

## Developing Capacity and Improvement Implementation Group

### Meeting note - 15 November 2017

#### In Attendance:

Ann Kivlin (Education Scotland): Chair; Carole Murphy (CYCJ): Note taker; Peter Imrie (Scottish Government); Liz Murdoch (Scottish Government); Sue Brooks (Education Scotland); David Doris (Scottish Government): Vice Chair; Kristina Moodie (CYCJ); Janine McGowan (Scottish Government); Tracey McFall (Turning Point); Jill McAfee (SCRA); Sarah Marshall (Police Scotland); Rachel King (NHS); Jenny Leishman (Justice and Analytical Services); Jim Crawford (Secure Care);

#### Apologies:

Jim Devoy (Police Scotland); Elaine Adams (CELCIS); Katie Lamb (Care Inspectorate); Grace Fletcher (NYJAG); Richard Gillespie (Glasgow City Council); Boyd McAdam (CHS); Mike Callaghan (COSLA) and Gillian Lithgow (Youthlink Scotland).

	Agenda Item	Notes of Discussion
1	Welcome and apologies	AK welcomed everyone to the meeting and introductions were made.

#### Actions:

	Agenda Item	Notes of Discussion
2	Note of meeting, review of previous actions and update from YJIB	<p>The note of the last meeting was approved and previous actions were reviewed:</p> <p><b>JL:</b> Circulate Youth Justice Narrative paper when finalised. <b>CM to circulate.</b></p> <p><b>JM, JD, EA and SG (information security):</b> 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. <b>See agenda item 6.</b></p> <p><b>LM:</b> To share the documents already produced by the previous short life working groups with JM. <b>Completed.</b></p> <p><b>CM, SB, LL, AK:</b> To develop a proposed approach to workforce development, which may include a</p>

		<p>workforce development strategy/action plan. Consider timelines at first meeting and update on progress at the next DCI IG. <b>See agenda item 5.</b></p> <p><b>JM:</b> E-mail WSA leads to find out what type of forum(s)/ communication channels they might find helpful and feedback. <b>RG (CYCJ) progressed re diversion subgroup. COPFS leading group re diversion. CJS also looking at diversion.</b></p> <p><b>CM:</b> Speak to potential pilot sites. Contact Sandy Robinson regarding Place Standard and costs. Set up first meeting of short life working group. <b>First meeting held. LM &amp; CM met with Sandy and cost information gathered. LM &amp; CM met with APS who are costing development of the on-line tool.</b></p> <p><b>KL, LM, CM:</b> To look at what data gathering systems are already in place within the pilot authorities and gain feedback on the initial tool. <b>Initial feedback was clear from potential pilot sites that it would need to be an on-line tool for pilot otherwise it would defeat the purpose.</b></p> <p>Circulate latest document to WSA leads and NYJAG for comments. <b>CM sent to NYJAG 29/08/17. WSA leads not meeting until December – LM to circulate.</b></p> <p><b>CM:</b> Invite Community Justice representative to join the workforce development sub group. <b>Complete – Dave Scott accepted.</b></p> <p>Invite Mike Callaghan, COSLA to join the DCI IG. <b>Complete – invite accepted.</b></p> <p>Speak to Gill Robinson and Sue Brookes regarding a potential representative from SPS. <b>Complete – Kate Hudson e-mailed 24/08/17. No response yet. CM to e-mail again.</b></p> <p><b>CM:</b> To pass on comments and feedback to Ross on the Youth Participation Strategy. <b>Complete.</b></p> <p><b>LM:</b> To provide CM with YJIB dates when available. <b>Complete.</b></p>
--	--	---

		<p><b>CM:</b> To set up dates for DCI IG meetings. <b>Not possible until Ann has inspection timetable. Carry forward.</b></p> <p><b>Update from YJIB and YJIB Chairs meetings:</b> An expert working group has been set up following an increase in the numbers of victims and offenders of sexual crimes. It was agreed this would have an impact on practitioners and that this would be discussed at the workforce development sub-group of the Developing Capacity Implementation group. This group will be mindful of recommendations from the expert working group and will consider how this could be included in our workforce development approach.</p> <p>At the YJIB Chairs meeting the Next Steps paper produced by SG was reviewed. Three priority areas across YJ &amp; CJ are relationships, diversion and MACR. A survey regarding MACR training needs will be sent shortly from CYCJ. It was agreed there was a need for a baseline as to the inclusion of youth justice issues in CSP's &amp; CJP's. Tom McNamara is to speak to Justice Board regarding funding and sustainability and will update at next YJIB. There have been four subgroups set up as part of the Secure Care Board. AK is on the commissioning subgroup. Next YJIB 13<sup>th</sup> December.</p>
--	--	--

**Actions:**

- CM:** Circulate Youth Justice Narrative paper.
- LM:** Circulate latest improvement planning document to WSA leads.
- CM:** e-mail Kate Hudson again.
- CM:** To set up dates for DCI IG meetings.

