

NORTHERN COMMUNITY JUSTICE AUTHORITY

THE TOWN HOUSE, INVERNESS, 4 DECEMBER, 2009

CJA Voting Members: Councillors E A Robertson (Convener), N Macdonald (Vice Convener), M Davidson, J A Divers, F B Grains and J Kiddie.

CJA Substitute Members: Councillors N Cullinane, R H Shepherd and K M Murray.

Northern CJA Chief Officer: Mr P English.

Statutory Partners and Local Authority Officers: Mr C Booth, Mr N David, Mr R Yule and Ms S Watson, all Aberdeenshire Council; Mr J Belford and Ms L Taylor, both Aberdeen City Council; Mr S Riddell and Mr B Dempsey, both The Moray Council; Ms H Dempster, Ms F Palin and Mr D Goldie, all The Highland Council; Mr I Macaulay, Comhairle nan Eilean Siar; Ms D Morgan, Shetland Islands Council; Mr M Proe, SACRO; Mr J Wallace, Barnardo's; Mr M MacBean, Victim Support Scotland; Superintendent I Skene, Grampian Police; Mr G Ellis, Scottish Courts Service; Ms C MacLean, Scottish Government; Ms L Dorward, Mr D Abernethy and Ms A Mooney, all Scottish Prison Service; Detective Superintendent R Noble, Northern Constabulary; Mr C Stark, NHS Highland; and Mr P Willox, North Community Justice Authority.

Also in Attendance: Mr I Robbie, External Auditor.

Apologies: Councillors R McLeod, L Angus, G Leslie, R Rowantree and R Madge; Sheriff Principal Sir S S T Young; Ms S Laurenson, Shetland NHS Board; Mr J Stuart, Aberdeenshire CHP; Ms A Darlington, Action for Children; Mr A Laing, Highland and Islands Procurator Fiscal; and Mr D Macaulay, Orkney Islands Council.

DECLARATION OF MEMBERS' INTERESTS

In respect of the Declaration of Members' Interests as required by the Code of Conduct issued for members, no interests were declared.

EXEMPT INFORMATION

The Authority **agreed**, in terms of Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, to exclude the public from the meeting during consideration of Item 12 so as to avoid disclosure of exempt information of the class described in paragraph 12 of Part 1 of Schedule 7A of the Act.

1. APOLOGIES

The Authority **noted** the apologies as detailed above in the sederunt to this Minute.

ROUTES OUT OF PRISON PRESENTATION

Mr David Fryer, Regeneration Manager (South), Aberdeen City Council, gave a presentation on the Routes Out of Prison (ROOP) Project.

He explained that the project was the culmination of five years development and pilot activity managed by the Wise Group in partnership with the Scottish Prison Service, Families Outside and Apex Scotland. The project was underpinned by a formal partnership agreement and had worked with over four thousand prisoners and ex-offenders in seven prisons and four Community Justice Authority areas in central and west Scotland since 2006.

He advised the Authority that, by providing improved support for ex-offenders in their communities, ROOP positively impacted on many of the offender outcomes agreed by the Scottish Prison Service and the Scottish Government's National Advisory Body on Offender Management.

He concluded the presentation by explaining that the Wise Group was determined to resolve current funding difficulties in order to allow the option of expansion into Aberdeen City and Aberdeenshire as a future option.

The Convener thanked Mr Fryer for an informative and interesting presentation.

2. NORTHERN COMMUNITY JUSTICE AUTHORITY

There was circulated, **noted** and **approved** as appropriate, the Minute of Meeting of the Authority of 18 September, 2009.

3. PERFORMANCE AND MONITORING OF CRIMINAL JUSTICE SOCIAL WORK SERVICES

There was circulated a report dated 11 November, 2009, by the Director of Social Work Services, The Highland Council, which provided performance and monitoring information in respect of Criminal Justice Social Work Services.

The report explained that the Northern Community Justice Authority Area Plan 2007 – 2008 set as a strategic priority the development of a system for monitoring performance of local authority Criminal Justice Social Work Services (CJSWS). The Management of Offenders (Scotland) Act 2005 placed statutory reporting duties on Community Justice Authorities and Chief Officers requiring local authorities to have in place arrangements which supported continuous improvement.

