



**BOARD MEETING  
MINUTES OF THE MEETING HELD ON  
WEDNESDAY 11 MARCH 2020, 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 Graham McNeil Bell  
Mr Alec Spencer  
Ms Glenys Watt

In attendance: Mr Bill Fitzpatrick, Director of Operations  
Mr Keith Gardner, Head of Improvement  
Ms Laura Hoskins, Head of Policy **(Item 13 only)**  
Ms Karyn McCluskey, Chief Executive  
Ms Sarah McCullough, Commissioning Lead  
**(Item 15 only)**  
Mrs Dorothy Smith, Business Manager (minutes)  
Ms Dawn Wheildon, Improvement Lead **(Item 14 only)**

Apologies: Mr Adam Burley

## **Agenda**

### **1. Welcome and Apologies**

1.1 Lindsay Montgomery welcomed the Board Members and staff to the meeting, there were apologies from Adam Burley. The Chair informed the Board that Gerry Bann and Gerry McClay appointments ended on 29 February 2020 and the Board acknowledged their service over the past 3 years. The Chair informed the Board that two new members had been appointed; Linda De Caestecker, Director of Public Health for NHS Greater Glasgow and Clyde and Pauline Aylesbury, Head of Marketing and Insight (Deputy Head of Communications SG), introductory meetings with both will be held with Chair and Chief Executive.

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

2.1 There were no declarations.

2.2 Alec Spencer asked when the register of interest is updated, he was informed that it was undertaken annually. The Chair reminded members that the register can be updated as things change and members had a month to inform secretariat of changes or be in breach.

2.3 The Chair informed the Board that Alec Spencer had agreed to become the Chair of the ARC replacing Gerry Bann. Steve Kirkwood had agreed to also join the ARC as a member replacing Gerry McClay. Members welcomed these appointments.

## **3. Minute of Board meeting 29 January 2020**

3.1 The Board minute was agreed. The minute was adopted as the version for the Publication Scheme.

3.2 The Chair referred members to para 5.5 of the minute on training and development of members and that an email would be sent to members asking them to identify any training requirements and thereafter a training plan would be developed.

**Action: Mrs Smith to email Board Members for a note of their training requirements.**

## **4. Matters arising – action tracker**

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

4.2 The Chair referred to action 5; the Risk Register and this should be a standing item on the Board agenda. On Action 8; a paper is to come to the May Board on how we will deal with open Board meetings and holding meetings elsewhere around the country.

## **5. Chair update**

5.1 The Chair informed the Board that he had updated the Board Terms of Reference (ToR) and these would be considered along with the draft Standing Orders at item 16 on the agenda.

5.2 The Chair reported that he and the Chief Executive met with Donna Mackinnon and Neil Rennick, SG, to discuss additional funding and that £400k had been added to the budget allocation for 2020/21.

5.3 The Board commented on the CJS national event held on 10 March, they felt it was well attended with a wide variety of attendees. The speeches by Lord Carlway and David Harvie, Crown Agent, were well received and very encouraging in driving the community justice agenda. It was felt that more Q&A sessions allowing

audience participation would have been beneficial and the information on the projector screen was difficult to read. The Board thanked the CJS team for all their work in organising this successful the event.

5.4 The Chair proposed that a governance review should be undertaken; looking at the Framework document, 'On Board' guidance and the legislation. The Chair and Chief Executive would consider the best way of conducting the review. There was also a need to review the Framework Agreement with the Scottish Government.

**Action: Chair and Chief Executive to discuss approach and timing of the governance review and agree timing of the review of Framework Agreement with SG.**

## **6. Chief Executive update**

6.1 Karyn McCluskey presented her update to the Board. She reported on:

- Prison population- there has been a slight downward move in the figures, but it is not substantial. She reported that the Chief Executive of SPS is retiring this year.
- Sheriff Information - areas are still submitting incomplete information with no third sector information. CJS have been insistent on information being completed and updated.
- There is expected to be a small budget underspend for 2019/20. Annual accounts to be prepared earlier and extra funding from SG has been agreed.

