



**BOARD MEETING
DRAFT MINUTES OF THE MEETING HELD ON
WEDNESDAY 27 MARCH 2024, AT 10.30
R1 SPUR SAUGHTON HOUSE**

- Present: Ms Pauline Aylesbury(**MS Teams until item item11**)
Mr Graham Bell(**to item 16**)
Ms Linda de Caestecker
Ms Catherine Dyer, Chair
Mr Steve Kirkwood
Sheriff Kathrine Mackie(**MS Teams until item 16**)
(Advisor to the Board)
Mr Alec Spencer
Ms Glenys Watt
- In attendance CJS: Ms Hannah Dickson, Commissioning Project Lead (**Item 17 only**)
Ms Gemma Fraser, Head of Restorative Justice (**Item 12 only**)
Ms Laura Hoskins, Head of Policy and Improvement (**Item 9 and 10 only**)
Ms Karyn McCluskey, Chief Executive
Mr Chris McCully, Policy Lead (**Item 17 only**)
Mr Dave Scott, Head of Learning Development and Innovation (**Item 11 only**)
Mrs Dorothy Smith, Business Manager (minutes)
Mr Richard Thomson, Improvement Lead (**Item 10 only**)
Ms Vicky Woolf, Finance Officer (**Item 15 only**)
Ms Laura Wylie, Restorative Justice, Project Lead (**Item 12 only**)
- Apologies: Ms Linda Bendle
Mr Adam Burley
Mr Bill Fitzpatrick, Director of Operations

Agenda

1. Welcome and Apologies

1.1 Catherine Dyer, Chair, welcomed the Board Members and staff to the meeting. There were apologies from Linda Bendle, Adam Burley and Bill Fitzpatrick.

2. Declarations of interest, gifts, or hospitality

2.1 Kathrine Mackie declared interest in the CJS Commissioning Strategy, as a consequence of her involvement in a third sector organisation that would have an interest in the voluntary throughcare and mentoring contract. This was noted by the Board, and it was agreed that she would be asked to leave the meeting for the discussion on item 17 on the agenda - Commissioning Project Progress paper. A confidential note of the discussion at item 17 will be circulated to the members with the exception of Kathrine Mackie and Linda Bendle who had sent apologies but had at previous meetings intimated a third sector interest. It will be added to the published Minute in due course when the Throughcare Commissioning and Grant Awarding exercise has concluded.

3. Minute of Board meeting 7 February 2024

3.1 The Board minute was agreed subject to a slight amendment 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 Chair asked that the action tracker and minute of meeting be circulated to SMT after each Board meeting.

Action: Mrs Smith to circulate the action tracker and minute to SMT after each Board meeting.

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

5.1 There were no papers for information circulated in advance of the meeting.

6. Chair update

6.1 The Chair informed the members that she had commented on the draft 2024/25 Business Plan and would circulate her comments.

6.2 The Chair and Karyn McCluskey met with SCTS Board on Monday 25 March and following a presentation by the Chief Executive there had been useful

discussions on a number of points and agreement of follow up contact with some SCTS Board members on specific issues.

6.3 A meeting has been arranged for 10 April with SG sponsor team to discuss the judicial information community service tool and the outstanding requests to local authorities to provide information for inclusion in the tool, which was of considerable interest to SCTS Board.

7. Chief Executive update

7.1 Karyn McCluskey provided the Board with an update, matters of note included:

- Judicial Institute – CJS has been involved in further training summary sheriffs, there is more emphasis being demonstrated by participants on problem solving, and it has been highlighted by sheriffs that mental health is very often an issue in finding the best solution – it has been noted that the sentencing commission will be looking at this.
- Community Justice services information was confirmed by Sheriffs at the training events to be useful for sheriffs and clerks of the court, providing details of what is available in each Local Authority area.
- The number of younger people in prison is reducing.
- JAS are currently only sharing information with CJPs that is already in the public domain.
- The Justice Map on the website is to be revised to add more information.
- Audit Scotland have confirmed that there is need for further reform and change across the justice system.
- Extra £14m has been distributed by SG to be used in Local Authority areas for funding local Justice services. There is as yet no information in how this will be used or how it will be monitored by SG to ensure value for money.
- Recommendation has been made to have an analytical team attached to Community Justice Board (CJB) to look at gathering and distribution of management information data to CJPs going forward.
- SHORE standards – Simon Community Board – reporting that homelessness at crisis point in Glasgow.
- Trial of GPS by SG is now underway – concern that this has taken several years to come to trial when it is already in use successfully in England and Wales.

7.2 Karyn recommended that the focus for SG, Justice Board and CJPs in 24/25 should be on diversion and bail supervision, provision of an analytical unit and electronic monitoring. She reported that the new Chief Constable is promoting a prevention approach. Karyn to send to the Board information from CJB on diversion.

7.3 Alec Spencer suggested a workshop with stakeholders from each part of the system to improve understanding of their impact on each other and the wider system; and to discuss how the challenges this causes could be met collaboratively. – Board to consider as focus for CJS annual conference.

Action: Karyn McCluskey to provide CJB information to CJS Board.

8. Draft Business Plan 2024/25 CJS/2024/08

8.1 The Board noted the draft business plan and felt some of the outcome descriptors could be simplified. The Board noted the comments from the Chair and members were invited to provide comments.

Action: Mrs Smith to circulate the plan with Chair comments and invite further comments from members.

9. Link Improvement Engagement CJS/2024/09

9.1 Laura Hoskins provided the Board with an updated list of the link improvement leads (LILs) and the CJsPs they cover, and the scope of current proposed engagement with CJsPs over the coming year.

