

**MINUTES OF THE SCOTTISH PRISON SERVICE ADVISORY BOARD MEETING HELD IN THE DUMYAT MEETING ROOM, SPS COLLEGE, POLMONT ON 30 NOVEMBER 2022**

**Present:** Ann McKechin, Non-Executive Director and Advisory Board Chair  
Teresa Medhurst, Chief Executive, SPS  
Sue Brookes, Interim Director of Strategy and Stakeholder Engagement, SPS  
Lynne Clow, Non-Executive Director  
Adam Jobson, Interim Director of Corporate Services, SPS  
Jim Kerr, Deputy Chief Executive, SPS  
Gerry O'Donnell, Interim Director of Finance, SPS  
Gill Stillie, Non-Executive Director  
Rob Strachan, Divisional Head of Strategy, Planning and Partnership, SPS  
Lisa Taylor, Branch Head, Office of the Chief Executive, SPS  
Stephen Uphill, Non-Executive Director  
Ian Harley, RMAC Chair and Non-Executive Director  
Ali Purdie, Interim Director of Operations, SPS

**In Attendance:** Michael Stoney, Governor-in-Charge, HMP Barlinnie and Project Executive, HMP Glasgow (Point 7 only)  
Lorraine Roughan, Project Executive, HMP Highland (Point 8 only)  
Gill Robinson, Professional Adviser (Young People's Strategy) (Points 16-17 only)

**Introduction and Welcome**

1. The Chair welcomed all present to the meeting, with special mention to Amy Scott for covering the secretarial support for the meeting, and Michael Stoney and Lorraine Roughan for presenting their project updates.
2. In the last meeting, it was noted that Joe Griffin, Director General (Education and Justice) would attend the meeting. This has been pushed back to the March 2023 meeting.

**Apologies for Absence**

3. Apologies for absence were received from Gareth Rose, Head of Communications.

**Declarations of Interest**

4. There were no new declarations of interest.

**Draft Minutes of the Advisory Board Meeting Held on 21 September, Action Points and Matters Arising**

5. The draft minutes of the meeting held on 21 September were agreed as a true record and the Action Tracker was updated during the course of the discussion. The actions were revised as follows:
  - Actions 17, 27 and 29 to be closed.
  - Item 7 can be closed and can now be distributed.
  - Action 14 - a new plan will be completed for January 2023-24.
  - Action 30 completion date will now be January 2023.

## **Chief Executive's Update**

6. This update included the following points:

- Industrial Relations: Mrs Medhurst thanked Mr Jobson and his team for all their hard work to secure acceptance of the third pay offer by the POA. Mrs Medhurst noted that the PCS remain in dispute at this time and contingency plans remain in place for any strikes that may occur.
- Budget: Mrs Medhurst advised that the Director of Finance is closely monitoring the position and noted it has been made clear there will be no sign-off of any overspend of the current budget for Capital. Mrs Medhurst and Mr O'Donnell are working closely with Scottish Government to understand the impact and risks this brings. The budget for next year will be announced on 15 December.
- Health: Mrs Medhurst met recently with the Director General of Health and Social Care in Scottish Government and discussed 4 main areas of concern (drugs, alcohol, social care and mental health). She noted this was a positive meeting and follow-up meetings have been arranged to discuss the strategic leadership framework.

## **Operational Update**

7. The update included:

- There were 7,386 people in SPS' care on 25 November.
- There were 50 significant incidents reported during the 2 months from 13 September-23 November.
- There were a total of 7 deaths in custody reported within the reporting period: 6 as a result of apparent natural causes and one death reported as apparent overdose.

## **HMP Glasgow Presentation**

8. Mr Stoney provided a presentation and updated the Advisory Board on the progress of the project. Mr Stoney provided plans for the design of HMP Glasgow and the plans for how the prison will function, together with an update on the timeline of the construction to operational periods of the project and the current risks and costs.

## **HMP Highland Presentation**

9. Mrs Roughan provided a presentation and updated the Advisory Board on the progress of the project. Mrs Roughan discussed the new site for HMP Highland and the benefits of the new space, together with the delivery timescales and the current risks which include budget, concerns of cost plans and resourcing. The current design work will be completed in June 2023.

