



**BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 4 NOVEMBER 2020, AT 09.30
VIA ZOOM VIDEO CONFERENCING**

- Present:
- Ms Pauline Aylesbury
 - Ms Linda Bendle
 - Mr Adam Burley
 - Ms Linda de Caestecker
 - Mr Steve Kirkwood
 - Sheriff Kathrine Mackie (Advisor to the Board)
 - Mr Lindsay Montgomery, CBE, Chair
 - Mr Graham McNeil Bell
 - Mr Alec Spencer
 - Ms Glenys Watt
 - Mr Humza Yousaf, Cabinet Secretary for Justice
(Community Justice discussion only)
- In attendance CJS:
- Ms Helen Boath, Head of Finance
 - Ms Maria Croce, Senior Comms Manager **(Community Justice discussion only)**
 - Mr Bill Fitzpatrick, Director of Operations
 - Mr Keith Gardner, Head of Analysis and Improvement
 - Mr Rory Macrae, National co-coordinator Caledonian
(Community Justice discussion only)
 - Ms Karyn McCluskey, Chief Executive
 - Ms Rose McConnachie, Policy Lead **(Community Justice discussion only)**
 - Mrs Dorothy Smith, Business Manager (minutes)
 - Ms Rebecca Worrall, Head of communications,
(Community Justice discussion only)
- In attendance SG:
- For Community Justice discussion only-**
- Mr Graham Ackerman, Head of Community Interventions
 - Ms Catriona Dalrymple, Deputy Director, Community Justice
 - Mr David Doris, Team Leader, Diversion and Community Sentences
 - Ms Katie Godfrey, Senior Policy officer, Prisoner Reintegration

Community Justice discussion: Mr Humza Yousaf, Cabinet Secretary for Justice

The Chair welcomed Mr Yousaf to the meeting. Mr Yousaf thanked the Board for the opportunity to meet and to discuss community justice including CJS's role. The Cabinet Secretary described his vision for community justice and the various challenges being faced not least the high prison population. He also spoke about the importance of partnership working particularly in connection with Recover, Renew Transform (RRT) and the importance of CJS's role.

There was a discussion on a range of issues raised by Members in relation to the facing these challenges.

The Chair thanked Mr Yousaf for his time today and that the Board would be delighted to take up his offer to engage further with him on driving forward the community justice agenda.

Agenda

1. Welcome and Apologies

1.1 Lindsay Montgomery welcomed the Board Members and staff to the meeting, there were no apologies.

2. Declarations of interest, gifts or hospitality

2.1 Sheriff Mackie reported that she had joined the Board of Apex and is a member of the RRT advisory group.

3. Minute of Board meeting 2 September 2020

3.1 The Board minute was agreed. The minute was adopted as the version for the Publication Scheme.

3.2 Lindsay Montgomery reported that following the private session held on 2 September the terms of reference for the new Community Justice Advisory Committee had been approved by members and will be incorporated into the governance review documents

4. Matters arising – action tracker

4.1 The Board noted the status of the actions from the action tracker.

5. Chair update

5.1 The Chair confirmed that the training day planned for 18 November has been cancelled. This will be rearranged.

5.2 The Chair reminded Members of the intention to have a Strategy Day before the end of the Calendar year. However, finding a date which suited everyone had not yet proved possible. Dorothy Smith would circulate further dates. The Chair also

mentioned the intention to have a two hour session involving the Board and the Chief Executive to look at Board engagement and operating arrangements.

5.3 The Chair reported that he and the Chief Executive are attending a meeting with COSLA on 5 November to discuss with elected members the RRT work, Mr Yousaf and Councillor Parry will also be in attendance.

Action: Dorothy Smith to circulate proposed dates for Strategy Day and separate meeting with Karyn McCluskey. Also to re arrange Board training day.

6. Chief Executive update

6.1 Karyn McCluskey presented her update to the Board. She also presented the ongoing work on the Criminal Justice Recover, Renew and Transform programme of the Community Justice and prevention of Offending Group.

6.2 The Board requested that the presentation slides be circulated to the Board as there was a lot of info to digest in what was a very compact presentation.

Letter to the Chair from Neil Rennick re Commissioning

6.3 Karyn McCluskey had circulated the letter on Commissioning from Mr Rennick to the Board. She felt the contents of the letter were disappointing and that the SG had not understood CJS's role in commissioning and also the issue on VAT.

6.4 The Board requested that a detailed response to be sent to Mr Rennick clarifying the position.

Action: Dorothy Smith to circulate the CE presentation to the Board. Bill Fitzpatrick to draft response for the Chair to Mr Rennick.

