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MAPPA DEVELOPMENT GROUP
ACTION LOG - DECEMBER 2017

Abbr.	Agency	Members	E-mail
PPU	Scottish Government (Public Protection Unit)	[redacted]	
PPU	Scottish Government (Public Protection Unit)		
CJD	Scottish Government (Community Justice)		
NOMU	Police Scotland (Nat Offender Management Unit)		
IM	Police Scotland (Information Management)		
NSS	Police Scotland (National Systems Support)		
NSS	Police Scotland (National Systems Support)		
MCG	MAPPA Coordinators Group		
MCG	MAPPA Coordinators Group		
SPS	Scottish Prison Service		
RMA	Risk Management Authority		
SWS	Social Work Scotland		
NHS	NHS Forensic Mental Health		

23rd Mar 2016	Action	Owner	Required	Update
34	NSS to further discuss review of national ViSOR standards	NSS/SWS	Ongoing	1. Review of National Standards for Cat 1 offenders scheduled for 02/06/2016, attendance confirmed from Police Scotland, RMA, SPS and Health. Awaiting details of attendees from Social Work. Standards redrafted but input from CJSW awaited as of 25 August. Proposed that standards be put to SRUG CJSW representitve at meeting in October. [redacted] (Chair) CJSW ViSOR User Group will put to SWS Standing Committee. [redacted] updated that standards were presented to Standing Committee where they were not inclined to agree and letter has been drafted by [redacted] advised that the standards were difficult to agree owing to outstanding issues with vetting and accessability. Action raised to obtain copy of letter issued by SWS** UPDATE 10/01/2017 Letter sent to NSS from SWS, 11/01/2017 reply sent by NSS. To date no response received from SWS and a further e-mail has been sent by NSS to request a response in relation to progressing standards. **Update 04/04/17** - meeting scheduled for 21st April 2017 - however postponed as chair had moved on and new chair of SWS Standing Committee to to agreed on 19th May 2017. **Update 08/06/17** - Chair yet to be identified and standards yet to be considered by SWS. **Update 12 July** [redacted] onfirmed as SWS lead for ViSOR, standards to be raised by SG at meeting in late July. Jan to also raise issue of ViSOR Standards sign-off with [redacted] nd update at next meeting. **Update 25th July 2017** [redacted] and [redacted] met with [redacted] confirmed that SWS remained of the opinion that standards were 'asperational' and could not be formally signed off by SWS - 31 August. **Update 31st August 2017 - NSS intend to put national standards to SWS formally for agreement, and if this cannot be**
20th Apr 2016	**Action**	**Owner**	**Required**	**Update**

39	Community Justice to highlight consideration of change management process for LS/CMI and future discussions regarding this with the RMA.	CJD/RMA	Ongoing	[redacted] and BD have held an introductory meeting and SM will now attend the MDG. Update from [redacted] at next meeting. [redacted] has changed posts therefore action ongoing and awaiting update from Community Justice. **Update 15/12** - change management was around effective practice tools and accompanying IT service which would transition to CJ Scotland. The HUB will go live in October 2017 and 8/9 posts have already been advertised. Awaiting the learning and development strategy to be published. Ongoing @ 09/03/17 **UPDATE 04/05** - SH reported that there has been a recent Board re-shuffle and there will be a lead appointed for this area of buisness. No update from SG Community Justice as of 8 June. **Update12 July -** [redacted] will take up with RMA and CJS and report any consideration at next meeting. [redacted] updated that discussion on priorities within community justice, RMA and CJS is ongoing - learning and development included. [redacted] meeting with [redacted] in coming weeks and issue will be raised then. Both to feedback at next meeting - **Update 31 August.** [redacted] **informs that L&D strategy is being developed with the RMA and is hoped to be finalised Spring 2018.**
5th Oct 2016	**Action**	**Owner**	**Required**	**Update**
72	Update group in relation to TDO's, clarity of role and future sustainability of RoSH training.	CJD	Ongoing	Update provided, however further detail still required and this will be tasked to CJ for ongoing update. **UPDATE 15/12/16** - A strategy for learning and devlopment being developed by CJ Scotland, once available this will be shared with the group. **Update 09/02/2017** - waiting on L&D strategy to be launched. [redacted] TDO's to update? Agreed training Sept - Nov and March @ 04/05/2017. **Update 12 July** - RMA funding provided for 17-18 to work with TDOs to deliver training, thereafter this will be responsibility of CJS. Future sustainability of RoSH training to be discussed in coming months with consideration of training needs analysis, reflecting how training has been applied thus far - **Update 31 August. RMA business plan for 2018 is currently being negotiated between it and Community Justice. TDOs are expected to take part in training delivery over 2017-18. It is anticipated that the RMA will continue to deliver training with TDO involvement in 2018-19. Anticipated that RMA will work towards SCQF accreditation in 2018.** **01/11/17 - CJS recruiting for TDO's and delivery of training strategy commencing next year.**
10th Nov 2016	**Action**	**Owner**	**Required**	
81	RMA to interrogate LS/CMI data and produce offender profile for MAPPA extension offenders	RMA	Mar-18	Information to be provided by MAPPA Coordinators and thereafter work will commence in April 2017. Any questions which we seek from the data to be fed into MDG. BD Still collating @ 04/05/2017. 8 June - Data sent to RMA, consideration and follow-up ongoing with LAs and SPS. 12 July - Ongoing - RMA to provide update at next meeting - 31 August. **Update 01/11/17 - Final data sets and agreements have now been recieved therefore analyisis to begin shortly, with work expected to be complete early 2018.**
15th Dec 2016	**Action**	**Owner**	**Required**	**Update**
89	Scott 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	MCG/SPS	Mar-18	Paper submitted and to be discussed at next MDG meeting. Update - Meeting took place on 09/03/17 with SM, PD and BD for further progression on proposed process and any changes required to Guidance. PD to revisit SPS chapter in guidance with a view to amending and report back to group. Paul Revising @ 04/05/2017. **Ongoing as of 8 June & 12 July - SPS to revisit guidance in respect of notification and of day release as opposed to the need for a MAPPA referal - 31 August. Arrangements for redraft to be considered with PPU at meeting on 16 November, update will be provided at next meeting. 01/11/17 SLWG being set up to review SPS chapter and will commence on 20/12/17.**

