



Social Policy, Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

10 March 2017

A meeting of the **Social Policy, Policy Development and Scrutiny Panel** of West Lothian Council will be held within **Council Chambers, West Lothian Civic Centre** on **Thursday 16 March 2017 at 2:00 p.m.**

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
3. Order of Business, including notice of urgent business
4. Confirm Draft Minute of Meeting of the Social Policy, Policy Development and Scrutiny Panel held on Thursday 12 January 2017 (herewith).
5. Realigning Children's Services Programme
 - (a) Presentation by the Realigning Children's Services Team
6. West Lothian Champions Board - Report by Head of Social Policy (herewith)
7. Lothian and Borders Community Justice Authority - Minutes - Report by Head of Social Policy (herewith)
8. Review of Social Work Support Services to Vulnerable Children and Young People - Report by Head of Social Policy (herewith)

9. Review of Children's Residential Care - Report by Head of Social Policy (herewith)
10. Report on West Lothian Council's Community Payback Annual Report 2015-16 - Report by Head of Social Policy (herewith)
11. Joint Inspection of Services for Children and Young People - Report by Head of Social Policy (herewith)
12. Workplan (herewith)

NOTE **For further information please contact Elaine Dow on 01506 281594 or email elaine.dow@westlothian.gov.uk**

MINUTE of MEETING of the SOCIAL POLICY, POLICY DEVELOPMENT AND SCRUTINY PANEL of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 12 JANUARY 2017.

Present – Councillors Danny Logue (Chair), Tony Boyle, Diane Calder, Jim Dixon, Sarah King and Frank Toner

Apologies – Bridget Meisak, Voluntary Sector Gateway and Maureen Finlay, Senior People's Forum Representative

1. DECLARATIONS OF INTEREST

Councillor Danny Logue declared a non-financial interest in that he was an employee of NHS Lothian and the Chair of the West Lothian Integration Joint Board.

Councillor Tony Boyle declared a non-financial interest in that he was the council's appointee to the Community Justice Authority and was also a member of the COSLA Community Justice Redesign Group.

2. MINUTE

The panel confirmed the Minute of its meeting held on 3 November 2016 as a correct record. The Minute was thereafter signed by the Chair.

3. COMMUNITY JUSTICE REDESIGN IN SCOTLAND – DEVELOPMENT OF COMMUNITY JUSTICE NATIONAL STRATEGY, OUTCOMES, PERFORMANCE AND IMPROVEMENT FRAMEWORK, AND GUIDANCE TO COMMUNITY PLANNING PARTNERSHIPS

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on progress of the national agenda for Community Justice Redesign.

The report recalled the background to the Criminal Justice Redesign in Scotland. The redesign was in its transitional year, during which Community Planning Partnerships (CPPs) were required to prepare to assume full powers over justice services in each local authority area. The legislative framework under which the changes were to be implemented were fairly narrowly framed and focussed largely on responses to the needs of offenders who were already generally managed by local services.

The report outlined the Scottish Government's vision for community justice, the actions to be taken to implement plans for penal policy and of the key areas which had been prioritised for action following an extensive consultation with stakeholders as follows:-

- Improved community understanding and participation

- Strategic planning and partnership working
- Effective use of evidence-based interventions
- Equal access to services

There were three main strands of development in relation to community justice – the National Strategy for Community Justice, Performance Framework and Guidance to Community Planning Partners. The content and significance of each document was summarised in the report, with the documents having been provided as appendices to the report.

None of the concepts were new to CPPs as they had either been rooted in the wide ranging national debate that had taken place in the early planning phases of Community Justice or were part of the existing wider responsibilities of CPPs. The report then highlighted the three themes that would benefit from detailed local consideration in the coming months. The panel was delighted to hear that work would also continue on the two local priorities for West Lothian; domestic abuse and women who offend.

The Community Justice Outcomes, Performance and Improvement Framework (OPIF) focussed on partnership outcomes and achievements and would support the thrust of the National Strategy by allowing CPPs the opportunity to demonstrate the effectiveness of their shared partnerships and practices compared to their work as individual agencies. Data collected at a local level would help Community Justice Scotland (the arms-length national body) to understand trends and themes at a national level and contribute to the continuing debate on best practice. The framework provided a comprehensive overview of the proposed purpose and style of operation of community justice.

The report concluded that whilst the establishment of Community Justice Scotland had been slower than originally intended, the appendices provided an overview of the vision of the Scottish Government that gave the council a sound basis to develop a West Lothian vision for the future.

The panel was invited to note the terms of the report and that updates would be provided when feasible.

Decision

To note the contents of the report.

4. AUDIT SCOTLAND REPORT – SOCIAL WORK IN SCOTLAND

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing the findings of an Audit Scotland report on the national audit of social work published in 2016.

The report explained that Audit Scotland had carried out an audit of six council areas, including West Lothian, in 2015 in order to examine how effectively councils were planning to address financial and demographic

pressures facing social work in Scotland, specifically to determine the extent of pressures, the effectiveness of current governance arrangements and how councils were involving service users and carers in service planning.

A list of the key challenges arising from the audit was provided in the appendix to the report. The audit report had made thirteen recommendations for councils and Integration Joint Boards (IJBs). The recommendations covered social work strategy and service planning; governance and scrutiny arrangements; workforce issues; and service efficiency and effectiveness.

The report explained that whilst West Lothian had been significantly affected by financial and demographic challenges, it benefitted from a long-term financial management strategy. The West Lothian IJB had adopted a robust strategic commissioning approach which incorporated a number of key service redesign programmes aimed at transforming the way services were delivered across whole systems. The IJB was developing new approaches aimed at increasing community capacity. As outlined in the report, the Chief Social Work Officer confirmed that her role was well defined and supported in West Lothian and linked effectively into council and partnership governance arrangements.

The report concluded that the recommendations arising from the audit would be extremely challenging to achieve, both nationally and locally, and invited the panel to note key challenges ahead and the recommendations made by Audit Scotland.

Decision

To note the contents of the report.

5. INTEGRATION JOINT BOARD – COMMISSIONING PLANS

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing an overview of the development of a range of care group strategic commissioning plans by the Integration Joint Board (IJB).

The report advised that at its meeting held in March 2016, the IJB had approved its strategic plan that had included details of how high level outcomes would be achieved through a process of strategic commissioning. A list of the key care group based commissioning plans to support the strategic plan was given in the report.

Strategic commissioning was based on an Analyse, Plan, Do and Review approach. Recommendations arising from the needs assessment were derived from evidence gathered and analysed from the review of literature, surveys and fieldwork including study informants. Working groups had been established to develop three year commissioning plans and initial drafts had been subject to stakeholder consultation, including the IJB Strategic Planning Group. Final drafts of the strategic

commissioning plans had been submitted to the IJB for approval. The IJB would receive regular update reports on all plans which would be reviewed annually.

It was recommended that the Panel note the development by the Integration Joint Board of a range of care group strategic commissioning plans, as outlined in the report.

Decision

To note the contents of the report

6. CONSULTATION – NEW NATIONAL HEALTH AND SOCIAL CARE STANDARDS

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy advising of a Scottish Government public consultation on proposed new National Health and Social Care Standards and providing a draft response to the consultation.

The report explained that current care standards had first been introduced in 2002 for different types of registered care settings. There had been a number of changes since then, all of which were described within the terms of the report, and it was recognised that the original standards were no longer fit for purpose and required to be replaced with new standards that reflected recent changes to policy and practice.

Proposed new standards had been developed which were based on human rights and the wellbeing of people using health, care and social services. It was intended that the standards would be the delivery vehicle for the wide range of legislation and Scottish Government policy which related to health and social care provision. A public consultation on the new standards had commenced in October 2017 and would close on 22nd January 2017.

In order to facilitate a comprehensive response to the consultation, a meeting had been held within West Lothian by the Health and Social Care Partnership with invited representatives identified from health and social care services where the new standards would require to be implemented. The views expressed at the meeting were captured and used to inform and facilitate a joint response, the draft of which was provided in the appendix to the report.

The panel noted from the report that there had been unanimous agreement with the approach that had been taken to develop the new standards. The report invited the panel to note the terms of the report and to support the draft consultation response being submitted to the Council Executive for consideration.

In response to a question, the Head of Social Policy undertook to clarify the answer to question 11 prior to Council Executive approval.

Decision

To note the contents of the report and endorse the draft response being submitted to the Council Executive for approval subject to clarification on question 11.

7. CONSULTATION ON THE CONTINUING CARE (SCOTLAND) AMENDMENT ORDER 2017

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing information on the Scottish Government's consultation on the Continuing Care (Scotland) Amendment Order 2017 and proposing a draft response.

The report recalled that the Children & Young People (Scotland) Act 2014 had created new provision which had placed a duty on local authorities to provide care leavers, whose final placement was "away from the home" with a continuation of the kind of placement and support they received prior to them ceasing to be looked after. Young people aged 16-18 were able to request continuing care allowing them to remain in their care placement until their 21st birthday. All young people born after 1st April 1999 were entitled to request continuing care if they were in foster, kinship or residential care with the same accommodation or assistance as they received immediately before they ceased to be looked after.

The 2017 Order would further increase the upper age of young people eligible for continuing care to 19 years of age. The approach of annual amendment had been agreed during the development of the 2014 Act to ensure that the original cohort of 16 year olds would continue to be eligible as they increased in age until entitlement to Continuing Care encompassed all care leavers in kinship, residential and foster care from age 16 to their 21st birthday.

The council's draft response, which was provided as an appendix to the report, supported the intention to further increase the higher age limit for persons eligible for continuing care from 18 to 19 years old from April 2017. The report explained that if there was an increase in demand from continuing care support within costly placement options, the funding allocated from the Scottish Government would be insufficient and could result in a budget pressures. The Senior Manager, Children & Families Team suggested that the consultation be endorsed for submission to the Council Executive for approval subject to requesting that the implementation of Continuing Care be fully funded by the Scottish Government.

Councillors Diane Calder and Sarah King requested that their dissent to the panel's decision be noted.

Decision

To note the contents of the report and endorse the draft response being referred to the Council Executive for approval subject to requesting the

Scottish Government to fully fund the costs of compliance with the 2017 Continuing Care Order.

8. WORKPLAN

The Panel noted the contents of the workplan that would form the basis of the panel's work over the coming months.