7. Governance Review – verbal update

7.1 Lindsay Montgomery reported that the Governance Review documentation had been reviewed by the ARC at its meeting on 22 October. The ARC have been invited to submit their comments and then a meeting to discuss the revised documentation will be held with Lindsay Montgomery, Helen Boath, Dorothy Smith and Karyn McCluskey. It was hoped to complete this work, which had been delayed as a result of the impacts of the Pandemic and competing priorities including RRT, over the next couple of months.

Action: Dorothy Smith to collate the ARC comments on the governance review documentation and arrange a meeting with Lindsay Montgomery, Helen Boath, and Karyn McCluskey.

8. Risk Register (CJS/2020/46)

8.1 Bill Fitzpatrick presented the updated Risk Register. Following discussion at the ARC meeting on 22 October it was agreed that the register should be rationalised to contain fewer risks, of a more strategic/corporate nature.

8.2. The risk register now contains 8 risks; 3 of which are new (refs 1, 3 and 5) and 5 of which are carried over from the previous version of the Corporate Risk Register.

8.3 The Board noted the revised risk register and felt there needed to be further discussion on risk appetite, it was agreed that this would be added to the agenda for the Board strategy day.

Action: Dorothy Smith to add risk appetite to the agenda for the Board strategy day.

9. Updated Corporate Plan (CJS/2020/47)

9.1 The Board noted the revised corporate plan. There was some discussion about the relationship between the National Outcomes set out in the SG Strategy for Community Justice and the outcomes for CJS. Bill Fitzpatrick undertook to look for a better explanation and graphic explaining this relationship and redraft accordingly.

9.2 The Board requested that there should be a para about commissioning and then the Plan could be submitted to SG.

Revised business plan

9.3 Bill Fitzpatrick presented the revised business plan. He reported that the RRT work was impacting on the work of the team, the research team are now supporting RRT. Bill Fitzpatrick reported that at present we can deliver the projects listed. The Board agreed the revised business plan but recognised this may require further amendment given the continuing impact of the Pandemic.

Action: Bill Fitzpatrick to amend the Corporate Plan and submit to SG.

10. Q2 Performance report (CJS/2020/48)

10.1 The Board noted the Q2 Performance Report and acknowledged the continued hard work of the team over the last 6 months. There were some formatting issues with the report, with some info missing, Bill Fitzpatrick undertook to review and reissue to the Board.

Action: Bill Fitzpatrick to review the Q2 report and re-issue to the Board.

11. Q2 and half yearly financial report (CJS/2020/49)

11.1 Helen Boath presented the Q2 financial report. She reported that the overall underspend for 2020/21 is projected to be £283k. She is considering areas for using some of the underspend; IT equipment and research.

11.2 The Board noted that discussions with SG sponsor team on the projected underspend have indicated that this position is not unique to CJS and no adverse inference will be drawn from the underspend position in future budget rounds and that as far as is possible they will defend the CJS funding position.

Unfunded budget pressure paper (CJS/2020/50)

11.3 The Board noted the unfunded pressure paper.

12. OPIF update (CJS/2020/51)

12.1 Keith Gardner presented a proposal to alter the timescale for the OPIF revision and update on the work undertaken to date. He reported that due to resource demands (primarily addressing the Recover, Renew and Transform (RRT) agenda), it has become necessary to postpone the delivery of a revised OPIF from 31st March 2021 to 31st June 2021.

12.2 The Board approved the revised timescale for delivery of the revised OPIF. It noted that informal discussions had been had with SG on a possible delay of the review. The Board requested to be kept updated as the review develops. It was agreed that there would be early engagement with the Board on the development of the revised OPIF well in advance of the Board signing off the revision to be submitted to the SG.

13. ARC draft minute of meeting 22 October 2020 (CJS/2020/52)

13.1 Alec Spencer provided the Board with a report of the ARC meeting held on 22 October 2020. He reported that the Internal Audit annual assurance report had been peer reviewed and amendments made but the overall assessment remained as Limited Assurance.

13.2 Karyn McCluskey reported the IA will review CJS's Finance and Governance procedures, with fieldwork starting today, with a view to reporting back mid-December.

14. AOB

14.1 Linda Bendle felt the CJS team were under a lot of pressure and asked how the Board can help to relieve some of the pressure. The Chair felt this could be addressed at the meeting to be arranged with Karyn McCluskey and the Board to discuss how best the Board and Chief Executive engage together including prioritisation.

Forthcoming meetings:

HRRC 11 November 2020

ARC 6 January 2021

Board 13 January 2021

6 November 2020