



**BOARD MEETING  
MINUTES OF THE MEETING HELD ON  
WEDNESDAY 9 NOVEMBER 2022, AT 10.30  
R1 SPUR SAUGHTON HOUSE/MSTEAMS(HYBRID)**

Present: Ms Pauline Aylesbury(**MS Teams**)  
Mr Graham Bell  
Ms Linda Bendle  
Mr Adam Burley(**MS Teams**)  
Ms Linda de Caestecker(**MS Teams**)  
Ms Catherine Dyer, Chair  
Mr Steve Kirkwood(**MS Teams**)  
Sheriff Kathrine Mackie (Advisor to the Board)  
Mr Alec Spencer  
Ms Glenys Watt

In attendance CJS: Mr Bill Fitzpatrick, Director of Operations  
Ms Laura Hoskins, Head of Improvement and Policy (**Item 10 only**)  
Ms Karyn McCluskey, Chief Executive  
Ms Claire Penny, Head of Commissioning(**Item 9 only MS Teams**)  
Mrs Dorothy Smith, Business Manager (minutes)  
Ms Dawn Wheildon, Improvement Lead, (**Item 10 only**)

## **Agenda**

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

1.1 Catherine Dyer, Chair, 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 14 September 2022**

3.1 The Board minute was agreed and 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 and an update was provided as follows:

Action 3 – Board member annual assessments will be held via Zoom and the Chair said she would also welcome feedback from members on her performance. She informed the Board that she had had a performance review with Neil Rennick in the summer. She reported that the proposed diversity survey of members will not go ahead as the numbers are too small and anonymity would be comprised, instead, the Chair will seek the data from the SG public appointments team.

Action 4 – Psychologically informed work environments will be added to the agenda for the HRRC meeting to be held on 23 November.

Action 6 – Check this action with Astrid Shearer re wording for data gathering.

Action 10 - The Chair, Chief Executive and Kathrine Mackie to meet with Crown Office & Procurator Fiscal Service in December/January. Contact Brian Baverstock re training for ARC members.

Action 11 – Rebecca Worrall and Pauline Aylesbury have discussed increasing awareness of CJS and will meet again to discuss other options.

Action 14 – Graeme Hill to be invited to future Board meeting to hold session on risk appetite.

**Action: Dorothy Smith to contact Astrid Shearer on data gathering, to invite Graeme Hill to a future board meeting and contact Brian Baverstock re training for ARC members.**

### **5. Chair update**

5.1 The Chair and Alec Spencer attended the Audit Chairs forum which was very useful and included a presentation by the Auditor General.

5.2 The Chair and Chief Executive attended South Strathclyde Dumfries and Galloway sheriffs conference in Troon. There was good feedback after the presentation by the CE and also opportunity to speak individually with a number of Sheriffs.

5.3 Governance hub hosted by the Public Bodies Unit (PBU) has resources which can be accessed by Board members. The Chair attended a helpful session held by the PBU gathering feedback from Board Chairs on sponsor team relationships with

public bodies. The Chair will attend the 'on board' training; November date cancelled next one scheduled for May 2023.

5.4 SG sought comments on the revised Framework Document for use by all public bodies from 2023/24 onwards, the Chair has contributed and will bring the finalised version to the Board when it is received.

**Action: The Chair to circulate new version of Framework Document to the Board when received.**

## **6. Chief Executive update**

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

- National Care Service (NCS) – Audit Scotland report has highlighted areas for concern with regard to costing for the NCS. February 2024 will be the deadline when there will be a decision if justice social work will be included in NCS, research will be undertaken on the merits of justice being included.
- CE has written to Audit Scotland to alert it to the further work required in connection with the annual accounts and will meet with Christopher Graham, Audit Scotland, in the near future. CE has requested that internal audit undertake a lite touch of the current finance resource to provide assurance in year and support to the finance officer.
- In The Service of Scotland event - CE and Joe Griffin hosting a joint discussion on 16 November 2022.
- CE being interviewed by BBC on unpaid work, she has positive things to say on use of unpaid work.
- The framing tool kit on the CJS website has been downloaded 125,000 times.
- OPIF meeting with SG has taken place, SG have requested a more compressed set of outcomes and are speaking with partners for their views.
- CJS budget has been under pressure, primarily as a result of the 5% pay increase. That has required CJS to amend planned financial commitments and priorities.