In this regard, the Northern Community Justice Authority had previously agreed that a quarterly report should be submitted detailing the performance of CJSWS. The report included an appendix which detailed performance measure and volume measures. The appendix combined a mixture of statutory performance indicators, volume measures and additional measures of qualitative information. The revised format of the performance measures continued to include management actions. It also outlined a Northern Community Justice Authority combined table showing performance against the national average for the statutory performance indicators.

The report also highlighted that two further measures previously agreed were still being developed and were being progressed through the local authority Performance and Practice Sub-Group of the Joint Officer Group, namely the number of percentage of those organisations in receipt of Community Service work who were satisfied with this, and the

percentage of sentencers satisfied with the range and quality of disposals available for offenders in their area.

The Authority **agreed** to note the contents of the report and management actions taken to address performance.

4(a). MONITORING OF S27 GRANT TO LOCAL AUTHORITIES

There was circulated a report dated 10 November, 2009, by the Treasurer to the Authority on the estimated outturn for the financial year 2009/2010 in respect of the grants paid to local authorities.

The report explained that the information was as reported by each local authority based on expenditure to the end of September, 2009.

The report included an appendix which detailed the grant allocation that was approved by the Northern Community Justice Authority for the year, plus some specific changes to the grant since then, and the expenditure levels to 30 September, 2009, along with a projected outturn for each authority. The total value of grant originally allocated by the Northern Community Justice Authority was £11,759,152, however this had been revised upwards on three occasions by the Scottish Government with adjustments amounting to £449,527. There had been no adjustments since the last report in September, 2009. Therefore, the total value of the revised grant allocation for the Northern Community Justice Authority was £12,208,679.

With regard to the estimated outturn for 2009/2010, the report highlighted that officers would provide a verbal explanation on any variances, but for future meetings this would be in the form of written notes appended to the report.

The Authority **agreed**:-

- (1) to note the position and to instruct the Treasurer to continue to prepare detailed monitoring reports for submission to future meetings,
- (2) that for future meetings any variances be explained in a written note included in an appendix to the report, and
- (3) that members of the Authority be provided with the dates of deadlines for the provision of monitoring data by constituent authorities to the Treasurer in order that they could take action as appropriate to ensure that their own authority submitted information timeously.

4(b). NORTHERN COMMUNITY JUSTICE AUTHORITY FINANCIAL MONITORING

There was circulated a report dated 10 November, 2009, by the Treasurer to the Authority on the Northern Community Justice Authority budget and expenditure projections for 2009/2010.

The report reminded members that at previous meetings an update had been provided on the budget and projected expenditure levels for the current financial year. This referred to expenditure relating to the grant awarded to the Northern Community Justice Authority of £220,875 for the purposes of administering the Authority.

The report also reminded members that it had been agreed that monitoring reports should be produced for each meeting detailing spend to date, estimated outturn and details of any variances.

The Authority **agreed**:-

- (1) to note the content of the report and the financial position, and
- (2) that the Treasurer to the Authority submit a further report to the next meeting on the financial position.

5. NORTHERN COMMUNITY JUSTICE AUTHORITY REVIEW OF NON-CORE SERVICES

There was circulated a report by the Northern Community Justice Authority Chief Officer which provided an update in respect of the review of non-core services. The report also confirmed the Scottish Government's decision to fund the engagement of a consultant to assist in the review.

The report explained that in May, 2009, the Joint Officers Group considered a report from the Chief Officer detailing the Scottish Government's position in terms of non-core grant funding. Thereafter, it was proposed that the Northern Community Justice Authority should review its non-core spend with the following objectives: review the historic performance data available on each service area, and where appropriate suggest future performance framework; undertake an associated qualitative review of the services, and the extent which these advance NCJA priorities provide value for money from NCJA investments; and suggest future spend levels and developmental priorities across each service area.

In July, 2009, the Joint Officers Group agreed a framework and process for taking forward the review. Subsequently workshops were held in August and October, 2009 to develop principles and to consider specific outline models for the provision of services.

