

**SOUTH WEST SCOTLAND COMMUNITY JUSTICE AUTHORITY
MULTI-AGENCY PUBLIC PROTECTION ARRANGEMENTS (M.A.P.P.A.)**

STRATEGIC OVERSIGHT GROUP

Monday, 31st August 2009 at 2.00pm

Ayr Police Office, 1 King Street, Ayr

Minutes of Meeting

- Present:**
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| Allan Monteforte (Chair) - | Senior Social Work Manager (CJSW), Dumfries & Galloway Council |
| Jacqui Clinton - | Chief Officer, South West Scotland CJA |
| Fiona MacKinnon - | Ayrshire Criminal Justice Partnership Manager |
| Linda Boyd - | Health Care Manager, NHS Ayrshire & Arran |
| Kate Thomson - | Det. Supt. Dumfries & Galloway Constabulary |
| David Swindle - | Det. Supt. Strathclyde Police |
| Dawn Ashworth - | CJA Liaison Manager, Scottish Prison Service |
| Sandra Paterson - | Head of Service, Children & Families/CJSW (North Ayrshire) |
| Hugh Carswell - | Head of Service, Children & Community (South Ayrshire) |
| Beth Weaver - | MAPPA Coordinator |
| Willie Manson - | National MAPPA Coordinator |
- In attendance:** Katy Blair - MAPPA Admin. Assistant (Minutes)
- Apologies:**
- | | |
|-----------------|---|
| Norma Slimmon - | MAPPA Coordinator |
| Susan Taylor - | Head of Service, Children & Families/CJSW (East Ayrshire) |
| Dr David Hall - | Clinical Director, NHS Dumfries & Galloway |

ITEM NO.	DESCRIPTION
1.	Introduction and Apologies
	Mr Allan Monteforte welcomed everyone to today's meeting. Formal introductions were made and apologies noted.
2.	Matters Arising From Previous Meeting
	Section 9 - <u>Interface Between MAPPA and Adult Protection/Child Protection</u> This has not yet been established. A report is awaited in order to formalise the arrangements between MAPPA Coordinators and the Chief Officers. Ms Sandra Paterson advised that this will be an item for discussion at NAC Chief Officer's Group. Mr Hugh Carswell informed that Child Protection and Adult Protection arrangements will be a focus of discussion at SAC CO group. It has also been agreed that there will be one single CO group per local authority. Mr Alan Monteforte advised that he would report back to D&G in relation to establishing links between the CO groups and the SOG.

	<p>Section 9 - <u>Swine Flu</u></p> <p>Ms Paterson enquired regarding the contingency plans in place. Ms Beth Weaver and Ms Linda Boyd confirmed it has been agreed that as each agency has their own contingency plan in place that it was not necessary for a further contingency plan to be implemented. It will, however be necessary to ensure these contingency plans are linked where required in relation to management of sex offenders.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> Formalise arrangements in terms of cover for both MAPPA Coordinators and copy to SOG members: BW
3.	Update from MOG (25th August)
	<p>Management of Level 1 cases was deferred to next MOG.</p> <p>Issue raised regarding extent of RA4 assessments being used throughout SWS and procedures will be implemented to ensure this assessment is undertaken for all RSOs.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> Every RA4 assessment for Level 2/3 cases should be forwarded to MAPPA Coordinator at the time of the Referral and records will be kept at MAPPA Office to ensure all RA4s are being completed. An additional checkbox on spreadsheets held by MAPPA Offices will facilitate ready identification of completed and outstanding RA4 assessments: MAPPA Admin Further discussion required at MOG regarding how results of RA4 assessment is forwarded to Police and how this can be recorded on ViSOR: MOG members <p>SOLOs from local authorities have requested copies of SOG minutes and this was agreed.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> SOLOs to be provided copies of SOG minutes once checked by Chair: MAPPA Admin <p>Ms Weaver advised that she and Ms Boyd have been working on developing a protocol for RSOs when admitted to hospitals or clinics. This will be forwarded to SOG members to endorse.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> Protocol for RSOs being admitted to hospital to be forwarded to SOG members: BW following amendments by LB.
4.	Nominating Chair and Vice Chair
	<p>Following discussion it was agreed that Alan Monteforte will remain Chair of the SOG until May 2010 and Kate Thompson will remain Vice Chair. In May 2010 Kate Thompson will take over as Chair and a new Vice Chair will be allocated.</p>
5.	MAPPA Management Report/Annual Report
	<p>Mr Monteforte asked that any format issues be reported directly to Ms Weaver.</p> <p><u>Staffing</u></p>

