
To: North Strathclyde Community Justice Authority

On: 11th March 2016

Report by: Chief Officer

Heading: Community Justice (Scotland) Bill – Progress Report

1. Summary

- 1.1** The Community Justice (Scotland) Bill was passed by the Scottish Parliament on 11th 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 1st 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.

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.

Author Jim Hunter, Chief Officer, North Strathclyde Community Justice Authority
Email: jim.hunter@renfrewshire.gsx.gov.uk Tel: 0141 887 6133



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. Plan needs to be drawn up for IT removal 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. Disposal Plan will need to be drawn up working back from 31.3.17.	Suggestion made to SG that furniture could be used for CJS.	●
Resign/ Withdraw from partnership groups	JH/WK	December 2016	- NSCJA Literacies - SACRO Pilot Bail Supervision - MAPPAS SOG - Local Criminal Justice Board - Sheriff Principals Meeting - Low Moss PSP Governance Group - BAFC PSP Governance Group - Shine PSP Governance Group - OPHI - Safer and Stronger - Low Moss PSP Operational Group		●
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		- Delegate Authority to Convenor and Chief Officer to approve annual report 2016/17 - Require Delegated authority for anything else?		●

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	- External meeting room will probably be required - Reallocation of funds - Low Moss PSP - Retention		●
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: - IT - Finance - HR - Corporate Services - Legal Services		●
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		●