

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

Newbattle Abbey College, Dalkeith  
Thursday 22<sup>nd</sup> October 2009

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

**In Attendance:** Chris Hawkes (CJA), Michelle Miller (CEC), Colin Anderson (MLC),  
Andrew Lowe (SBC), Ian Quigley (WLC), Dr Sue Ross (ELC), John Tyson  
(CEC), Graeme Stenhouse (CEC), Jim Dustan (SPS), ACC Iain Livingstone  
(L&B Police), Morag McLaughlin (Crown Office Procurator Fiscal), Fiona  
Allan (Families Outside), Fiona Steel (Action for Children), Marjory Frew  
(Apex), Claire Gibson (Includem), Angela Gentile (CJA) Sally Crighton  
(CJA)

**Apologies:** Councillor Paul Edie (CEC), Phil Mackie (NHS L&B), Dr Eric Baijal (NHS  
Borders), Greg Barton (Venture Trust), Alan McCloskey (Victim Support)

**Observers:** Katrina Morrison (Student)

## **WELCOME**

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

- Fiona Steel, who is the CJA's new Action for Children representative
- Gillian Lawrence, CLAN who is presenting at today's meeting.
- Katrina Morrison, who is observing today's meeting.

## **1. APOLOGIES**

The Chair advised the meeting of the apologies for absence.

## **2. PREVIOUS MINUTE**

The Chair requested that the Minute of 23 July 2009 be noted and accepted.

### **Decision**

The Members agreed to:

1. The Minute of the previous meeting, 23 July 2009, was approved and accepted as an accurate record.

## **PRESENTATION BY CLAN (City Literacy & Numeracy)**

The Chair invited Gillian Lawrence to present her talk to the meeting.

CLAN has been funded since 2001 to deliver the Scottish Government's National Adult Literacy & Numeracy strategy in Edinburgh. CLAN has received growth funding from the CJA in 2008-09 and 2009-10 to improve offenders' access to literacy & numeracy learning both in the prison and in the community.

CJA Growth funding has directly resulted in CLAN increasing the number of people they work with in prison from 76 to 242. The funding has also allowed CLAN to engage with prisoners from all Lothian & Borders prisons (HMP Edinburgh, HMP Corntonvale and HM Polmont YOI). CLAN also work with offenders in the community both in the Community Links Centre and HMP Edinburgh Visitors' Centre and through joint work with Apex Scotland and with Criminal Justice Social Work as an integral part of Community Service Orders.

Current developments stemming from the Pathways Through Learning seminar include a review of the readability of group work & programme materials used by Criminal Justice Social Work and the development of a training pack for Lothian & Borders local authorities which will also be available Scotland wide. Gillian highlighted the 30% core funding reduction CLAN are experiencing which will result in the loss of their worker at HMP Edinburgh. The Chief Officer advised Members he will discuss this issue with the HMP Edinburgh Governor to investigate any resources that may be available from the Scottish Prison Service and he will also raise it at a meeting he is attending with Mr Keith Brown MSP, Minister for Schools and Skills on 28 October.

The Chair thanked Ms Lawrence for her presentation.

### **3. MATTERS ARISING**

#### **3.1 Integrated Case Management Quarter 1 Report 2009-10**

The Chief Officer presented the report to Members and highlighted the level of ICM attendance in Quarter 1 of 95.5%. The government target for 2009-10 is 85%.

##### **Decision**

Members agreed to:

1. Note the contents of the report

#### **3.2 East/Midlothian Agenda for Change**

The Chief Officer presented the report which had been prepared by Tim Chapman, Project Manager. The project is progressing well and the discussion paper for the next Project Board Meeting is due to be received by the Chief Officer by 28 October.

##### **Decision**

Members agreed to:

1. Note the contents of the report.
2. Seek a further report at the 28 January 2010 CJA meeting

#### **3.3 DTTO II Half Yearly Update**

John Tyson presented the City of Edinburgh report to Members which had been requested by them at the July CJA meeting. Mr Tyson explained the background to the DTTO II pilot which is operating in City of Edinburgh, East Lothian, Midlothian and Scottish Borders. Whilst the initial take up was slow this was mainly due to getting the right staff in place and raising awareness with Sheriffs and Justices across the regions.

