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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**

WEDNESDAY 17 FEBRUARY 2016, 1400 - 1600

**RM 1W.10, ST ANDREWS HOUSE
REGENT ROAD, EDINBURGH**

ATTENDANCE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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

Apologies:

[REDACTED]

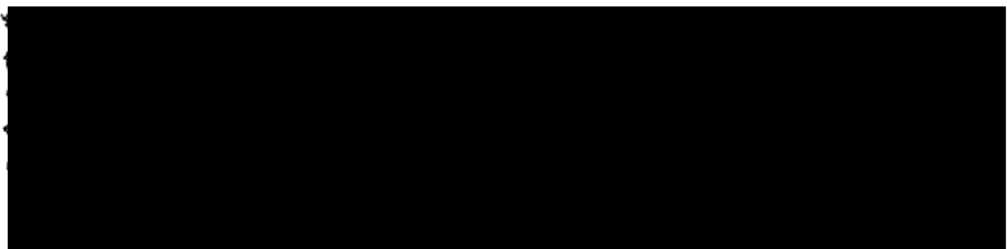
Police Scotland
ViSOR National Systems Support

AGENDA

1. **Welcome and Introductions**
2. **Previous Minutes and Update on Actions**
3. **Scottish Government Update**
4. **MAPPa Extension Monitoring and Review**
5. **MAPPa Guidance**
6. **Risk Practice, LS/CMI**
7. **ViSOR**
8. **AOCB**
9. **Summary and Actions**
10. **Date of Next Meeting**



Subject: MAPPa DEVELOPMENT GROUP
Location: St Andrews House, Regent Street, Edinburgh, EH1 3DG, Room 1W10
Start: Wed 17/02/2016 14:00
End: Wed 17/02/2016 16:00
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer:
Required Attendees:



Afternoon All,

Early notification for our next MAPPa Development Group to be held on Wednesday 17th February at St. Andrews House. I hope to circulate the draft minutes and actions from our first meeting at the beginning of next week.

Please also find attached the MAPPa Development Group Terms of Reference with a minor amendment to reflect our discussions last week providing reference to the 'continued and effective delivery of MAPPa'.

Many thanks



<< Attachments:

MAPPa Development Group - Terms of Reference - DRAFT - 26 Jan 2016.docx (27.2KB)



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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**

**NEW REGISTER HOUSE
Meeting Room 1
3 WEST REGISTER STREET, EDINBURGH**

WEDNESDAY 20 JANUARY 2016, 1300 - 1600

ATTENDANCE



SG Public Protection Unit
SG Public Protection Unit
Police Scotland
Scottish Prison Service
Risk Management Authority
ViSOR National Systems Support
MAPPA Coordinators Group
Scottish Government Community
Safety Unit

Apologies



SG Community Justice
SG Public Protection Unit
ViSOR National Systems Support
Social Work Scotland

1. Welcome and introductions

[Redacted] (Chair) welcomed everyone to the MAPPA Development Meeting and provided an overview on proceedings to the floor, the main elements highlighted were Terms of reference, MAPPA Guidance, Risk practice training, ViSOR usage and future ongoing development of MAPPA.

2. Terms of reference and feedback

Draft Terms of reference document issued on 14 January 2016 was discussed and agreed that reference should be made to ongoing development and continued efficiency of MAPPA. It was also highlighted that areas of the recent Thematic may also feature within future discussions.

MAPPA Development Group will be seen as a sub group of the Tripartite and minutes will be provided to Tripartite members.

Action 1: Minor amendment to be made to Terms of Reference as discussed and circulated to group



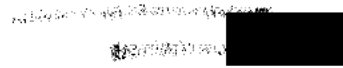
Action 2: Minutes of these meetings to be made available to the Tripartite Group

Chair

3. Scottish Government Update

- MAPPA Extension implementation date 31st March 2016.
- In next 4 weeks all SOG's will receive a presentation on MAPPA Extension
- An action plan would be created to address ViSOR usage with CJSW and partner agencies which would also assist in delivery of HMIC(S) Recommendation 7.