Decision

To note the contents of the workplan



SOCIAL POLICY, POLICY DEVELOPMENT AND SCRUTINY PANEL

WEST LOTHIAN CHAMPIONS BOARD

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The purpose of the report is to provide information to the panel on the funding received by West Lothian Council from the Life Changes Trust.

B. RECOMMENDATION

It is recommended that the panel note this funding and the intended work to be undertaken during the allocated period.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs.
		Being honest, open and accountable.
		Making best use of our resources.
		Working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Children and Young People (Scotland) Act 2014
		The Children's (Scotland) Act 1995
		The Children's Hearing (Scotland) Act 2011
		Looked After Children (Scotland) Regulations 2009
		United Nations Convention on the Rights of the Child
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	Increased number of young people supported to develop the confidence and skills to influence policy/practice relating to their lives.
		Increased range of activities to engage and involve our care experience young people in providing their views

	Increased number of care experienced children and young people become more active in their communities.
	Increased number of professionals who understand their corporate parent duties and responsibilities.
	Increased public and community awareness of the needs of care experienced children and young people.
V Relevance to Single Outcome Agreement	<p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>People most at risk are protected and supported to achieve improved life chances</p> <p>We live longer, healthier lives and have reduced health inequalities.</p>
VI Resources - (Financial, Staffing and Property)	<p>Life Changes Trust Funding for a 3 year period:</p> <p>2017 - £69,207</p> <p>2018 - £69,680</p> <p>2019 - £70,156</p> <p>Total - £209,043</p>
VII Consideration at PDSP	None
VIII Other consultations	NHS Lothian, Police Scotland, Foster Care Consultative Forum, Scottish Children's Reproter, West Lothian College, Children's Rights Officer, Having Your Say Forum, Third Sector, Education Services, Area Services, Housing, Construction and Building Services and Finance.

D. TERMS OF REPORT

This funding has come from the Life Changes Trust, an independent charity established with a Big Lottery Fund endowment of £50 million to improve the lives of two key groups in Scotland: care experienced young people and people affected by dementia. West Lothian is one of 8 local authority areas to receiving funding.

The funding will be used throughout 2017 to 2019 to support West Lothian to establish a local 'Champions Board'.

Champions Boards provide a platform for care experienced young people to talk directly to local authority staff, elected members and service providers to ensure that decisions which affect their lives are informed by their own experiences. Through Champions Boards, care experienced young people themselves can influence improvements in the services and support available to them.

The activities to establish the West Lothian Champions Board will start over the next few months. This development will provide us with a true platform through which our care experienced young people have a real voice and influence to improve how we deliver and develop services going forward.

Champions Boards themselves are relatively new in Scotland, but are already proving to be extremely effective. They provide an opportunity for young people to articulate the challenges that being in care can bring and how these challenges can be faced and overcome with the right support.

In West Lothian we currently have a range of ways of engaging and involving our care experienced young people including; Having Your Say Forum, Residential House Activities, Viewpoint and links to Who Cares? Scotland. This funding will be used to support a range of activities to engage and empower even more care experienced young people.

The Champions Board will build the capacity of West Lothian's care experienced young people to develop confidence in their abilities and potential, giving them the platform to flourish and grow.

The award from the Life Changes Trust will fund both participation worker and development worker for the 3 years period. These posts will support the develop of a Champions Board approach in West Lothian and facilitate a range of training and awareness activities to build the capacity of Corporate Parents and enhance their knowledge and understanding of their duties and responsibilities.

E. CONCLUSION

The Champions Boards is an exciting development and offers us a real opportunity to put our care experienced young people in the driving seat, where their views, opinions and aspirations are central to ensuring we improve our performance as corporate parents.

F. BACKGROUND REFERENCES

Appendices/Attachments:	None
Contact Person:	Jo Macpherson Senior Manager – Children & Early Intervention
Tel	01506 282194
email	jo.macpherson@westlothian.gcsx.gov.uk
	Jane Kellock, Head of Social Policy
Date:	16 th March 2017



SOCIAL POLICY - POLICY DEVELOPMENT AND SCRUTINY PANEL

LOTHIAN AND BORDERS COMMUNITY JUSTICE AUTHORITY - MINUTES

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

To update members on the business and activities of the Lothian and Borders Community Justice Authority.

B. RECOMMENDATIONS

It is recommended that the Panel note the terms of the minutes of the meeting of the Lothian and Borders Community Justice Authority on Thursday 18th August 2016 and Thursday 17th November 2016 in the appendix to this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs.
	Being honest, open and accountable.
	Making best use of our resources.
	Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Council requires the activities of certain outside bodies to be reported to elected members on a regular basis, as part of its Code of Corporate Governance.
III Implications for Scheme of Delegations to Officers	No implications.
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	We live in resilient, cohesive and safe communities.
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	None

VIII Other consultations None

D. TERMS OF REPORT

On 29 June 2010 the Council Executive decided that the activities of certain outside bodies should be reported within the council to ensure all elected members are aware of the business of those bodies and to help to ensure their activities are more effectively scrutinised.

In accordance with that decision the business of the Lothian and Borders Community Justice Authority was to be reported to this meeting by the production of its minutes. The relevant document is produced as an appendix to this report.

E. CONCLUSION

This report ensures that members are kept apprised of the activities of Lothian and Borders Community Justice Authority as part of the council's Code of Corporate Governance.

F. BACKGROUND REFERENCES

West Lothian Council Code of Corporate Governance.

Council Executive, 29 June 2010

Appendices/Attachments: Minute of meeting of Lothian and Borders Community Justice Authority - Thursday 18th August 2016
Minute of meeting of Lothian and Borders Community Justice Authority - 17th November 2016

Contact Person: Tim Ward, Senior Manager
Young People and Public Protection
Tim.ward@westlothian.gov.uk
01506 281235

Jane Kellock
Head of Social Policy (Interim)

Date: 16th March 2017

**MINUTE OF THE MEETING OF THE
LOTHIAN AND BORDERS COMMUNITY JUSTICE AUTHORITY**

Newbattle Abbey College, Dalkeith
Thursday 18th August 2016

Present: Councillor Catherine Johnstone (**Chair**), Councillor Donald Grant (ELC), Councillor Ricky Henderson (CEC), Councillor John Mitchell (SBC),

In Attendance: Fiona Young (Chief Officer), Craig Fraser (Finance Officer), Harry Robertson (CEC), Tim Ward (WLC), Andrea McLachlan (CJA), Deirdre Henderson (Sacro), Jim Dustan (SPS), Richard Moran (Police Scotland), John Fyfe (SBC), Bryan Rodgers (Police Scotland), Cristina Ayala (CJA), Hanna Wesemann (CEC), Rhona Hotchkiss (SPS), Jane Moffat (SG), Rosie Kendall (MLC), Hamish Fraser (MLC), Stephen O'Hagan (Audit Scotland), Philip Conaglen (NHS Lothian), Nancy Loucks (Families Outside), Alistair Bowden (Scottish Government)

Apologies: Councillor Tony Boyle (WLC), Councillor Donald Moffat (SBC), Kevin Murray (Sacro), Fiona Duncan (ELC), Fiona Allen (Families Outside), Margaret Brewer (MLC), Laura Baxter (Victim Support Scotland)

DECLARATION OF INTEREST

None

1. WELCOME & INTRODUCTION

The Chair welcomed everyone to the meeting and introduced the presenters.

Presentations

The National Strategy for Community Justice – Alistair Bowden

The strategy is now complete and available on the knowledge hub. The official launch will be in November 2016. The new model for community justice sets out duties on a defined set of statutory community justice partners to plan and report. It also creates a statutory duty on partners to have regard to a national strategy for community justice and the outcomes, performance and improvement framework (OPI). Community Justice Scotland (CJS) will spread best practice and raise the profile of community justice.

The national strategy has been developed following the Angiolini commission report and the Audit Scotland report of 2012.

The strategy was developed with a steering group, evidence and engagement events with key stakeholders and people with convictions and their families.

The vision is:

Scotland is a safer, fairer and more inclusive nation where we prevent and reduce further offending by addressing its underlying causes; and safely and effectively manage and support

those who have committed offences to help them reintegrate into the community and realise their potential for the benefit of all citizens.

Mission Statement

The mission statement adds detail to the vision.

We will achieve this vision by effectively implementing the Scottish Governments plan for penal policy to:

Deliver a decisive shift in the balance between community and custodial sentences by: increasing the use of community-based interventions and reducing the use of short term custodial sentences.

Improve the reintegration from custody to community.

Four priority action areas have been selected by the steering group.

- *Improved community understanding and participation*
This is the area that most interests practitioners, and includes the development of a communications strategy.
- *Strategic planning and partnership working*
Some partners have knowledge of community planning partnerships, but others don't. It is important for partners to recognise common goals and work together.
- *Equal access to services*
There is strong evidence that shows that access to services is vital in helping stop offending behaviour. Every contact in the community justice pathway should be treated as an improvement opportunity.
- *Effective use of evidence-based interventions*
When CJS consider annual reports, this is what they will be looking for.

The most important date to note is 24th November 2016, this will be the launch of the national strategy and the national OPI framework and guidance.

Ms Henderson from Sacro asked how community engagement would be undertaken? Mr Bowden noted that at a national level it would wait until CJS is in place. An implementation group are working to help partners at a local level.

The Chief Officer asked what the feedback had been from people with lived experience of the justice system. Mr Bowden said that stigma had been a big issue, not just for offenders but also their families and victims too.

The Chair thanked Mr Bowden for his presentation.

Future of the Women's Custodial Estate – Jane Moffat and Rhona Hotchkiss

The changes to the development of the female custodial estate in Scotland began in January 2015 when the Cabinet Secretary for Justice announced the cancellation of building a new female prison at Inverclyde. He wanted something different for women. From January to June 2015 consultations were held to find a new approach to women in custody. In June 2015 the Cabinet Secretary announced that an expert steering group would be set up to take the ideas forward. The plan is to have a small national facility to hold 80 people. This will be on the site of the current HMP Cornton Vale. This will be up and running by 2020. There will also be five community custody units (CCU), which is something new and unique. These

will house around 20 people each. There are also 50 women specific places in HMP Grampian as well as female halls in other prisons.

