



**BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 10 JULY 2019, AT 10.30
R1 SPUR, SAUGHTON HOUSE,
EDINBURGH**

- Present: Ms Linda Bendle
Mr Steve Kirkwood
Sheriff Kathrine Mackie (Advisor to the Board)
Mr Lindsay Montgomery, CBE, Chair
Mr Gerry McClay
Mr Graham McNeil Bell
Mr Alec Spencer
Ms Glenys Watt
- In attendance: Ms Karyn McCluskey, Chief Executive
Ms Sarah McCullough, Commissioning Framework Lead
(Items 7 and 10 only)
Ms Deborah Mia, Finance Manager **(Item 9 only)**
Mrs Dorothy Smith, Business Manager (minutes)
- Apologies: Mr Gerry Bann
Mr Adam Burley
Mr Bill Fitzpatrick, Director of Operations
- Presentation: Mr Rob Strachan, Head of Strategy and Stakeholder
Engagement, SPS **(Item 7 only)**

1. Welcome and Apologies

Lindsay Montgomery welcomed the Board Members and staff to the meeting. There were apologies from Gerry Bann, Adam Burley and Bill Fitzpatrick.

2. Declarations of interest, gifts or hospitality

2.1 There were no declarations.

3. Minute of Board Meeting on 29 May 2019

3.1 The Board approved the minute of the Board meeting held on 29 May 2019. The minute was adopted as the version for the Publication Scheme.

4. Matters Arising – Action Tracker

4.1 The Board noted the status of the actions from the action tracker. The Board requested that a date be identified for a strategy day and Mr Neil Rennick and Ms Donna MacKinnon, SG to be invited for part of the day.

4.2 Karyn McCluskey tabled a revised version of the CJS Business plan and asked for comments by 15 July, thereafter the plan would be published on the CJS website.

Action: Mrs Smith to identify date for Board strategy day. Business Plan to be circulate to the Board for comment and responses back by 15 July 2019.

5. Chair Update

5.1 The Chair reported that he had meetings arranged with Paul Johnston, Director General and the Cabinet Secretary for Justice. He would also be meeting regularly with Neil Rennick, Director for Justice and would be meeting with key stakeholders. He will also be undertaking Board Chair induction training and meeting with Glenys Watt, deputy chair on a regular basis. He has met with some Board Members and has dates in the diary to meet with the rest of the members.

5.2 The Chair thanked Alec Spencer for acting as deputy chair prior to his appointment, the Board approved the appointment of Glenys Watt as deputy chair.

6. Chief Executive update

6.1 The Chief Executive provided an update on the following priorities for community justice:

- **Throughcare** – SPS is suspending its throughcare service, due to high prison numbers and staff shortages. The SG is convening a working group of third sector organisations to examine the learning from the mentoring, to identify resources that might best be placed in future and the level of service required.
- **Sheriff Information** – It was noted that Sheriffs have consistently highlighted the dearth of alternatives to imprisonment available to them in sentencing. To close this gap CJS has developed a pro-forma to collate local community justice services which when completed will be available to support Sheriffs understanding of the range of community justice services available locally. The pro-forma is being tested in a number of local areas with a view to take it nationally as soon as is practicable.
- **Social Work Inspection** – Borders CJSW was recently inspected and a number of significant deficits highlighted. SG have asked CJS to support Borders to improve. CJS has little available resource to provide such support but would discuss this further with the Scottish Government.