92	RMA and PPU to re-visit MAPPA Document set to reflect LSCMI and streamline papework for be submitted in advance of MAPPA Meetings	RMA/PPU	Mar-18	Meeting took place on 09/01/17 and papers will be circulated to MDG members for initial consultation. **Update 09/02/2017** Briony to provide minor tweaking to paperwork to help break down any barriers. **Update 09/03/17** - MM reviewing recent feedback provided on LSCMI/OLR and thereafter forms will be updated accordingly. **UPDATE 04/05, 8/06** remains in progress. **UPDATE12 July** - Interim SWS Guidance produced and presented to ICM Coordinators event. Currently out for consultation, following this will be discussed at August LS/CMI RoSH MAPPA SLWG and update at next meeting, with distribution planned for October- 31 August. **UPDATE 01/11/17** - change request approved and this will take place over coming months and thereafter brief guidance note will be issued to accompany the revised forms upon commencement.
9th March 2017	**Action**	**Owner**	**Required**	**Update**
110	PPU to provide a ViSOR summary of work completed so far.	PPU	Completed	Spreadsheet being re-designed to include filters and make for easier reading and breakdown of Complete/incomplete actions, owning agencies. Update will be circulated prior to next meeting of MDG in July. 12 July - Redraft is ongoing - to be circulated prior to next meeting in August. **Update of ViSOR Action plan on hold pending consideration of ownership and oversight of actions between the NSG, MDG and SRUG. Updated structure and action plan will be brought forward to next meeting to consider - 31 August.** **UPDATE 01/11/17 - ViSOR action plan considered and updated accordingly. Discussion reflected under agenda item**
113	Group to provide suggestions for topics to be included in future MAPPA conference/s.	PPU/All	Apr-17	04/05 - To be raised at NSG and SLWG to be created. 12 July - NSG agreed, agenda item to discuss at next meeting as to subject, location and possible dates. **No update as of 31 August. No update 1 Nov - to be provided at next meeting.**
4th May 2017	**Action**	**Owner**	**Required**	**Update**
121	PPU and NOMU to complete DWP Operational Guidance and progress to sign off.	PPU/NOMU	Jan-18	12 July - confirmation of sign-off expected by next meeting. **Signoff by Police and SWS not yet confirmed - 31 August, 1 Nov. Consideration also that UC rollout may impact the guidance. SG will continue to engage with colleagues in SG and DWP to consider impact. 01/11/17 - awaiting police to sign off and thereafter publish**
8th June 2017	**Action**	**Owner**	**Required**	**Update**
122	PPU to consider with LS/CMI SLWG on MAPPA how risk related to "outing" of MAPPA offenders in the community relates to the presence of RoSH as a requirement for level setting in the MAPPA document set	PPU	Mar-18	12 July - [redacted] will raise at next SLWG. **31 Aug - Confirmed on agenda for next meeting of SLWG.** **UPDATE 01/11/17 - LSCMI SLWG leading SW engagement sessions in Jan/Feb to explore with practitioners the use of LSCMI and RoSH and to streamline process going forward.**
123	NSS to consider with UK colleagues options to assist in overcoming issues around data sharing between LS/CMI and ViSOR	NSS/CJD	Ongoing	(Split from action 34 on 12 July 2017) MM still working with IT to find a solution to ensure that LSCMI data provided by Social Work can be populated directly onto ViSOR. No further progress @ 4/5/2017, 8/6/2017, although noted that LS/CMI secure email does provide some functionality, albiet with a loss of LS/CMI document formatting. **Update 12 July** - GM/BD to discuss standards with Jane Martin when in post as CJSW ViSOR lead. RMA confirmed following discussions with NSS that ViSOR cannot accomodate LS/CMI and MAPPA RMP. Significant redevelopment of either ViSOR or LS/CMI would need to be considered. Stephen Harper to explore if any change could be made to LS/CMI that would allow data to be exported in a format that ViSOR could handle, and discuss with RMA and NSS. RMA noted previous aspiration of a web-based version of LS/CMI which could assist with transfering data onto ViSOR. SH confirmed that no provision for this at present. **UPDATE12 July** - MDG to consider development options to ensure RMP produced within LS/CMI document set can be incorporated into ViSOR. NSS to consult with colleagues in UK regarding possibility of incorporating LS/CMI data within limitations of the ViSOR system. NSS met with [redacted] and confirmed that data volume is too high for ViSOR to accomodate. Only option is provide continuous text, similar to the MAPPA minutes. Further consideration to be given to possible other technical solution that can take word formatting inlcuding text boxes and translate this into a plain text format. **UPDATE 01 November 2017 [redacted] and [redacted] to consider what changes would need to take place to allow more effective storage of info on ViSOR - either changes to LS/CMI or changes to ViSOR or both**

31st Aug 2017	Action	Owner	Required	Update
128	SG to seek clarification on Universal Credit - to what extent will this impact MAPPA in Scotland, specifically: information sharing, administration and individual offenders & their level of risk	CJD/PPU	Nov-17	**Meetings have taken place with colleagues within SG. So far lack of clarity as to the impact on MAPPA, but agreement that the risk of all offenders managed under licence could be significantly impacted by reduction in their benefits and/or delays in benifits being paid. Consideraton is that this does not appear to have been considered by UKG in agreeing rollout. Discussion ongoing with DWP operations colleauges in Glasgow but acknowledge the difficulty in impacting decisions made by whitehall colleauges. CJD and PPU to continue to consider wider devoluaton impacts with collaegues in SG socail security.**
129	[redacted] to provide REC updates by correspondance if unable to attend meeting	IM	Completed	**Agreed with IM 1 Nov.**
1 Nov 2017	**Action**	**Owner**	**Required**	**Update**
130	Chair to update previous minutes and action log to reflect SWS to provide paper to SG Community Justice to consider financial settlement impacts on Sex Offender Treatment Programmes.	PPU/SWS	Complete	**Minute updated to reflect discussions and action for CJ recorded.**
131	Members to consider 2 or 3 representatives from each agency to attend MAPPA engagement strategy session in Edinburgh on 6 December	All	Complete	**Representatives identified and focus group took place on 06/12/17.**

