



**BOARD MEETING**  
**MINUTES OF THE MEETING HELD ON**  
**WEDNESDAY 26 SEPTEMBER 2018, AT 10.30**  
**Y1/8 SPUR, SAUGHTON HOUSE,**  
**EDINBURGH**

Present:

Ms Linda Bendle  
Mr Gerry McClay  
Ms Glenys Watt, Acting Chair

In attendance:

Ms Joanne Brown, External Auditor **(Item 2)**  
Mr Keith Gardner, Head of Improvement **(Item 12)**  
Ms Laura Hoskins, Head of Policy **(Items 9&10)**  
Ms Karyn McCluskey, Chief Executive  
Ms Sarah McCullough, Commissioning Framework  
Lead **(Item 13)**  
Ms Mairi Clare Rodgers, Head of Communications  
**(Item 8)**  
Mrs Dorothy Smith, Business Manager (minutes)

Observer:

Mr Quentin Fisher, Unit Head, Community Justice, SG

Apologies:

Mrs Jean Couper, Chair  
Mr Gerry Bann  
Mr Bill Fitzpatrick, Director of Operations  
Sheriff Kathrine Mackie (Advisor to the Board)

## **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, Mr Gerry Bann, Mr Bill Fitzpatrick, and Sheriff Kathrine Mackie. Ms Watt welcomed Mr Quentin Fisher, SG, who was observing the meeting. Also Ms Joanne Brown, External Auditor, Grant Thornton, UK LLP.

## **2. Annual Report and Accounts 2017/18 – (CJS/2018/36)**

2.1 The Board reviewed and agreed the Annual Report and Accounts for 2017/18. The report will be signed by Karyn McCluskey, Accountable Officer and forwarded to Joanne Brown, external auditor for signing and forwarding to Audit Scotland.

2.2 The Annual Report and Accounts will be laid in the Scottish Parliament by 31 October 2018.

**Action: Mrs Smith to arrange for the Annual Report and Accounts to be signed by the Accountable officer and forward the Ms Brown for sign off.**

## **3. Declarations of interest, gifts or hospitality**

3.1 There were no declarations.

## **4. Minute of Board Meeting of 23 August 2018**

4.1 The Board approved the minutes of the Board meeting held on 23 August 2018. The minutes were adopted as the version for the Publication Scheme.

## **5. Matters Arising – Action Tracker**

5.1 The Board noted the status of the actions from action tracker.

## **6. Chair and Chief Executive Updates**

6.1 Ms Watt reported on the HRRC meeting held on 19 September. The main item on the agenda was Board member induction. Ms Bendle reported that 4 members had been identified from the recent recruitment exercise. It had been a strong field and there may be opportunity for those that were not successful this time round to shadow the Board. Mr McClay asked if the start dates could be split to allow for succession planning. Mr Fisher reported that as the current Board members had completed one year of their appointment that should allow for planning for the future.

6.2 Ms Watt said the new members will meet with Ms McCluskey and the team, she will meet with each member individually and that a mentor will be appointed for each new member. She expressed her thanks to Ms Bendle for taking on the recruitment exercise and Mr Fisher undertook to provide the timescales for appointment.

6.3 Ms McCluskey presented a paper on Diversion from Prosecution, members thanked her for this information and felt this was a priority for CJS to drive this forward.

6.4 Ms McCluskey reminded the Board that Greg Berman, Director of the Center for Court Innovation, New York was arriving in Scotland today, having been invited by CJS. He was due to present to the Justice Committee later that day and then would be giving presentations with Ms McCluskey in Aberdeen and Inverness later in the week. These presentations would be covering the areas of the problem solving court in Aberdeen and new justice Centre in Inverness.

## **7. Risk Register update – (CJS/2018/37)**

7.1 Ms McCluskey reported that the budget allocation for 2018/19 is not sufficient for the innovation work that the body wishes to take forward and she felt there was a need to undertake a prioritisation and scenario planning exercise. Ms Watt requested that a meeting be arranged to discuss CJS delivery, priorities and impact within budget constraints. It was agreed this would take place after the Scottish budget is announced and is likely to be in the New Year.