The Authority **agreed**:-

- (1) to note the detail within the report and to endorse the ongoing review of non-core funding across the Northern Community Justice Authority area,
- (2) that the consultant resource offered by the Scottish Government be accepted to take forward the review of non-core services,
- (3) that the Northern Community Justice Authority Chief Officer submit a further report to a future meeting of the Authority, and
- (4) that, in the meantime, members of the Authority be updated on progress by information bulletins as appropriate.

6. PROPOSED MODEL FOR SUPPORTED ACCOMMODATION SERVICES ACROSS THE NORTHERN COMMUNITY JUSTICE AUTHORITY

There was circulated a joint report dated 29 October, 2009, by the Northern Community Justice Authority Chief Officer and Senior Manager (Operations North), SACRO which proposed a consistent model for supported accommodation services across the Northern Community Justice Authority in relation to the ongoing review of non-core funded services.

The report explained that at the Northern Community Justice Authority non-core review workshop in August, 2009, it was agreed that there was a need to continue supported accommodation services. Supported accommodation was a key factor in the enhancement of public protection and the reduction of reoffending. Supported accommodation related to a number of actions in the Area Plan.

Subsequently, at a meeting of the Joint Officer Group in October, 2009, a series of principles were agreed for the delivery of supported accommodation across the Northern Community Justice Authority. These were outlined in an appendix to the report.

The report highlighted the funding mechanism and service delivery in relation to supported accommodation.

The Authority **agreed** to:-

- (1) approve the financial model proposed for non-core funding with supported accommodation across the Northern Community Justice Authority,
- (2) approve the service delivery model proposed for supported accommodation across the Northern Community Justice Authority,
- (3) approve the transition model proposed for non-core funding of supported accommodation across the Northern Community Justice Authority using a three year transition period, and
- (4) take forward the implementation framework in partnership with housing authorities.

7. MULTI AGENCY PUBLIC PROTECTION ARRANGEMENTS ANNUAL REPORT

There was circulated a report dated 10 November, 2009, by the Chair of the Northern Community Justice Authority Area MAPPA Strategic Group on the progress of the Multi Agency Public Protection Arrangements (MAPPA) and the Annual Report 2008/2009.

The MAPPA Annual Report provided an overview of the Multi Agency Public Protection Arrangements in the Northern Community Justice Authority Area and reflected the work undertaken by the responsible authorities, namely police, Scottish Prison Service, health boards and local authorities and the "duty to co-operate" agencies such as SACRO.

The Authority **agreed** to:-

- (1) note the MAPPA Annual Report 2008/2009 for the Northern Community Justice Authority area, and
- (2) note the forward plans in the forthcoming year.

8. MULTI-AGENCY INSPECTION: ASSESSING AND MANAGING OFFENDERS WHO PRESENT A HIGH RISK OF SERIOUS HARM

There was circulated a report dated 11 November, 2009, by the Chair of the NCJA Area Multi Agency Public Protection Agency (MAPPA) Strategic Group on the findings of a multi-agency inspection carried out by the Social Work Inspection Agency, Her Majesty's Inspectorate of Prisons and Her Majesty's Inspectorate of Constabulary, on the assessment and management of high risk of serious harm offenders.

The report provided an overview of the findings, details of the recommendations, which were included in an appendix to the report where they related to agencies, and an update on the current position in the Northern Community Justice Authority area.

The Authority **agreed**:-

- (1) to note the report and endorse the ongoing developments of Multi Agency Public Protection Arrangements processes and the development of an action plan,
- (2) that a copy of the action plan be e-mailed to all members of the Authority, and
- (3) that the Chair of the NCJA Area MAPPA Strategic Group submit a further report to the Authority with an update on delivery of the action plan in June, 2010.

9. UPDATE ON LOCAL AUTHORITIES NATIONAL ACCOMMODATION STRATEGY FOR SEX OFFENDERS AND SEX OFFENDER LIAISON OFFICER ARRANGEMENTS

With reference to the Minute of Meeting of the Authority of 5 December, 2008 (Item 6), there was circulated a report dated 5 November, 2009, by the Head of Housing, The Highland Council, on the progress made by local authorities on implementing Sex Offender Liaison Officer (SOLO) functions.

