

**DUNDEE CITY COUNCIL**

**REPORT TO: Community Safety and Public Protection Committee – 13 March 2017**

**REPORT ON: Draft Community Justice Outcome Improvement Plan 2017-18**

**REPORT BY: Executive Director of Children and Families Service**

**REPORT NO: 88-2017**

**1.0 PURPOSE OF REPORT**

1.1 This report outlines the content of the draft Community Justice Outcome Improvement Plan 2017/18. A previous report was considered in January 2017 (Article IV of the minute of meeting of this Committee of 9 January 2017 refers).

**2.0 RECOMMENDATIONS**

It is recommended that the Community Safety and Public Protection Committee:

- 2.1 Notes the contents of the Plan;
- 2.2 Approve the draft Community Justice Outcome Improvement Plan 2017-18 for onward submission to the Scottish Government. The Plan is due to be submitted to Scottish Government by 31 March 2017
- 2.3 Instructs the Executive Director Children and Families to provide a further report on the Community Justice Outcome Improvement Plan in 12 months.

**3.0 FINANCIAL IMPLICATIONS**

- 3.1 The Scottish Government has provided an initial £50,000 per year to local authorities to support the transition up to 31 March 2018. Longer term funding arrangements are not yet fully known.
- 3.2 There are no financial implications associated with the implementation of the Community Justice Outcome Improvement Plan

**4.0 MAIN TEXT**

- 4.1 The Community Justice (Scotland) Act 2016 creates a new model for community justice which, from 1 April 2017, will place responsibility and accountability for community justice strategic planning and outcomes improvement on identified community justice partners working locally and on a new national body called 'Community Justice Scotland'.
- 4.2 All partners have been involved in the development of the draft of the Community Justice Outcome Improvement Plan and it is aligned to the Scottish Government National Strategy for Community Justice and the Community Justice Outcomes, Performance and Improvement (OPI) Framework. It has been informed by engagement with local communities, a strategic assessment of needs and evidence based knowledge of what works to reduce re-offending. Every outcome has a range of associated actions to help address them. The plan will be used to implement and evaluate the impact of services on communities and people and identify obstacles and report on achievements.

- 4.3 The plan also illustrates how the Dundee Reducing Re-offending Partnership (RRP) intends to ensure the involvement of communities in order that they improve their understanding of, and participation in, Community Justice in order to help reduce stigma and promote equality. Crucially, victims and witnesses are recognised as an important group within the Community Justice System and partners share a commitment to improve communication with them and their levels of satisfaction with community justice processes and outcomes.
- 4.4 As well as being aligned to the National Strategy and OPI Framework, the Plan is also aligned to the Local Outcomes and Improvement Plan (LOIP) for Dundee. A Baseline Needs Assessment was carried out in advance of the development of the Plan and this allowed the Dundee Reducing Re-offending Partnership to identify community justice gaps and understand where specific improvement action was required. It formed the evidence base from which strategic decisions were made in relation to the Community Safety and Justice section of the overall Dundee Local Outcomes and Improvement Plan and of this draft Community Justice Outcome Improvement Plan.
- 4.5 For the purpose of informing the Baseline Needs Assessment and thereafter the Community Justice Outcome Improvement Plan a wide range of stakeholders, community bodies, service users, third sector employees and statutory staff were consulted. The extent of this consultation is recorded in a Participation Statement, which may be viewed on request. There is a commitment from the Partnership that this Statement is 'active', in that the intention is to continue with this engagement beyond 31 March 2017.
- 4.6 In terms of governance, the Dundee Partnership has created four Executive Boards (Children and Families, Health, Social Care and Wellbeing, Community Safety and Justice and Work and Enterprise). The Dundee Community Safety and Justice Executive Board has responsibility for overseeing the regular review of the Community Justice Outcome Improvement Plan and for ensuring an annual report is prepared for the Scottish Government. The Community Safety and Public Protection Committee will retain oversight of the implementation of the plan through annual reviews and reports.

## **5.0 POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in relation to Sustainability, Strategic Environmental Assessment, Anti-poverty, Equality Impact Assessment and Risk Management.
- 5.2 An Equality Impact Assessment is attached to this report.

## **6.0 CONSULTATIONS**

- 6.1 The Chief Executive, Executive Director of Corporate Services and Head of Democratic and Legal Services have been consulted in preparation of this report.

## **7.0 BACKGROUND PAPERS**

- 7.1 Scottish Government: A New Model for Community Justice in Scotland 2014.

**MICHAEL WOOD**  
**EXECUTIVE DIRECTOR CHILDREN AND FAMILIES**  
**DATE: 20 FEBRUARY 2017**

DRAFT DUNDEE  
COMMUNITY JUSTICE  
OUTCOME  
IMPROVEMENT PLAN

Dundee Reducing Re-offending  
Partnership

2017/18

**Author:** Karen Moir, Transition Co-ordinator Dundee City Council and Nominated Contact

**Dundee Reducing Re-offending Partnership Members:**

Glyn Lloyd (Chair), Dundee City Council

Peter Allan, Corporate Planning, Dundee City Council

Kathryn Baker, Tayside Council on Alcohol

Evonne Boyd, Skills Development Scotland

Martin Dey, Criminal Justice Service Dundee City Council

Derek Hart, Action for Children

Mike Hendry, Criminal Justice Service Dundee City Council

David Lynch, NHS

Karen Moir, Dundee City Council

Mhairi Morrison, COPFS

Tom McMurchie, Scottish Prison Service (SPS) HMP Perth

Anne Reid, Scottish Courts and Tribunals Service

Ian Scott, Police Scotland

David Simpson, Housing, Dundee City Council

Avril Smith-Hope, Dundee City Council

Tom Stirling, Community Safety Dundee City Council

Craig Thomson, Scottish Fire and Rescue Service



## **Alignment to the Outcomes Performance and Improvement Framework (OPI) Framework and the needs of Dundee.**

The Dundee Reducing Re-offending Partnership (RRP) welcomes the new Community Justice arrangements created by the Community Justice (Scotland) Act 2016. The RRP also welcomes the Scottish Government National Strategy for Community Justice and the Community Justice Outcomes, Performance and Improvement (OPI) Framework. The vision expressed in the National Strategy is a vision we share and strive to achieve for our City:

**“Scotland is a safer, fairer and more inclusive nation where we prevent and reduce further offending by addressing its underlying causes; and safely and effectively manage and support those who have committed offences to help them reintegrate into the community and realise their potential for the benefit of all citizens”.**

In Dundee, Community Justice Partners face both significant challenge and opportunity. The undoubted challenge is how to address the underlying causes of offending within a City with high levels of deprivation and associated issues, such as substance misuse. The opportunity lies in the City’s compact size and tradition of community activism and collaborative working. No worker will be more than a short journey away from every other relevant worker and from the service users and communities they serve. This creates a physical space where partnership has every opportunity to succeed and is the best way forward.

This Community Justice Outcome Improvement Plan has been developed by all partners and is aligned to the common outcomes set out in the OPI framework. It has been informed by engagement with local communities, a strategic assessment of needs and evidence based knowledge of what works to reduce re-offending. Every outcome has a range of associated actions to help address them. The plan will be used to implement and evaluate the impact of services on communities and people, identify obstacles and report on achievements.

The plan also illustrates how the RRP is intent on continuing to ensure the involvement of communities in order that they improve their understanding of and participation in Community Justice and help reduce stigma and promote equality. Crucially, victims and witnesses are recognised as an important group within the Community Justice System and partners share a commitment to improve lines of communication with them and their levels of satisfaction with community justice processes and outcomes.

The content of the Plan expresses the determination of the RRP to reduce re-offending through developing the Community Justice workforce and providing skilled, multi-agency interventions based on different types and levels of risk and need at every stage of the Community Justice Pathway (prevention, community alternatives, and support to those in custody and post custody support).

This means working together to promote the Scottish Government’s Whole System Approach to both young people and adults. As part of this, the RRP will also develop the most effective range of community alternatives to prison, including Unpaid Work. The plan maintains a focus on women in order to continue the existing good practice and work of the Women’s Centre in Dundee to ensure a better understanding of the needs of female service users.

For highest risk offenders, MAPPA will continue to operate across Tayside as the co-ordinated multi-agency response that assesses and manages those who present as a risk of harm and maximises public safety. Within Dundee, the co-location of services at Friarfield House, including Police, Third Sector and Tayside NHS staff, will continue to reflect our determination to ensure that risks and needs are addressed on a holistic basis and that every step on the Community Justice pathway is viewed as a potential life improvement opportunity.

One of the identified needs in the Baseline Needs Assessment was the high incidence of Domestic Abuse in Dundee. This will therefore be a key priority both in the Community Justice Outcome Improvement Plan and the Dundee Local Outcomes Improvement Plan (LOIP). Partners will work to continue targeted initiatives to prevent, intervene and reduce crimes associated with Domestic Abuse and improve outcomes for those affected by it.

The RRP will continue to look strategically to overcome obstacles to health care, employment and housing to give people with convictions the best opportunity to find positive alternatives to offending.

### **Alignment to the Dundee Local Outcomes Improvement Plan (LOIP)**

As well as being aligned to the National Strategy and OPI Framework, the Plan is also aligned to the Local Outcomes and Improvement Plan (LOIP) for Dundee. Taking into account national guidance on community planning, the organisational change within partners and the experience of implementing the Dundee Single Outcome Agreement 2012-17, members of the Partnership agreed in March 2016 to streamline the strategic outcomes for the city and rationalise the partnership groups with responsibility for delivering these. The following four strategic themes reflect the Dundee Partnership's top priorities and are supported by four cross-cutting themes.

<b>Strategic Priority/Theme</b>	<b>Cross-cutting Theme</b>
Work and Enterprise	Cultural Development
Children and Families	Sustainability
Health, Care and Wellbeing	Protecting the Public
Community Safety and Justice	Substance Misuse

The Dundee Partnership Co-ordinating Group will provide oversight of all four LOIP themes.

### **Baseline Needs Assessment**

The Baseline Needs Assessment allowed the Dundee Reducing Re-offending Partnership to identify community justice gaps and understand where specific improvement action is required. It formed the evidence base from which strategic decisions were made in relation to the Community Safety and Justice Local Outcomes and Improvement Plan and this Community Justice Outcome Improvement Plan. The key issues highlighted were

- High volumes of domestic abuse in the city
- Robust alternatives to short-term imprisonment
- Resettlement of people on release from custody
- Drug and alcohol related crime
- Aligning with the National Strategy for Community Justice.

The Community Justice Outcome Improvement Plan will drive improvement by ensuring a co-ordinated and sustained partnership response to these issues.

### **The Participation Statement**

The Participation Statement in Appendix 1 illustrates the wide range of community engagement that has been undertaken with local third sector and community bodies and other relevant stakeholders. There is a commitment from the partnership that this Statement is 'active', in that the intention is to continue with this engagement into the future beyond 31 March 2017.

Community Justice Scotland were fully consulted on the draft Plan and received a copy in February 2017. No feedback has been received at the time of submitting the Plan.

### **Plan Process - Compliance with Equalities and Human Rights legislation**

An Equalities Impact Assessment for the proposed Plan and this can be found in Appendix 2.

There is a specific focus within the plan on addressing the needs of victims, witnesses their families and children and designated persons as outlined in the Community Justice (Scotland) Act 2016.

