2015 MAPPA Thematic Inspection report – response and action owners

Recommendation	Response	SG policy owner / lead	Action Update
Recommendation 1: Scottish Government in partnership with Responsible Authorities should work together to produce additional guidance on the parameters and minimum practice standards for conducting an Environmental Risk Assessment which is proportionate, practicable and sustainable.	***Comments:*** *Decisions on where sex offenders live are based on where they can be appropriately monitored and supervised and how any risks they may pose can be minimised.* *As part of the National Accommodation Strategy for Sex Offenders, the Responsible Authorities carry out an "environmental risk assessment"(ERA) to identify any housing-related risks associated with a particular offender.* *The Scottish Government has already established a working group made up of key stakeholders to produce standard national guidance on environmental risk assessments with a view to publishing next year.*	SG Housing Services Policy Unit [redacted]	The 4th meeting of the short life working group on 24 August considered a further draft of the ERA guidance. This version is due to be discussed at the Sex Offender Liaison Officers Forum and MAPPA NSG on 16 and 28 September respectively.
Recommendation 2: The Scottish Government in partnership with the Risk Management Authority and Responsible Authorities should provide additional guidance to enable staff to better assess the risk posed by internet offenders.	***Comments:*** *The development of best practice in risk assessment and management is one of the RMA's key responsibilities. The RMA periodically updates a Risk Assessment Tools Evaluation Directory (RATED) which presents evidence about the validation and applicability of many instruments. However, the development of tools designed specifically to assess internet sex offenders*	SG Community Justice Operational/RMA [redacted]	The scheduling of this work will be discussed when the SG and RMA Scotland next meet to progress discussions on the body's business plan.

	is in the early stages. The Scottish Government and the RMA will consider appropriate risk assessment protocols for internet offenders.		
Recommendation 3: The Scottish Government in partnership with Responsible Authorities should undertake a technical capacity and capability review of equipment, training and guidance required to support staff in monitoring the use of social media devices used by registered sex offenders to ensure compliance with licence conditions.	***Comments:*** *This is an operational matter for the Responsible Authorities. Police Scotland has access to and use of software to examine such devices. Moreover specialist staff are trained to access and analyse internet based social media.*	SG Community Justice [redacted]	As yet work related to Criminal Justice Social Work has not been scheduled due to availability of professional advice.
Recommendation 4: The Scottish Government in partnership with Responsible Authorities should develop a strategy to address the risks posed to children and young people from 'sexting' in order to build healthy respect and avoid the potential for exploitation and criminalisation.	***Comments:*** *We are currently working across government to update our Internet Safety Action Plan, ensuring it is linked to both our Digital Participation and Cyber Resilience strategies. We are also taking steps to ensure the refreshed action plan is linked to work being taken forward in schools. In addition to this, we will be engaging with key external stakeholders who will be crucial in the development of a refreshed action plan.* *The plan will be published by March 2017.*	SG Child Protection [redacted]	The SG will establish a working group, as part of the refreshed action plan, to develop guidance on sexting. This will most likely be aimed at all professionals working with children and young people.
Recommendation 5: The Scottish Government in partnership with Responsible Authorities should collaborate in order to develop minimum practice standards for the management of Level 1 registered	***Comments:*** *The management of offenders at Level 1 is an operational matter for each responsible authority. Agreed minimum standards for the management of offenders at Level 1 are now contained within the Police Scotland Standard Operating*	SG Community Safety Unit [redacted] Community Justice [redacted]	The development of minimum standards will be considered as part of a wider review of the National Standards for CJSW. As yet, this work has not been scheduled due to availability of professional advice.

sex offenders in order to support consistent and efficient practice.	*Procedure (SOP) on Offender Management and available to all offender management units through Police Scotland. Reference is made to the SOP in the current MAPPA guidance (see section 2 paragraph 8). Reference is also made to the National Outcomes and Standards for Criminal Justice Social Work Services. Notwithstanding, and as the report acknowledges the RMA is already working closely with Scottish Government and Police Scotland on the development of a practice model to support police offender management staff in the management of MAPPA Level 1 offenders.*		The RMA is also working closely with the SG and Police Scotland on the development of a practice model to support police offender management staff in the management of MAPPA Level 1 offenders. Draft guidance has also been compiled by the CSU and discussions taking place with RMA. PSOS and SWS to ensure consistency with other processes which dovetails into current MAPPA 2 and 3.
Recommendation 6: The Scottish Government in partnership with Responsible Authorities should review the function and role of the MAPPA Co-ordinator to ensure compliance with agreed guidance and to meet the challenges of the MAPPA extension.	***Comments:*** *The current MAPPA guidance (version 6) issued in June 2014. The document is subject to an on-going programme of revision to take account of new legislation, and changes in policy and practice and is currently being updated to take account of the forthcoming MAPPA extension that is currently being considered by Parliament.*	SG Community Safety Unit [redacted]	Scoping exercise carried out on the variety of functions performed by Coordinators and paper with streamlined roles to be presented to NSG on 28 September for endorsement and inclusion in next MAPPA Guidance publication.
Recommendation 7: The Scottish Government should lead on the development and delivery of an action plan in order to overcome the barriers to the effective and efficient usage of ViSOR by Criminal Justice Social Work, outlining owners and timeframes.	***Comments:*** *ViSOR is a Police Scotland managed system. We will continue to work closely with Police Scotland, responsible authorities and relevant stakeholders to ensure those who manage individuals subject to MAPPA have access to the tools they need to protect the public. The Scottish Government and the responsible*	SG Community Justice/Community Safety Unit/[redacted]	SG continuing to work closely with Police Scotland, responsible authorities and relevant stakeholders to ensure those who manage individuals subject to MAPPA have access to the tools they need to protect the public. The SG and responsible authorities have worked

