



Community Justice Scotland

Ceartas Coimhearsnachd Alba

Strategic Needs and Strengths Assessment Service Mapping Guidance

February 2020

1. General Information

1.1 Purpose

This document provides a template for a survey that can be used when mapping services available across the community justice landscape, a task that should be completed as part of the service mapping stage of the Strategic Needs and Strengths Assessment (SNSA). This can be used as a reference tool for local areas to use when compiling a SNSA.

1.2 Scope

This document provides one example of a service mapping template only. This template was used by Community Justice Scotland (CJS) when carrying out a national service mapping exercise in 2019. Therefore, it is likely that local areas will need to adapt the template to reflect their local context. It will also be important for CJsPs to decide the criteria against which a local community justice service will be identified and adapt the template accordingly.

The template is provided for guidance. CJS has not collated other examples used by partners or in other sectors that may be equally valuable in informing this task. Local areas may wish to collate other examples or other appropriate information when compiling their own service map.

1.3 Further Information

If you require any further information about this document or how the service mapping template can be used, please get in touch:

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2. Example Survey used by Community Justice Scotland

National Service Mapping Questionnaire

Background

Thank you for agreeing to complete this survey. The information you provide is going to be used as part of a national strategic needs and strengths assessment of community justice in Scotland.

The national strategic needs and strengths assessment will include a map of the Scottish justice process, data about how many people are at each stage of the process, information about the needs of people going through the process, and information about the services available to address those needs (service mapping). The information you provide in this survey will feed into the service mapping element of the strategic needs and strengths assessment.

The strategic needs and strengths assessment aims to reflect the *national* community justice service provision. In parallel, Community Justice Scotland will be offering support to local areas to produce local community justice strategic needs and strengths assessments to reflect the many bespoke local services provided by the third sector. With this in mind, in your survey responses I would be grateful if you would only include information about services that meet the following criteria:

- The service or intervention is designed to support desistance from offending; or
 - The service is designed to support victims of crime, witnesses and/or the families of people with convictions; or
 - The service is designed to provide a fast track into Universal service provision for people experiencing the justice system;
- and**
- The service is available to every local authority area (although may not currently be delivered in every area).

Please complete this questionnaire for every service you deliver that meets the above criteria.

If you have any further questions about the survey or how the information will be used please do get in touch using the following contact details:

[Name]

[Contact Details]



Organisation Details

1. Please enter the name of the organisation delivering this service.

2. Is the organisation:

- A charity
- A public social partnership
- A social enterprise
- A public service
- Other (please specify)

3. Please enter your contact details:

Name:

Role:

E-mail address:

Telephone number:

Service Details

4. Please enter the name of the service.

5. Please provide a brief outline of the purpose of the service. Please include a short description of who the service aims to help and how.

6. Please outline the eligibility criteria for the service.

7. Please describe how long someone can remain engaged with the service.

- There is no maximum time limit once someone is engaged with the service.
- There is a maximum time limit for someone to be engaged with the service, please specify it here:

8. Is the service:

- Statutory
- Voluntary
- Other (please specify)

9. Please indicate which stage(s) of the Scottish justice process the service is delivered (please tick all that apply).

- Crime and Charge
- Case Marking
- Court
- Sentencing
- Serving Sentence (in the community)



- Serving Sentence (in custody)
- Post Sentence
- Other (please specify)

10. Please indicate all of the local authority areas that the service is **currently** being delivered in.

- CURRENTLY BEING DELIVERED IN ALL AREAS OF SCOTLAND

- Aberdeen
- Aberdeenshire
- Angus
- Argyll and Bute
- Edinburgh
- Clackmannanshire
- Cne-Siar
- Dumfries and Galloway
- Dundee
- E Ayrshire
- N Ayrshire
- S Ayrshire
- E Dunbartonshire
- E Lothian
- E Renfrewshire
- Falkirk
- Fife
- Glasgow
- Highland
- Inverclyde
- Midlothian
- Moray
- N Lanarkshire
- S Lanarkshire
- Orkney Islands
- Perth and Kinross
- Renfrewshire
- Scottish Borders
- Shetland Islands
- Stirling
- W Dunbartonshire
- W Lothian
- Other (please specify)

11. Thinking of the areas where you have said the service is not currently delivered; if the funding were available, in which of the following areas **could** the service also be delivered?

