



BOARD MEETING

**MINUTES OF THE MEETING HELD ON
THURSDAY 6 APRIL 2017 at 10:00 AM
Y1/8 SPUR, SAUGHTON HOUSE
EDINBURGH**

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

In attendance: Ms Karyn McCluskey, Chief Executive
Mrs Dorothy Smith, Business Manager (minutes)
Ms Miranda Alcock, MA Associates (**Item 6 only**)

1. Welcome and Apologies

1.1 The Chair welcomed the Board Members to the meeting. She extended a warm welcome to Mr Gerry Bann and Ms Lillian Cringles who were attending their first Board meeting.

2. Declarations of interest, gifts or hospitality

2.1 There were no declarations.

3. Minutes of Board Meeting held on 17 March 2017

3.1 The Board approved the minutes of the Board meeting held on 17 March 2017. The minutes were adopted as the version for the Publication Scheme.

4. Matters Arising

4.1 There were no matters arising

5. Chair and Chief Executive updates

5.1 The Chief Executive circulated an update report. The Board noted the following:

- CJS staffing- The Chief Executive gave summary information on the individuals appointed and roles filled to date.
- The CJAs were disestablished on 31 March 2017.
- CJS formally commenced operation on 1 April 2017. No formal launch was held but Members noted that the Chair and Chief Executive had attended meetings and events to demonstrate the organisation was in operation.
- Data Sharing issues - there is an urgent need for data sharing protocols between statutory partners. The Chief Executive has offered support from CJS to facilitate progress towards a resolution.
- The transition of the Training and Development Officers for CJSW.

6. Presentation Miranda Alcock – Community Justice Scotland: some background and challenges

6.1 Ms Alcock provided the Board with some background information following the Audit Scotland's 2012 report 'Reducing reoffending in Scotland'. She went on to summarise the recommendations from the report.

6.2 Ms Alcock was commissioned by CJS to review 8 of the Community Justice Outcome Improvement Plans. She went through the key findings and the implications for CJS.

6.3 After discussion it was agreed that Ms Alcock would provide the Board with a report for consideration at a future meeting.

6.4 The Board agreed that CJS should provide guidance on the essential information and areas of focus to provide a sound basis for an effective plan.

6.5 Ms Cringles undertook to provide a breakdown of the Criminal Justice Social Work Statistics for a council area.

Action: Ms Cringles to provide data for circulating to the Board

7. Framework Document CJS/2017/02

7.1 The Board agreed the Framework Document, subject to the following:

- Para 32 - If sufficient notice of the CJS budgetary position is not given by SG to CJS, CJS may be unable to agree and provide an initial budget forecast for the succeeding year by 10 April as stipulated in the letter dated 17 March 2017 from the Deputy Director.
- Para 37 After 'which may have wider implications' add 'and advise of action taken and proposed to address the issues'. Delete the last sentence; the essence of this sentence is covered earlier within the paragraph.

8. Budget allocation and monitoring: 2017-18 CJS/2017/05

8.1 The Board noted the Budget allocation for 2017/18. The Board agreed the summary allocation of available budget to cost elements. The Board requested sight of the detailed proposed expenditure profile with all account headings.

Action: Ms Smith undertook to add the detailed spreadsheet in the resources folder of Diligent Board.

9. Electronic Monitoring – Scottish Government Consultation CJS/2017/06

9.1 The Board had an initial discussion of the Scottish Government's consultation on Electronic Monitoring in Scotland. The Board's views were noted and the Chief Executive reported that a draft response would be submitted to the May Board meeting for consideration and agreement by the Board, noting the Board's response is to be submitted by 19 May 2017.

10. Board Terms of Reference CJS/2017/07

10.1 The Board considered the proposed terms of reference; this was adopted without amendment.

11. Board Members Code of Conduct CJS/2017/08

11.1 The Board adopted the Code of Conduct and noted the benefit in future of ensure staggered appointments for Board Members to support continuity of sufficient skills and knowledge.

12. Audit Risk Committee Terms of Reference CJS/2017/09

12.1 The meeting adopted the Audit Risk Committee Terms of Reference. The Chair recommended that members of the ARC read the HM Treasury Audit Committee Handbook.

Action: Mrs Smith undertook to upload the HM Treasury Audit Committee Handbook to Diligent Board for members to view.

13. Any Other Business

13.1 The Chair invited members to share their views on what would be included in the Corporate Plan and what the ambition was for CJS. After initial discussion it was agreed that this would be added to the agenda for the May Board meeting.

10 April 2017