9.2 Laura undertook to provide a matrix for next board meeting on provision of services across CJsPs. She will share the team engagement strategy when it is finalised. She said the LDI training calendar on the CJS website could be used as a template for the improvement team programme of engagement going forward. She advised of the peer support – co-ordinators network, which is seeking CJS input. Bill Fitzpatrick has offered to Chair the network meetings.

Action: Laura Hoskins undertook to provide a matrix for next Board meeting.

10. Link Improvement lead update CJS/2024/10

10.1 Richard Thomson provided the Board with a case study on how CJS is collaborating with local partners to support improvement in one of the areas covered by a CJP that he covers as LIL.

10.2 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. Richard undertook to send research report on the Custody Link project and remand arrivals to the Board for info.

10.3 The Board thanked Richard for an informative presentation.

Action: Richard Thomson to send research report on the Custody Link project and remand arrivals to the Board for information

11. Learning and Development and Innovation (LDI) update CJS/2024/11

11.1 Dave Scott provided an update on the planned delivery of training in 2024 for both LDI and Caledonian. The Board noted that the demand for courses will increase dependent on the number of additional local authorities who take up the Scottish Government's proposal to implement the Caledonian System. This will also require additional maintenance and support by the Caledonian team. Dave informed the Board on unpaid work training being developed.

11.2 Dave reported that he is trying to timetable more manageable training courses from the welfare of team perspective, but it is still a heavy timetable. He informed the Board of the work of the Training Strategy group hosted by CJS which includes representatives from SG, SWS, RMA.

Demonstration of Learning Xperience Platform (LXP)

11.3 Dave demonstrated the new learning platform, the Board were impressed with the platform, noting that it is interactive and intuitive.

12. Restorative Justice options appraisal CJS/2024/12

12.1 Gemma Fraser and Laura Wylie presented the options appraisal for Restorative Justice. The Board noted the recommended option is for a national RJ fund transitioning towards local RJ services with national oversight. This option will offer consistency. The Board thanked Gemma for the options paper and look forward to hearing from SG on the SG preferred option.

13. Community engagement - discussion

13.1 The Board discussed the Fair Justice for Scotland presentations attended by some staff and Board members in February and all equalities duties and agreed the need to further consider how CJS engages with communities. The new Head of Corporate Services comes with a background in equalities and the Board expressed a wish to be involved as this is reviewed. Karyn McCluskey to provide a note of who CJS engages with - at community level with members of the public at events, and with which community organisations. –That information will be mapped against requirements of the public sector equalities duty that CJS will be required to report upon from next year.

14. Corporate Risk Register - CJS/2024/13

14.1 The Board noted the revised risk register and that risk two on improvement has been reviewed; detailed mapping information has been requested and issues have emerged in obtaining cooperation with request for provision of information from some LAs for inclusion in the Judicial Information community service tool. The Board agreed the Caledonian training risk should be elevated.

15. Budget 2024/25 CJS/2024/14

15.1 Vicky Woolf provided the Board with the 2024/25 draft Core budget along with an update on the 2024/25 funding position for CJS's two ring fenced funded areas – Restorative Justice and the Caledonian System.

15.2 The Board approved the draft 2024/25 Core budget on the assumption that the BAM letter due from SG will reflect this funding and the ring-fenced funding is also confirmed shortly. The Board noted with regret that the BAM letter was not

available prior to the start of the new Financial Year. It had been received, for the first time, in advance for 23/24. The delay made it impossible to finalise budget allocation and annual business plan within CJS before work has started in 25/26.

16. HRRC draft minute 11 March 2024 CJS/2024/15

16.1 The Board noted the HRRC draft minute 11 March 2024. Ms Watt reported the following key points;

- The HRRC Terms of Reference were reviewed, and it was agreed to hold four meetings per year
- The CJS internal communication strategy to be reviewed by the Head of Corporate Services when she takes up appointment
- 360 feedback exercise to be costed and delivered in 25/26.
- Chair to be informed of CJS team life events to allow the Board to express support for staff.

16.2 The Board approved the HRRC revised terms of reference.

17. Commissioning update CJS/2024/16

17.1 The Chair asked Kathrine Mackie to leave the meeting for the discussion on the Commissioning project update. The remaining Board members noted the update.

17.2 A Confidential note of the discussion is to be circulated to the members with the exception of Kathrine Mackie and Linda Bendle. It will be added to the published Minute in due course when the Commissioning Grant Award process has concluded.

17.3 Chris McCully provided the Board with feedback on the two launch events that have taken place, a third will be held on 28 March. There has been a good range of stakeholders attending the event. Chris took the Board through the grant process which is available on the CJS website, and it was noted the closing date for submission of applications is 8 June. Recommended partnership will be identified by a panel and outcome submitted to Cabinet Secretary by mid-august. The requirement is for one lead partner along with a minimum of 5 other organisations to form a partnership.

17.4 Hannah Dickson provided an update on the project.

18. AOB

Board meeting discussion topics 2024/25

18.1 The Board discussed areas for further in-depth discussion at afternoon sessions at the meetings in July and November 2024 and February 2025. Possible topics were discussed and for the July afternoon meeting it was agreed that these would include -Lessons learned since set up in 2017; what CJS has achieved since set up; Review of the Justice map to update for CJS internal use and add additional information for Board consideration of focussed engagement in 2024/25 with

partners who are identified as responsible for decisions which most impact community justice outcomes.

LIL - links

18.2 Alec Spencer, Glenys Watt, Catherine Dyer and Linda de Caestecker expressed an interest in joining LILs at some of the engagement meetings with CJP's, and Chair will liaise with Head of Improvement to take this forward.

Forthcoming meetings: HRRC and ARC meetings 8 May, Board meeting 22 May 2024

April 2024