**DRAFT NOTE OF THE SCOTTISH PRISON SERVICE ADVISORY BOARD TELECON, HELD ON WEDNESDAY 27 MAY 2020.**

**On the line:** Brigadier Hugh Monro, Non-Executive Director and Advisory Board Chair

Teresa Medhurst, Deputy Chief Executive, SPS

Prof Kay Hampton, Non-Executive Director

Gill Stillie, Non-Executive Director

Rob Molan, Non-Executive Director

Gavin Scott, Risk Monitoring and Audit Committee(RMAC)Chair

Ali Purdie, Interim Director of Operations, SPS

Sue Brookes, Interim Director of Strategy and Stakeholder Engagement, SPS

Caroline Johnston, Interim Director of Corporate Services, SPS

Martin McGoldrick, Head of Corporate Risk and Change, SPS
 Melanie Allan, Head of Financial Policy and Services, SPS

**Introduction and welcome:**

1. Brigadier Monro welcomed all to the video teleconference.
2. Brigadier Monro thanked all key workers for their diligent work for the SPS, making special mention to those working at HMP Grampian on his recent visit and noted he was pleased to see staff happy and positive. Brigadier Monro iterated that the SPS should be proud of itself.
3. Brigadier Monro welcomed Mr Purdie and Mrs Brookes to their first formal Advisory Board meeting.
4. Brigadier Monro noted the imminent retirement of Gordon Allan and commended his efforts and contribution during his service. Mr Scott and Mrs Medhurst echoed this, and agreed to pass on the Board’s thanks for Mr Allan’s loyal service with all the best for his retirement with his family.

 **Action: Mrs Medhurst**

**Apologies for absence:**

1. There were no apologies for absence.

**Declarations of interest:**

1. There were no declarations of interest.

**Minutes of previous meeting held on 25 March:**

1. Brigadier Monro noted this was a significant minute being a farewell to Colin McConnell as the SPS Chief Executive, and a welcome to Mrs Medhurst as Interim Chief Executive whilst affirming that good governance must continue.
2. Brigadier Monro noted that, whilst the planned agenda for this meeting could not be followed due to the covid-19 challenges, all core business was rescheduled for an appropriate future meeting.
3. All members agreed the minute recorded is a true reflection of the meeting which took place.

**Operational update:**

1. Mr Purdie provided an overview of the population numbers and performance measures. Key points included:
* on Friday 22nd May the population of the SPS estate was 6905; 56 lower than previous week and 1,310 lower than last year. HDC, Early Release and a temporary suspension of Court attribute to this;
* there are currently 262 women in custody- 7 lower than the previous week;
* there are currently 226 young people- 134 lower than last year meaning a significant reduction in moving towards a population of under 7000.
1. However, Mr Purdie continued that we are currently at a balance point by the end of this week; Courts are starting again and a back log is anticipated with the population numbers likely to increase at the start of June.
2. Mr Purdie confirmed that the SPS is cognisant of the challenge and this is being factored into planning. Mrs Medhurst added that there is awareness of the pending cases but these cannot be profiled in terms of how they flow through the system until we come to each phases of the Scottish Government’s Roadmap. Mrs Medhurst explained that it is anticipated that Courts could be running at 30% capacity.
3. Mr Purdie then provided an overview of SPS performance; the performance of private sector contracts; and the incidence of drug use within prisons.
4. The members thanked Mr Purdie for his comprehensive update.