### **Plan Governance**

A new Community Safety and Justice Board, Chaired by the Executive Director for Neighbourhood Services has been established. This is a multi-agency partnership consisting of the defined set of statutory partners and other agencies and also Elected Member representation. The Dundee Community Justice Outcome Improvement Plan was agreed by the Board in January 2017 and submitted to the Community Safety and Public Protection Committee in March 2017 for final approval. The Dundee LOIP will be issued for consultation in April 2017.

The Plan will be reviewed quarterly by the Board and the Reducing Re-offending Partnership. An annual report on performance will also be published and shared with Community Justice Scotland and local Elected Members. The Plan is available on the Dundee Partnership Website as of 31 March 2017.

\* N.B. Blue text refers to the Scottish Government Indicators that they will use to track progress of Improvement Plans.

<b>Outcome: COMMUNITIES IMPROVE THEIR UNDERSTANDING AND PARTICIPATION IN COMMUNITY JUSTICE</b>		
Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Fairness Commission Report 'A Fair Way to Go'.		
Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.		
<b>Actions</b>	<b>Indicators</b>	<b>Ownership/ Leadership</b>
1. Develop a joined up approach for engaging local communities on community justice issues. This will involve working with partners to establish what is already being conducted and trying to ensure a more co-ordinated approach.	<i>(Scottish Government recommend using existing engagement mechanisms where possible)</i> <ul style="list-style-type: none"> <li>• Activities carried out to engage with 'communities' as well as other relevant constituencies</li> <li>• Consultation with communities as part of community justice planning and service provision.</li> </ul>	All statutory partners and Third Sector partners.
2. Continue to raise awareness with the public to highlight positive stories on community justice, develop a better understanding of the work that goes on in the area and how they can get involved, including CPOs, prison sentences and make clear how Unpaid Work opportunities are identified. This will be achieved through a variety of means, including utilising established links with Local Community Planning Partnerships (LCPPs), public reporting through Partner Committees and channelling suitable items to the Dundee Partnership newsletter which is widely distributed to people across Dundee.	<ul style="list-style-type: none"> <li>• Evidence from questions to be used in local surveys/citizens panels etc.</li> <li>• Participation in community justice (co-production and joint delivery</li> <li>• Perceptions of the local crime rate (quantitative) (Annual Citizens Survey, Scottish Government Household Survey).</li> </ul>	All statutory partners and Third Sector partners and local media.
3. Develop the process for effective Third Sector engagement to ensure systems are in place for sharing information to meet the person-centric outcomes.	<ul style="list-style-type: none"> <li>• Engagement mechanisms in place</li> <li>• Feedback from Third Sector</li> <li>• Feedback from February 2017 event: Dundee's Third Sector MatchUP - Transitioning people leaving prison back into the community</li> </ul>	All statutory partners and Third Sector partners.
4. Continue to ensure the Community Payback Unpaid Work	<ul style="list-style-type: none"> <li>• Level of community awareness of/satisfaction with work</li> </ul>	All statutory

**Outcome: COMMUNITIES IMPROVE THEIR UNDERSTANDING AND PARTICIPATION IN COMMUNITY JUSTICE**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Fairness Commission Report 'A Fair Way to Go'.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

<b>Actions</b>	<b>Indicators</b>	<b>Ownership/ Leadership</b>
Project undertaken as part of a CPO is responsive to the work identified by communities and is targeted at the most appropriate areas.	undertaken as part of a CPO.	partners and Third Sector partners.
5. Work with the Dundee Fairness Commission to address the stigma associated with people in poverty.	• Work undertaken to address stigma.	Dundee Fairness Commission.

**Outcome: PARTNERS PLAN AND DELIVER SERVICES IN A MORE STRATEGIC AND COLLABORATIVE WAY**

Supporting Strategies: All Partner Strategic Plans: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Health and Social Care Partnership Health and Social Care Strategic and Commissioning Plan 2016-2021, Police Scotland Local Policing Plan for Dundee MAPPA Business Plan, Local Fire and Rescue Plan for Dundee 2017-2020, HMP Perth Business Plan, Parole Board for Scotland Corporate Plan 2015-18, Scottish Courts and Tribunals Service (SCTS) Business Plan 17-18, Dundee Alcohol and Drug Partnership Delivery Plan 2015-18, SPS Annual Delivery Plan and Perth Annual Delivery Plan 2017-18.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

<b>Actions</b>	<b>Indicators</b>	<b>Ownership/ Leadership</b>
6. Review the remit of Dundee Reducing Re-offending Partnership in light of the four new Dundee Partnership Executive Boards and ensure governance procedures are clear to all partners and Third Sector.	<ul style="list-style-type: none"> <li>• Services are planned for and delivered in a strategic and collaborative way.</li> </ul>	All statutory partners and Third Sector partners.
7. The Dundee Reducing Re-offending Partnership will take a strategic lead in multi-agency workforce development and strive to ensure staff have the right skills. The initial proposal is to hold a series of multiagency learning sessions to clarify pathways regarding a) housing b) employment and positive destinations c) health services. A multi-agency workshop regarding transition from prison is to be held in February 2017 and this will incorporate appropriate support to children and families of people in the justice system.	<ul style="list-style-type: none"> <li>• Development of community justice workforce to work effectively across organisation/professional/geographical boundaries.</li> </ul>	All statutory partners and Third Sector partners.
8. Support and assist the development of strong multi-agency public protection arrangements (MAPPA) to help identify good practice, drive improvement and increase consistency as per the local MAPPA Business Plan. This will be in relation to both the MAPPA Strategic Oversight Group (SOG), the MAPPA	<ul style="list-style-type: none"> <li>• Partners illustrate effective engagement and collaborative partnership working with the authorities responsible for the delivery of MAPPA</li> <li>• Partners have leveraged resource for community justice</li> </ul>	All statutory partners and Third Sector partners.