	authorities have worked with UK Government colleagues to prepare a Risk Escalation Case to the Home Office to reduce the physical security standards applied to the siting of terminals for CJSW staff in Scotland. It is anticipated that formal approval will be granted shortly. This should significantly improve access for CJSW staff. *Work is also taking place with Home Office and Ministry of Justice to consider future enhancements to ViSOR.*		with UK Government colleagues to prepare a Risk Escalation Case to the Home Office to reduce the physical security standards applied to the siting of terminals for CJSW staff in Scotland. Formal approval was granted by the Home Office in January 2016, which will now allow Police Scotland to resite CJSW terminals, that should significantly improve access for staff. Work is also taking place with Home Office and Ministry of Justice to consider future enhancements to ViSOR. ViSOR National Action Plan compiled and disseminated in March 2016 to all agencies who have joint ownership. The plan has 2 distinct priorities: 1. Access and usability 2. Vetting The Tri-Partite Group have now completed its oversight of the issues at play regarding the use of ViSOR, with outstanding actions remitted to the MAPPA Development Group to take forward.
Recommendation 8: The Scottish	***Comments:*** *The Scottish Government will*	SG Community	When they are established from April

Government in partnership with Responsible Authorities should design a national public engagement strategy regarding offender management that includes the management of registered sex offenders in the community.	*assess with the Responsible Authorities the extent to which existing public engagement opportunities could be developed, and improved, all within the context of the Strategy for Justice in Scotland. This will include consideration of the operation of the Keeping Children Safe Community Disclosure Scheme which allows parents and guardians to apply for information about an individual who has access to a child, if they are concerned that the individual poses a risk to the child's safety and wellbeing. Community Justice Scotland will work closely with Community Justice Partners to provide leadership in raising awareness and addressing misconceptions relating to community sentences, including community sentences for people who have been convicted of a sexual offence.* *They will achieve this through a variety of means, including the development of a communication strategy.*	Justice/Community Safety Unit/[redacted]	2017, in line with the aims of the National Strategy for Community Justice, Community Justice Scotland will work closely with Community Justice Partners to provide leadership in raising awareness and addressing misconceptions relating to community sentences, including community sentences for people who have been convicted of a sexual offence. They will achieve this through a variety of means, including the development of a communication strategy. CSU has also designed a national MAPPA Engagement Strategy which invited MDG comment on 25 August. NSG will consider it further on 28 September.
Recommendation 9: The Scottish Government in partnership with Responsible Authorities should establish a robust national governance structure to utilise trend data relating to sex offending to better inform strategic planning for the continued effective and efficient delivery of MAPPA.	***Comments:*** *There are a number of forums, including the SG's Justice Board, and the MAPPA National Strategic Group that bring partners (including representatives of Police Scotland, Social Work Scotland, Scottish Prison Service and Scottish Government) together to consider issues relevant to the effective delivery of MAPPA and consideration will be given to which is best to oversee a robust national governance*	SG Community Safety Unit/Community Justice/[redacted]	MAPPA NSG to agree a new national oversight structure/membership on 28 September. The MAPPA Development Group previously reporting to the Tripartite Group will now report to the NSG. Issues of a strategic nature for the responsible authorities will continue to be considered within the NSG.

	structure.		When substantive issues are raised that cannot be addressed by the NSG they will be referred to the Tri-partite Group for resolution.
Recommendation 10: The Scottish Government in partnership with Responsible Authorities should introduce a structured and standardised process to maximise learning and development emanating from both Initial Case Reviews and Significant Case Reviews.	***Comments:*** *The extension of MAPPA to include different categories of offenders in the MAPPA process has now been incorporated into the ICR/SCR processes. In relation to the serious incident review process, agreement with the Care Inspectorate to streamline all these processes is currently being developed.*	SG Community Safety Unit [redacted]	Recent amendment to ICR/SCR criteria published in March 2016 MAPPA Guidance. Introduced to ensure that we have a robust process where any and all relevant learning regarding an offender's multi-agency management can be captured and considered. Criteria designed to be clear and unambiguous regarding the offences which should be considered in deciding if a case progresses within the ICR/SCR process, ensuring national consistency and a defensible approach. MAPPA Coordinators collate all ICR/SCR's commissioned, recording specific details onto a national spreadsheet which is shared with SG on a monthly basis. Notification forms have been amended and widely consulted through Responsible Authorities. On 25th August 2016 the forms were presented to MAPPA Development Group and approved for onward submission to National Strategic

			Group for final sign off. The proposed new notification form comprises 3 stages. At stage 3 the person submitting the form requires to provide information where (i) good practice was identified (ii) areas for development were identified. This learning will thereafter be shared nationally.

