

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

European Room, City Chambers, Edinburgh, Thursday, 5 June 2008

- Present:** Councillor John Muir, (WLC) (**Chair**), Councillor Paul Edie (CEC), Councillor Kenny McLeod (ELC), Councillor Margot Russell (MLC), Councillor Sandy Scott (SBC)
- In Attendance:** Norman Brown (Includem), Jim Dustan (SPS), Susan Edington (Criminal Justice Directorate (Observer), Marjory Frew (APEX), Claire Gibson (Includem), Keith Hastie (SACRO), Chris Hawkes (CJA), Andrew Lowe (SBC), Simon McLean (SACRO), Josephine Mackenzie (Victim Support), Dr Andrew Riley (NHS Borders), Dr Sue Ross (ELC), John Tyson (CEC), Social Work Students and Training Manager (Observers)
- Apologies:** Colin Anderson (MLC), Howie Armstrong (NCH), Greg Barton (Venture Trust), Bill Comrie (Crown Office), Rhona MacKay (NCH), Phil Mackie (NHS L&B), Michelle Miller (CEC), Duncan McLennan (NCH), Graeme Stenhouse (CEC)

WELCOME

The Chair welcomed everyone to the meeting with a special welcome to:

- Rhona MacKay, NCH, who is attending her first meeting of the CJA Board, replacing her colleague, John Docherty who has now retired.
- Susan Edington from the Scottish Government, Criminal Justice Directorate, attending in an observing role as part of her Induction.
- Social Work Students and their Training Manager, attending in an observing capacity.
- Dr Andrew Riley, NHS Borders.

The Chair gave thanks to Councillor Paul Edie and City of Edinburgh Council for their kind hospitality in hosting the meeting.

1 APOLOGIES

The Chair advised the meeting of the apologies for absence.

2 PREVIOUS MINUTE

The Chair requested that the Minute of 6 March 2008 be noted and accepted.

Decision

- 1 The Minute of the previous meeting, 6 March 2008, was approved and accepted as an accurate record.

3 MATTERS ARISING

3.1 STANDING ORDERS

The Chief Officer referred to the presented Report which proposed a change to the wording that states when a partner organisation or member of the public may be excluded from a CJA meeting.

The Chief Officer requested that Members consider the amendment submitted by Phil Mackie, NHS Lothian and Borders. The Chief Officer confirmed that this amendment referred to Exempt Items only.

It was noted that Phil Mackie was not present to contribute to the discussion on this item, however, concern was expressed regarding the use of 'will' attend. Discussion took place and other suggestions were considered, eg 'should' or 'expected'.

Decision

Members agreed to:

- 1 Consider the amendment submitted by Phil Mackie.
- 2 The Standing Orders being amended to reflect the change in the wording from 'will' to 'expected'.
- 3 Formally adopt the amended Standing Orders as those pertaining to the Lothian and Borders Community Justice Authority.

3.2 APEX SECONDMENT

The Chief Officer presented the report to Members and advised that the secondee, who was carrying out a review of the Employment Services provided in Lothian and Borders, is medically unfit to work and has withdrawn from this project and APEX are in the process of identifying a replacement secondee.

Decision

Members agreed to:

- 1 Note the content of the Report.
- 2 Seek a further Report if this matter continues to be an issue or, if the matter is resolved, that it be considered quarterly as a component of the normal Performance Framework reporting.

3.3 DTTO LOWER TARIFF PROJECT UP-DATE

The Chief Officer referred to the presented Report giving an up-date on the pilot which will run for two years and will be fully evaluated and, subject to its success and the availability of the necessary resources, the Scottish Government would wish to roll out this model across Scotland.

The Chief Officer confirmed that West Lothian Council is not included in the pilot due to the lack of additional funding.

John Tyson, CEC, is leading on this project and informed the meeting that the project will be open for business on Monday, 9 June 2008.

Decision

Members agreed to:

- 1 Note the Report and request a six-monthly up-date.

3.4 LIFE/TIME SCHOOLS OUTREACH PROJECT

The Chief Officer introduced Jim Dustan, SPS/CJA Liaison Manager, to the meeting to speak to the Report.

The pilot programme has been delivered to 140 second-year pupils at Gracemount High School, Edinburgh, and highlighted the effect of crime, punishment and imprisonment on individuals, families and other affected parties. The project is currently a local arrangement with the Governor of HMP Edinburgh. All partners have confirmed they are keen to continue with the project.

A paper is to be submitted to the SPS Board in the summer, providing a comprehensive report on the project operation and evaluation.

A question was raised as to the cost of the training packs, which was thought to be quite high. It was confirmed that £16,200 was the cost to carry out nine programmes, delivered to 140 pupils at any one time. Also, the packs, DVD and presentation equipment can be used for future training sessions across the Lothian and Borders CJA area.

Decision

Members agreed to:

- 1 The formal adoption and support of the project as a Lothian and Borders CJA development.

3.5 PENDING REPORTS

For Members information, the Chief Officer confirmed that the Offender Supported Accommodation Audit and the Mentally Disordered Offenders Audit have been completed and submitted to the Scottish Government.

4 ANNUAL REPORT

The Chief Officer referred to a draft fold-out version of the Annual Report and explained that the final copy would be colour coded with a summary of achievements on the back page.