## **AB(NOV)01/22: Financial Update/Budget Monitoring**

10. This paper provided an update on the 2022-23 financial position and Mr O'Donnell advised Board members of the changes in the autumn budget revision. Mr O'Donnell noted the main changes will be forecast for the start of 2023. A discussion took place over the key changes in the budget.

## **AB(NOV)02/22: Performance Monitoring, Planning and Risk (Q2) (including Deaths in Custody Quarterly Summary)**

11. Mr Strachan presented this item to Advisory Board members. He discussed the 5 themes of the report which were COVID, Safety and Security, Health and Wellbeing, Prevention and Early Intervention, and Protecting the Public.

12. Mr Strachan discussed the corporate risk register and advised members that there is still work to be completed on its development. He advised members of the key changes in Quarter 2 and noted one digital risk had been added. He further advised work is on-going involving risk appetite statements.

13. The Advisory Board discussed the report and noted the 25% increase in 'Talk to Me' cases which is a cause for concern. Members noted that a research report published that day by the University of Glasgow entitled "Still Nothing to See Here" set out various data on deaths in custody. It was agreed that the report would be discussed in more detail by the Advisory Board, together with SPS' response, as part of the January agenda.

**Action: Mr Strachan**

14. The Advisory Board discussed the Head of College post. It was noted that it is being advertised and it is hopeful this position will be filled by year end.

#### **AB(NOV)03/22: Framework for Planning, Control and Assurance**

15. Mr Kerr presented this item and provided an overview of the outcomes that are the goals for this framework. He discussed the on-going work which included engagement and training and creating guidance, and also presented a slide deck to show members how the structure works, together with an overview of the key features of the framework.

16. Board members discussed the framework and it agreed it is positive in moving SPS forward. Members agreed they were supportive of this direction, and clear guidance will be very useful.

#### **AB(NOV)04/22: Youth Advisory Board Self-Evaluation Model**

17. Dr Robinson presented the report, provided an overview of the paper and highlighted the key points with regards to the model. She discussed the self-evaluation that had taken place in Spring 2022 at HMPYOI Polmont and evidenced the benefits and outcomes of this. She also discussed the considerations for next steps in progressing this model and asked Advisory Board members to review implementation of this.

18. A discussion took place with members and it was agreed that the level of work and commitment was to be commended. Members discussed areas throughout SPS which may provide a cause for concern with regards to the uptake of the model and discussed how to combat the challenges of this. They noted there was an issue accessing the annexes included in the paper, and it was agreed that those would be distributed separately.

**Action: Dr Robinson/Ms Scott**

#### **AB(NOV)05/22: Gender Identity**

19. Mr Strachan presented the report and advised members that this was an update of the policy review. He discussed the purpose of the review and provided members with an overview of the policy options, highlighting the key changes being made to re-frame the guidance. It was intended to publish the policy in February 2023 subject to Scottish Government approval.

20. A discussion took place over the different approach styles and individualised case management. Members discussed the challenges SPS will face after the policy is published. Mrs Medhurst provided information on how the communication of this will work. It was agreed that once this is ready to be published, it would be shared with the Advisory Board. The Chair noted that this report had been welcomed by members and it is endorsed by the Advisory Board.

**Action: Mr Strachan**

#### **RMAC Chair Verbal Report (and RMAC Minutes)**

21. Mr Harley provided an overview of current RMAC business, and noted that in future, RMAC meetings will be held on the same day as the Advisory Board in person. He discussed the Corporate Risk Register and

advised members that the risk scores are currently in the process of being moderated and risk appetite statements are being developed. He also noted the Internal Audit plan had been changed but was broadly on track. Mr Harley advised members that the External Auditors had not attended the November meeting, however, will be present at the March meeting.

#### **Any Other Business**

22. Mrs Medhurst discussed current opportunities and challenges SPS is looking to face and noted the appreciation of the support of the Advisory Board. She added thanks to Ms Scott for supporting the Advisory Board today.

#### **Draft Agenda for January 2023 Meeting**

23. The January meeting agenda was agreed with update on the Corporate Planning process.

#### **Date of Next Meeting**

24. The next Advisory Board meeting will be held on Wednesday 25 January at SPS College, Polmont.

#### **Advisory Board Secretariat December 2022**