Minister to say that they have concerns about the PVG consultation as they feel it does not allow for the discussion and exploration of the wider more systemic and fundamental changes required to ensure a fair and effective system for disclosure. The Board agreed not to add its name to the CJVSF and CYCJ response but to say in its own response that it is aware of the CJVSF and CYCJ letter and agree with its comments on the timing of the legislation.

6.3 Miss McGuigan had attended some of the consultation stakeholder events and gave the Board a personal account of her experience with Disclosure Scotland, she has had conflicting advice and found it very confusing and is preparing a paper for the Board on her experience. The Board welcomed this direct experience to inform their understanding.

7. Public Health Priorities for Scotland – for info – (CJS/2018/22)

7.1 Ms Hoskins sought the Board's approval to endorse the recently published health priorities for Scotland.

7.2 The Board approved the endorsement for the CJS logo to be added to the public health reform website.

8. Business Plan quarterly report - CJS/2018/23

8.1 Mr Fitzpatrick provided an update on the delivery of the Business Plan for 2018/19. The Board noted the exceptions.

8.2 Ms Watt requested an update on the analysis of the local authority areas' Community Justice Outcome and Improvement Plans (CJOIPs) and drafting of the annual report on Community Justice Outcomes. Mr Fitzpatrick reported that a template had been issued to all 31 Local Authority partnerships to provide data all but one had agreed to use the template. It was stressed that the data collated needed to be the same format, the deadline is tight for templates that are due back by September 2018. Ms McCluskey undertook to circulate a copy of the template to the Board.

8.3 Mr Fitzpatrick reported that he would be bringing an impact assessment report to the August Board meeting for quarter one, this will provide the Board with a deeper sense of the ongoing work within CJS and the impact it is making in the community justice arena. The Board welcomed this.

Action: Mrs Smith to circulate a copy of the CJOIPs data template to the Board for info. Mr Fitzpatrick to bring impact report to August Board Meeting.

9. Financial quarterly report - CJS/2018/24

9.1 Mr Fitzpatrick provide an update on the financial position as at 30 June 2018.

9.2 The Board noted the spend to date and Mr Fitzpatrick reported that whilst it was only the first quarter the projections for the rest of year are that CJS had adequate funds to carry out its functions.

10. Commissioning – verbal update

10.1 Mr Fitzpatrick updated the Board on the current position re commissioning and that a response is awaited from SG on issues raised. The Board noted that a Commissioning Lead had been appointed Ms Sarah McCullough. Mr Fitzpatrick informed the Board that this is a 6 months contract and the issue of resourcing a commissioning team is still to be finalised, roles and responsibilities have been drawn up and will be sent to SG.

10.2 Mr Fitzpatrick reported that the VAT issue has yet to be resolved but should not be considered an obstacle moving forward with agreeing the funding for commissioning. A grant route is a possibility but the details have still to be fully worked through. Ms McCullough will explore HMRC rules for public bodies.

10.3 The Board noted that the VAT and resourcing issues have been raised with SG and a response is awaited. Mr Fitzpatrick indicated that Commissioning has been highlighted as high risk pending decisions on resourcing and timelines. Mr Fitzpatrick said meetings will be held with stakeholders and service providers hopefully within the next 4 weeks to exchange information and provide a degree of assurance.

11. Any other business

Board Recruitment

11.1 Ms Bendle provided an update on the Board member recruitment. The advert has been published and some notes of interest have been received. Ms McCluskey has had a couple of approaches and will forward these to Ms Watt to follow up. Ms Watt has also had a few approaches to which she has responded.

Action: Ms McCluskey to forward notes of interest to Ms Watt to follow up.

Next meeting Thursday 23 August 2018

12 July 2018