A question was raised as to the wording in the Action Plan, first bullet point: 'Increase the number of Lothian and Borders Offenders in Edinburgh Prison.' The Chief Officer explained that the move to community-facing prisons will mean that the majority of prisoners held within a prison would be local to the area. The Chief Officer acknowledged that the wording in this bullet point required amendment.

A question was also raised as to whether Single Outcome Agreements would have an effect on the Annual Report. The Chief Officer confirmed that he had given information to each of the Local Authority Chief Executives and Directors and would be meeting with Local Authorities individually.

It was acknowledged that Area Plan targets required to be embedded within each Local Authority's Single Outcome Agreement and lead through the Community Planning process.

Decision

Members agreed to:

- 1 Approve the draft Annual Report for immediate onward submission to the Scottish Government and formal publication after 1 September 2008.

5 FINANCE

5.1 CJA ADMINISTRATION BUDGET 2008/09

The Chief Officer referred to the new arrangements for the provision of financial accountancy as it relates to the Community Justice Authority Administration Budget and confirmed the successful Tender was awarded to a Peebles Accountant, Charles Gray and Co.

Members agreed to:

- 1 Note the content of the Report.
- 2 Request a quarterly Report be submitted by the Accountant commencing September 2008.
- 3 Request a service review after 12 months.

5.2 2008/09 GROWTH BIDS

The Chief Officer confirmed that the Scottish Government had invited the CJA to seek an additional growth allocation to assist in achieving the Area Plan Priorities. Specific bids were submitted against five priorities, resulting in additional funding of £188,000.

The five priority areas are:

- Transition Services for Young Offenders
- Improve Literacy and Numeracy
- Women Offenders Group
- Families Group (part funding of Family Support Worker)
- Victims Group (delivery of multi-agency awareness training)

The Chief Officer advised that anyone wishing to visit the very impressive Visitors Centre at HMP Edinburgh should contact Jim Dustan.

A question was raised as to how the effectiveness of these initiatives would be monitored. The Chief Officer confirmed that, for example, there is a Service Level Agreement in place with CLAN setting out specific outturn requirements and that the quality and effectiveness of all initiatives would be monitored quarterly through the performance management framework.

A question was also raised as to whether the funding for the five identified projects would be ongoing. The Chief Officer confirmed that a recommendation as to whether these projects should roll-forward would be submitted to the Board in September and, if not, funds would then be available for other projects identified in the Area Plan.

Decision

Members agreed to:

- 1 Note the Report and to monitor the progress of each of the work streams, on a quarterly basis, through the performance framework mechanism.

5.3 PURCHASED SERVICE REVIEWS

The Chief Officer informed the meeting that the Review of Non Core Services had commenced and would take approximately six months to complete. The existing purchased service contracts had been 'rolled-forward' for that period.

Decision

Members agreed to:

- 1 Note the Report and seek a concluding Report for the September meeting of the CJA.

6 AREA PLAN

6.1 QUARTERLY UP-DATE

The Chief Officer presented the report up-dating the CJA on the progress made by the Strategic, Service Review and Offender Outcome Groups over the last quarter and explained the colour coding used. The Chief Officer confirmed that he had received Returns from the Chair of each work stream.

A question was asked as to whether there was a timescale for the conclusion of these work streams and the Chief Officer confirmed there was a twelve month Action Plan in place.

The Chair acknowledged that all the partner agencies were working well together and thanked everyone involved in the work streams for their efforts to-date.

Decision

Members are asked to:

- 1 Consider the Report together with the framework and to seek further explanation, where necessary.

7 ICM ANNUAL RETURN

The Chief Officer advised the meeting of last year's achievement against the required participation in Integrated Case Management and asked that consideration be given to setting a new performance target for the current year.

Decision

Members agreed to:

- 1 Note the contents of the Report.

- 2 Request both SPS and the Local Authorities to set a new target for 2008/09 which seeks to improve on last year's reported performance.
- 3 Request a Report from SPS and the Local Authorities advising the new targets for the September meeting of the CJA.

8 SINGLE OUTCOME AGREEMENTS

The Chief Officer thought it would be helpful for all communications on Single Outcome Agreements to be through CoSLA and for a clear relationship to be shown between outcomes from the Concordat and the Reducing Reoffending Strategy.

9 MAPPA ANNUAL REPORT

The Chief Officer advised the meeting that this was to have been an Agenda item at today's meeting but the Mappa Annual Report had been delayed due to Police data not yet being available. It is hoped that the Report will be submitted to the next meeting in September.

Decision

Members agreed to:

- 1 Note the report.
- 2 Require the Chief Officer to table the completed MAPPA Annual Report to the September 2008 CJA meeting and to prepare a covering Report which makes comment, as appropriate.

10 AOCB

10.1 STUDENT PLACEMENT

The Chief Officer requested Members approval for the Lothian and Borders Community Justice Authority to host a student placement in August and September 2008 and to the Chief Officer designing a programme for the student's placement, seeking support from partner agencies, where necessary.

Decision

- 1 Members agreed to the proposals for hosting the student placement.

11 DATE OF NEXT MEETING

The Chair confirmed that the next meeting is scheduled for Thursday, 4 September 2008.

The Chair enquired whether Councillor Margot Russell would consider to Mid Lothian Council hosting the next meeting of the Lothian and Borders CJA. Councillor Russell confirmed that Mid Lothian Council would be happy to host the next meeting and suggested Mid Lothian College as the venue. It was confirmed that Mid Lothian Council would liaise with the CJA on arrangements.

The meeting closed at 3.15 pm.