The CCUs will be in 5 areas across Scotland. There is a shortlist of 9 local authorities for the locations.

They won't look or function like prisons, but they will be run by SPS, as only SPS can legally hold prisoners. There is a model design, although it is adaptable to suit different areas. The CCUs will probably all be new builds. It is likely that they will be built in the areas that the women are from.

Women will not go direct to CCUs, they will initially go to the national facility and be transferred to CCUs from there. The women who go to CCUs will not be determined by length of sentence, it is about risk and needs. The hope is to create an independent living feel. There will be separate flats or houses within the CCU and women will have keys to their own doors. Women will be able to access the community, and it will help minimise the impact of custody on families, as there will be space for children to have overnight visits. Exposure to the community will be graduated, starting with visits with an officer and extending to women being allowed out alone. The CCUs will be opening from 2019 onwards.

At the end of August 100 women will be moving from HMP Cornton Vale to HMYOI Polmont, this will enable the work to begin on closing down parts on Cornton Vale for the new build.

The team are currently meeting with the 9 local authorities to help establish possible sites for the CCUs and the appetite from local partners to be involved. NHS involvement is crucial so contact will also be made with IJBs.

Mr Roberston added that this creates a great opportunity to smooth the pathway between custody and community.

The Chief Officer asked how assessments would be done to decide who would be eligible for a CCU place. Ms Hotchkiss said it was hoped that LSCMI could be used if adapted slightly, as well as risk tools currently used by SPS.

The Chair thanked Ms Hotchkiss and Ms Moffat for their presentation.

3. PREVIOUS MINUTE

The Chair advised that the draft minute of the previous meeting of May 2016 had been circulated for approval. No amendments were put forward therefore the Chair moved that this Minute be accepted as the approved Minute from this meeting and as such be posted on the CJA website.

Decision

The Members agreed to:

1. Approve the Minute and for it to be added to the CJA website.

4. MATTERS ARISING

All matters arising are covered in the agenda.

5. CJA GOVERNANCE, PLANNING AND PERFORMANCE (Priorities and Statutory Functions)

5.1 Draft Annual Report 2015/16

This is the last Annual Report that will be produced for a full year. Guidance has just been received from Scottish Government that requests an annual report for 2016/17 to be produced by the end of January 2017. This will be a short report that is expected to highlight good practice and lessons learned.

Members were invited to approve the annual report 2015/16

Decision

The Members agreed to:

1. Approve the Annual Report 2015/16

5.2 Performance Report

The safer lives outcome shows a drop in recorded crime of 3.5%. Victimisation rates have reduced from 19.2% to 16.6%, which is in line with the drop in recorded crime.

Cases received by COPFs within 28 days has increased by 3.3% to 83.2%, and is now back above the national target of 80%. Cases taken and implemented by COPFS within 28 days has dropped by 8% on the previous month but at 81.4%, but is still well above that national target of 75%.

Decision

The Members agreed to:

1. Note the content of the report.

5.3 Community Justice Redesign

i. National developments

Discussion on the new funding formula is still ongoing. There is an intention to provide illustrative figures based on this year's allocations as the budget for 2017/18 has not been confirmed yet.

We are also awaiting the announcement of the Chair and Chief Executive of Community Justice Scotland. This is expected soon.

ii. LBCJA Transition issues

We now have guidance from Scottish Government, although it is not complete as we still need more information on final accounts. Most items are already being dealt with.

Decision

The Members agreed to:

1. Note the developments described.

5.4 Shared Priorities

i. Women

West Lothian – The Almond project continues to work well, with high engagement levels and good outcomes.

Midlothian – Spring have just recruited a social worker.

Edinburgh – Willow has been helped by the two tranches of funding recently. It still has a large waiting list.

Scottish Borders – Reconnect is moving to new premises as they have outgrown the previous one, due to the popularity of the service. Women are now self-referring after hearing the benefits of the service.

ii. Young People's Reintegration Protocol Report

The report was prepared with help from partners and looks at the operation and development of the protocol since it was established. It involved a survey of partners and subsequent discussions. It also utilised data from SPS, Scottish Court and Tribunal Service and criminal justice social work.

Decision

The Members agreed to:

1. Note the progress of the YPRP
2. Approve the report.

iii. Prolific Offenders

Alcohol Special Court

The court has around half of the target of 20 orders. An evaluation process has been established to collect outcome information. Scottish Government have shown an interest in the court as it is similar to a pilot in Aberdeen.

Internet Offending Programme

This programme run by Sacro looks to help people who do not have many other offences and tries to get them to break the offending behaviour early. This will be discussed in more detail at the next Strategic Officers Group meeting.

iv. Families

A workshop was held at the beginning of June and the framework is being used more nationally now. Families Outside are currently trying to develop self-assessment tools for use in the community. There is already a one for use in prison. They are also working with Scottish Borders to help develop this.

Families Outside are also working with Barnardo's to support people with family members convicted of sexual crimes.

They have also produced a new book to help children of prisoners. It will be launched in September 2016.

v. Public Protection

There have been very few new cases resulting from the rollout of the MAPPA extension. Scottish Borders and City of Edinburgh each have one case, with Edinburgh expecting another soon. West Lothian have had two referrals which they declined.

The evaluation of the Edinburgh Domestic Abuse Court has now been approved by the Criminal Justice Board. The DAMG will have a Sheriff representative and the group will look at some of the issues raised in the evaluation.

6. FINANCE

6.1 Annual Accounts 2015/16 and Quarter 1 report

The final accounts for 2015/16 are with the auditor and project a £21,000 overspend. The Quarter 1 report shows a £42,000 over spend. This is £1000 in City of Edinburgh, £13,000 in Midlothian and £29,000 in West Lothian.

Decision

The Members agreed to:

1. Note the content of the report.

6.2 S27 Allocations for 2016/17

The report provided proposed funding allocations for the 5 local authorities to support community sentences provided by Scottish Government for 2016/17, proposals for utilisation of the grant to support community sentences and proposals of the utilisation of the grant to support a reduction in the use of custody for women in 2016/17.

Decision

The Members agreed to:

1. Approve allocations of Section 27 funding to support community sentences.
2. Approve plans from the 5 areas for its utilisation.
3. Approve plans from the 5 areas for utilisation of the grant to reduce the use of custody for women.

6.3 Annual Audit Plan

The auditors will hold a meeting with Scott Moncrieff, the new auditor for 2016/17, to hand over. They will receive guidance on the final audit from Scottish Government in 2016.

6.4 Internal Audit Actions

There were a number of management actions set out in response to the recommendations of the internal audit report. We have confirmation that Scottish Borders Council will retain HR records. All relevant financial records will be transferred/ held by City of Edinburgh Council. Other information on research and development projects will transfer to local partnerships and/or CJS or be places on the knowledge hub as appropriate.

We have an agreement with Scottish Borders Council on the destruction of records with appropriate certification. Certification will be passed in due course to CJD at Scottish Government.

Scottish Government are producing the necessary statutory instrument to transfer accountable officer duties to the director of finance at City of Edinburgh, including handling the accounts for 2016/17. Guidance on the final Annual Report for 2016/17 has been received and the report is due to be submitted to Scottish Government on 31st January 2017. Reports on key initiatives have been coming to the Board.

7. AOB

There is a formal consultation underway on Scotland's ten year mental health strategy. The CJAs will be providing a joint response to this. This will be shared with partners once produced.

8. DATE OF NEXT MEETING

The next meeting will be held on 17th November 2016. It is possible that the new Chief Executive of Community Justice Scotland may attend.

The final meeting of the CJA will be held on 9th February 2017. We will hear a presentation on problem solving courts at this meeting. It is proposed as this will be the final meeting that we change the format. The meeting will start at 11 am and will be followed by a tour of Newbattle Abbey College, then lunch.

Decision

The Members agreed to:

1. The proposed format for the final meeting.

**DRAFT MINUTE OF THE MEETING OF THE
LOTHIAN AND BORDERS COMMUNITY JUSTICE AUTHORITY**

Newbattle Abbey College, Dalkeith
Thursday 17th November 2016

Present: Councillor Donald Grant (ELC):**Chair**, Councillor Joe Wallace (MLC),
Councillor Tony Boyle (WLC), Councillor Donald Moffat (SBC)

In Attendance: Fiona Young (Chief Officer), Craig Fraser (Finance Officer), Harry Robertson (CEC), Tim Ward (WLC), Andrea McLachlan (CJA), Aaron Slater (Sacro), Jim Dustan (SPS), Richard Moran (Police Scotland), John Fyfe (SBC), Bryan Rodgers (Police Scotland), Hamish Fraser (MLC), Stephen O'Hagan (Audit Scotland), Fiona Allan (Families Outside), Jean Couper (CJS), Linda Pollock (SG), Dave Young (SCTS), Sharon Saunders (EL H&SCP), Fiona Duncan (ELC), Julie Jessup (MLC), James Black (TDO)

Apologies: Councillor Catherine Johnstone (MLC), Councillor Ricky Henderson (CEC), Cristina Ayala (CJA), Laura Baxter (Victim Support Scotland), Margaret Brewer (MLC), Paul Streater (WLC), Philip Conaglen (NHS), Graham Jones (SBC), Linda Irvine (NHS)

1. DECLARATIONS OF INTEREST

None

2. WELCOME & INTRODUCTIONS

The Chair welcomed everyone to the meeting including Jean Couper, Chair of Community Justice Scotland and Linda Pollock from Scottish Government.

Presentation

Track 2 Train – Alan Staff and Dodie Piddock

Apex has a long history of providing return to work programmes for offenders. Ten years ago they were the largest provider of such programmes with 90% of their income coming from DWP and Scottish Government. Welfare reorganisations changed everything and Apex lost £2 million income as a direct result.

This meant that Apex had to change their way of thinking. Their aims are to:

- Build sustainable routes into full time employment for those with convictions;
- Generate an income to sustain and support the work already being undertaken by Apex Scotland;
- Provide innovative enterprises throughout Scotland.

The first social enterprise of Apex was a project which specialised in industrial cleaning, called All Cleaned Up. It provides stairwell, construction site and kitchen cleaning. It provides on the job training for those with convictions.

Track 2 Train is going to be an eclectic hub comprising a café with a commercial training kitchen and a learning centre. There will also be business space with conference facilities.

