



tayside
community
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Action Plan 2009 – 2010



Tayside Community Justice Authority

Action Plan 2009-2010

CJA Business

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
B1	Ensure that CJA governance arrangements are consistent with Scottish Government guidance.	Reports to CJA in relation to processes and procedures, as required.	Chief Officer	On-going	S1
B2	Submit 2008/09 Annual Report to National Advisory Body on Offender Management (NABOM).	Report submitted on time.	Chief Officer	Jul 2009	S7
B3	Implement any actions / recommendations as detailed in Tayside CJA Audit Plan from Audit Scotland.	Actions/recommendations implemented. Follow-up Audit satisfactory.	Chief Officer	As per Tayside CJA Audit Plan	S1

General Actions

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
G1	Further support development of CJA Voluntary Sector Consultative Forum.	Develop support for voluntary sector organisations in Tayside, with an interest in offender management.	Chief Officer	June 2009	
G2	Establish process for Tayside Criminal Justice Social Work Partnership (TCJSWP) to commission voluntary sector providers, aligned with CJA outcomes measures.	Process developed, formal guidelines in place.	Chief Officer/TCJSWP	Sept 2009	O6
G3	Share information with other CJAs on areas of good practice, from both within Tayside CJA Partner organisations and from Tayside CJA administration practices.	Establish process between CJAs for sharing good practice areas. Establish process between CJA and partner agencies for reporting good practice.	Planning Officer	On-going	S1 S6
G4	Carry out a best-value review of funding for Section 27 funded non-core services.	All non-core services evaluated in terms of value for money, with recommendations produced for future funding provision.	Chief Officer / TCJSWP	Dec 2009	S1 S2 S4

'Core' National Strategy Outcomes (the 14 Outcomes of the National Performance Framework (NPF))

Outcomes for Communities

Outcome C1 Increased community safety and public protection through a consistent approach to managing offenders on community and custodial sentences

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
C1.1	Continue to support Partners' active engagement in MAPPA <ul style="list-style-type: none"> Establish NHS Tayside single point of contact pilot 	Post recruited	Chief Officer	Ongoing April 2009	S3

Outcome C2 Increased public confidence in the effectiveness of work with offenders

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
C2.1	Further develop the Tayside CJA Communications Strategy to proactively promote the benefits to the community of various aspects of the criminal justice system.	<p>Communications Strategy reviewed</p> <p>Number of positive media features used in local/national media streams – Report to CJA</p> <p>Work with local Community Planning Partners to have included in their 'People's Panel' surveys, questions relating to knowledge and satisfaction of prisons and community based sentences.</p> <p>Website maintained up to date.</p> <p>Themed Newsletters published regularly.</p> <p>Develop a positive relationship with the press.</p>	<p>Chief Officer</p> <p>CJA Media Relations Officer</p> <p>Chief Officer</p> <p>Planning Officer</p> <p>Planning Officer</p> <p>Planning Officer</p>	<p>Dec 2009</p> <p>Mar 2010</p> <p>Jun 2009</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	C3/4 C5

Outcome C3/4 Improved understanding of role of community disposals and prisons

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
See Actions for Outcome C2 above.					

Outcome C5 Improved satisfaction for victims, sentencers and beneficiaries of work by offenders

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
C5.1	Develop links between support groups for offenders' families / carers, to promote efficient use of resources and assist with capacity building where necessary.	Development of a 'support group network' within CJA Voluntary Sector Consultative Forum.	Chair of Voluntary Sector Forum	Mar 2010	C7

Outcome C7 Timely information and, where appropriate, involvement for the families of offenders

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
C7.1	Engage Tayside prisoners' families in the ICM case conference process.	Increase in family attendance figures. 6 monthly reporting to CJA.	SPS Liaison Manager	Report Sep 2009 Report Mar 2010	
C7.2	Report on the progress of the SPS Family/Relationships Strategy as it relates locally to Tayside Prisons	Report to CJA with recommendations. Implement agreed recommendations.	SPS Liaison Manager	Jun 2009 Dec 2009	
C7.3	Review CJS and Third Sector service provision in Tayside Prisons.	Report to CJA.	SPS Liaison Manager	Sep 2009	

