

**Developing Capacity and Improvement Group  
November 9, 2016**

<b>In Attendance:</b> Phil Denning (Education Scotland): Chair; Jim Devoy (Police Scotland); Fiona Dyer (CYCJ); David Doris (Scottish Government); Karen Dyball (Glasgow City Council); Paul Beaton (COPFS); Carole Murphy (CYCJ): Minutes; Boyd McAdam(CHS); Liz Murdoch (Scottish Government); Jim Crawford (Secure Care); Jenny Leishman (Justice and Analytical Services); Laura Wylie(SSSC); Gillian Lithgow (Youthlink Scotland); Sandy Robinson (Scottish Government).		
<b>Apologies:</b> Neil Hunter (SCRA, Principal Reporter); Katie Lamb (Care Inspectorate); Joanne McMeeking (CELCIS); Grace Fletcher (NYJAG); Kristina Moodie (CYCJ).		
	<b>Agenda Item</b>	<b>Notes of Discussion</b>
<b>1</b>	<b>Welcome and introductions Notes from previous meeting</b>	Introductions were made and Sandy Robinson was welcomed to the meeting. Minutes from the previous meeting were approved.
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>
	<b>Agenda Item</b>	<b>Notes of Discussion</b>
<b>2</b>	<b>Review of previous actions</b>	Previous actions carried out with the following exceptions:
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>
<b>a)</b>	<b>All</b>	Workforce development: Everyone to e-mail comments to Carole for collation. <b>Agreed to put on hold until the performance framework was completed.</b>
	<b>JM</b>	Joanne to e-mail useful information on learning principles.
	<b>Agenda Item</b>	<b>Notes of Discussion</b>
<b>3</b>	<b>Vice-chair</b>	As Fiona is going on maternity leave early next year it was agreed that David would take on the role of vice-chair in Fiona's absence.
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>
	<b>Agenda Item</b>	<b>Notes of Discussion</b>
<b>4</b>	<b>Performance framework</b>	It was agreed to discuss this in conjunction with the self-evaluation tool following the presentation from Sandy.
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>
	<b>Agenda item</b>	<b>Notes of discussion</b>
<b>5</b>	<b>Data Improvement Group report</b>	The draft Data Improvement Group report that was circulated prior to the meeting was discussed. This report is still a work in progress. Further data has been requested, some of the existing data requires further analysis and there is a need for improved narrative. The main discussion points were as follows:

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		<ul style="list-style-type: none"> <li>• The joint reporting data is quite strong but shows the decision taken, not the people and the outcomes. It would be useful to have input from Jill Robinson (SPS) as she has some of the data. From COPFS point of view there is very little value their data can add at the moment.</li> <li>• Establishing the reason for the CSO would require analysis of each individual case.</li> <li>• Still difficulty in identifying and agreeing what the indicators for outcomes are. May be possible to test something out under the PACE regime. We need to have a structure and consistency of approach.</li> <li>• Would be valuable to measure ACES as well as outcomes / categorisation of vulnerability. The Welsh ACES infographic is engaging and meaningful and could drive improvement agenda.</li> <li>• Needs to be comparative so that we can look at patterns across areas.</li> <li>• Data approach to EEI needs to be future proof, focus on basket of interventions through universal services/EEI. It should not be a police data set but needs to be looked at on a local authority level and based on the needs of the child.</li> <li>• There is a shared risk assessment for all 32 local authorities with is currently being revamped. There is an opportunity for us to be a part of this shared risk assessment which focuses on collective responsibility. It tends to drive improvement to avoid scrutiny. Jim Devoy to link us in with the Police data team to inform shared risk assessment.</li> <li>• Need to decide when we feedback to YJIB to signal direction of travel. It was agreed that we would feedback to the YJIB in March, and hopefully launch at the national Youth Justice Conference in the summer.</li> </ul>
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>

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a)	JD	To link Police data team and Phil in order to contribute to revamping of the shared risk assessment.
	<b>Agenda Item</b>	<b>Notes of Discussion</b>
6	<b>Self-evaluation tool</b>	<p>Sandy Robinson gave a presentation on the Place Standards. It is a self-evaluation tool developed by the Scottish Government. Place is considered to be the environment, the people, and the quality of life from interaction. Concerned with health and wellbeing cost and social capital. It is an assets focussed approach. There are 14 themes and 14 questions which were arrived at by evidence review and consultation. The tool is qualitative in nature. There is a web version and a paper version. A radar diagram is produced at the end – either for an individual or group and comparisons can be made. It was decided to use radar because it is not as definitive / stigmatised as coming up with a number. The tools highlights where they have assets and where they might want to improve on. You should be looking for incremental improvements over time. It is currently 6 months into the implementation phase and they are currently raising awareness of the tool with Community Planning Partnerships. It has applicability to service providers and service users and the different perspectives can be compared. Work is ongoing with young people in schools, although need to finesse the language for young people.</p> <p>Self-evaluation is not an activity it is a mindset – questions and conversations are the important side. There followed a discussion about the direction of travel for the Youth Justice Performance Framework and the Self-evaluation tool. It was agreed that we would invite Sandy to attend the logic modelling session which has been arranged for the 12<sup>th</sup> December so that we can draw on his learning from developing the tool. Once we are clear about the outcomes/standards then we can think about the presentation of these.</p>
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>
	CM	Invite Sandy to the logic modelling session.
	<b>Agenda Item</b>	
7	<b>Workforce development</b>	Agreed to postpone this item until we have the basis for a Performance Framework and Self-evaluation tool.
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>
	<b>Agenda Item</b>	
8	<b>Update from YJIB</b>	8 <sup>th</sup> December – next youth justice board meeting.
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>
	<b>Agenda Item</b>	
9	<b>Secure Care in</b>	This document was sent out to group members prior to

	<b>Scotland: Looking Ahead</b>	the meeting. Any comments please e-mail to Carole.
<b>Actions</b>	<b>By Whom</b>	<b>Status</b>
	All	E-mail any comments to Carole.
	<b>Agenda Item</b>	<b>Notes of Discussion</b>
10	AOCB	None noted.
	<b>Agenda Item</b>	<b>Notes of Discussion</b>
11	Date of next meeting	Late January