



NOTICE OF MEETING

A MEETING OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY WILL BE HELD ON TUESDAY, 6 APRIL 2010, IN THE CITY CHAMBERS, KIRKGATE, DUNFERMLINE, KY12 7ND, AT 9.30 AM

25 March 2010

AGENDA

PART 1

- 1 **APOLOGIES AND SUBSTITUTIONS**
- 2 **URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**
- 3 **DECLARATIONS OF INTEREST**
- 4 **MINUTE OF PREVIOUS MEETING**
Minute of Meeting, 8 December 2009 (Pages 1 - 10)
- 5 **WOMEN OFFENDERS**
Report by Anne Pinkman, Chief Officer (Pages 11 - 16)
- 6 **HM INSPECTORATE OF PRISONS: REPORT ON HMP & YOI CORNTON VALE**
Report by Jim King, SPS CJA Liaison Manager (Pages 17 - 20)
- 7 **EQUAL OPPORTUNITIES: REPORT ON HMP & YOI CORNTON VALE**
Report by Jim King, SPS CJA Liaison Manager (Pages 21 - 26)
- 8 **OFFENDER LEARNING: OPTIONS FOR IMPROVEMENT**
Report by Jim King, SPS CJA Liaison Manager (Pages 27 - 32)
- 9 **PRISONER SURVEY 2009**
Report by Jim King, SPS CJA Liaison Manager (Pages 33 - 36)
- 10 **AUDIT OF COMMUNITY SERVICE – SPEED AND IMMEDIACY**
Report by Chris Anderson, FFV CJA Research and Information Officer (Pages 37 - 42)

- 11 **FFV CJA LOCAL PERFORMANCE FRAMEWORK: QUARTER 3 2009/2010**
Report by Chris Anderson, FFV CJA Research and Information Officer (Pages 43 - 50)
- 12 **FFV CJA AREA PLAN 2011-2014**
Report by Anne Pinkman, Chief Officer (Pages 51 - 78)
- 13 **FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES**
Report by George Marshall, Accountant (Pages 79 - 82)
- 14 **FIFE AND FORTH VALLEY - CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2009/2010**
Report by George Marshall, Accountant (Pages 83 - 88)
- 15 **FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES GRANT ALLOCATION 2010/2011**
Joint Report by Anne Pinkman, Chief Officer and George Marshall, Accountant (Pages 89 - 100)

PART 2

REPORTS FOR INFORMATION

- 16 **SCOTTISH COMMUNITY SERVICE AWARDS**
Report by Anne Pinkman, Chief Officer (Pages 101 - 102)
- 17 **PROTOCOL FOR BOARD MEMBERS ATTENDANCE AT MEETINGS OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY**
Report by Anne Pinkman, Chief Officer (Pages 103 - 112)
- 18 **MEETINGS/VISITS UNDERTAKEN BY CONVENOR, BOARD MEMBERS AND CHIEF OFFICER**
Submitted Activity Report for December 2009 to February 2010 (Pages 113 - 114)
- 19 **FFV CJA SCHEDULE OF MEETINGS 2010-2011**
Submitted Schedule of Meetings (Page 115)

PART 3

20 PARTNER PARTICIPATION

(For further information, please contact Katy Fearon, Tel: 01259 727435)

**MINUTE of MEETING of the FIFE AND FORTH VALLEY COMMUNITY JUSTICE
AUTHORITY, held on 8 DECEMBER 2009, in ROOM 5, RAPLOCH COMMUNITY
CAMPUS, DRIP ROAD, STIRLING, FK8 1RD, at 10.00 AM.**

PRESENT: Councillor Margaret Kennedy, Fife Council (**Convenor**)
Councillor Neil Benny, Stirling Council
Councillor Billy Buchanan, Falkirk Council
Councillor Bill McCulloch, Fife Council
Councillor John McNally, Falkirk Council
Councillor Alistair McNeill, Falkirk Council
Councillor George Matchett, Clackmannanshire Council (Deputy Convenor)
Councillor Paul Owens, Stirling Council
Councillor Alfred Patey, Fife Council
Councillor Joe Rosiejak, Fife Council

ATTENDING: Chris Anderson, FFV CJA
Andrew Bell, Fife Constabulary (substitute for Andrew Barker)
Steve Bentley, Falkirk Council
Nick Burgess, Falkirk Council
Ian Campbell, Fife Constabulary
Pat Delargy, SACRO
Bill Eadie, Stirling Council
Barbara Farrand, FFV CJA
Marjory Frew, APEX Scotland
Maira Graham, VC HMP & YOI Cornton Vale
Iain Grant, Fife Council
Michael Grassom, Stirling Council
Dan Gunn, HMP Glenochil
Jim King, SPS
Bill Kinnear, Fife Council
Alan McCloskey, Victim Support
Anne Pinkman, Fife and Forth Valley CJA
Ian Shovlin, Clackmannanshire Council
Alex Torrance, Clackmannanshire Council
David Wilson, Central Scotland Police
Katy Fearon, Minutes

APOLOGIES: Margaret Anderson, Falkirk Council
Andrew Barker, Fife Constabulary (substitute is Andrew Bell)
Rosie Bolton, Falkirk Council
Alistair Gaw, Fife Council
Andrew Grant, CoPFS
Brian Johnston, Central Scotland Police
Rona King, NHS Fife
Willie Manson, National Mappa Co-ordinator
Derek McGill, HM YOI Polmont

CJA186 APOLOGIES AND SUBSTITUTIONS

There were no apologies or substitutions from Board Members.

The apologies from partners were as listed above.

CJA187 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There was no urgent business brought forward.

CJA188 DECLARATIONS OF INTEREST

There were no declarations of interest.

CJA189 MINUTE OF PREVIOUS MEETING

The Minute of the meeting held on 8 September 2009 was agreed as a correct record.

The Convenor referred to Minute Item CJA185, Human Resource Issues, and confirmed the case was now complete and thanked those Board Members directly involved.

CJA190 PRESENTATION: SERCO

The Convenor introduced Stefan Kromker, Liaison and Business Development Manager, who gave a presentation on the work of Serco.

Serco provide an electronic monitoring service which is an option available to the Courts, eg ISMs (Intensive Support and Monitoring Service), HDCs (Home Detention Curfew). The system provides a curfew for particular times of the day and restricts access to certain areas, properties or people. An explanation was given on how the system works and examples of the Tags and monitoring units used were shown.

In response to a question regarding Breach of an Order, it was confirmed that there are strict Government guidelines on reporting, and to whom.

CJA191 PRESENTATION: COMMUNITY SERVICE VISIBILITY PROJECT

The Convenor introduced Susan Rose, Team Leader, Fife Council, Criminal Justice Services, who gave an up-date on the Community Service Visibility Project.

Councillor Benny asked what response had been received from the advertising on Kingdom FM and it was confirmed that 400 on-line votes had been received and 80 texts; posters and the local Press were also used in the advertising campaign.

Councillor McCulloch acknowledged that this had been a successful project and asked how it would now be taken forward. It was confirmed that members of the public could now nominate projects via the Fife Direct website.

Discussion took place on the 'branding' of individuals carrying out a Community Service Order. Reference was made to the completed survey questionnaires and it was stated that identification of individuals was not supported by Criminal Justice Services. The preferred option was to raise the visibility of Community Service by 'branding' the work completed, eg plaque at each project site.

The Chief Officer stated that the Scottish Government were engaging with Consultants to work on a national branding for Community Service.

Councillor Neil Benny acknowledged that national branding was the way forward and referred to a website 'fixmystreet.com'.

REVIEW OF FFV CJA MANAGEMENT AND SUPPORT GROUPS

Fife and Forth Valley Community Justice Authority (FFV CJA) works with a range of statutory partners in an effort to achieve success in reducing reoffending and creating safer communities. Much of this work and contributions of partners has been co-ordinated through the existing FFV CJA Strategic and Operational Management Groups that were created when FFV CJA was established. Since then, a variety of other thematic, business and short-life working groups have evolved in an effort to ensure the effective working of the FFV CJA.

After three years of operation, there was recognition that there was some duplication of effort amongst the various groups and it was agreed to review the governance arrangements. The FFV CJA Strategic Management Group continues to exist; the Operational Management Group has been removed and replaced by a variety of business and thematic groups. The FFV CJA Strategic Management Group has representation at senior manager level from all FFV CJA statutory partners.

The business and thematic groups enjoy membership of a range of appropriate partners and these groups will report to the FFV CJA Strategic Management Group on a regular basis.

The relationship FFV CJA has, or is developing, with the Fife and Forth Valley Local Authority Community Planning Partnerships, the Fife and Forth Valley Alcohol and Drug Partnerships, the Fife and Central Criminal Justice Boards and the Fife and Forth Valley Mappa Strategic Management Groups is also recognised.

Councillor McCulloch and Councillor Matchett requested a membership list for each of the Groups and more detail on their remit. The Chief Officer confirmed that Terms of Reference for each Group are currently being developed and agreed and will submit, for information, to the next meeting.

The Authority agreed to:

- 1 Approve the new structure of strategic, business and thematic groups that have been introduced to support the Fife and Forth Valley Community Justice Authority.
- 2 Request, for information, a Terms of Reference and membership list for each of the FFV CJA management and support groups.

FFV CJA ACTION PLAN 2010-2011

Each CJA was required to provide an Area Plan for the period 2008-2011 under S3(5)(a) of the Management of Offenders etc (Scotland) Act 2005. The Area Plans were approved by Scottish Ministers in December 2007. The Action Plans for 2008-2009 and 2009-2010 were approved too.

While the Area Plan for the full three-year period 2008-2011 has received ministerial approval, the grant allocation for each CJA will continue to be issued on an annual basis. The notification of grant allocation will continue to be on the basis of the submission of acceptable Annual Reports and Action Plans.

To enable the Scottish Government to determine and notify the CJA in January 2010 of the grant allocations for 2010-2011, CJAs were required to submit an Action Plan for 2010-2011 by September 2009. The FFV CJA Action Plan is expected to reflect the priorities and ambitions of the National Strategy for the Management of Offenders. It should also be clearly based on the objectives of the Fife and Forth Valley Area Plan for 2008-2011.

Many actions are continued from previous Action Plans; other actions are informed by outstanding areas contained within the existing Fife and Forth Valley CJA Area Plan 2008-2011. There are also new actions that are influenced by the proposed new legislation to reform community sentences.

The format of the Action Plan has been amended from previous years to more clearly illustrate lead responsibility, planning group responsibility, link with National Outcomes as per the Single Outcome Agreements and progress.

The Action Plan will be monitored on a regular basis by the Fife and Forth Valley CJA Strategic Management Group and other FFV CJA business and thematic groups, as appropriate.

An up-date on the progress of the Action Plan for 2010-2011 will be completed in October 2010 and reported to the Board.

Councillor George Matchett stated that Board Members would like to see other column(s) added to clearly indicate the status of actions, eg commencement date, target date for completion and, if an extension to the completion date is required, a separate column to be added with the new target date and a clear indication of why this is necessary. It was also noted that the print font being used is too small.

Councillor Benny referred to page 28 of the submitted report, Item 2.15, 'continue to improve quality' and asked for it to be stated on the Action Plan what exactly was being done and suggested 'ongoing' should not be used in the Plan.

The Convenor thanked Chris Anderson for the work to-date on the Action Plan.

The Authority agreed to:

- 1 Approve the Action Plan for Fife and Forth Valley Community Justice Authority for 2010-2011.
- 2 An up-date on the progress of the Action Plan for 2010-2011 to be completed in October 2010 and reported to the Board.

CJA194

FFV CJA BOARD MEMBER PORTFOLIO

At the Fife and Forth Valley Community Justice Authority (FFV CJA) Board meeting on 16 September 2008, Members agreed to give consideration to the principle of allocating portfolios to Board Members. At the FFV CJA Board meeting on 6 February 2009, further detail and information was requested as to the type of work to be undertaken and the time allocation.

The Chief Officer referred to the submitted report and advised that Portfolio Holders would 'champion' a particular area of work, eg health, domestic abuse, young offenders etc. This would allow the Chief Officer to liaise with the nominated Portfolio Holder on their area of interest and expertise and strengthen FFV CJA's efforts to address the root causes of offending. The time Board Members, as Portfolio Holders, will require to provide is difficult to quantify; it should not be onerous, rather Board Members can elect to be as actively involved as they wish.

Councillor Alfred Patey stated that he would be unable to support the introduction of Portfolios due to the existing pressures of Local Authority business; other Board Members also stated this position.

Discussion took place regarding the possibility of appointing a Deputy Convenor within each Local Authority who could perhaps support these additional duties. The Convenor stated that this issue would require further consideration.

The Authority agreed to:

- 1 Consider further the establishment of Board Member Portfolios.

CJA195

FFV CJA SERVICE DEVELOPMENT GRANT

The Chief Officer referred to the submitted Report and stated that each CJA was awarded £190,000 by the Scottish Government for each year of their three-year Area Plan 2008-2011. The Fife and Forth Valley CJA Board had previously agreed that the £190,000 should be allocated in the following way:

- Supported Accommodation: £61,200
- Additional Provision of Groupwork Programmes for Sex Offenders and Domestic Abuse: £111,400
- Enhancement of Mappa: £10,000
- Development of Transport for HMP Glenochil: £7,400

Approval for these service development proposals was given by the Scottish Government on 11 April 2008. Thereafter, arrangements were made for the four service developments to be initiated.

The Chief Officer gave an up-date on progress for each of the service developments.

The Chief Officer referred to the development of transport for HMP Glenochil and the meeting of the Authority held on 6 February 2009 when it was notified to Board Members that *'the Convenor and Vice Convenor of the Fife and Forth Valley CJA Board were approached in December 2008 to approve the proposals for the underspend'. To delay a decision until the FFV CJA Board in February 2009 would not have allowed sufficient time for the underspend to be used within the current financial year.'*

Councillor Billy Buchanan reiterated his opinion and that of Councillor Alistair McNeill, when this issue was raised at the Board meeting held on 6 February 2009; *'they do not agree with the decision to divert the £7,400 earmarked for development of transport for HMP Glenochil to improve facilities for prisoners' families as they consider that to be a Scottish Prison Service responsibility. They suggested that there should be debate on which area of need the funding should be re-directed.'*

Councillor Buchanan and Councillor Alistair McNeill asked that it be noted in the Minute that their position on this issue remains the same as that previously stated.

The Authority agreed to:

- 1 Note the spend in the Service Development Grant.
- 2 Approve proposals for the underspend.
- 3 Agree that the Scottish Government be informed of the changes required in the use of the Service Development Grant.

CJA196

COMMUNITY SERVICE DEVELOPMENTS: PROGRESS REPORT

The Chief Officer referred to the submitted Report and confirmed that in 2008-2009 the Scottish Government injected an additional £1 million to the national budget for Criminal Justice Social Work Services. The purpose was to increase the speed and immediacy with which offenders commence and complete their Community Service Orders (CSO's). A further £1.5 million was also added this year to further improve Community Service Orders.

The Scottish Government are still considering the outcomes of the Community Service Visibility pilot projects, one of which was the Fife and Forth Valley. To aid the profile of Community Service and level of knowledge and understanding within communities, the Scottish Government are actively considering a national campaign and national branding of unpaid work.

Efforts will continue across the four Local Authority Criminal Justice Services to ensure readiness for the new demands of the proposed legislation. Regular scrutiny of all areas of performance in relation to community service will continue. The Scottish Government undertook a national audit of community service from October to December 2008 and this will be repeated over the same period this year; a report on the audit will be provided to the Board.

Councillor Bill McCulloch queried the low figure quoted against Clackmannanshire CJS in Table 1 of the submitted Report. The Chief Officer advised that this figure was submitted by Clackmannanshire CJS but, unfortunately, confirmation of its accuracy could not be given as no representative was present.

The Authority agreed to:

- 1 Note the progress of the four Fife and Forth Valley Local Authority Criminal Justice Services in improving their performance in relation to Community Service.
- 2 Request a report on the performance of the four Fife and Forth Valley Local Authority Criminal Justice Services in relation to the national audit of Community Service.
- 3 Request that regular scrutiny of community service performance continues to be reported to the Board on a regular basis.
- 4 Request that the four Fife and Forth Valley Local Authority Criminal Justice Services continue to actively promote Community Service.

CJA197

FFV CJA LOCAL PERFORMANCE FRAMEWORK 2009/2010: QUARTER 2

Some examples of performance trends were given as follows:

- number of liberations remained stable - 261 in Quarter 2 compared with 265 in Quarter 1. There was a relatively large increase in liberations in Clackmannanshire - 29 in Q1 rising to 40 in Q2;
- there was a reduction in the number of SERs submitted to court - 1343 in Q2 compared with 1464 in Q1, a reduction of -8%. Only Clackmannanshire showed an increase;
- there was an overall reduction in the number of Probation Orders imposed across the CJA - 275 in Q2 compared with 342 in Q1, a reduction of 20%. Only Falkirk showed an increase;
- the number of DTTOs and Fast Track orders imposed across the CJA remained stable - 16 DTTOs and 12 FT in Q2 compared with 18 DTTOs and 12 FT in Q1.

Councillor Bill McCulloch stated that it was important to show improvements clearly and suggested another column(s) was added to the Framework, eg breach of Orders, non-compliance etc.

The Convenor thanked Chris Anderson for the work completed to-date.

The Authority agreed to:

- 1 Endorse the contents of the Fife and Forth Valley CJA Local Performance Framework, updated to include Quarter 2, 2009/2010 data.

CJA198

RECONVICTION RATES IN 2005/2006 COHORT

The FFV CJA Research and Information Officer referred to the submitted Report and highlighted the main points, eg national reconviction rates, after two years, have stabilised at 45% since 2002/2003 and, similarly, the 1-year reconviction rate for the 2006/2007 cohort is very similar to that of the previous year (32.2% compared to 32.5% for 2005/2006). Major influencing factors for reconviction are: age, gender, previous convictions, type of crime committed, type of sentence issued, and length of custodial sentence.

Fife and Forth Valley CJA has the highest reconviction rate of all CJAs, with 49% of offenders being reconvicted within two years; an increase of 4% on the 2004/2005 cohort.

Central Scotland Police has the highest reconviction rate of all eight forces (50%). Fife Constabulary (and Fife Council, co-terminus) has a reconviction rate of 46%, close to the national average.

