



## Minute of Reconvened Meeting North Strathclyde Community Justice Authority

Date	Time	Venue
Friday, 11 December 2015	10:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Robertson (Argyll & Bute Council); O'Donnell (East Dunbartonshire Council); Williams (Renfrewshire Council); and Casey (West Dunbartonshire Council).

### CHAIR

Councillor Williams, Convener, presided.

### IN ATTENDANCE

J Hunter, Chief Officer, (North Strathclyde Community Justice Authority); C Sneddon (Argyll & Bute Council); L Gaff (East Renfrewshire Council); A Howard (Inverclyde Council); P Macleod, A Scott, G Borland and E Currie (all Renfrewshire Council); and N Firth and J Irvine (both West Dunbartonshire Council).

### PARTNERS

F MacKinnonn (Sacro) and J Ryan (Action for Children).

### APOLOGIES

Councillor McIlwee (Inverclyde Council).

### DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to commencement of the meeting.

## 1 MINUTE

There was submitted the Minute of the meeting of this Authority held on 12 June, 2015.

**DECIDED:** That the Minute be approved.

## 2 REVENUE BUDGET MONITORING

There was submitted a joint revenue budget monitoring report by the Treasurer and Chief Officer in respect of the Authority. The report intimated that expenditure on core services was anticipated to be £185,973 over budget and expenditure on non-core services was anticipated to be £2,915 under budget, which resulted in an anticipated £183,058 net overspend for the Authority.

Argyll, Bute and Dunbartonshire Criminal Justice Social Work Partnership was projecting an overspend of £137,397; East Renfrewshire Council was projecting an overspend of £47,318; Inverclyde Council was projecting a break-even position and Renfrewshire Council was projecting an underspend of £1,657. Any over-spend at the year-end was required to be met by the relevant local authority.

**DECIDED:** That the virements during the quarter by East Renfrewshire and the Argyll, Bute & Dunbartonshire Criminal Justice Social Work Partnership from non-core services to core services of £28,003 and £155,500, respectively, be noted.

## 3 ADMINISTRATION GRANT REVENUE BUDGET MONITORING

There was submitted a joint administration grant revenue budget monitoring report by the Treasurer and the Chief Officer in respect of the Authority. The report intimated that expenditure against the administration grant was currently projected to result in an underspend of £9,095. Details of the projected expenditure were attached to the report.

**DECIDED:** That the report be noted.

## 4 NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY ACTION PLAN 2015/16

There was submitted a report by the Planning Officer relative to the North Strathclyde Community Justice Authority Action Plan 2015/16. The report intimated that the Authority was required to produce annual action plans to progress the overarching strategy of the 2014/17 area plan. There were 12 actions in the action plan which would be undertaken as a partnership and 19 associated activities, the majority of which were the responsibility of the Chief Officer or Planning Officer of the Authority. The report focussed on the four actions which were due for completion by September 2015.

**DECIDED:**

(a) That the report be noted; and

(b) That authority be delegated to the Chief Officer, in consultation with the Convener, to amend the action plan if required.

## **5 INTERNAL AUDIT OF GOVERNANCE ARRANGEMENTS**

There was submitted a report by the Planning Officer relative to a review of the governance arrangements for the Authority carried out by Renfrewshire Council's Internal Audit section as part of the 2015/16 audit plan. A copy of the review report formed the appendix to the report.

**DECIDED:** That the report be noted.

## **6 LOCAL AUTHORITY ANNUAL REPORTS**

There was submitted a report by the Chief Officer relative to Annual Reports 2014/15 by the Chief Social Work Officers of Argyll, Bute and Dunbartonshires' Criminal Justice Social Work Partnership; East Renfrewshire Council; Inverclyde Council; and Renfrewshire Council providing information to the Authority on services which had been provided under the grant funding arrangement. The report intimated that one of the functions of the Authority under Section 3(5)e of the Management of Offenders etc (Scotland) Act 2005 was to allocate to appropriate local authorities a grant in respect of Criminal Justice Social Work Services. At the meeting of the Authority held on 12 March, 2010 conditions of grant were introduced, one of which required constituent authorities to submit annual reports to the Authority outlining the services they had provided with the grant.

**DECIDED:**

(a) That the reports be noted; and

(b) That Annual Reports 2015/16 be submitted to the meeting of the Authority to be held in September 2016.

## **7 COMMUNITY JUSTICE REDESIGN PROGRESS REPORT**

There was submitted a report by the Chief Officer relative to community justice redesign. The report intimated that the Community Justice (Scotland) Bill was currently going through its first stage of scrutiny which was being led by the Justice Department. A briefing of the measures in the Bill prepared by the Criminal Justice Voluntary Sector Forum formed Appendix 1 to the report.

Both the Justice Committee and the Finance Committee had issued Calls for Evidence on the Bill and the Community Justice Authorities Conveners Group had prepared joint submissions. It was noted that reports on these matters would be considered at items 9 and 10, respectively, of this Minute.