MAPPA DEVELOPMENT GROUP

SCOTTISH GOVERNMENT, POLICE SCOTLAND, SOCIAL WORK SCOTLAND, SCOTTISH PRISON SERVICE, RISK MANAGEMENT AUTHORITY, VISOR NATIONAL SYSTEMS SUPPORT, MAPPA COORDINATORS GROUP, NHS FORENSIC NETWORK

EUROPA HOUSE, ARGYLE STREET, GLASGOW

MINUTES OF MEETING – THURSDAY 10TH NOVEMBER 2016

[redacted] (Chair) [redacted]	SG Public Protection Unit
[redacted] (Minutes) [redacted]	SG Public Protection Unit
[redacted]	Police Scotland
[redacted]	Police Scotland
[redacted]	Scottish Prison Service
[redacted]	ViSOR National Systems Support
[redacted]	Risk Management Authority
[redacted]	MAPPA Coordinators Group
[redacted]	MAPPA Coordinators Group
[redacted]	Social Work Scotland
[redacted]	Police Scotland
[redacted]	NHS Forensic Mental Health

Apologies:

[redacted]	NHS Forensic Mental Health
	SG Community Justice
	Police Scotland
	ViSOR National Systems Support

Item 1 - Welcome and Introduction

1. Chair welcomed attendees and noted apologies from [redacted] and [redacted]

Item 2 - Previous Minutes and Update on Actions

2. Minutes of the previous meeting of 5th October were accepted without comment.

3. Open actions were discussed and updated accordingly, full details reflected in the updated Action Log.

Item 3 – ViSOR

4. [redacted] advised that there have been no recent updates in relation to the ViSOR improvement Plan, with the last update being provided by NSS in regards to Home Office and NOMS development of ViSOR training.

5. [redacted] provided a summary of discussions which took place at a meeting with SPS to explore the process for creation of category 3 nominals by SPS. The meeting agreed that NSS and SPS required to compile standards which would outline exactly what SPS would input onto ViSOR at initial creation.

6. The main issue highlighted was around the criteria for creation of the records taking account that not all Local Authority areas use ViSOR.

7. [redacted] asked the MDG members for views on whether Category 3 nominals created by SPS should be created for every offender leaving custody or for those offenders where it was known that the record would be accepted by the CPC within the community and the record thereafter managed accordingly. If all Cat 3 offenders were created and were not being managed on ViSOR in the community, could these then be archived which would provide an accurate picture of the Cat 3 nominals coming out of custody. [redacted] stated that for this to take place SPS ViSOR team would require to have a form of words to ensure that each archived record would contain explanation for the archive.

8. The members were split as to the process which could be agreed. [redacted] advised that if the community was not willing to accept the nominal then the record should not be created. [redacted] explained that the upon a record being created on ViSOR this places a warning marker onto PNC for the offender, however concerns were raised over how accurate this record would be when people go into the record if no current information was actively being recorded. However it was also highlighted if the record was created then the SID / ViSOR interface would record intelligence. MAPPA co-ordinators supported the creation of Visor records for Cat 3 offenders as this allows them to update the Visor records with relevant information they have.

9. [redacted] stated that if it was agreed that all nominals would be created then SPS ViSOR team would require to be given training on archive of records.

10. [redacted] noted that either option carried risk and that this consideration should determine which is supported by the group. It was agreed that [redacted] and [redacted] draft operational processes and circulate to the group for further discussion.

ACTION – [redacted] and [redacted] to draft operational processes for (i) all Category 3 nominals leaving custody and (ii) Category 3 nominals where community based CJSW are actively using ViSOR

11. ViSOR SLWG – [redacted] summarised recent activity in relation to ViSOR including the ViSOR professionals meeting and future creation of a business case to address accessibility for CJSW users.

12. Nominations for members of the SLWG have been agreed, however remains on hold as there are currently on-going discussions within SG with regards to vetting and it is essential to recognise that vetting is critical to future application of ViSOR. Once a clear position is established this will be communicated and thereafter the SLWG commissioned in order to move things forward.

13. Agreement that a briefing should take place to Chief Social Work Officers remains on the agenda and will form part of the SG's on-going consideration of the

ViSOR issue. Unfortunately there is understood to be no capacity at the Chief Social Work Officers group scheduled to take place in November, the next meeting will be in January 2017.

14. A valid point was raised by [redacted] asking how vetting has been handled within children and families social work for staff who currently work within concern hubs, and also those local authority staff who handle police information in respect of mental health cases.

ACTION – [redacted] to explore how NPPV vetting has been progressed within the Child Protection and Mental Health areas.

15. SRUG Update – [redacted] chaired the previous meeting held at beginning of October and Social Work Scotland have now provided [redacted] as the SWS representative and she will take on the chairing of this group going forward.

16. CJSW ViSOR User group has been resurrected after approximately a year of no meetings. This group will be chaired by [redacted] who will be looking to refresh and re-focus the group. She will be looking for a ViSOR lead in each MAPPA area to attend the group. SG would not routinely sit on this group however for now will be represented.

17. NUG – no meeting date set as yet but anticipated this will be in January 2017.

18. Discussion thereafter took place around the Risk escalation cases and identified that when requests are received [redacted] will engage with assessors to ensure that they understand the need to work with CJSW staff requesting moves to identify areas which could accommodate a ViSOR move, and support staff to help overcome any presenting issues. In doing so it was noted that CJSW areas seeking a REC should engage with assessors to clearly explain what improvement to access they are seeking to achieve.

19. [redacted] provided information on a restructure within SWS whereby there is now a Business Change Management Group which is attended by people who sit on key groups like the ViSOR Groups and LS/CMI SLWG.

20. NSS Update – Since the implementation of the vetting plan there have been 68 applications, 8 fails with 4 being appealed and granted. No progressed to stage 4 of the vetting plan and a summary document will be produced in the next 10 days and submitted to Police senior management.

