

**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.	
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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>	

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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 <sup>st</sup> Oct 2018	<p>The minute of meeting held on 23<sup>rd</sup> 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"> <li>• 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.</li> <li>• Item 2 – Mental Health &amp; 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	JD/VV  DM

Agenda Item	Discussions /Decision	Owner
3. Minute of Meeting on 31 <sup>st</sup> Oct 2018 (cont'd)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Item 8 - Practice Improvement &amp; Learning and Development Group – membership had been reviewed and SM had agreed to take the role of Vice Chair.</li> </ul>	<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 26<sup>th</sup> February 2019. A workshop had been held by the CJ Group on 21<sup>st</sup> 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 26<sup>th</sup> 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"> <li>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);</li> <li>ii) agreed that projects scheduled in Appendix 2 to be submitted to the CPA Board in 2021 be rescheduled to be submitted in 2020;</li> <li>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);</li> </ul>	

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4. Refreshed LOIP – taking forward Improvement work (cont'd)	<ul style="list-style-type: none"> <li>iv) noted the request for Project Leads to meet with the Chair and Vice Chair of the CJ Group prior to submission of draft Project Charters etc to the Group for consideration;</li> <li>v) noted the need for Project Leads to submit summary reporting information about progress and relevant data in advance of meetings of the CJ Group (at Appendix 4 of the report);</li> <li>vi) agreed that an 'end of project' report capturing learning from the project and opportunities for scale-up and spread be submitted to the CJ Group, noting that this will apply in the near future to the Diversion, Employability, Support for Families, and CPO Supervision Exit Questionnaires projects which are due to finish at end March 2019 (template at Appendix 5 of the report);</li> <li>vii) agreed to undertake training on offer in relation to use of the Model for Improvement.</li> </ul>	CD/NG/SM/VV
5. Improvement Activity Progress Report	<p>Members considered the Progress Report which contained update information on improvement work relating to projects continuing from the previous LOIP. It was noted that a revised scoring Assessment Tool was now in place.</p> <p><b>Diversion from Prosecution Project</b> – it was noted that 7 ('Initial indications of improvement') would have been a more appropriate score than 6 ('Testing underway'). Given the project aim, it was agreed that combined data for 16 – 25s would be helpful. This data would be included in the Final Project Report to be submitted to the next meeting. It was agreed that follow-up information would be helpful to ascertain whether individuals diverted had subsequently 're-entered' the Justice System and if so whether offending was relatively more/less serious. Partners agreed to consult their respective organisations to find out about sharing information eg CJSWS providing information to Police Scotland to enable checking for further offending. It was noted that this could be taken into consideration for the project going forwards (ie seeking permission from individuals for their information being used for this purposed.) DM noted the desirability of utilising such information to demonstrate savings – preventable demand.</p> <p><b>Rapid Rehousing Project</b> – information was being collated regarding anti-social behaviour and issues with payment of rent for those rapidly rehoused. This data would be reported back to the CJ Group and taken into account in the development of a further charter relating to accommodation on release from prison. Data to be removed from the Progress Report going forwards, given that the project had ended.</p> <p>The report was noted.</p>	<p>VV (for CD) / EL</p> <p>DM/MH</p>

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6. Practice Improvement and Learning & Development Group	The note of meeting held on 20 <sup>th</sup> 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 <sup>nd</sup> May 2019, 9.30 am – 12.15 pm, Committee Room 2, Town House, Broad Street, Aberdeen.	