<b>Outcome: PARTNERS PLAN AND DELIVER SERVICES IN A MORE STRATEGIC AND COLLABORATIVE WAY</b>		
Supporting Strategies: All Partner Strategic Plans: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Health and Social Care Partnership Health and Social Care Strategic and Commissioning Plan 2016-2021, Police Scotland Local Policing Plan for Dundee MAPPA Business Plan, Local Fire and Rescue Plan for Dundee 2017-2020, HMP Perth Business Plan, Parole Board for Scotland Corporate Plan 2015-18, Scottish Courts and Tribunals Service (SCTS) Business Plan 17-18, Dundee Alcohol and Drug Partnership Delivery Plan 2015-18, SPS Annual Delivery Plan and Perth Annual Delivery Plan 2017-18.		
Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.		
<b>Actions</b>	<b>Indicators</b>	<b>Ownership/ Leadership</b>
	Operational Group (MOG) and the Chief Officers Groups (COG) in each of the 3 Tayside Local Authorities.	<ul style="list-style-type: none"> <li>• Publication of annual report</li> <li>• Membership of lead officer at strategic oversight group</li> </ul>
9.	Undertake a thematic review using the Care Inspectorate “a guide to self-evaluation for Community Justice Scotland” in order to ensure the partnership is robust and fit for the future.	<ul style="list-style-type: none"> <li>• Services are planned for and delivered in a strategic and collaborative way</li> </ul>
10.	Maintain links with partners in neighbouring local authority areas in order to share good practice and lessons learned and continue to share services with them as appropriate.	<ul style="list-style-type: none"> <li>• Attendance at co-ordinator meetings.</li> </ul>
11.	The multiagency Vulnerable Adolescent Partnership (VAP) will continue to co-ordinate the strategic response to Youth Justice. The VAP will remain committed to the Scottish Government vision expressed in “Preventing Offending: Getting it Right for young people.” The indicators listed here correspond with the key targets within the VAP Action Plan.	<ul style="list-style-type: none"> <li>• An Early and Effective Intervention (EEI) response will be maintained to ensure alleged offences are addressed timeously and proportionately.</li> <li>• The Whole System Approach will be promoted, encouraging approaches that offer 16+17 year olds Children’s services and delay their entry into CJS systems (Diversion , retention in Hearing system, remit back to Hearing)</li> <li>• We will continue to promote community alternative to Secure Accommodation (ISMS) and alternatives to remand and custody for young people.</li> </ul>

**Outcome: PARTNERS PLAN AND DELIVER SERVICES IN A MORE STRATEGIC AND COLLABORATIVE WAY**

Supporting Strategies: All Partner Strategic Plans: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Health and Social Care Partnership Health and Social Care Strategic and Commissioning Plan 2016-2021, Police Scotland Local Policing Plan for Dundee MAPPA Business Plan, Local Fire and Rescue Plan for Dundee 2017-2020, HMP Perth Business Plan, Parole Board for Scotland Corporate Plan 2015-18, Scottish Courts and Tribunals Service (SCTS) Business Plan 17-18, Dundee Alcohol and Drug Partnership Delivery Plan 2015-18, SPS Annual Delivery Plan and Perth Annual Delivery Plan 2017-18.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions		Indicators	Ownership/ Leadership
		<ul style="list-style-type: none"> <li>We have multiagency processes in place to respond to the risk and needs of young people assessed to pose a high risk to others (Care and Risk Management, CARM).</li> </ul>	VAP
12.	Continue to deliver a court-based service to North East Fife, working with partner agencies and neighbouring authorities as per the Scottish Courts and Tribunals Service Business Plan.	<ul style="list-style-type: none"> <li>Services are planned for and delivered in a strategic and collaborative way</li> <li>Attendance at meetings with court users and Sheriffs.</li> <li>Liaison meetings attended with neighbouring authorities</li> <li>National guidance on standards and service delivery is met.</li> </ul>	CJSW, SCTS.
13	Work with partners to explore ways of improving communication with Victims and Witnesses in the Criminal Justice System.	<ul style="list-style-type: none"> <li>Youth Justice Restorative Justice Service provided by SACRO – number who agreed to service and feedback</li> <li>Methods of improving communications identified.</li> </ul>	All statutory partners and Third Sector partners.

**Person-centric Outcomes: PEOPLE HAVE BETTER ACCESS TO THE SERVICES THEY REQUIRE, INCLUDING WELFARE, HEALTH AND WELLBEING, HOUSING AND EMPLOYABILITY**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Housing Options and Homelessness Strategic Plan 2016-2021, Police Scotland Local Policing Plan for Dundee, Parole Board for Scotland Corporate Plan 2015-18, Scottish Courts and Tribunals Service (SCTS) Business Plan 17-18, Dundee Alcohol and Drug Partnership Delivery Plan 2015-18, SPS Annual Delivery Plan and Perth Annual Delivery Plan 2017-18.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

<b>Actions</b>	<b>Indicators</b>	<b>Ownership/ Leadership</b>
14. Improve the range of training and qualifications available as part of the other activity element of the Unpaid Work Requirement of a Community Payback Order.	<ul style="list-style-type: none"> <li>• Range of training available</li> <li>• Successful completion rate</li> <li>• Qualifications received</li> <li>• Range of skills covered.</li> </ul>	CJSW, DCC, Employability, SDS, Dundee College.
15. Short-term prisoners returning to Dundee on release from HMP Perth will have a smooth transition back into the community: <ul style="list-style-type: none"> <li>• CJSW reports prepared for court appearances will be shared with staff at HMP Perth where a custodial sentence is imposed with a view to extending this to other prisons in the future.</li> <li>• The case management infrastructure and support services will be in place both in HMP Perth and in the</li> </ul>	<ul style="list-style-type: none"> <li>• Initiatives to facilitate access to services</li> <li>• Partners have identified and are overcoming structural barriers for people accessing services</li> <li>• Existence of joint working arrangements such as processes/protocols to ensure access to services to address underlying needs</li> <li>• <i>(quantitative)</i> % of people released from a custodial sentence: registered with a GP, have suitable accommodation; and have a benefits eligibility check.</li> <li>• Speed of access to mental health services – Source: % of</li> </ul>	CJSW, NHS, DWP, SPS, SDS.