Action 3: [Redacted] to meet with PD to discuss providing input to SPS



4. MAPPA Guidance

[Redacted] provided an update on progress of MAPPA Guidance to ensure readiness for introduction of MAPPA Extension. The guidance has a slightly new format addressing each of the categories in separate chapters. It was acknowledged that this update is purely to reflect the MAPPA Extension and there will be a further review of the Guidance in the coming months to address areas highlighted in the HMIC(S) MAPPA Thematic Inspection.

[Redacted] provided suggestions for the Disclosure chapter to include Keeping Children Safe and Domestic Abuse Disclosure. [Redacted] also highlighted that there was work ongoing in relation to Victim Notification Scheme within Restricted Patients and whether or not this should be included.

Action 4: [Redacted] to update disclosure chapter and include PSOS SOP once approved. Liaise with Restricted Patients Branch to obtain information on VNS



[Redacted] requested that RMA re-visit the Risk assessment Chapter to ascertain if it is fit for purpose. [Redacted] advised that he had been working on this along with a couple of wording changes to the document set which had been identified at the recent Risk Practice Training.

Action 5: [Redacted] to provide update on Risk chapter for Guidance



Action 6: Group to provide any other comments/amendments for the guidance by next meeting (17/02/2016)

ALL

█ advised that he has submitted the SPS chapter and a future meeting will take place with █ and █ to go over ensure it covers all aspects of extension

Action 7: Meeting to be arranged with SPS to finalise chapter █

█ reported that RMP requirements have been submitted in relation to LSCMI system. It is intended by colleagues in Community Justice that a Change Board will oversee future development and agree priorities for changes to the system. █ suggested that as co-ordinators and Chairs become more familiar with the document set (including the RMP) that it would be useful to consider this forum's role in reviewing MAPPA priorities to feed into the Change Board.

Action 8: Include LSCMI as a future agenda item

Chair

The group raised the issue of housing for MAPPA Extension and that the NASSO clearly deals with REGSO. This requires further development, however should be mentioned within the guidance for consideration on a case by case basis.

Action 9: Inclusion of paragraph in MAPPA Guidance regarding housing for new category. █

█ requested that clarity is given around the wording for the exit of these risk of serious harm offenders and future management.

Action 10: Consider the wording for exit of these offenders to ensure all agencies are aware of future management █

█ asked if the guidance covered those offenders who would transfer from England and Wales. SG advised that the same process would apply as currently applies to offenders managed under MAPPA.

5. Risk Practice Training

█ updated that the RMA have delivered 7 Risk Practice Training Courses to Criminal Justice Social Work covering 31 local authorities

There are courses planned for February to May and will ensure adequate social workers are trained in the application of ROSH throughout the country.

At the end of each course, participants are asked evaluate the quality, relevance and impact of the training by completing a questionnaire. In addition, to measure learning gain, participants are asked to complete a pre and post course knowledge check.

To date course evaluations have demonstrated positive outcomes across the 7 courses delivered.

- Based on data from the post course questionnaire:
- 98% of participants agreed or strongly agreed that the material covered enhanced their knowledge and understanding of risk assessment and management practice
- 94% of participants agreed or strongly agreed that the course has equipped them to undertake an assessment of risk of serious harm and build a risk management plan
- 94% of participants agreed or strongly agreed that the skills they have learnt are relevant and easily transferrable to their workplace
- 96% agreed or strongly agreed that they would recommend this training to others

The RMA has drawn up proposals for continued evaluation and quality assurance regarding the use of the training in practice.

The RMA would like to evaluate the effectiveness of the training and its impact on practice and to consider any implications for the revision of the training provision, or indeed, standards and guidelines. To do this the RMA would like to examine the extent to which the training results in the production of risk assessments and risk management plans that are useful and meet the agreed standards of practice.