On Hold Actions

23rd Mar 2016	Action	Owner	Date required	Update
30	[redacted] to work with RMA, Police Scotland, SWS and MAPPA Coordinators to re-visit and progress KPI section of guidance to develop quality assurance which is fit for purpose and also takes account of SWS Evaluation Framework.	[redacted]	On hold	To be discussed 26/05/16. Discussed briefly and action taken for all attendees to provide comments prior to the next meeting. Some feedback received and awaiting others. On hold in order to progress other pressing workstreams. UPDATE - SLWG OF 3 MAPPA COORDINATORS ESTABLISHED AND WILL COMMENCE IN JAN 2018
5th Oct 2016	**Action**	**Owner**	**Date required**	**Update**
69	Set up a SLWG with the remit of producing a business case for the future development of ViSOR	[redacted]	On hold	Ongoing - subject to further consideration by SG PPU and Community Justice. Confirmed nominations from NSS, Police, CJSW/SWS, local authority IT, RMA and SPS. Awaiting outcome of further discussions within SG. UPDATE 15/12/16 - ON HOLD UPDATE AFTER MEETING WITH SW CHIEF SOCIAL WORK OFFICERS. ACTIONS NOW AGREED AT CSWO GROUP AND ACTIONS BEING PROGRESSED BOTH NATIONALLY AND LOCALLY THOUGH THE COMPILATION OF LOCAL ViSOR ACTION PLANS. Remains on hold as of 8 June - agreement that improvement of vetting position nessesery prerequisite of progrssing this action.
70	Draw up criteria for purpose of group, terms of reference and extent of work to be carried out	[redacted]	On hold	Subject to further consideration by SG PPU and Community Justice. UPDATE 15/12/16 - ON HOLD UPDATE AFTER MEETING WITH SW CHIEF EXEC GROUP ON 12/01/17 - AS ABOVE. On hold as per action 69.

Closed Actions

Ref	Action	Owner	Date required	Update
20/01/2016				
1	Minor amendment to be made to Terms of Reference as discussed and circulated to group	[redacted]		Complete and terms of reference agreed and circulated
2	Minutes of these meetings to be made available to the Tripartite Group	Chair	Complete	Carried out routinely
3	[redacted] o meet with PD to discuss providing input to SPS	[redacted]	Complete	GM and PD delivered input to PBSW on 4th March 2016
4	[redacted] to update disclosure chapter and include PSOS SOP once approved. Liaise with Restricted Patients Branch to obtain information on VNS	[redacted]	Complete	Included in 2016 Guidance
5	MM to provide update on Risk chapter for Guidance	[redacted]	Complete	Included in 2016 Guidance
6	Group to provide any other comments/amendments for the guidance by next meeting (17/02/2016)	ALL	Complete	2016 Guidance published
7	Meeting to be arranged with SPS to finalise chapter	[redacted]	Complete	As above
8	Include LSCMI as a future agenda item	Chair	Complete	See 20th April Meeting Action 4
9	Inclusion of paragraph in MAPPA Guidance regarding housing for new category.	[redacted]	Complete	Included in Guidance
10	Consider the wording for exit of these offenders to ensure all agencies are aware of future management	[redacted]	Complete	As above
11	MM to keep group updated on progress of evaluation proposals	[redacted]	Ongoing	
12	MM to liaise with AS and TH to confirm responsibilities for co-ordinating Chairs training.	[redacted]	Complete	Chairs traiing successfully delivered
13	All ViSOR related issues / concerns to be pulled together and compilation of an action plan to effectively address ongoing and future ViSOR progress with all partner agencies.	[redacted]	Complete	Action Plan circualted
14	SG to re-visit leaflet in relation to appeal and include line manager involvement.	[redacted]	Complete	Agreement from Tripartite and leaflet circulated
17/02/2016				
15	[redacted] o circulate a data capture spread sheet to the group for comment	[redacted]	Complete	Table agreed and implemented
16	[redacted] NSS to provide monthly ViSOR stats on the management of other category offenders	[redacted]	Complete	Stats being provided monthly
17	[redacted] to provide redraft of the custody chapter to clarify separate processes for sex offenders and other category offenders by Monday 22 February.	[redacted]	Complete	Included in MAPPA Guidance
18	RMA to work with SPS and SWS to scope those next tranche of risk practice training to be delivered over the 2016-17 funding period.	[redacted]	Complete	Initial discussions have taken place. Further Scoping required - Linked to 23rd March Meeting Action 4 - Actions merged
19	[redacted] o update future meetings on development of Police Practice Model.	[redacted]	Complete	Updates as relevant. PSOS will now give updates as standard at each meeting. Can be marked as complete.
20	[redacted] to circulate a draft ViSOR Action plan ahead of the next meeting of this group.	[redacted]	Complete	Circulated to Group
21	[redacted] o discuss LS/CMI change process with [redacted]	[redacted]	Complete	Refer to action 4/16 on 20/04/2016
22	[redacted] NSS to develop plan for this work including issuing of security standards for the re-siting of ViSOR terminals to CJSW departments to allow moves to be considered, collate requests for such moves and then implement the required changes to ViSOR terminal locations.	[redacted]	Complete	PSOS ICT propose that site visits will be more effective in considering appropriate moves. Ongoiong and progress will be updated by NSS at MDG meetings
23	[redacted] NSS to engage with Police Scotland IT to update on scoping progress of a potential toggling solution for ViSOR.	[redacted]	Sits with SRUG	Ron Stephen to be invited to next meeting to update on this action