The café will be open to the public and will provide placements for people with convictions which will help them gain employment in the private sector.

There will be support for those at risk of offending and will be a living wage employer. It is expected that the enterprise will be sustainable within 3 years. In the future they hope to secure wasteland to create a market garden that can support the café.

3. PREVIOUS MINUTE

The minute could not be approved at the meeting due to a lack of members present who had attended the previous meeting. It has since been approved by email.

Decision

The Members agreed to:

1. Approve the Minute and for it to be added to the CJA website.

4. MATTERS ARISING

The national CJA response to the mental health strategy consultation has been submitted to Scottish Government and is now available to view along with all other submissions on the Scottish Government website.

5. CJA GOVERNANCE, PLANNING AND PERFORMANCE (Priorities and Statutory Functions)

5.1 Final Annual Report 2016/17

Members were provided with a proposal for the content of the final annual report. Partners have been contacted to request contributions and some have already been received.

Decision

The Members agreed to:

1. Approve the proposed content and format of the Annual Report 2016/17
2. Approve the full draft of the Report by correspondence prior to submission on 31 January 2017.

5.2 Quarterly Performance Report

The safer lives outcome shows a drop in recorded crime of 7.9%.

The percentage of terminated CPO orders with a successful completion is 76.6, an increase of 5.9% on the previous quarter.

Crimes involving dishonesty also showed a drop of 11% on the same period last year.

There were no sex offenders convicted of a level 3 crime for the eighth year running and only 11 offences at level 1 or 2.

Decision

The Members agreed to:

- i. Note the content of the report.

5.3 Community Justice Redesign

i. National developments

The Chair and Chief Executive of Community Justice Scotland are now in post and are in the process of recruiting the staff and board members.

The continued funding of £50k per annum for partnerships is still being considered as the budget has not been agreed following the spending review.

ii. Local developments

East Lothian reducing reoffending group are meeting on a regular basis. They are drawing up a communications plan and looking at how to take that forward. The reducing reoffending board has also met.

Midlothian is focusing on communications and engagement. They held a community planning day and identified key priorities for next year. They will consult with the public in early December and hope to have the plan finalised in March 2017.

West Lothian is progressing well with a community consultation due to end soon. There are gaps with engagement of statutory partners, particularly SCTS and COPFS.

Edinburgh held their first joint community safety and community justice meeting recently, the second one will be a workshop to allow everyone to feed into the plan. The communications plan is being developed around service users and communities.

Scottish Borders have recently appointed a permanent community safety/community justice manager, Graham Jones. They are linking with the IJB and working with partners to produce their plan.

iii. LBCJA Disestablishment Update

The CJA have been bringing projects to fruition, the Young People Leaving Polmont Protocol work is now complete. The Families Framework is being tested in Scottish Borders.

An information governance report was sent to Scottish Government at the end of September and describes in detail how we are handling information. The transfer of finance responsibilities is on track.

Decision

The Members agreed to:

- i. Note the content of the report.

5.4 Shared Priorities

i. Women

City of Edinburgh met with representatives from the women's estate project to discuss potential sites for one of the regional community custodial units for women. Edinburgh are keen to be considered.

ii. Prolific Offenders - Alcohol Court

The pilot is progressing well. Linda Irvine has identified a lead to undertake the evaluation. Sheriff Crowe has agreed to speak to the final CJA Board meeting on 9 February 2017 about the pilot. From a SCTS perspective there have been no problems accommodating the pilot as it is only one Sheriff, there is more pressure on social work to produce reports in 7 days.

iii. Families

Families Outside is working with Scottish Borders to use the Families Framework to support planning and service development. A CJA/FO workshop was held at the beginning of June 2016 and the framework is being used more nationally now. Families Outside is currently trying to develop self-assessment tools for use in the community. There is already a one for use in prison. FO has also recently published a range of information resources.

iv. Public Protection

The MAPPA SOG currently has a short life working group looking at the future shape of the regional unit.

Sacro is running an internet offending programme that looks to help people who do not have many other offences and tries to get them to break their offending behaviour early. This will be discussed in more detail at the next Strategic Officers Group meeting.

6. FINANCE

6.1 Annual Accounts 2015/16

The final accounts for 2015/16 have now been approved by the auditor and an overspend of £21,000 is the final figure.

Decision

The Members agreed to:

1. Note the content of the report.

6.2 2016/17 Quarter 2 report

There is currently a projected overspend of £19k made up of £4k from Midlothian and £15k from West Lothian. This is an improvement on the quarter 1 figures and is expected to improve further.

Decision

The Members agreed to:

1. Note the content of the report.

6.3 Annual Accounts 2016/17 - guidance

Guidance has been received from Scottish Government on the transfer of accountable officer status from the Chief Officer to the Director of Finance at City of Edinburgh. The Chief Officer has written to the Director of Finance as per the guidance. There will be a formal meeting for handover in the New Year.

6.4 Utilisation of Section 27 interest

Members had agreed by correspondence to approve an allocation of the interest in equal amounts of £2500 to each local authority.

6.5 Section 27 – New Formula

Each local authority has now received illustrative figures of their budget based on this year's funding level. Stephen Harper from Scottish Government is happy to speak to local authorities individually to provide more detail.

6.6 Annual Audit Report 2015/16

The Annual Audit has been completed and is unqualified. The report was tabled and will now be placed on the CJA website. This is the end of the audit appointment for Audit Scotland, and they thanked the CJA team and finance team for supporting the audit process. The new auditor is Scott Moncrieff.

7. CJA Severance Scheme

This matter was taken in private by members at the end of the meeting.

8. POLICY UPDATE

A report was submitted giving an update on the latest policy developments. The documents reported on are:

- Police Scotland strategic priorities
- MAPPA Annual Report 2015/16
- RMA updated risk guidance
- Guidance on implementing the Community Empowerment (Scotland) Act 2015

Decision

The Members agreed to:

1. Note the content of the report

9. DATE OF NEXT AND FINAL MEETING

The final meeting of Lothian and Borders Community Justice Authority will take place on Thursday 9th February 2017, 11 am until 2 pm. The meeting will be followed by lunch and a tour of Newbattle Abbey for those interested.



SOCIAL POLICY, POLICY DEVELOPMENT AND SCRUTINY PANEL

REVIEW OF SOCIAL WORK SUPPORT SERVICES TO VULNERABLE CHILDREN AND YOUNG PEOPLE

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The purpose of the report is to inform the Social Policy Development and Scrutiny Panel of proposed improvements to social work support services for vulnerable children.

B. RECOMMENDATIONS

It is recommended that the Panel notes the plan to redesign current service provision and notes the intention to improve services for young people and families.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs.
	Being honest, open and accountable.
	Making best use of our resources.
	Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The proposed service improvements will enable the council to better meet its statutory responsibilities to the most vulnerable children and young people.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	% of school leavers (Looked After Children) entering a positive destination
	% of young people ceasing to be Looked After with a Pathway Co-ordinator
	% of young people who are eligible for Aftercare services who are in education, training and employment
	% of young people receiving an Aftercare service with one or more episodes of

V	Relevance to Single Outcome Agreement	homelessness People are most at risk are protected and supported to achieve improved life chances
VI	Resources - (Financial, Staffing and Property)	The proposed service changes will be made within existing financial and staffing resources.
VII	Consideration at PDSP	None
VIII	Other consultations	The service review included consultation with staff and other stakeholders

D. TERMS OF REPORT

A comprehensive service review has been carried out of front line social work support for young people aged over fifteen years who are looked after and also for care leavers who are entitled to aftercare support with the purpose of recommending improvements in line with current policy and legislation.

To that end, the review took account of comparison information about through care and after care services provided by other Scottish local authorities, recent legislation and changing policy backdrop and anticipated future service demands, the workload of current services and feedback from staff and other key stakeholders.

The review identified potential for reducing duplication, making better use of staff resources and improving the delivery of through and aftercare support to young people from within existing resources. Following on from the review the service now proposes to restructure front line teams to deliver through care services to young people via children and families practice teams, with aftercare services to be integrated with employability support.

The proposed changes will mean that Looked After Children and care leavers continue to receive the support and services they need matched to their individual circumstances. In addition, the new service design will support the policy drive to encourage and enable more young people to remain in their care placements as long as they need to, ensuring that their move to independence when it occurs is at a time and pace that they can manage.

To complement the focus on direct support to Looked After children and care leavers, a new early assessment social work team is to be created which will improve our early help responses for families in crisis and will enhance our ability to respond to the immediate needs of young people at risk of being looked after away from home.

E. CONCLUSION

The proposed plan to restructure existing front line resources is informed by a comprehensive review which identified the potential for improving the service and making better use of our resources.

The service redesign is in line with corporate parenting legislation ensuring that social work services are better prepared to meet the needs of our looked after children and those at risk of being looked after away from home, improving their outcomes and those of care leavers.

F. BACKGROUND REFERENCES

Appendices/Attachments: 0

Contact Person:

Jo Macpherson

Senior Manager – Children & Early Intervention

Tel

01506 282194

email

jo.macpherson@westlothian.gcsx.gov.uk

Jane Kellock, Head of Social Policy

Date:

16th March 2017



SOCIAL POLICY, POLICY DEVELOPMENT AND SCRUTINY PANEL

REVIEW OF CHILDREN'S RESIDENTIAL CARE

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The purpose of this report is to advise the Social Policy Policy Development and Scrutiny Panel of the intention to review the model of residential child care in West Lothian.

B. RECOMMENDATIONS

It is recommended that the Panel notes the intention to review the model of residential care with the purpose of improving quality and improving the outcomes for young people who need residential care.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs.
	Being honest, open and accountable.
	Making best use of our resources.
	Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	Number of Children supported in Residential Schools out with West Lothian.
	Number of Children in Secure Accommodation.
	% of Children and Young People placed in residential care who have gone on to be placed in external resources.
	% of Children and Families Care Inspectorate Inspections graded good, very good or excellent.

V	Relevance to Single Outcome Agreement	People most at risk are protected and supported to achieve improved life chances
VI	Resources - (Financial, Staffing and Property)	Existing budgets for the delivery of services for Children and Young People.
VII	Consideration at PDSP	None
VIII	Other consultations	None

D. TERMS OF REPORT

Young people entering residential care in West Lothian tend to do so relatively late in their childhood and often in response to crisis situations.

