



**BOARD MEETING
DRAFT MINUTES OF THE MEETING HELD ON
WEDNESDAY 18 OCTOBER 2023, AT 10.30
R1 SPUR SAUGHTON HOUSE/MS TEAMS(HYBRID)**

- Present: Ms Pauline Aylesbury(**MS Teams**)
Mr Graham Bell
Ms Linda Bendle
Mr Adam Burley(**to item 10**)
Ms Linda de Caestecker
Ms Catherine Dyer, Chair
Mr Alec Spencer
Ms Glenys Watt
- In attendance CJS: Ms Victoria Guthrie, Improvement Lead (**Item 9 only**)
Ms Laura Hoskins, Head of Policy, and Improvement (**Item 9 only**)
Ms Karyn McCluskey, Chief Executive
Mr Chris McCully, Policy Lead (**Item 8 only**)
Mrs Dorothy Smith, Business Manager (minutes)
Ms Vicky Woolf, Finance Officer (**Items 10, 11 and 12 only**)
- Apologies: Mr Bill Fitzpatrick, Director of Operations
Mr Steve Kirkwood
Sheriff Kathrine Mackie (Advisor to the Board)

Agenda

1. Welcome and Apologies

1.1 Catherine Dyer, Chair, welcomed the Board Members and staff to the meeting. There were apologies from Mr Bill Fitzpatrick, Mr Steve Kirkwood, and Sheriff Kathrine Mackie.

2. Declarations of interest, gifts, or hospitality

2.1 Linda Bendle declared interests in the CJS Commissioning Strategy, as a consequence of her involvement in third sector organisations that would have an interest in the voluntary throughcare and mentoring contract. This was noted by the Board but was considered not to require further action at this stage.

3. Minute of Board meeting 30 August 2023

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 following actions were updated:

- Action 1 – CJAC to meet to discuss message/vision, Adam Burley to be invited to this meeting. The Board has been invited to a MS Teams presentation on 9 November from The Union, website developers, who will present the refreshed CJS website
- Action 10 – Meeting to be arranged with Helen Nisbet, COPFS, Karyn McCluskey meeting with Crown Agent on 25 October 2023
- Action 11 – External provider has been commissioned to develop diversity background survey

4.3 The Board noted that there are several actions on the tracker for Nina Rogers, Head of People, with a target date for completion in November and noting that Nina's last day with CJS is 24 November.

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

5.1 The Board noted and approved the following circulated documents:

- SG/CJS Framework Document
- 2023/24 Business Plan
- CJS National Event evaluation

5.2 In noting the evaluation on the national event, which was very well received by delegates, the Board discussed some options for next year's event; it felt it would be interesting to hear from experts and stakeholders in partner organisations, working to deliver Community Justice in Scotland regarding what they are doing to advance the community justice agenda.

6. Chair update

6.1 The Chair noted that as the Business Plan for 2023/24 has been finally approved by SG the focus now is to work through and deliver the priority actions and objectives

7. Chief Executive update

7.1 Karyn McCluskey provided an update on recent matters of note including:

- Pre-budget scrutiny session in November, a paper has been produced and will also be taken to the Cabinet Secretary for justice
- Karyn handed out a document with data on 'How primary schools prevent imprisonment' and 'Custodial sentences of twelve month or less'
- The SPS data on people coming back into prison is concerning; we need to know the demographic of this cohort
- Dr Aubrey Fox, Executive Director of the New York City Criminal Justice Agency, presentation at the national event on Bail (send to the Board)

Action: Karyn McCluskey to forward Aubrey Fox national event presentation to the Board.

8. Strategic Commissioning update CJS/2023/38

8.1 Chris McCully provided the Board with the progress of Strategic Commissioning and recent activity undertaken by CJS.

8.2 He reported that an options appraisal and recommendation was submitted to Scottish Government justice colleagues on 22 September. Board members had been sent a copy of the CJS submission and some accompanying research outputs.