Outcomes for Offenders

Outcome O1 Sustained or improved physical and mental well-being

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
O1.1	Evaluate the outcomes of Forensic Protocol for low secure mental health service patient discharge (linked to MAPPA).	Protocol evaluated with report to CJA.	Tayside NHS Board Lead	Jan 2010	
O1.2	Report on delivery of 3 year project plan for NHS to deliver primary care services within SPS establishments.	Report on findings to CJA.	Tayside NHS Board Lead	Dec 2009	
O1.3	Review progress and outcomes of Tayside-wide commissioning group to develop community based services for forensic patients.	Report to CJA.	Tayside NHS Board Lead	Dec 2009	
O1.4	Implement outcomes from the CAMHS review with regard to provision for young offenders with mental health problems.	Work plan developed detailing how outcomes can be achieved. Report on progress to CJA.	Tayside NHS Board Lead	Sep 2009 Mar 2010	
O1.5	Promote better links between NHS Mental Health Services and Local Authority Criminal Justice Services	Process/pathway developed and implemented. Progress on outcomes reported to CJA	Tayside NHS Board Lead	Sep 2009 Mar 2010	
O1.6	Through the work of the Tayside Throughcare Network (Prison/Community Integration Group), develop a Healthcare Pathway for short-term prisoners.	Improve interface between NHS Tayside General Practitioner and HMP YOI Perth and HMP Open Estate Primary Care Services – Report to the CJA Pathway developed - Report to CJA.	Tayside NHS Board Lead Chair of Throughcare Network	Jun 2009 Mar 2010	

Outcome O2 The ability to access and sustain suitable accommodation

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
O2.1	Implement Accommodation Pathway for Offenders.	Pathway implemented. Progress report to CJA.	Tayside Throughcare Network	Sep 2009 Mar 2010	
O2.2	Take forward recommendations from options appraisal of East Port House.	Progress Report to CJA.	Chief Officer / Chair of TCJSWP	Jun 2009	

Outcome O3 Reduced or stabilised substance misuse

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
O3.1	Develop services for offenders with substance misuse and mental health needs.	Working group formed. Programme developed. Progress Report to CJA.	DAAT Lead Officers	Jun 2009 Sep 2009 Mar 2010	O1
O3.2	Report on current provisions for substance misusers in Tayside Prisons.	Report to CJA.	SPS Liaison Manager	Jun 2009	
O3.3	Develop a unified approach across the 3 Tayside DAATs linking DAAT outcomes frameworks to the Outcomes of the CJA	Unified approach developed and implemented.	DAAT Lead Officers / Tayside Substance Misuse Strategy Group	Mar 2010	
O3.4	Report on the outcomes of the Tayside Domestic Abuse/Substance Misuse Project	Final monitoring and evaluation report to CJA.	Domestic Abuse co-ordinators	Jun 2009	
O3.5	Implement substance misuse / domestic abuse good practice guidance as appropriate in each Tayside Local Authority area.	Progress report to CJA.	Domestic Abuse co-ordinators	Mar 2010	O6 O9
O3.6	Hold CJA Substance Misuse seminar.	Seminar held.	Chief Officer / DAAT Co-ordinators	By March 2010	

Outcome O5 Employment prospects increased

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
O5.1	Formulate and implement proposals arising from CJA Offender Employability working group.	Report on proposals to CJA. Proposals Implemented.	SPS CJA Liaison Manager	Sept 2009 Mar 2010	

Outcome O9 Improvements in the attitudes or behaviour which lead to offending and greater acceptance of responsibility in managing their own behaviour and understanding of the impact of their offending on victims and on their own families

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
O9.1	Investigate how to provide prison based rehabilitation services for prisoners who are perpetrators of domestic abuse.	Report to CJA with recommendations.	Deputy Governor of HMP Open Estate	Sep 2009	
O9.2	Take forward, where appropriate recommendations from Bail / Diversion Review Group.	Report to CJA with recommendations.	TCJSWP	Mar 2010	

Outcomes for the System

Outcome S1 Effective CJAs in place, promoting a consistent approach to offender management and systematic cooperation between offender management agencies and supported by a system of integrated case management, with input from custodial and community services

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
S1.1	ICM	Report to CJA in relation to performance ICM case conferences.	SPS Liaison Manager	Jun 2009 & Dec 2009	
S1.2	MAPPA	Annual report under Sect 10 MoOA.	Tayside Police	Oct 2009	

S1.3	Report on the continuing impact (locally) of summary justice reforms.	6-monthly reports to the CJA.	Area Procurator Fiscal	Sept 2009 & Mar 2010	
S1.4	Evaluate the effectiveness of SER 'stand down reports' pilot projects across the TCJSWP.	Report to CJA.	Chair of TCJSWP	Sept 2009	S3

Outcome S2 Wider partnership of rehabilitative services in place, including addictions, housing, health, education, training and employment

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
S2.1	Strengthen links with Youth Justice (YJ) Forums, to support development of high quality transitional arrangements for young offenders.	Regular meetings with Chairs / Coordinators of YJ Forums.	CJA Planning Officer	On-going (commence Jun 2009)	
S2.2	Provide an update on the outcomes being achieved by the 'Right Track 16-21' Pilot Project.	Report to CJA.	TCJSW P'ship	Mar 2010	
S2.3	Continue to develop links between CJA and Tayside's Domestic Abuse Forums (DAFs).	Report to CJA.	Chief Officer / Chairs of DAFs	Jun 2009	

