

MAPP DEVELOPMENT GROUP

MINUTES

WEDNESDAY 29 JUNE 2016

**ST ANDREW'S HOUSE,
EDINBURGH, EH1 3DG**

ATTENDANCE



- SG Community Safety Unit
- SG Community Safety Unit
- Police Scotland NOMU
- Police Scotland NOMU
- Scottish Prison Service
- Social Work Scotland
- ViSOR National Systems Support
- Risk Management Authority
- MAPP Coordinators Group
- MAPP Coordinators Group

MINUTES

Item 1 – Welcome and Introductions

1. [Redacted] welcomed attendees. Apologies were noted from the following:
 - [Redacted] SG Community Safety Unit
 - [Redacted] SG Community Justice
 - [Redacted] Police Scotland NOMU
 - [Redacted] Police Scotland IM
 - [Redacted] ViSOR National Systems Support
 - [Redacted] Risk Management Authority

Item 2 - Previous Minutes and Update on Actions

2. The minutes of the previous meeting of 20 April were approved, subject to comments received from [Redacted] by e-mail which were advised to group and accepted.
3. Updates were provided on the following matters arising from the MDG's 2016 meetings:

February Meeting

- 4/16 RMA/SPS/SWS to scope risk practice training needs –Completed - see agenda item 5;

- 5/16 Police Risk Practice model update – Completed – see agenda items 5 and 9;

March Meeting

- 1/16 ICR/SCR on-going – see agenda item 7;
- 5/16 Revise MAPPA guidance relative to Quality Assurance and KPIs – comments received from 2 MDG members. Further comments invited;
- 9/16 RMA and NSS to further discuss review of national ViSOR standards to ensure effective and consistent capture of LS/CMI data in ViSOR – scheduled meeting 2nd June 2016, update still awaited;
- 10/16 NSS circulated SID/ViSOR guidance to [REDACTED] (SWS) for further dissemination - Complete

April Meeting

- 2/16 Develop risk practice criteria – Completed see agenda item 4;
- 3/16 Consider LS/CMI transfer processes – Separate meeting scheduled for 3 August 2016 - on-going;
- 7/16 Consider funding for vetting – on hold – no evidence of significant increase in applications to date;
- 8/16 Provide statement on MAPPA and the new Community Justice model – on-going. [REDACTED] noted that consideration was still being given to the terms of such a statement.

May Meeting

- 2/16 Criteria for CJSW staff accessing Risk Practice Training to be compiled - Complete
- 3/16 Future training position by TDOs- update paper to be circulated asap - Complete
- 6/16 [REDACTED] to provide ViSOR usage figures – to be circulated asap;
- 7/17 [REDACTED] to circulate revised ICR/SCR notification forms – Completed see agenda item 7;
- 9/17 Provide comments on MAPPA leaflet – Completed see agenda item 8.

Item 3 – MAPPA Extension

4. [REDACTED] updated members that nationally 7 Category 3 offenders had been accepted into MAPPA since 1 April. Of this number 3 ViSOR records had been created. In further discussion it was noted that notwithstanding the MAPPA guidance, The SPS Visor team has not, so far, had to create a Visor record because none of the referred cases has been progression to less secure conditions. Cases where referral has been confirmed are cases of liberation from custody.

In light of the small numbers of Category 3 offenders involved, [REDACTED] agreed to liaise with said team about its potential future role with such offenders and creation of ViSOR records.

Action: ██████████ to liaise with SPS ViSOR team on creation of new category 3 offender records.

5. In further discussion it was recognised that whilst many offenders were challenging and difficult to manage, this did not necessarily mean they met the Category 3 threshold, which itself was high, and was aimed at the 'critical few'. In terms of reinforcing this message and improving the MAPPA throughcare process, MDG members agreed that consideration should be given to the development of a Flowchart delineating the agreed procedure(s), as set down in the MAPPA guidance, together with a supplementary Information Statement, reiterating the need for the MAPPA document set to be co-produced, albeit recognising the principal role of the lead responsible authority.

Action: ██████████ and RMA to pull together a forms of words including process map outlining the completion of document sets whilst an offender is transferring from custody to community.

6. In closing this part of the discussion, ██████████ noted that he was set to take up a SWS secondment to the SPS, which he hoped would encourage positive joint working between prison and community based CJSW staff.

Item 4 – LS/CMI and Completion of Document Sets

7. ██████████ explained that the LS/CMI User Group was working to better explain the linkages between to document sets and ensure they were ViSOR compatible.

8. In wider discussion of the utility of ViSOR in a Scottish context, ██████████ and ██████████ felt the system needed to be recalibrated so as to improve the information sharing that is necessary to deliver LS/CMI, and the risk management of all MAPPA offenders. It was acknowledged that, as well as requiring SG funding, such changes and the concomitant development of software would also need to be considered by the Home Office based Change Management Group. It was also unclear how such changes would work in practice in a UK context.

9. In concluding this part of the discussion, ██████████ and ██████████ agreed to consider framing a change management request/software update to address the relevant issues raised.

Action: ██████████ to consider framing a change management request/software update to address Scottish usage/compatibility issues.

Item 5– Practice and Training

10. ██████████ said that the majority of relevant police officers had received risk practice training. Four further training opportunities were scheduled to take place over the course of 2016 and that these would also be the subject of review and evaluation.

11. For his part, ██████████ confirmed that criteria had been developed to better prioritise key CJSW staff to receive Phase II of risk practice training, the delivery of which had moved into the second year of funding.

12. In terms of the effective delivery of the courses and to optimise learning, ██████████ explained that the RMA was currently giving thought to certain aspects of the training programme, including the Q & A component.

13. In terms of next steps it was universally agreed that consideration needed to be given to the development of a long term training strategy that addressed how such training would be delivered, and organised in the future. Accordingly Mr ██████████ agreed to consider with Mr ██████████ the long term delivery and organisation of risk practice training.

14. In closing this part of the discussion MDG members also recognised that assessing the progress made in improving risk practice standards should be built into any such strategy.

Action: ██████████ and ██████████ to consider long term delivery and organisation of risk practice training.

15. ██████████ further explained that over the course of the next 3 months it was expected that some 40 MAPPA chairs would be similarly trained. The venue(s) for this training, which would be delivered by the RMA and a nominated MAPPA co-ordinator, was still being considered.