This year has seen a significant increase in Orders with 53 Orders made to date. The DTTO II profile differs from the main DTTO with a greater percentage of females being placed on DTTO II and an overall lower age group. A full evaluation commissioned by the Scottish Government is due to conclude in February 2010.

### **Decision**

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

1. Note the contents of the report.
2. Receive a report on the outcome of the Scottish Government evaluation.

### **3.4 MAPPA Memorandum of Understanding (MoU)**

The Chief Officer presented the update to Members which had been informed by Lothian & Borders Police who are the lead agency for this item. It was noted that it is anticipated the Memorandum will be signed off and completed by the 28 January 2010 CJA meeting.

### **Decision**

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

1. Note the contents of the report.

### **3.5 CJA Standing Orders**

The Chief Officer advised Members the Standing Orders have been amended to reflect the decision taken at the 23 July CJA meeting for all meeting papers to be issued to Members 14 clear days in advance of any CJA meeting.

### **Decision**

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

1. Ratify the changes to the Standing Orders.

## **4. FINANCE**

### **4.1a Section 27 Quarter 1 Report (2009-10)**

Graeme Stenhouse presented his report to Members. Mr Stenhouse highlighted the main areas of underspend and overspend which were detailed in the report and advised Members that as the majority of the City of Edinburgh underspend was in relation to centrally initiated projects, this could not be used to offset any overspend.

The quarterly reports are a requirement of Government and the CJA receives a written report from the Service Manager in each local authority detailing the action he/she proposes to resolve any potential overspend. Mr Stenhouse stated the 6 month financial position statement would be more robust as a management tool and this was reflected by Colin Anderson who stated Midlothian are now reporting an underspend. The Chief Officer and the Finance Manager assured Members that a review of quarterly reporting will be included as part of the commissioned work to review the cost base of core services (reference Item 4.2).

### **Decision**

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

1. Note the report

#### **4.1b Intensive Supervision Packages (ISP) Update at 30/09/09**

Graeme Stenhouse presented his report to Members and highlighted the potential uncommitted funds which could be utilised for other services, should there be no new ISP cases approved in this financial year.

##### **Decision**

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

1. Note the report.
2. Approved the ongoing close monitoring of this fund.

#### **4.1c MAPPA Monitoring Report**

Graeme Stenhouse presented his report to Members. The report indicates an underspend in quarter 1 but Members were asked to note this relates to a reimbursement for a salary overcharge in 2008/09.

##### **Decision**

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

1. Note the report.
2. Seek a further report from Lothian & Borders Police at the 28 January 2010 CJA meeting detailing the full year estimate of slippage.

#### **4.2 Finance Review of Non-Core Services (Purchased)**

As requested by Members at the April CJA meeting, Michelle Miller presented her paper on the current status of the non-core purchased service review and the progress which has been made to date in respect of the procurement of these services.

Ms Miller advised Members the review process is on target. The services identified as being subject to procurement have gone out to tender. These will be evaluated in December and Ms Miller invited the Chief Officer to participate in this exercise. Ms Miller confirmed that all of the reviewed services, both those that have gone out to tender and those that are planned to be brought in house to City of Edinburgh Criminal Justice Social Work, will commence on their new terms from 1 April 2010.

The Chief Officer thanked Ms Miller for the invitation to attend the screening and sought Members approval. The Chief Officer also sought the Members approval to discuss the Review further with City of Edinburgh to ensure each area of purchased service spend is in line with the Government and Area Plan priorities.

##### **Decision**

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

1. Note the report.
2. Seek a further report in March 2010.
3. The Chief Officer's attendance at the City of Edinburgh Tender evaluation process as an impartial participant.
4. The Chief Officer arranging a meeting with City of Edinburgh to discuss the planned scope of all purchased services and to provide a report to Members at the 28 January 2010 meeting.

