

**Aberdeen Community Justice Group Meeting
COPFS AB1 Building, Crimon Place
27.03.19**

Present:

(DM) Derek McGowan, Chief Officer, Early Intervention & Community Empowerment, ACC (Chair)
 (NC) Neil Carnegie, Communities & Housing Area Manager, ACC
 (MH) Mike Hebden, Acting Governor, Scottish Prison Service
 (EL) Elaine Logue, Chief Insp, Police Scotland
 (SM) Susan Morrison, Partnership Manager, ACVO
 (DWT) David Wilkie-Thorburn, Assistant Procurator Fiscal, COPFS
 (VV) Val Vertigans, Community Justice Officer

In attendance:

(LF) DCI Lorna Ferguson, Reactive and Proactive CID/tactical lead for Serious and Organised Crime for North East Division, Police Scotland (for Item 2)

Apologies:

(JD) John Donaghey, Lead Nurse, Mental Health & Learning Disabilities Service, AHSCP
 (CD) Claire Duncan, Lead Social Work Officer, AHSCP
 (NG) Nicola Graham, Area Manager, Skills Development Scotland
 (DH) David Henderson, Civic Forum
 (LLB) Dr Linda Leighton-Beck, Head of Social Inclusion/Public Health, NHS Grampian
 (SR) Simon Rayner, ADP
 (DR) Darren Riddell, SFRS
 (DS) David Scott, Head of Learning, Development and Innovation, CJ Scotland
 (GS) Graeme Simpson, Chief Officer Integrated Children and Family Services ACC

Agenda Item	Discussions /Decision	Owner
1. Welcome / Apologies	DM welcomed all to the meeting. Apologies were noted as listed above.	
Agenda Item	Discussions /Decision	Owner
2. Draft Project Charter – Cuckooing	LF presented a draft Charter with an Aim: <i>Increase by 30% the number of individuals who are involved (victims) in cuckooing* incidents who undertake effective interventions or who are referred to relevant support services (as a % of all those identified as being involved in cuckooing incidents) in priority localities, by 2021.</i>	

Agenda Item	Discussions /Decision	Owner
2. Draft Project Charter – Cuckooing (cont'd)	<p>Preparatory work had been taking place in one priority locality to identify potential ‘victims’ who would benefit from a joint-working focus. The intention was for learning to be spread in the longer term to other priority locality areas. A media launch was planned, and it was proposed that it would be helpful to coordinate with the Chief Social Work Officer (GS) and ADP Coordinator (SR) as well as with DM around this.</p> <p>Issues had been experienced in identifying colleague/s from Health/Substance Misuse services to participate, particularly in relation to the joint visits which were a key element of the project. It was hoped to resolve this at a forthcoming meeting with ADP colleague/s. EL and DM offered further assistance to resolve this if needed. Additional suggestions were made for Project Team membership, including representation from GP Link Workers and Health Visitors.</p> <p>It was agreed that the Charter be submitted to the CP Management Group, along with a completed Project Plan setting out proposed timescales, subject to confirming the baseline data for the Aim Statement and to finalising Project Team membership. The need for an understanding by Project Leads of the use of the Model for Improvement was acknowledged by LF – VV to liaise with information about training options.</p>	LF/VV
3. Minute of Meeting on 31 st Oct 2018	<p>The minute of meeting held on 23rd January 2019 was approved as a correct record. The following matters arising were considered (other issues were to be picked up as substantive agenda items):</p> <ul style="list-style-type: none"> • Item 2 - Community Engagement – the Survey had been circulated to members of the Group. Further work would be taken forward depending on Civic Forum representation/leadership around this. • Item 2 – Mental Health & Wellbeing – the Action 15 Plan had been circulated previously. Information was awaited in relation to workshops being held (regarding redesign of services and Action 15) and would be circulated on receipt. • Item 3 – Refresh of LOIP – wording had been included in introductory sections regarding the use of ‘appropriate and effective interventions’, and the final extract circulated to the Group. • Item 3 – Membership of CJ Group – confirmation had been sought from members regarding the appropriateness of their membership. DM agreed to follow up with individuals, particularly given the relatively low attendance at today’s meeting. • Item 3 – Participation Statement – revisions had been taken into account and the PS had been submitted to Community Justice Scotland, with the refreshed LOIP/priorities, as required. 	JD/VV DM

Agenda Item	Discussions /Decision	Owner
3. Minute of Meeting on 31 st Oct 2018 (cont'd)	<ul style="list-style-type: none"> • Item 5 – Draft Charter – Alcohol and Drugs – outstanding. It was noted that commitment had been made to submitting this to the CPA Board in May (given that an initial draft had been considered by the CJ Group at its meeting in October 2018). DM to follow up with SR. • Item 6 – Draft Violence Against Women Strategy – the draft Action Plan had been circulated to CJ Group members for comment. VV to check the position regarding final sign-off within governance structures. • Item 7 – Director of Public Health Annual Report – confirmation was awaited from Tara Shivaji about whether a video regarding user voices was publicly available yet, and also about bringing partner representatives together to consider health data issues. MH agreed to check the position regarding the video. • Item 8 - Practice Improvement & Learning and Development Group – membership had been reviewed and SM had agreed to take the role of Vice Chair. 	<p style="text-align: center;">DM/SR</p> <p style="text-align: center;">VV</p> <p style="text-align: center;">MH</p>
4. Refreshed LOIP – taking forward Improvement work	<p>DM and VV presented a paper outlining proposed steps to be taken in taking forward improvement work as identified in the refreshed LOIP which had been approved by the CPA Board on 26th February 2019. A workshop had been held by the CJ Group on 21st February to ‘prioritise the priorities’ over the next three years, in line with a request from CPA. However, at a meeting of the CP Management Group on 26th March it had been agreed that a draft project charter should be submitted to the CPA Board by the end of 2019 for <u>all</u> improvement projects. (A template was to be provided for an outline charter for those projects envisaged to commence during 2019 and after.) Consideration was also to be given to the timings of charters for projects which referenced completing by 2021, to ensure that they would have sufficient time to be progressed. NC noted that it was likely that some testing in relation to improvement projects would take place in priority locality areas, and that there would be a need to manage this through himself.</p> <p>The CJ Group:</p> <ul style="list-style-type: none"> i) noted when CJ Improvement Charters are to be submitted to CPA Board meetings, and the CJ Group member responsible for progression of each piece of work (at Appendix 2 of the report); ii) agreed that projects scheduled in Appendix 2 to be submitted to the CPA Board in 2021 be rescheduled to be submitted in 2020; iii) noted the tools to be used when developing improvement projects – Project Charter, Project Plan and a revised Assessment Tool (at Appendix 3 of the report); 	

Agenda Item	Discussions /Decision	Owner
6. Practice Improvement and Learning & Development Group	The note of meeting held on 20 th February 2019 was noted. SM referred to research currently being undertaken with young people in Polmont, which would inform any future improvement work.	
7. CPA Funding Tracker	The Tracker was noted – there were currently no ‘funds’ of relevance to the work of the Group.	
8. Date of Next Meetings	Wednesday 22 nd May 2019, 9.30 am – 12.15 pm, Committee Room 2, Town House, Broad Street, Aberdeen.	