



**BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 25 MAY 2022, AT 10.30
R1 SPUR SAUGHTON HOUSE/MS TEAMS(HYBRID)**

Present: Ms Pauline Aylesbury(**MS Teams**)
Mr Graham Bell
Ms Linda Bendle(**MS Teams**)
Ms Linda de Caestecker
Ms Catherine Dyer, Chair
Mr Steve Kirkwood(**MS Teams**)
Sheriff Kathrine Mackie (Advisor to the Board) (**MS Teams**)
Mr Fraser Mckinaly, McKinlay Consulting, (**Item 11 only MS Teams**)
Mr Alec Spencer
Ms Glenys Watt(**MS Teams**)

In attendance CJS: Mr Bill Fitzpatrick, Director of Operations (**MS Teams**)
Ms Laura Hoskins, Head of Improvement and Policy (**Items 11 only MS Teams**)
Ms Karyn McCluskey, Chief Executive
Ms Claire Penny, Commissioning Lead (**Item 7 only MS Teams**)
Mrs. Dorothy Smith, Business Manager (minutes)
Ms Dawn Wheildon, Improvement Lead, (**Item 11 only MSTeams**)

Apologies: Mr Adam Burley

Agenda

1. Welcome and Apologies

1.1 Catherine Dyer, Chair, welcomed the Board Members and staff to the meeting there were apologies from Adam Burley.

2. Declarations of interest, gifts, or hospitality

2.1 Katherine Mackie declared that she has an interest in the CJS Commissioning Strategy in her capacity as Chair of Aid and Abet; a third sector organisation that would have an interest in the voluntary throughcare and mentoring contract.

3. Minute of Board meeting 20 April 2022

3.1 The Board minute was agreed subject to a slight amendment to para 7.6. 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.

4.2 The Board noted that the BAM letter had not been received from SG. The funding information was required for inclusion in the 2022/23 business plan.

4.3 With regard to actions 2 and 17 on risk appetite the Board requested that this be added to the September Board agenda and to invite Graeme Hill to facilitate a session on risk appetite.

4.4 With regard to action twenty-three on the ToR for the CJAC, the Chair will review the membership and add to the agenda for the July Board meeting.

Action: Dorothy Smith to invite Graeme Hill to September Board meeting to facilitate a session on Risk Appetite. CJAC membership and remit to be added to July Board meeting agenda.

5. Chair update

5.1 Catherine Dyer reported that the CJS response on the Consultation of the Community Justice strategy has been submitted and requested that the final version to be circulated to the Board.

Action: Dorothy Smith to circulate to the Board the response to the consultation on the Community Justice strategy.

6. Chief Executive update and RRT update

6.1 Karyn McCluskey provided an update for the Board; she reported on:

- CJS Tableau has been launched and is being welcomed by partners, it is driving questioning by CJsPs locally and highlighting gaps in services. The tableau link will be sent to the Board
- The SMT of CJS is currently undertaking a restructure exercise involving all staff; given the growth of work over the past years, and the taking on of RRT, RJ and Commissioning, the review of current structures will be used to ascertain how to make best use of current resources and skills and inform any

changes required. The Team day held on 23 May included discussions around how staff and teams might be structured to enable even better collaborative working across CJS to maximize delivery. This will be added to the HRRC agenda for further discussion

- Following agreement by the Scottish Government that CJS is to host the national RJ team to support the roll out of RJ across Scotland, CJS were successful in recruiting Rachael Moss as RJ Project Manager. On 22 April, the RJ Lead and RJ Project Manager provided a presentation on the progression which will be circulated to the Board. The RJ roll-out is to be launched by the Cabinet Secretary on 30 May. Ashley Scotland, Chief Executive of Thriving Survivors gave a presentation at the Team day on 23 May and will be invited to a future Board meeting.

Action: Dorothy Smith to:

- **Send the tableau link to the Board**
- **Presentation on the progression of RJ to be circulated to the Board**
- **Ashley Scotland, Chief Executive, Thriving Survivors to be invited to future Board meeting**

7. Commissioning update - CJS/2022/21

7.1 Claire Penny updated the Board on progress of Strategic Commissioning and recent activity undertaken by CJS. She reported that the commissioning project is now progressing with pace and the engagement phase of the project is well underway.

7.2 A summary report will be produced in the coming weeks that will provide:

- Answers to the questions generated from all engagement sessions to date
- An overview of all key themes emerging
- Confirmation of future roundtable dates

7.3 The summary report will be circulated to the Board

Action: Claire Penny to circulate summary report to the Board

8. Risk Register - CJS/2022/22

8.1 Bill Fitzpatrick reported that since it was reviewed by the CJS Board the CRR has been reviewed by the Senior Management Team (SMT).

8.2 The Board noted the latest version of the risk register. Glenys Watt requested an update on the PMI in risk 4 and 5, Bill Fitzpatrick informed the Board that an update would come to the July Board meeting.

Action: Dorothy Smith to add PMI to July Board meeting agenda.

9. Business Plan 2022/23 – CJS/2022/23

9.1 Bill Fitzpatrick provided the Board with a report on the preparation of the CJS Business Plan 2022-23. The Board noted that RJ is mentioned in the plan, noting that CJS has responsibility for delivery of training for the national rollout, but SG is the holder and provider of the supporting resources which will be required. Accordingly, CJS can only progress delivery in line with the resources made available by SG.

10. ARC draft minute of meeting 27 April 2022 - CJS/2022/24

10.1 Alec Spencer provided a report of the ARC meeting held on 27 April 2022. Keys points from the meeting included:

- CJS assessed by Internal Audit as Reasonable Assurance for 2021/22
- CJS Communications to be reviewed by internal audit in 2022/23
- Head of Finance has assured the ARC that the 2021/22 Annual Report and Accounts will be submitted to 17 August ARC meeting
- The ARC 2021/22 Annual Review had been shared with the Board. ARC members will undertake training in 2022/23.
- Governance review completed

10.2 Karyn McCluskey reported that, as was to be expected so early in the current financial year, there was nothing of exception to be reported and finances were on track against budget. She had invited Graeme Hill to give a finance session in advance of the finance team drafting of 2021/22 annual report and accounts, the draft accounts to be submitted to external audit by 31 May. The Board requested an update on spending against budget at the July Board meeting.

10.3 Karyn McCluskey informed the Board that the new finance officer is in post, and this offers more resilience to the finance team.

Action: Finance update to be provided at July Board meeting

11. OPIF update CJS/2022/25

11.1 Dawn Wheildon provided an update to the Board on the progress of the OPIF revision project and the OPIF implementation planning project.

11.2 The Chair welcomed Fraser McKinlay to the meeting. Fraser presented to the Board on phase 1 of the OPIF implementation project that included;

- The developing model
- Key stakeholder perspectives
- Observations and insights
- Conclusions

11.3 The Chair thanked Fraser for his very helpful presentation and commended all those involved in this project for the quality of work being produced and noted the next steps:

- Continue to engage with SG on strategy development and underpinning delivery plan
- Continue to refine the new OPIF and engage with key stakeholders

Forthcoming meetings: HRRC meeting 6 July 2022, Board meeting 20 July 2022

6 June 2022