

# LANARKSHIRE COMMUNITY JUSTICE AUTHORITY

Minutes of meeting held in North Lanarkshire Council Offices, Civic Centre, Windmillhill Street, Motherwell on 3 June 2011

## **Chair:**

Councillor B McCaig, South Lanarkshire Council (Convener)

## **Councillors Present:**

### **North Lanarkshire Council**

B Chadha (Depute), T Lunny, H McGuigan

### **South Lanarkshire Council**

J Anderson

## **Councillor's Apology:**

### **South Lanarkshire Council**

G Scott

## **Attending:**

### **APEX**

A Staff, Chief Executive

### **Crown Office and Procurator Fiscal's Service**

A Ferguson, Procurator Fiscal

### **HMP Addiewell**

T Simpson, Deputy Director

### **Lanarkshire Community Justice Authority (LCJA)**

T McNulty, Chief Officer

### **North Lanarkshire Council**

L Cringles, Justice Services Manager; M Fegan, Head of Social Work Services; J Haggerty, Administrative Assistant

### **Scottish Prison Service**

J Dustan, Community Justice Authority Liaison Manager

### **South Lanarkshire Council**

H Stevenson, Executive Director (Social Work Resources); G Bow, Administration Adviser (Corporate Resources); A Singh, Justice Services Manager (Social Work Resources); R Swift, Head of Children and Justice Services (Social Work Resources)

### **Strathclyde Police**

Superintendent E Ferguson (Q Division); Superintendent A Irvine (N Division); Detective Inspector D Pettigrew (Police Headquarters, Pitt Street)

### **SERCO**

S Kromker, Liaison and Development Manager

### **Victim Support Scotland**

H Dickson, Business Delivery Manager

## **Apologies:**

J Plunkett and R Reid, Lanarkshire Community Justice Authority

C Sloey, NHS Lanarkshire

K Gowrie, South Lanarkshire Council

G Cairns, Strathclyde Police (N Division)

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Lanarkshire Community Justice Authority held on 4 March 2011 were submitted for approval as a correct record.

**The Authority decided:** that the minutes be approved as a correct record.

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## **3 Chief Officer Update**

A report dated 23 May 2011 by the Chief Officer was submitted on the following national and local issues of relevance to the LCJA including:-

- ◆ a report by COSLA to its Community Safety Executive Group on the outcome of the Scottish Government's consultation on Prison Visiting Committees. The report referred directly to areas where there could, in future, be an increased role for CJAs in the governance of Prison Visiting Committees
- ◆ confirmation from the Cabinet Secretary for Justice that the LCJA could potentially be allocated £0.5 million from a national total of £4 million of cashback/payback monies to support unpaid work subject to a successful funding bid
- ◆ a briefing paper prepared by the Scottish Local Authorities' Remuneration Committee (SLARC) recommending that the additional remuneration for Conveners of CJAs rise from £4,060 to £6,035 and that the remuneration for Vice Conveners of £3,045 be discontinued
- ◆ an update on various categories of prisoner numbers over the past 12 months from 1 April 2010 to 31 March 2011 including details of an overall reduction of 10% in prisoner numbers for Lanarkshire and highlighting a significant fall of 40% of prisoners in Lanarkshire who were under 21

**The Authority decided:**

- (1) that the report be noted;
- (2) that officers from the LCJA initiate an exercise to assess, in detail, initiatives that were considered to be having a positive impact on prisoner numbers and how this could assist in tackling the large and growing number of female prisoners; and
- (3) that a report be prepared for a future meeting of the Authority detailing how this exercise would be progressed.

*[Reference: Minutes of 4 March 2011 (Paragraph 3)]*

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## **4 Youth Court**

A report dated 23 May 2011 by the Chief Officer was submitted updating members on the progress of the Youth Court Pilot.

The Convener had received confirmation from the Cabinet Secretary that Youth Court Pilot funding amounting to £1.5 million annually would be continued until the end of March 2012.

A condition of the extended funding was that local partners work together to "recalibrate the Youth Courts to ensure the focus was narrowed to serious and persistent offenders" and to "draw on best practice and lessons from specialist Courts to develop a toolkit for other Courts".

A draft project implementation plan had been developed which would result in a "whole system approach within Lanarkshire". The plan would be overseen by an implementation group chaired by Sheriff Dickson of Airdrie Sheriff Court.