24	[redacted]NSS to highlight prioritised training to CJSW in light of the imminent extension of MAPPA, and a plan to grant training to those providing vetting applications and that an appropriate "grace-period" will be granted by Police Scotland to allow local authorities to consider their recruitment practices and policies in relation to the vetting standard.	[redacted]	Complete	Plan in place and circulated to CPC to encourage submission of vetting applications and thereafter delivery of training
25	[redacted] brief SWS CJSW Standing Committee on proposed ViSOR vetting plan and feedback to next meeting	[redacted]	Complete	NSS and [redacted] have been in discussions by e-mail, however no update from Standing Committee on plan. KG updated that the plan has gone before standing committee with no issues on plan raised.
23/03/2016				
26	Chair to include ICR/SCR standing item for future meetings.	Chair	complete	Consultation on ICR/SCR forms circulated and awaiting feedback. Draft 2 approved at NSG and to be circulated with covering letter from SG approving introduction. Now a standing item on agenda. Complete.
27	[redacted] to circulate collated returns spread sheet to group prior to each monthly meeting for consideration.	[redacted]	Complete	first return will be circulated early MAY
28	Chair to circulate Microsoft Word versions of the 2016 MAPPA Guidance forms and document set.	Chair	Complete	Circulated to group
29	SWS liaise with TDOs to scope risk practice training numbers of CJSW staff, MAPPA Coordinators to identify numbers for chairs training and Police Scotland to consider future training of Police.	[redacted]	complete	[redacted] numbers have been scoped and decided a mop up course required. CJSW to be scoped upon completion of criteria for training. Police courses nearing completion and will be rolled in future to meet OMU turnover
31	NSS to provide briefing paper to SWS regarding location of ViSOR terminals and potential requirement for NPPV1	SG	COMPLETE	SG updated that on reflection NPPV 1 briefing may only serve to prevent social work from embracing the REC. Agreed that Information Management will make case by case decisions based on each of the local authority circumstances and will at this time address any issues around NPPV 1, keeping the issue in perspective.
32	NSS to ascertain whether a token for ViSOR will still be required after the re-location of terminals into open space offices	SG	Complete	update that this would still be required as the token provides access to the encrypted hard drive.
33	Chair to invite [redacted] Police Scotland ICT to update the group on progress of a potential toggling solution for ViSOR as actioned by the previous Tripartite ViSOR subgroup	Chair	Complete	[redacted] attended meeting on 20th April - see relevant actions created
35	NSS to circulate SID ViSOR Guidance.	[redacted]	Complete	Guidance has been drafted and has been disseminated to NOMU, National ViSOR Unit and NSS SID Team for comment. The document will be presented as part of forthcoming Aberdeenshire ViSOR training on 12/05/2016 to assess if content is pitched at correct level, thereafter distributed to wider CJSW. Circulated for further dissemination to [redacted] Complete
20/04/2016				
36	Chair to include review of the MAPPA Guidance as future agenda item, and circulate Performance Management Chapter to consider ahead of the next meeting in May.	[redacted]	Complete	Relevant chapters will be notified in advance for discussion.
37	[redacted] and [redacted] to develop criteria to allow identification of priority CJSW staff for next phase of risk practice training, and to share this with Briony for discussion with TDOs.	[redacted]	Complete	MM and KG will discuss this prior to next meeting and provide a criteria for Phase 2 of training. Criteria developed by [redacted]
38	[redacted] to approach [redacted] as chair of SWS's PBSW group to discuss a meeting including [redacted] and [redacted] to discuss process for the transfer of LS/CMI to Community social work prior to a MAPPA offender's release.	[redacted]	Complete	Meeting taking place with PBSW and CBSW on 3rd August 2016.

40	[redacted] to discuss approach and issues addressed by Scottish Government Health and feedback to next meeting of this group. Thereafter, the group to work with Ron Stephen to develop a business case for scoping of the cost implications of an integrated ViSOR solution being brought to CJSW in Scotland.	[redacted]	Complete	AS offered to speak with this business area who have previously taken forward data sharing which can support any further discussions but should not be seen as a pre-requisite. The ViSOR Accessability Meeting taking place on 30th June 2016 should provide more detail as to what will be required in way of submitting a business case to PSOS IM.
41	Police Scotland IM and NSS to highlight to CJSW departments that toggled ViSOR terminals can be provided subject to physical and personal security standards being met, and chair to note this in the minutes for Social Work Scotland's consideration.	[redacted]	Complete	Ongoing on a case by case basis and will be updated by NSS on a monthly basis
42	Chair agreed to consider potential for funding to PSOS should level of vetting applications from CJSW increase beyond that which is currently achieveable within current resources.	[redacted]	Complete	Currently the number of aplications being received by PSOS vetting have not been significant to require any additional funding to assit the the processing of applications. This will be monitored regularly by MDG and any increase reported by PSOS/NSS to SG PPU as and when this may be required for consideration.
43	[redacted] to consider with Arlene development of a statement on the position of MAPPA following the dis-establishment of CJAs and how this should be communicated to partners.	[redacted]	Complete	AS will provide details on new model and expectations of partners to any statement fromt he CJ side and this will be complimented by input from afer Communitieis and MAPPA Lead. Publication of the statement can be facilitated through the Knowledge Hub for the CJ Co-ordinators and mention in an e-newsletter. Q&A drafted and circualted 22 August ahead of planned CJA model launch on 24 November.
26/05/2016				
44	Update MAPPA Development Group on new category offender numbers	[redacted]	complete	Figures disseminated to Group on a monthly basis and now a standing agenda item. COMPLETE
45	Develop criteria to allow identification of priority CJSW staff for next phase of risk practice training.	[redacted]	Complete	Criteria devloped and to be circulated to group prior to further dissemination. Circulated to CJSW
46	Consider long term delivery of risk practice training and role of TDOs with Community Justice Operational Unit	[redacted]	Complete	Link in with [redacted] Community Justice to provide a current update on TDO's. Update paper circulated.
47	Consider SWS/CJSW participation at ViSOR Professionals Accessibility Meeting on 30 June	[redacted]	Complete	KG to update should a representative be attending. No rep attended.
48	Update MAPPA Development Group on ViSOR Professionals Accessibility Meeting outcome.	[redacted]	Complete	BD to provide update at next MDG meeting. Updated 25/08/16
49	Provide MAPPA Development Group with ViSOR usage figures.	[redacted]	Ongoing	NSS ongoing at meeting. Standing item on agenda to be provided by NSS. COMPLETE
50	Amend MAPPA ICR/SCR notification forms to allow more detail to be provided.	[redacted]	Complete	Current form to be circulated to SOG chairs, and Division DI's for comments and areas to be included. Also to review the timescales for completion of ICR. Draft 2 circulated for comments.
51	Circulate **MAPPA leaflet** for offenders for comment at next meeting.	ALL	Complete	Circulated and awaiting feedback. Finalised for approval at NSG
29/06/2016				
52	[redacted] to liaise with SPS ViSOR team on creation of new Category 3 offenders	[redacted]	complete	Agreed in principle with process to be finalised and agreed with SPS ViSOR team - proposal that SPS riase records for both top end release and remaining Cat 3 offenders provided CJSW able to take reciept of record. Meeting scheduled with SPS and NSS to agree criteria and application. Process to be drawn up by Paul and [redacted] and presented at next meeting. Process agreed and to go to NSG for approval. COMPLETE.
29th June 2016	Action	Owner	Date required	Update

