

Developing Capacity and Improvement Implementation Group

Meeting note – 29 May 2018

In Attendance:

Ann Kivlin (Education Scotland): Chair; Carole Murphy (CYCJ): Note taker; Jim Crawford (Secure Care); Sue Brooks (Education Scotland); Janine McGowan (Scottish Government); Elaine Adams (CELCIS); Katie Lamb (Care Inspectorate); Vicky Greenwood (Education Scotland); Grace Fletcher (NYJAG); Tracey McFall (Turning Point); Linda Grierson (SSSC); Jill McAfee (SCRA); Sarah Marshall (Police Scotland); Jenny Leishman (Justice Analytical Services).

Apologies:

David Scott (Community Justice Scotland); Liz Murdoch (Scottish Government); Gael Cochrane (Community Justice Scotland); Fiona Dyer (CYCJ): Vice Chair; Boyd McAdam (CHS); Mike Callaghan (COSLA); Emily Beever & Gillian Lithgow (Youthlink Scotland); Rachel King (NHS).

	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>CM: to draft knowledge and skills for SAFE and send round DCI IG for initial feedback. Complete. Following this consult with the pilot areas. Will complete at same time as wellbeing tool meetings.</p> <p>All: to provide feedback on knowledge and skills matrix. Some comments received.</p> <p>CM: to speak to IC. Outstanding.</p> <p>DD/LM/JM: to review youth justice national standards. Ongoing discussion with NYJAG.</p> <p>JM: to update at next meeting on information sharing. Complete</p> <p>CM: Write paper to go to YJIB highlighting issues with measuring system performance. Complete.</p>

		<p>LM&BM: to meet up to discuss financial arrangements. Carry over.</p> <p>Update from the Chairs meeting: Keen that areas feature on agenda at YJIB to move on with YJIB's approval.</p>
<p>Actions:</p> <p>CM: Consult with the pilot areas on draft knowledge and skills for SAFE at the same time as wellbeing tool meetings.</p> <p>LM: To speak to IC.</p> <p>LM/JM: To update on discussions with NYJAG about reviewing the youth justice national standards.</p> <p>LM&BM: To meet up to discuss financial arrangements.</p>		
	<p>Agenda Item</p>	<p>Notes of Discussion</p>
<p>3</p>	<p>Update from CHIP Learning and development group</p>	<p>CHIP: Has been reconfigured into three working groups. The strategic group is meeting on 12th June. The CHIP L&D group no longer exists and any legacy issues are being taken forward by EA. The three PACE localities (Glasgow North East, North Lanarkshire and Falkirk) have all produced baseline assessments and are working on action plans. There is a meeting with Falkirk panel members in September / October. However, there have been changes in personell and some capacity issues. Health are willing to participate in proposed learning events in Glasgow North East.</p> <p>CPD modules for solicitors: 8 or 9 legally qualified members are meeting again in June to discuss what the CPD modules should look like. It is possible that the modules could run across all roles and responsibilities – so that everyone attending a hearing completes them. Final module topics have not been decided yet. They will be developed, piloted then taken to the CHIP strategic group to identify what they want to do with them. The modules will need to be kept up to date. No timescale yet. Discussions about how to measuring the impact of the CPD modules.</p>
<p>Actions:</p>		

	Agenda Item	Notes of Discussion
4	Update on workforce development and next steps	<p>A couple of minor comments back from DCI group. CM presented all DCI work so far to the CYCJ Executive Governance Group who had positive comments on the work and suggested it be presented to YJIB which will happen on 4th June. Also presented to D&G YJ team who were really excited about the approach and thought that the workforce development approach would be really helpful. CM and LG met last week and LG will share existing SSSC resources and work with us to help develop new resources where there are gaps.</p> <p>Community Justice Scotland are also working with LG around their workforce and innovation strategy.</p> <p>LG has two days per week to assist with workforce development.</p>
Actions:		
	Agenda item	Notes of discussion
5	Update on progress of work on information sharing	<p>The flowchart that was developed was shared at the last meeting. Feedback was pretty positive as there is a need for clarity. It has been shared with the SG legal team and the Information Commissioners Office (ICO). A lot of similar reservations were voiced as discussed at the last meeting. Following their feedback SG are not progressing this work at present.</p> <p>Police Scotland are developing a training module around explicit consent and explicit group.</p> <p>CJVSF have issued guidance locally. TM to find out how the third sector are managing information sharing.</p> <p>UK government produced a document a couple of years ago on information sharing.</p>

		<p>The issue has also been discussed at NYJAG. Agreed that once local authorities have their own arrangements in place then they should be looked at specifically in relation to youth justice. Issues should be fed into the EEI practitioner forum.</p> <p>The ICO consultation on GDPR and children closed in February so worthwhile looking at this. NYJAG asked for an input from ICO but told each LA has their own data officers.</p> <p>It was suggested that an information paper be submitted to YJIB to ask them to bring key people together to raise concerns.</p> <p>Agreed JM would follow up on outcomes and update at next meeting.</p>
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Actions:

TM: To find out how the third sector are managing information sharing.

JM: To follow up on outcomes and update at the next meeting.

	Agenda Item	Notes of Discussion
6	Update on development and piloting of on-line wellbeing tool	<p>Meetings are to be arranged with the pilot sites to go through the prototype and outline the pilot requirements. Holding off on arranging these meetings until we have the prototype which was expected yesterday.</p> <p>The prototype will be showcased on the CYCJ stall at the National YJ conference in June.</p>

Actions:

CM: To arrange meetings with pilot sites to progress Stage 1 of the pilot.

	Agenda Item	Notes of Discussion
7	Development of a shared system performance framework	<p>The paper for YJIB on the development of a shared system performance framework was written and shared for comments. Feedback received from JD and amendments made. Some comments/questions from LM, JL, JM & AK which CM has tried to address. MR (Audit Scotland) said that he thinks the proposed approach works fine and had nothing to add. Paper will be sent out today for issue to YJIB members for discussion at their meeting on 4th June.</p>

Actions:

CM: To update paper and submit for issue to YJIB.

	Agenda Item	Notes of Discussion
8	Action plan and communication plan for implementation of DCI work	Not discussed.
Actions:		
	Agenda Item	Notes of discussion
9	AOCB	None noted.
Actions:		
	Agenda Item	Notes of discussion
10	Date of next meetings	To be arranged. 31 st August 9.30-11.30 Victoria Quay.
Actions: CM&AK: To agree suitable date.		