

Developing Capacity and Improvement Implementation Group

Meeting note - November 19, 2018

In Attendance:

Grace Fletcher (NYJAG): Vice Chair; Carole Murphy (CYCJ): Note taker; Sara Crawford (CHS); David Scott (Community Justice Scotland); Liz Murdoch (Scottish Government); Scott Smith (Community Justice Scotland); Linda Grierson (SSSC); Katie Lamb (Care Inspectorate); Jill McAfee (SCRA); Jenny Leishman (Justice Analytical Services); Tracey McFall (Turning Point); Elaine Adams (CELCIS); and Liz Simpson (Glasgow City).

Apologies:

Gael Cochrane (Community Justice Scotland); Jim Devoy (Police Scotland); Nicola Dickie (COSLA); Boyd McAdam (CHS); Mark Crawford (Edinburgh City); Suzanne Booth (Includem); Fiona Dyer (CYCJ); Janine McGowan (Scottish Government); Rachel King (NHS).

	Agenda Item	Notes of Discussion
1	Welcome apologies and update on DCI Chair	LM reported that we are still looking for a new Chair for the DCI IG and asked that anyone interested get in touch with her. Grace (Vice Chair) will chair this meeting. LM to discuss new Chair with YJIB.

Actions:

All: Speak to LM if interested in Chair role.

LM: To discuss DCI Chair with YJIB.

	Agenda Item	Notes of Discussion
2	Note of meeting, review of previous actions and update from YJIB	<p>The note of the previous meeting was agreed.</p> <p>All: to provide feedback on knowledge and skills matrix. Some members still to provide feedback. Carry over.</p> <p>LM: To speak to IC.</p> <p>Sarah Gledhill will attend the next DCI IG meeting. Overall the team were positive about the workforce development plan and suggested that we get views from COSLA. The CSWA team have provided wording to ensure it links with the national Health and Social Care standards. Complete.</p>

		<p>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. Complete.</p> <p>All: To provide comments on knowledge and skills matrix by 7th September. Complete.</p> <p>LM: To forward workforce development paper on to James Cox SWS C&F standing committee. James Cox from the SG LAC team has provided some feedback which has been incorporated. Complete.</p> <p>JD: Take back to those leading on reviewing police standards and the probationer training course. Ongoing – carry over.</p> <p>CM & DS: Explore formatting options with teams. DS updated that it was being considered by a team in CJS. TM will discuss with their IT team. It was highlighted that there may be an ongoing cost as the document will be updated annually.</p> <p>DS: Send CM training and development mapping template. GC sent out. Complete.</p> <p>LM: Review terms of reference, group membership, the role of group members and gain feedback from YJIB. Terms of reference reviewed and sent out. Members roles will be discussed today. Complete.</p> <p>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. Sent to YJIB. Complete.</p> <p>The YJIB meeting in December will focus on taking stock of progress to date and reviewing future priorities. CM suggested that it might be helpful to look at the recent Audit Scotland report on CAMHS and the audit of Court processes to see the type of information examined.</p>
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Actions:
All: to provide feedback on knowledge and skills matrix.
JD: Take back to those leading on reviewing police standards and the probationer training course.
DS & TM: To update the DCI IG following discussions in their teams.
DS: To send out data collection template.

	Agenda Item	Notes of Discussion
3	Update on workforce development and youth justice skills set	LM updated that she had spoken to LG about workforce development papers SSSC have been involved with a view to learning in relation to embedding these in practice. There was a discussion about whether the group wished to look at developing a specific youth justice skills set. At present there is a Children and Families skills set and a Community Justice skills set. It was agreed that LG would send out a link to the NOS Navigator and the CJ and C&F skills sets. These would also need to link to the national youth justice standards that are being revised. Once the group members have had a chance to look at the skills sets their views should be sent to LG & CM.

Actions:
LG: Send out link to NOS Navigator and skills sets.
All: Send views on whether a specific youth justice skills set is required to LG & CM.

	Agenda Item	Notes of Discussion
4	Update on information sharing	LM updated that a meeting with internal colleagues and Police Scotland had been held regarding the concerns around information sharing and how to progress this. Police Scotland have drafted a proposal which has been put forward and are awaiting an answer. LM will ask for an update from the GIRFEC team in relation to their guidance. The SG Child Protection team issued a letter from Maree Todd. LM trying to do something similar.

