

## **Notice of Meeting and Agenda**

### **North Strathclyde Community Justice Authority**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 11 March 2016	10:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Clerk

### **Members**

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

Convener – Councillor Williams.

### **Further Information**

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at [www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

### **Members of the Press and Public**

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.



## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Minutes</b>  | <b>5 - 16</b>  |
|          | Minute of reconvened meeting of the Authority held on 11 December 2015 and Minute of meeting of the Authority held on 11 December 2015. |                |
| <b>2</b> | <b>Revenue Bueget Monitoring</b>  | <b>17 - 20</b> |
|          | Joint report by Treasurer and Chief Officer.  |                |
| <b>3</b> | <b>Administration Grant Revenue Budget Monitoring</b>   | <b>21 - 24</b> |
|          | Joint report by Treasurer and Chief Officer.  |                |
| <b>4</b> | <b>Criminal Justice Social Work - Section 27 Grant Allocation 2016/17 and Administration Grant Allocation 2016/17</b>                   | <b>25 - 30</b> |
|          | Report by Chief Officer.  |                |
| <b>5</b> | <b>North Strathclyde Women's Service</b>  | <b>31 - 32</b> |
|          | Report by Partnership Manager, SACRO.   |                |
| <b>6</b> | <b>North Strathclyde Community Justice Authority Action Plan 2015/16</b>  | <b>33 - 40</b> |
|          | Report by Planning Officer.   |                |
| <b>7</b> | <b>North Strathclyde Community Justice Authority Actio Plan 2016/17</b>   | <b>41 - 52</b> |
|          | Report by Planning Officer.   |                |

**8      Community Justice (Scotland) Bill - Progress Report      53 - 62**

Report by Chief Officer.

**9      Training and Development Officer**

Report by Chief Officer. (NOT AVAILABLE - COPY TO FOLLOW)

**10     Presentation - Turnaround**

Hear presentation by Chief Executive, Turning Point Scotland.

**11     Date of Next Meeting**

Note that the next meeting of the Authority will be held at 10.30 am on Friday 10 June 2016 in Renfrewshire House.



## 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.





## NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY

**To:** North Strathclyde Community Justice Authority

**On:** 11 March 2016

### Item 2

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**Report by:** The Treasurer and the Chief Officer

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**Heading:** Section 27 Revenue Budget Monitoring Report Q3

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#### 1. Summary Budget Position

- 1.1 Expenditure on core services is expected to be £247,875 over budget and expenditure on non-core services is expected to be £24,799 under budget resulting in an anticipated net over spend of £223,076.

Any overspend which exists at the year end is required to be met by the relevant Authority.

Details of the budget performance are discussed in point 3 below.

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#### 2 Recommendations

- 2.1 It is recommended that members consider the report.
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#### 3 Budget Performance

**Current Position:** £223,076 overspend

*Previously Reported:* £213,475 overspend

- 3.1 Argyll Bute and Dunbartonshire are projecting an overspend of £169,029. Staff and efficiency savings have been identified but have yet to be realised. Staff turnover is currently low and essential vacant posts have been filled in order to ensure continued delivery of the service to the standard compliant with all acts and statutes relevant to Criminal Justice Services. Also agency workers were used to backfill staff that were off on long term sick.

East Renfrewshire are projecting an overspend of £55,394. This is a result of additional employee and equipment costs within Criminal Justice for supervision orders.

Renfrewshire are projecting an underspend of £1,346.

Inverclyde are projecting to break-even.

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## **4 Implications of this Report**

- 4.1 Financial implications – Net expenditure of the NSCJA will be contained within the resources allocated by the Scottish Government.

NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY 2015/16

	2015-16 ALLOCATION	VIREMENT PROPOSAL	REVISED ALLOCATION	ACTUAL SPEND AT 31 DECEMBER 2015	PROJECTED SPEND TO 31 MARCH 2016	VARIANCE
Renfrewshire	£2,388,460	£0	£2,388,460	£1,519,830	£2,382,494	£5,966
Inverclyde	£1,193,955	£0	£1,193,955	£907,130	£1,231,284	(£37,329)
East Renfrewshire	£398,073	£28,003	£426,076	£351,699	£481,470	(£55,394)
Argyll Bute & Duns Partnership	£3,000,514	£155,500	£3,156,014	£2,210,149	£3,317,132	(£161,118)
<b>TOTAL CORE SERVICES</b>	<b>£6,981,002</b>	<b>£183,503</b>	<b>£7,164,505</b>	<b>£4,988,808</b>	<b>£7,412,380</b>	<b>(£247,875)</b>
Renfrewshire	£1,986,466	£0	£1,986,466	£1,033,121	£1,991,085	(£4,619)
Inverclyde	£486,209	£0	£486,209	£149,058	£448,880	£37,329
East Renfrewshire	£78,608	(£28,003)	£50,605	£34,708	£50,605	£0
Argyll Bute & Duns Partnership	£468,209	(£155,500)	£312,709	£219,539	£320,620	(£7,911)
<b>TOTAL NON CORE SERVICES</b>	<b>£3,019,492</b>	<b>(£183,503)</b>	<b>£2,835,989</b>	<b>£1,436,426</b>	<b>£2,811,190</b>	<b>£24,799</b>
Renfrewshire	£4,374,926	£0	£4,374,926	£2,552,951	£4,373,579	£1,347
Inverclyde	£1,680,164	£0	£1,680,164	£1,056,188	£1,680,164	£0
East Renfrewshire	£476,681	£0	£476,681	£386,407	£532,075	(£55,394)
Argyll Bute & Duns Partnership	£3,468,723	£0	£3,468,723	£2,429,688	£3,637,752	(£169,029)
<b>TOTAL ALL SERVICES</b>	<b>£10,000,494</b>	<b>£0</b>	<b>£10,000,494</b>	<b>£6,425,234</b>	<b>£10,223,570</b>	<b>(£223,076)</b>



## **NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY**

**To:** North Strathclyde Community Justice Authority

**On:** 11 March 2016

### **Item 3**

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**Report by:** The Treasurer and the Chief Officer

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**Heading:** Administration Grant Revenue Budget Monitoring Report

