



**BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 30 AUGUST 2023, AT 10.30
R1 SPUR SAUGHTON HOUSE/MSTEAMS(HYBRID)**

Present:

- Ms Pauline Aylesbury
- Mr Graham Bell
- Ms Linda Bendle
- Mr Adam Burley(**from item 8**)
- Ms Linda de Caestecker
- Ms Catherine Dyer, Chair
- Mr Steve Kirkwood
- Sheriff Kathrine Mackie (Advisor to the Board)
- Mr Alec Spencer
- Ms Glenys Watt

In attendance CJS:

- Ms Maria, Croce, Senior Communications Manager (**Item 8 only**)
- Mr Bill Fitzpatrick, Director of Operations
- Ms Laura Hoskins, Head of Policy, and Improvement (**Item 9 only**)
- Ms Karyn McCluskey, Chief Executive
- Ms Tash Pile, Digital Marketing Officer(**Item 8 only**)
- Mrs Dorothy Smith, Business Manager (minutes)
- Ms Vicky Woolf, Finance Officer (**Items 10 and 11 only**)
- Ms Rebecca Worrall, Head of Communications(**Item 8 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 Linda Bendle and Kathrine Mackie declared interests in the CJS Commissioning Strategy, as a consequence of their involvement in third sector organisations that would have an interest in the voluntary throughcare and mentoring contract. This was noted by the Board but was considered not to require further action at this stage.

3. Minute of Board meeting 28 June 2023

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.

4.2 The following actions were updated:

- Action 1 – The closing project reports and lessons learnt to be circulated to the Board
- Action 9 – Meeting with Jim Brisbane, COPFS, and Chair and CEO to be arranged for autumn 2023
- Action 11 – Framework Document to be agreed at the next Board meeting

5. Papers circulated for information, comment, and approval.

5.1 The Board noted and approved the following circulated documents:

- IOC explanatory note- Keith Gardner
- LDIC update – Dave Scott
- Strategic Commissioning update – Hannah Dickson
- OAAR Terms of Reference - Rose McConnachie
- FOI – model publication scheme
- Managing Information Security Incidents
- Complaints procedure
- Corporate plan timeline diagram

5.2 In noting the Commissioning update it was agreed that it should remain on the risk register. In noting the corporate plan timeline, the Board expressed concern that 2023-26 corporate plan is not yet published but awaiting ministers' approval.

6. Chair update

6.1 The Chair informed the meeting that the 2023/24 pay award has been agreed and will have an impact on the budget.

7. Chief Executive update

7.1 Karyn McCluskey provided an update on recent matters of note including:

- The prison population is increasing, and Karyn has been invited onto the SG Prison Population Leadership Group to look at this issue in more depth
- Neil Rennick, DG Justice, and Education has written following his predecessor's letter in February seeking from public bodies short, medium, and long-term plans to intensify work to ensure public services remain sustainable and are best placed to improve outcomes, reduce inequalities, and prevent harm
- National Care Service – likely to be an overseeing body, ensuring equity and improving outcomes
- Community justice – concern that short term sentences and diversion not being applied in significant enough numbers to appropriate cases
- Prison remand numbers are a concern and Karyn will raise this issue at the Prison Population Leadership Group meeting

7.2 Karyn McCluskey informed the Board that Nina Rogers, Head of People, will be leaving CJS at the end of November to take up other career opportunities.

8. Communications update

National Event

8.1 Rebecca Worrall informed the Board that the CJS national event being held on 3 October 2023 has sold out with 200 delegates booked for the event, there will be a videographer in attendance, and the video will be posted after the event for those that can't attend.

8.2 Aubrey Fox, Executive Director, New York City Criminal Justice Agency will be the main speaker and will attend a series of events; a session/book reading with the Scottish Government, Academic Advisory Group - discussion with Scotland's leading academics in the field of justice and a learning session at the Scottish Parliament with Parliamentarians, hosted by MSP Rona McKay. The Board were invited to attend any of these events and Rebecca will provide a briefing for the national event and will circulate the Board.

8.3 Rebecca confirmed that there will be various media planned for the national event and Glenys Watt suggested Aubrey Fox be invited to participate in the Rory Stewart podcast.