- **New Leadership Group** Karyn McCluskey reported that a Leadership Group is being convened with reps from SWS, COPFS, SACRO, COSLA , Police Scotland , CJS and the Scottish Government to discuss community justice and what is needed going forward.
- **Diversion from prosecution** – This is in the CJS business plan for 2019/20. There is a substantial commitment from Police Scotland with training being delivered across Scotland to crime managers and inspectors around the requirements for more and better antecedent information. CJS will measure progress and compliance via SPR.
- **Inverness Justice Centre** – the Centre is due to open in April 2020 and will be the hub for justice services in Inverness. Sheriff Principal Pyle has made contact with CJS to work closely in the setting up of the Centre and his intent is to drive problem solving approached through courts.
- **Caledonian Training** – CJS is hosting Caledonian Training, which involves 3 staff, paid for by SG but seconded from Edinburgh Council. SG would like CJS to continue supporting this activity on a more permanent basis. CJS supports the Caledonian training throughout Scotland both in organisation and delivery of risk assessment. A paper will be brought to the board pending discussion with SG.
- **Restorative Justice** - The Restorative Justice Action Plan for Scotland was launched recently by SG. CJS has had a huge involvement in the development of the plan and took the lead in many areas. CJS has dedicated training for Restorative Justice in CJS.

7. **Presentation - Scotland's Prison Population: a shared Challenge – Rob Strachan, Head of Strategy and Stakeholder Engagement, SPS.**

7.1 The Chair welcomed Rob Strachan to the meeting. He was invited to give a presentation on Scotland's Prison Population.

7.2 The presentation covered three main topics, these were;

- Promote the distinctive contribution that prisons are making to community justice outcomes, including the lessons learned from throughcare
- Increase awareness of the changing shape of prison demand
- Explore some of the big questions facing prisons, justice and wider public policy

7.3 The Board noted the current suspension of throughcare services and that discussions are being held with SG and third sector on the provision of these services in future and the role of SPS in the long-term.

7.4 The Board raised the need for more info on those on remand and further analysis on the increase in both remand and the sentences populations. There is also a requirement for research on those on bail, noting the use of bail supervision, which operates differently across Scotland.

7.5 The Chair thanked Mr Strachan for his very informative and helpful presentation.

8. Section 22 Report update (CJS/2019/35)

8.1 Karyn McCluskey updated the Board on the response to the Section 22 issued by the Auditor General for Scotland. She also provided an update on the action from the internal audit on the review of CJS' budget and finance processes.

8.2 The Board noted that the report provided by Internal Audit was 3 months late and had an impact on what could be progressed in relation to the section 22 action. The Chair requested that a meeting be arranged with internal audit to discuss this further.

8.3 Karyn McCluskey reported a technical overspend of £19k for 2018/19 due to carry-over of staff annual and flexi leave.

Action: meeting to be arranged with internal audit.

9. Monthly Management Accounts – May 2019 (CJS/2019/36)

9.1 Deborah Mia reported that we are on track with Quarter 1 figures and she is working on June accounts. Karyn McCluskey expressed concern that the budget was tight and whether CJS could deliver the planned schedule of training for the year. This will be reviewed at the mid October finance review.

9.2 Deborah Mia reported that she is continuing her enquires with AIB to host SAGE and will provide a paper for the ARC including any risks.

Action: Deborah Mia to produce an options paper for ARC on move from SEAS to SAGE.

10. Strategic Commissioning Framework Update- (CJS/2019/37)

10.1 Sarah McCullough updated the Board on the progress of the Strategic Commissioning Framework (SCF) consultation which launched on 1 July.

10.2 The consultation has been shared with all Partnership Chairs and Coordinators, statutory partners, non-statutory partners including the third sector.

10.3 Consultation events are being held in July and CJSVF have provided initial positive feedback.

10.4 The Chair thanked Alec Spencer for his support in producing an explanatory document to accompany the consultation papers.

11. Gifts and Hospitality Policy (CJS/2019/38)

11.1 The Board noted the revised Gifts and Hospitality Policy. The Chair requested that any reference to civil servants be removed as this is not applicable for CJS staff and to make clear that the policy applies to both the Board and CJS staff.

12. AOB

Risk Register

12.1 Mrs Smith reported the risk register was being revised and a new format would be submitted to the ARC on 7 August for consideration.

Second Chancers animation

12.2 Alec Spencer provided feedback on the recently published Second Chancer's animation, initial feedback has been very positive.

Next meeting Wednesday 21 August 2019

15 July 2019