53	SWS, SG, SPS and RMA to pull together a form of words including process map outlining the completion of document sets whilst offender is transferring from custody to community. BD circulated minutes to members.	[redacted]	Complete	Initial meeting took place on 03/08/16 with SWS, SPS, SG and RMA on how to progress this action and establish a SLWG. Agreement that Doc set must be co-produced between Community and PBSW. Communication through PBSW group, SWS CJSW standing committee. Revisit referal form to ensure clarity and consistency with revised MAPPA Document Set. Training session will be provided for SPS ICM Coordinators and links will be made with ongoing work to revise 2012 LS/CMI guidance. Quarterly meetings will take place to progress with updates made to MDG. ICM Coordiantors training complete and will now be a regular meeting convened by SPS. MAPPA Referral form out for consultation. Interim SWS guidance on LSCMI/RoSH and completion progressing through SWS governance for approval and sign off. UPDATE 15/12 - PAPER TO BE PRESENTED TO CHIEF EXEC GROUP IN JAN 2017.UPDATE 06/02/17 - Consultation on MAPPA Referral form complete and approved at NSG and circulated for use on 22/02/2017 to SOG members and MAPPA Coordinators. LSCMI SLWG met on 09/01/17 - update provided by SWS regarding recent Adult Justice Throughcare Group and concerns raised by PBSW in relation to MAPPA and completion of Paperwork - to be discussed. Open action with updates provided by SLWG. Interim paper still to go before standing committee and thereafter update will be provided. Once badged up all to go out at same time on 15/05/2017. Try to get RoSH imbedded into popular thinking Stage 3 Emphasis Info sharing structure to streamlining document sets. UPDATE 04/05 - INTERIM GUIDANCE PAPER HAS BEEN SIGNED OFF BY CSWO GROUP AND WILL BE CIRCULATED BY THEM TO ALL CBSW AND PBSW AND WILL INCLUDE MAPPA COORDINATORS. Interim guidance will be circulated following SPS CPC event on 9 June. **12 July - Interim guidance circualted.**
54	NO and SG to consider framing a change managmeent request/software update to address scottish usage/compatibility issues in terms of the systems consistany with LS/CMI, revised document set and police practice model.	[redacted]	Complete	Home Office considering request, however changes unlikely to be made in less than 12 months. Consideration being given to other aspects for audit review, and communication to be given on where the document set is recorded so this is standardised. UPDATE 15/12/16 agreement 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. SM has a very good format. Direction for this to comes from MDG to MAPPA Coordinators and other users. Thereafter Scottish ViSOR Standards can updated and amended. UPDATE 06/02/17 - Circulation sent by both NSS (23/01/2017) and SG to CPC's and MAPPA Coordinators (24/01/2017) Change management update forms made easier Complete @09/02/2017
55	Programme for long term delivery and organisation of Risk Practice Training. RMA to meet with Scottish Government to discuss Funding.	[redacted]	Complete	Chair numbers collated by BD. MM noted 352 CJSW staff to be trained with further returns expected by deadline of 26 Aug. Further discussions required between RMA & SG regarding funding required before detailed planning can commence. Discussion with PSOS, RMA and CJ to progress phase 2 and implementation prior to end of year. UPDATE 15/12/16 - INTERIM FUNDING AGREED from [redacted] to March 2017. Going forward SG and RMA to agree common priorties and business planning. PPU and SG to meet prior to next MDG. Meeting CJ and PPU took place 07/03/17 - update provided that looking to engage RMA for next 12 months. UPDATE - YEARLY PROGRAMME ENDORSED AND CIRCULATED TO SOCIAL WORK AND POLICE.

