**Developing Capacity and Improvement Implementation Group**

**Meeting note - 15 August 2017**

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| **In Attendance:** Ann Kivlin (Education Scotland): Chair; Carole Murphy (CYCJ): Note taker; Peter Imrie (Scottish Government); Jim Devoy (Police Scotland); Elaine Adams (CELCIS); Liz Murdoch (Scottish Government); Katie Lamb (Care Inspectorate); Kristina Moodie (CYCJ); Laura Lamb (SSSC); Jenny Leishman (Justice and Analytical Services); Sue Brooks (Education Scotland); Lisa Merone (Glasgow City Council); Richard Gillespie (Glasgow City Council); Janine McGowan (Scottish Government); Boyd McAdam(CHS); and Emily Beaver (Youthlink Scotland). |
| **Apologies:** Jim Crawford (Secure Care); Alona Murray (Education Scotland); Claire Wilson (Care Inspectorate); Neil Hunter (SCRA); Gillian Lithgow (Youthlink Scotland); David Doris (Scottish Government): Vice Chair; Grace Fletcher (NYJAG);  |
|  | **Agenda Item** | **Notes of Discussion** |
| **1** | **Welcome and Chair** | LM welcomed everyone to the meeting and introductions were made. AK was introduced as the new Chair in PD’s absence. |
| **Actions** | **By Whom** | **Status** |
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|  | **Agenda Item** | **Notes of Discussion** |
| **2** | **Note of meeting, review of previous actions and update from YJIB** | The note of the last meeting was approved. Review of previous actions:**DD, LM & CM: Meet to identify proposed priorities for next 12 months.***Completed and work plan updated.***LM: Invite Angela to identify a further third sector representative to attend this group.***Completed. Angela has a meeting on Thursday to discuss and will get back to LM.***CM: To e-mail Rachel and Paul’s replacement to invite to attend.** *Completed. Rachel unable to make this meeting but keen to remain involved. Clare Arias is attending the WSA IG and will look for someone suitable to attend this meeting.***DD & LM: Discuss framework with GIRFEC colleagues.** *DD met with 2 colleagues who said they were interested in the tool and were keen to discuss how it could apply to all children. A further meeting was arranged and although they would like to be kept informed of progress they are not at the point where they can move anything forward at the moment.*Update on YJIB 6th June: DD gave an overview of the DCI progress at YJIB and explained what was happening with the improving outcomes document. It was agreed for informal consultation to take place and for AK to give an update at the next meeting. The draft youth justice narrative paper written by Claire Lightowler, Jenny Leishman and Gill Robinson was discussed at the meeting and next steps prior to wider circulation was agreed. The new Chair of YJIB is Michael Chalmers. |
| **Actions** | **By Whom**  | **Status** |
|  | **JL** | Circulate paper when finalised. |
|  | **Agenda Item** | **Notes of Discussion** |
| **3** | **Scottish Government Professional Advisor** | JM was introduced to the group and explained a bit about what her role would involve. JM will be focusing on advancing the WSA but will also have a role in the other priority areas, although it is less clear what this will be at present. Part of the role is consultation so she is happy to read and comment on any documents produced. JM highlighted that there needed to be more clarity between JM and CYCJ and the support each provide to local authorities. |
| **Actions** | **By Whom**  | **Status** |
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|  | **Agenda Item** | **Notes of Discussion** |
| **4** | **Review of progress report, current work plan and timeline** | A review of the work plan was undertaken and short working life groups were set up to take forward specific tasks.**Provision of support regarding the 2014 Act:** Concerns were expressed regarding the lack of clarity about information sharing. At present the GIRFEC team do not appear to be producing guidance. It was agreed that issues regarding the 2014 Act and the WSA would be collated and mapped and that guidance would then be developed to target the issues. This work should build on the short life working groups set up and co-ordinated by the Scottish Government last year as they have already produced a lot of documents before rollout was put on hold. It was suggested that a training package with practical discussions would be helpful to increase confidence. This group should link with any work CHIP are undertaking around this.**Approach to workforce development:**It was agreed that this group would revisit the findings from the needs survey of the workforce and identify the common core skills across the workforce that were not currently being met. This would inform the draft tiered approach to workforce development paper to be taken to YJIB for sign off before commencing any development work. It was highlighted that David Purdie’s document on competencies for working with children and young people should be looked at by the group.There was some discussion about forums/ communication channels for sharing knowledge and good practice. A Risk Formulation Forum and an Early and Effective Intervention Forum have been set up to assist with this. There was some discussion about the potential for a Diversion Forum for practitioners given the current figures for diversion. However, it was agreed that we needed some clarity about the type of forum practitioners / managers would find helpful. It was agreed that systems and performance tasks would be covered under agenda item 6.  |
| **Actions** | **By Whom**  | **Status** |