**Person-centric Outcomes: PEOPLE HAVE BETTER ACCESS TO THE SERVICES THEY REQUIRE, INCLUDING WELFARE, HEALTH AND WELLBEING, HOUSING AND EMPLOYABILITY**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Housing Options and Homelessness Strategic Plan 2016-2021, Police Scotland Local Policing Plan for Dundee, Parole Board for Scotland Corporate Plan 2015-18, Scottish Courts and Tribunals Service (SCTS) Business Plan 17-18, Dundee Alcohol and Drug Partnership Delivery Plan 2015-18, SPS Annual Delivery Plan and Perth Annual Delivery Plan 2017-18.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions	Indicators	Ownership/ Leadership
<p>community.</p> <ul style="list-style-type: none"> <li>• Individual pre-release case conferences will be arranged in HMP Perth, in partnership with CJSW, to determine levels of outstanding needs to be met in the community.</li> <li>• Voluntary throughcare will be offered to all prisoners to ensure that the appropriate level of intervention, support and signposting is available in the community.</li> <li>• Where there is a designated need, SPS Throughcare Support Officers will interact and engage appropriately and effectively with prisoners and partner agencies.</li> <li>• In partnership, develop a full profile of support services being offered to prisoners and quantify the range of services being accessed by prisoners on release from prison.</li> <li>• Work in partnership with the Scottish Prison Service (SPS) and NHS Tayside to Implement systems and</li> </ul>	<p><i>patients who commence psychological therapy based treatment within 18 weeks of referral. NHS local delivery plan standard (ISD Scotland)</i></p> <ul style="list-style-type: none"> <li>• Speed of access to drug and alcohol services</li> </ul> <p><i>Source: % of clients who commence appropriate drug or alcohol treatment that supports their recovery within 3 weeks from referral. NHS local delivery plan standard (ISD Scotland).</i></p> <p><i>Drug and Alcohol Waiting Times Database</i></p> <ul style="list-style-type: none"> <li>• Reduction in the number of prisoners from Dundee that return to prison.</li> <li>• Proportion of Dundee prisoners who engage with voluntary throughcare arrangements whilst in custody</li> <li>• Reduction in the use of short-term custodial sentences and increase in the use of community sentences</li> <li>• % of people taking voluntary throughcare on release from prison</li> <li>• Profile established</li> <li>• Number of reports shared with prison staff</li> <li>• System established and evaluated</li> </ul>	

**Person-centric Outcomes: PEOPLE HAVE BETTER ACCESS TO THE SERVICES THEY REQUIRE, INCLUDING WELFARE, HEALTH AND WELLBEING, HOUSING AND EMPLOYABILITY**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Housing Options and Homelessness Strategic Plan 2016-2021, Police Scotland Local Policing Plan for Dundee, Parole Board for Scotland Corporate Plan 2015-18, Scottish Courts and Tribunals Service (SCTS) Business Plan 17-18, Dundee Alcohol and Drug Partnership Delivery Plan 2015-18, SPS Annual Delivery Plan and Perth Annual Delivery Plan 2017-18.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions	Indicators	Ownership/ Leadership
<p>processes that will ensure prisoners are registered with their local GP on release</p> <ul style="list-style-type: none"> <li>• Work in partnership with the SPS and Department of Work and Pensions (DWP) to ensure prisoners have access to their appropriate benefits on release</li> <li>• Explore the feasibility of developing Peer Mentoring that allows those with lived experience to use their skills to help people with convictions</li> <li>• Skills Development Scotland will explore ways they can engage meaningfully and sustainably with prisoners leaving HMP Perth and returning to Dundee.</li> </ul>	<ul style="list-style-type: none"> <li>• Decision on feasibility of Peer Mentoring and then if proceeding, number of people supported by peer mentoring</li> <li>• Meaningful and sustainable methods identified by Skills Development Scotland and implemented for engagement.</li> </ul>	
<p>16 Reduce the barriers to education, employability and volunteering for those with convictions by increasing referrals to Dundee employability, education support services and volunteering agencies from community justice partners.</p>	<ul style="list-style-type: none"> <li>• Increased referrals to Dundee employability and education support services from community justice partners</li> <li>• Number of volunteering opportunities for those on community payback orders and those leaving a custodial sentence – DVA to count</li> <li>• Number of events held</li> </ul>	<p>All statutory partners and Third Sector partners, DVA, Volunteer</p>

**Person-centric Outcomes: PEOPLE HAVE BETTER ACCESS TO THE SERVICES THEY REQUIRE, INCLUDING WELFARE, HEALTH AND WELLBEING, HOUSING AND EMPLOYABILITY**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Housing Options and Homelessness Strategic Plan 2016-2021, Police Scotland Local Policing Plan for Dundee, Parole Board for Scotland Corporate Plan 2015-18, Scottish Courts and Tribunals Service (SCTS) Business Plan 17-18, Dundee Alcohol and Drug Partnership Delivery Plan 2015-18, SPS Annual Delivery Plan and Perth Annual Delivery Plan 2017-18.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions	Indicators	Ownership/ Leadership
	<ul style="list-style-type: none"> <li>• Number of people with convictions entering employment (SDS can provide)</li> <li>• Number of people undertaking adult learning</li> <li>• Employer network developed to increase the capacity and confidence in Dundee employers to employ more people with convictions.</li> </ul>	Gateway, Employability, Recruit with Conviction.
17. Collaborate with the Dundee Homeless and Housing Options Strategic Planning Partnership to Develop and implement multi-agency protocol and guidance, particularly in relation to vulnerable groups, families with children and young people, which set out arrangements for identifying risk of homelessness early and responding to these concerns.	<ul style="list-style-type: none"> <li>• Protocols developed and agreed.</li> </ul>	DCC Housing, Dundee Health and Social Care Partnership, DWP Violence against Women Partnership, University of Dundee, CJSW, SPS,