57	SPS to provide an update on possible risk management training for SPS Deputy Governors in close liaison with RMA	[redacted]	Completed	PD to meet with MM and update next meeting. [redacted] and [redacted] met and further discussions to take place. Work ongoing in SPS regarding LSCMI process and RMT. Agreed to wait for the evaluation and then incorporate into any future training and/or guidance. UPDATE 15/12/16 - FOCUS TO DELIVER TRAINING APRIL 2017. Update 09/02/2017 Risk Management position unchanged waiting for dates Summer and length of training dates to be checked for next couple of months @ 4/5/2017 UPDATE 4 May, 8 June - Date remains under consideration betweeen [redacted] and RMA. 12 July - 1/2 day training planed for 1 August. SPS to update at next meeting. **Training to take place at SPS collage on 7 November, and a further update provided thereafter.**
58	AW/SM to consider draft template relative to collating ICR/SCR monthly statistics. BD to circulate to all members for comment and provide deadline.	[redacted]	Complete	SG spreadsheet created and populated on a monthly basis with area stats. Coordinators content.
59	Amended MAPPA Leaflet for offenders to be circulated for final comments	[redacted]	Complete	Complete and approved by MDG. Approval will now be sought from NSG.
25.08.2016				
60	AS to identify possible meeting date for the Tripartite Group to agree revised remit of the MDG prior to NSG on 28 Sep, and to transfer as appropriate any ongoing actions.	[redacted]	Complete	AS will progress w/c 29 Aug. Meeting date set for 8 September.
61	GM to circulate ViSOR Improvement Plan for all members to update to allow consideration of progress at next meeting	[redacted]	Complete	GM will circulate with August meeting minutes.
62	MM to attend meeting of MAPPA Coordinators Gp on 30 Sep to input on consideration of risk management guidance in relation to new document set	[redacted]	complete	MM attended and a productive discussion took place surrounding process issues arising in completion of RA and RMP. KG highlighted that guidance has been produced for Standing Committee and will be shared with group. COMPLETE
63	BD to attend SPS Heads of Offender Outcomes meeting on 28 October to observe usage of LS/CMI. Other members to confirm attendence to BD if interested in attending	[redacted]	Complete	BP will also attend. Scheduled for Tuesday 15th November 2016. PSOS also to attend. COMPLETE
64	AS to identify slot at upcoming meeting of Chief Social Work Officers to allow SG to discuss ongoing concerns around vetting and ViSOR usage	[redacted]	Complete	Update required. UPDATE 15/12/16 - AS AND GM ATTENDING MEETING ON 12/1/17 - for update at next meeting. Update provided with resulting actions contained in ViSOR Action Plan. COMPLETE
25th Aug 2016	**Action**	**Owner**	**Required**	**Update**
65	SPS to consider local ICR process in relation to MAPPA Guidance to ensure consistancy	SPS	Complete	Draft process compiled and will be shared upon completion.Now ICR/CSR notification approved this will be included and the guidance for SPS completed. UPDATE 15/12/16 - TO BE ISSUED IN EARLY 2017 AND SHARED WITH MDG MEMBERS. Update 09/02/2017 ICR process guidance to go out end March - April Share with group. Ongoing as of 4 May. 8 June - SPS have finalised and document will be circualted w/c 12 June. Paula Arnold considering formal sign-off, expected shortly - 12 July. SPS consideration of process nearing completion thereafter circulated to group - update will be provided at next meeting - 31 August. Completed 29 August.
66	Members to comment on MAPPA Engagement Strategy by Friday 9 September to allow consideration prior to NSG	[redacted]	Complete	Strategy circulated prior to this meeting for comment. All feedback passed to [redacted] COMPLETE
05/10/2016				

67	Circulate Thematic Action Plans	[redacted]	COMPLETE	Complete - circulated 4 Nov
68	Group to consider what other areas they would like to potentially be included in any future analysis.	ALL	COMPLETE	Feedback provided and will be passed to Ian Fleming leading on the future analysis. COMPLETE
71	Revisit communication on appeals and if appropriate update and circulate.	[redacted]	COMPLETE	Ongoing - subject to further consideration by SG PPU and Community Justice on ViSOR strategy. Confident that sufficient information has been provided. COMPLETE
73	Liaise with [redacted] CJSW ViSOR Users Gp & SRUG Chair) to collate current picture on vetting nationally	[redacted]	COMPLETE	Ongoing. Discussed at SRUG on 11 Oct and CJSW ViSOR Users Gp on 3 Nov. [redacted] to trawl LAs for vetting position, expected w/c 7 Nov. Work in progress and will update group upon receipt. UPDATE 15/12/16 - GROUP VERY POORLY ATTENDED AND LYNSEY IS PROGRESSING WORK TO RE-INVIGORATE THE GROUP. Thinking PaPER nearing completion to be sent to CSWO for circulation within Local Authorities. ThinkiGn paper presented to SWS Standing Committee and also to the Chief Executives. Copy of thinking paper circualted to members. COMPLETE
74	Share a copy of the RA and RMP guidance presented to SWS Standing Committee with the group.	[redacted]	COMPLETE	COMPLETE
10/11/2016				
75	Draft operational processes for (i) all Category 3 nominals leaving custody and (ii) Catagory 3 nominals where community based CJSW are actively using ViSOR	[redacted]	Complete	Process circulated and agreed with one minor amendment - to be presented at next NSG in February 2017 for approval and thereafter implementation. COMPLETE
76	Explore how vetting has been progressed within the Child Protection and Mental Health areas.	[redacted]	COMPLETE	Child protection police hub staff do not have access to police systems but share information through an ISP, with non police staff vetted to NPPV1. Restricted patients branch are not aware of NPPV vetting for local authority staff who deal with mental health cases. COMPLETE
77	Issue communication to all users that the process for submitting vetting applications is still open.	[redacted]	COMPLETE	COMPLETE
78	Share any relevant presentations which cover the key elements of ViSOR to raise profile of system	[redacted]	COMPLETE	COMPLETE
79	Provide update on the implimentation of CJS and in particular the Learning and Development hub.	[redacted]	Complete	Ongoing and update to be provided at each meeting. To be agenda item for future meetings - 12 July.
80	MAPPA coordinators to identify the number accepted onto the extension who are domestic offenders and also the number which have been declined.	[redacted]	COMPLETE	Complete and circulated.
82	Circulate extension chapter and invite comments for future discussion.	[redacted]	Dec-16	Circulated 25 Nov. Discussed during meeting 15/12/16 and any further commetns on MAPPA extension going forward to be provided to GM. COMPLETE
83	Progress work on the MAPPA Referral form and wider consultation before feeding back to MDG and NSG	[redacted]	Complete	Referral form agreed at MDG and now out for wider consultation on 20/12/16. Upon agreement will be presented to NSG for approval. **UPDATE - consultation complete and form to be agreed by NSG on 16/02/17. Complete @ 09/02/2017**
15th December 2016				
84	NSS and SM to produce summary report which can be shared with other LA's to encourage them to improve local ViSOR accessibility for terminals	SG/SM	Completed	Update 09/02/2017 National systems support ViSOR summary report: report will cover process for relocation of terminals but also clarify it will be assessed on a case by case basis. Ensure report follows progress and to report on the benefits of terminal relocation. Share this with CPC's, SOG's, MAPPA Coordinators. 12 July - regular REC update from NSS added to agenda.

