

## TERMS OF REFERENCE FOR STAKEHOLDERS MEETING

### Background

LCJA hosts the LEAF (Literacy, Employability, Accommodation and Finance) Group which meets on a bi-annual basis and is a strategic group. This meeting brings together a wide range of delegates representing the following agencies: North Lanarkshire Council; South Lanarkshire Council; Scottish Prison Service; HMP Addiewell; Consumer and Trading Standards; Wise Group; APEX; SACRO; Routes to Work; Phoenix Futures; Citizens' Advice Bureau; Learning and Teaching Scotland and Job Centre Plus.

The purpose of the LEAF group is as follows:

- Provide an opportunity for organisations to come together and share best practice on working with offenders.
- Share information on significant developments which may impact on or provide opportunities for new ways of working e.g. Community Payback Orders
- To look at opportunities for funding
- Evaluate services that have been funded by LCJA and share findings

### Stakeholders Sub Group

The development of a Stakeholders Sub Group was proposed by the above group and will be chaired by LCJA. The stakeholders sub group will focus specifically on a) services provided within the Link Centre within HMP Addiewell and b) that there is a process to ensure that offenders can access a range of appropriate services in the community. Key members will be able to demonstrate how their business plans or strategies relate to services for offenders.

The first steps in this process are to:

- Agree membership of the group ensuring that there are representatives from the North and South Lanarkshire area and West Lothian.
- Agree that the group members will be '**operational**' rather than '**strategic**'.
- Agree that any strategic issues should be raised at the LEAF group or directly with LCJA.
- Research existing work by local prisons that may be helpful
- Develop pathways for offenders – in relation to: benefits, accommodation and employability services
- Establish 'champions' to represent and develop each pathway
- Agree how pathways will be evaluated to show effectiveness
- Establish any gaps in service provision
- Report back to the LEAF group on progress through the Chair

It would be the intention that once effective pathways are established and evaluated that this work be shared with HMP Shotts, Polmont and Corntonvale for any commonality that may aid service development for offenders.