Action 11: [REDACTED] to keep group updated on progress of evaluation proposals [REDACTED]

[REDACTED] asked [REDACTED] about Chairs and Coordinator's training as these persons would play a pivotal role in the delivery of the extension. [REDACTED] advised that dates and locations had been scheduled agreed but there required to be a resource available to coordinate same. [REDACTED] indicated that the RMA had originally proposed undertaking this but were asked to review the funding bid. As a result it was confirmed by Community Justice colleagues that this would be undertaken by TDOs. [REDACTED] agreed to forward on this communication to [REDACTED] and [REDACTED] so that this issue should be resolved as soon as possible.

Action 12: [REDACTED] to liaise with [REDACTED] and [REDACTED] to confirm responsibilities for co-ordinating Chairs training.

[REDACTED] reported that the police risk practice training had commenced with all OMU officers from Constable up to and including Inspectors being trained in the forthcoming months. 8 courses will be delivered prior to 31st March 2016.

[REDACTED] highlighted that CJSW are the lead agency for the MAPPA Extension offenders. The role of police in the management of these offenders will be different to what is currently being delivered by police in respect of RSO's. The police have no legislative basis or powers in respect of MAPPA Extension offenders unless there are additional civil orders in place. Given the nature of these offenders and the

potential requirement for a 24/7 response then responsibility for assisting CJSW in managing these offenders within the community will be the responsibility of Local Policing under the command of Local Area Commanders. Local Policing will be supported by the OMU with regards to specialist assistance when required with regard to risk assessments etc. Local Policing will ensure information sharing with partners within MAPPA and will target any criminality evident by these offenders. Given the role of Local Policing there is no requirement for them to undertake the specialised Police Risk Practice training.

An officer from the NOMU and one from a local OMU have been identified to shadow the police training in order to ensure future delivery of the training.

6. ViSOR

SG updated the group on the ViSOR Risk Escalation Case which has been approved (awaiting sign off by SIRO) and ViSOR terminals can now be re-located to allow for better access within CJSW offices.

Police Scotland supply the network facility and they will require to apply their own security assessment to ensure this meets the needs of risk mitigation policies. They will be looking to pilot in 3 Local Authority areas (rural/urban and semi-rural) to overcome any continuing access issues.

SG spoke about toggling and that currently [REDACTED] is progressing work within Fife to see if this can be achievable in the future and identify relevant costing.

Action 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.

SG provided an update in relation to Vetting which is NPPV2 and there will be no change to this in the foreseeable future. SG has pulled together a vetting leaflet providing and explanation of vetting and the procedure involved. This has gone before Social Work Standing Committee for approval prior to circulation.

Where there is a vetting fail for Police Scotland have the final decision if a staff member is successful in clearance to use ViSOR.

Action 14: SG to re-visit leaflet in relation to appeal and include line manager involvement.

[REDACTED] asked if refresher training was still taking place in the absence of vetting and SG acknowledged that this was still being offered to CJSW staff.

[REDACTED] updated that the draft ViSOR minimum standards has been sent to Social Work Standing Committee for approval prior to onward circulation.

7. AOCB

There was no other business for consideration

9. Date of Next meeting

17th February 2016 at 2pm

Meeting Closed @ 14:30

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RISK MANAGEMENT AUTHORITY, VISOR NATIONAL SYSTEMS SUPPORT,
MAPPA COORDINATORS GROUP**

**NEW REGISTER HOUSE
3 WEST REGISTER STREET, EDINBURGH**



ATTENDANCE



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

AGENDA

1. **Welcome and Introductions**
2. **Terms of Reference, Standing Agenda Items and Minutes**
3. **Scottish Government Update**
4. **MAPPA Guidance**
5. **Risk Practice Training**
6. **VISOR**
7. **AOCB**
8. **Summary and Actions**
9. **Date of Next Meetings**