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

The Chief Officer presented his report and summarised the background to this project which was approved at the CJA meeting on 23 April. Discussions have been held with

Baker Tilly Accountants who have submitted a Project Scope and fee price for the approval of the Directors/Chief Social Work Officers. With their approval, it is planned to start this project in November 2009.

**Members agreed to:**

1. Noted the report and approved this approach.

**4.4 Final Accounts 2008-09**

Graeme Stenhouse presented his report to Members. The Chair thanked Mr Stenhouse for all his work in producing the final accounts.

**Decision**

**Members agreed to:**

1. Note the contents of the report.

**5. Area Planning**

The Chief Officer presented his report. The Area Plan is a statutory requirement and the 2011-14 Area Plan will be the priority document for the allocation of Section 27 funding and work streams. Following the one day initial area planning event there are five further consultation meetings planned for November to review each Key Priority. The draft Plan will be distributed for full consultation in January 2010.

**Members agreed to:**

1. Note the contents of the report and request the Chief Officer to adhere to the planning timetable.

**6. ACTION PLAN 2010-11**

The Chief Officer presented his report and advised Members the Action Plan 2010-11 had been submitted to Government on the due date of 2 October 2009. The Action Plan highlights the new developments which have arisen over the last year. One key development is the introduction of Community Payback and the new standards to start and complete Community Service Orders more quickly. The Chief Officer advised Members that the CJA Community Service lead, Ian Neil, has introduced measures to produce quarterly statistics against these new standards.

The Chief Officer also drew DTTO to the attention of the Members as it is anticipated this will be the only community based order that will remain in its own right. As such it is planned to carry out a full evaluation of this Order in 2010-11 and improve the planning processes between the CJA, Alcohol & Drug Partnerships, Community Health Partnerships and Community Planning Partnerships.

**Decision**

**Members agreed to:**

1. Note the Action Plan 2010-11 and request a report from the Chief Officer on the Governments response when available.

**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 that all groups who had been off-track in the previous quarter were now back on track. The MAPPA Memorandum of Understanding work stream is the only project being returned as off-track this

quarter, but this is being managed by the lead organisation (Lothian & Borders Police) and should be back on track and conclude by the January CJA meeting.

The Chief Officer updated Members on the Housebreaking initiative which is due to reconvene in November following a slight delay in all member organisations signing up to the project.

The Women Offenders Project has recently appointed a 6 month secondee to develop the recommendations from the Chaotic Lives Report. John Tyson confirmed the secondee would be taking up her post from week commencing 2<sup>nd</sup> November and will be line managed by East Lothian Council. The Chief Officer stressed the importance of ensuring the funding was fully allocated in this financial year.

### **Decision**

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

1. Note the content of the report

## **8. 2010 CJA Meeting Dates**

The Chair proposed the Members accept the report as it had previously been circulated and their availability had been sought in advance on the proposed dates.

The Chair confirmed the 2010 meeting dates as:

Thursday 28<sup>th</sup> January  
Thursday 22<sup>nd</sup> April  
Thursday 22<sup>nd</sup> July  
Thursday 21<sup>st</sup> October

The Chair further advised that all meetings will commence at 2pm and will be held at Newbattle Abbey College.

### **Decision**

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

1. Note the new meeting dates for 2010

## **10. AOCB**

### **10.1 Final CJA Meeting of 2009**

The Chair advised Members that this was the fourth and final CJA meeting of 2009 and thanked all Members and partners for their support and attendance over the course of the year.

The Chair thanked Dr Sue Ross, who is leaving East Lothian Council to take up a new Consultancy role, for her support and wished her every success. The Chair also thanked Claire Gibson who has represented Includem at the CJA meetings and is moving to a new job with Streetwork.

## **11. DATE OF NEXT MEETING**

The next meeting will be held on Thursday 28<sup>th</sup> January at 2pm, at Newbattle Abbey College, Dalkeith