

**MINUTE OF THE MEETING OF THE  
LOTHIAN AND BORDERS COMMUNITY JUSTICE AUTHORITY**

Newbattle Abbey College, Dalkeith  
Thursday 28<sup>th</sup> January 2010

**Present:** Councillor John Muir (WLC)(**Chair**), Councillor Sandy Scott (SBC),  
Councillor Margot Russell (MLC)

**In Attendance:** Chris Hawkes (CJA), Angela Gentile (CJA), Andrew Lowe (SBC),  
Tim Ward (WLC), Jane Ramsay (ELC), John Scott (MLC),  
Ron Lancashire (CEC), Graeme Stenhouse (CEC), Jim Dustan (SPS),  
Keith Hastie (Sacro), Marjory Frew (Apex), Morag McLaughlin (Crown  
Office Procurator Fiscal), Phil Mackie (NHS Lothian), Dr Alan Mordue  
(NHS Borders), Sally Crighton (CJA)

**Apologies:** Councillor Paul Edie (CEC), Councillor Kenny McLeod (ELC),  
Colin Anderson (MLC), Michelle Miller (CEC), Gordon Miller (ELC),  
Ian Quigley (WLC), Dr Eric Baijal (NHS Borders), Gordon McKeand  
(Scottish Courts), Fiona Steel (Action for Children), Jan Williamson  
(Includem), Iain Livingstone (L&B Police)

## **WELCOME**

The Chair welcomed everyone to the first CJA meeting of 2010.

## **DECLARATION OF INTEREST**

The Members present confirmed they had no financial or non-financial interest in any matter included in the Agenda for this meeting.

## **1. APOLOGIES**

The Chair advised the meeting of the apologies for absence.

## **2. PREVIOUS MINUTE**

The Chair requested that the Minute of 22 October 2009 be noted and accepted.

### **Decision**

The Members agreed to:

1. The Minute of the previous meeting of 22<sup>nd</sup> October 2009, was approved and accepted as an accurate record.

## **3. MATTERS ARISING**

### **3.1 Integrated Case Management (ICM) Half Year Report**

The Chief Officer presented the report to Members. Integrated Case Management is specific to long term prisoners and involves both Scottish Prison Service and Criminal Justice Social Work. The target set by Government is 85%. The Quarter 3 level of attendance by Criminal Justice Social Work staff in Lothian & Borders is 97%, the highest level of attendance achieved to date.

### **3.1 continued**

The increase in attendance is credited to the new coordinating role which has been introduced by City of Edinburgh Council, providing a single point of contact with Scottish Prison Service for all of their ICM cases.

#### **Decision**

The Members agreed to:

1. Note the contents of the report

### **3.2 EAST & MIDLOTHIAN 'AGENDA FOR CHANGE'**

The Chief Officer confirmed the Project Manager, Tim Chapman, CTC Associates has submitted the Final Report to the Project Board and this will be taken forward at a meeting of the Project Board on 4 February.

#### **Decision**

The Members agreed to:

1. Note the contents of the report

### **3.3 MAPPA FINANCE MONITORING**

Graeme Stenhouse presented his report which had been informed by Lothian & Borders Police who are the lead agency for this item. The report highlighted a potential underspend at year end which may be required to fund lease vehicles. The Chief Officer confirmed he had no further update for Members on this specific item. The Chief Officer advised Members that a bid had been received from the CJA Training Manager for specific multi-agency risk assessment training which will be considered in respect of financing from this underspend.

#### **Decision**

**Members agreed to:**

1. Note the contents of the report.
2. Receive a report detailing vehicle lease costs and revised end of year projections from Lothian & Borders Police at the earliest opportunity.

## **4. FINANCE**

### **4.1a Section 27 Update at 30/09/09**

Graeme Stenhouse presented his report to Members. The financial reports do not include the subsidies provided by individual Councils. The Chief Officer stressed the need to understand the actual cost of the services and recommended Members receive a report providing details of each Council subsidy and what it has been allocated against. It was noted the Section 27 grant allocation has not received any uplift for inflation for 5 consecutive years or received any uplift to offset the NHS 'Agenda for Change' or Local Authority Single Status agreements.

Mr Mackie advised Members the NHS budgets for drugs and alcohol were under equal pressures and this may limit the scope of available support. Mr Ward suggested that this gave greater importance to joint working to ensure there was the best use of budgets and the Chief Officer reinforced this with the example of the East and Midlothian Agenda for Change joint services project (ref: Item 3.2).

#### **4.1a continued**

##### **Decision**

##### **Members agreed to:**

1. Note the report
2. Receive a finance report including level of subsidy provided by each Council specifying what service/s it has been allocated against.

#### **4.1b Intensive Supervision Packages**

The Chief Officer explained the use of Intensive Support Packages which are for high risk offenders (usually sex offenders) who have reached the end of their custodial sentence. Their risk is measured against the Multi Agency Public Protection (MAPP) standards and is judged Level 3 requiring a degree of additional support, usually supported accommodation, over and above what their Local Authority can provide. Some individuals require 24/7 support which has a significant cost element.

Mr Stenhouse presented his report to Members. It was noted that Members had previously approved the phased release of any unused funds back into Core Services.

The Chief Officer has met with the Chair of the Parole Board who has given his assurance that Intensive Supervision Packages are not used as a factor when the Parole Board determine if a prisoner could be managed in the community at the end of their sentence.

##### **Decision**

##### **Members agreed to:**

1. Note the report

#### **4.2 Purchased Services Update**

The Chief Officer introduced Mr Ron Lancashire who is the central lead for City of Edinburgh Council on this work. A full review of all purchased services is being carried out and bids are being evaluated on a quality and cost basis. The quality review of bids has been completed and Mr Lancashire assured Members that the outstanding cost review element is being completed as a matter of priority.