Action: ██████████ to identify facilitator from RMA to deliver a course for chairs alongside a MAPPA Coordinator ██████████

16. In terms of demands on the RMA, it was recognised that its oversight of Order for Lifelong Restriction Order processes was a significant function that rightly impacted on its ability to take forward other strands of risk management practice, including consideration of the Police Risk Practice Model for Category 1 offenders, and training for Deputy Governors. In this latter connection, ██████████ agreed to update MDG members on possible risk management training for said DGs.

Action: ██████████ to provide update on possible risk management training for SPS Deputy Governors in close liaison with RMA.

Item 6 – ViSOR

17. ██████████ reminded MDG members that the Joint Thematic Inspection of MAPPA provided the impetus for improving ViSOR usage by local authorities in Scotland. In doing so she confirmed that a ViSOR Professionals Accessibility Meeting was scheduled to take place in Edinburgh on 30 June, when key representatives from the Home Office and Probation Service would attend and discuss the accessibility issues currently impacting on ViSOR usage in Scotland with their key Scottish counterparts.

18. In terms of Scotland's ViSOR Regional Group, [REDACTED] was keen that SWS nominate a replacement for [REDACTED] who was stepping down as its representative on the Group.

19. [REDACTED] provided a brief update on the small number of CJSW applications processed by Police Scotland's Vetting Unit.

20. With regard to the duplication issues thrown up by the SID/ViSOR interface, [REDACTED] explained that resolution involved securing the efforts of technicians able to work with dated software.

21. In closing this part of the meeting members considered the impact on and timescales local authorities were required to work within relative to changes being introduced by Police Scotland Information Management to the criminal history system (CHS), particularly local authority access to CHS.

Item 7 – ICR/SCR Criteria – Notification form /timescales

22. [REDACTED] confirmed that following the change to the ICR/SCR criteria, the SG CSU had agreed to monitor the number of such incidents triggering the process to determine whether it was proportionate and achieved the aim of greater consistency and transparency.

23. In terms of better understanding the current level of ICR notifications/referrals, and whether any such reviews contained important captured learning that might usefully be shared, [REDACTED] agreed to frame a draft template which [REDACTED] and [REDACTED] were invited to consider on behalf of MAPPA Co-ordinators. The Co-ordinators were best placed to collate a set of bespoke information/statistics relative to such notifications/referrals, since such information was likely to be gathered by them already for the purposes of SOG briefings. It was further agreed that the compilation of any spread sheet should be backdated to March 2016.

Action: [REDACTED] to consider draft template relative to collating ICR statistics.

Item 8 - MAPPA Leaflet

24. [REDACTED] explained that following helpful suggested amendments from [REDACTED] she had revised the MAPPA leaflet, which she agreed to recirculate for any final comments.

Action [REDACTED] to circulate revised MAPPA leaflet for offenders for final comment at next meeting.

Item 9 – Agency updates

Police Scotland

25. ██████████ explained that Police Scotland was considering whether that part of the ViSOR record detailing visits conducted, provided enough clarity as to the level of supervisory approval that had been sought and received prior to visitation. Examination of the ViSOR system suggested that such approvals did not appear to be routinely secured for visits initiated by local authority criminal justice staff.

26. ██████████ explained that recent audits of certain police areas had highlighted a number of practice issues, particularly the exchange of information relative to Level 1 offenders. It was expected the development of guidance for this category of offender would support consistent and efficient practice.

SWS

27. Consideration would be given to SWS representation on the MDG as a consequence of ██████████ planned SPS secondment.

Item 10 – AOCB

Health representation

28. MDG members noted and agreed ██████████ view that the Group would benefit from Health representation. In further discussion ██████████ confirmed that she would invite ██████████ to join the Group. In doing so she explained ██████████ extensive background as a dedicated MAPPA Health Liaison Officer in Tayside.

DWP Information Sharing Protocol

29. ██████████ confirmed that the DWP and SPS were ready to sign off the Protocol. SWS and Police Scotland endorsement was awaited.

SG Community Safety Unit visits

30. ██████████ confirmed that SG CSU was planning a programme of meetings with interested MAPPA SOGs to consider areas of mutual interest and the on-going work being progressed and developed with MAPPA partners. This would also give SOGs the opportunity to raise area specific MAPPA issues/concerns.

Item 11 - Date and Location of Next Meeting

31. It was agreed that the principal focus of the next meeting would be the national and local responses to the Joint Thematic Inspection of MAPPA in Scotland. The meeting would take place outwith Edinburgh on Thursday 25 August.

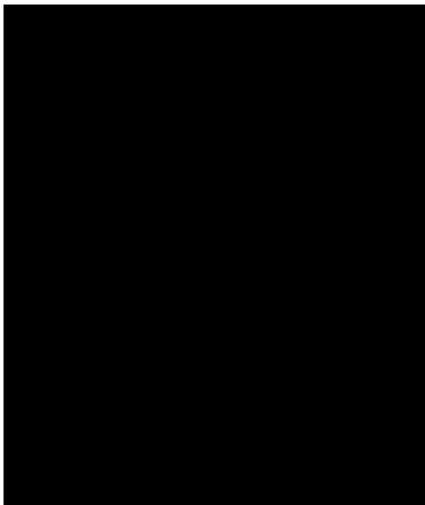
██████████
Community Safety Unit Scottish Government July 2016

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**

WEDNESDAY 5 OCTOBER 2016, 1300 - 1530

**SPS COLLEGE, HMYOI POLMONT, NEWLANDS ROAD,
BRIGHTONS, FALKIRK, FK2 0DE**

ATTENDANCE

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
Risk Management Authority
MAPPA Coordinators Group
MAPPA Coordinators Group
NHS Forensic Network

APOLOGIES

ViSOR National Systems Support
NHS Forensic Network

AGENDA

1. Welcome, Introductions and Apologies
2. Previous Minutes and Update on Actions
3. Feedback from NSG & Tripartite Groups
4. ViSOR
 - ViSOR Improvement Plan
 - Project Business Case
 - Creation of Category 3 offenders
5. Practice and Training
 - Fundamentals of Risk Practice Training
 - Development of future training needs



6. MAPPA Operational Delivery

- Extension Monitoring
- LS/CMI, Document Set & Referral Form
- ICR / SCR notification
- Annual Reports

7. Member Updates

8. AOCB

9. Date and Location of Next Meeting – **Thursday 10 November 2016 (tbc)**

1. The Chair will open the meeting and welcome members.
2. The Chair will read the minutes of the previous meeting.
3. The Chair will report on the progress of the work of the AOCB.
4. The Chair will report on the progress of the work of the MAPPAs.
5. The Chair will report on the progress of the work of the LS/CMI.
6. The Chair will report on the progress of the work of the ICR/SCR.
7. The Chair will report on the progress of the work of the Annual Reports.
8. The Chair will report on the progress of the work of the Extension Monitoring.
9. The Chair will report on the progress of the work of the Document Set & Referral Form.
10. The Chair will report on the progress of the work of the Referral Form.
11. The Chair will report on the progress of the work of the Referral Form.
12. The Chair will report on the progress of the work of the Referral Form.

