



**BOARD MEETING
DRAFT MINUTES OF THE MEETING HELD ON
WEDNESDAY 10 MAY 2023, AT 10.30
R1 SPUR SAUGHTON HOUSE/MSTEAMS(HYBRID)**

Present: Ms Pauline Aylesbury(**MS Teams**)
Mr Graham Bell
Ms Linda Bendle
Mr Adam Burley(**from item 7**)
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
Mr Keith Gardner, Specialist Advisor, (**MS Teams item 9 only**)
Ms Laura Hoskins, Head of Improvement, and Policy (**items 11 and 13 only**)
Ms Claire Penny, Head of Commissioning, (**MS Teams item 10 only**)
Mrs Dorothy Smith, Business Manager (minutes)

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 an interest in the CJS

Commissioning Strategy, with 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 did not require further action at this stage.

3. Minute of Board meeting 8 March 2023

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

3.2 The Chair update the Board re para 17 of the minute that the HR shared service contract has been put on hold as the SG are implementing a new system and have advised they will not be in a position to deal with decommissioning if CJS were to move to a new system provider. There will also be a new SG accounting system to replace SEAS. It was noted that the safeguarding guidance has been shared with the Board along with the Whistleblowing guidance.

4. Matters arising – action tracker

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

4.2 For action 11 on the results of staff survey the Board requested an update at the June Board meeting on the steps being proposed with regards to two sections on the latest staff survey which had been discussed at HRRC as requiring further exploration. The Board also requested an update on the actions which had been taken to follow up similar sections of the 2021/22 staff survey.

Action: Nina Rogers to provide paper for June Board on steps to be taken with regards the sections on the staff surveys 2021/2022 and 2022/23 that required further exploration.

5. Papers circulated for information, comment and approval.

5.1 The Board noted the HRRC minute of meeting held on 6 March 2023, circulated in advance of the Board meeting.

6. Chair update

6.1 The Chair reported on the Board Planning Day held on 17 April, items discussed included:

- The Board approved the Budget for 2023/24 that had been presented in draft by Bill Fitzpatrick
- CJS restructure – multifunctional teams
- Commissioning of throughcare – resource and timing implications arising from unforeseen delays receiving information on services currently commissioned.
- Financial constraints going forward.

- Research and analysis – while no specific budget several examples of research and analysis have arisen in the course of work carried out by CJS in respect of projects.
- Evaluation and accreditation of interventions – locally delivered CJ programmes require to be considered.
- Staff wellbeing and resilience – two scores from staff survey which do not align with the majority of very positive scores to be followed up this year as required.
- Board member special interest - The Board identified subject areas which would benefit from targeted focus from individual members with specific skills or interest.

7. Chief Executive update

7.1 Karyn McCluskey reported that she and the Chair will be having an introductory meeting with the new Cabinet Secretary for Justice and Home Affairs on 11 May 2023. She provided an update on key issues/work:

- Court back logs – Karyn will send data to the Board.
- Diversion – positive feedback.
- Relationship with the judiciary – responsibility for updates to Sheriff's information to be explored with partners who hold the information.
- Stakeholder survey – highlighted that there should be a different approach for rural and island areas.
- Training – responses had been received to CJS request to LAs re demand for training, CE meeting with SG to discuss identified future demand.
- Caledonian – 6 LAs do not have any system in place addressing domestic abuse.
- CJS letter to DG on efficiencies – no response yet.

7.2 Karyn informed the Board that she will present alongside Joe Griffin, Director General Education & Justice at the Civil Service Live event, they will focus on the impact of listening to lived experience and their session is on Thursday 15 June 2023.

Action: Karyn McCluskey to circulate court back log data to the Board for information.

8. Q4 Performance report CJS/2023/18

8.1 Bill Fitzpatrick provided the Board with a report on the delivery of CJS Business Plan for 2022/23.

8.2 The Board noted that para 3.5 of the report on priority activity and development of information resources relating to community justice in order to inform decision making has been refreshed in Q4 but going forward CJS does not have

resources to regularly update this information, CJS and SG to consider how to manage the future resources issues.