Many young people who are looked after have experienced abuse and neglect and many have highly complex needs.

It is important that our residential care system is able to provide the best possible care for young people and improve their outcomes. It is also important that our system of residential care has the capacity to meet need and reduce reliance on external provision to ensure we are making the most effective use of our resources.

The current model of residential care in West Lothian has been in place over a long period of time. Over this time there has been significant change in the level and complexity of need experienced by looked after young people.

As a consequence, the service intends to commence a review of our arrangements for residentially caring for looked after children within West Lothian. The review process will include listening to the voices of children and young people and consulting with staff at all levels involved in the provision of residential care, in addition to other key stakeholders.

The remit of the review will include a consideration of the role of residential care within the spectrum of placement options in West Lothian and exploring when and for which young people residential care should be used. The review will consider what works well within the residential houses and also what improvements could be made to how residential care is delivered and managed to improve outcomes for young people.

E. CONCLUSION

Providing the highest quality care for our looked after children and young people is a key priority for the social policy service.

Young people who are residentially cared for in West Lothian tend to have highly complex needs.

To ensure we have the most appropriate model of care to meet needs and support better outcomes for our young people, the service plans to review the children's residential care service in consultation with key stakeholders.

F. BACKGROUND REFERENCES

Appendices/Attachments: None

Contact Person: Jo Macpherson
Senior Manager – Children & Early Intervention (Interim)
Tel 01506 282194
email jo.macpherson@westlothian.gcsx.gov.uk
Jane Kellock, Head of Social Policy
Date: 16th March 2017



SOCIAL POLICY, POLICY DEVELOPMENT AND SCRUTINY PANEL

REPORT ON WEST LOTHIAN COUNCIL'S COMMUNITY PAYBACK ANNUAL REPORT 2015-16

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

This report is to inform the panel on the development and content of the Annual Report that West Lothian Council is required to submit annually to the Scottish Government on the operation of the Community Payback by Offenders scheme.

B. RECOMMENDATIONS

That the Panel:

1. Notes the contents of the Community Payback Annual Report.
2. Notes that consultation is an integral part of the process of Community Payback and that the council itself contributes to this process, both through its officers and through input by councillors.
3. Notes that the success of the Community Payback Unpaid Work scheme continues to depend on referrals of work for offenders to undertake, and that councillors, through their engagement with community-based projects of all types, are important in promoting this activity.
4. Notes that Community Payback is an important component of the concept of Community Justice, for which West Lothian CPP will formally take responsibility on 1st April 2017.

C. SUMMARY OF IMPLICATIONS

I Council Values

- Focusing on our customers' needs.
- Being honest, open and accountable.
- Providing equality of opportunities
- Making best use of our resources.
- Working in partnership.

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

No implications.

III Implications for Scheme of Delegations to Officers

No implications.

IV Impact on performance and performance Indicators

None

V Relevance to Single Outcome Agreement

- We live in resilient, cohesive and safe communities
- People most at risk are protected and supported to achieve improved life chances
- We make the most efficient and effective

use of resources by minimising our impact on the built and natural environment

VI Resources - (Financial, Staffing and Property)	No additional resource implications.
VII Consideration at PDSP	Not previously considered
VIII Other consultations	None

D. TERMS OF REPORT

Background: The Criminal Justice and Licensing (Scotland) Act 2010 inserted a new section 227ZM in the Criminal (Procedure) Scotland Act 1995, imposing a duty on local authorities to submit annual reports on the operation of the Community Payback Order (CPO).

The fifth CPO Annual Report covers the period 01/04/15 to 31/03/16, and was submitted in October 2016. The Scottish Government imposes an embargo on local authorities publishing their individual reports until the national summary report is published, which results in a delay between the submission of the report and its formal presentation to the SP PDSP.

Courts are only able to make CPOs on persons convicted of offences that occurred after the enactment date (01/02/11). Across Scotland, there is still a small number of individuals who are placed on the previously available types of court orders (Probation Orders, Community Service Orders, and Supervised Attendance Orders), which are administered as if they were the equivalent type of Community Payback Order. This issue will continue to reduce in future years, but it is likely that a small number of such orders, resulting from prosecutions for historical offences, will be made for many years.

West Lothian Council's Community Payback Order Annual Report for 2015-16 is attached as Appendix 2 to this document.

Statistical commentary: Local authorities submit statistics for each financial year to the Scottish Government on the operation of community sentences in their areas. The Scottish Government has advised local authorities that it will regard submission of such statistics as fulfilling part of the duty under section 227ZM of the 1995 Act to submit annual reports on community payback orders. It should be noted that we remain in a period of transition in terms of the nature and format of statistical information provided to the Scottish Government, and that we therefore do not have all summary information in a format that allows effective analysis of some longer-term patterns.

At the point of writing, the most recent annual statistics that WLC has sent to the Scottish Government have not been published, and it will therefore be helpful to members of the panel to provide some statistical detail about Community Payback Orders (CPOs). Additional information relating to the financial year 2015-16 is attached below as Appendix 1.

To fulfil the second part of the duty, in addition to their submission of statistics, local authorities are required to provide a narrative account of the implementation and operation of the community payback order in the financial year to which the statistics refer. This information constitutes the CPO Annual Report, attached as Appendix 2.

Within a regime of continuous improvement, we have made a number of further enhancements to CPO services both during and since the end of the period covered by this CPO Annual Report.

The Annual Report is written to the Scottish Government's template. It will be obvious that the report has a particular focus on Unpaid Work; however, a considerable input is made by staff in both the CPO Supervision Team and the CPO Unpaid Work Team to helping people on such orders change patterns of offending behaviour, thereby contributing to the Council's and the CPP's objective of reducing re-offending and thereby creating safer communities.

One significant area for development is that of consultation, the nature of which is statutorily defined. We have previously noted that in practice, some of the responsibilities for high-level consultation (for example, with Sheriffs Principal and Chief Constables) have been delegated to a more meaningful local level. At inter-agency level, we were able during 2015-16 to use the Reducing Re-offending Committee structure to engage our partners in debate about ways to develop services. The re-development of our governance processes as a result of the transition to new Community Justice arrangements across Scotland has led to increased direct engagement with an increasing range of justice partners, although there are further enhancements that need to be considered in coming months.

As noted in the previous CPO Annual Report, we have continued to find challenges in the area of meaningful consultation with communities. A number of councillors and community councils have engaged with us, but we cannot state that these discussions represent the shared and full view of all West Lothian communities either about services for offenders or about CPO in particular.

In the autumn of 2016, as part of the transition to Community Justice arrangements, the Safer Communities Strategic Planning Group conducted, in co-operation with Police Scotland and the Scottish Fire and Rescue Service, a public consultation exercise. This resulted in 191 responses from members of the public, from persons using a range of services aimed at reducing the risk of re-offending, and from some people working in organisations providing these services. The results, which will shortly be published as part of the West Lothian Community Justice Needs Assessment, were encouraging, being very supportive of the approaches we have in place, although also identifying issues that they felt could benefit from additional input from a range of services.

We remain optimistic that the increasing focus on community engagement arising both from the Community Empowerment (Scotland) Act 2015 and the Community Justice (Scotland) Act 2016 will enhance this aspect of consultation in terms of CPO in years to come.

E. CONCLUSION

Community Payback legislation continues to provide some challenges for all justice services in West Lothian. The Criminal & Youth Justice Service continues to have effective strategies to manage the volume of this work. Courts are benefitting from the range of opportunities offered by the use of additional requirements of Orders. CPOs remain both an important tool in West Lothian's inter-agency focus on Reducing Re-offending, and a key component in our developing concept of Community Justice. The Criminal & Youth Justice Service will continue to report to appropriate committees on progress in respect of all of these factors following submission of the next CPO Annual Report.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1: Additional statistical information

Appendix 2: West Lothian Council Community Payback Order Annual Report 2015-16

Contact Person: Tim Ward, Manager (Senior Manager, Young People and Public Protection)
Tim.ward@westlothian.gov.uk
01506 281235

Date: 16th March 2017

Appendix 1: Additional statistical information

Orders made: During 2015-16, the courts made a total of 468 CPOs on 465 individuals. Comparative figures: 2014/15 - 579 orders on 518 individuals
2013/14 - 521 orders on 491 individuals.

This reduction should not be viewed as alarming, as the 2014/15 figures represented a surge above the national trend.

Use of 'heritage' sentences: During 2013-14, in relation to historic offending, courts made a small number of Probation Orders, Community Service Orders, and Supervised Attendance Orders (made in relation to non-payment of fines). Such orders are treated in most respects as if they were the comparable CPO and associated requirements. As expected, the number of these orders has diminished rapidly. The only such 'heritage' orders in 2015-16 were four Community Service Orders.

The Community Payback work-load for C&YJS: 2015/16 saw a reduction in numbers of orders made, with 469 orders being made on 465 individuals. The previous year (2014/15) had seen the largest growth in the short history of CPOs, with 566 orders made on 506 individuals. This is generally reflective of a national trend of increased use of the CPO. However there are a number of factors that may cause local variation in use of community-based orders of all sorts, including sentencing policies in local courts, and effective practice in local working with people who offend focusing on reducing their re-offending.

The continuing challenges in managing Community Payback Orders:

- Courts are continue to use community-based orders for persons with a longer history of offending and more serious patterns of offending than was the case before CPOs were introduced. ;
- As noted in relation to our previous CPO Annual report, people on CPOs are more likely than not to be subject to more than one requirement, which adds to the complexity of case-management.
- Sentencers are applying greater precision to their decisions about the appropriate length of sentence, which offers less flexibility to workers to work with service users at the pace that may best suit them.

Demographic changes in use of CPOs: It is generally considered welcome news that the increase in 2014/15 in the number of 16-17 year-olds (the very youngest people who may be placed on CPO) has been reversed. There were 26 such orders (33 orders in 2014/15, and 23 in 2013/14. Service providers would generally agree that, except for the most serious offences, this age group may be more appropriately dealt with through Youth Justice processes.

