



## **BOARD MEETING**

**MINUTES OF THE MEETING HELD ON  
FRIDAY 17 MARCH 2017 at 11:00 AM  
Y1/8 SPUR, SAUGHTON HOUSE  
EDINBURGH**

Present: Mrs Jean Couper CBE, Chair  
Ms Linda Bendle  
Mr Gerry McClay  
Ms Glenys Watt

In attendance: Ms Karyn McCluskey, Chief Executive  
Mrs Dorothy Smith, Business Manager (minutes)  
Ms Mairi Clare Rodgers, Head of Communications, (**Item 5 only**)  
Ms Rebecca Worrall, Scottish Government Marketing, (**Item 5 only**)

Apologies: Mr Gerry Bann

### **1. Welcome and Introductions**

1.1 The Chair welcomed the Board Members to the first Board meeting of the organisation. Members provided brief introductions and details of their background.

### **2. Apologies**

2.1 Apologies had been received from Mr Gerry Bann.

### **3. Update**

3.1 The Chair provided an update on the Board membership informing the meeting that the Board should have a minimum of 5 and maximum of 8 members, excluding the Chair. At present there were 4 members and a further recruitment round would be held to recruit more members. The Chair reported that the next round of recruitment would be targeted and a different timetable had been proposed. The Chair reported that the Board can operate with a vacancy and that co-opting of an additional member was being considered.

3.2 The Chief Executive updated the Board on the current recruitment to Community Justice Scotland (CJS). She provided members with the background of those already appointed and talked through the proposed staffing structure. She went on to describe the background to the setup of Community Justice Scotland. There was some discussion on CJS recruiting people with convictions and the Board agreed to consider options on the process for recruiting those with convictions at a future meeting.

3.3 The Chief Executive provided background on the current Community Justice Authorities (CJAs) and how CJS came into being and recommended that Members read the 2011 Audit Scotland Report for background information.

**Action: Mrs Smith to send link to the Audit Scotland 2011 report to members.**

#### **4. Board Operating Principles (CJS/2017/01)**

4.1 The Chair talked Members through the proposed operating principles. Members agreed to adopt the principles as presented. The Chair undertook to draft a Board Terms of Reference for approval at the next Board meeting.

#### **5. Proposal for CJS Branding – for agreement (CJS/2017/04)**

5.1 Ms Worrall, SG Marketing Lead on development of the CJS website and Ms Rodgers, CJS Head of Communications joined the meeting for this item only.

5.2 Ms Worrall talked the Board through the concept and design of the CJS logo and how this has been taken through the website graphics. There was some discussion on accessibility and the concept of inclusion. After discussion the Board signed off the logo.

5.3 Ms Worrall gave a presentation on the development and design of the website. She went on to explain how to navigate through the content and that CJS would have control of the content. Content Management System (CMS) training is scheduled for 27 March for CJS staff. The Board were informed that the site will go live on 27 March and the 'hub' will launch 2 weeks later. After discussion the Board signed off the website.

#### **6. Board Members allocation to Committees**

6.1 The Chair informed the meeting that she has appointed Gerry Bann as Chair of the Audit Risk Committee (ARC); members will be Glenys Watt and Gerry McClay. A draft Terms of Reference will be presented at the next Board meeting. It was noted that the Committee is likely to meet 3-4 times per year.

6.2 The Chair informed the meeting that there will be a Remuneration Committee (RC) which is likely to meet twice a year. The Chair will Chair the Committee and Linda Bendle will be a member.

6.3 The Chair reported that there may be a requirement for other Committees/Working groups to be set up in future. The Chief Executive will advise the Board where such arrangements would be useful.

## **7. Practical Matters**

7.1 Mrs Smith informed members that their iPADS had been set up and ready for collection at the end of the meeting. The Admin team would undertake training on use of Diligent Board on 22 March thereafter Board Members would receive training via telephone call with the Diligent customer care team.

7.2 Mrs Smith provided members with the Register of Interests template for completion. The Chair talked members through the template and asked that guidance be issued to members to aid completion. It was noted that Register of Interests will be reviewed on an annual basis and members should provide Mrs Smith with any updates.

7.3 Mrs Smith handed Members a completed fees sheet for attendance at today's board meeting. The Chair undertook to produce a Fees Direction which Members may find helpful.

**Action: Mrs Smith to issue to Members guidance on completion of the Register of Interests template. The Chair to provide Members with a Fees Direction.**

## **8. Board members induction**

8.1 The Chair outlined that there would be an on-going induction to the Community Justice arena and the role of Board Members. On-board training is available on line and is recommended for Members.

## **9. Overview of CJS, current landscape**

9.1 The Chief Executive took the Board Members through some high level statistics around Community Justice and the broad tasks as set out in the Community Justice Scotland Legislation. A number of Board members asked for additional papers as a result of the presentation. These will be uploaded to Diligent Board.

**Action: Mrs Smith to arrange for the upload of documents to Diligent Board.**

## **10. Budget Allocation 2016/17 (CJS/2017/3)**

10.1 The Chief Executive disseminated the grant letter from Scottish Government for 2016/17.

## **11. Future Meetings**

11.1 The Chair outlined the process for the next Board meeting and that papers would be available on Diligent the week before, to enable Board Members to

consider the items for discussion or agreement. It was agreed that going forward Board meetings will be held on the last Thursday of the Month and will start at 10.00am.

- 12. AOCB**  
No items.

**25 March 2017**