ACTION – NSS to issue communication to clarify to all users that the process of submitting vetting applications has not closed as a result of the conclusion of the focused vetting plan

21. [redacted] will be meeting with SPS ViSOR team to discuss cat 3 offenders and clarify what will be populated onto records, advice and guidance.

22. There has been a recent change issued by the change management group that any MAPPA Report stats will now be valid from the 1st of each month.

23. [redacted] mentioned work that was recently completed in England and Wales with regards to RM2K and the drop down box which for 5/10 and 15 years, however advised that Scotland would not be going with this. [redacted] highlighted that there was recent work completed by [redacted] (author) of RM2K however this has not be published as yet.

24. [redacted] circulated the October stats for ViSOR usage within CJSW, thereafter discussion took place around it's limitations and how this could be improved to more accurately reflect actual usage, as currently the figure collated may only be a person logging on but not thereafter carrying out any updates and/or reading of the system.

25. In order for these stats to be more accurate there would require to be a clean-up of users accounts to determine how many active users are on the system, and consideration given of local authorities who centralise their ViSOR processes.

26. [redacted] gave an update to a recent presentation he provided on ViSOR and the key areas he covered which he said was extremely well received – the group agreed that such resources may be useful in highlighting the ViSOR situation to senior staff.

ACTION – NSS / SG to share any relevant presentations which cover the key elements of ViSOR to raise profile of system

Item 4 – Practice and Training

27. [redacted] provided a summary on the TDOs leading up to and beyond Community Justice Scotland as provided by Community Justice colleagues:

"To deliver business continuity during this transition period, additional funding has been agreed to support the TDO role from April 2017 to the end of September 2017. The funding would only be available to lead local authorities where a TDO is in post at 31 March 2017, and for as long as a TDO remains in post until September 2017.

Initial discussions with the TDOs and COSLA about this proposal have indicated that they broadly welcome this approach in principle.

Next step in the transition will be to establish a working group to consider a range of matters relating to the development of the Community Justice Scotland Hub for Learning and Development. We anticipate the Hub will be fully operational by October 2017. TDOs have confirmed that they would be happy to participate in that work. We are confident that their extensive experience of CJSW training will ensure that this very important function is suitably covered within the wider functions of the Hub as it develops and grows.

The Hub will have a wide ranging remit that includes not only CJSW training but also the commissioning of research and the development of new training courses amongst other duties. Posts within the hub will be for Community Justice Scotland to agree and advertise on a fair and open recruitment basis, as is planned for other posts within the wider organisation"

28. It was agreed that it would be useful to discuss the contents of this update and explore the proposed functions of the hub at a future meeting, in particular in

reference to provision of public protection training. This relates to action 7/16 of 5 October which is now updated:

ACTION – [redacted] to provide update on the shaping of Community Justice Scotland and in particular the functions and remit of the learning and development hub.

29. [redacted] stated that discussions were on-going with the RMA and [redacted] Division as sponsor branch to seek agreement for the forthcoming financial year on core functions and delivery.

30. The group agreed that there is considerable demand for RoSH training within CJSW and Police, and provision of this should remain a priority for the group. [redacted] proposed that whilst discussions were on-going regarding delivery of training next financial year, it was important to ensure that there was business continuity with regards to Risk Practice Training which has now not taken place since June 2017.

31. [redacted] agreed to meet with [redacted] to discuss future interim measures to address outstanding training needs of practitioners.

ACTION – [redacted] to meet with [redacted] to discuss continuity provision of RoSH training over the remainder of financial year 2016-17.

32. [redacted] reported that the RMA Standards and Guidelines have now been updated and published, and members acknowledged notice of this.

Item 5 – MAPPA Operational Delivery

33. MAPPA Extension – [redacted] invited members to share any recent issues/ concerns with regards to the Category 3 offenders. This is the start of longer term work to collate all information and statistics on the extension to ascertain if the guidance and legislation are delivering or if there requires to be any future amendments. In terms of qualitative consideration [redacted] agreed to consider development of an offender profile from the returns collated thus far and LS/CMI data:

ACTION – RMA to interrogate LS/CMI data to produce offender profile for MAPPA extension offenders

34. [redacted] raised a question with regards to the number of category 3 offender who are domestic offenders. It was discussed that there have been a number identified in comments through the monthly return but that this had not been criteria which had featured.

ACTION – [redacted] to ask MAPPA co-ordinators to identify the number accepted onto the extension who are domestic offenders and also the number which have been declined

35. [redacted] spoke about the Draft Action plan which is currently being pulled together for Equally Safe which will be published in April 2017, which is expected to reference a domestic violence offence, currently in development. It was agreed that

for the purposes of MAPPA the risk of serious harm definition would continue to provide effective identification of offenders for entry.

36. [redacted] spoke about those offenders who progress and supervision ends, what would then happen where they still present an imminent risk of harm, and consideration for orders which would bring them back into MAPPA. [redacted] noted that assessment of the extension cohort will inform consideration of any potential future development of the public protection regime.

37. [redacted] highlighted a current case which involved an offender who was about to be released on work placement and the guidance outlines that a MAPPA referral would be required and paperwork submitted. Discussion thereafter took place about this situation and whether this should be the case as there are currently local procedures which would deal with and address these cases between the relevant agencies without adding additional work.