## **7. Q2 performance report CJS/2022/43**

7.1 Bill Fitzpatrick provided the Board with a report on the delivery of the CJS Business Plan 2022/23, in the period July – September 2022 (Q2).

7.2 The Board noted that the funding for further roll out of the Caledonian system had not yet been confirmed by SG and Bill Fitzpatrick undertook to report to the Board when the position has been confirmed.

7.3 A project timeline and key milestones for the OAAR was agreed at the 14 September Board meeting and analysis of CJP returns has commenced. One return remains outstanding and CJS is liaising with the CJP.

## **8. Management Accounts period 6 CJS/2022/44**

8.1 Bill Fitzpatrick provided the Board with a report on the Management Accounts up to the end of Period 6 (September). Alec Spencer reported that the ARC had commended the statement of accounts at its meeting on 2 November 2022.

### Community Justice Scotland (CJS) – Revised Budget & Pay Award

8.2 Bill Fitzpatrick provided the Board with a report on the implications of the 2022/23 pay award and of proposed changes to the CJS 2022/23 budget. Glenys Watt asked for some clarification and Bill Fitzpatrick undertook to review and issue a revised report to the Board.

**Action: Bill Fitzpatrick to issue revised 2022/23 budget paper to the Board.**

## **9. Strategic Commissioning update - CJS/2022/45**

9.1 Claire Penny presented a paper updating the Board on progress of Strategic Commissioning and recent activity undertaken by CJS.

9.2 Claire Penny reported that the stakeholder survey will go live w/c 7 November, she will liaise with comms prior to ensure people are aware and ready to receive it.

9.3 Prisoner interview arrangements will begin at HMP Grampian w/c 7 November and end at HMP Polmont on the 17 November. Progressive will start the in-prison fieldwork w/c 21 November and will finish on the 29 November 2022.

9.4 Scottish Government has reconfirmed the intention to transfer responsibility for the commissioning of voluntary Throughcare and Mentoring services to CJS - subject to the agreement to the project's suggested plans by the Cabinet Secretary for Justice.

9.5 The research phase of the project is about to begin and will report by April 2023. The IRISS evaluation of the round table events will be completed in 2-3 weeks Claire Penny undertook to circulate the report to the Board.

**Action: Claire Penny to circulate evaluation report to the Board.**

## **10. Link improvement lead update CJS/2022/46**

10.1 Dawn Wheildon presented a case study of two areas, issues which have emerged and how CJS is working with local partners to support improvement.

10.2 The presentation included some contextual information about the area, a summary of the locally identified community justice priorities, and some initial observations about how the partners are working together to deliver community justice.

10.3 The Board thanked Dawn Wheildon for a very informative presentation.

## **11. Risk Register - CJS/2022/47**

11.1 Bill Fitzpatrick reported that since it was reviewed by the CJS Board the CRR has been reviewed by the Senior Management Team.

11.2 The Board noted that there has as yet been no consideration of including an environmental risk in the CRR. Bill Fitzpatrick will ensure a discussion of this takes place at SMT and report the outcome to the Board.

**Action: Bill Fitzpatrick to consider including an environmental risk in the CRR and report back to the Board.**

## **12. ARC draft minute of meeting 2 November 2022 - CJS/2022/48**

12.1 The Board noted the draft minute of the ARC meeting held on the 2 November 2022.

12.2 Alec Spencer reported keys points from the meeting as follows:

- Internal Audit of CJS communications received substantial assurance, Pauline Aylesbury has reviewed the report and has spoken with Rebecca Worrall and will pick up the collaborative approach.
- The audit of the 2021/22 Annual Report and Accounts was not ready for consideration by the ARC at the meeting on 2 November 2022.

12.3 Alec Spencer informed the Board that the special ARC meeting due to take place this morning to consider the 2021/22 Annual Report and Accounts was postponed, a new date will be identified. In the meantime, it was agreed that the Annual Report to be sent to the Board for comment.

**Action: Dorothy Smith to identify date for ARC to meet to review 2021/22 Annual Report and accounts and to circulate to the Annual Report to the Board for comment.**

## **13. AOB**

### Finance Resource

13.1 Karyn McCluskey updated the Board on the finance resource.

### Board strategy day

13.2 It was agreed that the Board will hold a strategy day in the New Year, doodle poll to be circulated to identify a suitable date.

**Action: Dorothy Smith to circulate doodle poll for board strategy day.**

**Forthcoming meetings: HRRC meeting 7 December 2022, Board meeting 11 January 2023**

**14 November 2022**