6.2 Bill Fitzpatrick informed the Board of the plan for the potential impact of coronavirus. There will be a test of the Business Continuity Plan following advice from SG and NHS. He reported that he is also a member of the Justice Board COVID-19 sub-group. There are currently 3 staff off sick with COVID- 19 symptoms and the team will meet later today to discuss work going forward, it is likely there will be more working at home and use of Skype.

## **7. Horizon Scanning**

7.1 Board discussed horizon scanning under Chair and Chief Executive Update.

## **8. Governance Review**

8.1 This matter was covered at item 5.4

## **9. Corporate Plan (CJS/2020/10)**

9.1 The Board noted the draft Corporate Plan. It was felt that this version was significantly improved. The Board approved the document with minor tweaking to go out for consultation and thanked the team for all their work on producing the corporate plan.

## **10. Risk Register**

10.1 Bill Fitzpatrick updated the Board on the further development of the Risk Register.

10.2 The register had been discussed at a recent team day using the SG format and with standardised language. There will be a further session on the scoring and then align with the business plan, this would include board members and Graeme Hill (co-optee ARC).

10.3 The Board agreed that the impact of coronavirus to be added to the register and that active mitigation underway.

**Action: Mrs Smith to arrange risk register review session and bring revised risk register to May Board meeting.**

## **11. Business Plan (CJS/2020/12)**

11.1 Bill Fitzpatrick presented the draft business plan and reported that the team are adding more detailed description for outcomes, it's a working document. It will include the governance review, and the development of a monitoring and reporting strategy. A more developed draft of the Business plan to come to next Board meeting.

**Action: Submit 2020/21 Business Plan to next Board meeting.**

## **12. Gender Recognition Bill– CJS/2020/13**

12.1 Laura Hoskins presented the draft response to the consultation on the Gender Recognition Bill. The Board provided comments and amendments to the draft response and thanked Laura for the excellent way she had handled this sensitive and complicated piece of work. Revised draft to be circulated to the Board.

**Action: Laura Hoskins to circulate revised draft response to the Board.**

## **13. 2018/19 Outcome Activity Annual Report – Post consultation draft CJS/2020/14**

13.1 Dawn Wheildon presented the outcome activity reports. The Board approved the reports and thanked Dawn for all her work on these reports.

## **14. Strategic Commissioning Framework (CJS/2020/15)**

14.1 Sarah McCullough presented the design version of the commissioning framework and confirmed that funding had been agreed for a post to implement the strategy.

14.2 Linda Bendle asked if the case study could be shared more widely and Sarah McCullough asked that it be held until early April before issuing more widely.

14.3 Karyn McCluskey reported she has requested from SG whether funding for mentoring and commissioning will be forthcoming.

**Action: Karyn McCluskey to contact SG re-funding for mentoring and commissioning.**

## **15. Standing Orders and Financial Rules (CJS/2020/16)**

15.1 The Board noted that the Chair, CE, Dorothy Smith and Helen Boath would be meeting separately to take forward the standing orders and Board ToR. Members expressed their support for the draft ToR document as providing a good basis for the revised document.

**Action: Meeting to be arranged to review the standing orders and ToR and bring to May Board meeting.**

## **16. HR provider – verbal update**

16.1 Karyn McCluskey informed the Board that the due diligence exercise on the identified HR provider had resulted in the provider being considered a high risk and it was agreed not to proceed to contract award. The SG HR provider has been approached to provide costing for a payroll service only.

**Action: Nina Rogers to update the HRRC on HR service position.**

## **17. Audit and Risk Committee meeting draft minute 22 January 2020 (CJS/2020/17)**

17.1 Alec Spencer reported on the ARC meeting held on 22 January 2020 in the absence of Gerry Bann, he reported that a meeting had taken place with internal audit he and the Chair had attended. The Board noted that there had been a request from SG for sight of the ARC annual report and also the ARC would review its compliance with the SG audit and assurance handbook.

**Next meeting Wednesday 6 May 2020**

**16 March 2020**