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#### **1. Summary Budget Position**

- 1.1 Expenditure against the Administration Grant is currently projected to result in an underspend of £2,999. Details of the expected expenditure are attached to this report
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#### **2 Recommendations**

- 2.1 It is recommended that members consider the report
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#### **3 Budget Performance**

**Current Position:** £2,999 underspend  
*Previously Reported:* £8,337 underspend

- 3.1 Expenditure is currently projected to show an underspend of £2,999 compared to the Administration Grant available. The underspend arises within Employee Costs as a result of the additional grant made available for maternity cover which was reported to the board on the 13 March 2015. The Scottish Government have been informed of this position.
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#### **4 Implications of this Report**

- 4.1 Financial implications – the NSCJA will be required to refund any unspent element back to the Scottish Government



## COMMUNITY JUSTICE AUTHORITIES ADMINISTRATION COSTS 2015-2016

### NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY EXPENDITURE

Description	Budget	Projected Expenditure to 31st March 2015	Variance
<b>Employee Costs</b>			
Salary Costs	£151,827	£147,821	£4,006
Superannuation	£27,144	£25,540	£1,604
NI	£13,955	£13,774	£181
Travel and Subsistence	£3,001	£3,500	-£499
Staff Training	£2,000	£4,200	-£2,200
<b>Property Costs</b>			
Rent & Rates	£15,900	£15,900	£0
Hire of Halls	£2,250	£2,500	-£250
Electricity	£580	£400	£180
Contract Cleaning	£96	£100	-£4
Other Property Costs	£1,300	£1,300	£0
<b>Supplies &amp; Services</b>			
Provisions	£1,100	£800	£300
Other Supplies & Services	£300	£500	-£200
Office Equipment		£600	-£600
<b>Administration Costs</b>			
Printing and Stationery	£100	£100	£0
Postages	£100	£100	£0
Telephones	£1,337	£700	£637
Members expenses	£3,819	£3,900	-£81
Other admin costs	£500	£500	£0
Employers liability	£2,900	£2,900	£0
<b>Other Agencies, Bodies</b>			
Payments to Other Local Authorities	£22,400	£22,400	£0
Auditors	£4,300	£4,375	-£75
<b>GROSS EXPENDITURE</b>	<b>£254,909</b>	<b>£251,910</b>	<b>£2,999</b>





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**To: North Strathclyde Community Justice Authority**

**On: 11<sup>th</sup> March 2016**

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**Report by: Chief Officer**

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**Heading: Criminal Justice Social Work**  
**Section 27 Grant Allocation 2016/17**  
**Administration Grant Allocation 2016/17**

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## **1. Summary**

- 1.1** The Scottish Government will be unable to provide the CJAs with the allocation letters for both of the above until after the board meeting on 11<sup>th</sup> March 2016. The most likely date for the letters to go out to CJAs is the 1<sup>st</sup> April 2016 following the COSLA Leaders meeting. This would mean the Local Authorities Section 27 grant allocation being considered by the meeting of NSCJA on 10<sup>th</sup> June 2016 – a delay in funding to the Local Authorities of 3 months.
- 1.2** CJA Officers and Local Authority Officers met to discuss financial matters on 24<sup>th</sup> February at our regular finance meeting and discussed how we could best manage this situation following discussion and subsequent consultation in the individual Local Authorities there was unanimous support that monthly grant allocation payments should begin at the end of April rather than delayed until June.
- 1.3** In anticipation of an overall Section 27 grant allocation which is broadly in line with that received for 2015/16, it is proposed that interim grant allocation payments for April, May and June 2016 are made to each authority at the same level as those made during 2015/16 as detailed in Appendix 1.
- 1.4** Following confirmation of the Section 27 grant allocation by the Scottish Government a report on the allocations across all partner authorities will be submitted to the NSCJA Board on 10<sup>th</sup> June 2016 with any necessary amendments to grant allocation payments being made in the July 2016 payment.

- 1.5** The arrangements in 1.3 and 1.4 above include the extension of Training and Development services as previously agreed until this function transfers to community justice Scotland on 01<sup>st</sup> April 2017.
- 1.6** A report on the NSCJA Administration Grant Allocation 2016/17 will be submitted to the NSCJA Board meeting on 10<sup>th</sup> June 2016 and the Treasurer will manage this account as in previous years.
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## **2. Recommendations**

- 2.1** The Authority is asked to note the content of this report.
- 2.2** Approve the payment of interim grant allocations for April, May and June 2016 as detailed in Appendix 1.
- 2.3** Request that a report is submitted by the Chief Officer to the next meeting of NSCJA to request approval for the Section 27 grant allocations for 2016/17.
- 2.4** Request that a report is submitted by the Chief Officer to the next meeting of the NSCJA in relation to the Administration Grant allocation for 2016/17.
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## **3. Background**

- 3.1** The Management of Offenders etc (Scotland) Act 2005 give the CJA the power to allocate to the constituent local authorities any amount paid to it under Section 27 a(1) and 27 b (1) of the Social Work (Scotland) Act 1968. The aim of this funding arrangement is to match resources against priorities described within the Area Plan to reduce reoffending.
- 3.2** Core funding is intended to provide grant for these statutory duties which local authorities have to provide through their criminal justice social work services. Non core funding is used to fund local pilot schemes which have been agreed by the CJA and other projects which have been initiated centrally by the Scottish Government.

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## Implications of the Report

### 1. Equality & Human Rights

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Authorities website.