13. The Chair will report on the progress of the work of the Referral Form.
14. The Chair will report on the progress of the work of the Referral Form.

[Redacted]

Subject: FW: MAPPA Development Group - 5 October 2016
Location: SPS College, Polmont

Start: Wed 05/10/2016 13:00
End: Wed 05/10/2016 15:30

Recurrence: (none)

Meeting Status: Accepted

Organizer: [Redacted]

05/10/2016

-----Original Appointment-----

From: [Redacted]
Sent: 06 September 2016 17:19
To: [Redacted]

[Redacted]

CC: [Redacted]
Subject: MAPPA Development Group - 5 October 2016
When: 05 October 2016 13:00-15:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: SPS College, Polmont

UPDATE – 28 September

Dear all

Please find below minutes for our last meeting on 25 August, with thanks for comments to [Redacted] on these, and a proposed agenda for next week. Please let me know if you would like anything further included:

Below also remains the action log reflecting actions open as of the last meeting, and also the current version of the VISOR improvement plan. This will be discussed under the agenda so grateful for any comments on this before we meet.

Best regards

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

Scottish Government

Dear all

As discussed at our last meeting grateful if you could accept this request into calendars for the next meeting of the MAPPAs Development Group at 1300 on 5 October. Thanks again to Paul for offering to continue to host this at the SPS college.

Please find also find attached an updated action log – please let me know if you have any comments or corrections. Draft minutes will follow in due course:

Attached below is the latest version of the VISOR action plan. The group hasn't formally reviewed this since April so I've made some updates under those items which the SG holds the lead:

I'd be grateful for any further updates which could be added under the progress column, in particular regarding the vetting plan, security assessment requests and terminal moves. Grateful also to consider any comments on milestone dates and on who has the main lead against each item.

Grateful if these could be provided by Friday 23 September. I will then circulate an updated version for discussion at our next meeting.

Best regards

Policy Manager | MAPPAs Extension
Public Protection Unit
Safer Communities Division

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

<< Attachments:

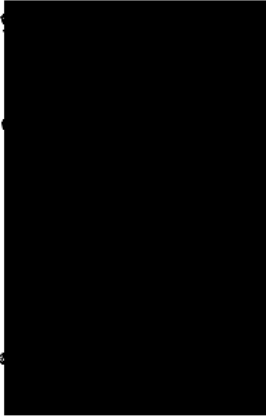
[MAPPAs Development Group - Action Log - 06 Sep 2016.xls](#) (169.5KB)
[MAPPAs Development Group - ViSOR Improvement Plan - v1 5 DRAFT - 06 Sep 2016.doc](#)
(89.5KB)
[MAPPAs Development Group - 7st Meeting - Minutes - 25 Aug 2016.docx](#) (39.6KB)
[MAPPAs Development Group - 8th Meeting - Agenda - 5 Oct 2016.docx](#) (29.6KB)
[ATT17098](#) (30.1KB)
[ATT62027](#) (30.1KB)

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ViSOR Professionals Meeting – Summary Paper

30th June 2016, St. Andrews House, Edinburgh

Attendance:



National ViSOR Accreditor for the Police Service
 ViSOR Technical Sub-Group Chair
 National ViSOR Accreditation Manager
 Information Security Manager, Police Service of Scotland
 Temp Detective Supt, NOMU, PSOS
 Inspector, National Systems Support
 Community Justice, Scottish Government
 Cyber Strategy Manager, Office of Protective Security
 Scottish Government
 Cyber Strategy, Office of Protective Security, Scottish Government
 National Lead MAPPA, Scottish Government
 Head of Violence Reduction and Public Protection Unit
 Community Safety Unit, Scottish Government

Apologies:



ViSOR, NFLMS & CuCP Service Manager, Home Office Technology

This paper has been produced to reflect discussions which took place around ViSOR accessibility with a view to exploring options available to overcome existing barriers to ViSOR usage in Scotland.

In order to draw conclusions, relevant attendees set the scene, reflecting upon their current roles and/or responsibilities for ViSOR. These are summarised as follows:

Scottish Government:

- The ViSOR database supports MAPPA.
- ViSOR owned and managed by Home Office with PSOS NSS, funded by the Scottish Government who facilitate and support access to ViSOR by Responsible Authorities
- MAPPA Guidance 2016 issued in order to help the relevant agencies in dealing with MAPPA offenders and they are required to have regard to the Guidance, so they need to demonstrate and record their reasons if they depart from it.
- Across the 32 Scottish Local Authorities usage and compliance with standards is variable
- Differing emphasis placed on adherence
- MAPPA Thematic Inspection – not critical of ViSOR and information sharing but issued a recommendation specifically for ViSOR to overcome barriers to effective usage by CJSW staff
- SG funding provided to CJSW / local authorities to address the issue of double/triple keying ViSOR Improvement Plan developed and disseminated to all Responsible Authorities
- Three keys areas include: Security, Accessibility and Vetting

Polices Scotland:

- Provide the secure link for Local Authorities
- Ensure compliance with security standards
- Previously terminals in secure area with encryption to Government Standard
- Historically PSOS provide extension from IL4 network using encrypted solution
- Secure e-mail provided to Scottish users
- Risk Escalation Case (REC) – address physical security – process in place with LA's to relocate terminals
- Vetting – remains frontline security – Programme of Activity in place
- Moving forward it is unlikely that PSOS can provide anymore than currently doing owing to technical capacity and resourcing

National Systems Support:

- REC signed off
- Invitation to LA's for bespoke site assessment to re-locate terminals
- Vetting – administering programme of activity including re-engagement and housekeeping

Key Points of Group Discussion:

- Perception from CJSW that the VISOR system is not user friendly. What is the best option for access. Can VISOR access on the same terminal be achieved.
- Need to think about future-proofing in the options available.
- Explore LAs making their own connection – how would they achieve that
- Progressing into a different world for accreditation
- Time to be creative and propose solutions which can manage any risks
- Provide a level of comfort to those managing the risks
- How can we cut through barriers whilst providing a functional solution which complies with security
- Ensure controls to manage risks are appropriate to the threat(s)
- Do we have a recent assessment of threats?
- Controls applied around the sensitivity of data should be appropriate to risk
- 2 current risks (i) Human – Vetting application
(ii) Technical – what can we do to increase access NOT risk
- Vetting – intrinsic to everything in policing
- A solution is possible: -
- Lincolnshire Police – commissioned 'Infinigate' company to provide access solution by providing 31 separate encrypted units providing a virtual private network (VPN) at a cost of £183.000 which meets accreditation
- Apply different controls to the more sensitive data which are appropriate to risk around it
- Accreditors advised happy to consider proposals and give advice on application
- No capacity for PSOS to design and build
- Need to ensure any solution meets the needs of the user
- Place controls onto Local Authorities
- Building a new system needs to connect to a secure network
- End product will take time but is definitely possible
- Anticipate issues around cost will need to be considered

The Future: 'Business Led NOT ICT led'

1. Carry out a business requirement review of ViSOR, with agreed terms of reference and scope to identify:

- what are the issues, what is wrong with the system, engage the user community
- who are the drivers – CJSW/PSOS/SPS/NHS
- Structures for Governance
- Threat Assessment
- Security – technical risks, information/data risks
- Legislation
- Strategic
- Financial
- Operational
- Personal Security
- Risk assessment – Risk Summary – will the risk owner accept the risks posed
- proposal to improve access and usability whilst not reducing standards, it's a service improvement meeting the identified business needs
- explore technological solutions – how can we deliver connectivity – PSOS or other?
- Buy in from all Local Authorities

2. This approach requires a Project Lead to be identified

3. Explore funding options

4. Provide summary of proposals to MAPP Development Group (MDG) for onward presentation to National Strategic Group (NSG) for consideration and sign-off.


Safer Communities Division
Public Protection Unit
Scottish Government

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OCTOBER

ViSOR Improvement Plan		Owner: Scottish Government / MAPPA Development Group			
ISSUE /RAG	TITLE/OUTCOMES	TASKS	AGENCY/ LEAD	MILESTONE/ DEADLINE	PROGRESS
A	<p><u>Improve Access to ViSOR (Current Stand-Alone Platform):</u> Security requirements of the ViSOR system require terminals to be sited in secure facilities separate from CJSW offices. This creates a barrier to the physical access of the system due to time and burdensome administrative process of gaining access to terminals.</p>	<ol style="list-style-type: none"> 1. Engagement with Home Office, MOJ/NOMS to examine options to improve physical access 2. Multi-agency partners develop a risk escalation case to the Home Office to agree a reduction in the security requirements to allow terminals to be re-sited into general CJSW offices 3. Scoping of Terminals to be relocated and plans to be drafted regarding siting assessments and moves 4. Implement relocations 	<p>SG [redacted]</p> <p>Police Scotland [redacted]</p> <p>NSS [redacted] Police Scotland [redacted]</p> <p>Police Scotland [redacted]</p>	<p>June 2015</p> <p>September 2015</p> <p>Ongoing</p> <p>Ongoing</p>	<ul style="list-style-type: none"> • MOJ advise that terminals are located in open access areas in Probation Service for some time. Indication from Home Office is that a case to reduce security would be considered favourably (23/6/15) • Police Scotland, NSS and RUG work through Tripartite Sub-Group on Developing ViSOR in Scotland to draft Risk Escalation Case to Home Office to reduce requirements (28/8/15). • Case presented to NUG/Home Office (24/9/15). • Confirmation of case approval by Home Office (7/11/16) • Action to NSS to work with local authorities to develop scoping and implementation plan agreed at MAPPA Development Group (17/2/16). • 2 relocation requests made for site security visits to date (28/4/16) (NSS to confirm and provide details).

B.	<p>Further Develop ViSOR Platform (to further improve usability): Provision of switched ViSOR terminals alongside existing local authority IT systems would further reduce the administrative burden in accessing the ViSOR database. Alongside existing LS/CMI secure email function this would greatly improve the ease of sharing information between the two systems.</p>	<p>1. Scoping: examine physical "Toggling" solution as implemented in NPS</p>	<p>SG/ [REDACTED]</p>	<p>June 2015</p>	<ul style="list-style-type: none"> • Early discussions with Home Office/MOJ NOMS regarding need for UKG to support provision in Scotland, technical challenges, costs and benefits of the system (23/6/15).
	<p>2. Scoping: Discussions with Police Scotland, NSS, SG to examine possible provision</p>	<p>Police Scotland [REDACTED] SWS/ [REDACTED]</p>	<p>March 2016</p>	<ul style="list-style-type: none"> • Action to Police Scotland and Social Work Scotland on behalf of Tripartite Sub-Group on Developing ViSOR in Scotland to scope spec required to bring toggling to Fife Council area (28/8/15). • Confirmation that action be overseen by MAPPA Development Group (17/2/16). 	
	<p>3. Consider VPN-type solutions in place in England and Wales to allow ViSOR access from single NPS terminals;</p>	<p>SG [REDACTED]</p>	<p>April 2016</p>	<ul style="list-style-type: none"> • Agreement in principle that switched terminals can be provided subject to site security requirements being met (as for moved terminals). NSS to highlight to Local Authorities 	
<p>Also develop work to bring potential future integrated ViSOR access through Virtual Private Network (VPN) to a single computer terminal – ie "icon access" to ViSOR for CJSW on same terminals as LS/CMI</p>	<p>3. Consider VPN-type solutions in place in England and Wales to allow ViSOR access from single NPS terminals;</p>	<p>SG [REDACTED] SG [REDACTED]</p>	<p>June 2016</p>	<ul style="list-style-type: none"> • Scoping visit to NPS, discussions with Home Office and agreement from National Accreditor and Technical Subgroup Chair to assist (28/4/16) • Meeting of ViSOR professional leads to agree in principle work to develop single-terminal solution in Scotland and development of a business case for a (30/6/16) 	

		<p>2. Scoping: understand extent and underlying reasons for vetting issues in local authority areas.</p>	<p>SG/ [redacted] SG/ [redacted] SWS/ [redacted]</p>	<p>March 2016</p>	<ul style="list-style-type: none"> Issue discussed at MAPPA Coordinators Group which suggests a split in local authority positions towards the vetting requirement, with indications that a minority are against in principal, a small number accept that the majority are undecided (14/12/15). SG PPU & Community Justice approach COSLA to offer a meeting to discuss VISOR use and concerns over vetting requirement (21/12/15). COSLA indicate that some interest from HR Group, but that COSLA does not see vetting concerns as an issue at present (1/2/16). SG PPU visits to each SOG over period 22 January – 29 February. Discussions around VISOR vetting confirm that concern varies, with only a small number of local authorities confirming that they do not support the standard in principal. Most areas cite a lack of clarity as a significant factor and welcome production of the information leaflet. Several note that this has been useful in approaching HR departments to consider updating of job specifications for new staff (29/2/16). SWS propose a sufficient "grace period" granted by Police Scotland to allow local authorities to consult with HR departments/unions to change recruiting practices to require NPPV2/3 for new CJSW staff (22/1/16). The MAPPA Development Group discuss this
		<p>3. Action: develop plan to vet CJSW staff willing to meet the vetting requirement</p>	<p>NSS/ [redacted] SWS/ [redacted] Scotland/ [redacted]</p>	<p>March 2016</p>	