|  | **JM, JD, EA and SG (information security)****LM****CM, SB, LL****JM** | To identify issues and concerns about the implementation of the 2014 Act as a starting point. First meeting is to consider timelines for this piece of work and feedback progress to the next DCI IG. To share the documents already produced by the previous short life working groups with JM. To develop a proposed approach to workforce development, which may include a workforce development strategy/action plan. Consider timelines at first meeting and update on progress at the next DCI IG.E-mail WSA leads to find out what type of forum(s)/ communication channels they might find helpful and feedback. |
|  | **Agenda item** | **Notes of discussion** |
| **5** | **Update from CHIP Learning and development**  | A meeting with the Education and Skills committee focused on the solicitors and hearing research and gaps in terms of CPD. The CHIP L&D meeting on the 24th will focus on the CPD offer for solicitors. There is also work ongoing which is looking at what is embedded in the modules of the 6 diploma providers.Three CHIP test sites have been identified and contact has been made with all AST leads in these sites, SCRA and CHS. There is a modern apprentice involved who is doing some of the data gathering. A training event has been arranged with Glasgow Bar Association, which will be mainly solicitors but is a multiagency approach. There will be input on the Better Hearings research and the code of conduct for the legal aid board. Also developing an on-line multiagency practice resource which is quite unwieldy at the moment and has some gaps. |
| **Actions** | **By Whom** | **Status** |
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|  | **Agenda Item** | **Notes of Discussion** |
| **6** | **Next Steps:**1. **Improving outcomes and systems – improvement planning tool, improvement plan and stakeholder engagement planning**
2. **Workforce development**
 | A discussion on the latest draft of the improving outcomes was had. The view was that it will be a useful tool particularly for practitioners not experienced in youth justice or embedded in youth justice teams. There was some discussion about the barriers the CHS have had in relation to gathering information for the feedback loop. It was felt that the on-line tool could be applicable to broader children’s services with some changes to the language. Everyone was supportive that it should be piloted within youth justice and not be held back.There was a discussion regarding the cost of developing an on-line version of the tool for use in the pilots versus what could be achieved with a paper version. It was suggested that we could explore whether a section of the Place Standard online tool could be amended to assist with the pilots. It was agreed that an initial conversation with Place Standard colleagues takes place to gauge possibilities and costs and findings taken to the YJIB for a discussion about investment. This should be supported with information on 1) what is currently gathered in the potential pilot sites and 2) what some of the issues might be with on-line versus paper pilot materials. A short life working group on implementation of a pilot phase was set up to take forward this aspect of the work.Workforce development was covered under agenda item 4. |
| **Actions** | **By Whom** | **Status** |
|  | **CM****KL, LM, CM** | Speak to potential pilot sites. Contact Sandy Robinson regarding Place Standard and costs. Set up first meeting of short life working group.To look at what data gathering systems are already in place within the pilot authorities and gain feedback on the initial tool. Circulate latest document to WSA leads and NYJAG for comments. |
|  | **Agenda Item** | **Notes of discussion** |
| **7** | **Review of membership** | Given the review of progress made and the next steps identified, the current membership of the group was considered. It was thought that it would be good to have representatives from Community Justice, COSLA and SPS.  |
| **Actions** | **By Whom** | **Status** |
|  | **CM** | Invite Community Justice representative to join the workforce development sub group.Invite Mike Callaghan, COSLA to join the DCI IG.Speak to Gill Robinson and Sue Brookes regarding a potential representative from SPS. |
|  | **Agenda Item** | **Notes of discussion** |
| **8** | **Youth participation strategy** | Feedback on the strategy was as follows:* It would be helpful to understand the context from which the strategy was developed
* Clarity about who it is actually for: policy / operational? Is it practical / theoretical? If practical it would be good to signpost to practical tools such as those on the Children’s Commissioners website and perhaps include some case examples of where it has worked well and why.
* It might be beneficial to show to the Children’s Commissioner when re-done as there may be some learning that can be gained from experience in terms of time and costs.
* Neil Hunter may be able to advise on the process they have been through in setting up Our Hearings, Our Voice.
* Is it a strategy for children and young people who offend or all children and young people – do we need a separate one?
* There was a request to replace the statement on the 1st page with a statement from a more up to date minister.
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| **Actions** | **By Whom** | **Status** |
|  | **CM** | To pass on comments and feedback to Ross.  |
|  | **Agenda Item** | **Notes of discussion** |
| **9** | **AOCB** | None identified. |
| **Actions** | **By Whom** | **Status** |
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|  | **Agenda Item** | **Notes of discussion** |
| **10** | **Date of next meetings** | The next YJIB meeting is on the 13th December so the DCI IG will be held on the 15th November 1300-1530, Room 11, Victoria Quay, Edinburgh. It was agreed that setting up meetings for the year would be helpful. |
| **Actions** | **By Whom** | **Status** |
|  | **LM** **CM** | **To provide CM with YJIB dates when available.****To set up dates for DCI IG meetings.** |