**MAPPA DEVELOPMENT GROUP
ACTION LOG - UPDATED 14 DECEMBER 2016**

Agency	Members	E-mail	Telephone
Scottish Government (PPU)			
Scottish Government (PPU)			
Scottish Government (PPU)			
Police Scotland (NOMU)			
Police Scotland (IM)			
MAPPA Coordinators			
MAPPA Coordinators			
Scottish Prison Service			
National Systems Support			
National Systems Support			
Scottish Government (CJ)			
Risk Management Authority			
Risk Management Authority			
Social Work Scotland			
NHS Forensic Mental Health			

Ref	Action	Owner	Date required	Update
17th February 2016				
23rd March 2016	Action	Owner	Date required	Update
5/16	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.	BD / MM	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.
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.	SG / JM / MM	Ongoing	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 representative at meeting in October to consider CJSW ViSOR User Group and will put to SWS Standing Committee. Update required from
20th April 2016	Action	Owner	Date required	
4/16	highlight consideration of change management process for LS/CMI and future discussions regarding this with the RMA to	AS	Ongoing	and BD have held an introductory meeting and SW will now attend the MDG. Update from at next meeting. as changed posts therefore action ongoing and awaiting update from Community Justice.**UPDATE REQUIRED AT NEXT MEETING**

Ref	Action	Owner	Date required	Update
7/16	Chair agreed to consider potential funding should level of vetting applications from CJJSW increase.	GM	On hold	Currently the number of applications being received by PSOS vetting have not been significant to progress additional funding to assist the the processing of applications. This will be monitored regularly.
26th May 2016				Update
29th June 2016				Update
1/16	liaise with SPS VISOR team on creation of new Category 3 offenders	PD	Oct-16	Agreed in principle with process to be finalised and agreed with SPS VISOR team - proposal that SPS raise records for both top end release and remaining Cat 3 offenders provided CJJSW able to take receipt of record. Meeting scheduled with SPS and NSS to agree criteria and application. Process to be drawn up by [redacted] and [redacted] presented at next meeting.
2/16	SWS, SG, SPS and RMA to pull together a forms of words including process map outlining the completion of document sets whilst offender is transferring from custody to community. [redacted] circulated minutes to members.	KG/BD/DP/MM	Ongoing	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 CJJSW standing committee. Also revisit referral 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 Coordinators training complete and will now be a regular meeting convened by SPS. MAPPA Referral form our consultation. Interim SWS guidance on LSCMI/RoSH and completion progressing through SWS governance for approval and sign off.
3/16	NO and SG to consider framing a change management request/software update to address scottish usage/compatibility issues in terms of the systems consistency with LS/CMI, revised document set and police practice model.	CJ/SG	Ongoing	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
4/16	Programme for long term delivery and organisation of Risk Practice Training. RMA to meet with Scottish Government to discuss Funding.	IM/MM	Nov-16	Chair numbers collated by BD. MM noted 352 CJJSW 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.