8.3 The Options Appraisal concluded that there are 5 viable options for the future commissioning of voluntary throughcare and mentoring services. CJS have recommended that the Cabinet Secretary adopts Option 3 (a new national service with additional funding) as the basis for the future commissioning of throughcare services.

8.4 The Board noted the CJS commissioning team will remain in situ to the end of this financial year and key points for noting included:

- The team are securing the three quotes necessary to proceed with a project management consultant to support in the project replan and develop a resources plan
- The project extension was confirmed by Scottish Government and a joint communication from SG and CJS circulated on 5 September. The new service(s) will go live on 1 April 2025.
- Research has concluded
- There is a change in SG team managing transfer to CJS

8.5 The Board noted the project risk register and thanked Chris for the update and excellent paper.

9. Link Improvement lead update CJS/2023/39

9.1 Victoria Guthrie provided the Board with the LIL pilot evaluation and presented a case study of two areas, issues which have emerged and how CJS is collaborating with local partners to support improvement.

9.2 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.

9.3 The Board thanked Victoria for an informative presentation.

10. ARC draft minute of meeting held on 9 October 2023 CJS/2023/40

10.1 Alec Spencer reported on the ARC meeting held on 9 October which was held to review the 2022/23 Annual Report and Accounts, keys points from the meeting were:

- Audit Scotland have given an unmodified opinion
- Para 30 of the Audit Report highlighted good practice; 'it was noted that officers and members demonstrated a high level of commitment and engagement with the organisation and its priorities'
- The audit testing identified one transaction totaling £3,900, which related to expenditure in 2021/22, had been included within the 2022/23 statement of comprehensive expenditure
- Recommendation to improve financial forecasting for future years
- Highlighted the need to fill gap from Head of Finance leaving CJS, this will be filled via recruitment of a new Head of Corporate Services with a finance background
- The Committee expressed thanks to, Bill Fitzpatrick, Graeme Hill, Karyn McCluskey, Dorothy Smith and Vicky Woolf, for producing the 2022/23 Annual Report and Accounts
- Following review ARC to submit the 2022/23 Annual Report and Accounts to the Board for approval

11. Draft 2022/23 Annual Report and Accounts CJS/2023/41

11.1 Karyn McCluskey presented the audited 2022/23 Annual Report and Accounts and reported that the accounts required no changes, and the front part of the report had some redrafting to meet the FREM. The Board noted that the info

graphics that had been in an earlier draft had been removed and felt these should be considered for inclusion on the 2023/24 Annual Report.

12. Q2 Management Accounts CJS/2023/42

12.1 Vicky Woolf provided the Board with a report on the Management Accounts for Q2. She reported that the 2023/24 Budget has been revised from October and a decision has been made to address the remainder of the pressure by requesting a transfer of operational to salaries budget through the Spring Budget Review (SBR).

12.2 The Board noted the Q2 management accounts and thanked Vicky for a very helpful report.

13. Q2 Performance Report CJS/2023/43

13.1 The Board noted the performance and activity for the period July – September 2023.

14. Corporate Risk Register - CJS/2023/44

14.1 The Board noted the revised risk register and agreed that risk two on digital capacity to be removed. The Board agreed the removal of the three further risks identified in the accompanying paper

15. Digital Strategy - CJS/2023/45

15.1 The Board noted the revised Digital Strategy. Following discussion, the Board felt there was no requirement at this time to employ a full-time Digital Officer. Consideration should be given to upskill inhouse and to work with partners gathering appropriate information, storing it, and giving easy access to it.

Action: Bill Fitzpatrick to amend the Digital Strategy and to re-circulate to the Board for approval.

16. AOB

16.1 Glenys Watt asked what the role of Head of Corporate Services will cover, Karyn McCluskey said the post holder will have finance background and will oversee Finance, HR and Business and will report direct to CE/AO.

Forthcoming meetings: CJAC 13 November, ARC/HRRC 22 November, Board meeting 6 December 2023

24 October 2023

