Developing Capacity and Improvement Group
August 26, 2016

In Attendance:		
Phil Denning (Education Scotland): Chair; Jim Devoy (Police Scotland); Fiona Dyer (CYCJ); David Doris (Scot Gov); Karen Dyball (Glasgow City Council); Joanne McMeeking (CELCIS); Paul Beaton (COPFS); Carole Murphy (CYCJ): Minutes; Clare Wilson (Care Inspectorate).		
Apologies:		
Neil Hunter (SCRA, Principal Reporter); Steve Harte (Youth Justice Services, Edinburgh); Alona Murray (Education Scotland); Grace Fletcher (NYJAG); Katie Lamb (Care Inspectorate); Boyd McAdam(CHS); Liz Murdoch (Scottish Government); Jim Crawford (Secure Care); Jenny Leishman (Justice and Analytical Services); Kristina Moodie (CYCJ); Laura Wylie(SSSC); Gillian Lithgow (Youthlink Scotland); Rosie Wright (Police Scotland); Ann Kivlin (Education Scotland); Linda Irvine (NHS Lothian).		

	Agenda Item	**Notes of Discussion**
1	**Welcome and Introductions Notes from previous meeting**	Clare Wilson from the Care Inspectorate was welcomed to the meeting. Previous note of meeting approved by members.
Actions	**By Whom**	**Status**
	Agenda Item	**Notes of Discussion**
2	**Self-evaluation tool- presentation by Clare Wilson**	Clare Wilson provided an overview of the work the Care Inspectorate are involved in, the development of the Community Justice model in Scotland, and the approach they have taken to develop the draft Community Justice Self-evaluation tool. The tool is due to be completed by December 2016 which is Phase 1. It is planned that there will be a Phase 2 (building capacity to undertake self-evaluation) and Phase 3 (development of scrutiny and inspection for the future) although only Phase 1 has been funded. Phase 1 has involved a reference group, internal and external engagement and consultation and the tool is now out for consultation. It is based on the EFQM model and currently contains 23 quality indicators. The next step will be to test it out in a few areas. Young people were consulted via focus groups. The tool has been written in a generic way so that it can apply to all partners so doesn't refer to specific groups such as young people within it. There was some discussion around where a self-evaluation tool for youth justice would fit with the Community Justice tool and with the guide for evaluating

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Actions	By Whom	Status
		how well we are improving the lives of children and young people. It was thought that self-evaluation tools for the CHS, YJ (and others) could fit as a suite of more specific tools underneath these two overarching evaluation guides. There was also some discussion around blending a self-evaluation tool with Place standards and it was thought that it might be helpful to invite Sandy Robertson to the next meeting to talk about the Place standards.
a)	**Clare Wilson** **All** **PD** **CM**	Clare to circulate the draft to CYCJ. To respond to consultation as appropriate. To meet with Kevin Mitchell, Helen Harper and Clare. To invite Sandy Robertson to the next meeting.

Agenda Item		Notes of Discussion
3	**Workforce development**	Stemming from the previous action for CYCJ to look at what core skills practitioners across the workforce should have when working with young people in the youth justice system a draft of common core skills was produced. These are common core skills that we would expect everyone across the whole workforce involved with young people in the Youth Justice system to have as a starting point. Different professions/agencies will have specific skills or require skills at differing levels/tiers which would fit on top of these core skills. It was thought that it would be helpful to map these skills on to the map of the young person's journey. This is a starting point for discussion. There was some discussion about identifying the skills that set youth justice practitioners apart from general children's services and the need for a tiered approach. Work is also need around the learning principles which we see underpinning workforce development, the role of multi-agency training / learning, and the link to a performance framework and self-evaluation tool.

Actions	By Whom	Status
a)	**All** **JM** **CM & PD**	Everyone to e-mail comments to Carole for collation. Joanne to e-mail useful information on learning principles. Carole and Phil to circulate information on ACES.

Agenda Item		Notes of Discussion
4	**Performance framework**	Due to time constraints to be carried to the next meeting.

Actions	By Whom	Status
	Agenda Item	

5	Update from YJIB	Due to time constraints to be carried to the next meeting.
Actions	**By Whom**	**Status**
	Agenda Item	**Notes of Discussion**
7	**AOCB**	None.
	Agenda Item	**Notes of Discussion**
8	**Date of next meeting**	