Clackmannanshire had the highest reconviction rate after two years of all Local Authorities in Scotland (55%). Falkirk had the second highest reconviction rate (50%)

Despite the high percentage of reconvictions in Clackmannanshire the actual volume of reconvictions is comparatively low, accounting for only 10.8% of persons reconvicted in Fife and Forth Valley CJA area. The data would, therefore, suggest that this smaller group of offenders is more prone to being reconvicted, than in other areas of Fife and Forth Valley and, indeed, nationally.

As the study is of reconvictions not re-offending the reasons for this must consider factors wider than the behaviour of the offenders and consider systemic and procedural factors present in Clackmannanshire, for example, police detection rates and fiscal and court policies.

Councillor Benny stated that it would be useful to know the detail behind the figures and it was confirmed that the CJAs Planning Officer Group were seeking a detailed breakdown from the Scottish Government.

Councillor Bill McCulloch referred to page 59 of the submitted Report and stated that statistical information from the Police indicated an opposite position to that quoted and referred to the 'Up-Your-Street' website. It was confirmed that figures in the submitted Report were gathered from the Scottish Government's statistical Crime Bulletin.

The representative from Central Scotland Police stated that 2006-2007 saw a peak in crime but there has been a continual reduction since.

The Convenor suggested a further explanation of the statistics would be useful.

The Authority agreed to:

- 1 Note the main findings of the report on reconviction rates in Scotland for the 2005/06 cohort that are relevant to the FFV CJA.
- 2 Note, from the outset, that the 2005/2006 cohort and subsequent trends in reconvictions pre-date the formation of Community Justice Authorities.

- 3 Note that at this time reconviction data is only a proxy measure for re-offending.
- 4 Request that the Chief Officer discuss the reconviction rates with Central Scotland Police, Fife Constabulary and the four Community Planning Partnerships within the Fife and Forth Valley area.

CJA199

FFV CJA COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES

The FFV CJA Accountant referred to the submitted Report and confirmed that the draft final position is that the full allocation will be spent. This is the first time that Fife and Forth Valley CJA is expecting a full staffing compliment for the full year and, as such, the budget is extremely tight.

The Chief Officer's request for an additional £5k from Scottish Government, in respect of audit fees, has been approved.

This report does not include details of the costs relating to the tribunal of the previous Chief Officer. These costs are being reclaimed from the Scottish Government as and when they come in.

The FFV CJA Administration budget for 2009-2010 was essentially the same amount as that allocated for 2008-2009, no uplift was provided for inflation or any salary increases. Additional funds will require to be provided for 2010-2011 to enable the FFV CJA to fully meet its administration costs. Salary inflation, increased pension costs and the increase in VAT rate are going to be the main pressures on next year's administration budget. With very little scope for scaling back expenditure it is going to be critical that FFVCJA receives some uplift for 2010-2011. It is proposed that a detailed estimate of next year's requirement be submitted to the Scottish Government in advance of the grant allocation.

At the previous Board meeting on 8 September 2009, Board Members requested that a comparison be undertaken across the eight CJAs in Scotland in relation to payments for support costs. The submitted costs show that there are a variety of arrangements in existence between CJA and Local Authorities in relation to the provision of Legal, HR, Committee/Board support and Finance services.

The FFV CJA Accountant referred to an error in the submitted Report; the total cost paid by FFV CJA is the third highest across the eight CJAs, not sixth highest.

Councillor Neil Benny stated the importance of ensuring best value and ensuring a contingency plan can be put in place to scale back spending to ensure there is no overspend in the budget.

The Authority agreed to:

- 1 Note the draft financial position at end of September 2009 regarding the Fife and Forth Valley CJA Administration Grant.
- 2 Request that the Scottish Government be notified of potential financial pressures in the FFV CJA Administration budget for 2010-2011.
- 3 Note the submitted table of CJA support costs.

CJA200

FIFE AND FORTH VALLEY CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2009/2010

The FFV CJA Accountant referred to the submitted Report and highlighted the main points:

- a total projected expenditure outturn of £791,490 over grant allocation;
- In Clackmannanshire Council, non Core is expected to be under by £16,844 in total due to a delay in appointing a post within MAPPA. Work is ongoing to look at ways in which the MAPPA underspend can be utilised, possibly involving the use of sessional staff to clear backlogs;
- Fife, Falkirk, and Stirling Councils have implemented single status and this is reflected in the current expenditure. Clackmannanshire has yet to implement single status;
- Any expenditure over the grant allocation is the liability of the respective individual Local Authorities.

In November 2009, each CJA in Scotland was allocated £15,000 to support a self-evaluation process for the Caledonian System; this is a groupwork programme for men convicted of domestic abuse. The self-evaluation has to be completed by Friday, 12 February 2010 and will be the basis on which future funding is allocated. The additional allocation will be reflected in the financial spreadsheets provided to the Board at its next meeting.

The Authority agreed to:

- 1 Note the projected outturn position for financial year 2009-2010 regarding Fife and Forth Valley CJA Section 27 Grant.

CJA201

FFV CJA ACTION PLAN 2009-2010: PROGRESS REPORT

The Chief Officer referred to the Report submitted for information and it was noted that since the Area Plan was approved in September 2008, there has been a variety of areas of work the Chief Officers and partners have been involved in that are not captured by the Action Plan. This includes work generated by the Scottish Government's policy review, Fair, Fast and Flexible Justice, to improve the speed and efficiency and credibility of community penalties. Considerable effort has been put into areas such as the Community Service Visibility Project and the SER Pilots.

The FFV CJA Action Plan is monitored on a regular basis by the FFV CJA Strategic Management Group and other FFV CJA business and thematic groups.

The Authority agreed to:

- 1 Note the achievements to-date addressing the Fife and Forth Valley Community Justice Authority Action Plan for 2009-2010.

CJA202

SCOTTISH CRIME AND JUSTICE SURVEY 2008-2009

Reference was made to the Report submitted for information and some points of interest were:

- The public viewed drugs and alcohol as a bigger problem than crime, with 71% and 76% stating that alcohol and drug abuse was 'a big problem' and 53% stating that crime was 'a big problem'.
- 69% of people perceived the crime rate in their local area has reduced or stayed the same over the last two years. This is a statistically significant increase on the 65% baseline recorded in 2006.
- In 56% of crimes measured by the SCJS in 2008/9 victims said that the offender should be prosecuted in court.

- Even where victims thought prosecutions should be pursued only 23% believed that the offender should be given a prison sentence.
- In 42% of crimes measured by the SCJS in 2008/9 victims said that the offender should not be prosecuted in court.
- Popular alternatives included warnings (22%), offenders apologising (20%), compensation (15%), and reparation to the community (11%).
- When asked about the range of community sentences, without being prompted by a list of options, the most recognised was community service (79%), followed by electronic tagging (32%).

The Authority agreed to:

- 1 Note the contents of the Scottish Crime and Justice Survey (SCJS) 2008-2009 as it relates to the work of the Community Justice Authority, in particular in relation to Public Perceptions of Crime and Community Sentences.

CJA203 MEETINGS/VISITS UNDERTAKEN BY CONVENOR, BOARD MEMBERS AND CHIEF OFFICER

The submitted Activity Report for September to November 2009 was noted.

CJA204 PARTNER PARTICIPATION

The Convenor wished everyone a Merry Christmas and Happy New Year and thanked partners for their continued support.

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 5 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
WOMEN OFFENDERS	

1 RECOMMENDATION(S)

Board Members of the Fife and Forth Valley Community Justice Authority (FFV CJA) are asked to:

- 1.1 Note the receipt from the Scottish Government of £100,000 to be used in 2010-2011 to support women offenders.
- 1.2 Request a report be submitted to the Board in June 2010 on how the funding for women offenders will be invested.

2 CONSIDERATIONS

Background

- 2.1 In January 2010 the Scottish Government announced the allocation of £800,000 to provide each of the eight Community Justice Authorities with an additional £100,000 in 2010-2011 to support women offenders, particularly those on release from prison.
- 2.2 The numbers of women in the criminal justice system are relatively low in comparison to men, however, the proportion is growing. The number of women in prison is rising very sharply and disproportionately. The number of women in prison has almost doubled in the last 10 years. The Scottish Government are committed, therefore, to prioritising action to understand and address more effectively the factors which underlie women's offending.
- 2.3 A recent report produced by the Scottish Government Equal Opportunities Committee into women offenders stated that more needs to be done by the Scottish Government and other public bodies to address specific issues facing female offenders. These key issues included:
 - Access to health care;
 - Literacy;

- Support leaving prison;
- Support for children of women prisoners.

2.4 Early action identified by the Scottish Government is listed below:

- Better use of the prison estate – women offenders from the North of Scotland assessed as suitable will move to designated units at HMPs Aberdeen and Inverness. This will provide opportunities for women to be closer to home and allow access and engagement with services in their communities;
- Maximising the use of Home Detention Curfew – already women represent a higher ratio for release on HDC than men but many are excluded. The SPS have been asked to liaise with Local Authorities to identify what additional supports could be provided to increase the numbers, and success rates, of women released early from prison on HDC.
- Effective targeting of community disposals and interventions Guidance for the proposed Community Payback Order is currently being drafted and will underline the importance of ensuring that access to appropriate unpaid work and child care facilities are available so that Community Payback Orders are more suitable for women, and more attractive to Sentencers than a custodial alternative.
- Additional support for women on release and in the community – each CJA has been allocated £100,000 to provide additional support to women offenders on release and in the community.

Profile of Women Offenders in Fife and Forth Valley

2.5 In February 2009, 27 women from Fife and Forth Valley were imprisoned in HMP & YOI Cornton Vale, 11 were remanded and 16 were convicted.

	REMANDED	CONVICTED	TOTAL
Fife	4	7	11
Clackmannanshire	2	2	4
Falkirk	2	3	5
Stirling	3	4	7
Total:	11	16	27

Table 1

2.6 The sentence length of those convicted ranged from 5 months to 6 years, 8 months.

- 2.7 All women, with the exception of one, are known to CJS, 13 of whom are currently subject to a Probation, CS Order or DTTO. Only 3 women are noted as being the primary carer for their children, but four women from Fife and Falkirk have children cared for by their relatives. It is not known if this arrangement is in place because of the women's imprisonment or the arrangements pre-date the women's incarceration. Two more women from Fife have children aged 16 and 17. Two other women, from Fife, have children but it is not known if they are primary carers.

The information collated regarding children requires further investigation. Responses from Clackmannanshire and Stirling require more detail. This will allow the total number of children affected by their mother's imprisonment to be calculated.

Substance use was an issue in 25 of the 27 women:

- 9 women had a recorded issue with alcohol;
- 9 women had a recorded issue with drugs;
- 7 women had a recorded issue with both drugs and alcohol.

In relation to drugs, heroin was the drug listed in most cases as being an issue. Solvents, along with alcohol, was recorded as an issue for one woman.

- 2.8 The number of women currently subject to community based supervision in February 2009 across Fife and Forth Valley is:

	PROBATION	COMMUNITY SERVICE	SAO	OTHER
Fife	47	17	9	15
Clackmannanshire	39	11	18	0
Falkirk	56	26	17	22
Stirling	41	8	4	0
Total:	183	62	48	37

Table 2

- 2.9 The profile of these women subject to community to community based supervision is the same as those who are in custody. As stated above, many of the women in custody are, or have been, the subject of Probation or Community Service. Likewise, many of the women on community based supervision will also have served sentences at HMP & YOI Cornton Vale.

Additional Support to Women Offenders

- 2.10 A number of meetings have taken place between the Chief Officer, Fife and Forth Valley CJA and the Criminal Justice Service Managers of the four Fife and Forth Valley Local Authorities. The Chief Officer has had discussion with the Governor at HMP & YOI Cornton Vale to identify how the additional resources can be best used to improve services and provide additional support for women offenders. Information has also been received on existing women offender's services that exist elsewhere in Scotland. A number of third sector agencies have also submitted proposals on the services they can provide to better support women offenders.
- 2.11 Discussions with the Criminal Justice Service Managers will continue to identify and agree what services and support can be introduced or further developed to address the needs of our women offenders. Once services have been agreed, a report will be submitted to the Fife and Forth Valley CJA Board meeting on 29 June 2010.

3 CONSULTATION

- 3.1 Consultation has taken place with the four Fife and Forth Valley Local Authorities, Scottish Prison Service, HMP & YOI Cornton Vale and several third sector agencies.

4 RESOURCE IMPLICATIONS

- 4.1 The additional £100,000 allocated to the Fife and Forth Valley CJA is only for the year 2010-2011. The issue of sustainability should new services be developed is one that the CJA and partners will require to address.


5 BACKGROUND PAPERS

- 5.1 None.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 22 February 2010

Reference 20100330WomenOffenders

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 6 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
HM INSPECTORATE OF PRISONS: REPORT ON HMP & YOI CORNTON VALE	

1 RECOMMENDATION(S)

Board Members are asked to note the contents of this report and:

- 1.1 Request that a progress report be submitted to a future Board meeting.
- 1.2 Request a Report on the SPS Women Offender Strategy is submitted to the Board meeting in June 2010.

2 CONSIDERATIONS

- 2.1 Her Majesty's Inspector of Prisons (HMIP), has a statutory obligation to prepare an Annual Report, which is laid before Parliament, summarising the work of the Inspectorate for the year in question and offering comments on relevant aspects of the operation of the Scottish Prison Service (SPS):

<http://www.scotland.gov.uk/Topics/Justice/public-safety/offender-management/Prisons/17208>
- 2.2 Following an inspection at HMP & YOI Cornton Vale between 21 - 29 September 2009, the Chief Inspector of Prisons, Hugh Monro, made 22 recommendations and a number of actions points for improvement.
- 2.3 In his preamble to the report, Her Majesty's Inspector of Prison's highlights the 'endemic' problem of high prison numbers which have risen by 87% over the past ten years. Numbers in custody at the time of inspection at Cornton Vale were 399.
 - 2.3.1 SPS Response: The HMCIP report provides a welcome insight into the challenges and complexities of managing ever increasing prisoner numbers. The additional pressures of throughput and the volumes of very high need exhibited by women in custody are sometimes less obvious, but nonetheless significant and there is a need to recognise the impact of those factors on conditions for both prisoners and staff.

- 2.4 SPS has progressed work on a strategy for women offenders in custody. The strategy development has been brought forward to ensure a prompt response to HMCIP report on Cornton Vale and also the recommendations from the Equal Opportunities Committee (EOC) report on female offenders in the criminal justice system. The EOC has sight of the early draft strategy which is in the public domain. Some further amendments have been made.
- 2.5 The report highlights that high numbers result in a continual internal 'churn' of prisoners to make way for new arrivals. Nevertheless, the Chief Inspector clear states that he is satisfied that Cornton Vale is a safe prison.
- 2.5.1 SPS Response: This situation will be improved by the current review of accommodation.
- 2.6 The HMCIP report drew attention to the fact that Cornton Vale was a safe prison, where staff are performing well in difficult conditions and circumstances. Staff and prisoner relationships are key to the effective delivery of services to women, many of whom have very complex needs. It is rewarding for staff to have their efforts commended and HMCIP's comments are largely confirmed by Prisoner Survey results (2009) which report positively on relationships between prisoners and staff, with well over 90% of offenders reporting relationships as 'ok' or better and 88% of offenders reporting as not having feared for their safety over the preceding month.
- 2.7 The Chief Inspector found that the establishment falls short in the provision of adequate conditions and treatment for prisoners' within the older house-blocks. He recommends the closure of the 'Back Cells' and notes that with the exception of 'Wallace, 'Ross' & 'Skye' Houses, the conditions in which the women live are unacceptable.
- 2.7.1 SPS Response: A tendering exercise is underway to redecorate accommodation areas as necessary. Moreover, the cell certification process will be utilised to audit the furniture and equipment in all cells. Capital investment will be required to make substantial changes to some areas of accommodation and capacity.
- 2.8 The report recommends that conditions and access to facilities across key locations be improved including exercise areas.
- 2.8.1 SPS Response: Contractors are on site to construct two outdoor exercise areas which will be completed by the end of March 2010.
- 2.9 The Chief Inspector recommended that a 'First Night' Centre should be constructed.
- 2.9.1 SPS Response: The review of accommodation will further consider where prisoners undergoing induction will be located.

The Chief Inspector also indicated how he was impressed by staff efforts to promote family contact in conjunction with a number of associated areas of good practice including reception processes; induction arrangements; 'excellent' links with community agencies; dissemination of medication; pre-release work and utilisation of peer tutors within the establishment.

- 2.10 The report recommends that a purpose built facility including a visitor centre should be created.
- 2.10.1 SPS Response: A business case will be developed and submitted to the Estates Development Group for consideration.
- 2.11 The Chief Inspector found that high numbers has also impacted upon access to rehabilitation services such as programmes, training and education. This often results in prisoners spending long periods within their cells with little access to activities.
- 2.11.1 SPS Response: A new life skills classroom will be available from March 2010. Improvements in certification and flexibility in delivery will be considered. The impact of high numbers also severely impacts upon the establishment's ability to provide an appropriate range of activities and interventions for women at Cornton Vale. The existing portfolio of SPS programmes and Approved Activities responsive to the needs of women were referred to by the Equal Opportunities Committee as 'a very extensive range of programmes.
- 2.12 The Chief Inspector also made reference to issues around transport arrangements and the time spent travelling for those women required to attend courts in the North, the islands and Stranraer. This will invariably mean long road journeys with issues around access to hot meals, methadone prescription and the lack of overnight arrangements. These are issues for external partners to address.
- 2.13 SPS has engaged with community partners in Northern CJA to make community reintegration facilities available for women in HMP Aberdeen and HMP Inverness. This will assist in piloting a developing community facing approach in advance of the opening of HMP Grampian.
- 2.14 SPS would be delighted to build on our shared experience with community partners in developing the Aberdeen and Inverness community reintegration facilities by supporting the development of a comparable joined up strategy for the consistent delivery of community services to women offenders in Scotland. This will inform the future development for 'community facing' services at HMP Grampian.

3 CONSULTATION

- 3.1 None.

4 RESOURCE IMPLICATIONS

- 4.1 Implementation of some recommendations will be subject to securing resources through submission of a business case or as a consequence of significant reductions in the current prison population.