Outcome S3 Standard approach to the methodology and use of tools which are widely accepted for risk assessment and management embedded into practice and any risk of serious offending identified and a management plan effectively communicated to all relevant agencies

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
S3.1	Report on progress in relation to the implementation of the National Training Strategy	Report to CJA	Chair of TCJSW P'Ship	Dec 2009	Various Offender Outcomes
S3.2	Implement recommendations (of role and remit) of Joint Workforce Development Group Training Needs Analysis evaluation.	All recommendations implemented.	Chair of CJA Joint Workforce Development Group (JWDG)	Jun 2009	

Outcome S4

A range of high quality, evidence-based interventions based on the principles of effective practice, matched to the level of assessed risk and need, supported by better tracking of the impact of interventions on individuals, from which we build up a clearer understanding of what works

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
S4.1	Review of the Tayside Police Youth Justice Project.	Review completed, with findings and recommendations reported to CJA.	Tayside Police	Dec 2009	
S4.2	Conclude CARES evaluation of Intensive Support Programme for women offenders.	Evaluation completed, with findings and recommendations reported to CJA.	TCJSWP lead	Sep 2009	
S4.3	Review new arrangement for provision of social work services within HMP Open Estate.	Report to CJA.	Perth and Kinross Council CJSW Lead Officer	Dec 2009	

Non-'Core' National Strategy Outcomes

Outcome C6

Appropriate care of victims, including appropriate and timely information

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
C6.1	Evaluate the effectiveness of the agreed protocol (between Victim Support Scotland, COPFS and Scottish Courts Service) regarding the exchange of information for victims and witnesses relating to court processes and community disposals, from a Tayside perspective	Evaluation completed and reported to CJA with recommendations.	Victim Support Scotland Lead	Sep 2009	C2
C6.2	Review the impact of revised Victim Notification Scheme guidance.	Review completed and reported to CJA with recommendations.	Victim Support Scotland Lead	Sep 2009	C2
C6.3	Establish membership and remit of CJA victim issues workgroup.	Report to APIG.	Victim Support Scotland Lead	Jun 2009	
C6.4	Consult with partner agencies to further develop services in relation to victims of youth crime in Tayside.	Report to APIG.	Victim Support Scotland Lead	Dec 2009	

Outcome O4 Improved literacy skills

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
O4.1	Develop links between Community Planning Partnerships, Local Authority literacy initiatives, Criminal Justice Social Work, and SPS.	Report to CJA	Planning Officer	Dec 2009	

Outcome O6 Maintained or improved relationships with families, peers and community

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
O6.1	Hold CJA 'Focus on Families' seminar.	Seminar held.	Chief Officer	By March 2010	

Outcome O7 The ability to access and sustain community support, including financial advice and education

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
See Actions for Outcome O4 (literacy) and O5 (employability), above, which relate to education.					

Outcome O8 The ability to live independently if they choose

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
See Actions for Outcome O2 (accommodation) above.					

Outcome S5 A workforce with the appropriate skills mix, targeted appropriately

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
See Actions for Outcome S3 (risk assessment and management), above.					

Outcome S6 Processes and systems which facilitate the sharing of information

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
See Actions for Outcome S7 (performance information) below.					

Outcome S7 A robust framework for quality assurance, performance management and outcome measures for area plans

Action Point	Action Description	Key measures of success / Performance Indicators	Lead Agency / Officer	Timescale	Links to other outcomes
S7.1	Implement Tayside CJA Local Performance Framework.	Quarterly reports to CJA.	CJA Planning Officer	Jun 2009	S6
S7.2	Seek ways in which to make use of Partner organisations' 'Peoples Surveys' to gather performance information.	Methods identified, agreed, and implemented by relevant partner agencies.	Planning Officer	Sep 2009	S6

Glossary of Abbreviations

APIG	Area Plan Implementation Group
CARES	Centre for Addictions Research and Education Scotland
CAMHS	Child and Adolescent Mental Health Services
CJA	Community Justice Authority
CJSW	Criminal Justice Social Work
COPFS	Crown Office and Procurator Fiscal Service
DAAT	Drug and Alcohol Action Team
DAFs	Domestic Abuse Forums
HMP	Her Majesty's Prison
ICM	Integrated Case Management
JWDG	Joint Workforce Development Group
MAPPA	Multi-Agency Public Protection Arrangements
MoOA	Management of Offenders Act
NABOM	National Advisory Body on Offender Management
NPF	National Performance Framework
NHS	National Health Service
SER	Social Enquiry Report
SPS	Scottish Prison Service
TCJSWP	Tayside Criminal Justice Social Work Partnership
YJ	Youth Justice
YOI	Young Offenders Institute