



**BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 6 MAY 2020, AT 10.30
VIA ZOOM VIDEO CONFERENCING**

- Present: Ms Pauline Aylesbury
Ms Linda Bendle
Mr Adam Burley (joined the meeting after the presentation from David Harvie)
Ms Linda de Caestecker
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: Ms Helen Boath, Head of Finance
Mr Bill Fitzpatrick, Director of Operations (**items 8,9,10 and 11 only**)
Mr Keith Gardner, Head of Improvement (**items 10,11 and 12 only**)
Ms Karyn McCluskey, Chief Executive
Ms Mairi Clare Rodgers, Head of Comms (**item 13 only**)
Mrs Dorothy Smith, Business Manager (minutes)
Ms Rebecca Worrall, Senior Campaign Manager (**item 13 only**)
Mr Iain Logan, Policy, COPFS (**for presentation only**)
- Presentation: Mr David Harvie, Crown Agent, COPFS

The Chair welcomed David Harvie and Iain Logan to the meeting. David Harvie presented to the Board, key points for discussion from his presentation included: the current prison population, impact of COVID-19 on the COPFS, alternatives to prosecutorial action, cases awaiting trial and adjustments required for trials going forward.

David Harvie concluded that we are on a journey of change. The direction of travel has been set, however, there is a need to be mindful of identifiable victims. The Chair thanked David Harvie for his contribution, noting the need for further decision and action.

Agenda

1. Welcome and Apologies

1.1 Lindsay Montgomery welcomed the Board Members and staff to the meeting, there were no apologies.

2. Declarations of interest, gifts or hospitality

2.1 There were no declarations.

3. Minute of Board meeting 11 March 2020

3.1 The Board minute was agreed. 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. Those items marked as pending will be taken forward after discussion with the Chair and Chief Executive.

5. Chair update

5.1 The Chair informed the Board that a spending review will be inevitable as SG will review its funding post COVID-19.

5.2 The Chair reported that the Registers of Interests form has been revised to include financial and non-financial interests and members should complete at their earliest convenience and send to Mrs Smith for publication on the website.

5.3 The Chair reported that he is working with the Public Bodies Unit on the revision of the model code of Conduct and this will be coming out for consultation in due course.

5.4 The Chair reported that a budget report was not ready for this Board meeting, a report will be prepared and circulated to the Board for agreement.

Action: Board Members to complete revised Registers of Interest and return to Mrs Smith. Ms Boath to prepare a budget report and circulate to the Board.

6. Chief Executive update

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

- Annual Accounts 2019/20 – year end accounts show an overspend of £50. SG have provided additional funding for Caledonian training of £15,000.
- Two people have left CJS at the end of their contracts. Unfortunately, they are unable to secure further employment and the government furlough scheme does not cover these posts.
- Early release –Prison population currently 7,100, 5 prisoner deaths related to Covid 19; 36 symptomatic in 10 prisons.
- Domestic abuse – clarification from SG that “the Regulation exclusions cover recent history of domestic abuse, so in relation to the Abusive Behaviour and Sexual Harm (Scotland) Act 2016 or Domestic Abuse (Scotland) Act 2018. Caledonian team have published guidance on the website
- Mobile phones – 40% of people who are working with PSPs on release from prison will access phones as part of their service. For the rest, it’ll be up to community partners to provide these if it’s necessary, but this can only happen after a prisoner has left the prison. There has been opposition from some sectors to public funds being used to provide mobile phones Linda de Caestecker suggested that NHS charities could possible provide funds for this. Board agreed to write to SG on this issue.

Action: Karyn McCluskey to draft letter to SG on providing mobile phones for prisoners on release from prison.

7. Governance Review (CJS/2020/18)

7.1 Lindsay Montgomery reported that the Governance Review as pointed up at the previous Board meeting was underway. The approach proposed in the paper was agreed by the Board.

7.2 Following discussion on the revised Board terms of reference, the following amendments were agreed:

- Para 2.2 Deputy Chair to be added
- Para 3.4 Delete line ‘as per agreed processes in the public bodies guidance’
- Para 5.9 Quorum to read 3 members of CJS.