Ref	Action	Owner	Date required	Update
6/16	PD to provide an update on possible risk management training for SPS Deputy Governors in close liaison with RMA	PD/MMM	On hold	to meet with MM and update next meeting. Mark and Paula met and further discussions to take place. Work ongoing in SPS regarding LS/CMl process and RMT. Agreed to wait for the evaluation and then incorporate into any future training and/or guidance.
25th August 2016				
3/16	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	MM	Sep-16	Update 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.
4/16	BD to attend SPS Heads of Offender Outcomes meeting on 28 October to observe usage of LS/CMl. Other members to confirm attendance to BD if interested in attending	BD	Oct-16	will also attend. Scheduled for Tuesday 15th November 2016. PSOS also to attend.
5/16	to identify slot at upcoming meeting of Chief Social Work Officers to allow SG to discuss ongoing concerns around vetting and VISOR usage SPS to consider local ICR process in relation to MAPPA Guidance to ensure consistency	AS	Sep-16	Update required. **FOR UPDATE AT NEXT MEETING**
6/16		PD	Oct-16	Draft process compiled and will be shared upon completion. Now ICR/CSR notification approved this will be included and the guidance for SPS completed.
5th October 2016				
3/16	Set up a SLWG with the remit of producing a business case for the future development of VISOR	GM	On hold	Update Ongoing - subject to further consideration by SG PPU and Community Justice on vetting issue. Confirmed nominations from NSS, Police, CJSW/SWS, local authority IT, RMA and SPS. Awaiting outcome of further discussions within SG.
4/16	Draw up criteria for purpose of group, terms of reference and extent of work to be carried out	GM	On hold	On hold - subject to further consideration by SG PPU and Community Justice on Vetting Issue
5/16	Liaise with Lynsey Smith (CJSW VISOR Users Gp & SRUG Chair) to collate current picture on vetting nationally	GM	Oct-16	Ongoing. Discussed at SRUG on 11 Oct and CJSW VISOR Users Gp on 3 Nov. to trawl LAs for vetting position, expected w/c 7 Nov. Work in progress and will update group upon receipt.
7/16	Update group in relation to TDOs, clarity of role and future sustainability of ROSH training.	AS	Oct-16	Update provided, however further detail still required and this will be tasked to CJ for ongoing update.
30th November 2016				
1/16	Draft operational processes for (i) all Category 3 nominals leaving custody and (ii) Category 3 nominals where community based CJSW are actively using VISOR	BD/PD	Dec-16	

100

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Ref	Action	Owner	Date required	Update
2/16	Explore how vetting has been progressed within the Child Protection and Mental Health areas.	GM	Complete	Child protection police hub staff do not have access to police systems but share information through an ISA, 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.
3/16	Issue communication to all users that the process for submitting vetting applications is still open.	JM	Dec-16	
4/16	Share any relevant presentations which cover the key elements of VISOR to raise profile of system	JM/BD	Dec-16	
5/16	Provide update on the shaping of CJS and in particular the Learning and Development hub.	AS	Feb-17	
6/16	MAPPA coordinators to identify the number accepted onto the extension who are domestic offenders and also the number which have been declined.	BD	Dec-16	
7/16	RMA to interrogate LS/CMI data and produce offender profile for MAPPA extension offenders	MM	Feb-17	
8/16	Circulate extension chapter and invite comments for future discussion.	GM	Dec-16	Circulated 25 Nov.
9/16	Progress work on the MAPPA Referral form and wider consultation before feeding back to MDG and NSG	BD	Dec-16	

Closed Actions

Ref	Action	Owner	Date required	Update
2001/2016				
1/16	Minor amendment to be made to Terms of Reference as discussed and circulated to group			Complete and terms of reference agreed and circulated
2/16	Minutes of these meetings to be made available to the Tripartite Group	Chair	Complete	Carried out routinely
3/16	to meet with PD to discuss providing input to SPS		Complete	and delivered input to PBSW on 4th March 2016
4/16	BD to update disclosure chapter and include PSOS SOP once approved. Liaise with Restricted Patients Branch to obtain information on VNS		Complete	Included in 2016 Guidance
5/16	MM to provide update on Risk chapter for Guidance		Complete	Included in 2016 Guidance
6/16	Group to provide any other comments/amendments for the guidance by next meeting (17/02/2016)		Complete	2016 Guidance published
7/16	Meeting to be arranged with SPS to finalise chapter		Complete	As above
8/16	Include LSCMI as a future agenda item	Chair	Complete	See 20th April Meeting Action 4
9/16	Inclusion of paragraph in MAPPA Guidance regarding housing for new category.		Complete	Included in Guidance
10/16	Consider the wording for exit of these offenders to ensure all agencies are aware of future management		Complete	As above
11/16	MM to keep group updated on progress of evaluation proposals		Ongoing	
12/16	MM to liaise with and to confirm responsibilities for co-ordinating Chairs training.		Complete	Chairs training successfully delivered
13/16	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.		Complete	Action Plan circulated
14/16	SG to re-visit leaflet in relation to appeal and include line manager involvement.		Complete	Agreement from Tripartite and leaflet circulated
1/16	to circulate a data capture spread sheet to the group for comment		Complete	Table agreed and implemented
2/16	NSS to provide monthly ViSOR stats on the management of other category offenders		Complete	Stats being provided monthly
3/16	to provide redraft of the custody chapter to clarify separate processes for sex offenders and other category offenders by Monday 22 February.		Complete	Included in MAPPA Guidance
04/16	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.		Complete	Initial discussions have taken place. Further Scoping required - Linked to 23rd March Meeting Action 4 - Actions merged