- THE SERVICE COULD BE DELIVERED IN ALL AREAS OF SCOTLAND

- Aberdeen
- Aberdeenshire

- Angus
- Argyll and Bute
- Edinburgh
- Clackmannanshire
- Cne-Siar
- Dumfries and Galloway
- Dundee
- E Ayrshire
- N Ayrshire
- S Ayrshire
- E Dunbartonshire
- E Lothian
- E Renfrewshire
- Falkirk
- Fife
- Glasgow
- Highland
- Inverclyde
- Midlothian
- Moray
- N Lanarkshire
- S Lanarkshire
- Orkney Islands
- Perth and Kinross
- Renfrewshire
- Scottish Borders
- Shetland Islands
- Stirling
- W Dunbartonshire
- W Lothian
- Other (please specify)
- If the service cannot be delivered in any other areas please briefly explain why.

12. Which need(s) does the service primarily work to address? (please tick all that apply)

- Substance Misuse
- Financial Difficulties
- Attitudes to Offending
- Employment
- Mental Health
- Availability of Suitable Housing
- Health
- Education and Training
- Relationships with Friends and Family
- Other (please specify)



13. Who refers people into the service? (please tick all that apply).

- Self Referral
- Police
- Procurator Fiscal Service
- Court
- Criminal Justice Social Work
- Alcohol and Drugs Partnership
- Health
- Other (please specify)

14. Does your organisation have direct contact with any Community Justice Partnership(s) as part of the delivery of this service?

- Yes
- No
- Comments

15. If yes, please specify the nature of the contact (please tick all that apply):

- Someone from the organisation attends Community Justice Partnership meetings
- Someone from the organisation has contact with the Third Sector Interface (TSI), who sit on the Community Justice Partnership
- Someone from the organisation attends Community Justice forums run by the TSI
- Other (please specify)

People Using Your Service

The following few questions are designed to gather some demographic data about the people using the service. If you don't collect any data, or the data that you collect does not match the question categories, please just enter "don't know" into the first text box under the question. Thank you.

16. How many people received this service during 2017-18?

17. Of those people, how many were:

- Male
- Female

18. If you are able to, please tell us how many people receiving this service during the period 2017-18 were aged:

- 16-17
- 18-20
- 21-25
- 26-30



- 31-40
- Over 40

19. If you are able to, please tell us how many people receiving this service during 2017-18 were:

- Employed
- Unemployed
- In education
- Other

20. The community justice strategy sets out seven national community justice outcomes. Are outcomes for this service measured against these community justice outcomes?

- Yes
- No
- Comments

21. If you answered "yes" to Q20, please indicate which of the following national community justice outcomes this service is measured against.

If you answered "no" to Q20, please indicate which of the national outcomes you would say this service helps to achieve (please tick all that apply):

- Communities improve their understanding of and participation in community justice
- Partners plan and deliver services in a more strategic way
- People have better access to the services they require
- Effective interventions are delivered to prevent and reduce the risk of further offending
- Life chances are enhanced through needs 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
- None of the above
- Comments

22. Do you have any outcomes based data about the people receiving this service covering the period 2017-18?

- No
- Yes
- If yes, please briefly describe the nature of this outcomes data.

23. If yes, would you be willing to share your outcomes data with Community Justice Scotland?

- Yes
- No
- Not applicable
- Comments

If you are willing to share data for this service, I would be very grateful if you could provide me with a copy of the reports you have collated and/or published that cover the periods 2015-16, 2016-17 and 2017-18. Please send the information to:

[Insert email address]

Thank you.

Funding

24. Who funds this service? (please tick all that apply)

- Local Authority (inc. Housing, Education and Training, Social Work)
- Scottish Government
- Health
- Integration Joint Board
- Alcohol and Drugs Partnership
- Community Planning Partnership
- Discretionary / Trust Funder
- Own Charitable Funds
- Other (please specify)

25. What is the usual funding cycle for this service?

- One year
- Two year
- Three year
- Over three years (but not indefinite)
- Indefinite
- Other (please specify)

26. Towards the end of your usual funding cycle, does your organisation have to participate in a tendering process?

- Yes
- No
- Comments:

27. Over the last five years, has the level of funding for this service:

- Increased
- Decreased
- Stayed the same
- Mixture (please briefly explain what you mean by this)

28. If this service has experienced a decrease in funding, what has your organisation been required to do to ensure the continuation of this service? (please tick all that apply)

- The service scope has been reduced
- The geographical area that the service is delivered in has been reduced
- New funding sources have been secured
- Delivery is being subsidised from the organisations' reserves
- Other (please specify)

29. And finally, has your organisation had to decommission any community justice services over the last two years?

- Yes
- No
- Comments

30. If yes, could you please tell us about these community justice services and the reasons why they have been decommissioned.

Thank you for taking part in this survey.





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