Overall, the age distribution of people on CPOs demonstrates a change from the preceding year. With males typically peaking in their offending activities at an earlier age than females, 57% of males on CPO were aged between 16 and 30 (2014/15 = 78.5%, and 2013/14 = 59%). However, the equivalent figure for women who offend showed substantial change compared with the preceding year – 40%, (2014/15 = 56.7%, and 2013/14 = 57.6%). It is extremely difficult in this field of work to map with precision the causes and effects of statistical changes in performance, but given that all females who offend are now managed intensively by the Almond Project, and given the low re-offending rates that the Almond project sees among its clientele, it is likely that these facts are

related.

We continue to see a high proportion of persons placed on CPOs (83%) who are not in education, employment or training. This is a normal pattern for service users of the Criminal Justice Service. This represents a slight deterioration from our previous figure of 77.5%.

COMMUNITY PAYBACK ORDER ANNUAL REPORT

FINANCIAL YEAR: **2015/16**

LOCAL AUTHORITY: **West Lothian Council**



Types of unpaid work projects and activities which have been carried out; the total number of unpaid work hours completed during the year; and information and examples that help to demonstrate how communities benefit from unpaid work.

West Lothian's Community Payback Unpaid Work team has continued to work primarily on a core set of activities and projects that remain fairly constant. New and one-off projects are however considered on an ongoing basis. Work teams undertook 171 projects across the range of activities below which were considered as completed during the year in question. Projects listed below are coded to give an indication of their status:

F = One-off project (finished during financial year)

C = One-off project (continuing after end of financial year)

R = Regular and ongoing projects

- House clearances and removals [R]
- Provision of furniture to people referred as being in need [R]
- Landscaping, including maintaining sports facilities [R]
- Maintenance work in association with Scottish Canals and voluntary canal groups [R]
- Removing fly tipping and other environmental improvements [R]
- Litter picking [R]
- Leafleting for voluntary sector and statutory services [F]
- Painting and decorating [R]
- Gardening [R]
- Recycling projects:
 - Furniture recycling [R]
 - Bicycle recycling [R]
- Provision of bicycles to people in need [R]
- A short-term experimental project to assess the viability of Unpaid Work supporting an Independent Living project. Supporting one-off community initiatives and projects [F]
- Our full state of preparedness to carry out snow clearing and gritting was scarcely required, given the relative mildness of the winter. [F]

Our range of Personal Placements remains constant, and we have good working relationships with a number of organisations, which include:

- a local Heritage Centre [R]

- a number of charity shops addressing a range of social need [R]
- selected services for older people and for people with health problems [R]
- a local charity working to help people in need to set up their homes [R]
- projects for young people [C]
- West Lothian co-ordinating body for the voluntary sector [F]
- West Lothian Food Banks and organisations running subsidiary outlets [R]
- a Community Café run by a Livingston Church [F]
- main local charity for children [R]
- a residential resource used by people in recovery. [F]

During the year, a total of 42,370¹ hours of Community Payback Unpaid Work were carried out in West Lothian. While this shows a 13% decrease from the previous year's high figure of 48,684 hours, it should be noted that the 2015-16 figure is 15% higher than the average for the preceding three financial years.

House clearances, removals, and provision of furniture

A steady and consistent range of activities from previous years. We receive a large number of requests for support from a range of services.

- We work with West Lothian Housing, Construction and Building Services, to support them in their clearance of abandoned council housing properties and in the storage of contents for the prescribed time-scales. Subsequent related work may involve either return of items to their owners or the recycling of these items. See section below on Recycling.
- We are able to respond to many requests from workers in a range of West Lothian services for practical assistance for clients unable to afford the costs of furniture removals.
- We continue to have a strong working relationship with the West Lothian Domestic and Sexual Assault Team (DASAT), providing emergency removals and the provision of furniture for women in crisis who need to set up a new home of their own.

Landscaping

In 2015-16, the Unpaid Work team carried out landscaping in various locations. Projects included:

- West Lothian's Country Parks.
- Continuing work on a partnership project at a local Country Park – the Beecraigs Mountain Bike Trail². The original section of this trail was part-

¹ Throughout this report, we report hours of Unpaid Work to the nearest full hour.

² <http://www.westlothian.gov.uk/media/6371/Beecraigs-Mountain-Bike-Trail-Map/pdf/BeecraigsMTBmap.pdf>

funded through the Scottish Government's Sports Facilities Fund. The track's excellent reputation among mountain bikers has led to the construction of additional sections of track. This has extended the originally-planned six kilometres with alternative loops through the forest that are either more challenging, or that are easier for people with lower levels of confidence and skill. Other groups working on this project include groups of mountain bikers themselves, students from the Oatridge campus of Scotland's Rural College, and other volunteers co-ordinated by the Country Park staff.

- We continue to supporting the ground-maintenance work of volunteers of Livingston Rugby Club and Pumpherston Boys' Football Club, each of which provides opportunities for the young.
- Through close working relationships with the councils' Neighbourhood Environment Team, and Land and Countryside Services Planning, we carry out some ground-clearance work (e.g. cutting back undergrowth) in locations where the council does not normally provide services, to improve its amenity value and the sense of public safety.

Removing Fly Tipping

Fly tipping is an ongoing problem across the council area. Working alongside staff of the Neighbourhood Environment Teams, Unpaid Work teams continue to be involved in clearing affected areas.

Bicycle Re-use Project

In our previous report, we noted the setting up of this project, which has since proved very successful. 6,513 hours were worked on this project during 2015-16.

From a small-scale beginning, this joint project between Community Payback and West Lothian Waste Services has gradually defined and still adheres to the following aims:

- Respond to identified need for provision of good-quality bicycles where a need is established; restored and tested bicycles are provided for individuals and for groups.
- Provide high-quality placements for people carrying out Unpaid Work as part of a Community Payback Order, offering both a very tangible service to the community and strong learning opportunities for people who have offended.
- Enable the re-use of a large number of bicycles that would otherwise be scrapped each year across West Lothian.
- Reduce landfill.
- Contribute to West Lothian's healthier and Greener Transport initiatives.
- Be a zero-cost project for the council, with income from scrap used to buy lights and other safety equipment issued with each bike.
- Work in a range of partnerships.

- Be aligned with best practice principles, and be able to evidence this.
- Contribute to charities if any financial surplus is achieved.

While confident that the aims of the project are realisable, partners have found that the biggest challenge has been volume. During 2015-16, 3,256 bikes were acquired from Community Recycling Centres and by direct donation; of these, about 8% eventually emerged from the process for further use.

Of the rest, some provide components for re-use, while others are totally unusable and go straight for scrap. Almost 43 tonnes of metal was recycled during the year, and because of our ability to sort and grade the metals, we were able to earn more from recyclers than if it had been presented unsorted.

Better processes for Recycling Centre staff to screen bikes when they arrive there are reducing pressure on Unpaid Work, allowing the work-teams to spend more time restoring bikes. However there are more bikes available than Unpaid Work teams can manage, and we have done some work with smaller local social enterprises that are keen to develop their own smaller-scale projects to restore bicycles, particularly with the sourcing of appropriate bikes.

Income resulting from sale of scrap metal is donated to a local charity chosen through a poll among the people on Unpaid Work who have restored the bikes. As a result of its recycling activity during 2015-16, the Unpaid Work Team made donations totalling £2000 to local charities.

The growth in this work, which has demonstrable benefits for many individuals in West Lothian has resulted in this being a 6-day a week project, with a resulting demand for appropriate specialist qualifications for staff.

Litter Picking

As in previous years, this task has continued to provide Unpaid Work with a useful fill-in activity across the council area when other projects have had to be postponed. Work Teams carried out 794 hours of such work, compared with 619 hours during the previous year.

Snow Clearing and Gritting

Recently continuing extremely mild winters meant that we were not required to undertake any significant snow-clearance in 2015-16. Our existing strategies to deal with this through liaison with Operational Services colleagues will continue to identify the priority areas for assistance.

Painting and Decorating

This type of work continues, still at a very low level compared with a decade ago. Given that many of our former beneficiary organisations continue to occupy the same sort of premises, with continuing challenges in maintenance, it remains likely that these organisations (and even more so, individuals in need) have difficulty in funding materials for such work during the current period of financial restraint. **Gardening and landscaping**

We undertake landscaping projects on behalf of various faith communities across West Lothian, and we welcome enquiries from other such groups.

We contribute extensively to the maintenance of the grounds of a local Heritage Centre a charitable trust which operates one of West Lothian's most significant visitor attractions, and which offers a wide range of tasks and learning opportunities for people carrying out Unpaid Work..

We have carried out 1973 hours of work for Scottish Canals and local Canal Societies, on the stretches of the Union Canal within West Lothian. The Union Canal is of course a major attraction for locals and visitors alike. This has involved general environmental clean-ups, and an ongoing project for restoration and refurbishment of the canal's main feeder leat through Almondell Country Park. This is important in terms of increasing the safety of the many people who use the path alongside it each year.

Recycling

Our ongoing commitment to effective recycling in all our projects remains unchanged:

- we prepare items for the use of other organisations that pass them on to their own needy clients;
- we directly provide items to the clients of our own council or partner organisations;
- we dispose of unusable items with the minimum environmental impact. This involves use of our Community Payback Workshop to strip furniture into its component materials, and each year we avoid several tons of useable materials going to landfill.
- In 2014-15, we first trained some Unpaid Work supervisors as testers for the Portable Appliance Testing (PAT) scheme. This has offered us in 2015-16 greater flexibility in recycling, and increases our ability to respond to referrals on individuals in crisis with an offer of safe home electrical items.
- Other electrical goods are passed on to HomeAid, which has staff who are able to test and repair these for further use.
- Late in the previous financial year, the Unpaid Work team started the process of achieving 'Revolve' accreditation³. This is a re-use quality standard for shops who sell second hand goods in Scotland, but is considered equally applicable to organisations providing free domestic goods to those in need. This process is now nearing completion, and we expect to be able to report on attaining this accreditation in our next Annual report.

Support for local charities, community initiatives and projects

We continue to provide support for a number of local charities, dealing with one-off requests for assistance, regular support for their activities (for example, uplifts of bulky donations), and continuous input (for example, to West Lothian HomeAid)

In this category we see some activities that do not fit easily elsewhere. Following our support for a similar national event in 2014-15, we were asked to install and later to dismantle a kilometre of security fencing for the West Lothian pipe-band competition.

³ <http://www.revolvereuse.com/>

As previously noted, we have assisted both Police Scotland and Victim support in leafleting areas of West Lothian.

