

Developing Capacity and Improvement Implementation Group

Meeting note: August 31, 2018

In Attendance:

Ann Kivlin (Education Scotland): Chair; Carole Murphy (CYCJ): Note taker; David Scott (Community Justice Scotland); Liz Murdoch (Scottish Government); Linda Grierson (SSSC); Fiona Dyer (CYCJ): Vice Chair; Jim Devoy (Police Scotland); Elaine Adams (CELCIS).

Apologies:

Sue Brooks (Education Scotland); Janine McGowan (Scottish Government); Katie Lamb (Care Inspectorate); Vicky Greenwood (Education Scotland); Grace Fletcher (NYJAG); Jill McAfee (SCRA); Rachel King (NHS); Jenny Leishman (Justice Analytical Services); Gael Cochrane (Community Justice Scotland); Mike Callaghan (COSLA); and Tracey McFall (Turning Point).

	Agenda Item	Notes of Discussion
1	Welcome and apologies	<p>AK welcomed everyone to the meeting and introductions were made.</p> <p>This will be AK's last DCI meeting so anyone interested in the position of chair and leading the work of the DCI should contact LM. Mary Hoey, Assistant Director from Education Scotland will be attending YJIB following the September meeting.</p> <p>AK was thanked for her hard work in driving the DCI agenda forward.</p>

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 with a few amendments from EA and previous actions were reviewed:</p> <p>All: to provide feedback on workforce development knowledge and skills matrix. Carry over.</p> <p>DD/LM/JM: to review youth justice national standards. FD agreed to set up short life working group to look at reviewing the standards. These will be sent to the implementation groups for comment before going to YJIB.</p>

		<p>CM: Consult with the pilot areas on draft knowledge and skills for SAFE at the same time as wellbeing tool meetings. Complete.</p> <p>LM: To speak to IC. Contact has been made with IC's team and the paper on workforce development has been forwarded to them. Carry over to next meeting.</p> <p>LM&BM: To meet up to discuss financial arrangements. Complete.</p> <p>TM: To find out how the third sector are managing information sharing. Complete.</p> <p>JM: To follow up on outcomes and update at the next meeting. Complete (LM updated).</p> <p>CM: To arrange meetings with pilot sites to progress Stage 1 of the pilot. Complete.</p> <p>CM: To update paper and submit for issue to YJIB. Complete.</p> <p>Update from YJIB: The focus of the meeting was on the future of YJ and the audit of YJ in 2020 by Audit Scotland. The next YJIB meeting is the 11th September. At the Chairs meeting this week updates on the three groups were provided and priorities for focus suggested were disclosure, childrens service plans and community justice outcome improvement plans. A note of the themes from the tabletop discussions at the YJ conference were shared. The December YJIB will spend time reviewing the strategy for working towards the audit and the purpose and key priorities of board.</p> <p>Additionally it was noted that at the beginning of August there was an announcement about additional funding for WSA.</p>
<p>Actions:</p> <p>All: to provide feedback on knowledge and skills matrix.</p> <p>LM: To speak to IC.</p>		

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3	Update from CHIP	<p>EA provided an update.</p> <p>All the legacy work from the CHIP L&D group is being progressed by EA. The Better Hearings working group met for first time this week and the Policy scanning and action group are also meeting for first time this week. The Data and evidence group is on hold still.</p> <p>The three PACE sites are progressing – assessments are completed and working on action plans for improvement.</p> <p>Three learning events are planned and being delivered in one area at the moment. These are focused on multiagency policies, practices, roles and responsibilities and is interactive to develop an understanding of where they all fit together. Hopefully they will strengthen relationships on the ground and focus on what can be done earlier in pre hearing planning to make the journey better for the child.</p> <p>The CPD modules group is still meeting.</p> <p>Our hearings our voice recruitment panel begins next week.</p> <p>Blueprints to be rolled out March next year.</p>
<p>Actions:</p>		