Website development

8.4 Rebecca Worrall reported that an internal project working group has been convened to manage the website development and it will report to SMT. Rebecca invited the Board to agree the message/vision statement to be on the website and it was agreed that the CJAC would meet to take this forward with Adam Burley initially working with Rebecca Worrall to provide options for consideration by the CJAC.

8.5 Pauline Aylesbury requested background to the website's purpose and primary audience, Rebecca undertook to send a note to the Board with the details. She confirmed that the project is on track to be delivered by end of November 2023 within the £40k budget. The Union, the website developers, will be invited to give a presentation at the October Board meeting.

Action: Rebecca Worrall to circulate to the Board the background to the website purpose and primary audience. CJAC meeting to be arranged to discuss message/vision. The Union, website developers, to be invited to the October Board meeting to report on the progress of the refreshed website.

9. Link Improvement lead update CJS/2023/25

9.1 Laura Hoskins presented a case study of two areas, issues which have emerged and how CJS is collaborating with local partners to support improvement.

9.2 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.

9.3 The Board thanked Laura for an informative presentation and requested that the LIL pilot evaluation be shared with the Board.

Action: Laura Hoskins to share LIL pilot evaluation with the Board

10. Draft 2022/23 Annual Report and Accounts

10.1 The Board noted the draft Annual Report and Accounts and were invited to submit further comments/amendments to Bill Fitzpatrick by Monday 4 September.

Action: Board to submit further comments/amendments on the 2022/23 Annual Report and Accounts to Bill Fitzpatrick by Monday 4 September.

11. Q1 Management Accounts CJS/2023/32

11.1 Vicky Woolf provided the Board with a report on the of Management Accounts for Q1. She said the 2023/24 pay award has been calculated and built into the budget forecast. The Board expressed thanks to Vicky for the standard of financial monitoring and reports to the Board.

12. 2023-24 Business Plan CJS/2023/33

12.1 Bill Fitzpatrick presented the draft business plan. In noting the plan, the Board requested that the outcomes with priority actions be aligned and to review wording for para 1.6 of the priority actions.

12.2 The Board felt it would be helpful to develop a list of community justice services available in each CJP area, for internal use to fully assess availability across Scotland. This could also potentially be used to assist CJPs in identifying services that would improve the breadth of options available in their area and

consequently overall and help inform consideration of how CJPs could collaborate to increase service availability.

Action: Laura Hoskins to work with LILs to develop a list of current community justice services available in each CJP area.

13. Q1 Performance Report CJS/2023/34

13.1 Bill Fitzpatrick presented the report on CJS' performance and activity for the period April – June 2023, Q1.

13.2 The Board noted that CJS has not yet published a Corporate Plan 2023-26 and, consequently a Business Plan 2023-24, therefore the Q1 report was in effect, a summary of activity, so far.

13.3 The Board noted the report and requested that future reports have acronyms detailed in full.

Action: Bill Fitzpatrick to review acronyms for future reports

14. Corporate Risk Register - CJS/2023/35

14.1 Bill Fitzpatrick reported that the CRR had been reviewed by the ARC at its meeting on 23 August and by the Senior Management Team. It was agreed that Digital should be removed from the CRR. The Board felt that the register could be more focussed and that there should be a review of the CRR with an amended version to be brought back to the next Board meeting for consideration.

Action: Bill Fitzpatrick to review number of risks on the register and bring back to October Board meeting.

15. Draft minute ARC meeting held on 23 August 2023 CJS/2023/36

15.1 Graham Bell reported on the ARC meeting held on 23 August 2023. Key points from the meeting:

- The project management internal audit review was assessed as substantial assurance
- The private meeting with Internal audit was positive; there is a good working relationship and internal audit are very supportive. Graeme Hill felt that there is now a level of comfort not just finance but other areas of governance.
- Ms Moffat provided clarification regarding the Internal Audit annual assessment of reasonable assurance, this was mainly due to the need to improve financial monitoring and reporting which had been addressed over the last year.

Forthcoming meetings: Board meeting 18 October 2023

6 September 2023