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**Author** Jim Hunter, Chief Officer, North Strathclyde Community Justice Authority  
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## NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY 2015/16

SERVICE	2015-16 ALLOCATION	RENFREWSHIRE 2015/16	INVERCLYDE 2015/16	EAST RENFREWSHIRE 2015/16	ARGYLL BUTE & DUNS PARTNERSHIP 2015/16
<b>CORE</b>					
Community Payback Order	£3,360,751	£1,128,494	£469,880	£227,131	£1,535,246
Criminal Justice Social Work Report	£1,370,627	£373,051	£268,546	£87,711	£641,319
Throughcare	£969,678	£401,662	£130,164	£66,932	£370,920
Home Detention Curfew	£34,346	£10,666	£6,365	£1,742	£15,573
Diversion	£87,867	£44,704	£8,221	£3,083	£31,859
Bail	£194,056	£146,377	£33,412	£0	£14,267
Court Services	£336,449	£126,699	£162,630	£0	£47,120
DTTO	£627,228	£156,807	£114,737	£11,474	£344,210
<b>Total Core Services</b>	<b>£6,981,002</b>	<b>£2,388,460</b>	<b>£1,193,955</b>	<b>£398,073</b>	<b>£3,000,514</b>
<b>NON CORE</b>					
<b>Centrally Initiated Funding</b>					
Arrest Referral	£49,200	£34,440	£14,760	£0	£0
Constructs	£588,858	£177,774	£209,076	£0	£202,008
CSOGP	£246,797	£246,797	£0	£0	£0
Delivery of the National Training Programme	£60,000	£60,000	£0	£0	£0
Fiscal Work Order Pilots	£62,500	£21,300	£10,752	£3,585	£26,863
MAPPAs	£134,227		£134,227	£0	£0
Turnaround Project	£1,100,000	£1,100,000	£0	£0	£0
<b>Total Centrally Initiated Funding</b>	<b>£2,241,582</b>	<b>£1,640,311</b>	<b>£368,815</b>	<b>£3,585</b>	<b>£228,871</b>
<b>Non-Centrally Initiated Funding</b>	<b>£777,910</b>	<b>£346,155</b>	<b>£117,394</b>	<b>£75,023</b>	<b>£239,338</b>
<b>Total Non Core</b>	<b>£3,019,492</b>	<b>£1,986,466</b>	<b>£486,209</b>	<b>£78,608</b>	<b>£468,209</b>
<b>OVERALL TOTAL</b>	<b>£10,000,494</b>	<b>£4,374,926</b>	<b>£1,680,164</b>	<b>£476,681</b>	<b>£3,468,723</b>

## 2015/16 Actual Grant Payments and Proposed Interim Grant Payments for 2016/17

April Payment	£812,540	£355,463	£136,513	£38,730	£281,834
May Payment	£812,540	£355,463	£136,513	£38,730	£281,834
June Payment	£812,540	£355,463	£136,513	£38,730	£281,834
<b>Total for Quarter 1</b>	<b>£2,437,620</b>	<b>£1,066,389</b>	<b>£409,539</b>	<b>£116,190</b>	<b>£845,502</b>



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**To: North Strathclyde Community Justice Authority**

**On: 11<sup>th</sup> March 2016**

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**Report by: Fiona MacKinnon. Partnership Manager, Sacro**

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**Heading: North Strathclyde Women`s Service**

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## **1. Summary**

- 1.1** For the previous few months, Sacro has been developing a Bail Supervision and Early Intervention Service for women in the Criminal Justice System, living in Renfrewshire, East Renfrewshire, Inverclyde and West Dumbarton. The service will be delivered, in the main, from the three main Sheriff Courts in the area – Greenock, Paisley and Dumbarton
- 1.2** Staff have recently been appointed and relevant documentation has been drafted
- 1.3** The first meeting of the Operational Steering Group is scheduled for 23 February 2016. This group will have representatives from the four local authorities and will be chaired by the local authority Criminal Justice Service Manager from Renfrewshire.
- 1.4** The first meeting of the Strategic Steering Group, led by the Chief Officer of North Strathclyde Community Justice Authority has been scheduled for Thurs 24 March 2016. Membership of this group includes SPS, COPFS, Police Scotland, Sacro, SCTS, Faculty of Solicitors and Local Authorities.
- 1.5** Sacro will shortly begin an induction training programme with all newly appointed staff to ensure they are able to safely support the service users.

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## **2. Recommendations**

- 2.1** North Strathclyde Community Justice Authority Board is asked to note the content of this report

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### **3. Background**

- 3.1** In September 2015 the Scottish Government formally offered North Strathclyde Community Justice Authority (NSCJA) a grant of £107,563.00, payable over the financial year 2015 – 2016, in connection with the delivery of Community Justice Services for Women Offenders.
- 3.2** The overall purpose of this grant was to provide additional support to the NSCJA in order to facilitate work towards reducing reoffending for women who offend, in the CJA.
- 3.3** The allocation of £107,563.00 was made specifically to support the expansion of Supervised Bail and early stage diversion initiatives for women.
- 3.4** This service will be provided in the following Local Authorities within North Strathclyde:  
East Renfrewshire, Inverclyde, Renfrewshire and West Dunbarton

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### **Implications of the Report**

#### **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Authorities website.

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**To: North Strathclyde Community Justice Authority**

**On: 11<sup>th</sup> March 2016**

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**Report by: Planning Officer**

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**Heading: North Strathclyde Community Justice Authority  
Action Plan 2015-2016**

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## **1. Summary**

- 1.1** The purpose of the report is to present a final progress report (attached Appendix 1) of the NSCJA Action Plan for 2015-2016.
- 1.2** The Action Plan aligns to the aims and objectives stated in our 2014-17 Area Plan.
- 1.3** The Action Plan consisted of 12 actions and 19 activities that were associated to the actions.
- 1.4** Of the 19 activities in the plan, 18 (95%) have been achieved within timescale, 1(5%) have not been achieved.
- 1.5** With the exception of Action 5, the majority of actions will continue into the Action Plan for 2016-17
- 1.6** A number of activities, particularly around the transition work, will carry forward into subsequent action plans.
- 1.7** The 1 activity that was not achieved within timescale was influenced by external factors out with the control of NSCJA.

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## **2. Recommendations**

- 2.1** Note the content of this report and Appendix 1

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## **3. Background**

- 3.1** The Management of Offender etc (Scotland) Act 2005 Section 3 (5) establishes a function of Community Justice Authorities to prepare in consultation with its partners a Plan which is aimed at reducing re-offending within its area. These plans must be prepared and submitted at the frequency specified by Scottish Ministers. At the present time Plans are required to cover a three year period.
- 3.2** The Action Plan is not just a freestanding document, it should show clear links to local priorities set out in the 2014-17 Area Plan, and provide the basis for measuring progress on an annual basis. It should enable the CJA to demonstrate the 'value-added'.
- 3.3** The Action Plan is a dynamic document that will change to reflect new national developments and translate these into local initiatives.