	Agenda Item	Notes of Discussion
4	Update on workforce development and next steps	<p>CM updated that there had been very limited feedback on the knowledge and skills matrix. Those at the meeting agreed that it was helpful but that text needs to be more explicit to show that it is for everyone working with children involved in offending. Could strengthen through including examples of who it is for and how it could be used. JD offered to test out by taking it back to the Police Scotland training department who are reviewing police performance standards and probationer training and to gather feedback.</p> <p>It was agreed CM should e-mail those not at the meeting to gain any feedback by the 7th September when it will be issued to YJIB members to note the current position.</p> <p>LM to forward on to James Cox at SWS C&F standing committee.</p> <p>There was a discussion about the formatting of the document so that it is streamlined and user friendly. CM & DS to approach their teams to see if they are able to assist.</p> <p>DS to send on training and development mapping document.</p> <p>There was a discussion about the amount of information that is being produced across all the various groups (not just the implementation groups) and that it can be difficult to keep up with it all. A difficulty with attendance at all the different meetings was also noted. Given limited feedback and time pressures of group members it was agreed that LM would review the terms of reference, group membership and the roles of group members in line with the changing focus on the DCI group towards implementation. LM & AK will also request feedback from YJIB.</p>
Actions:		

CM: E-mail all members not at the meeting and request feedback on the knowledge and skills matrix by 7th September before sending to the YJIB.

All: To provide comments on knowledge and skills matrix by 7th September.

LM: To forward workforce development paper on to James Cox SWS C&F standing committee.

JD: Take back to those leading on reviewing police standards and the probationer training course.

CM & DS: Explore formatting options with teams.

DS: Send CM training and development mapping template.

LM: Review terms of reference, group membership, the role of group members and gain feedback from YJIB.

	Agenda item	Notes of discussion
5	Update on progress of work on information sharing	<p>LM advised that legally SG are unable to offer guidance which interprets legislation which is not SG's, however, it is hoped that SG will be able to offer support and pointers. A meeting had taken place with internal colleagues, SCRA and Police Scotland to discuss concerns around information sharing and change in practice since GDPR changes came in to force. It was noted that Police Scotland have put a paper regarding information sharing to senior colleagues.</p> <p>It was also noted that there are differences in partnerships across county. There is potential for consideration of this as part of YJ standards / WSA group to bring more consistency.</p>

Actions:

	Agenda Item	Notes of Discussion
6	Update on development and piloting of on-line wellbeing tool	<p>CM updated that two pilot sites have completed Stage 1 of the pilot and have provided feedback this week. One pilot site is still to commence Stage 1. Feedback will be reviewed and any modifications feedback to APS to finalise the online wellbeing tool. Stage 2 of the pilot will commence once the tool is finalised and will include a 6 and 12 month review to measure impact. AK suggested that the timeline</p>

CYCJ is primarily funded by the Scottish Government and hosted by the University of Strathclyde.

		should be considered as there's potential for this to contribute to the Audit Scotland review.
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Actions:

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	Agenda Item	Notes of Discussion
7	Development of a shared system performance framework	<p>There was considerable discussion about the existing data in Scotland and what it can tell us. There is a need to pull these data sources together (e.g. expert group, justice analytical services, SCRA) to form a narrative and to inform and drive improvement.</p> <p>It was suggested that the DCI group ask the YJIB to seek a commitment from partners to make the required information available from 1st November and to consider who will collate, analyse and share the key messages from this data. This would enable a full years data to be collected by 2020 and would allow some scope for making improvements prior to then.</p> <p>DS said that he would share a database that he has found helpful previously to detail 'why' the specific pieces of data are needed.</p>

Actions:

CM: To add to the system performance paper the ask that the YJIB request for this information to be made available from 1st Nov and make an offer to draft a letter on behalf of the YJIB to go out to partners.

	Agenda Item	Notes of Discussion
8	Action plan and communication plan for implementation of DCI work	Carry over.

Actions:

	Agenda Item	Notes of discussion
9	AOCB	None noted.

Actions:		
	Agenda Item	Notes of discussion
10	Date of next meetings	To be arranged once more is known about the new Chair.
Actions:		