	<b>Agenda Item</b>	<b>Notes of Discussion</b>
3	<b>Update from CHIP Learning and development group</b>	<p>EA is continuing to work with partners on all 3 test sites.</p> <ul style="list-style-type: none"> <li>- There is a Glasgow wide CHIP meeting this Friday morning and EA is due to meet with SW and SCRA in North Lanarkshire in the afternoon.</li> <li>- There is a new Locality Reporter Manager now in post for Falkirk and EA has met with</li> </ul>

		<p>them and are searching for a suitable date to meet with SW there.</p> <p>The Blueprint trial has been run and data is now being analysed by SCRA. A report will go to the CHIP Strategic Group in December.</p> <p>The CHIP on-line resource should go live on Friday. This site signposts to different sites.</p>
<p><b>Actions:</b></p> <p><b>LM:</b> Circulate link to site.</p>		
	Agenda Item	Notes of Discussion
4	Detailed review of improving outcomes tool and planning for pilot	<p>Overall it was agreed that the document was clear and the approach made sense. However, it was thought by the majority that the system performance section should be taken out of this document and kept separate. It was agreed that there needed to be space to record qualitative information and that there should be a place on the website to highlight stories/journeys/share good practice. There was discussion about the 1-10 scale being used and it was agreed to keep this for the following reasons:</p> <ul style="list-style-type: none"> <li>- Research does not support the use of a 1-3 scale</li> <li>- 1-10 is in line with the existing wellbeing web</li> <li>- 1-10 allows for a more varied response than 1-5 or 1-7</li> </ul> <p>It was agreed to put a happy and sad face on each end of the scale and to tweak some of the wording. It was also agreed that Safe should be split into Safe at home and Safe in school and the community.</p> <p>In relation to the content Sue, Rachel and Tracey agreed to send some information that might be included.</p> <p>In relation to system performance there was some discussion about what data is already collected and what it tells us. It was agreed that the data report produced by the Data improvement subgroup would be resent as this details what is currently available nationally. It was agreed that we should identify the</p>

		data we would like to collect even if this is not possible at the moment and develop plans to overcome the barriers. However, it was queried whether the system performance data identified in the document would be meaningful. This will be a focus of the next DCI meeting.
<p><b>Actions:</b></p> <p><b>CM:</b> Resend Data report produced by DIG and put system performance on agenda for next meeting.  <b>SB:</b> Send information on Polmont approach.  <b>RH:</b> Send information on health literacy.  <b>TM:</b> Send information on Recovery.  <b>All:</b> Send any written comments to CM for incorporation.</p>		
	<b>Agenda item</b>	<b>Notes of discussion</b>
5	<b>Detailed review of proposed workforce development approach</b>	<p>Anne Tavendale, Caroline Sturgeon, SB, CM, AK &amp; JMc met to draft the proposed workforce development approach. The plan is for the proposed approach to be put to YJIB for discussion on the 13<sup>th</sup> December.</p> <p>There was some discussion whether the workforce development approach should be incorporated into the improving outcomes document, however, it was agreed that it should be kept separate. There was also discussion about how we engage those who do not see offending behaviour as their role. It was thought that we need to be championing through representatives from the various organisations on the implementation groups and on YJIB as they should be taking the messages back to their organisation and gaining feedback/support. TM highlighted that we need to refer to existing workforce development strategies and be clear as to how this fits.</p>
<p><b>Actions:</b></p> <p><b>All:</b> Send CM any amendments/comments by 30/11/17.  <b>CM:</b> Make amendments based on comments received.</p>		
	<b>Agenda Item</b>	<b>Notes of Discussion</b>

<b>6</b>	<b>Update on progress of work on 2014 Act</b>	JM fed back that Malcolm Schaeffer has set up a working group already to look at this issue. As this group consists of the same representatives that would have been on our subgroup it makes sense to join this group instead. The first meeting was on the 27 <sup>th</sup> October and the next meeting is on the 4 <sup>th</sup> December.
<b>Actions:</b>		
JM: To update at DCI meetings and before YJIB meeting.		
	<b>Agenda Item</b>	<b>Notes of discussion</b>
<b>7</b>	<b>AOCB</b>	None.
<b>Actions:</b>		
	<b>Agenda Item</b>	<b>Notes of discussion</b>
<b>8</b>	<b>Date of next meetings</b>	TBC
<b>Actions:</b>		
AK: Provide suitable dates to CM.		