38. It was agreed that the MAPPA Extension chapter should be circulated to members to provide issues / concerns and or comments on the MAPPA Extension in practice.

ACTION – [redacted] to circulate extension chapter and invite comments for future discussion

39. LS/CMI – [redacted] gave and update in relation to the recent LS/CMI SLWG and referred to the papers which had been circulated. [redacted] talked through the proposed paper advising that the breakdown in the completion of LS/CMI and RoSH paperwork stems from a lack of understanding and communication.

40. The interim guidance paper is not meant to be extensive and is based on a set of principles whereby it is essential that both prison and community based CJSW communicate and the RA and RMP/CP are co-produced. The physical input would be by PBSW. There is a recommendation that the production of 6A and 7A from the LSCMI/RoSH is a duplicate of the MAPPA document set and that these documents where available should replace the MAPPA document set avoiding duplication and confusion over which paperwork to submit to the coordinator.

41. [redacted] talked through the proposed MAPPA referral form and that after a few more changes it would be circulated for wider consultation. [redacted] highlighted that there was currently a referral form for Restricted Patients and were these to be combined or remain as 2 separate referrals.

ACTION – [redacted] to progress work on the MAPPA Referral form and wider consultation before feeding back to MDG and NSG

<u>Item 6 – AOCB</u>

42. No additional business was raised.

<u>Item 7 – Date and Location of Next Meeting</u>

43. This was agreed for Thursday 15th December 2016 and venue will be confirmed in advance.

MAPPA DEVELOPMENT GROUP

SCOTTISH GOVERNMENT, POLICE SCOTLAND, SOCIAL WORK SCOTLAND, SCOTTISH PRISON SERVICE, RISK MANAGEMENT AUTHORITY, VISOR NATIONAL SYSTEMS SUPPORT, MAPPA COORDINATORS GROUP, NHS FORENSIC NETWORK

THURSDAY 10 NOVEMBER 2016, 1300 - 1530

ROOM 2.01, SCOTTISH GOVERNMENT, EUROPA BUILDING, 450 ARGYLE STREET, GLASGOW, G2 8LG

MEMBERS

[redacted]	SG Public Protection Unit
	SG Public Protection Unit
	SG Community Justice
	Police Scotland NOMU
	Police Scotland NOMU
	Police Scotland NOMU
	Social Work Scotland
	Scottish Prison Service
	ViSOR National Systems Support
	ViSOR National Systems Support
	Risk Management Authority
	MAPPA Coordinators Group
	MAPPA Coordinators Group
	NHS Forensic Network
	NHS Forensic Network

AGENDA

1. Welcome, Introductions and Apologies

2. Previous Minutes and Update on Actions

3. ViSOR

    - ViSOR Improvement Plan Updates
    - Creation of Category 3 offenders
    - SLWG
    - Update from SRUG Meeting on 11 October
    - NSS Update

4. Practice and Training

    - Fundamentals of Risk Practice Training
    - Future Training Delivery
    - RMA Update

5. MAPPA Operational Delivery

    - Extension Monitoring
    - Consideration of Feedback on Extension to date
    - LS/CMI & MAPPA Referral Form
    - ICR/SCR Notification
    - Annual Reports
    - Joint Thematic Update

6. Additional Updates from Members

7. AOCB

8. Date and Location of Next Meeting – **Thursday 15 December 2016, Glasgow (tbc)**

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MAPPA DEVELOPMENT GROUP

SCOTTISH GOVERNMENT, POLICE SCOTLAND, SOCIAL WORK SCOTLAND, SCOTTISH PRISON SERVICE, RISK MANAGEMENT AUTHORITY, VISOR NATIONAL SYSTEMS SUPPORT, MAPPA COORDINATORS GROUP, NHS FORENSIC NETWORK

ST. ANDREWS HOUSE, REGENT ROAD, EDINBURGH

MINUTES OF MEETING – THURSDAY 15TH DECEMBER 2016

[redacted] (Chair) [redacted]	SG Public Protection Unit
[redacted] (Minutes) [redacted]	SG Public Protection Unit
[redacted]	Police Scotland
	Police Scotland
	Scottish Prison Service
	ViSOR National Systems Support
	ViSOR National Systems Support
	Risk Management Authority
	MAPPA Coordinators Group
	MAPPA Coordinators Group
	NHS Forensic Mental Health
	Social Work Scotland
	SG Community Justice

Apologies:

[redacted]	NHS Forensic Mental Health
	Police Scotland
	Social Work Scotland
	SG Community Justice

Item 1 - Welcome and Introduction

1. Chair welcomed attendees and noted apologies from [redacted] and [redacted].

Item 2 - Previous Minutes and Update on Actions

2. Minutes of the previous meeting of 10th November were accepted without comment.

3. Open actions were discussed and updated accordingly, full details reflected in the updated Action Log.

Item 3 – ViSOR

4. [redacted] advised that there have been no recent updates in relation to the ViSOR improvement Plan. NSS have submitted a summary report to PSOS Executive in respect of the recent 6 month vetting plan and in particular to identify proposals for

going forward as an organisation. It still remains a difficult and complex problem. This will be presented to the MDG and thereafter the NSG.

5. [redacted] updated that it is important for PSOS to ensure the system is accessible and usable whilst balancing risks. For example if a user has not used the system in over 6 months should they be removed from the system and looking to the future allowing a period of grace for CJSW to use the system before it would no longer be accessible.