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## **Implications of the Report**

### **1. Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report as the report is for noting. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Authorities website.

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## What Actions we will do as a Partnership.

1. We will continue to work effectively in partnership to ensure the coordination of plans/strategies; interventions and workforce learning and development to reduce reoffending.
2. We will agree an Action Plan each year with our partners and others, which will set out specific actions that we will manage and monitor through regular progress reports to NSCJA.
3. We will be responsive to developing policy initiatives by including these within our existing partnership structures or establishing new structures where required to implement at a local level.
4. We will take into account the recommendations of the Commission on Women Offenders and ensure all resources are utilised effectively across a multi agency and multi sector approach to addressing the needs of women offenders in the NSCJA area coordinated through the NSCJA Women's Services Steering Group.
5. We will ensure the effective roll out of '*Moving Forward, Making Changes*' in the NSCJA area, as well as continuing to work in collaboration with a wide range of partners to develop effective interventions for domestic abuse perpetrators as well as support for victims.
6. We will continue to support the increased, appropriate use of all forms of community sentences and alternatives to custody. We will progress any appropriate actions arising from the current review of Community Payback Orders and the unit cost of CPO's, and review the delivery of Drug Treatment and Testing Orders across the NSCJA area.
7. We will continue to support the Scottish Prison Service; in particular taking advantage in the opportunities presented by the developing estate within the NSCJA area, whilst continuing to offer support to the innovative initiatives that have already been introduced.
8. We will continue to support the National; Local and exemplar Public Social Partnerships and through these we will communicate examples of good practice and success to our wider partnership group. We will work with key public sector bodies to secure sustainable funding for successful PSPs.
9. We will work with NHS GG&C and other partners to pursue innovative initiatives that incorporate a 'Whole Family Approach' to address health inequalities experienced by offenders and their families.
10. We will work in partnership with local Alcohol and Drug Partnerships to improve equity of service access and reduce the instances of drug related deaths and alcohol related deaths in the NSCJA area.
11. We will work with Scottish Government Community Justice Division; Community Planning Partnerships and other partners and stakeholders to ensure the smooth and efficient transition of duties and functions to the new structure for Community Justice.
12. We will use flexibility and innovation in the way that we allocate funding whilst keeping a focus on 'What Works' and interventions that have the most impact on reducing reoffending



## Progress against the 2015-16 Action Plan

### Key

● action achieved within timescale
 ● action will be achieved within timescale
 ● action will not be achieved

	Activities 2015-16	Contributes to Action	Short/ Medium Term Outcomes	Timescale	Progress	Comments
1	Support the sustainability of the enhanced women's services in Renfrewshire; Inverclyde and West Dunbartonshire.	1; 4 ; 6;12	Increased uptake of services. Reduction in women offenders serving a custodial (including remand) or community sentence.	March 2016	●	This is an ongoing commitment over the lifespan of the current funding and existence of the CJA. The planning officer sits on the steering group of the Renfrewshire service. Both the Renfrewshire and West Dun services has been awarded further funding of £30K for 2015/16. NSCJA has supported all initiatives over the lifetime of this plan
2	Request and receive quarterly update reports for CJA board from Renfrewshire; Inverclyde and West Dunbartonshire enhanced women's services.	1; 4 & 6	Reports received and used to determine subsequent resource allocation.	March 2016	●	Ongoing reports are tabled at the Women's services steering group meetings. Regular reports are submitted to NSCJA board .
3	Continue to work with the Scottish Prison Service and other partners in the ongoing development of a throughcare model for women offenders. Actively participate in both the HMP Low Moss PSP Governance and Operational Groups.	1; 4 & 7	Appropriate services are put in place. SPS timescales are met.	March 2016	●	Since the decision to withdraw from the building of HMP Inverclyde, we are awaiting outcomes from the women's estate project at SG. Thus this activity has not been achieved.
4		1;4; 7 & 8	Engaging prisoners are supported after liberation. All aspects of short term prisoner needs are met on liberation and all relevant agencies are engaging with PSP team.	March 2016	●	Both the chief officer and planning officer continue to contribute to the governance and operational steering groups. Regular update reports are received and shared with partners. The last operational group meeting was 19/11/15 which the Planning Officer attended.

	Activities 2015-16	Contributes to Action	Short/ Medium Term Outcomes	Timescale	Progress	Comments
5	Actively participate in the Reducing Reoffending Change Fund PSPs governance groups, to deliver and sustain mentoring services to offenders in the NSCJA area.	1;4; 7 & 8	As per PSP outcome framework.	March 2016	●	Chief Officer sits on governance groups for all PSPs operating within NSCJA area both at a national and local level.
6	Actively support the Joint national PSP group in promoting the PSP model	1;4; 7 & 8	Improved understanding of the added value that the PSP model offers to the justice system in achieving outcomes for offenders.	March 2016	●	The Chief Officer is instrumental in the PSP sustainability group. Funding has been secured up to March 2017.
7	Continue to work with key public & third sector service providers within the NSCJA area to ensure that there is equity in access, for short term offenders, to relevant universal services (housing, healthcare, benefits, etc.)	1;4; 7 & 8	All aspects of short term prisoner needs are met on liberation and all relevant universal agencies are engaging with justice agencies.	March 2016	●	Part of NSCJA core business. This will be ongoing throughout the lifespan of the plan. Specific work carried out around healthcare through involvement in OPHI, NPHN. Health Justice Framework. Housing issues addressed through PSP housing sub group chaired by Anne Carruthers from Renfrewshire, and the integration of the Housing First model in Renfrewshire and East Dunbartonshire.
8	Support Local Authority CJSW to continue to consult with communities on unpaid work projects as part of CPOs	1; 4; 6	Improved visibility of unpaid work projects. Appropriate unpaid work projects carried out.	September 2015	●	Ongoing throughout the lifespan of plan. All local authority CJSW have engaged with communities and held events around unpaid work.
9	Support Local Authority CJSW in the roll out of Fiscal Work Orders (FWO) across NSCJA	1;4; 5; 6	Improved options in direct measure alternatives to prosecution.	July 2015	●	FWO were rolled out in NSCJA in April 2015. Early indications suggest that there is limited use of this alternative to prosecution across NSCJA.
10	Engage COPFS and CJSW in a dialogue around the effective use of Fiscal Work Orders	1;4; 5; 6	Improved options in direct measure alternatives to prosecution.	March 2016	●	A number of discussions and conversations took place prior to the roll out of the orders across NSCJA. This involved West Dunbartonshire which was one of the pilot sites. FWOs have been rolled out across the CJA area.