Actions:
LM: To ask for an update from the GIRFEC team.

	Agenda item	Notes of discussion
5	Update on development and piloting of on-line wellbeing tool	CM updated that feedback from the Stage 1 pilots had been received and has been fed back to APS to make the amendments. A further meeting with APS to be arranged to finalise the on-line tool. LM to ensure progress with APS this financial year.

		The issue of monitoring the on-line tools use was discussed as there will be ongoing maintenance costs. LM & CM to ensure this is on the agenda for the meeting with APS.
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Actions:
LM: To ensure progress with APS this financial year.
LM & CM: Ensure monitoring of use of the on-line tool is on the agenda for the meeting with APS.

	Agenda Item	Notes of Discussion
6	Update on system performance	<p>JL updated that she is working on a central repository to hold relevant youth justice data. This will highlight the data that we need to evidence performance and improvement, even though this data is not yet accessible. The JAS Criminal Proceedings team have agreed in principle to publish separately data for children and young people. The data will be hosted on the SG website under crime and justice with a link to the Youth Justice team. It will likely be updated once a year (in April) or 6 monthly. DS said that he had an example of a problem solving approach to data collection that he could send to JL. The first draft of the central repository should be available for 1st April.</p> <p>It was agreed that the next stage of the system performance work was to identify objective data from more localised services / agencies that would be helpful to evidence performance and improvement. CM will meet with group members individually to identify the type of more localised data they have / would like to be provided. TM said that she would see if she could share the adult H&SC data framework.</p> <p>It was also suggested that we should contact the Local Authority social work statisticians group in C&F analytical services as they have an overview of all data held by local authorities. JL & LM to link in with this group.</p>

Actions:
DS: To send the problem solving approach to data collection to JL.
CM: To meet up with group members regarding more localised data.
TM: To circulate adult H&SC data framework if possible.

JL & LM: To contact Local Authority social work statisticians group in C&F analytical services and find out what data is currently available.

	Agenda Item	Notes of Discussion
7	<p>Membership of DCI IG, terms of reference and action planning for implementation across Jan 2018-Mar 2020</p>	<p>LM updated that the terms of reference for the DCI group have been reviewed and recirculated. During discussion about group membership it was agreed that LM would raise with YJIB the lack of membership from SWS, COPFS, SPS, and Education Scotland. CM will contact RK to discuss health representation.</p> <p>The role of members was discussed and highlighted that it was important contributions were received from all members to the development work and that this work was then taken back and promoted and embedded within own organisations.</p> <p>It was agreed that between now and the end of March 2019 the focus would be on finalising the products from the group and developing a communications plan that all organisations have a role in. CM will draft a communication plan and circulate to the group for comments.</p> <p>There was some discussion around the outstanding outcome 3.1(F) 'Leadership development opportunities have been provided to all levels of staff, in particular front line managers'. It was agreed that we would work with SSSC to promote the 'Step into Leadership' product and that we will arrange to hold a leadership workshop, possibly in conjunction with CJS. LG will send out the link to 'Step into Leadership' product to the group. This could be linked to '23 things leadership' a new resource depending on timescales.</p> <p>Some ideas for communication and dissemination included:</p> <ul style="list-style-type: none"> • Ensure consistent message through written materials / postcards that services / organisations can take and promote at their events • QR code • Posters • Organisation websites

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		<ul style="list-style-type: none"> • Organisation distribution lists / news bulletins
<p>Actions: LM: To raise lack of membership from SWS, COPFS, SPS, and Education Scotland with YJIB. CM: To e-mail RK about health representation on the group. LG: To send out the link to 'Step into Leadership' product to the group. CM: To draft communication plan and circulate to the group for comment. All: Comment on draft communication plan when circulated.</p>		
	Agenda Item	Notes of discussion
8	AOCB	None noted.
<p>Actions:</p>		
	Agenda Item	Notes of discussion
9	Date of next meetings - 2019	26 th February, 10-12, Victoria Quay 14 th May, 10-12, LH104, Lord Hope Building, University of Strathclyde 19 th August, 10-12, Victoria Quay 18 th November, 10-12, LH104, Lord Hope Building, University of Strathclyde
<p>Actions:</p>		