The report reminded members that the Scottish Government had made one-off ring fenced funding available to local authorities to establish sex offender liaison officers in order to assist in the implementation of the national accommodation strategy for sex offenders which was agreed in 2007. This was a critical element of Multi Agency Public Protection Arrangements arising from the Management of Offenders (Scotland) Act 2005.

The report outlined the main progress in relation to the SOLO functions in the last year for each of the constituent authorities.

The Authority **agreed**:-

- (1) to note the current position with regard to the arrangements for local authorities National Accommodation Strategy for Sex Offenders and Sex Offender Liaison Officers in the Northern Community Justice Authority area, and
- (2) that the Head of Housing, The Highland Council, submit a further update report to a future meeting of the Authority.

10. NORTHERN COMMUNITY JUSTICE AUTHORITY AREA PLAN 2008 TO 2011 – ACTION PLAN 2009/2010: INTERIM REPORT

There was circulated a report dated 11 November, 2009, by the Northern Community Justice Authority Chief Officer on the implementation of the Area Plan's Action Plan 2009/2010.

The report explained that the Action Plan 2009/2010 was required to be implemented by statutory and non-statutory partners and contained 29 action points in five areas, namely: setting priorities; working together in new ways; developing and supporting the workforce; communications; and measuring, learning and acting.

The Performance and Practice Sub-Group had met on two occasions and members had co-operated in providing relevant information and taking action towards implementing the Action Plan.

The report included a summary of action points and their current status as an appendix.

The Authority **agreed** to note the report and that the Northern Community Justice Authority Chief Officer submit the draft Annual Report 2009/2010 to a future meeting of the Authority.

11. DATES OF FUTURE MEETINGS

There was circulated a report dated 9 October, 2009, by the Northern Community Justice Authority Chief Officer proposing dates of meetings of the Northern Community Justice Authority for 2010 and 2011.

The Authority **agreed** that meetings of the Northern Community Justice Authority take place on the following dates, at 11.00 am, or at an adjusted start time to accommodate travel arrangements:-

Friday, 12 March, 2010, hosted by Aberdeenshire, Aberdeen
Friday, 18 June, 2010, hosted by The Moray Council, Elgin
Friday, 17 September, 2010, hosted by Shetland Islands Council
Friday, 3 December, 2010, hosted by Highland Council, Inverness

Friday, 11 March, 2011, hosted by Aberdeenshire or Aberdeen City Council, Aberdeen
Friday, 17 June, 2011, hosted by The Moray Council, Elgin
Friday, 16 September, 2011, hosted by Orkney Islands Council
Friday, 2 December, 2011, hosted by Highland Council, Inverness

12(a). STATEMENT OF ACCOUNTS 2008/2009

There was circulated and **approved** the Annual Statement of Accounts for the period 1 April, 2008 to 31 March, 2009.

12(b). NORTHERN COMMUNITY JUSTICE AUTHORITY AUDIT

There was circulated a report prepared by the External Auditor for the Northern Community Justice Authority 2008/2009. Mr I Robbie, of Henderson Loggie, the Authority's External Auditors, was in attendance and presented this report to the meeting.

Mr Robbie explained that he had audited the Financial Statements of the Northern Community Justice Authority for the year ending 31 March, 2008 and examined aspects of the Authority's governance arrangements. The report set out the key findings. The report highlighted that, on 30 October, 2009, the external auditors issued their audit report expressing an unqualified opinion on the Statement of Accounts of the Northern Community Justice Authority for the year ended 31 March, 2009.

The report included an appendix outlining the 2008/2009 Action Plan which detailed risks, planned management action and management response. A further appendix highlighted the follow-up 2007/2008 Action Plan.

The Authority **agreed** to:-

- (1) thank Mr Robbie for his informative presentation, and
- (2) note the position with regard to the external audit report for 2008/2009.

12(c). EXTERNAL AUDIT REPORT – GOVERNANCE

There was circulated a further report prepared by the External Auditor for the Northern Community Justice Authority which provided information to those charged with governance of the audit of the Northern Community Justice Authority 2008/2009.

The Authority **agreed** to note the position.