6. MDG agreed that we require to engage Chief Social Work officers which had also been agreed at NSG. A slot has been allocated to Community Justice to deliver a presentation on ViSOR at the next Chief Officers Group taking place on 12th January 2017. This will aim to highlight the shared Reputational and Corporate risks that currently exist.

7. There have now been 3 Local Authority areas who have worked with PSOS to improve accessibility and bring terminals into working environment.

8. [redacted] provided an update of the process which he has undergone with his LA and PSOS. It was agreed that in relation to those areas who have been successful in improving accessibility a summary report would be useful to share Nationally highlighting what was required and steps taken achieve improved accessibility.

ACTION 1 – NSS and [redacted] to produce a brief summary report which can be shared with other Local Authorities to encourage them to improve local accessibility of terminals.

9. [redacted] provided a summary of discussions which took place at a meeting with SPS to explore the process for creation of category 3 nominals by SPS. [redacted] and SPS have now met and completed the ViSOR standards for the creation of Category 3 records by SPS.

10. The main issue highlighted was around the criteria for creation of the records taking account that not all Local Authority areas use ViSOR. Should a record be created and thereafter it cannot be or will not be accepted by the relevant Local Authority this would mean that SPS would be left to manage an archived record. Taking this into account it was agreed that SPS should not be left to manage records which they have no responsibility for.

11. [redacted] and [redacted] have compiled a process map which illustrates the process for creation of Category 3 ViSOR records by SPS where the Local Authority is actively using ViSOR and will be in a position to accept the transfer of the record.

12. MDG were content to sign off the proposed process with one minor wording amendment. This process will now be submitted to the NSG for approval prior to implementation by SPS.

ACTION 2 – ViSOR Cat 3 record creation by SPS to be endorsed by NSG and circulated for commencement.

13. [redacted] advised that SWS as a professional body were not agreeing to the ViSOR standards owing to outstanding vetting and accessibility issues and a letter has been

sent by [redacted] outlining SWS position SG advised that there required to be good data management or there is a risk to all data being held on ViSOR. Taking this into account there will require to be future discussions involving NSS, PSOS, SWS and SG.

ACTION 3 – [redacted] to share the formal response by SWS on ViSOR Standards with NSS and PSOS.

14. A previous action looked to identify where the MAPPA RA and RMP (Document Set) should be included on ViSOR. [redacted] advised that for consistency the MAPPA minute, Level 2 Risk Assessment and RMP can all be recorded within the Meeting Tab of the RMP attachment of ViSOR. [redacted] has a very good format and is currently recording the documents in this manner and these should be shared nationally for use. Thereafter the Scottish ViSOR Standards can be updated and amended.

ACTION 4 – [redacted] to share ViSOR friendly RA and RMP templates with [redacted] and NSS who will disseminate to coordinators and other users.

ACTION 5 – [redacted] to update ViSOR standards to reflect where the RA and RMP will be contained.

15. [redacted] further advised that SWS have now created a Business Group which will sit under the Standing Committee. The first meeting will be used to map out all the national meetings social work managers currently attend/chair to review and prioritise for the future. It was agreed that the future of the ViSOR Users Group was extremely important and this required to be emphasised with the newly established group.

ACTION 6 – [redacted] to liaise with [redacted] and ascertain he current position with the ViSOR Sub Group for Social Work.

16. SG provided the following update in relation to ViSOR:

1. As Police Scotland are responsible for the provision and support of the Scottish ViSOR network, on the 2nd November 2016 Police Scotland ICT implemented a mandatory security update (Key Material Rollover) as enforced by the encryption system. This annual security update requires all Local Authorities to undertake a number of log in actions within a time critical period to ensure continued connection to the network. As of this date, a number of LAs have failed to adhere to the instruction which will cause Police Scotland ICT resources to physically attend the affected sites and undertake remedial work. Due to the unavoidable impact to ICT resources, Police Scotland may seek appropriate financial re-imbursement.

2. The formal programme of vetting activity undertaken by NSS has completed (however it should be noted vetting applications and requests for ViSOR training will continue to be accepted by NSS as normal). Engagement with the programme was extremely limited. A final report has been submitted to Police Scotland Senior Leadership Board seeking a definitive position on how to address this matter and on-going risk to Police Scotland. Once ratified, a sister report will be submitted to the MDG and NSGfor consideration.

3. Staffordshire Police, in conjunction with Boeing, are currently exploring the possibility of introducing a mobile platform for accessing ViSOR. This piece of work is being driven by their Force Transformation Team and is at a very early stage, however at the meeting of the ViSOR National User Group meeting on 08/12/16, [redacted], ViSOR National Accreditor, provided the following considerations in terms of maintaining information security and implementing a mobile solution:

   (a) currently there are two streams within the Public Sector Network (PSN) that allows for the secure transfer of police data – protected and secure. The secure network has been deemed appropriate to facilitate the transfer of confidential information which ViSOR data is deemed to be.

   (b) the information risk associated with ViSOR data primarily centres around the threat to life through inappropriate disclosure/loss/theft etc. and as such requires the highest level of network protection.

   (c) mobile access does not easily lend itself to the required level of protection for obvious reasons, however that's not to say there cannot be a variance from the standard as long as the risk is accepted either by the Senior Responsible Officer ([redacted]) or alternatively the Senior Information Risk Officer.

   (d) as such, any move towards a mobile solution will be a business decision and will require completion of a business impact assessment that clearly articulates the risk associated with the proposal and a mitigation plan.