5 BACKGROUND PAPERS

- 5.1 HMCIP Report: HMP & YOI Cornton Vale, dated 20 November 2009.
- 5.2 HMCIP Report: Young Offenders in Adult Establishments, dated January 2009.

Author(s)

Name	Designation	Tel No:
James King	CJA Liaison Manager	07919303250

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 25 February 2010

Reference 20100406HMIPrisonsReportCV

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 7 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
EQUAL OPPORTUNITIES: REPORT ON HMP & YOI CORNTON VALE	

1 RECOMMENDATION(S)

Board Members are asked to note the contents of this Report and:

- 1.1 Request a Progress Report be submitted to a future Board meeting.
- 1.2 Request a Report on the SPS Women Offender Strategy be submitted to the Board meeting in June 2010.

2 CONSIDERATIONS

- 2.1 The Scottish Parliament's Equal Opportunities Committee has a remit to report on matters relating to equal opportunities and upon the observance of equal opportunities within the parliament.
- 2.2 On 10 November 2009, the Equal Opportunities Committee published a report on the subject of female offenders in the criminal justice system. The Committee acknowledged that although women only account for around 5% of the prison population, the impact of imprisonment can often be greater for women.
 - 2.2.1 SPS Response: The recently developed Scottish Prison Service (SPS) Strategy for Women Offenders in Custody is derived both from a recognition that the needs of women offenders are different from those of men and that equality is not the same as equity – our gender equality duty is specifically one of equality of outcomes for women.
- 2.3 The remit of the Committee's inquiry was to assess the prison experience for, and background of, female offenders, particularly the extent to which prison helps to prevent women from re-offending.
 - 2.3.1 SPS Response: SPS recognises its requirement to comply with race, disability and gender discrimination laws. Specifically the equality legislation places a statutory duty upon us as an organisation to eliminate gender discrimination and to promote gender equality.

2.4 Members of the Committee were deeply concerned to hear that some women deliberately commit offences purely to access the services provided in Cornton Vale prison. They further acknowledged that the numbers of women in prison has doubled in the past decade rising from 199 in 1999 to around 400+ in 2009. They also accepted that the issues affecting women were often more complex including mental health problems; addictions; previous experiences of physical, sexual and mental abuse and a lack of functional literacies skills.

2.4.1 SPS Response: The SPS Strategy is designed to address the complex needs of women offenders and is underpinned by four core principles:

- The SPS will adopt a holistic, individualised women centred approach which:
 - Acknowledges that equal treatment of men and women does not necessarily result in equal outcomes and that men and women should be treated according to the identified levels of need and risk they present;
 - Recognises that women have multiple interconnected needs, often with higher prevalence of problems in areas such as healthcare than men, requiring multidisciplinary assessment and management;
 - Ensures that there are core systems and processes designed for women, fit for purpose and based on risk and need;
 - Develops the concept of 'relatedness' in ways of working with women (as their psychological growth and general well being is strongly influenced by connections and relationships) and promotes consistent staff support, particularly at key points of transition to better manage relapse.

2.5 The Committee provided comment and recommendations for Scottish Government and other agencies within the criminal justice system around the themes of:

- Sentencing of female offenders
- Alternatives to imprisonment
- Preventing Re-offending
- The gender equality duty and leadership on female offenders

However, the following points relate specifically to a selection of the recommendations relevant to the Scottish Prison Service.

2.6 The Committee concluded that the quality of mental health care in prison was limited.

- 2.6.1 SPS Response: In recognition of women's more severe and complex mental health problems, SPS allocate proportionately more resource to addressing the mental health needs of women than to addressing the needs of men.
- 2.7 A national Programme for Prisoners' Healthcare has been established with the remit to oversee required changes to legislation, the development of appropriate models of care, the development and planning of arrangements which will affect staff in the prison service and health boards. The aim is to ensure that the transfer runs smoothly and that healthcare available to prisoners is not diminished.
- 2.8 There are too many women in prison with mental health problems who do not pose a threat to society, but who are a threat to themselves.
- 2.8.1 SPS Response: Acute care is well managed in Cornton Vale. The establishment has robust 'Act to Care (ACT)' procedures and ensures that a focus is placed on vulnerability on admission. Effective links are in place with secure hospital settings for the acutely ill, and psychiatric services have been retendered.
- 2.9 The report suggested that more could and should be done to rehabilitate women in prison, particularly those serving short-term sentences and those on remand. For example, the Committee considers that literacy and numeracy levels for female prisoners are extremely low and more help must be given.
- 2.9.1 SPS Response: The issue of high prison numbers invariably impacts upon the establishment's ability to provide services to all offenders at Cornton Vale. However, all women are actively encouraged to take part in education with two sessions per week allocated to those on remand. The establishment also hosts a Reader in Residence who works prison wide to engage and encourage all women (regardless of sentence length) in literacy support. Despite high prisoner numbers, there are currently no women offenders on waiting lists for education in HMPYOI Cornton Vale or HMP Greenock. SPS is also currently considering the recent Scottish Government's Offender Learning Report.
- 2.10 A pilot speech and language therapy project should also be made available in Cornton Vale as soon as possible, in order to improve communications skills.
- 2.10.1 SPS Response: SPS does not currently have enough evidence of need to justify the introduction of a Speech and Language Therapy programme for women offenders at Cornton Vale. Staff at the prison will therefore consider how best to gather evidence of whether this facility may be required.
- 2.11 It is an alarming statistic that around half the children of female prisoners may end up in prison themselves. Children are the entirely innocent victims when mothers are sent to prison and every effort should be made to support them.

- 2.11.1 HMP & YOI Cornton Vale already has a child-focused facility known as 'Little Cherubs' in the St. Margaret's Centre in the heart of the prison. Mothers are able to spend extended periods of time with their children here - unsupervised but with experienced Family Contact Development Officers on hand to offer support should it be necessary.
- 2.12 These visits are designed to normalise the visiting experience for children of all ages (as far as is reasonably possible in a prison) and are always conducted in the best interests of the child. In addition there are longer mother and child visits at set times within the main visit room. Cornton Vale also has Independent Living Units from which women can have contact with their children in the community.
- 2.13 More could be done to stop drugs circulating in Cornton Vale but children should not be punished by having their visits cancelled if their mothers are caught taking drugs.
- 2.13.1 SPS Response: HMP & YOI Cornton Vale offers a parenting programme for women who have a substance misuse problem. Its aim is to increase women's knowledge and understanding of their children's needs and development, including the impact of separation through imprisonment and the impact of substance misuse on their children. Women offenders who have addressed their needs and have been assessed as suitable to be accommodated within the Independent Living Units also have access to the home leave scheme, where they can spend up to one week at home with their families every month.
- 2.14 The Governor of Cornton Vale's current priorities are in keeping with the direction of travel set by the SPS strategy and are as follows:
- Addressing the immediate local priorities identified in the Equal Opportunities Committee and HMCIP reports;
 - Ensuring the delivery of basic regime requirements to a consistent standard, including maximising access to purposeful activity;
 - Creating age and stage appropriate services and supports for children and young women in custody;
 - Under taking the accommodation and progression review to allow a greater focus on first night services and supports for all women on admission;
 - Developing an establishment culture which promotes mental health and wellbeing as well as positive relationship skills; and
 - Working with community partners to enhance throughcare supports specific to the needs of women.

3 CONSULTATION

- 3.1 None.

4 RESOURCE IMPLICATIONS

- 4.1 Implementation of some recommendations will be subject to securing resources through the submission of a business case or as a consequence of significant reductions in the current prison population.

5 BACKGROUND PAPERS

- 5.1 Equal Opportunities Report - can be obtained from:


<http://www.scottish.parliament.uk/s3/committees/equal/reports-09/eor09-03.htm>

- 5.2 The full SPS response can be obtained from the SPS Liaison Manager when available.

Author(s)

Name	Designation	Tel No:
James King	CJA Liaison Manager	07919303250

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 25 February 2010

Reference 20100406EqualOpportunities

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 8 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
OFFENDER LEARNING: OPTIONS FOR IMPROVEMENT	

1 RECOMMENDATION(S)

Board Members are asked to note the contents of this Report and:

- 1.1 Request that a Report on Offender Learning be submitted to the Board at a later date.

2 CONSIDERATION

- 2.1 The Scottish Government's Skills Strategy: Skills for Scotland (2007), included a commitment "to identify how best to deliver effective, integrated learning, skills and employability provision for young people and adults in or leaving the justice system with a view to producing an effective learning and skills strategy".
- 2.2 The report acknowledged that the vast majority of offenders come from deprived backgrounds, fail to engage at school and leave formal education with low levels of aspiration, attained and poor skills.
- 2.3 This profile of a typical offender's abilities invariably reduces access to opportunities in education or employment and helps perpetuate the cycle of offending and reoffending for those involved.
- 2.4 Given the complexity of issues, the representative group charged with producing this report decided to split the study into three distinct work-streams: young offenders; adult offenders in custody and adult offenders in the community.
- 2.5 Each work-stream identified an individual Chair including internal and external representation from key stakeholder groups.
- 2.6 Underpinning the work is the widely accepted tenet that the acquisition of learning and skills can positively impact on the future employability prospects and reoffending of individuals.

2.7 The wide-ranging recommendations within the report impact across Scottish Government, Scottish Prison Service, Local Authorities, Community Justice Authorities and many other organisations working within education services or the criminal justice field.

2.8 Common themes to emerge from each of the three work-stream reports include:

- The problem across agencies of a fragmented approach to offender learning. This results in a lack of clarity about governance, co-ordination and communication around the delivery of offender learning. It criticizes the lack of leadership in this area where offender learning is: 'everyone's problem' but ultimately 'no-one's main responsibility.'
- The lack of investment in offender learning is also noted and the report states that "a shift of resources towards productive learning and skills development will ultimately be required.
- Lack of evidence of effectiveness – the need for much more research on the impact of learning and skills for offenders. The need to provide opportunities for effective measuring and monitoring of provision.
- The need, in a climate of scarce resources, to consider the issue of targeting resources where considered to be most effective.

2.9 Recommendations - Young Offenders Work-Stream:

- Clarify leadership, improve visibility and strengthen accountability for improving young offenders' learning outcomes
- Improve joint working between education (including post-school) youth justice and wider services
- Ensure all young people are included, engaged and involved in their own education
- Ensure that the roll out of 16+ learning choices prioritises the needs of young people with offending backgrounds
- Widen access to work and work-related opportunities for young people with offending backgrounds
- Embed 'Getting it Right for Every Child' (GIRFEC) principles and practice across post-school learning and support infrastructures
- Identify, disseminate and facilitate transfer of good practice in improving the learning and skills for young offenders
- Improve individual data gathering and information sharing relating to learning outcomes for young offenders
- Ensure the specific needs of the under 18s are reflected in the LSE contract delivered in Scottish prisons
- Ensure a suitably resourced and relevant skills element within Community Payback orders
- Build the skills and capacity of the workforce working with young offenders, across every sector including education, justice, health and social services
- Raise mutual awareness and understanding between professionals working in the learning and justice systems

2.10 Recommendations - Offender Learning in the Community:

- Scottish Government should make a clear public commitment to the role of learning in rehabilitation and reducing re-offending;
- Community sentences should provide opportunities to address rehabilitation and the part that learning plays therein;
- Scottish Government should take responsibility for the development of an offender learning journey approach which should be a shared responsibility between Lifelong Learning and Criminal Justice Directorates;
- The public sector must lead by example and find ways to offer offenders work experience as well as employment;
- The CJAs should review the 9 Offender Outcomes and consider whether it is possible to introduce a specific outcome around learning;
- CJAs must shift to measuring outcomes rather than inputs and agree a common approach across the country;
- The CJA Performance Management Framework must require evidence that the process agreed to identify need and agree action and transition plans is being followed;
- Local authorities should take responsibility for offender learning at the local level through the Community Planning Partnerships (CPPs) and work closely with organisations such as Skills Development Scotland (SDS) and Job Centre Plus;
- The Scottish Government should commission research on educational levels of offenders serving community sentences in Scotland with particular reference to literacy and numeracy and research into the effectiveness of learning interventions;
- The Scottish Government should review progress in implementing a new approach to learning in community sentences within 2-3 years.

2.11 Recommendations - Offenders in Custody:

- Improve research on outcomes for learners;
- Conduct assessments of learning at a later stage in sentence where possible;
- Target short-term offenders for additional literacy learning support (3-6 months);
- Involve learning centre staff in ICM case conferences;
- Establish coordinating panel for learning activity in each prison;
- Assess learning capacity as well as risk and needs;
- Manage the issue of no-shows at the learning centres;
- Target resources to improve the learning environment where it is poorest and where capacity is most restricted;
- Develop resources to learn practical life skills (training kitchens);
- Reduce disincentives to learn through enhanced bonus structure for progression and achievement;
- Take learning activity on outreach to residential areas, work with peer tutors;
- Issue every offender who enrolls with the prison library with a library card for their home area;
- Some learning provision should take place at evenings and weekends
- Cut the duration of classes and increase number of classes;
- Target training to peer tutors serving longer sentences and match demand with supply;

- Embed learning within work and vocational settings;
- Involve children and families in prison learning activities as appropriate;
- On a trial basis allow borrowing of digital equipment for literacy and numeracy learning;
- SPS should benchmark against Nordic countries re internet access;
- Improve consistency of provision between prisons;
- Take progression in learning into account when making parole decisions;
- Review the wages policy in terms of gender and age equality
- Develop employability assessment tools ;
- Embed employability skills into work and vocational training;
- Offer a more intensive approach to employability;
- Target employers with a track record or clear commitment to working with offenders;
- Begin pre-release activities sooner in some cases;
- Improve learning transitions;
- Improve IAG services;
- Thematic review of pre-release approaches across Scottish prisons to map investment and effectiveness;
- Develop better indicators of progress e.g. distance travelled and range of performance between prisons;
- Support lead officers to improve culture of active learning within prisons, starting with VT officers;
- Weigh up options for commissioning learning, skills and employability services suited to the emerging prison estate.

2.12 The Scottish Prison Service (SPS) welcomes the first ever independent report into learning and skills for offenders including those in custody. As the reports were produced following wide-ranging consultation they will help inform our specification for new learning and skills contracts from 2011 onwards.

2.13 The Scottish Prison Service has long recognised the need to improve links with communities and national agencies working across the fields of education, inclusion and employability interventions.

2.14 SPS will consider all recommendations made within the Offender Learning Report and respond in due course.

3 CONSULTATION

3.1 None.

4 RESOURCE IMPLICATIONS

4.1 Implementation of some recommendations will be subject to securing resources through submission of a business case or as a consequence of significant reductions in the current prison population.

5 BACKGROUND PAPERS


- 5.1 Skills Strategy, Skills for Scotland (2007).
- 5.2 Offender Learning: Options for Improvement.

www.scotland.gov.uk/skills

Author(s)

Name	Designation	Tel No:
James King	CJA Liaison Manager	07919303250

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 25 February 2010

Reference 20100406OffenderLearningOptions

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 9 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
PRISONER SURVEY 2009	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Note the contents of this report.
- 1.2 Note the increase in general cleanliness of establishments.
- 1.3 Note the decline in reported drug use within prison.
- 1.4 Note the increase in alcohol abuse and rates relating to offending.
- 1.5 Request a report on the Prisoner Survey as it relates to prisoners from the Fife and Forth Valley area.

2 CONSIDERATIONS

- 2.1 The Scottish Prison Service (SPS) annual Prisoner Survey is undertaken in each of the 16 Scottish prisons involving all Scottish prisoners.
- 2.2 The survey focuses upon core elements of prison life: living conditions, family contact, healthcare, relationships, atmosphere and perceived safety.
- 2.3 The survey has a number of objectives including:
 - To make use of prisoner's stated perceptions in service quality;
 - To provide prisoners with an opportunity to comment on issues that impact upon their custodial experience;
 - To provide staff with comparisons of best practice and to enable a greater understanding of issues.
- 2.4 The national response rate was 62%; comparable to previous years.
- 2.5 The survey on the key areas of: Living conditions, Family Contact, Healthcare Relationships Atmosphere & Perceived safety.

- 2.6 Over eight in ten prisoners stated that the atmosphere within their hall was positive.
- 2.7 Relationships with fellow prisoners and prison generally were deemed to be positive at 94% and 91% respectively. Similarly, the majority of respondents rated relationships with female officers (93%) male officers (92%) as either, 'very well, 'fairly well' or okay.
- 2.8 Health: Three quarters of prisoners reported that they attended the doctor; one third dentist (37%) and mental health staff (20%). The majority of prisons were aware of Hepatitis C with one third having been tested for the condition. One in five (13%) believed that they may be Hepatitis C positive.
- 2.9 Family contact: Nine out of ten prisoners stated that they were in regular contact with someone outside the prison by telephone (76%), by letter (70%) and by visits (61%).
- 2.10 Drug Use: Just under half (45%) of respondents reported being under the influence of drugs at the time of their offence. Use of Drugs: Trends would appear to show a decline in general reported drug use since the turn of the decade and in particular self-reported drug use within the last month. There is also a gradual decline in those reporting ever having used illicit drugs in prisons from 58% in 2001 to 45% in 2009.
- 2.11 Overcrowding: Almost half of all respondents believed that high prisoner numbers had an impact on their safety and privacy in their cell. Six in ten reported that high numbers had an impact on their access to health services (62%), opportunities for training & education (61%) and quality of life (58%).
- 2.12 Alcohol & Offending: Almost half of those who completed the questionnaire reported being drunk at the time of their offence-an increase of 10% on 2005 figures. A quarter (24%) reported that drinking affected their ability to hold down a job and over one third (38%) admitted that their drinking affected their relationship with their family. 42% stated that they should probably reduce their alcohol consumption (34% in 2005), and 37% felt guilty about their drinking (29% in 2005). Moreover, 43% of prisoners admitted to partaking of a morning drink or 'eye-opener' (31% in 2005).
- 2.13 Three quarters of prisoners (76%) admitted to being smokers although over half (58%) indicated a desire to stop.
- 2.14 Food: Eighty percent of respondents indicated contentment with the time for serving meals although just over half indicated that the portions sizes, menus, choice and condition of food on arrival was ok or better. (51%, 55%, 56%, 59% respectively).
- 2.15 Cleanliness: Nine out of ten prisoners stated satisfaction the level of cleanliness with their prison (93%). This dropped to 85% for dormitories and 83% for toilet areas deemed as okay, fairly good or very good.
- 2.16 Safety: Prisoners who reported fearing for their safety (18%) indicated that this was due to another prisoner (60%), group of prisoners (47%) and prison officer (27%). Bullying was reported as an issue for 11% of respondents.