	Activities 2015-16	Contributes to Action	Short/ Medium Term Outcomes	Timescale	Progress	Comments
11	Work in partnership with Scottish Government and Community Planning Partnerships, both nationally and locally to facilitate information sharing and awareness events in preparation for the new structure.	1; 3 & 11	Integrated processes are in place between CPPs and NSCJA, working towards a smooth transition of duties and responsibilities.	March 2016	●	NSCJA officers are actively engaged both locally and nationally with the transition process. The Chief Officer is a member of the Renfrewshire Community Justice Steering Group. The Planning officer is a member of the Inverclyde Community Justice Transition Group. Both officers have participated in planning events for the AB&D Transition Plan. Nationally the Chief Officer sits on the Transition Steering Group and the planning officer is joint lead on developing the new strategy for community justice.
12	Engage with CPPs in local authority areas to start dialogue re procedures for transition to the new structure.	1; 3 & 11	Integrated processes are in place between CPPs and NSCJA, working towards a smooth transition of duties and responsibilities.	June 2015	●	As Above. Dialogue is ongoing at a local level with CPP managers and Justice coordinators. NSCJA Transition Plan distributed. Draft CPP transition plans shared with NSCJA.
13	Ensure Community Planning Partnerships and associated partners are invited to all stakeholder events.	1;2;3;11	Integrated processes are in place between CPPs and NSCJA, working towards a smooth transition of duties and responsibilities.	March 2016	●	As above
14	Through agreement with partners, develop and implement a CJA disestablishment plan.	1; 3 & 11	All NSCJA assets; SLAs and contracts and steering groups will be managed appropriately.	March 2016	●	Asset register developed; transition plan developed and maintained; disestablishment plan created. Discussions with various stakeholders held.
15	Compile a local information package for CPPs to assist in the transfer of CJA functions and duties to the new structure.	1; 3 & 11	Integrated processes are in place between CPPs and NSCJA, working towards a smooth transition of duties and responsibilities.	March 2016	●	National Transition resource produced by CJAs and has been put on Knowledge Hub. Both officers attend local authority transition groups.
16	Coordinate and facilitate multi agency learning and development in line with national plan.	1;3 & 5	A fully informed and equipped Justice workforce.	March 2016	●	Ongoing work throughout the lifetime of the transition.

	Activities 2015-16	Contributes to Action	Short/ Medium Term Outcomes	Timescale	Progress	Comments
17	Progress work with NHS GG&C, CCJA and appropriate partners, based on a 'Whole Family Approach' to address health improvement of offenders and their families.	1 & 9	Improved positive health outcomes for offenders and their families, in particular children.	March 2016	●	Draft Framework presented to sponsor in September 2015. Multi agency workshop held through the HJIC in November looking at proposed long term outcomes, and links to 4 pillars of new CJ strategy. Work ongoing. Multi agency event
18	Continue to engage with SGCJD and partners in the progression of the offender agenda.	1	Improved positive outcomes for offenders, their families and communities.	March 2016	●	Planning Officer currently working with SGCJD in development of new national strategy for community justice, and the development of Electronic Monitoring in Scotland. The Chief Officer is a member of the Transition Steering Group, the Guidance Sub Group and the Funding Group.
19	Positively contribute to the development of the New National Community Justice Strategy through secondment to SGCJD	1	Improved positive outcomes for offenders, their families and communities.	March 2016	●	Planning Officer is joint lead in the development of the new strategy for community justice. National and regional engagement events have taken place.



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**To: North Strathclyde Community Justice Authority**

**On: 11<sup>th</sup> March 2016**

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**Report by: Planning Officer**

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**Heading: North Strathclyde Community Justice Authority Action Plan 2016-2017**

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## **1. Summary**

- 1.1 The purpose of the report is to present the Draft NSCJA Action Plan for 2016/2017 in line with requirements to produce annual action plans under the overarching strategy of the 2014-17 Area Plan as specified by The Management of Offenders etc (Scotland) Act 2005
- 1.2 The plan outlines the activities that we intend to undertake in the final year of the 3 year Area Plan that will contribute to the realisation of the actions stated in the Area Plan that 'we will do as a partnership'.
- 1.3 The Action Plan follows the same format as last year to align to the reformatting of the Area Plan.
- 1.4 There are currently 16 activities outlined in the plan, the responsibility for each activity lies with either an individual or one of the NSCJA sub groups.
- 1.5 The main focuses of this year's activities will be the transition from the current structure to the new model of delivery through the shadow year and the successful disestablishment of NSCJA.
- 1.6 The draft action plan has been circulated around partners for consideration and comment.

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## **2. Recommendations**

- 2.1** Note the content of this report
- 2.2** Approve the attached Action Plan.
- 2.3** Delegate authority to the Chief Officer in consultation with the Convener to amend Area Plan in line with any feedback from Scottish Government

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## **3. Background**

- 3.1** The Management of Offender etc (Scotland) Act 2005 Section 3 (5) establishes a function of Community Justice Authorities to prepare in consultation with its partners a Plan which is aimed at reducing re-offending within its area. These plans must be prepared and submitted at the frequency specified by Scottish Ministers. At the present time Plans are required to cover a three year period.
- 3.2** The Action Plan is not just a freestanding document, it should show clear links to local priorities set out in the 2014-2017 Area Plan, and provide the basis for measuring progress on an annual basis. It should enable the CJA to demonstrate the 'value-added'.
- 3.3** The Action Plan is a dynamic document that will change to reflect new national developments and translate these into local initiatives.