85	ViSOR Cat 3 record creation by SPS to be presented to NSG for endorsement	[redacted]	Complete	To be presented on 16/02/17. Complete
86	LC to share the formal response by SWS on VISOR standards with NSS and PSOS	[redacted]	Complete	Formal letter sent to NSS on 10/01/2017 after discussion had taken place at SRUG. Reply sent by NSS on 11/01/2017. Update 09/02/2017 Share response ViSOR Standards and police Scotland Complete
87	SM to share RA and RMP Visor friendly templates to be disseminated to coordiantors and other ViSOR users	[redacted]	Complete	Complete. Template circulated (24/01/17)
88	GM to liaise with [redacted] and ascertain current position with the ViSOR sub group for Social Work	[redacted]	Complete	Update 09/02/2017 [redacted] to encourage ViSOR sub group user group to attend group meetings after 4 cancelled meetings. Group now re-instated with better attendacne and will contiue to grow. Complete
90	NSS to update ViSOR standards to reflect where RA and RMP will be contained	[redacted]	COMPLETE	Update from Jan to follow. Information circulated and complete.
91	Group to provide written feedback on MAPPA Extension highlighting positives or negatives / lessons to be learned for future development of this category	[redacted]	COMPLETE	Questionnaire now been compiled seeking to obtain relevant information in respect of the implementation and delivery of CAT 3 since 31st March 2017. Update 09/02/2017 MAPPA extension feedback questionnaire - PLEASE PROVIDE COMMENTS by 20/02/17. Final approval and thereafter circulation with a 3 week turnaround. CIRCUALTED AND COMPLETE
93	GM to share the SG response to the HMIC(S) Thematic	[redacted]	Complete	Shared 06/02/17 Update 09/02/2017 Share thematic inspection National Strategy Group (one page). Complete
	9th February 2017			
95	PPU and NSS to work together to produce information to address those existing myths around vetting	[redacted]	Complete	BD sent draft leaflet to NSS for comments and to link in with police vetting prior to circulation through CSWO Group. Awaiting update from NSS. Mythbusting document completed Social work seen it minor tweaks Q&A. [redacted] to circulate, Chief Social Work Group almost ready @ 04/05/2017 UPDATE 04/05, 8/06 PAPER SENT TO SWS AND WILL BE CIRCUALTED UPON APPOINTMENT OF NEW CHAIR. 12 July - Paper shared with [redacted] CSWO ViSOR Lead to discuss 25 July, thereafter draft will be shared again with CJSW standing committee with aim to sign-off and circulate in August. **Meeting held on 25 July,**
96	BD and NSS to compile a letter which will detail the housekeeping process to be carried out to be circulated through CSWO's for completion and return	[redacted]	Complete	Letter complete and draft sent to [redacted] for checking prior to circulation through CSWO Group. Complete.
97	SWS producing options paper and upon completion to be circulated to MDG.	SWS	Complete	Update required from SWS ([redacted] Paper presented to Standing Committee and Chief Executive Group. Paper circulated.
98	BD to ascertain at NSG if they wish ViSOR to be highlighted at Chief Executive Level.	[redacted]	Complete	NSG content with current proposals through CSWO Group and this would be used for escalation should this be required. [redacted] (SWS) has presented to Chief Executive Group with positive outcome and Edinburgh have now advised that users of ViSOR will be vetted in City of Edinburgh Council.
99	Practice advice documentation for changes to policing practice in England and Wales to be circulated and to be included as a future agenda item.	[redacted]	Complete	Circulated to group. COMPLETE
100	MM and KG to re-visit the number of persons who require to be training providing a projection for the coming year.	[redacted]	Complete	FOR UPDATE
101	PPU to discuss annual report publication at NSG and thereafter produce a consistent form of words to be used and process for future publication	[redacted]	Complete	Discussed at NSG and Local Authority websites to be used for publication of Annual Reports, with form of words to be produced and circulated by SG. 12 July - Text detailing MAPPA's position in respect of the new model for CJS in next week to be included in annual reports. Completed 31 August - publication on track for 27 October.
102	AS and BD to meet and discuss the future of ROSH tabling proposals.	[redacted]	Complete	Meeting has taken place with PPU and CJ. CJ progressing with RMA to secure RoSH training for next 12 months.
103	Comments on the CAT 3 questionnaire to be received from each SOG area by Wednesday 22nd February 2017.	ALL	Complete	Final approval and thereafter circulation with a 3 week turnaround.