- 2.17 The SPS are to provide Fife and Forth Valley CJA with a breakdown of the Prisoners Survey 2009 for each of the three Fife and Forth Valley prisons. The SPS will also provide information from the Survey on all prisoners from the Fife and Forth Valley area. This will allow the Fife and Forth Valley CJA the opportunity to analyse data for the prisoners from Fife and Forth Valley CJA and assist with determining future planning and service priorities for prisoners and their families. The information, when available, will also be useful for our partners and will be shared with them.

3 CONSULTATION

- 3.1 None.

4 RESOURCE IMPLICATIONS

- 4.1 None.


5 BACKGROUND PAPERS

- 5.1 SPS Prisoner Survey 2009.

Author(s)

Name	Designation	Tel No:
James King	CJA Liaison Manager	07919303250

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 25 February 2010

Reference 20100406PrisonerSurvey2009

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 10 ON THE AGENDA
6 APRIL 2010	NOT CONFIDENTIAL
AUDIT OF COMMUNITY SERVICE - SPEED & IMMEDIACY	

1 RECOMMENDATION (S)

Board Members are asked to:

- 1.1 Note the collated returns from the four CJSW Services for the Scottish Government's Audit of Community Service. These figures cover the month of November 2009 and have been compared to the previous Audit that covered the corresponding month in 2008.
- 1.2 Agree that continuous scrutiny of Community Service continues and that regular performance reports on speed and immediacy be presented to the Board.

2 CONSIDERATIONS

- 2.1 The Scottish Government's stated purpose for requesting such figures is to:
 - i) allow progress to be measured against the new timescales, set out in the supporting guidance for community services implemented in June last year;
 - ii) help measure the impact made by additional funding to help strengthen the community service system.
- 2.2 The data for the four Local Authorities within the FFV CJA area has been collated and is provided as an Appendix to this report. The Appendix provides a comparison between the present and previous audit. The information provided this year differs from the data gathered in the previous audit. In this audit, data has been recorded on CSOs and S229s; in the previous audit only CSOs were included. Further, in Section 4, 'Offenders commencing their work placement', the present audit has a range for 'within 7days'; the previous audit's minimum range was 'within 21 days'.

Analysis of Section 1-Total Number of Offenders receiving an Order

- 2.3 In the month of November 2009, a total of 93 offenders were given an order that included an element of community service.

This consisted of 68 offenders on CSOs and 25 offenders on S229s. The number of offenders issued with CSOs in the previous Audit in November 2008 was 52-therefore, considering CSOs alone there has been an increase of 16 offenders.

- 2.4 Over half (52%) of these offenders were being dealt with by Fife, 21% by Falkirk, 17% by Stirling and 10% by Falkirk. The equivalent proportions found in the Aggregate Returns for 2008/09 for CSOs and S229s combined is Fife 48%, Falkirk 26%, Stirling 13% and Clackmannanshire 13%.

Analysis of Section 2-Speed & Immediacy of Post-Sentence Review

- 2.5 Across the CJA 50 (54%) of the offenders had their post sentence review on the same working day as the order was issued. And overall 66% were seen within 1 working day of the court disposal. The figure for CSOs alone was 65% seen either on the same day or within 1 working day. The equivalent figure for the previous year was 51%, therefore an improvement of 14%.

Analysis of Section 3-Speed & Immediacy of Order being Served

- 2.6 Across the CJA only 8 offenders had their Order served on the same working day as the court disposal; 16 offenders (18%) had their Order served either on the same day or within 1 working day. 25 offenders (27%) had their order served within 5 working days. Therefore, more than half of the offenders, a total of 50 offenders (55%) across the CJA had their Order served either within 2 weeks or longer than 2 weeks (the latter category was actually double the number in the former).
- 2.7 Considering CSOs alone, 12 offenders (18%) had their Order served either on the same day or within 1 working day-the equivalent figure from last year was no offenders (0%)-therefore representing an improvement in immediacy. 17 offenders (26%) were served within 5 working days-the equivalent figure for last year was 2 offenders (4%), again representing a huge improvement. 36 offenders (54%) were served either within 2 working weeks or longer than 2 working weeks-the equivalent figure from last year was 40 offenders (77%).
- 2.8 Therefore, whilst in the present audit the figures are showing 54% of offenders being served within 2 weeks or longer than 2 weeks, there has been a large improvement on the equivalent figure of 77% in last years audit.

Analysis of Section 4-Speed & Immediacy of Work Commencing

- 2.9 The present audit includes a category for 'within 7 working days', which did not appear in the previous audit. The minimum length of time measured in the previous audit was 'within 21 days'. Therefore, these two categories will have to be combined in the present audit to allow comparison with the previous audit.
- 2.10 Across the CJA in November 2009, 63 offenders (74%) commenced their work placement within 7 working days of imposition by the court of the Order; and 84 of 85 offenders commenced their placement either within 7 days or within 21 days.

- 2.11 Considering CSOs alone, all offenders (64 offenders) began their placement either within 7 working days (47 offenders) or within 21 working days (17 offenders). The equivalent figure for the previous year was 45 offenders (94%) within 21 working days. The commencement of the work placement has had no overall change since the last audit (as much as can be measured in the categories provided), although both figures were high.

Analysis of Section 5-Average length of time (days) taken to complete Order

- 2.12 Some Local Authorities did not have any Orders falling into the 4 categories of time provided (150hrs or less; 151-200 hrs; 201-250 hrs; more than 250 hrs). The individual figures are provided in the attached table.

The comparisons below relate only to CSOs:

- 2.13 150 hrs or less: in all areas except Stirling it took longer (more days) to complete orders or 150 hrs or less. In Clackmannanshire it took on average 310 days to complete such an order, in Falkirk it took 230 days and in Fife it took 252 days. In Stirling the average number of days reduced from 231 to 164.
- 2.14 151-200hrs: Stirling had no Orders in this category last year so comparison is not possible, however in Clackmannanshire such order took less time to complete, whilst in Fife and Falkirk it took longer.
- 2.15 201-250hrs: Clackmannanshire and Stirling had no Orders in this category last year so comparison is not possible, however in Fife and Falkirk it took longer to complete such Orders.
- 2.16 more than 250hrs: none of the local authorities had Orders in this category, therefore comparison with the present year has not been possible.

3 CONSULTATION

- 3.1 Statistical submissions from the CJSW Services in the four constituent Local Authorities.

4 RESOURCE IMPLICATIONS

- 4.1 None.


5 BACKGROUND PAPERS

- 5.1 CJSW Statistical Submissions to Scottish Government as requested by Community Justice Services Division with deadline 24th Feb 2010.
- 5.2 The 2009 CJSW Submissions to Scottish Government.

Author(s)

Name	Designation	Tel No:
Chris Anderson	Research & Information Officer	01592 418819

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 10 March 2010

Reference 20100406CommunityServiceAudit

AUDIT OF COMMUNITY SERVICE: FIFE AND FORTH VALLEY COLLATED RETURNS

APPENDIX

	Clacks		Falkirk		Fife		Stirling		CJA		
	Nov-08	Nov-09	Nov-08	Nov-09	Nov-08	Nov-09	Nov-08	Nov-09	Nov-08	Nov-09	
	CSOs	S229s	CSOs	S229s	CSOs	S229s	CSOs	S229s	CSOs	S229s	
1. During November how many offenders received a Community Service/229 Order within your authority?	7	5	4	1	29	33	15	5	52	68	25
2. Of the above figure, how many offenders had their post sentence review (actual engagement as opposed to offer)											
a) same working day;	0	3	0	1	13	22	11	4	17	34	16
b) within 1 working day of the court disposal;	5	0	0	7	4	1	0	2	11	10	1
c) within 5 working days;	0	0	3	8	4	5	3	0	7	15	6
d) longer than 5 working days;	2	2	1	1	7	5	1	0	16	8	2
Where did this process normally take place e.g. court premises/social work offices/etc?	Within Social Work Premises		Social Work Office, after Remand Court		Social Work Office		CJS Office		All Authorities state review takes place in Social Work offices.		
Any additional comments			1 offender not recorded on system.		3 FTA immediate appointment		None		1 238 offender was on a pre-existing 229 Order and erroneously, was not interviewed specifically about the new Order.		1 offender from Fife not counted. 1 offender from Stirling not counted. None
3. Of the total figure at (1), how many offenders had their Order served:	None		Part concurrent orders excluded.		None		None		None		None
a) same working day as the Order was made by the court;	0	0	0	7	0	0	0	0	0	0	8
b) within 1 working day of the Order being made by the court;	0	0	0	1	0	3	3	0	0	0	5
c) within 5 working days;	0	5	1	1	1	10	5	1	2	17	8
d) within 2 working weeks;	5	0	1	4	0	4	2	4	11	12	4
e) longer than 2 working weeks.	2	0	2	4	0	16	5	3	39	24	10
Any additional comments			Orders arrive much quicker from the local court than in the past-but generally not on the day of court-meaning that most first interviews are over before they arrive- resulting in the current poor showing. Distant court Orders can still take weeks to arrive.		No orders were served on same working day as they were not immediately provided by courts.		Orders arrive much quicker from the local court than in the past-but generally not on the day of court-meaning that most first interviews are over before they arrive- resulting in the current poor showing. Distant court Orders can still take weeks to arrive.		None		2 offenders from Falkirk not counted. None
4. In the same month, of the total number of offenders how many commenced their work placement i.e. not induction but the actual placement:	None		Delays still occur where court paper work is slow to arrive.		None		None		None		None
a) within 7 working days of imposition by the court of the Order;	n/a	2	2	13	1	22	10	3	n/a	47	16
b) within 21 days of the Order;	7	1	0	6	0	9	3	1	45	17	4
c) within one month;	0	0	0	1	0	0	0	0	2	0	0
d) within two months;	0	0	0	0	0	0	0	0	1	0	0
e) within 3 months;	0	0	0	0	0	1	0	0	0	1	0

f) if longer please provide details.	1 breached before contact; 1 suspended for 3 months at start of order.	1 breached before contact; 1 active but still to report.	0	0	0	0	1-breach 0 FTA	2-FTA	0	0	0	4 offenders from File not counted.	2 offenders from Clacks and 1 from File not counted.	2 offenders from Clacks, 2 from File and 1 from Stirling not counted.
Any additional comments	None	None	None	None	None	None	None	None	None	None	None	None	None	See comments under each area for explanation of difference in totals.
5. Of those who successfully complete Orders (i.e. those who were not subject to any breach procedures) between 1 October 2009 and 31 December 2009 what was the average length of time (days) taken to complete Orders of:														
a) 150 hours or less;	216	310	294	228	230	164	192.47	239.52	231	164	171			
b) 151 - 200 hours;	304	240	No Orders	318	349	281	240.5	338.64	No Orders	253	No Orders			
c) 201 - 250 hours;	No Orders	334	455	288	355	No Orders	350.5	369.67	No Orders	305	No Orders			
d) more than 250 hours.	No Orders	512	No Orders	No Orders	No Orders	469	No orders	No Orders	No Orders	256	No Orders			
Any additional comments	None	None	None	None	Yes-See below.		None.	Figures count CS Orders Successfully completed and the unpaid work part of the 229 Order which was successfully completed.	None.	None	See below.			Not accurate to average the individual areas to provide a CJA average in this case. Refer to individual areas figures.

* Among the 8 238s, this includes 3 Orders that were over 200 days and 2 Orders that were 86 and 84 days respectively. Among the 6 229s, there is one that took 597 days, due to it being a consecutive Order, and the client moving LA areas, but the average of the other 5 was 86.2 days.

Immediacy: During 2009 Falkirk put a community service officer in court on sentencing days and combined the induction half day with the first half day of work into the day after sentence. Falkirk believes that this has improved the immediacy with which people are starting their orders. Speed: The speed with which people have completed their orders did not improve during 2009. This was due to several factors including:-a) Delay in recruiting new staff) Sickness absence and other staffing problems during 2009c) The number of supervised attendance orders on unpaid work, but not counted in key performance indicators. The actual number of hours undertaken on community service per month has increased during 2009 as more resources have been brought to bear. Compared to April 2009 the amount of hours undertaken by community service per month has improved by a minimum of 280 hours in July to 1300 hours in October. This increase in number of hours worked has yet to impact greatly on the key performance indicators for completed orders.

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 11 ON THE AGENDA
6 APRIL 2010	NOT CONFIDENTIAL
LOCAL PERFORMANCE FRAMEWORK: QUARTER 3 2009/2010	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Note the contents of the Fife and Forth Valley CJA Local Performance Framework, updated to include Quarter 3 2009/10 data.
- 1.2 Request an analysis of conversion rates for SERs.

2 CONSIDERATIONS

- 2.1 The performance figures for the first 9 months of 2009/2010 are attached as an Appendix to this report. Performance trends that are of particular interest are noted below.
- 2.2 Liberations from remand are down in all Local Authorities, in particular Clackmannanshire, which is down from 40 to 17, and overall Forth Valley is down from 141 to 101. Projected liberations for the year are 200 liberations less than last year.
- 2.3 Liberations from short-term sentences are fluctuating around a mean of 105 liberations per quarter. The actual number is up on last quarter, particularly in Fife, which increased from 39 to 50 liberations. The total for the year is projected to be less than last year by around 100 liberations.
- 2.4 Over the first three-quarters of this year there has been a downward trend in the number of SERs submitted to Court. There was an overall reduction this quarter of 7% (100 SERs), however Stirling did show an increase. The total number of SERs submitted during the entire year is projected to be less than the last by approximately 400 SERs across the CJA.
- 2.5 During this quarter 96% of SERs were submitted to court by the due date across the CJA-individual Local Authority performance ranges from 99% in Falkirk to 94% in Clackmannanshire. Overall performance for the year across the four local authorities is projected to be at least as good as last year-that is in the high 90s.

- 2.6 In terms of the SER Conversion Rate, data sets for the four local authorities are incomplete, and as such a total CJA statistic cannot be calculated (there are full returns for Fife and Falkirk only). The average conversion rate for CSOs in Fife is 50.7% and 43.3% in Falkirk. However the conversion rate in Fife for S229s is very low (18.2%) by comparison to Falkirk (42%).
- 2.7 The number of Probation Orders (POs) issued has been relatively consistent from quarter to quarter, averaging 295 orders per quarter across the CJA. This quarter two areas showed an increase (Clackmannanshire and Fife) and two areas showed a reduction (Falkirk and Stirling). The total number of orders for the year is projected to be less than last year by approximately 200 orders across the CJA.
- 2.8 In terms of the percentage of successfully completed POs data is incomplete making an overall figure for the CJA impossible to calculate. Complete data is available for the Forth Valley area for Quarter 3, and this shows a completion rate of 55.5%-this compares with 58% for the full previous year.
- 2.9 The number of Community Service Orders (CSOs) has shown a reducing trend over the three-quarters. This quarter all areas showed a reduction in orders issued. The total number of orders issued is projected to be less than last year by approximately 100 orders across the CJA.
- 2.10 In terms of the percentage of successfully completed CSOs, again data is incomplete making overall calculations for the CJA impossible. Data for Forth Valley is complete, however, and for the three quarters shows an average completion rate of 63%-this compares with 64% for the full previous year.
- 2.11 The time taken to complete CSOs varies from area to area and fluctuates even within areas over the three-quarters. However, overall for the CJA figures show an increasing trend from 2.83 hrs per week in Quarter 1, 3.29 hrs per week in Quarter 2 and 3.36 hrs per week in Quarter 3. So far this is an improvement on the 3.1 hrs per week recorded for the full previous year.
- 2.12 There is an increasing trend in the number of offenders receiving supported accommodation services, to 137 offenders in Quarter 3. In particular, the number of clients in Fife doubled this quarter from 46 to 80. Overall outturn for the year is projected to be double that of last year.
- 2.13 In contrast to the supported accommodation figures, the number of referrals to APEX has been reducing over the three quarters to 107 referrals in Quarter 3. Despite this downward trend the overall number of referrals for the full year is projected to be higher than last, by approximately 50 referrals.
- 2.14 Performance figures for each quarter will be reported to the Board on a regular basis.
- 2.15 At the previous Board Meeting Board Members requested inclusion of statistics on the breach rate of Community Service Orders and Probation Orders to sit alongside the percentage of successful completions. Such data will be included in the Local Performance Framework for 2010/11 and will use the full figures obtained from the 2009/10 Aggregate Returns as a bench mark.

3 CONSULTATION

- 3.1 CJSW quarterly returns and Research & Information Officers in the four Local Authorities.
- 3.2 SPS-monthly CJA Packs and liaison with SPS CJA Liaison Officer.

4 RESOURCE IMPLICATIONS

- 4.1 None.


5 BACKGROUND PAPERS

- 5.1 Fife and Forth Valley Local Performance Framework 2009-2010 (document attached).