Action: Mrs Smith to amend the Board terms of reference

8. Draft Corporate Plan 2020/23 (CJS/2020/19)

8.1 Bill Fitzpatrick presented the draft Corporate Plan and consultation responses. It was noted that there was no substantial changes only formatting and layout changes to the plan.

8.2 Linda Bendle requested that reference be made to families in the Plan, Bill Fitzpatrick undertook to look at where this could be best placed in the Plan.

8.3 The Board noted the responses and particularly the very positive nature of these and that the report could now be sent to SG for comment prior to publishing.

Action: Bill Fitzpatrick to look at Plan to include families and send to SG prior to publishing on the website.

9. Risk Register (CJS/2020/20)

9.1 Bill Fitzpatrick presented the revised Risk Register. The Board requested the following changes:

- Risk 1 – To elaborate on CJS’s ability to deal with impact of COVID-19
- Risk 4 – to add - ...it will miss opportunities and.....
- Risk 9 – Bill Fitzpatrick to clarify language
- Risk 14 – This risk has not changed; need to ensure numbers do not go back up, prison population slowly decreasing.

9.2 The Board requested some formatting changes; to have risk lead added and include a scoring table/interpretation.

Action: Bill Fitzpatrick to undertake amendments and formatting changes to the Risk Register.

10. Interim Business Plan (CJS/2020/21)

10.1 Keith Gardner presented the interim business plan for 2020. This was noted by the Board and to be published on the website.

11. Performance Report 2019/20– CJS/2020/22

11.1 Bill Fitzpatrick presented the performance report for 2019/20 this was noted by the Board.

12. Outcome Performance Improvement Framework - CJS/2020/23

12.1 Keith Gardner presented a report on the proposal for the revision of the OPIF. Glenys Watt felt there were too many indicators in the current Framework and there was a need to get early agreement from SG for review of the OPIF. There was discussion on what resources will be required, Keith Gardner informed the Board that data collection will be required and to establish what wider resources are required. The Board noted that the SG own the OPIF and early buy in is required to progress this project.

13. Communications update - CJS/2020/24 and 25

13.1 Mairi Clare Rodgers presented the report on the Communications Strategy 2017-20. The Board acknowledged that the communication strategy 2017-2020 has been effective and all done on a very small budget. It has laid a strong foundation and set the direction for the next iteration of the communications strategy. The Board felt that going forward we may wish to consider a joined up approach with organisations with a collective strategy.

13.2 It was agreed there should be early engagement with the Board about the development of the next Communications strategy.

National Event 2020 evaluation

13.3 Rebecca Worrall presented the evaluation of the CJS 2020 National event. The Board thanked the team for a very successful event. It was agreed that there should be early engagement with the Board on the aims and objectives for next year's event. This would also read across to the CJS Engagement strategy.

Scottish Justice System Digital Map

13.4 Rebecca Worrall presented the draft Scottish Justice System Digital map. CJS have developed a digital map of the entire Scottish justice system – it details the range of journeys that individuals can experience and the multiple exit points from the system. This is a first-of-its-kind, interactive, digital graphic which is based on evidence accurate as of January 2020.

13.5 The map initially formed part of the Improvement Team work that aimed to support local areas to understand the needs of people in their communities and to develop a robust evidence base that informs service planning and delivery. All content has been developed in consultation with CJS strategic partners and all steps within have been ratified as accurate.

13.6 The Board asked who the audience will be; practitioners are the main audience, therefore to concentrate on this primary audience. Rebecca Worrall reported that internal/external testing is in process and will report back to the Board. Board thanked Rebecca Worrall and is looking forward to seeing this progress.

14 Audit and Risk Committee meeting draft minute 8 April 2020 (CJS/2020/26)

14.1 Alec Spencer reported on the ARC meeting held on 8 April 2020, he reported the following decisions from the meeting:

- The Committee will meet a minimum of 3 times per year
- Annual reports have been produced for 2018/19 and 2019/20
- The Committee revised terms of reference were considered and will reviewed as part of the governance review
- The Committee self-assessment checklist has been completed

15. AOB

A private meeting was held with the Chief Executive and the Board.

Next meeting Wednesday 1 July 2020

11 May 2020