05/16	[redacted] to update future meetings on development of Police Practice Model.	[redacted]	Ongoing	Updates as relevant. PSOS will now give updates as standard at each meeting. Can be marked as complete.
7/16	[redacted] to circulate a draft VISOR Action plan ahead of the next meeting of this group.	[redacted]	Complete	Circulated to Group
06/16	[redacted] to discuss LS/CMI change process with [redacted]	[redacted]	Complete	Refer to action 4/16 on 20/04/2016
08/16	[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. Ongoing and progress will be updated by NSS at MDG meetings
09/16	[redacted] NSS to engage with Police Scotland IT to update on scoping progress of a potential toggling solution for VISOR.	[redacted]	In progress	[redacted] to be invited to next meeting to update on this action
10/16	[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
11/16	[redacted] to brief SWS CJSW Standing Committee on proposed VISOR vetting plan and feedback to next meeting	[redacted]	Complete	NSS and Bruce have been in discussions by e-mail, however no update from Standing Committee on plan. [redacted] updated that the plan has gone before standing committee with no issues on plan raised.
22/03/2016				
1/16	Chair to include ICR/SCR standing item for future meetings.	Chair	Ongoing	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.
2/16	[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
3/16	Chair to circulate Microsoft Word versions of the 2016 MAPPA Guidance forms and document set.	Chair	Complete	Circulated to group

4/16	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.		Ongoing	Chairs 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
6/16	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.
7/16	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.
8/16	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	Ron attended meeting on 20th April - see relevant actions created
10/16	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
1/16	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.	GM	Complete	Relevant chapters will be notified in advance for discussion.

2/16	<p>and [redacted] to develop criteria to allow identification of priority CJSW staff for next phase of risk ID practice training, and to share this with Briony for discussion with TDOs.</p>	[redacted]	Complete	<p>and [redacted] will discuss this prior to next meeting and provide a criteria for Phase 2 of training. Criteria developed by [redacted] and [redacted].</p>
3/16	<p>[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 MAPPAs offender's release.</p>	[redacted]	Complete	<p>Meeting taking place with PBSW and CBSW on 3rd August 2016.</p>
5/16	<p>[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 [redacted] to develop a business case for scoping of the cost implications of an integrated VISOR system being brought to CJSW in Scotland.</p>	[redacted]	Complete	<p>[redacted] 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 Accessibility 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.</p>
6/16	<p>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.</p>	RS/SG	Complete	<p>Ongoing on a case by case basis and will be updated by NSS on a monthly basis</p>
8/16	<p>[redacted] to consider with [redacted] development of a statement on the position of MAPPAs following the dis-establishment of CJAs and how this should be communicated to partners.</p>	[redacted]	Complete	<p>[redacted] will provide details on new model and expectations of partners to any statement from the CJ side and this will be complemented by input from after Communities and MAPPAs 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 circulated 22 August ahead of planned CJA model launch on 24 November.</p>
1/16	<p>Update MAPPAs Development Group on new category offender numbers</p>	[redacted]	Ongoing	<p>Figures disseminated to Group on a monthly basis and now a standing agenda item. COMPLETE</p>