Author(s)

Name	Designation	Tel No:
Chris Anderson	Research & Information Officer	01592 418819

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 10 March 2010

Reference 20100406LocalPerformanceFramework

APPENDIX

FIFE AND FORTH VALLEY LOCAL PERFORMANCE FRAMEWORK: QUARTER 3 2009/2010

NATIONAL OUTCOMES	LOCAL OUTCOMES	MEASURES	Tier	Source A	Source B	T timeframe	O U T T U R N 2008/09	T A R G E T 2009/10	A C T U A L 2009/10				Total			
									Qtr 1	Qtr 2	Qtr 3	Qtr 4				
A	COMMUNITY OUTCOMES								Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar				
Increased community safety and public protection through a consistent approach to managing offenders on community and custodial sentences.	Reductions in the Recorded crime (rate per 10,000 pop)	Recorded crime (rate per 10,000 pop)	1	Scott Govt	Statistical Bulletin	Annual	Clacks	796	-							
							Falkirk	619	-							
							Stirling	626	-							
							Forth Valley	680	-							
							Fife	665	-							
							CJA	672	-							
							Clacks	55	-							
							Falkirk	50	-							
							Stirling	48	-							
							Forth Valley	50	-							
							Fife	46	-							
							CJA	49	-							
							Clacks	143	-				29	40	17	86
							Falkirk	339	-				79	67	56	202
Stirling	149	-				32	34	28	94							
Forth Valley	631	-				140	141	101	382							
Fife	596	-				125	120	118	363							
CJA	1227	-				265	261	219	745							
Clacks	37	-				7	6	13	26							
Falkirk	164	-				38	37	33	108							
Stirling	80	-				17	10	12	39							
Forth Valley	281	-				62	53	58	173							
Fife	232	-				52	39	50	141							
CJA	513	-				114	92	108	314							
Reduce the number of Fine Defaulters	Number of Fine Defaulters from FFV given a custodial sentence		3	SPS	CJA Pack	Monthly	N/A	-	1	2	1	4				
More effective use of SERs	Total Number of SERs submitted by SWD to Court (inc. SSERs)	Total Number of SERs submitted by SWD to Court (inc. SSERs)	2	CJSW	Agg Rtn SER1	Quarterly	Clacks	706	-	184	206	184	574			
							Falkirk	1392	-	374	324	276	974			
							Stirling	851	-	219	193	201	613			
							Forth Valley	2949	-	777	724	661	2162			
							Fife	2933	-	691	642	582	1915			
							CJA	5882	-	1468	1343	1243	4077			
							Clacks	89.40%	+	178 (%?)	94.17%	94.57%	u/k			
							Falkirk	99.70%	+	99%	99%	99%	99%			
							Stirling	96.10%	+	96.50%	99.20%	98.74%	98.15%			
							Forth Valley	95.07%	+	u/k	97.40%	97.44%	u/k			
Fife	99.10%	+	99.40%	99.10%	95.20%	97.90%										
CJA	97.07%	+	u/k	98.25%	96.32%	u/k										
Increased community safety and public protection through a consistent approach to managing offenders on community and custodial sentences.	More effective use of SERs	Percentage of SERs & SSERs, letters etc submitted to court by due date.	2	CJSW	SPs 6b	Quarterly	Clacks	CSO=65.1%	+	CSO=19%	CSO=55%	CSO=43.3%				
							Falkirk	S229=82.1%	+	S229=22%	S229=66%	S229=42%				
							Stirling	CSO=52.3%	+	CSO=57%	CSO=40%	CSO=43.3%				
Forth Valley	S229=33.3%	+	S229=41%	S229=45%	S229=40%	S229=42%										
Fife		+														
CJA		+														

NOTES

1. Quarterly Return data was collected throughout 2008/9 however the sum total of these differ from the final Agg Returns for that year. Therefore, where output figures for 2008/9 are available in the Agg Returns, the figures provided by the Agg Return have been used.
2. The 2008/9 Quarterly Returns seem to have differed over the SER data. Stirling and Clacks provided "Number submitted by due date", whilst Fife and Falkirk provided "Total number submitted". Again, the Agg Return SER Table 1A has been used to provide the totals in this spreadsheet. The % submitted by due date will have to be re-collected from the LAs.
3. DTTOs Imposed-For the DTTO figures for 2008/9 these have been taken from the Agg Return in Table DTTO1. However for DTTOs these match the Quarterly Returns. Fast Track orders are not used in Fife, however EPOs have been counted as FT for comparison.
4. DTTOs Completed-Similar to 3. Completions for DTTOs provided in 2008/9 Agg Rtns in Table DTTO7 and includes 'Orders Successfully Completed' and 'Revoked due to Revue' . However, Fast Track provided by Quarterly Returns.
5. Reconviction rates under the 2008/9 column relate to the reconviction rates for 2005/06 cohort (technically 2-years after a conviction in that year would lead to a range of two-years ending 2007/8).
6. Recorded crime per 10,000 pop relates to the year 2008/9. Further, the figure relates to 'crime', not 'crimes and offences'. The figure for FFV is an average of the 4 LAs.
7. Percentage of crimes detected from 2008/9 Statistical Bulletin.

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 12 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
<p style="text-align: center;">FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY AREA PLAN 2011-2014</p>	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Consider and approve the content of the Fife and Forth Valley Community Justice Authority Area Plan 2011-2014, attached as an Appendix to this Report.
- 1.2 Note that the Area Plan requires to be submitted to the Scottish Government by 28 May 2010 for approval by Scottish Government Ministers.
- 1.3 Agree that, following final consultation with partners, the Convenor and Deputy Convenor approve the completed Area Plan prior to submission to the Scottish Government by the required date.
- 1.4 Request that the completed Area Plan for 2011-2014 be presented to the next meeting of the Fife and Forth Valley CJA Board on 29 June 2010.

2 CONSIDERATIONS

- 2.1 Section 3 of the Management of Offenders etc (Scotland) Act 2005 dictates that Community Justice Authorities (CJAs) must produce Area Plans. The current Fife and Forth Valley CJA (FFV CJA) Area Plan is for the period 2008-2011. The Scottish Government now requires that each CJA produce an Area Plan for the period 2011-2014. The Draft Area Plans require to be submitted to the Scottish Government by 28 May 2010.

Planning Process

- 2.2 The Scottish Government produced a Planning Framework in 2009 and consultation for the Area Plans began at that time.
- 2.3 Initial consultation took place with CJA Convenors and Chief Officers with the Scottish Prison Service (SPS) and Local Authorities under the auspices of the Association of Directors of Social Work (ADSW).

Whilst CJAs have a number of statutory partners, it is SPS and Local Authorities who are determined to be 'duty to co-operate' agencies in the Management of Offenders (etc) Scotland Act 2005.

- 2.4 The purpose of the initial consultation with CJAs, SPS and ADSW was to agree common national strategic objectives for 2011-2014.
- 2.5 Following the agreement of these national priorities, local consultation has taken place with all the statutory partners of FFV CJA and the Community Planning Partnerships (CPPs) and Alcohol and Drug Partnerships that exist in the Fife and Forth Valley area.

Content of Plan

- 2.6 The Area Plan for FFV CJA for the period 2011-2014 is attached as an Appendix to this Report. All CJAs have agreed a similar format and content for their Area Plans. This reflects the joint planning that has taken place and the agreed common national strategic objectives. There is some departure to allow for local priorities to be identified. The Area Plan has seven main sections.

Section 1: Introduction and Context

- 2.7 This Section includes a description of the FFV CJA and its purpose. The Concordat between the Scottish Government and Local Authorities that resulted in the development of the Single Outcome Agreement is acknowledged. So too is the Scottish Government's policy document Protecting Scotland's Communities: Fair, Fast and Flexible Justice. This provides the national direction for offender management policy over the lifetime of the Plan. The policy direction is captured in the Criminal Justice and Licensing Bill. This new legislation, coupled with national policy, will impact significantly on the work of the CJAs and our partners throughout 2011-2014.

National Priorities

- 2.8 The national strategic aims agreed by CJAs, SPS and ADSW are outlined in Section 2 of the Plan. These are to:
 - Improve joint working practices;
 - Improve information sharing;
 - Improve community integration;
 - Improve the shared management of resources and policy development.
- 2.9 Objectives for each of the four priorities are listed in the Plan. These include:
 - Improving the interaction between SPS and Local Authorities in the assessment and management of offenders subject to statutory and non statutory supervision from the point of sentence through to release.

- Joint commitment to the delivery of joint training of staff and provision of work shadowing and secondment opportunities for staff between agencies.
- Develop a shared understand and **ownership** of community integration amongst CPPs, CJAs, SPS and all other partners.
- Engage with offenders and **communities** to develop effective services, this will include community consultation.

Section 3: Local Priorities

2.10 When the FFV CJA was established, commitment was made to ensuring that:

- All offenders are provided with a service that is commensurate; with the level of risk of re-offending and/or harm that they present;
- The causes of offending are addressed;
- Victims are given the priority they deserve.

These commitments remain and have influenced the local strategic aims and priorities for FFVCJA for 2011-2014. These are:

- Introduction of the Criminal Justice & Licensing (Scotland) Bill;
- Young offenders;
- Substance use, especially alcohol;
- Transfer of health responsibility from SPS to local Health Boards;
- Domestic abuse;
- Wider joint action to reduce re-offending.

2.11 Underpinning these priorities is a shared understanding that offenders should have fair and equitable access to community based services. FFVCJA will only promote the creation of specialist offender services where necessary and appropriate.

Section 4: Strategic Challenges and Solutions

2.12 This section outlines the various challenges CJAs and partners will face in the 2011-2014 period.

2.13 The political and economic challenges are recognised as is the lack of confidence communities have in the Criminal Justice System. Solutions are identified.

Section 5: Resources

2.14 An outline is provided of the funding FFV CJA receives for the provision of Criminal Justice Social Work Services across the four Local Authorities within Fife and Forth Valley. Again, the economic pressures for the 2011-2014 period are acknowledged. A commitment is given to ensure that FFV CJA maximise the resources available for reducing re-offending and ensuring best value for money.

Section: 6 Communication and Consultation

- 2.15 FFV CJA has a legal duty to consult and to increase public confidence in the management of offenders.

The Criminal Justice and Licensing Bill both amplifies the need to consult with communities who require to more fully understand the Criminal Justice system. Communities will also play a crucial role in determining the nature of unpaid work that will be undertaken by offenders in our communities.

Section 7: Measuring Success

- 2.16 This section outlines how FFV CJA will measure success. We will know we are successful if:

- Our partners work together more effectively;
- If offenders are more readily integrated into our communities;
- We make better use of resources;
- Re-offending is reduced;
- Local communities benefit from community payback.

- 2.17 The FFVCJA local performance framework will be developed to ensure these outcomes are measured and monitored. We will also work with the other CJAs and the Scottish Government to develop a new performance framework that reflects the future policy direction as contained in Scotland Performs and the Reducing Re-offending Programme.

Reporting on Progress

- 2.18 Progress will be monitored through submission of performance report to the FFV CJA Board on a quarterly basis, and the production of annual Action Plans and Reports. The Action Plans and Annual Reports will be made available to all partners and our communities.

Submission of Area Plan

- 2.19 The Area Plan requires to be submitted to the Scottish Government by 28 May 2010. Following approval of the Plan by Scottish Government Ministers, all CJAs hope to arrange a joint event in 2010 to formally launch the Area Plans for 2011-2014.

3 CONSULTATION

- 3.1 Consultation has taken place with all statutory partners of the FFV CJA and the Community Planning Partnerships and Alcohol and Drug Partnerships that exist in the Fife and Forth area.

- 3.2 Seminars have also been held with partners and with FFV CJA Board Members.

- 3.3 This Draft Area Plan has now been circulated to all partners for comment. The Draft Area Plan will be amended accordingly following receipt of partners' comment and those comments expressed by the FFV CJA Board.

4 RESOURCE IMPLICATIONS

- 4.1 Cost for the publication of the FFV CJA Area Plan will require to be met from within the FFV CJA budget for 2010/2011. The Area Plan will also be published on the FFV CJA website, therefore, reducing the number of printed copies that will be required.


5 BACKGROUND PAPERS

- 5.1 Scottish Government Area Planning Framework.
- 5.2 Report to FFV CJA Board: Fife and Forth Valley Community Justice Authority Area Plan 2011-14, dated 9 September 2009.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 24 March 2010

Reference 20100406AreaPlan20112014

Fife & Forth Valley
Community Justice
Authority



Draft Area Plan
2011-2014

Consultation Copy

create safer communities
promote public protection



CONTENTS

SECTION 1 – INTRODUCTION AND CONTEXT

- 1.1 Introduction**
- 1.2 The Fife & Forth Valley Community Justice Authority**
- 1.3 National Policy**
- 1.4 Justice Policy**
- 1.5 How we will deliver**

SECTION 2 – NATIONAL AIMS AND OBJECTIVES

- 2.1 Community Justice Authorities' National Aims**
- 2.2 Joint Statement**
- 2.3 National Strategic Aim One**
- 2.4 National Strategic Aim Two**
- 2.5 National Strategic Aim Three**
- 2.6 National Strategic Aim Four**

SECTION 3 – LOCAL STRATEGIC AIMS, OBJECTIVES AND PRIORITIES

SECTION 4 – STRATEGIC CHALLENGES AND SOLUTIONS

SECTION 5 – RESOURCES

SECTION 6 – COMMUNICATION AND CONSULTATION

SECTION 7 – MEASURING SUCCESS

SECTION 8 – APPENDICES

Section 1 INTRODUCTION AND CONTEXT

1.1 About Community Justice Authorities

The primary purpose of Community Justice Authorities is to bring together a broad range of agencies, with the jointly agreed task of reducing re-offending, to achieve a more co-ordinated approach to delivering quality services for offenders, their families, victims and the community at a local level. It is a partnership arrangement in recognition that this is a complex landscape and that no single agency can manage a reduction in re-offending.

Section 3(5) (a) (i and ii) of the Management of Offenders Etc. (Scotland) Act 2005 requires the Community Justice Authorities across Scotland to;

(i) prepare, in consultation with the partner bodies, the Scottish Ministers, the appropriate Local Authorities and such other bodies as the Scottish Ministers may specify, a plan for reducing re-offending by relevant persons; and

(ii) to submit that plan to the Scottish Ministers

This is the second 3 year Area Plan for the Fife & Forth Valley Community Justice Authority (FFV CJA) and is for the 3 year period 2011 – 2014.

CJA Vision

FFV CJA will work through partnership to reduce re-offending and make Scotland a safer country.

1.2 Fife & Forth Valley Community Justice Authority

The FFV CJA comprises a Board of 10 Elected Members from the four constituent Local Authorities of the Fife and Forth valley area

- 4 Elected Members Fife Council
- 3 Elected members Falkirk Council
- 2 Elected Members Stirling Council
- 1 Elected member Clackmannanshire Council

The Fife and Forth Valley CJA Board provides the political and strategic oversight for the CJA. The Board meets 4 times per year in open meetings.

Local Authorities are further represented at CJA meetings by Senior Council Officers who support the CJA and represent their Local Authorities, together with senior representatives from our other statutory partners who are:

- The Scottish Prison Service
- Central Scotland Police
- Fife Constabulary
- Area Procurators Fiscal for Central and Fife
- Representation from Fife and Forth Valley Health Boards
- Scottish Court Services
- Victim Support Scotland
- Voluntary organisations Sacro and Apex Scotland

The FFV CJA has responsibility for the criminal justice social work budget (Section 27), which is allocated in accordance with the Scottish Government/COSLA agreed funding formula. This formula is based upon a combination of workload indicators and certain needs factors.

FFV CJA will strive towards developing sustainable partnerships, which will implement national policies on offender management. We recognise that our work must be communicated effectively to the public and we will keep the communities and people of the FFVCJA area informed of and seek their views on what we are doing.

Central to our arrangements is an acknowledgement that for every crime there is a victim and victims must be at the forefront of our efforts to achieve long-term reassurance and well-being.

1.3 Context - National Policy

The Scottish Government has stated within its 'Scotland Performs' framework a single purpose – "to create a more successful country where all of Scotland can flourish through increasing sustainable economic growth." It also has the stated aims of wanting "to live in a successful Scotland: a healthy, safe, well-educated country, with a vibrant economy, opportunities for all, and a desire for Scotland to be fair, tolerant and green."

Of the 15 National Outcomes detailed in 'Scotland Performs' those most relevant to Fife and Forth Valley CJA business are:

- National Outcome 9 – We live our lives safe from crime, disorder and danger
- National Outcome 11 – We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others
- National Outcome 15 – Our public services are high quality, continually improving, efficient and responsive to local people's needs

In working towards these outcomes, we are also aware of the importance of the social and economic context within which we work. Crime, offending and public safety are closely linked to these factors, which are reflected in the following national outcomes:

- National Outcome 2 - We realise our full economic potential with more and better employment opportunities for our people
- National Outcome 3 - We are better educated, more skilled and more successful, renowned for our research and innovation
- National Outcome 6 - We live longer, healthier lives
- National Outcome 7 - We have tackled the significant inequalities in Scottish society
- National Outcome 8 – We have improved the life chances of children and young people and families at risk

The Government seek to deliver these outcomes locally through the Concordat with Local Government and the Single Outcome Agreement (SOA) with local community planning partnerships (CPPs).

Although there are elections scheduled at Westminster and Holyrood immediately prior to and during the planning period it has been assumed that within the Scottish context there will remain a political commitment to this approach. We therefore see it as critical that the CJA continues to develop our relationship with the 4 local CPPs and contribute at a strategic level to the Single Outcome Agreement process.

1.4 Context - Justice Policy

The Scottish government policy document Protecting Scotland's Communities: Fair, Fast and Flexible Justice, published in 2008, provides the national direction for offender management policy. It outlines a commitment to Immediate, Visible, Effective, High Quality, Flexible and Relevant Justice.