			<p>proposal to address the vetting issue. Police Scotland acknowledged that vetting of all required CJSW staff will take considerable resource and that a "grace period" would be granted to allow vetting of staff. NSS agree to highlight to CJSW the need for appropriately trained users to manage MAPPA extension cases from 31 March, and that these will be given priority. In addition, Police Scotland will grant immediate access to those who submit to vetting while the outcome is being determined. This not only allows for expedited vetting of new staff but also of those areas who are willing to meet the new requirement (17/2/16).</p> <ul style="list-style-type: none"> NSS agree within the MAPPA Development Group to draft plan detailing engagement with CJSW to scope numbers to be vetted and prioritised actions to achieve this. SWS agree to brief CJSW standing committee (17/2/16). Police Scotland Management Board to consider draft vetting plan (08/4/16). NSS to provide paper to SWS detailing vetting requirements in respect of terminal moves and vetting of non-VISOR users in same office space to NPPV1 (23/3/16) 	<p>April 2016</p> <p>September 2016</p>	<p>NSS SWS</p> <p>NSS Police Scotland SWS</p>	<p>4. Engagement with CJSW regarding vetting plan and prioritised vetting of CJSW staff for MAPPA Extension</p> <p>5. Vetting of remainder of priority CJSW Staff</p>
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		<p>5. Review vetting progress and consider further actions to address concerns regarding vetting requirement</p> <p>6. Development of 100% vetting plan</p>	<p>SG/ [redacted]</p> <p>NSS/ [redacted]</p> <p>Police Scotland/ [redacted]</p> <p>SWS/ [redacted]</p>	<p>October 2016</p> <p>Late 2016</p>	
<p>D:</p>	<p>Promote ViSOR Usage by CJSW Departments: Work to address negative perceptions of the ViSOR system by CJSW staff.</p>	<p>1. Update MAPPa Guidance to highlight ViSOR usage</p> <p>2. Highlight requirement to use ViSOR to share information under MAPPa</p>	<p>SG/ [redacted]</p> <p>SG/ [redacted]</p> <p>SWS/ [redacted]</p> <p>SG/ [redacted]</p>	<p>March 2016</p> <p>March 2016</p>	<ul style="list-style-type: none"> MAPPa National Guidance updated and issued by Ministers to reflect that ViSOR is the agreed system used by the responsible authorities to share information under section 10 of the Management of Offenders etc (Scotland) Act 2005, the benefits of using ViSOR, and the responsibility of agencies to actively and accurately maintain records (3/3/16). Scottish Government Deputy Director for Safer Communities and MAPPa National Strategic Group Chair [redacted] writes to Local Authority Chief Executives and other responsible

	<p>3. Review VISOR National Standards to consider feedback, improve clarity for CJSW and promote usage</p>	<p>NSS/ [redacted] SWS/ [redacted] RMA/ [redacted]</p>	<p>July 2016</p>	<p>authorities to highlight the VISOR position and updated MAPP National Guidance (3/3/16).</p>
	<p>4. Identification of metrics that could be monitored to inform consideration of effective VISOR use by the Responsible Authorities</p>	<p>SG [redacted]</p>	<p>Late 2016</p>	
	<p>5. Engage with Home Office and NOMS/MOJ to Consider the effectiveness of training in promoting use of VISOR by CJSW as a tool to more effectively manage the risk posed by relevant offenders</p>	<p>NSS/ [redacted] SWS/ [redacted]</p>	<p>Late 2016</p>	<ul style="list-style-type: none"> NSS attends the VISOR National Training Group meeting which is chaired by [redacted] MPS. Part of the group's remit is to review VISOR training in terms of efficiency and effectiveness alongside specific role based requirements, and as such NSS will provide the link between this national training perspective and local needs/requirements as they develop (6/10/16).

[Redacted]

Subject: FW: MAPPA Development Group - Thu 10 Nov - Papers & Venue Change
Location: Room 2.01, Europa Building, 450 Argyle Street, Glasgow

Start: Thu 10/11/2016 13:00
End: Thu 10/11/2016 15:30
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: [Redacted]

10/11/2016

-----Original Appointment-----

From: [Redacted]
Sent: 28 September 2016 16:01
To: [Redacted]

Subject: MAPPA Development Group - Thu 10 Nov - Papers & venue Change
When: 10 November 2016 13:00-15:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: Room 2.01, Europa Building, 450 Argyle Street, Glasgow

Dear all

Please find attached the papers for the next meeting of the MDG, including agenda, updated draft minutes (with thanks for comments) and updated action log. Further papers in relation to agenda items are included below. Please let me know if you have any further items for inclusion:

Meeting Venue and Attendance

Grateful if you could accept this meeting request into calendars, and if you are not able to attend please let me know details of a representative to attend in your place.

Please note that this meeting will now take place in Glasgow at the Scottish Government's Europa Building at 450 Argyle Street and not the SPS college as originally planned.

Unfortunately SPS was unavailable on this occasion due to earlier miscommunication on our part, apologies – I hope this does not cause any significant issues.

Updates

The papers below in response to actions are the MAPPA thematic action plans for both recommendations and areas for development, and a paper from Keith detailing areas to consider for further analysis of



MAPPA trend data in response to action 2/16 of our last meeting. These will be discussed at agenda item 5.

With reference to the minutes I'd also like to draw your attention to an update to the draft at item 6 – this reflects our discussion regarding evidence gathering for the MAPPA extension.

We did not include this as an action from our last meeting, but all attendees are asked to consider and bring examples of practice, areas for improvement and feedback on the operation of the MAPPA extension thus far. This is to inform discussion around assessment of the extension's effectiveness, which ultimately will help consider how the effective the criteria has been in focusing application, and if any future revision is required.