**Person-centric Outcomes: PEOPLE HAVE BETTER ACCESS TO THE SERVICES THEY REQUIRE, INCLUDING WELFARE, HEALTH AND WELLBEING, HOUSING AND EMPLOYABILITY**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Dundee Housing Options and Homelessness Strategic Plan 2016-2021, Police Scotland Local Policing Plan for Dundee, Parole Board for Scotland Corporate Plan 2015-18, Scottish Courts and Tribunals Service (SCTS) Business Plan 17-18, Dundee Alcohol and Drug Partnership Delivery Plan 2015-18, SPS Annual Delivery Plan and Perth Annual Delivery Plan 2017-18.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

<b>Actions</b>		<b>Indicators</b>	<b>Ownership/ Leadership</b>
			Third Sector.
18.	Collaborate with the Dundee Health and Social Care Partnership to ensure those in Dundee who are involved in offending and their families receive the targeted additional support they require to support their reintegration back into the community, such as substance misuse or mental health issues.	<ul style="list-style-type: none"> <li>• Delivery of integrated supports and services.</li> </ul>	Dundee Health and Social Care Partnership, CJSW.

**Person-centric Outcomes: EFFECTIVE INTERVENTIONS ARE DELIVERED TO PREVENT AND REDUCE THE RISK OF FURTHER OFFENDING**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Police Scotland Local Policing Plan for Dundee, Violence Against Women Partnership Plan, MAPPA Business Plan, Integrated Children’s Services Plan 2013-17, Protecting People in Dundee Multi-Agency Strategy.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions	Indicators	Ownership/ Leadership
19. Work to shift the balance from use of custody to community sentences by ensuring there is a range of community sentencing alternatives and alternatives to remand in place that the judiciary are aware of and have confidence in. Ensure ongoing liaison with Sheriffs in this regard.	<ul style="list-style-type: none"> <li>• Use of “other activities requirement” in Community Payback Orders (CPOs)</li> <li>• Effective risk management for public protection(see MAPPA section)</li> <li>• Maintain system of regular audit of SWCJS reports and regular audit of CJS case files to promote high quality assessments and interventions. Regularly review the feedback collected from service users, including recipients of unpaid work.</li> <li>• Decrease in the percentage of CJSW reports resulting in custodial sentences</li> <li>• Decrease in the number of people remanded</li> <li>• Increase in the number of CPOs successfully completed</li> <li>• Decrease the reconviction frequency</li> <li>• Increase the number of hours of unpaid work offered.</li> </ul>	CJSW, COPFS, SCTS.
20. Increase the use of Diversion as an alternative to prosecution. We will ensure that we have Diversion workers to respond to 16/17 year olds and over 18 year olds. Liaison with COPFS to raise awareness of the Diversion services on offer.	<ul style="list-style-type: none"> <li>• Increase in the number of offences dealt with through Diversion 16/17 and 18+.</li> </ul>	CJSW, COPFS, Third Sector,
21. Increase the use of people offered mentoring support on bail, CPO and once discharged from an Order to prevent and	<ul style="list-style-type: none"> <li>• Increase in the number of people offered mentoring support on bail, CPO and once discharged from an Order.</li> </ul>	CJSW, Third

**Person-centric Outcomes: EFFECTIVE INTERVENTIONS ARE DELIVERED TO PREVENT AND REDUCE THE RISK OF FURTHER OFFENDING**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Police Scotland Local Policing Plan for Dundee, Violence Against Women Partnership Plan, MAPPA Business Plan, Integrated Children’s Services Plan 2013-17, Protecting People in Dundee Multi-Agency Strategy.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions		Indicators	Ownership/ Leadership
	reduce the risk of further offending.		Sector.
22.	Continue to support the Judiciary and Parole Board of Scotland which supports the delivery of the Integrated Case Management Process (ICM) for long-term prisoners.	<ul style="list-style-type: none"> <li>• Home Leave reports assessed</li> <li>• Home background reports assessed</li> </ul>	CJSW, SPS.
23.	Continue to explore creative ways of using Electronic Monitoring along with appropriate support packages in line with guidance from the Scottish Government. Ensure ongoing liaison with Sheriffs in this regard.	<ul style="list-style-type: none"> <li>• Package of support determined</li> <li>• Increased use of electronic monitoring</li> <li>• Targeted interventions have been tailored for and with an individual and had a successful impact on their risk of further offending.</li> </ul>	CJSW, SPS, Third Sector, SCTS, COPFS.
24.	Continue the work of the Women’s Centre in Dundee including the co-location with NHS staff and close links to TCA mentoring and SACRO. In November 2016 several “Listening events” were carried out by TCA and CJS to better understand the needs and wishes of service users.	<ul style="list-style-type: none"> <li>• Analyse the responses gathered in “Listening Events” and create an action Plan regarding appropriate implementation.</li> </ul>	CJSW, Third Sector.
25.	Domestic Abuse actions: <ul style="list-style-type: none"> <li>• Roll out and evaluate the ‘Safe and Together model’ currently being piloted in East of City</li> </ul>	<ul style="list-style-type: none"> <li>• Incidence of domestic abuse recorded by police</li> <li>• Reduction in number of perpetrators with more than 1 conviction for domestic abuse</li> <li>• Increase in number of historic perpetrators and offences</li> <li>• Safe and Together Model piloted and evaluated</li> <li>• training events held for more staff in the ‘Safe and Together’</li> </ul>	CJSW, Police Scotland, SCTS, Third Sector partners.