The Government set out to achieve this in two ways:

- Legislative reform through the Criminal Justice and Licensing Bill
- A programme of end to end reform of the system, known as the Reducing Re-offending Programme (RRP)

The Criminal Justice and Licensing Bill will introduce a number of new measures including:

- A Sentencing Council that will produce guidelines for sentencing in court
- A single community payback order to replace existing community service and probation orders.
- A presumption against short term (less than 6 months) prison sentences

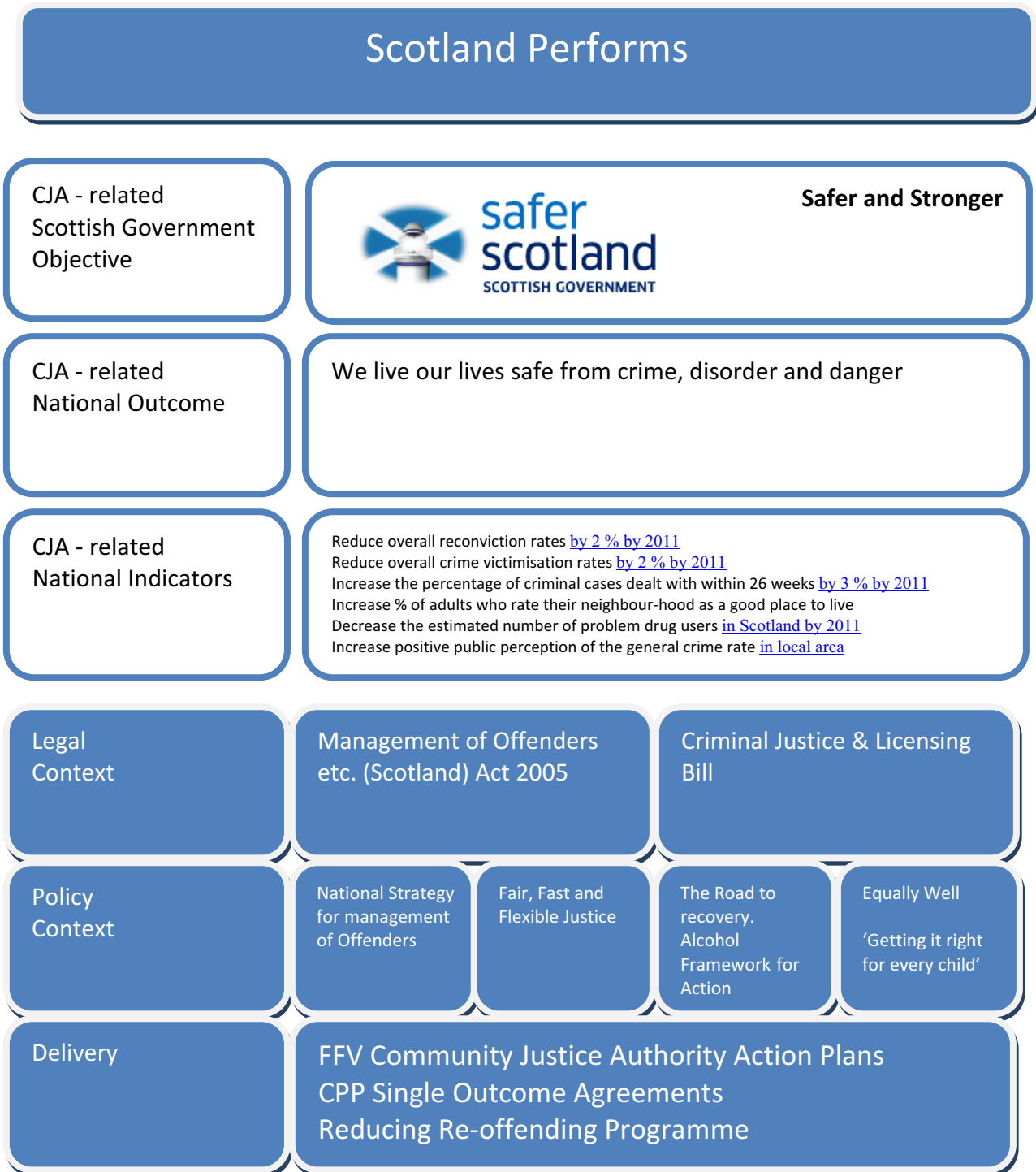
The Scottish Governments key goals, as set out in the Reducing Re-offending Programme are:

- To prevent re-offending by young people through appropriate interventions
- To divert cases from the courts system where appropriate and to ensure the proportionate use of bail and remand
- To ensure the availability of effective community disposals across Scotland, to improve public confidence in these disposals, and reduce re-offending
- To ensure the effective management of offenders who get custody including rehabilitation and appropriate arrangements for risk management to reduce prisoner numbers and re-offending
- To ensure effective re-integration into the community by ensuring that the employment, health, accommodation and other needs of offenders are being met
- To secure equality by ensuring that systems and services are designed to meet the specific needs of all offenders

The CJA has been involved in all areas of this work and will continue to be involved in consultation on legislative change and in developing and implementing the work from the Reducing Re-offending Programme throughout the period of this Plan.

Diagram 1 below shows how the work of FFV CJA fits with national and justice policy.

The Community Justice Authority Strategic Landscape



1.5 How we will Deliver

There are two main methods of delivering the objectives described in this Plan

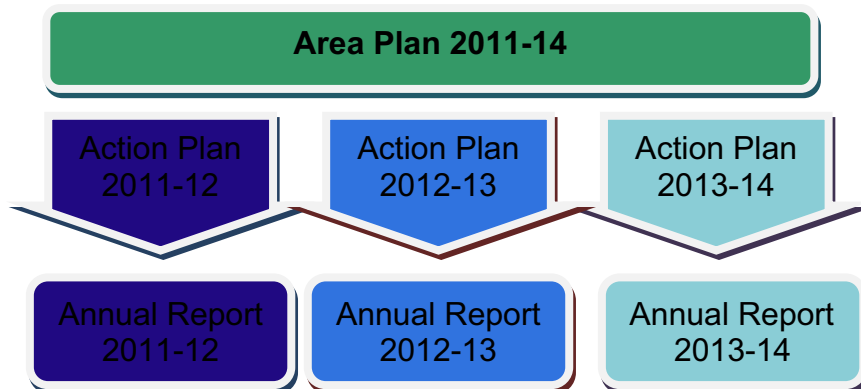
- National Statutory Partners – National Strategic Aims 1 to 4 (Section 2)
- Local Delivery – Local Strategic Aims, and Priority Areas (Section 3).

This Plan also sets out how we will measure progress with our aims and objectives, and the challenges we may face in achieving them.

Along with this Plan, we will produce an annual action plan, through consultation with our partners and stakeholders, which sets out how we will achieve our aims and objectives.

We will also report on our progress each year in our Annual Report. Each action plan and annual report will be available on our website, www.ffvcja.co.uk

Delivering the Area Plan



Section 2 NATIONAL STRATEGIC AIMS AND OBJECTIVES

2.1 Community Justice Authorities' National Aims

Scotland's 8 Community Justice Authorities have worked collaboratively with the Association of Directors of Social Work (ADSW) and the Scottish Prison Service to identify shared national aims and objectives that will be delivered nationally during the 2011–2014 Area Plan period. This work was assisted by the Scottish Government Community Justice Services Division.

2.2 Joint Statement

We will make an effective contribution to creating a safer Scotland by working in partnership to reduce re-offending in our communities.

Our joint national strategic aims are to:

1. Improve joint working practices.
2. Improve information sharing.
3. Improve community integration.
4. Improve the shared management of resources and policy development.

These joint strategic aims sets out our common aims and objectives for the period 2011-14 and how we intend to monitor and report on our progress.

Partner Commitment

All local partners of FFV CJA are supportive of the aims and objectives agreed nationally by the 8 CJAs, SPS and ADSW. Our partners have expressed support and confirmed their commitment to working with FFVCJA to achieve these outcomes.

2.3 Strategic Aim One: Improve Joint Working Practices

Overview

Community Justice Authorities will engage with their key partners to reinforce and promote the value and benefits of developing and delivering joint working practices which will, in turn, enhance service delivery, create efficiencies and contribute to the reduction of reoffending.

Key Objectives

Improve the interaction between Scottish Prison Service and Local Authorities in the assessment and management of offenders subject to statutory and non statutory supervision at point of sentence; during custody and post release.

Ensure, where interventions are delivered in community and custody settings, the appropriate staff are jointly trained with the potential to deliver across both settings.

Develop national arrangements for shadowing / secondment opportunities, for all levels of staff, between agencies.

2.4 Strategic Aim Two: Improve Information Sharing

Overview

CJAs across Scotland recognise that sharing information is vital to the provision of co-ordinated and seamless services by public agencies. However, it is also acknowledged that information sharing must take place within a secure framework that is cognisant of statutory requirements and the professional needs and responsibilities of the partner agencies. Historically critical incident reviews have highlighted failures in information sharing and CJAs are committed to promoting and improving information sharing amongst all partners.

Key Objectives

Review existing processes for information sharing between SPS, CJSW, Local Authorities and other key partners (e.g. Police, Health, MAPPA, Courts etc) forming recommendations to streamline and improve processes. Specific areas to be considered include:

- Information Flows
- Violent Offenders
- Integrated Case Management process

Review performance measures around work with offenders, whether in custody or community, and develop a common set of core measures and associated information sharing requirements.

2.5 Strategic Aim Three: Improve Community Integration

Overview

In line with the Reducing Re-offending Programme CJAs are committed to breaking the cycle of re-offending by ensuring proportionate and early interventions and effective integration into the community.

Key Objectives

Develop a shared understanding and ownership of 'community integration' amongst Community Planning Partnerships, Community Justice Authorities, Scottish Prison Service and partners for offenders in custody and community.

Identify roles and responsibilities for service delivery across the tiers of service i.e. universal services, targeted and specialist, and identify offender pathways to ensure effective integration into the community.

Draw from existing models such as 'Getting It Right for Every Child' to ensure an appropriate response to meet offender needs, criminogenic and wider, at the right time, with clear strategies for managing transitions/disengagement.

Engage with offenders and communities to develop effective services around integration, to increase community safety and reduce re-offending.

2.6 Strategic Aim Four: Improve the shared management of resources and policy development

Overview

CJAs recognise the importance of consistent service delivery combined with a need to ensure best value. This is the basis upon which Local Authorities and other agencies plan, review and manage their performance in order to deliver continuous improvement and to meet the needs and expectations of service users. By improving the shared management of resources and working together to develop policies CJAs and their partners should achieve these goals.

Key Objectives

Develop and implement a model for joint policy development and extending existing policy, where appropriate, across both custodial and community settings. The model should be informed by existing practice e.g. piloting the transfer of existing policy such as the SPS Family Strategy.

Develop and improve the sharing of resources between custodial and community settings, within and between CJA areas, to improve service delivery to offenders. Examples of this could include Programme Delivery, Training, and Housing Advice etc.

Section 3 LOCAL STRATEGIC AIMS AND PRIORITIES

3.1 Local Priorities

Following consultation with our statutory partners and Community Planning Partnerships and Alcohol and Drug Partnerships, FFVCJA has identified a number of local priorities to address offending and create safer communities across Fife and Forth Valley.

Public safety is an absolute priority for FFVCJA. All efforts to reduce re-offending, and promote the use of community based sentences as alternatives to short term prison sentences will not be at the expense of public safety. When FFVCJA was established commitment was made to ensuring that:

- All offenders are provided with a service that is commensurate with the level of risk of re-offending and/or harm that they present;
- The causes of offending are addressed;
- Victims are given the priority they deserve.

These commitments remain and have influenced the local objectives and priorities for FFVCJA for 2011-2014. These are:

- Introduction of the Criminal Justice & Licensing (Scotland) Bill;
- Young offenders;
- Substance use, especially alcohol;
- Transfer of health responsibility from SPS to local Health Boards;
- Domestic abuse;
- Wider joint action to reduce re-offending.

Underpinning these priorities is a shared understanding that offenders should have fair and equitable access to community based services. FFVCJA will only promote the creation of specialist offender services where necessary and appropriate.

3.2 Introduction of the Criminal Justice & Licensing (Scotland) Bill

This new legislation will introduce a range of new measures including

- Community payback orders which will replace existing community service, supervised attendance and probation orders;
- A presumption against short term sentences of up to 6 months.

These changes will impact significantly on all our partners especially SPS and local authority criminal justice social work services. The numbers of offenders receiving CPOs could increase significantly in comparison to the numbers of offenders currently receiving community based supervision orders. Coupled with a rise in numbers will be a requirement to ensure that offenders placed on CPOs complete the orders in a swift and visible manner. The nature of unpaid work will be determined by communities.

FFVCJA and partners will require to ensure that they are resourced and equipped to provide and manage CPOs in the manner required.

3.3 Young Offenders

A significant amount of offending in our communities is committed by young offenders (up to the age of 21). It is no surprise therefore that young offenders account for a disproportionate amount of the offenders placed on probation and community service in the communities across Fife and Forth Valley. They also account for a disproportionate amount of the individuals from Fife and Forth Valley who are imprisoned each year. A recent analysis of the young offenders within Fife and Forth Valley indicated that many came from poor family backgrounds often featuring domestic abuse. Most offences committed were unplanned often as a consequence of alcohol. The profiles of young offenders in Polmont YOI are very similar. To be successful in reducing re-offending young offenders must be a priority group for the FFVCJA.

FFVCJA will work with our partners both in the community and in Polmont YOI in engaging with young offenders and ensure the causal factors in their offending are addressed.

3.4 Substance use, especially Alcohol

Alcohol and drug use are two of the most common factors in offending across the communities in Fife and Forth Valley. Historically FFVCJA has received Scottish Government funding for the provision of specialist drug treatment services, such as the Fife Drug Court. No similar resources have been provided directly to FFVCJA to address alcohol support. The SPS annual Prisoner Survey for 2009 reports that the numbers of offenders committing offences whilst under the influence of alcohol is increasing. Alcohol is a significant feature in the offences committed by young offenders across Fife and Forth Valley too.

FFVCJA will strengthen our relationships with our CPPs and ADPs to influence the provision of resources to ensure that offenders and prisoners have fair and equal access to both alcohol and drugs services.

3.5 Transfer of Health Responsibility from SPS to local Health Boards

In 2011 the responsibility for healthcare provision for prisoners will transfer from SPS to local Health Boards. NHS Forth Valley will therefore assume the responsibility for the provision of health care to prisoners in HMP Glenochil, HMP & YOI Cornton Vale and HM YOI Polmont. This means that NHS Forth Valley will be responsible for the health care needs of almost 20% of the Scottish prison population. HMP & YOI Cornton Vale and HM YOI Polmont are national prisons for women and young offenders respectively. Only 8.5% of the women in Cornton Vale and 12.9% of the young offenders in Polmont are from Fife and Forth Valley. A larger, and increasing, proportion of the prisoners in Glenochil are from Fife and Forth Valley.

The challenges for NHS Forth Valley are considerable. The health care needs of women offenders in particular are complex. These new arrangements will also bring opportunities such as improving information sharing across prison and community health care sites. FFV CJA will support and monitor the transfer of health care from SPS to local health boards and ensure that there is equality of service provision for offenders both in custody and on release. We will also work with both Fife and Forth Valley Health Boards to improve access to public and mental health provision for offenders.

3.6 Domestic Abuse

The profile of domestic abuse understandably remains high. The prevalence of domestic abuse is increasing and it is acknowledged that many perpetrators of domestic abuse are repeat offenders. The effects on families are significant and we know that domestic abuse is a feature in the childhoods of many of the young offenders in Fife and Forth Valley.

FFVCJA will work with our partners to ensure that domestic abuse remains a priority and the benefits of early intervention are recognised

NB. To insert info re Caledonian programme if funding provided (decision expected by 31 March 2010) and non convicted perpetrator programme

3.7 Wider Joint Action to Reduce Re-offending

This Area Plan is focused on reducing re-offending across Fife and Forth Valley. This is our statutory duty. The wider community also has a right to expect that public agencies such as Criminal Justice Social Work Services and Scottish Prison Service will use their contact with known offenders to reduce the risk that they will offend again, particularly in those cases which raise the most serious concerns about public protection.

However we also recognise that the majority of people who end up in the criminal justice system have experienced multiple disadvantages in their early years. In the context of the justice system we have a challenge to stop the generational cycle of poor outcomes and offending behaviour. Public agencies can intervene at an early stage to address some of the factors that can contribute to offending. These factors include housing, improving skills and accessing training/employment, issues of mental and physical health, substance misuse and deprivation.

Early intervention in these issues cannot be delivered by the criminal justice system but require wider joint action with Community Planning Partnerships and Alcohol and Drug Partnerships. FFVCJA will continue to work in partnerships with these public bodies and continue to influence their action plans as part of our co-ordinated approach to reducing offending and re-offending.

Section 4 STRATEGIC CHALLENGES AND SOLUTIONS

4.1 Strategic Challenges

Fife and Forth Valley Community Justice Authority recognises that there are significant strategic challenges to be addressed in the future. We are fully committed to the 'Scotland Performs' agenda, the 'Reducing Reoffending Programme', the national aims and objectives and those we have agreed locally. This section sets out the key challenges Fife and Forth Valley CJA and our partners will face during the lifetime of this Plan.

4.2 Political

CJAs operate in a constantly changing political environment. FFVCJA welcomes the support of its elected members in steering the authority through this environment and demonstrating their commitment to reducing re-offending.

Solutions

- Effectively communicate the vision of reducing re-offending and creating safer communities;
- Provide evidence of the impact and added value of FFVCJA through annual reports;
- Continue positive relationship with Scottish Government and partner agencies.

4.3 Economic

Given the current economic climate, recession, local government cuts and national spending reviews, CJAs will be expected to allocate limited resources to priority areas, whilst acknowledging the requirement to recognise and transfer resources against these priorities, providing evidence of value for money in an environment of increasing accountability and scrutiny.

Solutions

- Ensure robust financial controls are in place;
- Facilitate the ongoing discussion and identification of examples for resource transfer between 'duty to cooperate' partners;
- Ensure the development of mechanisms to transfer resources.

4.4 Societal

Evidence suggests that communities have a lack of confidence in the criminal justice system. Communities accept that short term prison sentences do not stop re-offending but more effective community based disposals are still regarded by many as a soft option.

To achieve our aims and objectives, community understanding and involvement in the work of the FFVCJA and our partners is crucial.

Solutions

- Real involvement and consultation with our communities;
- Good communication and shared messages across our partners;
- Support efforts to reduce inequality from early years onwards.

4.5 Technological

Technology has a role to play in sharing information and managing risk across our partner agencies. In particular, case recording and information management systems help us check whether we are meeting standards and goals. Delays in technological developments can have an impact on our ability to work together effectively, and our ability to be accountable for our work.

Solutions

- Joint working to identify solutions to improve information sharing;
- Build on existing joint working practices, with protocols and procedures in place to support this.

4.6 Legislative

The Criminal Justice & Licensing Bill will bring reforms to reduce reoffending. This change will require a broadening of skills and service provision, in addition to social work offender management.

The introduction of the Custodial Sentences and Weapons Act will place extra demand on offender services. This will result in the need for all justice agencies to work together in innovative ways to achieve outcomes.

Solutions

- Participation of all our partners in the consultation and planning processes
- Early assessment of the impact of any planned changes

4.7 Environmental

The Scottish Government is committed to improving Scotland's natural and built environment and the sustainable use and enjoyment of it, and all our partners have a role to play. This ethos can be embedded in our work with offenders – particularly in considering how offenders can pay back to the community, and in the development of new prisons and services.

Solutions

- Good awareness of national and local policy and practice
- Identifying best practice and opportunities to impact
- Working with local communities and services to make payback meaningful and effective

Section 5 RESOURCES

5.1 FFV CJA acknowledges the changing political and economic climate that will exist over the lifetime of this three-year Area Plan. National and local elections will occur in 2011 and 2012, respectively. Changes in political direction and membership of the CJA Board are also possible. The economic forecast for the same period indicates that the pressures on public spending will be significant; this may impact on the capacity of some of our partners to contribute to the reducing reoffending/community safety agenda.