104	SM, BD and PD to meet to review the current process for short term release of prisoners under MAPPA and identify what action requires to be taken and how this will be communicated.	[redacted]	Complete	Meeting 9/3/17 - UPDATE to be provided. Duplicate action - REFER to 15th December - Action 7.
105	Circulate recent actions from MAPPA LSCMI SLWG.		Complete	COMPLETE
106	BD to speak with [redacted] in relation to securing a replacement for KG on the MDG group.		Complete	Sean taking this to Standing Committee on 20/01/17 and will provide an update. Audrey Howard will sit on MDG. COMPLETE
	9th March 2017			
107	AH to provide a copy of the SWS 'Thinking Paper'	[redacted]	Complete	Paper submitted and circulated to group
108	JM to send information on REC to AH for dissemination to Social Work Service Managers.		Complete	Information sent to AH on 14th March 2017 and AH circulated on 15/03/17
	4th May 2017			
109	BD to liaise with Edinburgh to ascertain background and process in order that this can be shared and disseminated.	[redacted]	Complete	Email communication wit[redacted] who will keep us informed of progress. Resistance encountered however forms have been completed @ 04/05/2017
	8th June 2017			
111	JM and BD to meet and discuss process for archive of ViSOR records category 3.	[redacted]	Complete	BD and JM met on 28/03/17 and JM producing a briefing to clarify archiving and will be presetned to MDG before dissemination.
112	NSS and BD to take to ViSOR User group in order that they refresh benefits of system and disseminate through AH to all LA Service Managers	[redacted]	Transferred	JM revisiting the existing presetnations with a view to including scottish examples where using ViSOR highlights its inportance in prevenation and detection. Update 8 June - this action will be incorporated in NSS's work to review national training through the ViSOR NUG training group under Jill Jacobi.
114	Clarity around housekeeping documents to be taken to SWS Standing Committee for approval and sign off.	SWS	Complete	Report provided to the Standing Committee on 12th May all local authorities whether present or not are sighted on issues/actions. As the chair has changed and will now be [redacted] and [redacted] these actions will be progressed in due course once they take up these roles. 12 July - Chair to discuss with [redacted] at
115	Clarification required from SWS around the commitment to deliver locally on the compilation of ViSOR Local Action Plans	SWS	Completed	12 July - as above - to discuss with [redacted] on 25 July. [redacted] confirmed that CSWOs support the completion of Local Action Plans. These will be distributed shortly - update will be provided at next meeting 31 August. Plan template and request to complete by 30 November circulated by SWS on 6 Oct.
116	Confirm if email from [redacted] to SOG chairs has been circulated and includes the National ViSOR Action plan as a template and a deadline date of August 2017.	SWS	Complete	12 July - confirmation that email not sent. To be discussed with [redacted] on 25 July. [redacted] confirmed that this had not taken place - 31 August.
117	PPU to arrange meeting to discuss National ViSOR standards with new chair of SWS Standing Committee when appointed on 19th May 2017	PPU	Complete	**12 July - to discuss with Jane Martin on 25 July.**
118	Provide any comments on CAT 3 archiving of records to JM and thereafter NSS will circulate	All	Complete	
119	MM to circulate proposed dates for RoSH training to group for both Police and Social Work	[redacted]	Completed	Confirmation of dates expected [redacted] and will be circualted once agreeed. 12 July - circulation completed. Reserves also identified for courses.
120	AH to summarise paper produced by RMA on RoSH training proposal at next SWS Standing Committee.	[redacted]	Complete	
122	SWS to provide a nomination for attendance at the SLWG for MAPPA Level 1	[redacted]	Complete	[redacted] - East Ayrshire taking on role - COMPLETE

124	SH to update group on MAPPA/ViSOR funding position and discuss any potential for uplift with SWS at next meeting	[redacted]	Complete	SH noted that no current consideration of uplift in terms of ViSOR funding, however depending on levels of usage in accordance with the standards and the ability of the user community to evidence this, there could be potential future consideration of the funding level for CJSW.
125	BD to share [redacted] Presentation of Internet Offending.	[redacted]	Complete	
126	PPU to circulate MDG terms of reference. All members to consider and discuss under agenda item at next meeting.	PPU/All	Completed	TORs agreed 1 Nov.
127	RMA in identifying attendees for RoSH training to follow up with CJSW to ensure reserves are prioritised for courses	RMA	Complete	**Completed. Courses at capacity and reserves identified where possible given time/geographic constraints.**
	31st August 2017			
129	[redacted] to provide REC updates by correspondance if unable to attend meeting	[redacted]	Complete	**Agreed with IM 1 Nov.**
	1st November 2017			
130	Chair to update previous minutes and action log to reflect SWS to provide paper to SG Community Justice to consider financial settlement impacts on Sex Offender Treatment Programmes.	[redacted]	Complete	**Minute updated to reflect discussions and action for CJ recorded.**
131	Members to consider 2 or 3 representatives from each agency to attend MAPPA engagement strategy session in Edinburgh on 6 December	All	Complete	**Representatives identified and focus group took place on 06/12/17.**

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[redacted]

Subject: MAPPA DEVELOPMENT GROUP
Location: Fleming C, Atlantic Quay, Glasgow

Start: Thu 09/02/2017 13:30
End: Thu 09/02/2017 16:00

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: [redacted]
Required Attendees: [redacted]

Optional Attendees: [redacted]

Venue confirmed as Atlantic Quay for our meeting next week.

Thanks
[redacted]

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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

THURSDAY 9 February ~~2016~~ 2017, 1330 - 1530

FLEMING C, ATLANTIC QUAY, GLASGOW

ATTENDANCE

[redacted] (Vice Chair)	SG Public Protection Unit
[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
[redacted]	Social Work Scotland
[redacted]	SG Community Justice
[redacted] (minutes)	SG Safer Communities

APOLOGIES

[redacted]	NHS Forensic Network
[redacted] (Chair)	SG Public Protection Unit

AGENDA

1. Welcome, Introductions and Apologies

2. Previous Minutes and Update on Actions

3. ViSOR

   - CSWO Group – Update
   - ViSOR Vetting Plan Overview
   - Creation of Category 3 offenders – final approval for NSG
   - NSS Update
   - PSOS Update

[redacted]

4. Practice and Training

   - National Risk Practice Training – Update
   - RMA Update

5. MAPPA Operational Delivery

   - Cat 3 Review – Questionnaire (paper) ✓
   - Cat 3 – short term release (paper)
   - LS/CMI, RoSH & MAPPA Referral Form (paper)
   - ICR/SCR Learning
   - Joint Thematic Update
   - Annual Reports – Publication & Cat 3 criteria (paper)

6. Additional Updates from Members

7. AOCB

8. Date and Location of Next Meeting – **Thursday 9th March 2017, TBC**