I look forward to seeing you all next week

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 - Minutes - 5 Oct 2016 - Revised Draft.docx](#) ✓ (38.7KB)
- [MAPPA Development Group - 9th Meeting - Agenda - 10 Nov 2016.docx](#) (30.0KB)
- [Trend Analysis.docx](#) (17.9KB)
- [MAPPA THEMATIC RECOMMENDATIONS ACTION PLAN September 2016.docx](#) ✓ (32.6KB)
- [HMIGS AREAS FOR DEVELOPMENT ACTION PLAN.doc](#) ✓ (100.5KB)
- [MAPPA Development Group - Action Log - As of 4 Nov.xls](#) (221.0KB)
- [ATT71856](#) (30.1KB)

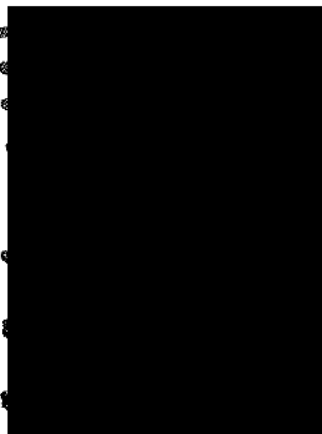
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MAPPA DEVELOPMENT GROUP

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

SCOTTISH PRISON SERVICE COLLEGE
HMYOI POLMONT

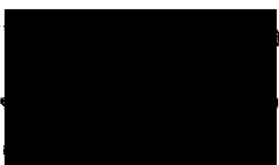
MINUTES OF MEETING - WEDNESDAY 5 OCTOBER 2016



Chair) [redacted]

- SG Public Protection Unit
- SG Public Protection Unit
- Police Scotland
- Police Scotland
- Scottish Prison Service
- ViSOR National Systems Support
- Risk Management Authority
- MAPPA Coordinators Group
- MAPPA Coordinators Group
- Social Work Scotland
- Police Scotland

Apologies:



- Police Scotland
- NHS Forensic Mental Health
- NHS Forensic Mental Health
- 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 25 August were accepted without comment.
3. Open actions were discussed and updated accordingly, full details reflected in the updated Action Log.

Item 3 – Feedback from NSG and Tripartite Groups

4. [redacted] provided a summary of the discussions which took place at the NSG meeting which took place on 28th September 2016. This meeting provided relevant updates in respect of the MAPPA Thematic Recommendations and Areas for Development, in particular recommendations 1, 6, 7, 8, 9 and 10. Full updates are contained in the updated revised Action Plans.

Action – [REDACTED] to circulate Thematic Action Plans

[REDACTED] circulated a paper that outlined trends in sexual offence convictions over the last 10 years in Scotland as measured through the Scottish Government's Criminal Proceedings database. It also provided some provisional projections for the next three years. [REDACTED] explained that the main trends presented required further work and did not go as far as estimating numbers of offenders for MAPPA. It was hoped the data would aid as more of a discussion piece for the NSG and went some way to address recommendation 9.

[REDACTED] highlighted that it would be good if this future analysis could also focus on demographics, ages and offender profiles.

Action – Group to consider what other areas they would like to potentially be included in any future analysis.

[REDACTED] provided an update in relation to the recent Tripartite meeting whereby any actions outstanding had been remitted to the MDG for completion.

Item 4 – ViSOR

[REDACTED] talked through the revised ViSOR action plan which had been circulated in advance of the meeting and advised that no further comments had been provided.

[REDACTED] thereafter spoke about the future proposal to further develop the ViSOR platform and to find a better solution going forward for users in Scotland. Issues which are regularly highlighted by CJSW with regards to accessibility require to be captured and create a system which users want to use.

Moving forward it was agreed at NSG that a business case requires to be compiled which identifies what would drive a project to produce a viable and effective solution that will increase ViSOR usage and accessibility in Scotland. It was discussed that vetting will however be central to this, and any technical solution will be ultimately dependent upon users being vetted to access it. Any progress will therefore have to ensure that both issues of vetting and technical improvement are addressed.

Discussion took place around who should lead on this business case and agreed that this should not sit within the MDG remit but that it should constitute a short life working group to take on this piece of work.

This group will identify what the user requirements are, confirm a senior accountable officer and put in place a framework which will illuminate risks and provide a technical solution to the current situation. [REDACTED] agreed to chair this initially, and noted that the agreement of a senior accountable officer will be critical in establishing ownership of a project to realise the requirement.

Proposed members for the SLWG include [REDACTED] for Police NOMU, [REDACTED] for NSS, [REDACTED] for CJSW/SWS, [REDACTED] for Scottish Government Information Assurance and Risk, [REDACTED] for Police Information Management, [REDACTED] for the RMA and a representative of local authority ICT to be determined. Consideration would also be given to a representative from SPS.

Action – ██████ to draw up criteria for purpose of group, terms of reference and extent of work to be carried out

Action – ██████ to set up a SLWG with the remit of producing a business case for the future development of ViSOR

██████ advised that it was essential that we identify exactly what CJSW want from ViSOR and need taking account of the audit which was carried out last year.

██████ reported that the recent Vetting plan is nearly complete and he will produce a summary report which will be shared with the MDG. ██████ noted that this will feed into consideration of next steps in addressing improvement of ViSOR.

██████ advised that there has been 2 requests for ViSOR site surveys to date.

██████ reported that the NSG had agreed that any future communication in respect of ViSOR vetting should be directed through the Chief Social Work Officers. This can be included in the action raised at our previous meeting Action 5/16.

██████ also suggested that ██████ (SWS) could provide an accurate picture in relation to Vetting around the country as this was recently discussed at the Standing Committee.

Action – ██████ to liaise with ██████ to collate current picture on CJSW vetting nationally

Discussion thereafter focussed on those applicants who fail vetting, ensuring that there is a clear process of appeals and that this is communicated with CJSW to break any negative perceptions.

Action – ██████ and ██████ to revisit communication on appeals and if appropriate update and circulate.

Finally a brief discussion took place around category 3 offenders and the creation of records on ViSOR. This piece of work is being progressed by SPS and NSS to ensure that this does not add more confusion with regards to roles and responsibilities. ██████ advised that, from a SWS perspective, the creation (by SPS) would only further clutter the ViSOR landscape as it is known that very few Social work agencies are utilising ViSOR and especially in relation to ORSHO cases. ██████ noted that ensuring there is a CJSW ViSOR user able to take ownership of the record will be a key consideration.

Item 5 – Practice and Training

██████ updated that discussions were on-going with RMA and PSOS to determine the requirements for phase 2. The key aims will be sustainability and train the trainers (co-delivery).