**The Authority decided:** that the report be noted.

*[Reference: Minutes of 5 March 2010 (Paragraph 3)]*

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## **5 Planning and Development Adviser Update**

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A report dated 23 May 2011 by the Planning and Development Adviser was submitted:-

- ◆ on the LCJA Performance Framework including the role played by key partners in participating in the consultation process which had resulted in the draft Performance Framework document which was attached as an appendix to the report. The Performance Framework would be updated and presented to the Authority on a 6 monthly basis and would be made available on the LCJA website. The first presentation would be made to the Authority at the meeting scheduled for 2 September 2011
- ◆ advising the Authority on the intention to circulate the draft Annual Report 2010/2011 to Authority members and partners for comment in late July 2011. This would enable officers to take account of feedback before reporting to the Authority on 2 September 2011 for final approval prior to submission to the Scottish Government
- ◆ confirming that the LCJA had met with the Business Delivery Manager for Victim Support Scotland (Lanarkshire) to discuss the continued development of the Lanarkshire Victims' Forum. It was intended that a draft Terms of Reference would be circulated to a number of 'victims organisations' for their consideration
- ◆ on proposals to make available an e-update following every meeting of the Authority which would be sent out to all partners summarising key events and news relating to the LCJA and partners in the Lanarkshire area

**The Authority decided:** that the report be noted.

*[Reference: Minutes of 4 March 2011 (Paragraph 4)]*

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## **6 Finance Update**

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A report dated 23 May 2011 by the Financial Adviser to the Authority was submitted on:-

- ◆ the quarterly performance of the Section 27 budget at Quarter 4 (31 March 2011)
- ◆ Quarter 4 spend against the administrative budget

**The Authority decided:** that the report be noted.

*[Reference: Minutes of 4 March 2011 (Paragraph 5)]*

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## **7 Community Disclosure Scheme**

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A report dated 23 May 2011 by Detective Inspector Pettigrew, Strathclyde Police was submitted on the process that had been developed by Strathclyde Police to deliver the objectives of the disclosure scheme to the communities of Strathclyde.

Keeping Children Safe was a community disclosure scheme which allowed anyone to request information about an individual who had access to children and who they believed might pose a risk to those children.

Applications could originate from a variety of sources, such as the dedicated telephone number for the scheme, in person at a police office, reports to a police officer or member of police staff, or from a partner agency (third party referrals similar to those received under domestic abuse).

Any applications received, regardless of route, would initially be assessed in relation to the requirement of an immediate operational police response if the child or children concerned were assessed as being at significant risk of harm. This assessment would be based upon the information that had been provided by the applicant.

If immediate police action was required on child protection grounds, then Keeping Children Safe guidelines would no longer apply and the matter would be dealt with as a child protection issue.

If the decision was taken to disclose information through the scheme, it would only be disclosed to the parent, guardian or carer of the child. If the applicant did not fit the criteria, they would not have any information disclosed to them.

Details of how the scheme would work in practice were highlighted.

**The Authority decided:** that the report be noted.

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## **8 HMP Addiewell Inspection - Presentation**

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The Deputy Director of HMP Addiewell gave a presentation on:-

- ◆ the history and scope of the services provided at the prison
- ◆ the composition of the prison population over the past 12 months
- ◆ details of how the prison had tailored its objectives to meet those of the CJA
- ◆ key development areas identified by the prison
- ◆ the outcome of an HMIP inspection undertaken in November 2010 including areas of good practice and areas identified for further development

**The Authority decided:** that the presentation be noted.

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## **9 Community Service**

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The Justice Services Managers from North and South Lanarkshire Councils gave presentations on various key projects and developments in relation to Community Service.

The presentation from North Lanarkshire Council included a DVD giving an overview of specific projects.

The presentation from South Lanarkshire Council included an update on the work of the dedicated Community Service facility at Auchentibber, Blantyre.

**The Authority decided:** that both presentations be noted.

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## **10 Urgent Business – Clerical Assistant Re-grading**

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In terms of Standing Order No 4, the Convener decided that, in view of the requirement to implement the re-grading of the post of Clerical Assistant in the LCJA as soon as possible, this matter be dealt with as a matter of urgency.

The post of Clerical Assistant within the LCJA had been the subject of a recent job evaluation. To reflect the increase in remit and responsibility, it was considered that the post of Clerical Assistant currently graded at Grade 1, Level 3 (£16,351) be redesignated Administrative Assistant at Grade 2, Level 1 (£17,610).

**The Authority decided:**

that the existing post of Clerical Assistant, currently graded at Grade 1, Level 3 (£16,351), be redesignated Administrative Assistant at Grade 2, Level 1 (£17,610).