Preparations were underway to identify the knowledge and skillset for both the Chair and Chief Executive of Community Justice Scotland and it was anticipated that appointments for these positions would be made in spring 2016.

The report further intimated that an equality impact assessment was being undertaken by the Community Justice Division to help determine the location of Community Justice Scotland headquarters; a number of steering groups and working groups had been established to develop the new National Strategy and Performance Framework; and that the Community Planning Partnership Transition Group continued to develop various workstreams to support the transition process.

The Community Justice Division had written to all Community Justice Authority Conveners requesting that they prepare a 'scheme of severance' for approval by the Justice Secretary. The Scottish Government had confirmed that they would meet the full financial liabilities for the disestablishment of Community Justice Authorities.

On 31 July, 2015 the Deputy Director, Community Justice Division wrote to Community Planning Chairs to clarify what was required in the shadow year Transition Plans which Community Planning Partnerships required to submit by 31 January, 2016 and a copy of this letter formed Appendix 2 to the report.

**DECIDED:** That the report be noted.

**8 REHABILITATION OF OFFENDERS ACT 1974 - CONSULTATION PAPER JOINT CJA CONVENERS RESPONSE**

There was submitted a report by the Chief Officer relative to the Joint Community Justice Authorities Conveners response to the Scottish Government's consultation paper on the Rehabilitation of Offenders Act, 1974, a copy of which formed the appendix to the report.

**DECIDED:** That the report be noted.

**9 JUSTICE COMMITTEE CALL FOR EVIDENCE (JOINT CJA CONVENERS RESPONSE)**

There was submitted a report by the Chief Officer relative to the Joint Community Justice Authorities Conveners response to the Justice Committee's Call for Evidence on the Community Justice (Scotland) Bill, a copy of which formed the appendix to the report.

**DECIDED:** That the report be noted.

**10 FINANCE COMMITTEE CALL FOR EVIDENCE (JOINT CJA CONVENERS RESPONSE)**

There was submitted a report by the Chief Officer relative to the Joint Community Justice Authorities Conveners response to the Finance Committee's Call for Evidence on the Community Justice (Scotland) Bill, a copy which formed the appendix to the report.

**DECIDED:** That the report be noted.

**11 SERVICES TO WOMEN IN THE JUSTICE SYSTEM**

There was submitted a report by the Chief Officer relative to the continuation of funding of £30,000 each for 2015/16 for the service to women projects, Moving Forward in Dumbarton and the Women's Community Justice Service in Paisley. The confirmation letters received from the Scottish Government formed the appendix to the report.

**DECIDED:** That the report be noted.

**12 SERVICES TO WOMEN IN THE JUSTICE SYSTEM (SACRO)**

There was submitted a report by the Chief Officer relative to a 'one-one' grant from the Scottish Government to be spent during the 2015/16 financial year and to be used specifically to develop Bail Supervision and Diversion Services.

It was noted that an update report on this matter would be considered later in the morning as part of the agenda for the next meeting of the Authority.

**DECIDED:** That it be noted that an update report on this matter would be considered later in the morning as part of the agenda for the next meeting of the Authority.



## Minute of Meeting North Strathclyde Community Justice Authority

Date	Time	Venue
Friday, 11 December 2015	11:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Robertson (Argyll & Bute Council); O'Donnell (East Dunbartonshire Council); Williams (Renfrewshire Council); and Casey (West Dunbartonshire Council).

### CHAIR

Councillor Williams, Convener, presided.

### IN ATTENDANCE

J Hunter, Chief Officer, (North Strathclyde Community Justice Authority); C Sneddon (Argyll & Bute Council); L Gaff (East Renfrewshire Council); A Howard (Inverclyde Council); P Macleod, A Scott, G Borland and E Currie (all Renfrewshire Council); and N Firth and J Irvine (both West Dunbartonshire Council).

### PARTNERS

F MacKinnonn (Sacro) and J Ryan (Action for Children).

### APOLOGIES

Councillor McIlwee (Inverclyde Council).

### DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to commencement of the meeting.

## 1 NOTE OF INQUORATE MEETING

There was submitted the note of the inquorate meeting held on 4 September, 2015.

**DECIDED:** That the note of the inquorate meeting be noted.

## 2 REVENUE BUDGET MONITORING

There was submitted a joint revenue budget monitoring report by the Treasurer and Chief Officer in respect of the Authority. The report intimated that expenditure on core services was anticipated to be £305,374 over budget and expenditure on non-core services was anticipated to be £91,899 under budget, which resulted in an anticipated £213,475 net overspend for the Authority.

Argyll, Bute and Dunbartonshire Criminal Justice Social Work Partnership was projecting an overspend of £166,236; East Renfrewshire Council was projecting an overspend of £48,934; Inverclyde Council was projecting a break-even position and Renfrewshire Council was projecting an underspend of £1,695. Any over-spend at the year-end was required to be met by the relevant local authority.

**DECIDED:** That the report be noted.

## 3 ADMINISTRATION GRANT REVENUE BUDGET MONITORING

There was submitted a joint administration grant revenue budget monitoring report by the Treasurer and the Chief Officer in respect of the Authority. The report intimated that expenditure against the administration grant was currently projected to result in an underspend of £8,337. Details of the projected expenditure were attached to the report.