2/16	Develop criteria to allow identification of priority CJSW staff for next phase of risk practice training.		Complete	Criteria developed and to be circulated to group prior to further dissemination. Circulated to CJSW
3/16	Consider long term delivery of risk practice training and role of TDOs with Community Justice Operational Unit		Complete	Link in with [redacted] Community Justice to provide a current update on TDO's. Update paper circulated.
4/16	Consider SWS/CJSW participation at ViSOR Professionals Accessibility Meeting on 30 June		Complete	[redacted] update should a representative be attending. No rep attended.
5/16	Update MAPPA Development Group on ViSOR Professionals Accessibility Meeting outcome.		Complete	[redacted] to provide update at next MDG meeting. Updated 25/08/16
6/16	Provide MAPPA Development Group with ViSOR usage figures.	SG	Ongoing	NSS ongoing at meeting. Standing item on agenda to be provided by NSS. COMPLETE
7/16	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.
9/16	Circulate MAPPA leaflet for offenders for comment at next meeting.	ALL	Complete	Circulated and awaiting feedback. Finalised for approval at NSG
5/16	Identify facilitator to run joint chairs training with MAPPA Coordinator for those outstanding chairs.	[redacted]	Complete	[redacted] and [redacted] will run a final course on 12/10/16. BD noted capacity has been reached at 30 places therefore reserve list will be operated.
7/16	[redacted] to consider draft template relative to collating ICR/SCR monthly statistics. [redacted] 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.
8/16	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.
1/16	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.

2/16	Develop criteria to allow identification of priority CJSW staff for next phase of risk practice training.		Complete	Criteria developed and to be circulated to group prior to further dissemination. Circulated to CJSW
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5/16	Update MAPPA Development Group on VISOR Professionals Accessibility Meeting outcome.		Complete	[redacted] to provide update at next MDG meeting. Updated 25/08/16
6/16	Provide MAPPA Development Group with VISOR usage figures.	SG	Ongoing	NSS ongoing at meeting. Standing item on agenda to be provided by NSS. COMPLETE
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29/8/16				
5/16	Identify facilitator to run joint chairs training with MAPPA Coordinator for those outstanding chairs.		Complete	[redacted] and [redacted] will run a final course on 12/10/16. [redacted] noted capacity has been reached at 30 places therefore reserve list will be operated.
7/16	[redacted] to consider draft template relative to collating ICR/SCR monthly statistics. [redacted] to circulate to all members for comment and provide deadline.		Complete	SG spreadsheet created and populated on a monthly basis with area stats. Coordinators content.
8/18	Amended MAPPA Leaflet for offenders to be circulated for final comments		Complete	Complete and approved by MDG. Approval will now be sought from NSG.
25/08/16				
1/16	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.		Complete	AS will progress w/c 29 Aug. Meeting date set for 8 September.

2/16	to circulate VISOR Improvement Plan for all members to update to allow consideration of progress at next meeting		Complete	will circulate with August meeting minutes.
7/16	Members to comment on MAPP Engagement Strategy by Friday 9 September to allow consideration prior to NSG.		Sep-16	Strategy circulated prior to this meeting for comment. All feedback passed to Ian Fleming. COMPLETE
05/10/2016				
1/16	Circulate Thematic Action Plans		Oct-16	Complete - circulated 4 Nov
2/16	Group to consider what other areas they would like to potentially be included in any future analysis.	ALL	Oct-16	Feedback provided and will be passed to [redacted] leading on the future analysis. COMPLETE
6/16	Revisit communication on appeals and if appropriate update and circulate.	SG	Oct-16	Ongoing - subject to further consideration by SG PPU and Community Justice on VISOR strategy. Confident that sufficient information has been provided. COMPLETE
8/16	Share a copy of the RA and RMP guidance presented to SWS Standing Committee with the group.		Oct-16	COMPLETE