**Person-centric Outcomes: EFFECTIVE INTERVENTIONS ARE DELIVERED TO PREVENT AND REDUCE THE RISK OF FURTHER OFFENDING**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Police Scotland Local Policing Plan for Dundee, Violence Against Women Partnership Plan, MAPPA Business Plan, Integrated Children’s Services Plan 2013-17, Protecting People in Dundee Multi-Agency Strategy.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions	Indicators	Ownership/ Leadership
<ul style="list-style-type: none"> <li>• Work in partnership with the Sheriff Court to explore options for improving Criminal Justice processes for domestic abuse cases</li> <li>• In conjunction with the Violence Against Women (VAW) Partnership, review and improve the MARAC process.</li> <li>• All convicted perpetrators appearing in court have a specialist assessment of risk carried out (pre-sentence)</li> <li>• A case management plan created for all perpetrators sentenced to a community payback order (CPO)</li> <li>• Continue to offer Respect programme , ensuring a dedicated programme to address Domestic Abuse is available to the Courts and perpetrators</li> <li>• Continue to ensure that Post conviction work with perpetrators is informed by the victim perspective, supplied by the Action For Children Domestic Abuse Service</li> <li>• Through MATAC continue to target high risk perpetrators providing support to victims and</li> </ul>	<p>model</p> <ul style="list-style-type: none"> <li>• Liaison discussion with Dundee Sheriff Court to be requested to consider if any changes to Criminal Justice processes for domestic abuse cases are required.</li> <li>• Review of MARAC in conjunction with VAW Partnership</li> <li>• Numbers of perpetrators discussed at MATAC (Multi-Agency Task Assessment Conferencing)</li> <li>• % of pre-sentence Criminal Justice Social Work reports on domestically aggravated offences where assessments of risk is carried out.</li> <li>• % of case management plans created for those convicted of domestically aggravated offences who are subject to a CPO with a Supervision Requirement.</li> <li>• Respect Programme continued as a post-conviction programme.</li> <li>• Non mandatory work undertaken with alleged perpetrators of domestic abuse</li> </ul>	

**Person-centric Outcomes: EFFECTIVE INTERVENTIONS ARE DELIVERED TO PREVENT AND REDUCE THE RISK OF FURTHER OFFENDING**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Police Scotland Local Policing Plan for Dundee, Violence Against Women Partnership Plan, MAPPA Business Plan, Integrated Children’s Services Plan 2013-17, Protecting People in Dundee Multi-Agency Strategy.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions	Indicators	Ownership/Leadership
<p>monitoring perpetrators prior to release from prison</p> <ul style="list-style-type: none"> <li>• Undertake a test of change through employing a domestic abuse Resource Worker based in the Children and Families Care and Protection team, with a remit to engage alleged perpetrators in non- mandatory work</li> <li>• Ensure that all victims of Domestic Abuse, regardless of gender, race, religions or beliefs, abilities or sexual orientations are offered support and monitor satisfaction ratings with that support</li> <li>• Ensure continued access to support to children affected by Domestic abuse, including access to MIA service and Woman’s Aid children’s worker.</li> <li>• Ensure that “Children’s voices” are heard within the Child Protection process through access to advocacy (MIA) and the CP buddies to express their views.</li> </ul>	<ul style="list-style-type: none"> <li>• Test of change evaluated and future need for a non-mandatory perpetrator service decided upon.</li> <li>• Proportion of victims of domestic abuse who are offered support, receive support and are satisfied with support</li> <li>• Increase the percentage of women offered Woman’s aid support and women, men and children offered Multi-Agency Independent Advocacy (MIA) Service</li> <li>• Evaluate the SACRO “Fearless” programme, offering support to “hard to reach” groups.</li>   <li>• Percentage of children over age of 5 on CP register where Domestic abuse is a factor, offered a CP buddy or advocate.</li> </ul>	
<p>26. Ensure a robust interface with the Alcohol and Drugs Partnership in Dundee (ADP) on interventions targeted at problem drug and alcohol use.</p>	<ul style="list-style-type: none"> <li>• The delivery of interventions targeted at problem drug and alcohol use - source: <ul style="list-style-type: none"> <li>* The number of alcohol brief interventions (ABIs) delivered in criminal justice healthcare settings;</li> <li>* Number of referrals from criminal justice sources to drug and alcohol specialist treatment;</li> <li>* drug and alcohol waiting times</li> </ul> </li> <li>• (Contextual) numbers of police recorded warnings, police</li> </ul>	<p>All statutory partners and Third Sector partners.</p>

**Person-centric Outcomes: EFFECTIVE INTERVENTIONS ARE DELIVERED TO PREVENT AND REDUCE THE RISK OF FURTHER OFFENDING**

Supporting Strategies: Dundee Partnership Local Outcomes and Improvement Plan (LOIP) 2017-2020, Police Scotland Local Policing Plan for Dundee, Violence Against Women Partnership Plan, MAPPA Business Plan, Integrated Children’s Services Plan 2013-17, Protecting People in Dundee Multi-Agency Strategy.

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

Actions		Indicators	Ownership/ Leadership
		diversion, fiscal measures, fiscal diversion, supervised bail, community sentences (including CPOs, DTTOs and RLOs) All still to be developed by SG • (Contextual) Number of short-term sentences under 1 year.	
27.	Maintain a focus on interventions for offenders who commit priority crimes in Dundee, as detailed in the Dundee Local Outcomes and Improvement Plan (LOIP).	• Reduction in crimes and offences recorded by Police in Dundee for these specific crime groups.	