**DECIDED:** That the report be noted.

## 4 AUDITED ANNUAL ACCOUNTS 2014/15

Under reference to item 3 of the Minute of the meeting of this meeting held on 12 June, 2015 there was submitted a report by the Treasurer and the Chief Officer relative to the audited annual accounts for the Authority 2014/15. The report intimated that the Audit Certificate issued by Audit Scotland provided an unqualified opinion that the abstract of the accounts presented a true and fair view of the financial position of the Authority as at 31 March, 2015, in accordance with the accounting policies detailed in the accounts. A report on the 2014/2015 audit by Audit Scotland was also attached to the report and indicated that there were no matters arising from the audit which required reporting to members.

**DECIDED:** That the audited accounts be approved and the report by Audit Scotland be noted.



**5 NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY ACTION PLAN 2015/16**

There was submitted a report by the Planning Officer relative to the North Strathclyde Community Justice Authority Action Plan 2015/16. The report intimated that the Authority was required to produce annual action plans to progress the overarching strategy of the 2014/17 area plan. There were 12 actions in the action plan which would be undertaken as a partnership and 19 associated activities, the majority of which were the responsibility of the Chief Officer or Planning Officer of the Authority.

**DECIDED:**

(a) That the report be noted; and

(b) That authority be delegated to the Chief Officer, in consultation with the Convener, to amend the action plan if required.

**6 NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY ANNUAL REPORT 2014/15**

There was submitted a report by the Chief Officer relative to the North Strathclyde Community Justice Authority Annual Report for 2014/15. The report intimated that the Management of Offenders etc (Scotland) Act 2005 stated that Community Justice Authority (CJA) annual reports should be submitted as soon as practical after the end of each financial year. Accordingly, the Scottish Government had set a deadline of 30 September, 2015 for submission of the 2014/15 annual reports. The format for the Authority Annual Report 2014/15 contained seven main sections and these were detailed in the report.

The Chief Officer had submitted the Annual Report 2014/15 to the Scottish Government by the deadline and the report sought homologation for this action.

**DECIDED:**

(a) That the report be noted; and

(b) That the Annual Report 2014/15 be approved and that the action taken by the Chief Officer in submitting the Annual Report 2014/15 to the Scottish Government by the deadline date of 30 September, 2015 be homologated.

**7 SERVICES TO WOMEN IN THE JUSTICE SYSTEM**

Under reference to item 12 of the Minute of the reconvened meeting of this Authority held on 11 December, 2015 there was submitted a report by the Chief Officer relative to a 'one-one' grant from the Scottish Government to be spent during the 2015/16 financial year and to be used specifically to develop Bail Supervision and Diversion Services.

The report intimated that the Chief Officer had been working with senior officers from Sacro and the three constituent authorities, together with the Scottish Prison System, to develop a proposal for additional services to women.

It was noted that further meetings were required to discuss this proposal and it was proposed that authority be delegated to the Chief Officer, in consultation with the Convener, to allocate the 'one-off' funding of £107,563 to Sacro following consideration of the service proposal and that the constituent authorities be advised of the outcome of the further discussions. This was agreed.

**DECIDED:**

(a) That authority be delegated to the Chief Officer, in consultation with the Convener, to allocate the 'one-off' funding of £107,563 to Sacro following consideration of the service proposal; and

(b) That constituent authorities be advised of the outcome of the further discussions.

**8 COMMUNITY JUSTICE (SCOTLAND) BILL - STAGE 1 SCRUTINY**

There was submitted a report by the Chief Officer relative to the debate of the Criminal Justice (Scotland) Bill in the Chamber of the Scottish Parliament on 19 November, 2015.

The report detailed issues raised in the debate and intimated that the Minister accepted that the concerns raised were relevant and undertook to look at those parts of the Bill prior to Stage 2.

**DECIDED:** That the report be noted.

**9 TRAINING AND DEVELOPMENT OFFICER**

There was submitted a report by the Chief Officer relative to additional work days undertaken by the Training and Development Officer.

The report intimated that for the past five years the Training and Development Officer had provided 10 days training per month as part of a national pool of trainers from other Community Justice Authorities. Due to staff turnover and the demands to deliver the core national training, the officer had accumulated a significant number of additional unpaid days which had now reached a total of 59 full days. The report proposed that the excess days be purchased back from the officer at a cost of £10,964 and that this be taken from the surplus funds in the Training and Development budget. It was further proposed that the Chief Officer investigate the possibility of obtaining this funding from those bodies that the additional work had been undertaken for. This was agreed.

**DECIDED:**

(a) That the report be noted;

(b) That the proposal to pay the Training and Development Officer for the extra 59 days worked since 2011 be approved; and

(c) That the Chief Officer investigate the possibility of obtaining this funding from those bodies that the additional work had been undertaken for.

10 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Authority would be held at 10.30 am on Friday, 11 March, 2016 in Renfrewshire House.