	<p>Part-time Clerical Assistant has been appointed in Dumfries and Galloway and MAPPA Coordinator, Beth Weaver, is leaving her current post.</p> <p><u>Training</u> Presentations have been provided throughout SWS by MAPPA Coordinators and evaluation report from this training will be submitted to the SOG.</p> <p><u>Statistics</u> East Ayrshire currently have the highest number of Level 2 cases in relation to the total number of RSOs within the area. Case reviews will be required in order to investigate reason for this anomaly.</p> <p>Det. Supt. David Swindle advised that a research project is underway regarding the profiles of all RSOs within Strathclyde area. This is an intelligence gathering project sourced from ViSOR and Risk Management Plans. This will be shared with all agencies involved in MAPPA in order to build on intelligence.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> • Paper to be submitted to SOG outlining above intelligence gathering research project: DS
6.	Significant Incident/Case Review
	<p>Det. Supt. Swindle advised that a significant incident case review is ongoing. A report will be submitted by each agency involved in the case, which will be collated and composite by MAPPA Coordinator and corroborated by an independent source.</p> <p><i>Terms of reference approved by Alan Monteforte. Will be distributed electronically to SOG members for comments. National Guidance for MAPPA will be distributed on 11th September and terms of reference will be in consultation at the National MAPPA group.</i></p>
7.	Costs Incurred by Agencies in Supporting MAPPA
	<p><i>Mr Monteforte informed that costs incurred are ongoing within D&G. Accountability to be completed on a Local Authority basis.</i></p> <p>There is no additional funding for MAPPA training.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> • Mr Monteforte to write to CO Group Chairs and SPS to request funding contributions: AM
8.	Funding of Future MAPPA Training Events
	<p>Ms Fiona Mackinnon advised that training has been provided by MAPPA Coordinators throughout SWS. Training Development Officers have now been given permission to deliver MAPPA training.</p> <p>Funding is currently being sought from Responsible Authorities, as there is currently insufficient funding for resources within MAPPA.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> • Mr Monteforte to meet with MAPPA Coordinators and Training Development Officers regarding further training required.

	<i>Ms Mackinnon advised that a learning needs analysis requires to be completed. Due out next week regarding Criminal Justice training needs assessment.</i>
8.	Meeting Dates for 2009
	SOG meetings will take place on a quarterly basis – November 2009 / February 2010 / May 2010
9.	Any Other Competent Business
	<p><u>WoSSOP</u></p> <p><i>Email received from Lillian Cringles, Manager, Justice Services with attached form for the Protocol Approval Process and requires to be completed by each Responsible Authority before 11 September 09. Comments required ensuring that this meets the needs of Ayrshire legislation.</i></p> <p><u>Actions</u></p> <ul style="list-style-type: none"> • <i>Alan Monteforte to meet with Iain Boddy and Katrina Close.</i> • <i>Fiona Mackinnon to meet with Linda Boyd</i> <p><u>MoU</u></p> <p>Mou will require to be reviewed in light of new MAPPA Guidance</p> <p><u>Action</u></p> <ul style="list-style-type: none"> • Add to agenda of next SOG
10.	Date, Time and Location of Next Meeting
	Next meeting to take place on 17 th November 2009 at 11.00am within Dumfries & Galloway (venue to be confirmed)