5.2 Running Costs

FFV CJA receives an administration budget of approximately £200k annually which covers running costs. This includes staff costs, Members remuneration, stationery, telephones etc. FFV CJA employs 3 staff, all of whom are full time.

5.3 Section 27 Funding

FFV CJA receives almost £11.5 million in “Section 27 funding”, for allocation to our 4 constituent Local Authorities for the delivery of Criminal Justice Social Work Services. Section 27 of the Social Work (Scotland) Act 1968 states (following amendment by Section 21 of the Management of Offenders Act 2005) that Scottish Ministers may pay to a Community Justice Authority such amounts incurred by a Local Authority in providing a “relevant service”. The definition of “relevant service” includes:

- submitting reports to Courts and Parole Board as required;
- supervising offenders placed on probation, community service, SAO, DTTO, diversion or release from custody on supervision and;
- a service enabling a Local Authority to comply with the area Plan

The 2005 Act clearly states that the area Plan is for the purpose of “reducing re-offending by relevant persons”. A relevant person is an individual under supervision or a person in custody. Funding is therefore restricted to re sourcing services which are provided directly to offenders.

As in the past we intend to maximise the resources available for reducing re-offending and ensuring best value for money.

Section 6 COMMUNICATION AND CONSULTATION

6.1 Communication

FFV CJA has a legal duty to consult and to increase public confidence in offender management. FFV CJA has an existing Communications Strategy available on our website: <http://www.fvcja.co.uk/index.html>.

The Criminal Justice & Licensing Bill amplifies the need to communicate clearly and effectively with our communities. Communities will influence the nature of unpaid work undertaken by offenders in their communities as payback. FFVCJA will communication and consultation with our communities remains a priority throughout the lifetime of this Plan.

Fife and Forth Valley CJA will specifically:

- make regular use of our website to publish all our CJA Board reports and minutes;
- promote Community Payback and encourage communities to make requests for community projects to be undertaken by offenders;
- produce regular newsletters promoting the work of the CJA and our partners;
- continue to develop our communication channels especially with our local media.

Section 7 MEASURING SUCCESS

7.1 Measuring Success

The success of FFVCJA depends on how effectively we can achieve the aims and objectives listed in this Plan.

If the FFVCJA is successful:

- Our partners will work together more effectively;
- Offenders will be integrated into our communities;
- We will make best use of our resources;
- Re-offending will be reduced and Fife & Forth Valley will be a safer place;
- Local communities will benefit from payback.

7.2 Local Performance Framework

The FFVCJA local performance framework provides information and evidence about how well partners are achieving their objectives and thus supporting progress towards our intended outcomes, both local and national. Our current local performance framework reflects the outcomes originally set out in the National Strategy for the Management of Offenders.

We will work with other CJAs and the Scottish Government to develop a new performance framework that reflects the new policy context of Scotland Performs and the Reducing Re-offending Programme.

7.3 Reconviction rates

CJAs have identified a series of high level indicators within Scotland Performs which are linked to the broad agenda of the Community Justice Authorities (as identified in Section 1.3). The key success criteria for CJAs is a reduction in re-offending in Scotland. However, currently available datasets allow only for measurement of the proxy measure of re-conviction.

We will work with other CJAs and the Scottish Government over the life of this Plan to develop a more robust measure which reflects the frequency and seriousness of re-offending and provides more reliable regional and local data.

7.4 Reporting on Progress

Progress on our achievement of the national and local priorities, and our performance, will be monitored and reported through:

- Submission of performance reports to the FFVCJA Board on a quarterly basis
- Production of annual Action Plans, which will identify the key activities partners will undertake to deliver the outcomes of our Area Plans.

- Production of Annual Reports which require to be submitted to Scottish Government Ministers to inform of our progress.

The Annual Report and Action Plans will be published, and made available to all partners to members of the public on our website.

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 13 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
<p align="center">FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES</p>	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Note the draft financial position at end of December 2009 regarding the Fife and Forth Valley CJA Administration Grant, attached as an Appendix to this Report.

2 CONSIDERATIONS

- 2.1 Fife and Forth Valley Community Justice Authority is receiving up to £207,316 in 2009/10 from the Scottish Government for the normal running costs of the FFV CJA. This funding is provided under Section 4 (6) of the Management of Offenders Etc (Scotland) Act 2005 and is separate to the monies allocated to fund the Criminal Justice Social Work Services. This money is paid to Clackmannanshire Council as lead authority on Finance.
- 2.2 The Appendix contains a breakdown of the actual spend against this budget for 2009/10. The draft final position is that we anticipate spending our full allocation. This is the first time that Fife and Forth Valley CJA is expecting a full staffing compliment for the full year and, as such, the budget is extremely tight.
- 2.3 This report does not include details of the costs relating to the tribunal of the previous Chief Officer. These costs have been paid and reclaimed from the Scottish Government.
- 2.4 The FFV CJA Administration budget for 2009-2010 was essentially the same amount as that allocated for 2008-2009, no uplift was provided for inflation or any salary increases. Again, no uplift has been provided for 2010-2011; additional funds require to be provided for 2010-2011 to enable the FFV CJA to fully meet its administration costs. Salary inflation, increased pension costs and the increase in VAT rate are going to be the main pressures on next year's administration budget. With very little scope for scaling back expenditure it is going to be critical that FFV CJA receives some uplift for 2010-2011. The shortfall projected for 2010-2011 is £5,000. It is proposed to write to the Scottish Government to alert them to the projected overspend.

3 CONSULTATION

3.1 Consultation has taken place with Chief Officer.

4 RESOURCE IMPLICATIONS

4.1 The resource implications are shown in the Appendix to this Report.


5 BACKGROUND PAPERS

5.1 None.

Author(s)

Name	Designation	Tel No:
George Marshall	Accountant, Clackmannanshire Council	01259 452074

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 9 March 2010

Reference 09032010FFVCJAAAdministrationGrant

APPENDIX

Summary Financial Statement 2009/2010 Fife & Forth Valley CJA Admin Grant

	Budget £	Projection £	Variance £
			() = Underspend
Chief Officer	76,360	75,650	(710)
<i>Admin/PA</i>	<i>25,700</i>	<i>25,620</i>	<i>(80)</i>
<i>Planning Officer</i>	<i>42,340</i>	<i>41,650</i>	<i>(690)</i>
Support Staff/Agency Staff	68,040	67,270	(770)
TOTAL STAFFING	144,400	142,920	(1,480)
<i>Rent</i>	<i>7,650</i>	<i>7,650</i>	<i>0</i>
Property Costs	7,650	7,650	0
<i>Staff Travel</i>	<i>4,000</i>	<i>5,000</i>	<i>1,000</i>
<i>Purchase of Equipment</i>	<i>1,000</i>	<i>1,000</i>	<i>0</i>
<i>Hospitality</i>	<i>1,000</i>	<i>1,000</i>	<i>0</i>
<i>Printing</i>	<i>2,000</i>	<i>2,000</i>	<i>0</i>
<i>Stationery</i>	<i>1,000</i>	<i>1,000</i>	<i>0</i>
<i>Professional Fees/Consultancy</i>	<i>1,000</i>	<i>950</i>	<i>(50)</i>
<i>Audit Fees</i>	<i>5,110</i>	<i>5,110</i>	<i>0</i>
<i>Telephones</i>	<i>500</i>	<i>1,000</i>	<i>500</i>
<i>Computer Equipment</i>	<i>500</i>	<i>500</i>	<i>0</i>
Office Expenses	16,110	17,560	1,450
<i>Training</i>	<i>500</i>	<i>500</i>	<i>0</i>
<i>Conferences</i>	<i>2,000</i>	<i>2,030</i>	<i>30</i>
<i>Members Expenses</i>	<i>5,860</i>	<i>5,860</i>	<i>0</i>
Conferences & Training	8,360	8,390	30
<i>HR</i>	<i>4,780</i>	<i>4,780</i>	<i>0</i>
<i>Finance</i>	<i>21,120</i>	<i>21,120</i>	<i>0</i>
<i>Legal</i>	<i>4,890</i>	<i>4,890</i>	<i>0</i>
HR, Finance and Legal Support	30,790	30,790	0
Total CJA Costs	207,310	207,310	0
Grant from Scottish Government	207,310	207,310	0
Total Projected (Under)/Overspend	0	0	0

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 14 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2009/2010	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Note the projected outturn position for financial year 2009-10 regarding Fife and Forth Valley CJA Section 27 Grant.

2 CONSIDERATIONS

- 2.1 Criminal Justice Social Work Services are funded via a ring fenced grant from the Scottish Government. Chief Officers of the CJAs, as budget holders, are responsible for the effective financial management of the funds allocated to their CJA, including internal resource allocation across the constituent Authorities.
- 2.2 The Appendix to this Report shows a total projected expenditure outturn of £561,664 over grant allocation.
- 2.3 In Fife Council the projected expenditure outturn is £562,552 over grant allocation. Fife Council overheads are £650,000; Fife council allocate the full grant and effectively subsidise the expenditure by the overhead amount.
- 2.4 In Falkirk Council the projected expenditure outturn is £6,240 over grant allocation. Core budget is expected to spend £26,840 under the grant allocated. Non-core is expected to spend £33,080 over grant allocated, due to an overspend in Constructs and an overlap in Young Offenders Projects. Falkirk Council will be subsidising the section 27 grant to the value of the overspend.
- 2.5 In Stirling Council the projected expenditure outturn is £23,618 under grant allocation. The Core is expected to be £27,576 over in total, in addition to workload exceeding grant this is mainly due to the cost of single status. Stirling Council has set aside funds to subsidise for the extra cost of single status. Non Core is expected to be under by £51,194 in total, mainly due to an underspend in Fast Track and Supported Accommodation.

- 2.6 In Clackmannanshire Council the projected expenditure outturn is £26,490 over grant allocation. The Core is expected to be £34,153 over in total, due to increase in staff costs. Non Core is expected to be under by £7,663 in total due to a delay in appointing a post within MAPPA. Work is ongoing to look at ways in which the MAPPA underspend can be utilised, possibly involving the use of sessional staff to clear backlogs.
- 2.7 Fife, Falkirk, and Stirling Councils have implemented single status and this is reflected in the current expenditure. Clackmannanshire has yet to implement single status, the cost of this is not known.
- 2.8 Any expenditure over the grant allocation is the liability of the respective individual Local Authorities.

3 CONSULTATION

- 3.1 Consultation has taken place with the Chief Officer and the four constituent Local Authorities.

4 RESOURCE IMPLICATIONS

- 4.1 The resource implications are shown in the Appendix to this report and covered in the body of the report.


5 BACKGROUND PAPERS

- 5.1 Fife & Forth Valley CJA budget monitoring report to end June 2009.
- 5.2 Letter from Keith Willcock regarding Caledonian system.

Author(s)

Name	Designation	Tel No:
George Marshall	Accountant, Clackmannanshire Council	01259 452074

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 25 March 2010

Reference 20100406FFVCJACJSWBudget

Fife & Forth Valley Criminal Justice Grouping - December 2009

APPENDIX

Criminal Justice - Fife & Forth Valley - as at 31st December 2009

	2009/10 Annual Budget	2009/10 Actual to 31/12/09	2009/10 Projection to year end	2009/10 Year End Variance
DESCRIPTION				
EMPLOYEE COSTS	8,642,786	6,290,449	8,658,776	15,990
PREMISES-RELATED EXPENDITURE	411,391	265,763	392,341	(19,050)
SUPPLIES & SERVICES	470,279	253,658	481,926	11,647
TRANSPORT CHARGES	251,345	189,900	273,861	22,516
THIRD PARTY PAYMENTS	1,346,694	639,701	1,319,649	(17,045)
SUPPORT CHARGES	334,660	189,111	984,224	649,564
TOTAL EXPENDITURE	11,457,155	7,828,582	12,110,777	663,622
GOVT AGENCY REIMBURSEMENTS	(11,453,655)	(5,932,229)	(11,428,655)	0
OTHER INCOME	(3,500)	(57,708)	(98,961)	(95,461)
TOTAL INCOME	(11,457,155)	(5,989,937)	(11,527,616)	(95,461)
NET EXPENDITURE	0	1,838,645	12,110,777	568,161

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

APPENDIX

QUARTERLY REPORT ON SECTION 27 EXPENDITURE 2009/10 (Consolidated)

Service	2009/10 Allocation	YTD SPEND 31-12-09	PROJECTED YEAR END SPEND	YEAR END VARIANCE
Core				
Probation	£1,576,430	£1,122,852	£1,627,312	£50,882
Community Service	£1,999,858	£1,480,089	£2,147,565	£147,707
Social Enquiry Reports	£1,711,694	£1,236,507	£1,754,690	£42,996
Throughcare	£870,837	£694,736	£971,831	£100,994
Home Detention Curfew	£32,301	£27,224	£31,417	-£884
SAO	£376,671	£224,200	£358,260	-£18,411
Diversion	£93,657	£87,467	£135,022	£41,365
Bail	£180,461	£127,151	£189,459	£8,998
Court Services	£446,910	£381,978	£529,546	£82,636
Total Core Services	£7,288,819	£5,382,204	£7,745,102	£456,283
Non Core				
Centrally Initiated Funding:				
Delivery of the National Training Programme	£60,000	£66,966	£85,482	£25,482
Drug Courts	£689,061	£429,296	£738,582	£49,521
MAPPA	£268,455	£147,081	£337,046	£68,591
Throughcare Addiction Services	£51,499	£26,845	£45,371	-£6,128
Funding for Non-Centrally Initiated Areas of Work:				
Development of Forensic Mental Health Service	£18,486	£0	£19,119	£633
DTTO	£871,134	£512,827	£910,449	£39,315
Employment Services	£154,735	£52,964	£154,735	£0
Fast Track Drugs Assessment & Treatment	£305,079	£178,067	£289,275	-£15,804
Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation)	£629,040	£482,132	£743,276	£114,236
SER Pilot	£45,861	£29,884	£39,695	-£6,166
Substance Related Offending	£13,474	£0	£13,474	£0
Supported Accommodation	£408,514	£82,657	£275,114	-£133,400
Young Offenders	£257,396	£136,838	£229,163	-£28,233
Intensive Support Packages	£194,500	£96,215	£194,610	£110
Caledonian Self Evaluation	£15,000	£0	£15,000	£0
New Service Development Funding				
Extension of CSOGP/Domestic Violence groupwork	£111,400	£98,485	£116,668	£5,268
Supported Accommodation Services - 3 Support Workers	£61,200	£16,295	£63,156	£1,956
High Risk Offender Management Lead Officer	£10,000	£0	£0	-£10,000
Total Non Core	£4,164,834	£2,356,552	£4,270,215	£105,381
Overall Total	£11,453,653	£7,738,756	£12,015,317	£561,664

Overhead Included in Figures Above

£978,584 8.54%

Note: Only Overheads up to a maximum of 8% of total allocation is eligible for Section 27 Grant Claim

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 15 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES GRANT ALLOCATION 2010/11	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Note the letter of 15 January 2010 from the Scottish Government regarding the Criminal Justice Social Work Services Allocation of Grant 2010/11 (Appendix 1).
- 1.2 Note the changes in funding from 2009/10 to 2010/11, as per attached table (Appendix 2).
- 1.3 Request the FFV CJA writes to the Scottish Government detailing the resource pressures for Fife and Forth Valley CJA for 2010-2011.

2 CONSIDERATIONS

- 2.1 Notification of the 2010-2011 Allocation of Grant for the provision of Criminal Justice Social Work Services has now been received from the Scottish Government. The Grant Allocation totals £11,948,814 for the Fife and Forth Valley CJA. This is split £7,928,587 for the provision of Core Services and £4,020,227 for Non Core Services. There is an overall increase in the Core Services Allocation of 8.78%. This is mainly due to the Community Service allocation which has increased by 25.45%. For the sixth successive year there has been no increase in the Non Core Allocation.
- 2.2 The letter from the Scottish Government detailing the Allocation is attached as Appendix 1. A spreadsheet detailing the Core and Non Core Allocation for 2010-2011 is attached as Appendix 2. Appendix 3 shows the allocation to each CJS based on the national funding formula agreed at the June 2009 Board meeting.

Core Allocation

- 2.3 Core Allocations are determined by the application of a formula based on both workload and needs.

The Core Allocation has also been increased nationally by £4 million for Community Service to assist in the introduction of the Community Payback Order. This equates to an additional amount of £508,451 for FFV CJA. There has been no inflationary increase added to Core Services or, indeed, Non Core Services.

Non Core Services

- 2.4 The resource pressures on these services, for both Local Authorities and voluntary sector providers, are evident given the 'stand-still' allocation for six successive years. An additional amount of £100K has, however, been included for further investment to support women offenders and reduce their risk of reoffending. On 22nd February 2010 the Scottish Government announced that the Fife Drug Court would now be funded to March 2012.

FINANCIAL PRESSURES 2010/11

Fife

- 2.5 In 2010/11 the impact of the implementation of the Equal Pay legislation is £185K. This figure will increase year on year, in 2011/12 the projected figure is £400K and in 2012/13 £570K. Fife CJS will require to address the impact of Equal Pay and any cost of living pay awards through vacancy management/head count reduction.

Falkirk

- 2.6 Falkirk Council are not in a position to subsidise the FFV CJA grant. Any under funding from the Scottish Government will result in a reduction of services or a change in service prioritisation. If we extrapolate a flat budget over the next 3 years we will need to find savings of around £120k.

Stirling

- 2.7 Stirling Council is under significant financial pressures at this time, and whereas in the past they have, to varying degrees, assisted Criminal Justice Services, this no longer appears to be an option for them. Stirling CJS are having to pay full management costs and, added to that, are also experiencing increases in the rent charged, both for core and non-core services. The final point that needs to be highlighted is the ongoing, increasing costs of salaries.

Clackmannanshire

- 2.8 The impact of single status will be the main financial pressure in Clackmannanshire CJS this year. The cost, which is estimated at £30k for 2010/11, will have to be borne by the service. Property costs will also increase this year by £25K as the service has moved to a new town centre property.

3 CONSULTATION

3.1 Consultation has taken place with Criminal Justice and Finance Officers from Fife, Clackmannanshire, Falkirk and Stirling Councils.