██████ raised a question with regards to TDO's being identified as trainers taking account of the new community justice landscape in 2017.

Action – [redacted] to update in relation to TDOs, clarity of role and future sustainability of public protection and RoSH training within Community Justice Scotland.

[redacted] provided a summary paper on the completed RoSH training and evaluations and talked members through this.

[redacted] reported that in relation to LS/CMI and completion of RoSH, [redacted] and [redacted] had produced an interim guidance on communication which also includes a flow chart outlining application for Category 1 and 3 offenders. The report aims to address any ad hoc processes which are currently being applied and therefore remove any risks associated with this and ultimately increase usage of the LS/CMI system. This paper has been presented to the Social Work Standing Committee for comments and will thereafter progress to the Chief Social Work Officers Group.

Action – [redacted] to share a copy of this [redacted] and RMP guidance with the group.

Item 6 – MAPPA Operational Delivery

Operational delivery was discussed throughout the other agenda items detailed above.

In addition, it was agreed that further consideration be given to assessment of how the MAPPA extension is operating at our next meeting, with a view to capturing qualitative information alongside the quantitative data provided by the monthly return. There was discussion of the importance in considering the management of offenders who are referred for the extension but are not included as they are not assessed as meeting the criteria, and the outcomes that result from this.

[redacted] therefore requested that members provide feedback on practitioner experience of applying the identification criteria to date, impact on practice and how effective the extension has been in better managing the risk posed by non-RSO risk of serious harm offenders.

This will help inform discussion of how we assess the policy to extend MAPPA, and to help consider where further revision of the criteria or wider public protection measures could be needed.

Item 7 – Member Updates

[redacted] noted that the Standards and Guidelines for Risk Management have been updated and are due for publication on the RMA website in October. The substantive change in the publication has been the revision to the Annual Implementation Report which has been streamlined. Publication is expected on 28 October.

31 of 32 local authorities have updated their data sharing agreement with the RMA and the remaining authority is likely to complete this in the coming weeks. When this is complete the evaluation of LS/CMI in custody can commence. The evaluation will allow for the risk/need include profile of this group to be provided and in the longer term the validation of the method in custody.

█████ provided an update in relation to the Police Risk Practice Model pilot which had been running for the last 3 months in Aberdeen, Edinburgh and Renfrewshire. The feedback so far has been extremely positive. In Aberdeen there had been an issue with regards to sharing information using LS/CMI however this has now been resolved. Feedback highlights that the quality of the product is very good and provides clear and succinct risks posed by the offender.

█████ reported that there will be a new intelligence system replacing SID next year and they are working on the interface with ViSOR.

█████ gave a brief summary of the new reporting tool on ViSOR which MAPPA Coordinators have been given the appropriate tokens to facilitate access and use. This allows them to access stats as required for the annual report as and when required.

Item 8 – AOCB

No additional business was raised.

Item 7 – Date and Location of Next Meeting

This was agreed for Thursday 10th November 2016 and would continue to be held at SPS College, with thanks noted to █████ for providing this venue.

█████
Scottish Government
█████

HMIC(S) – JOINT THEMATIC REVIEW OF MAPPA IN SCOTLAND

Areas for Development

[Type text]

Introduction

In response to the HMIC(S) Thematic Inspection of MAPPA, this action plan will provide direction to the areas of development which are to be driven and delivered at both a local and operational level.

MAPPA Coordinators will play an integral part in the positive and effective delivery of these areas for development within each individual Community Justice Area. This ensures consistency and continual progress of MAPPA contributing to the overall efficiency in the management of Category 1, 2 and 3 offenders.

All Coordinators will actively be involved in the development, implementation and evaluation of local plans compiled and held by each SOG.

With responsibility for MAPPA Nationally the Scottish Government Public Protection Unit will work alongside MAPPA Coordinator's to ensure progress is captured.

[Type text]

AREAS FOR DEVELOPMENT

HMIC(S) Action Plan		Version 0.1	Owner: [REDACTED] Scottish Government		
ISSUE /RAG	TITLE/OUTCOMES	TASKS	AGENCY/ LEAD		
			MILESTONE /DEADLINE		
			PROGRESS		
1	Responsible Authorities should ensure that all Stable and Acute (SA07) assessments are current and updated in accordance with national guidance	<ul style="list-style-type: none"> • Local review of SA07 completion within timescales • Include on-going audit processes to monitor compliance • Establish current provision for training and number of trainers to meet demands 	<p>Police CJSW SPS</p> <p>Police CJSW SPS MC</p> <p>RMA / BD / CJ</p>	<p>Ongoing</p> <p>Ongoing</p> <p>September 2016</p>	<p>Local CJA delivery</p> <p>Local CJA delivery</p> <ul style="list-style-type: none"> • 20/04/16 raised at MAPPA Development Group and will be raised by RMA at next training group in May. • 12/5 – provisional funding agreed by CJ to deliver train the trainers courses for both SA07 and RM2K • Course will be delivered in September for 10 candidates who will represent each agency (4 PSOS, 6 CJSW) • Course commencing 26/09/16

		<ul style="list-style-type: none"> • Ensure resilience in trainers and future programmed delivery of courses • Explore potential for NSS to assist in identification of outstanding SA07 	<p>RMA /SA07- RM2K trainers group</p> <p>NSS</p>	<p>September 2016</p> <p>December 2016</p>	<ul style="list-style-type: none"> • Course completed • As above • Action raised with NSS to explore and provide potential solution to allow for continual monitoring.
<p>2</p> <p>We encourage Responsible Authorities to explore best practice approaches to ensure that staff are equipped to assess the risks and needs of female sex offenders.</p>	<ul style="list-style-type: none"> • Review locally female offenders numbers • Identify how current assessment takes place, relevance and areas of weakness • The development of best practice in risk assessment and management is one of the RMA's key responsibilities and this should be explored to identify any assistance which could be provided 	<p>MC</p> <p>Police SPS CJSW MC</p> <p>RMA / CJ</p>	<p>On-going</p> <p>On-going</p> <p>Dec 2016</p>	<ul style="list-style-type: none"> • Local CJA Delivery • Local CJA Delivery • SG CJ will meet with RMA Scotland shortly (Oct/Nov) to consider how the recommendations from the MAPPA Thematic Review sit with current priorities, statutory duties and available resource. 	