We continue to participate in the West Lothian Community Safety Tasking and Co-ordinating group, which has brought to our attention a number of ways in which we can support our communities.

Personal Placements

Our range of personal placements remains broadly unchanged from the previous Annual Report:

- A West Lothian Heritage Centre offers a wide range of placements, utilising both practical and inter-personal skills.
- a number of charity shops addressing a range of social need provide us with a variety of activities, some of which are customer-related, others which allow back-room working.
- Selected services for older people and for people with health problems provide us with placement opportunities, both face-to-face work and generally supporting services (e.g. kitchen work)
- A local charity working to help people in need set up their homes uses offenders to help collect, sort and distribute a wide range of household essentials.
- A local project for young people provides opportunities for more mature offenders to help alongside project staff on activities for its service users.
- West Lothian Food Banks offer a range of work experiences.
- the local volunteer co-ordination body offers various opportunities
- A Community Café run by a West Lothian Church
- West Lothian's main children's charity offers placements connected with its toy collection and donation service, and preparing facilities for one-off fundraising events
- A Scottish charity that helps people with a range of problems offers individual placements helping residents at its West Lothian centre with horticultural tasks.

All personal placements are fully risk-assessed prior to commencement.

Analysis of the sort of work carried out by offenders

As heralded in our previous CPO Annual Report, we have been developing our ability to analyse the volume of work undertaken by offenders in terms of specific types of project. We can measure Personal Placement information at individual placement agency level, and have now improved our ability to report on Project/Work Team work in a similar fashion.

We can report that we offered:

- 9,059 hours on Personal Placements (2014-15 = 14,333 hours).
- 2,019 hours within the CPO Workshop (2014-15 = 4,062 hours). This figure excludes work on bicycle recycling.
- A total of 24,745 hours on Work Team projects (2014-15 = 23,557 hours).
- 1,705 hours were recorded as Other Activities (this figure does not include learning undertaken within usual Unpaid Work activity) (2014-15 = 2,150 hours)
- 4,842 hours were recorded as other processes (e.g. induction, exit questionnaire, travel time) (2014-15 = 4,581 hours).. While on initial consideration this figure may appear high, the other process applied is proportionate to the hours imposed. We have to carry out the same processes for minimum orders as for maximum ones.

In terms of specific types of work undertaken, we can report:

- 8,721 hours were carried out supporting charities in their fundraising activities (working in charity shops and their store-rooms and assisting in collection of bulky donated items). (2014-15 = 12,374 hours)
- 5,287 hours were carried out within organisations providing direct personal support to people in need. (2014-15 = 5,964) Resources for older people have traditionally been a source of worthwhile Unpaid Work, and our local Food Bank provided 440 placement hours. (previous year = 1,379 hours)
- 3,300 hours of work were carried out with or on behalf of organisations with environmental responsibility and heritage focus. (2014-15 = 4,453 hours) This includes both simple tasks (e.g. litter-picking) and more complex tasks requiring a range of skills.
- 2,128 hours were devoted to projects supporting sports and fitness – community-led sports clubs, further development of the mountain-bike track previously built through Sports Facilities funding, and the West Lothian Bicycle Recycling scheme discussed elsewhere in this report. (2014-15 = 3,472 hours)

Development of Unpaid Work service

As noted in our last report, for people sentenced in West Lothian courts, induction for Unpaid Work continues to take place on the day of sentence, with initial work instructions being given that day. We continue to have almost no waiting lists, other than for Sunday placements, and for people with convictions for sex offences who need a place on the 'closed group'. At the point of writing, slightly after the end of the financial year that this report covers, the Unpaid Work team is running close to capacity in terms of placement sessions that can be offered.

We have now had a supervisor dedicated to supervising young offenders for almost two years, and feel that the arrangement has considerable benefits in terms of continuity of approach. This supervisor continues to work particularly at times when youth offending is more likely, during evenings and weekends and works closely with

our Youth Justice Team.

We continue to consider working practices that can enhance the council's ability to carry out its responsibilities, and have completed some restructuring of the Unpaid Work Team, which will enhance our relationships with placement agencies and beneficiaries of our projects. Due to the expanding role of Unpaid Work as a sentencing option, the service now employs a dedicated Project Officer, and clearer lines of communication are seen as helpful both by the service and by beneficiaries.

Quotes from people on CPOs and beneficiaries about the impact of the unpaid work on them and/or the community.

Beneficiaries (anonymous comments)

"I have enjoyed being able to go out for a cycle run with my daughter."

"Excellent work as always, thanks!!"

"No problems with the work which has been done within the last year."

"I have been able to get to and from work, thanks to the help I got from the team."

"The Supported Shopping project gets me out of the house. It's brow."

People on CPOs

Learning skills:

- "I learnt time management and about communicating within groups."
- "I was able to learn about manual handling and food hygiene as part of other activities."
- For Other Activities, "I attended college for floristry, and use the skills I learned every day in my job."
- Continuing theme of the benefits of learning new skills – e.g. building up bikes, learning how to build fences, etc.

Helping others:

- "It was good... to help others who need it."
- "We helped people who could not afford bikes by giving them a new-built bike"
- "I feel I have given back to the public."
- "I carried out work for charitable organisations which have direct impact on less fortunate peoples' lives."
- "Some of the charities we have helped and collected for do great things for the less fortunate."
- "Recycling helps the environment."
- "I think there should be more community work, e.g. conservation projects."

Impact on the person carrying out Unpaid Work:

- "The order meant inconvenience in my life, but I met some great people... I have no plans to re-offend."
- "I enjoyed working with a squad."
- "I feel I have given back to the public."
- "Having something to do once a week at Unpaid Work... was the most helpful thing for me in reducing my offending."
- "I found it inconvenient fitting my order in when working full-time, but knew it was my own doing."
- "A rewarding experience."
- "I helped a number of charities, and this motivated me to do more for the community and raise money for my chosen charity."
- "Helping charities that are not able to afford this kind of labour. I would now do

this in my own time.”

- “I feel I have made Payback by helping good causes”
- “My actions caused fear to my neighbours and the general public, so I helped maintain a public area. I feel I have made Payback.”
- “I feel I had given something back in helping people who were less fortunate.”

The impact of Unpaid Work supervisors and other staff:

- “I learned new skills off my supervisors.”
- “Xxx was a good and fair supervisor”
- “I would like to say people who took us out were respectful and helpful in all situations. Was able to talk to them about any situations easily.”

Types of "other activity" carried out as part of the unpaid work or other activity requirement.

As noted in previous reports, West Lothian has a range of options for Other Activities. These remain broadly unchanged.

All new service users are assessed at the beginning of their order and any needs that could be met through the ‘other activity’ requirement are identified. Where there is a supervision requirement in place, this will usually occur as part of a more extended scrutiny of criminogenic need. Other Activities are currently primarily used as a protective tool relating to identified criminogenic needs.

We would note that the making of decisions about Other Activities is more difficult for Level 1 Unpaid Work requirements, where the lack of a comprehensive Risks/Needs analysis limits opportunities to use this option.

Options available for Other Activities include:

- access to any appropriate sessions from our Citizenship Modules
- access to employability development, including employability courses, Adult Basic Education and other adult learning activities;
- engagement with other services that should increase personal and social development (e.g. addiction services)
- First Aid Training to certificate level

Activities carried out to consult prescribed persons and organisations, pursuant to section 227ZL of the 1995 Act, and wider communities on the nature of unpaid work and other activities and how the consultation results helped determine which projects were undertaken.

At the point of writing, West Lothian is in the middle of shaping its approach to delivery of justice services, part of the wider national move to Community Justice. This process has challenges, but also considerable opportunities, and as part of the process of planning extensive community engagement and seeking views about a way forward, we hope to be able to draw clearer conclusions about what our communities want from Community Payback. An increased focus on ‘Safer Communities’ has brought together, in governance terms, Criminal & Youth Justice

Services and West Lothian's Community Safety services. Representatives of all significant partners are becoming engaged in joint strategic, tactical and operational planning.

In the meantime, governance and service management structures form the basis of our consultation activity. These include: the West Lothian Court Standing Committee; the West Lothian Safer Communities Strategic Steering group; and the West Lothian Community Safety Partnership. Police Scotland and Victim Support are each an integral part of the West Lothian Joint Tasking Group, which provides a monthly forum for consultation and discussion about potential projects for Unpaid Work.

We remain unable to consult as comprehensively with every prescribed group. As noted in previous CPO Annual Reports, there are not forums currently in place that appear appropriate for effective liaison and consultation with organisations representative of commercial and retail businesses

However we have continued to welcome discussion with local Councillors about potential projects in their areas, which may also offer opportunities for broader discussion of CPO Unpaid Work. The demise of the West Lothian Community Councils forum was regrettable, this having been a useful group for promoting our activities.

As in previous years, the absence of a structure to consult with groups representing ethnic minorities within the local authority's area continues to limit opportunities for us, but to a certain extent reflects the demography of West Lothian. The same issue also applies to the category of religious, inter-faith and belief groups within the local authority's area. We can be confident, from continuing requests for assistance from such groups, that they are aware of the existence of the service.

We believe that our next report will have more to report on the topic of engagement and consultation with communities.

Use by the courts of CPO requirements other than unpaid work, for example what, and in what way, different requirements are being used for those whose offending is driven by drug, alcohol and mental health issues; or how requirements such as programme or conduct are being used to address offending behaviour.

REQUIREMENTS made 01/04/15 to 31/03/16 (figures for 2014-15 in brackets)	Male	Female	Total
Supervision Requirement *	286 (339)	40 (37)	326 (376)
Compensation Requirement	19 (19)	1 (2)	20 (21)
Programme Requirement	3 (5)	0 (1)	3 (6)
Residence Requirement	2 (2)	0 (0)	2 (2)

Mental Health Treatment Requirement	2 (0)	0 (0)	2 (0)
Drug Treatment Requirement	2 (1)	0 (0)	2 (1)
Alcohol Treatment Requirement	8 (12)	(0)	8 (12)
Conduct Requirement	18 (24)	1 (3)	19 (27)

While the use of Supervision Requirements continues at a fairly high level, the number of such orders is marginally more manageable with existing resources than in the previous year.

