



**BOARD MEETING
MINUTES OF THE MEETING HELD ON
WEDNESDAY 7 FEBRUARY 2024, AT 10.30
R1 SPUR SAUGHTON HOUSE**

Present: Ms Pauline Aylesbury
Mr Graham Bell
Ms Linda Bendle
Ms Linda de Caestecker
Ms Catherine Dyer, Chair
Mr Steve Kirkwood
Sheriff Kathrine Mackie
(Advisor to the Board)
Mr Alec Spencer
Ms Glenys Watt

In attendance CJS: Ms Hannah Dickson, Commissioning Project Lead (**Item 8 only**)
Mr Bill Fitzpatrick, Director of Operations
Ms Laura Hoskins, Head of Policy, and Improvement (**Item 9 and 10 only**)
Mrs Dorothy Smith, Business Manager (minutes)
Ms Dawn Wheildon, Improvement Lead (**Item 9 and 10 only**)
Ms Vicky Woolf, Finance Officer (**Items 11 only**)

Apologies: Mr Adam Burley
Ms Karyn McCluskey, Chief Executive

Agenda

1. Welcome and Apologies

1.1 Catherine Dyer, Chair, welcomed the Board Members and staff to the meeting. There were apologies from Mr Adam Burley and Ms Karyn McCluskey.

2. Declarations of interest, gifts, or hospitality

2.1 Linda Bendle and Kathrine Mackie declared interests in the CJS Commissioning Strategy, as a consequence of their involvement in third sector organisations that would have an interest in the voluntary throughcare and mentoring contract. This was noted by the Board, and it was agreed that they would both be asked to leave the meeting for the discussion on item 8a on the agenda - Commissioning Project Progress paper.

3. Minute of Board meeting 6 December 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 4 – Refreshed CJS website - CJAC to meet in March 2024 to discuss the message/vision
- Action 5 – Board members to pair up with LILs - add to agenda for March Board meeting to assign Board Members to LILs
- Action 7 – Diversity background survey - Bill Fitzpatrick to take forward, hold until Head of Corporate Services is appointed

Action: CJAC meeting to be arranged for March 2024. Add LILs/Board Members to be assigned to March Board meeting agenda.

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

5.1 The Board noted and approved the Risk Management Strategy.

6. Chair update

6.1 The Chair informed the members that every alternate Board meeting in 2024 will be a full day meeting. This will allow for more in-depth discussion on topics of interest. Therefore, the 27 March meeting will include a session after lunch. Mrs Smith to put extended meeting dates in the diary.

6.2 The subject/topic for the extended meetings will be known in advance and if members do not have an interest, then they do not require to attend.

6.3 The Chair informed the meeting that Linda Bendle and Glenys Watt appointments end February 2025 and Steve Kirkwood does not wish to be reappointed beyond October 2024, therefore the SG public appointments team will run a recruitment exercise to identify three new Board members. We will require expertise and diversity of the Board when recruitment underway.

6.4 Graeme Hill, co-opted member of the ARC, will be invited to apply as a Board Member. Alec Spencer and Graham Bell will remain as ARC members. Linda De Caestecker to be invited onto the HRRC.

6.5 The Chair reported that some of the members attended the racial equality session at FJSS on 6 February. CJS will require to report on specific duties and progress on the nine protected characteristics.

Action: Mrs Smith to put extended Board meeting dates in the diary.

7. Chief Executive update

7.1 Bill Fitzpatrick provided an update in the absence of the CE, recent matters of note included:

- 360-degree feedback will be undertaken in 2024/25, with budget provision and when the Head of Corporate Services will be in post.
- The OAAR consultation concluded 31 January. CJS has hosted two consultation sessions with all CJPs in January.
- The Internal Audit review of Finance and Governance is complete with some areas for improvement – management letter and recommendations agreed.
- Caledonian Training - The Scottish Government have provided LAs with uplift to expand Caledonian training but no uplift to CJS to increase resources to enable to deliver the expanded training.
- Judicial information community service tool – CJS still awaiting returns from a number of local authorities – the tool is being developed by the Union website developers. Some CJPs not providing info, some are not wishing to provide info as they do not wish to be liable for services listed. SG co-developing this project.
- First draft of revised DfP guidance sent out to limited partners.
- HMIPS Thematic Report on Progression, Risk Assessment and Risk Management now in draft format. A documentary on the back of the Thematic report is due to air on Monday 12 February on Disclosure programme – Lucy Adams.
- The CPO report is finalising development. The Improvement Lead leading on this (Vic Guthrie) participated in a BBC Scotland interview (Good Morning Scotland) on the state of unpaid work across the country in January. She was able to reference work currently undertaken due to her familiarity with the current picture across the country.

- Gemma Fraser, Head of Restorative Justice (RJ) advised that the RJ budget has not yet been confirmed for 2024/25.

7.2 The Chair thanked the team for the website accessibility work and Pauline Aylesbury has been nominated as the Board accessibility champion. Steve Kirkwood felt the Board would be interested in reading the report from SG on Justice Social Work and the National Care Service.

Action: Steve Kirkwood to forward the report from SG on Justice Social Work and the National Care Service.

8. Strategic Commissioning update CJS/2024/01

8.1 The Chair asked Kathrine Mackie and Linda Bendle to leave the meeting for the discussion on the Commissioning project update. The Board noted the update.

Feasibility of CJS holding and distributing the grant monies for voluntary throughcare and mentoring SG grant

8.2 The Board noted the options and implications for CJS to hold, distribute and manage the voluntary throughcare and mentoring budget, currently held by the Scottish Government. It agreed to give further consideration at a future meeting.

Options for the future development of commissioning in CJS

8.3 The Board noted the opportunities for CJS to develop its strategic commissioning role and the potential necessary staffing arrangements and other changes required to support a more developed function. It agreed to give further consideration at a future meeting.

9. Link Improvement lead update CJS/2024/02

9.1 Dawn Wheildon provided the Board with a case study on 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 Dawn for an informative presentation and requested a copy of her notes.

10. Community Justice Performance Framework (CJPF) Implementation and the CJS improvement tool (CJS/2024/03)

10.1 Dawn Wheildon provided an update on the implementation of the CJPF and the CJS improvement tool.

10.2 The Board felt it would be helpful to have a spreadsheet with an overview for all the CJPs. Laura Hoskins informed the meeting that SG will provide performance info in July, and she will forward to the Board.

Action: Laura Hoskins will provide the Board with performance info in July, when published by SG.

11. Q3 Management Accounts CJS/2024/04

11.1 Vicky Woolf provided the Board with a report on the Management Accounts for Q3. The Board noted the Q3 report and that the Caledonian team will carry a vacancy to the end of this financial year.

12. Q3 Performance Report CJS/2024/05

12.1 The Board noted the performance and activity report for the period October – December 2023.

13. Corporate Risk Register - CJS/2024/06

13.1 The Board noted the revised risk register and that risk two on improvement requires to be reviewed; mapping info requested and issues with obtaining info from LA's for inclusion in the Judicial information community service tool.

14. ARC draft minutes 22 November 2023 and 23 January 2024 CJS/2024/07

14.1 The Board noted the ARC draft minutes 22 November 2023 and 23 January 2024. Mr Spencer reported the ARC expressed concern about the single point of failure for finance with only one member - Finance Officer. Mr Fitzpatrick said that once the Head of Corporate Services is in post, they will look at the finance resource and if there is a gap, this will be filled.

Forthcoming meetings: HRRC meeting 10 March, 28 Board meeting 27 March 2024

28 February 2024