4	<p>Whilst overall, MAPPA meetings were well planned and effective, we identified a number of areas for development which, if addressed, could improve the overall efficiency of the process. These are outlined in chapter 2 page 25 and include: attendance, scrutiny of minutes and actions, use of preinformation sharing and training.</p>	<ul style="list-style-type: none"> • Review monitoring of attendance and identify emerging issues which require to be addressed • Monitor action completion status to ensure sufficient detail being provided where required • Identify need for future chairs training and plan accordingly • Regularly highlight pre-information sharing benefits and encourage partners to comply • Ensure accurate recording of decisions reached which involve change of risk and/or MAPPA risk management Level. • Review linking of identified risks to ensure inclusion in Risk Management plan and actions • Review minutes, ensure compliance and implement any necessary improvements 	<p>MC</p> <p>MC</p> <p>MC</p> <p>MC</p> <p>MC</p> <p>MC</p> <p>MC</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Local CJA Delivery
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[Type text]

5	<p>As a result of the increasing number of internet related sex offenders becoming subject to MAPPAs, early intervention and diversionary approaches aimed at addressing the risk posed by such offenders should be further scoped by Responsible Authorities in partnership with the Scottish Government.</p>	<ul style="list-style-type: none"> • Linked to Recommendation 2 • Identify any good practice already established and share Nationally 	SG / BD / IF	<ul style="list-style-type: none"> • Liaison with Stop it Now! to highlight on-going practices and toolkits used with internet offenders, victims and families • Work ongoing by SACRO to develop a programme for internet offenders • Any update/progress with Stop it Now or SACRO will be shared Nationally when available 	Dec 2016
6	<p>Strategic Oversight Groups should ensure that MAPPA forms part of an integrated public protection strategy.</p>	<ul style="list-style-type: none"> • Links to Recommendation 8: • Consider existing public engagement materials relative to MAPPA so as to identify key messages and best practice examples. • Explore locally potential for linkage with wider public protection arena 	MC SOG MC	<ul style="list-style-type: none"> • SG compiled draft Public Engagement Strategy presented to MDG and thereafter NSG for comment's prior to endorsement and dissemination. • Local C-JA Delivery 	Dec 2016
7	<p>Strategic Oversight Groups and Responsible Authorities should develop and implement a more structured approach to self-assessment.</p>	<ul style="list-style-type: none"> • Review current national processes and determine best practice to be considered by NSG for implementation. 	MDG RMA MC'S	<ul style="list-style-type: none"> • MAPPA Development Group in conjunction with RMA, MC and RA's to look at quality assurance and providing a national structured approach 	

[Type text]

					<ul style="list-style-type: none"> Self-assessment process being incorporated into new Community Justice Model.
8	<p>Strategic Oversight Groups should introduce a mechanism which ensures that staff from Responsible Authorities are provided with key information regarding the strategic direction of MAPPA and have an opportunity to contribute to organisational development.</p>	<ul style="list-style-type: none"> SOG to review purpose and business plan Regular liaison with RA's to identify any concerns and feed into SOG Localised training and development to explore concerns e.g. seminars 	<p>SOG SOG MC</p>		<ul style="list-style-type: none"> Local CJA Delivery
9	<p>Strategic Oversight Groups should explore additional opportunities for the delivery of multi-agency training.</p>	<ul style="list-style-type: none"> Prepare and circulate a proposed multi-agency training plan Link in with MAPPA Development Group to explore opportunities for further training 	<p>SOG MC</p>		<ul style="list-style-type: none"> Local CJA Delivery
10	<p>We found evidence of strong local engagement where co-location of staff responsible for delivery of MAPPA was established, providing an enriched understanding of roles, responsibilities and enhanced partnership working.</p>	<ul style="list-style-type: none"> Identify locally if there is any opportunity to strengthen partnership working and consideration of co-location 	<p>CJSW Police MC</p>		<ul style="list-style-type: none"> Local CJA Delivery

[Type text]

11	<p>It is essential that Strategic Oversight Groups review Information Sharing Protocols to ensure that Registered Social Landlords are clear on their responsibilities and have signed relevant agreements.</p>	<ul style="list-style-type: none"> • Review all current agreements • Address any identified gaps 	SOLO's MC	<ul style="list-style-type: none"> • Local CJA Delivery
12	<p>Where the NHS had an integrated single point of contact at the Strategic Oversight Group for all MAPPA related matters, we saw enhanced information exchange which had a positive impact on risk management planning.</p>	<ul style="list-style-type: none"> • Engagement with NHS, identify where not in place if SPOC could be progressed and integrated 	SOG NHS Leads	<ul style="list-style-type: none"> • Identify areas where already established and utilise in future engagement with other NHS of importance • Work with areas with no NHS SPOC to enter discussions to seek integration • Local CJA Delivery
13	<p>Strategic Oversight Groups and NHS should deliver additional introductory level training for health and care staff.</p>	<ul style="list-style-type: none"> • Discussion and Development locally 	NHS	<ul style="list-style-type: none"> • Local CJA Delivery
14	<p>Health Boards should ensure that there is an appropriate long term arrangement in place to maintain compliance with ViSOR standards.</p>	<ul style="list-style-type: none"> • Discussion for progression with Restricted Patients Branch 	NHS / SG	<ul style="list-style-type: none"> • RP Branch have approached PSOS to see if the current secondment can be extended which has now been agreed for 1 year.

15	<p>The Scottish Prison Service should monitor and maintain the continued improvement in the use of VISOR.</p>	<ul style="list-style-type: none"> Review current VISOR processes and identify areas for improvement e.g. number of terminals, location of terminals, collation of information 	SPS / PD	<ul style="list-style-type: none"> Increased to 3 terminals Proposals to extend CAT 3 creation of records to SPS endorsed by MDG and being progressed to NSG
16	<p>Responsible Authorities in partnership with the Scottish Government should provide opportunities to raise awareness of the release processes, including the role of the Parole Board, in order to enhance planning and mitigate risk for those released into communities.</p>	<ul style="list-style-type: none"> Work with Parole Board to explore concerns and work together to implement processes to enhance this process. 	Parole Board / SG	<ul style="list-style-type: none"> Meeting to be arranged with SG, CJ, SPS and Parole Board to identify way forward for ensuring seamless transition for parole cases into communities With the formation of Parole Scotland (July) – ensure updates on structure and remit is shared with MC and SOG's Meeting with SPS, CJSW and SG took place. Several actions raised: <ol style="list-style-type: none"> Revisit, update and disseminate the circulation on Parole Board process issued in September 2014. <ul style="list-style-type: none"> - Issuing of document will be early November as a number of changes are being implemented from 3rd October. Update the Parole Board Website to reflect current information being circulated and provide awareness on on-going concerns. <ul style="list-style-type: none"> - Updated version by end November