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## **Implications of the Report**

### **1. Financial**

Minor implications on funding to realise activities.

### **2. HR & Organisational Development**

Implications during transition to new Community Justice Structures

### **3. Community Planning**

#### **Children and Young People**

Some implications for children of offenders e.g. in addressing health inequalities

#### **Community Care, Health & Well-being**

Some implications when addressing health inequalities for offenders and families

#### **Safer and Stronger**

Significant implications to Community Planning during transition to new structure for Community Justice

#### 4. Equality & Human Rights

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report as all people who have protected characteristics will have equal access to and benefit from services to reduce reoffending during the lifespan of this plan. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Authorities website.

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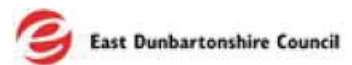


# North Strathclyde Community Justice Authority

## Action Plan 2016/17

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Strengthening Community Justice Together



# Action Plan 2016/17

## **Introduction**

The attached Action Plan has been developed in conjunction with our partners as a means of progressing the Area Plan 2014/17. The Area Plan set our broad strategic objectives to reduce re-offending within the North Strathclyde area. This Action Plan converts what we plan to achieve into specific activities and assigns a Responsible group or person; timescale and any resource implications to each.

## **Monitoring Arrangements**

North Strathclyde Community Justice Authority has established an Area Plan Implementation Group which meets on a quarterly basis throughout the year. It is the function of this group to monitor the progress towards our strategic objectives of the Area Plan. In addition to the Area Plan Implementation Group the CJA has established a number of short term working groups to take forward specific areas of work. The short term working groups also report directly into the Area Plan Implementation Group. Once the work of the short term working groups has been completed a final report with clear recommendations is submitted to the North Strathclyde Community Justice Authority board. Following approval of the report the recommendations are subsequently put into effect. It is usual practice for the board to request regular progress reports on each particular initiative.

## **Consultation Arrangements**

The attached Action Plan has been circulated around partner members who have had the opportunity to comment upon the proposed actions and agree the Responsible Officer; timescales and resources for implementation. This Action Plan and other NSCJA planning documents are available on our website [www.nscja.co.uk](http://www.nscja.co.uk)

# Action Plan 2016/17

## What Actions we will do as a Partnership.

1. We will continue to work effectively in partnership to ensure the coordination of plans/strategies; interventions and workforce learning and development to reduce reoffending.
2. We will agree an Action Plan each year with our partners and others, which will set out specific actions that we will manage and monitor through regular progress reports to NSCJA.
3. We will be responsive to developing policy initiatives by including these within our existing partnership structures or establishing new structures where required to implement at a local level.
4. We will take into account the recommendations of the Commission on Women Offenders and ensure all resources are utilised effectively across a multi agency and multi sector approach to addressing the needs of women offenders in the NSCJA area coordinated through the NSCJA Women's Services Steering Group.
5. We will continue to support the increased, appropriate use of all forms of community sentences and alternatives to custody. We will progress any appropriate actions arising from the current review of Community Payback Orders and the unit cost of CPO's, and review the delivery of Drug Treatment and Testing Orders across the NSCJA area.
6. We will continue to support the Scottish Prison Service; in particular taking advantage in the opportunities presented by the developing estate within the NSCJA area, whilst continuing to offer support to the innovative initiatives that have already been introduced.
7. We will continue to support the National; Local and exemplar Public Social Partnerships and through these we will communicate examples of good practice and success to our wider partnership group. We will work with key public sector bodies to secure sustainable funding for successful PSPs.
8. We will continue to work with NHS GG&C and other partners to pursue innovative initiatives that incorporate a 'Whole Family Approach' to address health inequalities experienced by offenders and their families.
9. We will work with Scottish Government Community Justice Division; Community Planning Partnerships and other partners and stakeholders to ensure the smooth and efficient transition of duties and functions to the new structure for Community Justice.
10. We will use flexibility and innovation in the way that we allocate funding whilst keeping a focus on 'What Works' and interventions that have the most impact on reducing reoffending.



# Action Plan 2016/17

	Activities 2016-17	Contributes to Action	Responsible Group/Person	Timescale	Short/ Medium Term Outcomes	Resource Implications
1.	Continue to support the sustainability of the enhanced women's services in Renfrewshire; Inverclyde and West Dunbartonshire.	1; 4 ; 6;12	NSCJA Women's Services Steering Group	March 2017	Increased uptake of services. Reduction in women offenders serving a custodial (including remand) or community sentence.	Sustainability of funding.
2.	Request and receive quarterly update reports for CJA board from Renfrewshire; Inverclyde and West Dunbartonshire enhanced women's services.	1; 4 & 6	Chief Officer	March 2017	Reports received and used to determine subsequent resource allocation.	Report writers' time. CJA staff time considering reports and determining future direction.
3.	Continue to work with the Scottish Prison Service and other partners in the ongoing development of a throughcare model for women offenders.	1; 4 & 7	Chief Officer	March 2017	Appropriate services are put in place. SPS timescales are met.	Chief Officer; Planning Officer and identified partners time and input.
4.	Continue to actively participate in both the HMP Low Moss PSP Governance and Operational Groups.	1;4; 7 & 8	Chief Officer/ Planning Officer	March 2017	Engaging prisoners are supported after liberation.  All aspects of short term prisoner needs are met on liberation and all relevant agencies are engaging with PSP team.	Chief Officer Planning Officer and Partners time to attend meetings and consider joint actions.
5.	Continue to actively participate in the Reducing Reoffending Change Fund PSPs governance and operational groups, to deliver and sustain mentoring services to offenders in the NSCJA area.	1;4; 7 & 8	Chief Officer	March 2017	As per PSP outcome framework.	Chief Officer and Partners time to attend meetings and consider joint actions.
6.	Continue to actively support the Joint national PSP group in promoting the PSP model	1;4; 7 & 8	Chief Officer	March 2017	Improved understanding of the added value that the PSP model offers to the justice system in achieving outcomes for offenders.	Chief Officer time
7.	Continue to work with key public & third sector service providers within the NSCJA area to ensure that there is equity in access, for short term offenders, to relevant universal services (housing, healthcare, benefits, etc.)	1;4; 7 & 8	Chief Officer/ Planning Officer	March 2017	All aspects of short term prisoner needs are met on liberation and all relevant universal agencies are engaging with justice agencies.	Chief Officer Planning Officer and Partners time to attend meetings and consider joint actions.
8.	Continue to progress work with NHS GG&C, GCJA and appropriate partners, to address health improvement of offenders and their families.	1 & 9	Planning Officer	March 2017	Improved positive health outcomes for offenders and their families, in particular children.	Planning Officer time to develop & promote idea, attend meetings.