**Person-centric Outcomes:**

- **LIFE CHANCES ARE IMPROVED THROUGH NEEDS INCLUDING HEALTH, FINANCIAL INCLUSION, HOUSING AND SAFETY BEING ADDRESSED,**
- **PEOPLE DEVELOP POSITIVE RELATIONSHIPS AND MORE OPPORTUNITIES TO PARTICIPATE AND CONTRIBUTE THROUGH EDUCATION, EMPLOYMENT AND LEISURE ACTIVITIES**
- **INDIVIDUALS’ RESILIENCE AND CAPACITY FOR CHANGE AND SELF-MANAGEMENT ARE ENHANCED**

Supporting Strategies: All partner strategies - see previous sections

Key Drivers: Statistics and information from Baseline Needs Assessment and Community Engagement.

<b>Actions</b>	<b>Indicators</b>	<b>Ownership/ Leadership</b>
28. Develop a system/approach for establishing what is currently gathered by partners including Third Sector, share good practice, case studies and other relevant data with the Third Sector to demonstrate achievement of these 3 person – centric outcomes and to attempt to track developments over the course of an intervention.	<ul style="list-style-type: none"> <li>• Individuals have made progress against the outcome.</li> <li>• Currently CJSW have MFMC pre and post psychometric testing, service user feedback on completion of the programme, info from significant others, review that takes place after the programme to see if risk assessments are reduced</li> <li>• More generally, there is:               <ul style="list-style-type: none"> <li>• LSCMI information</li> <li>• client interventions and evaluations across all orders</li> <li>• individual case studies</li> <li>• women’s centre – outcome star</li> <li>• CPO orders.</li> </ul> </li> </ul>	All statutory partners and Third Sector partners.

## EQUALITY IMPACT ASSESSMENT TOOL

### Part 1: Description/Consultation

<b>Is this a Rapid Equality Impact Assessment (RIAT)?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Is this a Full Equality Impact Assessment (EQIA)?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Date of Assessment:</b>	21/02/17	<b>Committee Report Number:</b> 88-2017
<b>Title of document being assessed:</b>	Community Justice Outcome Improvement Plan (CJOIP)	
<b>1. This is a new policy, procedure, strategy or practice being assessed</b> (If yes please check box) <input checked="" type="checkbox"/>	<b>This is an existing policy, procedure, strategy or practice being assessed?</b> (If yes please check box) <input type="checkbox"/>	
<b>2. Please give a brief description of the policy, procedure, strategy or practice being assessed.</b>	The Dundee Partnership through the Reducing Reoffending Partnership has drawn up the CJOIP. This is required under the terms of the Community Justice Scotland Act 2016.	
<b>3. What is the intended outcome of this policy, procedure, strategy or practice?</b>	To co-ordinate partnership delivery of agreed Community Justice Priorities.	
<b>4. Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.</b>	Scottish Government Guidance.	
<b>5. Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.</b>	Black and Ethnic Minority Community Groups, Women's Groups, Hot Chocolate Youth Group, People with Convictions, Victims and Witnesses.	
<b>6. Please give details of council officer involvement in this assessment.</b> (e.g. names of officers consulted, dates of meetings etc)	Martin Dey Senior Manager	
<b>7. Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy?</b> (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	The Plan is part of the new Community Justice approach. This requires ongoing consultation and ongoing measurement of impact. There will be an annual report	

**Part 2: Protected Characteristics**

**Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?**

**NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.**

**If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.**

	Positively	Negatively	No Impact	Not Known
<b>Ethnic Minority Communities including Gypsies and Travellers</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gender</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gender Reassignment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Religion or Belief</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>People with a disability</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Age</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lesbian, Gay and Bisexual</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Socio-economic</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pregnancy &amp; Maternity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other (please state)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Part 3: Impacts/Monitoring

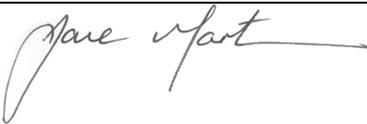
<p><b>1. Have any positive impacts been identified?</b></p> <p>(We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	<p>The plan is based on local needs assessment and local consultation. It should therefore ensure that fair and holistic justice is delivered for all.</p>
<p><b>2. Have any negative impacts been identified?</b></p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)</p>	<p>None</p>
<p><b>3. What action is proposed to overcome any negative impacts?</b></p> <p>(e.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. See Good Practice on DCC equalities web page)</p>	<p>n/a</p>
<p><b>4. Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</b></p> <p>(If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	<p>n/a</p>
<p><b>5. Has a 'Full' Equality Impact Assessment been recommended?</b></p> <p>(If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required. Seek advice from your departmental Equality lead.)</p>	<p>n/a</p>
<p><b>6. How will the policy be monitored?</b> (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)</p>	<p>Annual Report will be given to Community Safety and Public Protection Committee</p>

**Part 4: Contact Information**

<b>Name of Department or Partnership</b>	Children and Families Service
--	-------------------------------

<b>Type of Document</b>	
Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	<input checked="" type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>

<b>Manager Responsible</b>	<b>Author Responsible</b>
<b>Name:</b> Jane Martin	<b>Name:</b> Martin Dey
<b>Designation:</b> Chief Social Work Officer/Head of Integrated Children's Services and Criminal Justice	<b>Designation:</b> Senior Manager
<b>Base:</b> Dundee House	<b>Base:</b> Friarfield House
<b>Telephone:</b> 01382 436001	<b>Telephone:</b> 01382 438383
<b>Email:</b> jane.martin@dundeecity.gov.uk	<b>Email:</b> martin.dey@dundeecity.gov.uk

<b>Signature of author of the policy:</b>		<b>Date:</b> 21/02/2017
<b>Signature of Director/Head of Service:</b>		<b>Date:</b> 21/02/2017
<b>Name of Director/Head of Service:</b>	Jane Martin	
<b>Date of Next Policy Review:</b>	March 2018	