It has been proposed Staffordshire Police/Boeing present at the next meeting of the ViSOR Technical and Security Group meeting which NSS will attend and further updates to the MAPPA Coordinators Meeting will follow in due course.

Item 4 – Practice and Training

17. Prior to leaving the meeting [redacted] advised that Community Justice Scotland were currently developing a Strategy for Learning and Development which would include proposed timescales and look at the sustainability of training across all areas where TDOs are currently delivering. (SA07, RM2K, Risk Practice Training).

18. [redacted] expressed concern that in her local authority there were a high number of social workers on the waiting list for Risk Practice Training and she was aware that this issue is a concern for other local authorities She further added concern about the lack of clarity going forward for the delivery of LSCMI /Risk practice training with the loss of the TDO posts.

19. [redacted] updated that interim funding has been provided by SG to deliver Risk Practice Training between January and March 2017, Thereafter going forward the SG and the RMA will require to identify common priorities and business planning for future delivery of training to ensure sustainability.

20. [redacted] confirmed that SG were providing funding for venues and that the RMA would release staff to deliver three further training courses. [redacted] confirmed that the

RMA Board has approved this on the basis of further discussions taking place with SG on the resourcing of the RMA's statutory functions. [redacted] reported that 313 staff were trained in phase 1.

21. In August, all CJSW services were asked to provide details of their projected need for training places. This was both for this year (2015-2016) and annually thereafter.

22. Twelve local authorities responded identifying 148 staff requiring training this year and 82 per annum. If projected across all local authorities this would result in 395 requiring training this year (18 courses) and 219 per annum (10 courses). As this projected annual demand significantly exceeds that of LS/CMI training, the future targeting of this training will require further review and refinement.

23. Given the geography of respondents it was agreed that an event should be planned for Glasgow and Perth to minimise travel for the majority of participants.

24. CJSW will be delivered by RMA staff, however if Training and Development Officers are available to participate or observe, this will be accommodated. Training will be co-ordinated by the RMA from within existing resources.

25. Training will take place on:

31 January - 2 February	**Glasgow**	**22 participants**
28 February – 2 March	**Perth**	**22 participants**

26. 220 police officers were trained in phase 1. Police training will be co-delivered by the RMA and an offender management officer previously involved. Police training will be co-ordinated by the National Offender Management Unit and Police college.

27. This course will take place on:

14 and 15 February	**Tulliallan College**	**25 participants**

Item 5 – MAPPA Operational Delivery

Extension Monitoring

28. [redacted] reported that he had engaged with all MAPPA Coordinators in relation to the SPS referral process to cover work placements, hospital visits, weekend leave etc. The consensus being that there is no requirement to submit a MAPPA referral for offenders who are being released for work placement or any other short term release and that a notification would be sufficient. It was agreed that [redacted] would submit a summary paper with regards to this which would be discussed at the next MDG in February 2017.

ACTION 7 – [redacted] to produce summary paper regarding SPS referrals for those offenders being released for work placements, hospital visits etc and proposals for way forward to be highlighted.

29. Brief discussions took place with regards to the MAPPA extension, however it was agreed that members should take time to read the chapter and provide a

summary of their experiences and/or observations for future development proposals for this category of offender to ensure that nothing has been missed.

ACTION 8 – Group to provide written feedback to GM on MAPPA Extension highlighting any positives or negatives / lessons to be learned for future development of this category.

MAPPA Referral Form and LS/CMI

30. [redacted] circulated and discussed the revised MAPPA Referral form. [redacted] requested inclusion of a section for additional offender information. Once updated the referral form will be disseminated for wider consultation and thereafter presented to NSG for approval.

31. [redacted] advised that the next LSCMI SLWG would take place on 18th Janaury 2017. The interim guidance papers circulated by [redacted] have still to be presented to the SWS Chief Executive Group and thereafter a summary update will be provided.

32. There is a recommendation that the production of LSCMI/RoSH and RMP should replace the MAPPA document set form 6A and 7A. This would avoid duplication and confusion over which paperwork to submit to the coordinator as these forms were included in the MAPPA document set to ensure consistency of approach to risk assessment and risk management. [redacted] and [redacted] are progressing this to remove any confusion and provide a streamlined set of paperwork recognised by RA's which contains all relevant information to be presented at MAPPA meetings.

ACTION 9 – [redacted], [redacted] and [redacted] to streamline MAPPA document set to reflect LSCMI and streamline paperwork to be submitted in advance of MAPPA Meetings.

33. [redacted] also updated that the LSCMI Working Group have progressed a change request which will allow for previous assessments to be left open to allow for review.

Joint Thematic Update

34. [redacted] provided an update in relation to the Thematic. He advised that responses had been sent to [redacted] and SG provided a summary update of the 10 recommendations. The HMIC(S) will be evaluating the responses provided.

ACTION 10 – [redacted] to share the SG response to the HMIC(S).

35. The Public Engagement Strategy has been circulated for consultation to all Responsible Authorities and COSLA for any views and/or suggestions.

36. Recently CYCJ had been invited to attend the MAPPA Coordinators Meeting to discuss young people in MAPPA and consideration for future attendance at NSG.

MAPPA Trends

37. IF also updated in relation to the piece of work recently carried out by Justice Analytical Services which would better inform the NSG for future developments.

38. The paper looked at the last 10 years using the Criminal Justice Database which highlighted that Rapes continued to increase, internet offences had tripled and community sentences doubles.