9.	Continue to work in partnership with Scottish Government and Community Planning Partnerships, both nationally and locally to facilitate information sharing and awareness events in preparation for the new structure.	1; 3 & 11	Chief Officer/ Planning Officer	March 2017	Integrated processes are in place between CPPs and NSCJA, working towards a smooth transition of duties and responsibilities.	CJA staff time in organising meetings and events with partners.
10.	Continue to engage with CPPs in local authority areas during shadow year to ensure a smooth transition to the new structure.	1; 3 & 11	Chief Officer/ Planning Officer	March 2017	Integrated processes are in place between CPPs and NSCJA, working towards a smooth transition of duties and responsibilities.	CJA staff time in attending meetings and events with partners.
11.	Coordinate and facilitate multi agency learning and development in line with national plan.	1;3 & 5	Training and Development Officer	March 2017	A fully informed and equipped Justice workforce.	Portion of £60K T&DO budget
12.	Continue to engage with SGCJD and partners in the progression of the offender agenda.	1	Chief Officer/ Planning Officer	March 2017	Improved positive outcomes for offenders, their families and communities.	CJA staff and partners time
13.	Continue to positively contribute to the development of the New National Community Justice Strategy through secondment to SGCJD	1	Planning Officer	March 2017	Improved positive outcomes for offenders, their families and communities.	Planning Officer time. Travel expenses to St Andrews House
14.	Continue to positively contribute to the development of Electronic monitoring in Scotland through secondment to SGCJD	1	Planning Officer	March 2017	Improved positive outcomes for offenders, their families and communities.	Planning Officer time. Travel expenses to St Andrews House
15.	We will close NSCJA in line with our disestablishment plan		CJA staff	March 2017		





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**To: North Strathclyde Community Justice Authority**

**On: 11<sup>th</sup> March 2016**

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**Report by: Chief Officer**

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**Heading: Community Justice (Scotland) Bill – Progress Report**

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## **1. Summary**

- 1.1** The Community Justice (Scotland) Bill was passed by the Scottish Parliament on 11<sup>th</sup> February 2016. Although some measures come into effect immediately following royal assent, none of the measures conferring functions on Community Justice Scotland or the Community Justice partners come into effect until later – likely 1<sup>st</sup> April 2017. CJAs will be abolished immediately prior to this.
- 1.2** Community Planning Partnerships were notified in January that the £50,000 transition funding they received in 2015/16 will be repeated in 2016/17. Across NSCJA this funding has been used to appoint either full time or part time officers to provide additional capacity within the local Community Justice Partnerships. As this funding was provided via normal Local Government grant funding (GAE) any underspends can be carried forward.
- 1.3** The national Transitions Group is organising a national event bringing together all the transition post holders to brief them on current development of the National Strategy, Performance Framework and Guidance. The group will consider how future support may be provided to Transition Officers.
- 1.4** Scottish Government are convening a meeting of senior officers from all the community justice partners to promote coordination at the highest levels in these organisations.
- 1.5** NSCJA Officers are making initial preparations to ensure a smooth process of closing down NSCJA. Details are shown at Appendix 1. Officers are engaging with all local transition groups to provide whatever assistance is required and are reducing demands on partners.

- 1.6** At a national level, the CJAs have created a Community Justice “Toolkit” for use by Community Justice Scotland and the local partnership if they find it helpful. The toolkit has been uploaded to the CPP Knowledge Hub and CJAs and others will continue to update it.
- 1.7** The Government successfully passed an order through the Scottish Parliament in December which enables it to proceed with the appointment of a Convener for Community Justice Scotland. This will be done through the public appointments system with a panel considering candidates and making a recommendation to Ministers. The recruitment of a Chief Executive will follow shortly afterwards.
- 1.8** Work continues on developing the National Strategy, Performance Framework and Guidance document. Initial drafts of the strategy and guidance should be available for Ministers in March and a target launch of all three tabled for June. The transitions Group will organise 3 or 4 regional events for this purpose and these will be aimed at community justice partners, third sector and relevant others.
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## **2. Recommendations**

- 2.1** The Authority is asked to note the content of this report.
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## **3. Background**

- 3.1** The Bill will take forward the legislative change necessary to establish a new model for community justice. The new model seeks to deliver better outcomes for communities by promoting a collaborative approach to the planning and delivery of improved outcomes, putting decision-making in the hands of local communities and agencies that are best-placed to assess local needs. Arrangements will be made at a national level to provide strategic leadership; enhanced opportunities for innovation, learning and development; and assurance on the delivery of improved outcomes. The model also recognises stakeholder views that community justice services should be person-centred, evidence-based and make best use of resources.

In particular, the Bill will:

- Place responsibility for the local planning and delivery of improved outcomes for community justice with a defined set of community justice partners (including local authorities, NHS boards, Police Scotland, Scottish Fire and Rescue Service, Health & Social Care Integration joint boards, Skills Development Scotland, the Scottish Courts and Tribunals Service and Scottish Ministers in their role as the Scottish Prison Service);
- Place duties on these community justice partners to engage in local strategic planning and be accountable for this;
- Require the development of a national strategy and a performance framework in relation to community justice;

- Create a national body to provide leadership, promote innovation, learning and development; provide assurance to Scottish Ministers on the delivery of outcomes; and to provide improvement support where it is required;
- Promote a focus on collaboration – including the opportunity to commission, manage or deliver services nationally where appropriate.