As noted in our previous Annual Report, the two most significant factors in these work levels continue to be the national zero tolerance campaign on Domestic Abuse and increasing detection rates for sexual offending. These are the two categories of offending that make the highest level of resource demand on the service.

In 2015-16 we saw a 30% reduction in the use of Conduct Requirements. We do not consider that this change (8 fewer Conduct Requirements) causes concern. Report writers continue to offer considered suggestions of use of such Requirements, based on improved awareness of risk factors and improved practice.

We saw Conduct Requirements used in the following circumstances (numbers of such requirements in brackets). Please note that:

- some offenders had multiple requirements of orders;
- where there exist multiple requirements that all address the same issue (e.g. not accessing internet without prior permission, not using file-erasing software, and allowing monitoring of electronic equipment), these are counted together.;
- Comparative figures for 2014-15 are shown in brackets

Requirements used included:

- to participate fully in any recommended sexual offending-focused work, and fully engage in any assessments as directed by his supervising officer - 1 (1)
- to attend (or to be prepared to attend if required) a specific sex-offender programme - 7 (9) There were also 3 Programme Requirements used to enforce attendance for sex offender programmes.
- to prevent either all or inappropriate contact with specified or unspecified young people or children - 7 (6)
- to prevent unsupervised use of internet (including examination of computer equipment) - 10 (4) to prevent any communication with other known sex offenders except in connection with the programme being attended - 1 (1)
- to prevent contact with victims - 3 (6)

- to advise Supervising Officer of any new intimate or domestic relationships - 1 (0)
- to reside only in accommodation approved by supervising officer – 3 (1)
- to attend medical, psychological or psychiatric appointments as instructed by supervising officer 1 (1)
- to enforce attendance at drug or alcohol services as directed by supervising officer or required by the relevant addictions agency where an offender does not meet the requirement for another specific requirement - 1 (7)
- to enforce attendance at drug or alcohol services for a set period of time or as required by Supervising officer - 2 (1) to not take alcohol or drugs, including legal drugs - 2 (0)
- to attend anger management counselling - 1 (1)

As in previous years, sex offenders were the category most likely to have multiple Requirements of their order, both to increase protective factors for the public and individuals, and to support workers' interventions with them.

There is a clear area of overlap between Conduct and Programme Requirements in relation to enforcing group-work interventions. We have previously commented that it appears that some Conduct Requirements to attend programmed work may have imposed in this way to allow additional sub-requirements to be easily added that would increase public safety.

Any issues affecting access to services which are provided by other partners (e.g. drug and alcohol services) and, where such issues have been identified, what work is underway to resolve them.

Alcohol-related offending continues to be a significant issue in West Lothian. West Lothian Criminal and Youth Justice Service is fortunate to be co-located with the main substance misuse services for our area.

Whilst Alcohol Treatment Courts are being piloted in Edinburgh, we have reviewed our needs locally and intend to pursue a dedicated alcohol treatment resource provided by NHS Addictions. This is currently in the planning stage with a view for this service to be fully operational early in 2017. This should result in easier access to alcohol treatment requirement assessments, which should in turn reduce the time that the Courts need to allow for proceeding to sentence.

It will also support further development in partnership working between our agencies through a Criminal Justice-funded Community Psychiatric Nurse.

Any other relevant information. This might include details of work which is carried out with people on CPOs to address their offending behaviour but which does not fall into the category of a specific requirement.

We use Risk Management tools which address both risk and need to formulate our

case management processes and our development of Risk Management Plans. These are of course the most important considerations in shaping the way that we work with individuals. As noted earlier in this report, we have close working relationships with significant co-located partners: Local Authority and NHS Addictions services, which all closely engage third sector addictions partners; Police Scotland, and particularly the Offender Management Unit; and Housing and Homelessness services. The benefits of ready access to these partners are considerable.

We have trained all Criminal Justice Assistants and Support Workers to conduct drug and alcohol testing to support people to engage with treatment.

We use Criminal Justice Assistants with a diverse range of relevant work-experience to support Social Workers' management of offenders in a range of ways. These include: direct work with offenders on offending issues; providing support for individuals in their efforts to reintegrate with and engage in their communities; and, in the case of Criminal Justice Assistants in the Unpaid Work Team, helping people on UW Requirements ascertain their opportunities for personal development through use of Other Activities.

COMPLETED BY: Paul Streater (Service Development Officer, Criminal & Youth Justice Service, West Lothian Council)

DATE: 1st November 2016

CONTACT FOR QUERIES ABOUT THE REPORT

Name: Gillian Oghene (Group Manager, Criminal & Youth Justice Service, West Lothian Council)

E-mail: gillian.oghene@westlothian.gcsx.gov.uk

Telephone: 01506 281225



SOCIAL POLICY - POLICY DEVELOPMENT AND SCRUTINY PANEL

JOINT INSPECTION OF SERVICES FOR CHILDREN AND YOUNG PEOPLE

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The purpose of the report is to inform members of the Panel of the joint inspection of services for children and young people by the Care Inspectorate.

B. RECOMMENDATIONS

It is recommended that the Social Policy Policy Development and Scrutiny Panel notes that there is a joint inspection of services for children and young people currently underway in West Lothian.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs.
	Being honest, open and accountable.
	Making best use of our resources.
	Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	.
III Implications for Scheme of Delegations to Officers	No implications.
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed.
	We are better educated and have access to increased and better quality learning and employment opportunities.
	People are most at risk are protected and

	supported to achieve improved life chances.
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	None
VIII Other consultations	NHS Lothian, West Lothian Council, Police Scotland, Fire Scotland, SCRA and the Third Sector are all engaged in the inspection process.

D. TERMS OF REPORT

The Care Inspectorate was asked by Scottish Ministers to develop a new model for the scrutiny of and improvement of services for children and young people which aimed to;

- improve outcomes for all children and young people;
- provide independent assurance about the effectiveness of services for children and particularly the most vulnerable children and young people;
- build capacity for improvement.

The approach is focused on how well all of the services in a local authority area are working together to make a positive difference to the lives of children, young people and their families. It holds Community Planning Partnerships responsible for providing effective services for children and young people and focuses on how well services are working together to improve outcomes for children and young people.

In order to reach confident conclusions the inspection team will undertake a range of activities to collect evidence, these activities will include:

- the analysis of inspection findings of care services for children and young people and findings from relevant inspections carried out by other scrutiny bodies
- the review of national and local data relating to children and young people
- the review of self-evaluation work undertaken by the partnership, and the evidence that supported it
- reviewing a wide range of documents provided by each local partnership
- conducting a survey of staff with named person and lead professional responsibilities
- meeting with children and young people, parents and carers in order to hear from them about their experiences of services and what difference they think the support they have received is making
- speaking with staff at all levels across the partners, including senior officers and elected members and large numbers of staff who work directly with children, young people and families
- reviewing practice through reading records held by services for a sample of the most vulnerable children and young people and
- observing key interagency meetings.

Notification of Inspection

Formal notification of the inspection was received on 14th December 2016.

Staff Survey

On 16th January an electronic survey was distributed to key staff members across the partnership and includes midwives, health visitors, those who work in education or social work services and whose work includes improving the lives of children and families.

The Pre-Inspection Process

The pre-inspection return was completed and submitted to the inspection team on 27th January, the details included:

- local community planning structures,
- strategic planning arrangements for children's services,
- organisational structures for children's services and
- key personnel.

Anonymised information about children and young people in the area receiving services was also provided which included:

- children who are looked after and/or
- included on the child protection register on an agreed date and
- children referred by the Reporter to the local authority for voluntary measures of supervision within the previous 12 months.

Self-Evaluation

The Self –Evaluation document, supporting evidence, examples of good practice and position statements on:

- Corporate parenting
- Getting it right for every child (GIRFEC) implementation and
- Child sexual exploitation (CSE)

These were submitted to the Care Inspectorate on 9th February. This information will be used by the inspection team to determine the scope of the inspection and the nature and focus of the activities that will be carried out. It will also influence future risk assessment and inspection planning.

Inspection Phase

The first week of the Inspection Phase was week commencing **Monday 6 March 2017**, the Inspection Team were on site in West Lothian for a 3 day period, during which they focused on:

- Key performance outcomes
- Planning and improving services
- Participation
- Leadership and Direction

In **week commencing Monday 20 March 2017** the inspection team will review practice through reading the core records of the statistically valid sample of vulnerable children as identified within the pre-inspection return.

In **week commencing Monday 24 April 2017** the inspectors will follow an agreed timetable of activity which may include:

- Individual interviews with key members of staff;
- Single or multi-agency focus groups of staff;
- Visits to services;
- Observations of groups or key processes.

The inspection team will then undertake the analysis of the findings from the inspection and jointly agree the final evaluations and high level messages to feedback to the partnership. The inspectors will report findings and evaluations against nine quality indicators to answer the following questions:

- How are outcomes for children and young people improving?
- How well do partners work together to improve outcomes for children and young people?
- How good is leadership and direction of services for children and young people?

Each quality indicator will be graded on a six point scale ranging from Excellent to Unsatisfactory and the final report will be publicly available.

Action plan

Following the publication of the final inspection report the partnership will be required to prepare a plan detailing the actions that will be taken in response to the report. This action plan must be submitted to the Care Inspectorate within six weeks of publication.

E. CONCLUSION

The Joint inspection will take place over a 35 week period from notification to the publication of the inspection report. The process will take account of the full range of work that has been undertaken with children, young people and families locally and will ultimately report on the difference that services are collectively making to the lives of children, young people and families in West Lothian.

F. BACKGROUND REFERENCES

Appendices/Attachments: None

Contact Person: Jo Macpherson
Senior Manager – Children & Early Intervention
01506 282194
jo.macpherson@westlothian.gcsx.gov.uk

Tim Ward, Senior Manager
Young People and Public Protection
Tim.ward@westlothian.gov.uk
01506 281235

Jane Kellock
Head of Social Policy

Date: 16th March 2017

Social Policy – Policy Development and Scrutiny Plan – Workplan

Title	Responsible Officer	Date of PDSP	Reports to be finally submitted
May 2017			
Social Policy Management Plan	Alan Bell	25 th May	
Looked After Children Statistics	Jo MacPherson/Tim Ward	25 th May	
Social Policy Contract Activity Update Report	Alan Bell	25 th May	
Community Justice Authority Minutes	Tim Ward	25 th May	