##### **Decision**

##### **Members agreed to:**

1. Note the report and receive a further report once the review is concluded

#### **4.3 Independent Review of Financial Allocation**

The Chief Officer updated Members on the ongoing review which is being carried out by Baker Tilly to establish a cost base for Core Services. The initial completion date of December 2009 was not met due to the complexities identified within the review.

Mr Lowe updated Members on the project meeting held in the previous week to establish a common cost base across all five local authorities which has enabled this work to be taken forward. Mr Lowe stressed the difficulties which may arise if the review findings determine a major resource shift and recommended a phased approach over more than one year.

### **4.3 continued**

Further discussion was held on the complexities of the review and the data that was being analysed by Baker Tilly. Mr Stenhouse, as CJA Finance Manager, encouraged all participants to provide the specific data requested by Baker Tilly to ensure this review can be completed and recommended that any requests out-with this review are reported to the Directors/Chief Social Work Officers.

The outcome of this review will directly determine the Section 27 financial allocation for 2010-2011 and the Chief Officer requested an Extraordinary CJA meeting, open to all CJA partners, be convened with this matter as a single item Agenda.

### **Decision**

#### **Members agreed to:**

1. Note the report.
2. An Extraordinary CJA meeting to be arranged in March 2010.

### **4.4 Finance Service Level Agreement funding proposal**

The Chief Officer presented his report to Members which recommended the payment of the Section 27 Finance Service Level agreement with City of Edinburgh is, for this year only, through a combination of interest earned on the Section 27 bank account and underspend from the CJA Administration Budget, subject to Government approval.

Mr Lowe, as outgoing Chair of the Directors/Chief Social Work Offices Group welcomed the proposal but advised Members that as the CJA administers this budget, his Group are of the opinion this should be paid for by the CJA through its Administration Budget, rather than from Section 27 finances.

Mr Stenhouse confirmed there had been a significant drop in interest paid from 4.5% to 0% due to the economic downturn and he still has concerns that the interest earned could cover this payment even if the economy recovers.

### **Decision**

#### **Members agreed to:**

1. Note the report.
2. The one-off payment from the CJA Administration Budget subject to the approval of the Scottish Government

### **5. Area Planning Update**

The Chief Officer advised Members of the statutory legislation which requires the CJA to submit the 2011-14 Area Plan to the Scottish Government on May 28<sup>th</sup> 2010. The draft plan will be sent to Members in February with a formal consultation process including all CJA partners in March.

Mr Mackie raised his concern that he had not seen any draft plan to date and as Chair of the CJA Health & Wellbeing Group he needed to ensure his group could comment on a timely basis and that the consultation timetable was aligned with other agencies own planning systems.

## **5. continued**

The Chief Officer noted Mr Mackie's concerns and assured him the groups would be consulted but there was a strict timetable to adhere to which has been set by Government.

### **Members agreed to:**

1. Noted the report and approved this approach.
2. Receive a draft Area Plan 2011-14 report in February for their approval

## **6. CJA Final Account 2008-09**

The Chief Officer advised Members the CJA Final Account 2008-09 had received an unqualified report from Audit Scotland and was laid before Parliament on 22 December 2009.

### **Decision**

#### **Members agreed to:**

1. Note the contents of the report.

## **7. CJA Groups**

Angela Gentile presented her report and updated the Members on the progress of all CJA Groups and work streams.

Ms Gentile highlighted the MAPPa Memorandum of Understanding (MoU) as the only workstream that was currently off track. The MoU is currently with the Scottish Prison Service who is seeking a national rather than local response to this document. The Chief Officer advised Members that the Scottish Prison Service were working against the legislation which states MAPPa is aligned with CJAs and is therefore local to each CJA area. The Chair requested Mr Dustan as the CJA Scottish Prison Service (SPS) representative to report this to SPS and report back to the CJA at the next meeting.

### **Members agreed to:**

1. Note the contents of the report and request the Chief Officer to adhere to the planning timetable.
2. Scottish Prison Service providing a status report on the MAPPa MoU at the next CJA meeting
3. Receive an update on the DTTO II pilot at the next CJA meeting

## **8. Risk Register & Business Continuity Plan**

The Chief Officer advised Members the compilation of the draft Business Continuity Plan was as a result of a recommendations from City of Edinburgh Internal Audit as part of their Annual Account audit.

The Plan has been based on the Scottish Borders Council template which is widely recognised as a model of best practice. Mr Mackie queried the definition of 'unavailability of Partner Organisations' and the Chief Officer was asked to respond direct on this matter, post meeting.

### **Decision**

#### **Members agreed to:**

1. Approve and adopt the Business Continuity Plan

**9. Planned Events for 2010**

The Chief Officer presented his report to Members and highlighted the forthcoming launch of the Life/Time programme. This programme is run across all High Schools in Lothian & Borders with some financial assistance from the CJA growth fund. The launch is planned to raise the profile of this programme and Mr MacAskill has been invited to attend. Dr Mordue requested a copy of the evaluation feedback from Mr Dustan.

**Decision**

**Members agreed to:**

1. Note the content of the report

**10. AOCB**

**10.1 Literacy & Numeracy Awareness Raising Materials**

The Chief Officer advised Members that following the Pathways through Learning seminar in March 2009, hosted by the CJA and CLAN (City Literacy and Numeracy) a gap in training had been identified for Criminal Justice Social Workers. This has led to a CD being produced which contains a pack of Awareness Raising Materials which can be used jointly by the Adult Literacy & Numeracy (ALN) workers and Criminal Justice Social work.

**11. DATE OF NEXT MEETING**

The next meeting will be held on Thursday 22<sup>nd</sup> April at 2pm, at Newbattle Abbey College, Dalkeith