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## **Implications of the Report**

### **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Authorities website.

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## ***Disestablishment Plan 2016 -2017***



Activity Area	Responsible Person	Timescale	Notes	Progress	RAG
Amend Conditions of Grant for 2016/17 allocation.	JH/ VQ	End March 2016	Condition of Grant needs amended to remove requirement placed on LAs to provide an Annual Report.	Under review to decide whether full Conditions of Grant is necessary for 2016/17.	●
SLA with T&DO	JH	March 2016	This involves Legal Services. Current contract expires on 31.3.16. Extend until 31.3.17. Board report to March 2016 board meeting.	Report to extend contract by 12 months to March 2016 board.	●
Organise meeting with Renfrewshire Finance, IT and Corporate Services	JH	August 2016	Need to agree timeline for removing services, particularly IT as we have server in office. <b>Plan needs to be drawn up for IT removal</b> How will this impact on day to day business?		●
Website	VQ	March 2017	Check contract. Refer to Scottish Government or CJS? Need details for insertion on website. Remove the 'contact us' section		●
Disposal of all assets.	All	November 2016	Take report to CJA board for approval. Either goes to CJS or we invite partners to pick what they want. <b>Disposal Plan will need to be drawn up working back from 31.3.17.</b>	Suggestion made to SG that furniture could be used for CJS.	●
Resign/ Withdraw from partnership groups	JH/WK	December 2016	<ul style="list-style-type: none"> <li>NSCJA Literacies</li> <li>SACRO Pilot Bail Supervision</li> <li>MAPP A SOG</li> <li>Local Criminal Justice Board</li> <li>Sheriff Principals Meeting</li> <li>Low Moss PSP Governance Group</li> <li>BAFC PSP Governance Group</li> <li>Shine PSP Governance Group</li> <li>OPHI</li> <li>Safer and Stronger</li> <li>Low Moss PSP Operational Group</li> </ul>		●
Discuss final Board Meeting Date	All/ Board	December 2016	Ask committee services to report on any amendments. Discuss with corporate services and board members.		●
Final CJA Board	Board		<ul style="list-style-type: none"> <li>Delegate Authority to Convenor and Chief Officer to approve annual report 2016/17</li> <li>Require Delegated authority for anything else?</li> </ul>		●

Check relevant legislation re Board Meetings frequency.	WK/VQ		Is there a legislative requirement to hold 4 meetings per annum.	Checked. No mention of legislative frequency for meetings. Schedule Set by NSCJA.	●
Letter of thanks to all partners.	JH	January/February 2017	Chief Officer to write to all partners thanking for last 10 years.		●
Redirect Mail post March 2017	WK/VQ	March 2017	Ascertain who will be recipient of any mail post 31/3/2017.		●
Final Finance Meeting	JH/VQ	20/2/17	<ul style="list-style-type: none"> <li>External meeting room will probably be required</li> <li>Reallocation of funds</li> <li>Low Moss PSP</li> <li>Retention</li> </ul>		●
Arrange for all hard copy files to be disposed of.	WK/VQ	March 2016 – December 2016	Retention of files? Check timescales for file retention. Organise Shred-it for files that don't need retained for mass shredding.		●
Retained files	WK/VQ		Who do they go to? Discuss with SG.		●
Clear Electronic Files	WK/VQ		What needs to be kept? What files can go to partners. Discuss with SG.		●
Clear E-mails	All		Clear all e-mails from system inbox; sent; and saved folders. Ensure nothing confidential left on systems.		●
All procurement contracts with Lead Authority	JH		Need to cancel contracts with Renfrewshire Council for: <ul style="list-style-type: none"> <li>IT</li> <li>Finance</li> <li>HR</li> <li>Corporate Services</li> <li>Legal Services</li> </ul>		●
Cancel Telephone system and maintenance contract	VQ		Contact STAR systems to ascertain lead in times for disconnection and paying final bill.		●
Cancel fire extinguisher maintenance contract	WK	September 2016	ALBA fire systems. Next maintenance check September 2016. Who owns fire extinguishers? If Alba arrange to have removed prior to 31.3.17.		●
PAT testing	WK		Check when PAT testing is due for all electrical equipment. In particular assets that may go to partners.		●
Cancel Audit Scotland and pay in advance	JH/VQ		Invoices in advance for 2016/17		●
Give notice to quit for Office Lease	JH	January 2017	Ensure lease expires on 31.3.17. cc Legal Services. Ensure heating and electricity charged in advance.		●
Business Stream	VQ		Inform 31.3.17 closure date. Request invoice in advance.		●

Cancel/return water cooler	VQ	December 2017	Get contact from Renfrewshire council.		●
Turnaround contract			Check wording of contract to ensure continuation post 31.3.17		●
Cancel Window Cleaner	VQ	February 2017	Thank him for his assistance in the vision. Windows cleaned monthly.		●
Accountable Officer	JH		Sign over to whom and by when? Who will be responsible in the event that CO and PO posts are vacant prior to 31.3.17? Discussion needed with SG.		●
2016/17 Annual Accounts	JH		Who will be responsible for signing off?		●
S27 retention	SG		2.5% retention not released until after Audited Annual Accounts, usually 8 months later. Will be paid direct to LAs post 31.3.17. Have arrangements been made for this?		●
New procedures for ISP payments to Local Authorities.	SG		ISPs will require to be paid direct to Las. Is system in place to facilitate this?		●
Submission date for 2016/17 Annual Report.	SG				●
Additional Costs for 2016/17			e.g. HR costs above contractual for severance calculations and meetings etc.		●
CJA Staff Discussions with Local Authorities HR & Finance			Who are the contacts at Renfrewshire Council?		●
Unbudgeted spends after 31/03/17			Where should invoices be sent / who is liable for cost?		●
Outstanding Annual Leave 2017.			Annual Leave at Renfrewshire runs from January to January.		●
Close corporate purchasing card	WKVQ		Make sure paid up to date. Check frequency of invoices. Work backwards.		●
Elections			Will the outcome of elections have any impact on the CJA boards etc.		●
Administration Grant Invoices	VQ		Reminder re VAT		●
Accruals and Repayments 2016/17	VQ				●
Petty Cash	VQ		Ensure that no petty cash left at 31.3.17		●