9. Diversion from Prosecution National Guidance CJS/2023/19

9.1 Keith Gardner presented the draft revision of the national guidance for Diversion from Prosecution (DfP).

9.2 Following discussion the Board noted:

- Restorative Justice can be used for diversion – but is not linked in the guidance.
- Diversion to be used mainly for low level crime.
- Hate crime not included in diversion – COPFS decision.
- Health/NHS/Families interventions not specifically mentioned in the guidance - but have been considered.

9.3 Keith reported that the plan is for the guidance to be completed and ready to launch by the end of May beginning of June 2023. An event is being planned by the DfP Group to publicise the new guidance for all agencies involved.

9.4 The Board thanked Keith for an excellent piece of work.

10. Strategic Commissioning update - CJS/2023/20

10.1 Claire Penny provided the Board with an update on the progress of the Strategic Commissioning.

10.2 The Board noted the recently circulated Progressive Partnerships fieldwork report and Claire reported that CJS is on track to meet milestones and resources have been pulled from the wider team to help but risks still remain re delivery given the additional work that had not been planned for but had become necessary as a result of little information being made available by those involved in delivery of the current schemes.

10.3 It was agreed to raise commissioning of throughcare services at the meeting with the Cabinet Secretary on 11 May 2023.

11. CJPF update - CJS/2023/21

11.1 Laura Hoskins updated the Board on the publication of the SG Community Justice Performance Framework (CJPF) and CJS improvement tool. The Board thanked Laura for the update and noted the next steps for implementation.

12. Corporate Risk Register - CJS/2023/22

12.1 Bill Fitzpatrick reported that the CRR has been reviewed by the Senior Management Team. In noting the CRR the Board felt risk 13 on ICO reviewing its advice to Police Scotland re arrest referral is not necessarily a CJS risk but it does impact on CJS work. Bill undertook to have Keith Gardner write to the Board clarifying the issues around this risk and to also review the score and risk to CJS.

Action: Bill to ask Keith Gardner to write to the Board clarifying the issues around the ICO risk.

13. Local Improvement lead update CJS/2023/23

13.1 Laura Hoskins informed the Board that the LIL presentation will be held over to the next Board meeting when Rose McConnachie will be able to attend.

13.2 Laura reported that the LIL pilot evaluation report will be produced and forwarded to the Board, initial feedback is that partners feel better supported and has been subject of positive feedback from CJS staff too.

13.3 The Board thanked Laura for the update and noted that the LIL updates have been considered as very beneficial by Board Members providing a clearer picture of delivery at local level by CJPs and issues to be taken forward by CJS with national partners

Action: Rose McConnachie to present at the Board meeting 28 June 2023

14. National Strategy for Community Justice Delivery Plan

14.1 Bill Fitzpatrick reported on the draft Delivery Plan for the National Strategy for Community Justice and its implications for CJS.

14.2 The Board noted that the delivery plan contained a number of time-limited deliverables and sets out actions and responsibilities for Scottish Government and community justice partners to drive improvement nationally for each of the priority actions contained in the Strategy.

14.3 In the current iteration of the delivery plan, CJS will be the lead agency (or joint lead) for 6 deliverables. These are:

Deliverable 2 – Review and support for embedding of diversion guidance.

Deliverable 19 – Increase knowledge and understanding of Restorative Justice

Deliverable 32 – Review the provision of Third Sector throughcare services.

Deliverable 33 – CPJF, Improvement Tool and Self Evaluation implementation

Deliverable 39 – Improving information on locally available services.

Deliverable 40 – National Strategy for Community Justice Awareness Raising

14.4 CJS will also be a supporting partner for a further 11 deliverables. The majority of these deliverables reflect ongoing work, with identified CJS leads, and all are in line with the commitments set out in the Draft CJS Corporate Plan.

14.5 The Board noted that the Care Inspectorate is the lead agency and CJS have been included as a collaborative partner. The Board agreed to discuss the delivery plan in more detail at the next Board meeting.

Action: Dorothy Smith to add National Strategy for Community Justice Delivery Plan to agenda for 28 June Board meeting.

15. AOB

Corporate Plan

15.1 Bill Fitzpatrick informed the Board that CJS had received 28 responses to the Corporate Plan consultation; the feedback has been positive, the comments will be reviewed, and a revised Corporate Plan will be circulated to the Board in due course.

Action: Bill Fitzpatrick to review and revise the Corporate Plan and circulate to the Board.

Forthcoming meetings: ARC and HRRC meetings 19 June, Board meeting 28 June

18 May 2023