39. The Scottish Institute for Policing Research will oversee the future work in relation to trends and projections to better inform our client groups. There are still a few government processes which require to be overcome but this will be progressed.

40. [redacted] advised that CJSW pre-sentence reports would be a valuable source to tap into, with these documents being owned by the court. [redacted] reported that SPS currently have over 5000 LSCMI reports on the system, with some 30,000 in the community. The current custodial evaluation being carried out by the RMA will be concluded in April 2017.

Item 6 – Additional Updates

41. [redacted] updated on a recent Development day he had ran in North Strathclyde. This had been an extremely successful day with a variety of speakers including CYCJ, NOMU, [redacted] and [redacted].

42. [redacted] updated on the Police Risk Practice Model. The pilot has now been completed and continues in the 3 pilot areas with extremely positive feedback. Supervisors have found it to be very focused and succinct. The pilot now requires to be evaluated and discussion around the findings. There will thereafter be a roll out of a wider process and how it could be used by wider agencies.

ACTION 11 – PSOS, SG and RMA to meet and discuss evaluation of the project

43. [redacted] also gave a summary of Project 2026 which is a policing plan for the next 10 years looking and the various demands, resourcing and partnerships. Analytical work will be carried out as this informs PSOS how they do their business and drive change.

Item 7 – Date and Location of Next Meeting

44. This was agreed for **Thursday 9th February 2017** and venue will be confirmed in advance.

[redacted]
Scottish Government

MAPPA DEVELOPMENT GROUP

SCOTTISH GOVERNMENT, POLICE SCOTLAND, SOCIAL WORK SCOTLAND, SCOTTISH PRISON SERVICE, RISK MANAGEMENT AUTHORITY, VISOR NATIONAL SYSTEMS SUPPORT, MAPPA COORDINATORS GROUP, NHS FORENSIC NETWORK

THURSDAY 15 DECEMBER 2016, 1300 - 1530

ROOM 1W.03, SCOTTISH GOVERNMENT, ST ANDREWS HOUSE, REGENT ROAD, EDINBURGH, EH1 3DG

ATTENDANCE

[redacted] (Chair)	SG Public Protection Unit
[redacted] (Minutes)	SG Public Protection Unit
[redacted]	SG Public Protection Unit
[redacted]	SG Community Justice
[redacted]	Police Scotland NOMU
[redacted]	Scottish Prison Service
[redacted]	NHS Forensic Network
[redacted]	Police Scotland IS
[redacted]	ViSOR National Systems Support
[redacted]	ViSOR National Systems Support
[redacted]	Risk Management Authority
[redacted]	MAPPA Coordinators Group
[redacted]	MAPPA Coordinators Group

APOLOGIES

[redacted]	SG Community Justice
	Social Work Scotland
	NHS Forensic Network

AGENDA

1. Welcome, Introductions and Apologies

2. Previous Minutes and Update on Actions

3. ViSOR

    - ViSOR Vetting Plan update
    - Creation of Category 3 offenders
    - SLWG & Future Development
    - NSS Update

4. Practice and Training

    - Fundamentals of Risk Practice Training
    - Future Training Delivery

- RMA Update

5. MAPPA Operational Delivery

    - Extension Monitoring
    - Consideration of Feedback on Extension to date
    - LS/CMI & MAPPA Referral Form
    - ICR/SCR Notification
    - Joint Thematic Update
    - MAPPA Trends

6. Additional Updates from Members

7. AOCB

8. Date and Location of Next Meeting – **Thursday 9 February 2017, Glasgow (tbc)**

40

[redacted]

Subject: FW: MAPPA Development Group - Note Venue Change - Thu 15 Dec 2016
Location: 1W.03 (HMICS Meeting Rm), St Andrews House, Regent Rd, Edinburgh, EH1 3DG

Start: Thu 15/12/2016 13:30
End: Thu 15/12/2016 15:30
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: [redacted]

15/12/2016

-----Original Appointment-----
From: [redacted]
Sent: 30 November 2016 11:55
To: [redacted]
Cc: [redacted]
Subject: MAPPA Development Group - Note Venue Change - Thu 15 Dec 2016
When: 15 December 2016 13:30-15:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: 1W.03 (HMICS Meeting Rm), St Andrews House, Regent Rd, Edinburgh, EH1 3DG

Dear all

Subject to any further technical issues please find attached the agenda, updated minutes and action log for this meeting – thanks for comments.

Best regards
[redacted]

Dear all

Grateful if you could accept into calendars this request for the next meeting of the MAPPA Development Group. You will recall that we discussed holding this in Glasgow however it has not been possible to secure a venue.

This meeting will therefore take place at the SG offices at St Andrews House in Edinburgh. I hope this does not cause too much inconvenience:

http://www.gov.scot/About/Locations/St-Andrews-House-1

Agenda and papers will follow in due course.

Apologies for yet another duplicate message as I am continuing to have IT issues!

Best regards

[redacted]
Policy Manager | MAPPA Extension
Public Protection Unit
Safer Communities Division
[redacted]

Scottish Government
St Andrews House | Regent Road
Edinburgh EH1 3DG

[redacted]

<< Attachments:

MAPPA Development Group - Action Log - As of 6 Dec.xls (291.0KB)
MAPPA Development Group - 10th Meeting - Agenda - 15 Dec 2016.docx (29.9KB)
MAPPA Development Group - Minutes - 10th November Updated.docx (42.2KB)

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