**Action: Mrs Smith to arrange a Board meeting on prioritization and planning**

## **8. Presentation – Communication (CJS/2018/38)**

8.1 Ms Rodgers provided the Board with the background to the smart justice campaign ‘Second Chancers’. It will launch on 11 October at Summerhall, Edinburgh. All those involved in the short films will be at the event with family and friends, the press screening will be on 10 October. The artwork to accompany the launch will tour the country and some requests have already been received to display the work. The Board welcomed the campaign and Ms Watt thanked Ms Rodgers for all the hard work on this project.

## **9 Vulnerable Witnesses (Criminal Evidence) (Scotland) Bill – (CJS/2018/39)**

9.1 Ms Hoskins provided a paper for the Board for information. The Board noted the introduction of the Vulnerable Witnesses (Criminal Evidence) (Scotland) Bill and agreed that it would not propose submitting any views to the Justice Committee.

## **10. Scottish Government – Programme for Government – (CJS/2018/40)**

10.1 Ms Hoskins presented her paper on the recent publication of the Programme for Government and highlighted some of the key features of relevance to CJS. The Board noted the commentary on the relevant features specifically; PASS, Brexit, RJ and Homelessness- rough sleeping. It also noted the new Social Security Agency which may have an influence for change.

10.2 Ms Bendle handed out for information a paper on the Commonwealth Magistrates’ and Judges’ Association (CMJA) Conference to be held in Brisbane, from 9 September to 14 September 2018 on Restorative Justice. Ms Hoskins undertook to copy the paper and circulate to the Board.

## **11. Modern Apprentice report on disclosure Scotland process – a case study – (CJS/2018/41)**

11.1 As Kim McGuigan, Modern Apprentice was not available to present her paper it was agreed to defer this item to the October Board Meeting. In the meantime, Mr McClay undertook to contact Ms McGuigan to discuss the paper.

**Action: Mr McClay to contact Ms McGuigan regarding her paper to the October Board meeting.**

## **12. CJS Annual Report Terms of Reference - (CJS/2018/42)**

12.1 Mr Gardner presented the; Terms of Reference, draft annual report template and guidance. The Board noted the outline of the work that will be completed and the tasks and duties required and the high level objectives. The Board agreed the Tof R.

12.2 Ms Watt suggested a revision of the title of the annual report to read: 'Community Justice Outcome across Scotland'.

## **13. Strategic Commissioning Framework - update (CJS/2018/43)**

13.1 Ms McCullough reported on the progress, update and next steps for the development and delivery of the Strategic Commissioning Framework. She reported that following 6 roundtable discussions around the country that comments collated had been varied and that these would be analysed. The Board noted that inputs had not been received from CPPS, OJBs, COSLA, Police Scotland, the fire and rescue service and a small number of local authority areas. Ms McCullough confirmed that these would be followed up.

## **14. Records Management Plan (RMP) - (CJS/2018/44)**

14.1 Mrs Smith presented the CJS Records Management Plan for approval. The Board approved the RMP to be forwarded to the Keeper of the Records.

**Action: Mrs Smith to forward RMP and accompanying evidence to the Keeper of the Records.**

## **15. AOB**

### Plastics Clean-up project

15.1 Mr McClay requested an update on the plastics clean-up project at the October Board meeting.

### October Board Meeting

15.2 Ms Watt hopes that the new Board members will be in place by the October Board meeting if this was not possible it was suggested that there should be a meeting scheduled for November. Ms Bendle asked for a note of the Board meeting

dates for 2019/20. Ms Watt requested the contact details for the new Board Members.

**Action: Mrs Smith to:**

- **add plastics project update to October Board meeting agenda**
- **arrange a Board meeting for November if needed**
- **circulate proposed Board meeting dates for 2019/20**
- **Send contact details of new Board members to Ms Watt.**

**Next meeting Wednesday 31 October 2018**

**2 October 2018**