**Items for advice:**

1. There were no items for advice.

**Items for monitoring:**

*Annual Delivery Plan 2020-2021 Update*

1. Mrs Brookes updated the Board members on the planned approach to recovery planning, annual delivery planning and alignment with the Scottish Government four staged approach to recovery.
2. Mrs Brookes continued that there have been recent communications with the Cabinet Secretary on the prioritisation of Corporate Deliverables. Mrs Brookes further explained the recovery planning framework that SPS will be planning around.
3. Prof Hampton noted the benefits of undertaking an impact assessment as part of this process.
4. Mrs Brookes discussed the learning review concept and noted its coherence with any impact assessment. Mrs Medhurst noted that user voice will be particularly critical to this process and noted that it would be useful to capture both the negative and positive experiences and understand the longer terms impacts on mental health and subsequent return to the community.
5. Brigadier Monro then led a discussion on the need for the business to think through realistic prison numbers when making plans for HMP Glasgow and the female estate

*Financial update/ Budget monitoring*

1. Mrs Allan provided the members with a 2019-2020 draft financial position and an update on the 2020-21 budget.
2. A discussion then ensued in regard to the financial impact covid-19 would have.
3. The members thanked Mrs Allan for her efforts and the finance team for meeting all of their deliverables but for their work especially regarding the Section 22 report.

*Twelve-month performance report on private sector contracts*

1. Mr Purdie updated the Board on the performance of the three private contracts.
2. Brigadier Monro thanked Mr Purdie for his updated on the contracts.

*People metrics: Covid-19*

1. Mrs Johnston provided an update regarding absence. Mrs Johnston explained absence today has reduced to 789 staff which equates to 18% and is a significant drop. Mrs Johnston explained that currently 27 members are absent and symptomatic with a steady reduction in recent weeks. Mrs Johnston continued that 407 members of staff are physically distancing, with 10 self-isolating and zero members of staff within the last week testing positive.
2. Brigadier Monro congratulated the success of the Connect staff newspaper and communications overall with staff.

*Equality and Diversity: Gender pay gap and equality outcomes progress reports*

1. Mrs Johnston provided an update to the Advisory Board on progress in terms of the gender pay gap and equality outcomes.
2. The members discussed the areas of these statistics to focus on and agreed this should be business relevant to improve the culture. Mrs Johnston explained that a new equality reporting framework is being prepared for the new reporting period – 2020-2022. Prof Hampton agreed to utilise her expertise to help inform this piece of work. The Board members agreed this was the right approach to take and Mrs Johnston would make contact with Prof Hampton to progress.

**Action: Mrs Johnston**

**Items for noting:**

*Risk Monitoring and Audit Committee- Chair’s annual report to the Advisory Board*

1. Mr Scott, as Risk Monitoring and Audit Committee chair, provided the annual RMAC update. Of particular note:
* a number of red risks had appeared during the year and were of a concern, but noted that these were well understood and are being suitably monitored and controlled;
* concerns regarding slippage from the Audit plan due to ad-hoc priorities and staff absence;
* the opportune time to review how Audit and Assurance is undertaken within the organisation.
1. Mrs Medhurst noted that now was a timely period to undertake a review, with a particular focus on organisational improvement.
2. Brigadier Monro added that the interaction between the RMAC and Advisory Board was working well and that having Mr Scott as part of the cohort has helped this.

**Any Other Business:**

*Structural review*

1. Brigadier Monro and Mrs Medhurst then led a discussion on the options available to the organisation to deal with the current challenges of covid-19 whilst continuing to progress the organisational vision. All the Non-Executive and Independent members of the Board provided advice and opinions on the various structural options during an in-depth discussion.
2. Mrs Medhurst thanked the members and explained she will reflect on this and come back to the Non-Executive Directors with her thoughts on moving forward.

*Routine Board updates*

1. Discussion then ensued as to whether the fortnightly update video-conference should continue alongside the formal Board meetings. It was agreed that, due to the expected complexities in the next phase of covid-19, that this would continue to be of benefit.

*Draft agenda for July Advisory Board meeting*

1. The draft agenda for July was noted and accepted with two amendments:
* the launch of the Advisory Board Self-Appraisal would be rescheduled to the November meeting;
* an update on Deaths in Custody Prison Learning and Review (DIPLAR) would be added to the July agenda;

 **Action: Martin McGoldrick**

1. Mrs Brookes would prepare a suitable update paper on DIPLAR.

**Action: Sue Brookes**

**Close and depart:**

Brigadier Monro thanked all for attending the virtual meeting.