4 RESOURCE IMPLICATIONS

4.1 The resource implications are covered in this Report and illustrated in Appendix 3 to this Report, the spreadsheet detailing the Core and Non Core Allocation to Fife and Forth Valley CJA for 2010-2011.


5 BACKGROUND PAPERS

5.1 None.

Author(s)

Name	Designation	Tel No:
George Marshall	Accountant, Clackmannanshire Council	01259 452074
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 25 March 2010

Reference 20100406FFVCJSWGrantAllocation

Criminal Justice Directorate

Community Justice Services
Division

T: 0131-244 3511 F: 0131-244 3297

E:

keith.willcock@scotland.gsi.gov.uk

Anne Pinkman

Chief Officer

Fife & Forth Valley

Community Justice

Authority

Kilncraigs Business Park

Room 7

Greenside Street

ALLOA

αβχδεφγηιφ

APPENDIX 1

Your ref:

Our ref:

15 January 2010

Dear Chief Officer

CRIMINAL JUSTICE SOCIAL WORK SERVICES ALLOCATION OF GRANT FOR 2010-11

1. I am writing to inform you of the ringfenced funding allocations to your Community Justice Authority (CJA) for the delivery of approved core and non-core components of Criminal Justice Social Work Services grant for the financial year 2010-11. The allocations are set out in Annex A. This funding is provided under sections 27A and 27B of the Social Work (Scotland) Act 1968 as amended. Chief Officers, as budget holders, are responsible for the effective financial management of the funds allocated to their CJA, and for resource allocations across their constituent authorities.

2. On the basis that internal resource allocations within CJAs will be informed by the 3 year area plans effective from April 2008, allocations have not been broken down to grouping/unitary authority level.

3. Given the current tight funding constraints it has not proved possible to apply a cost of living uplift to either core or non core areas of expenditure.

Core Funding

4. Core funding is designed to provide grant for those mainstream services where availability occurs on a Scotland wide basis. Allocation between CJAs of available grant for core services is subject to application of the agreed formula process. The core allocations, which are set out in the attached annex, reflect the most recent data sets available in respect of workload and needs factor figures. The breakdown into individual service heads is provided for illustrative purposes only. There is ability to vire monies within the various service heads which constitute core funding but not from the core block to non-core block.

Community Payback

5. The core allocations incorporate the roll forward into 2010-11 for the £2m previously announced by the Cabinet Secretary for Justice to assist with the immediacy and speed of community service delivery and to reflect increased workloads.

6. The Government has also injected a further £4m into community service, announced by the Cabinet Secretary in June 2009, to assist in the introduction of the Community Payback Order.

Home Detention Curfews

7. The indicative grant allocations for HDCs have remained at the same level as 2009-10 financial year as there is insufficient data available to determine the grant allocations by the formula. I can therefore inform you that the HDC grant allocations for 2010-11 will be calculated on a percentage basis of the number of assessments undertaken in 2009-10 based on the information provided by local authorities. As in previous years, this exercise will be carried out around June 2010 and any adjustments to allocation notified shortly afterwards.

Non-Core Expenditure

8. Non-core funding is subdivided into those projects/programmes initiated by the Scottish Government and those locally/regionally initiated. In the event that an underspend is forecast in non-core expenditure, there is provision to make application within the specific financial year to the Government for approval to vire up to 20% of overall non-core funding to assist delivery of core services.

Centrally Initiated Projects/Programmes.

9. The Scottish Government has provided funding for a range of central initiated projects/programmes, the majority of which are time limited. Where no specific timescale has been indicated for such initiatives it should be assumed that they will be funded for the duration of the current 3 year plan i.e. to March 2011. The Scottish Government will be responsible for decisions on future funding of these initiatives beyond the current termination date. Where a decision is taken not to provide further funding the monies so released will be retained by the Scottish Government and used for other criminal justice social work purposes. It cannot be automatically assumed that the CJA previously in receipt of such funding will be the sole or principal recipient of the redistributed monies.

10. If a CJA is of the view that a central initiative is proving either ineffective or offers poor value for money it should so advise Community Justice Service officials at the earliest opportunity. A decision in such circumstances on whether the project/programme should continue or the possibility of virement to a pressurised area within non-core or core services will rest with the Scottish Government.

Locally/Regionally Initiated Projects/Programmes

11. For areas of non-core expenditure, which have not been centrally initiated, CJAs have discretion to change funding priorities in line with their area plan and where appropriate to discontinue funding of projects/programmes. Where the latter takes place the CJA has the ability to use 100% of the monies so released for other areas of non-core activities.

However in such instances CJAs should advise the Scottish Government of their intentions and how they propose to use the released funding. This will assist in ensuring that future allocation annexes more accurately reflect actual expenditure plans.

Drug Court

12. Funding for Fife drug court has been extended to June 2010. Future funding beyond that date will be determined pending the outcome of the drug court review.

Domestic Abuse

13. The development of the Caledonian System will be jointly funded by the Effective Practice Unit (EPU) and the Equality Unit (EQU) of the Scottish Government, with the EPU responsible for overseeing the development of the men's programme in line with accredited standards, and the EQU for the women's and children's services. Funding for those CJAs chosen as pilots sites will be notified by separate letter.

Intensive Support Packages

14. The CJA grant allocations do not include any provision for intensive support packages. Individual cases will be the subject of separate correspondence. Where a CJA requires to seek additional funding from the Scottish Government for any new such packages, the contribution to be made available will be restricted to no more than 90% of the total sum being sought, with the balance to be met from the CJA budget.

Women Offenders

15. In November 2009, the Equal Opportunities Committee published its report on Female Offenders in the Criminal Justice System. Scottish Government responded to the Committee's recommendations in a letter to the Committee on 12 January 2010. The report is welcomed and reflects many of the issues we have identified to improve the management and support of women offenders in prison and the community. Additional funding of £100,000 has been included in your 2010/11 allocation for further investment to support women offenders and reduce their risk of reoffending.

Arrangements for payment of grant

16. The allocation of grant for 2010-11 will be paid in monthly instalments with application of a 2.5% retention factor.

17. Upon receipt of the final audited claim for 2009-10 financial year any balance due from the Scottish Government will be paid up to the maximum level of the grant allocation. Any overpayment of grant will require to be repaid to the Scottish Government. Further guidance on this matter is detailed in the Audit section below.

Accountability Issues

18. Chief Officers, as budget holders, are ultimately accountable for the proper use of the section 27 grant funds allocated to their CJA, including internal resource allocations across the constituent authorities. In the discharge of their duties, Chief Officers should act in accordance with the principals of the Public Finance and Accountability (Scotland) Act 2000 and related guidance, and the requirements of the Government Financial Reporting Manual. CJAs will also require to allocate Section 27 grant funding in a way which reflects the

objectives of the area plan as well as other considerations, including any other related resources which partners propose to direct towards activities relevant to the plan. In this respect, they must satisfy the Government and its auditors that appropriate safeguards are in place for the protection of public funds.

19. Where Criminal Justice Social Work Services grant is paid by the Scottish Government, in accordance with Section 27A of the Social Work (Scotland) Act 1968, a CJA has no discretion to forward it to a service provider other than a local authority, unless it provides the services following transfer of the functions under Section 8 of the Management of Offenders etc (Scotland) Act 2005. It is however for CJAs to determine the proportion of funding to be allocated to the individual local authorities within their area of coverage in accordance with the priorities identified within its area plan.

20. Accountability issues are fully set out in the Management Statement/Financial Memorandum.

Audit

21. CJAs are required to complete annual accounts which should be certified by the Director of Finance that the expenditure shown has been spent on the services indicated in the specific financial year. The accounts should be passed to the CJAs external auditor as soon as possible after the end of each financial year. On receipt of the audit returns, the Chief Officer should make arrangements to sign off the consolidated CJA audited return and submit to Audit Scotland by 30 September each year to which the annual accounts relate. A copy of the audited annual accounts should also be sent simultaneously to the above address for the attention of Maurice Williams.

22. Following receipt of the CJA audited annual accounts from Audit Scotland, the Scottish Government will consider any comments made by external auditors and ensure that appropriate action is taken. Any balance due will be paid up to the maximum level of the grant allocation. Any overpayment of grant will require to be repaid to the Scottish Government within one month of receipt of a letter informing the CJA that monies are due to the Scottish Government.

23. The Scottish Government will make arrangements for the audited annual accounts to be laid before Parliament.

24. Please contact Maurice Williams, (tel: 0131 244 5439) or Carol McKegey (tel: 0131 244 4349) if you have any queries.

Yours sincerely



KEITH WILLCOCK

APPENDIX 2

Fife & Forth Valley Community Justice
Authority Indicative Allocation 2010/11

2009/10 Allocation	Service	2010/11 Allocation
	Core	
1,576,431	Probation	£1,595,431
1,999,857	Community Service	£2,508,808
1,711,695	Social Enquiry Reports (frozen at 2008/09 Allocation)	£1,711,695
870,837	Throughcare	£920,160
32,300	Home Detention Curfew	£32,300
376,671	SAO	£429,018
93,657	Diversion	£82,663
180,460	Bail	£180,460
446,910	Court Services	£468,052
£7,288,818	Total Core Services	£7,928,587
	Non Core	
	Centrally Initiated Funding	
60,000	Delivery of the National Training Programme	£60,000
689,061	Drug Courts	£689,061
268,455	MAPPA	£268,455
51,500	Throughcare Addiction Services	£51,500
	Funding for Non-Centrally Initiated Areas of Work	
18,486	Development of Forensic Mental Health Service	£18,486
871,134	DTTO	£871,134
154,735	Employment Services	£154,735
305,078	Fast Track Drugs Assessment & Treatment	£305,078
182,600	New Service Development Funding	£183,365
629,030	Programme Delivery	£629,030
45,861	Social Enquiry Report Pilot - 2nd Round (April 2010)	£10,000
13,474	Substance Related Offending	£13,474
408,513	Supported Accommodation	£408,513
0	Women Offenders	£100,000
15,000	Caledonian Self Evaluation	£0
257,396	Young Offenders	£257,396
£3,970,323	Total Non Core	£4,020,227
£11,259,141	Overall Total	£11,948,814

Fife and Forth Valley Community Justice Authority

Service	2009/10 Total	Fife Allocation	2009/10 Total Allocation	Falkirk Allocation	2009/10 Total Allocation	Stirling Allocation	2009/10 Total Allocation	Clack Allocation	2009/10 Total Allocation	Total Allocation	Fife Estimated	2010/11 Estimated	Stirling Estimated	2010/11 Estimated	Clack Estimated	2010/11 Estimated	Total Estimated
Core																	
Probation	£1,576,431	£797,069	£405,438	£220,883	£153,040	£84,654	£870,837	£84,654	£920,160	£1,595,431	£828,207	£352,445	£203,339	£211,440	£289,376	£2,595,431	
Community Service	£1,821,433	£954,673	£447,987	£214,401	£204,373	£204,373	£1,821,433	£204,373	£2,508,808	£1,257,702	£656,409	£305,320	£289,376	£289,376	£2,508,808		
Additional CS from July 09	£178,424	£89,447	£46,683	£21,714	£20,580	£178,424	£178,424	£178,424	£178,424	£178,424	£178,424	£178,424	£178,424	£178,424	£178,424		
Social Enquiry Reports	£1,711,695	£906,745	£442,211	£266,684	£196,054	£196,054	£1,711,695	£196,054	£1,711,695	£1,711,695	£854,118	£386,542	£272,795	£198,240	£1,711,695		
Throughcare (released & serving prisoners, Life, Parole, Non Parole, Extended Sentences, Supervised Release Orders, Short-Term Sex Offenders, Other determinate sentences of 4yrs & over, voluntary assistance, & HCR)																	
HDC	£870,837	£454,937	£180,072	£151,174	£84,654	£84,654	£870,837	£84,654	£920,160	£920,160	£468,791	£197,853	£183,909	£69,607	£920,160		
HCR	£32,300	£15,782	£7,275	£6,872	£2,371	£2,371	£32,300	£2,371	£32,300	£32,300	£17,345	£6,663	£5,416	£2,875	£32,300		
SAO (Including Mandatory SAO)	£376,671	£187,570	£97,315	£59,020	£32,766	£32,766	£376,671	£32,766	£429,018	£429,018	£181,855	£138,145	£30,884	£78,134	£429,018		
Diversion	£93,657	£20,180	£31,270	£19,563	£22,544	£22,544	£93,657	£22,544	£82,663	£82,663	£29,886	£24,487	£11,646	£16,844	£82,663		
Ball (Info requests & supervision cases)	£180,460	£88,351	£43,707	£24,025	£24,378	£180,460	£180,460	£24,378	£180,460	£180,460	£92,613	£56,702	£16,532	£54,613	£180,460		
Court Services (all individuals excl diversion)	£446,910	£233,340	£89,245	£70,182	£54,143	£446,910	£446,910	£54,143	£468,052	£468,052	£225,618	£111,435	£67,787	£63,211	£468,052		
Total	£7,288,818	£3,748,094	£1,691,203	£1,054,519	£795,003	£795,003	£7,288,818	£795,003	£7,928,587	£7,928,587	£3,915,936	£1,930,681	£1,097,628	£984,342	£7,928,587		
Non Core																	
Delivery of the National Training Programme	£60,000	£60,000	£0	£0	£0	£0	£60,000	£0	£60,000	£60,000	£60,000	£0	£0	£0	£60,000		
Development of Forensic Mental Health service	£18,486	£9,243	£0	£0	£9,243	£9,243	£18,486	£9,243	£18,486	£18,486	£9,120	£3,366	£0	£0	£18,486		
Drug Courts	£689,061	£689,061	£0	£0	£0	£0	£689,061	£0	£689,061	£689,061	£689,061	£0	£0	£0	£689,061		
DTIO	£871,134	£547,057	£0	£324,077	£0	£0	£871,134	£0	£871,134	£871,134	£547,057	£0	£324,077	£0	£871,134		
Employment Services	£154,735	£55,145	£0	£99,590	£0	£99,590	£154,735	£0	£154,735	£154,735	£37,376	£21,682	£19,341	£19,341	£154,735		
Fast Track Drugs Assessment & Treatment	£305,078	£23,216	£274,719	£0	£7,144	£305,078	£305,078	£7,144	£305,078	£305,078	£0	£0	£305,078	£0	£305,078		
MAPP	£268,455	£133,931	£25,000	£0	£109,524	£268,455	£268,455	£109,524	£268,455	£268,455	£132,449	£25,000	£0	£111,006	£268,455		
Programme Delivery:																	
Constructs PSSO	£264,505	£0	£264,505	£0	£0	£0	£264,505	£0	£264,505	£264,505	£264,505	£0	£0	£0	£264,505		
Programmes	£364,525	£135,631	£0	£0	£0	£0	£364,525	£0	£364,525	£364,525	£179,632	£184,693	£0	£0	£364,525		
Social Enquiry Report Pilot	£45,861	£22,542	£6,540	£6,971	£9,808	£45,861	£45,861	£9,808	£10,000	£10,000	£6,667	£3,333	£0	£0	£10,000		
Substance Related Offending	£13,474	£1,108	£0	£0	£12,366	£13,474	£13,474	£12,366	£13,474	£13,474	£6,647	£3,255	£1,888	£1,664	£13,474		
Supported Accommodation	£408,513	£265,501	£69,802	£48,461	£24,750	£408,513	£408,513	£24,750	£408,513	£408,513	£201,533	£98,675	£57,242	£51,062	£408,513		
Throughcare Addiction Services	£51,500	£32,234	£8,453	£6,801	£4,011	£51,500	£51,500	£4,011	£51,500	£51,500	£25,407	£12,440	£7,216	£6,437	£51,500		
Young Offenders	£257,396	£176,506	£39,445	£23,667	£15,778	£257,396	£257,396	£15,778	£257,396	£257,396	£126,982	£62,173	£36,067	£32,173	£257,396		
Community Service Visibility Project	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
New Service Development	£182,600	£70,000	£92,200	£10,200	£10,200	£182,600	£182,600	£10,200	£183,365	£183,365	£70,293	£92,586	£10,243	£10,243	£183,365		
Caledonian Self Evaluation	£15,000	£0	£0	£0	£0	£0	£15,000	£0	£15,000	£15,000	£0	£0	£0	£0	£15,000		
Women Offenders	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Total Non Core Services	£3,970,323	£2,293,222	£664,792	£694,896	£302,413	£302,413	£3,955,323	£302,413	£4,020,227	£4,020,227	£2,131,384	£793,402	£763,494	£231,947	£3,920,226		
Overall Total	£11,259,141	£6,041,316	£2,355,996	£1,749,414	£1,097,415	£1,097,415	£11,244,141	£1,097,415	£11,948,814	£11,948,814	£6,047,320	£2,724,083	£1,861,122	£1,216,288	£11,848,813		

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 16 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
SCOTTISH COMMUNITY SERVICE AWARDS	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Note that the Scottish Government are to launch a National Award Scheme for Community Service; the outcome of the Awards will be announced at an Awards Ceremony on 24 May 2010.
- 1.2 Request a Report be submitted to a future meeting of the FFV CJA Board advising of the winners.

2 CONSIDERATIONS

- 2.1 The Scottish Government are to launch a National Award Scheme for Community Service. The purpose is to showcase the best Community Service projects undertaken across Scotland. The Award Scheme will take place on 24 May 2010 with invitations to attend extended to Criminal Justice Social Work Services, Community Justice Authorities, the Judiciary, the Scottish Prison Service, Police, CoSLA and third sector organisations. It is hoped that the event will recognise and celebrate the work of Community Service Teams and raise a positive public image.
- 2.2 Nominations are invited from both Criminal Justice Social Work and local communities for awards in four different categories:
 - Environmental
 - Skills Building
 - Partnership
 - Community
- 2.3 A winner will be decided from each category and there will be an overall best community service project. Nominations for the community award will only be invited from organisations or individuals within the community who have benefited from community service activity in their area.

- 2.4 All applications will be judged by an independent panel of judges who have an interest in Criminal Justice in Scotland.
- 2.5 Fife CJS and Falkirk CJS intend to submit applications to each of the four categories. It is not yet known what categories Clackmannanshire CJS and Stirling CJS will be submitting entries for.
- 2.6 This Award Scheme for Community Service should assist in raising the profile and image of Community Service and raise the confidence of the public in community sentences.
- 2.7 Board Members will be informed of the outcome of the Award Ceremony.

3 CONSULTATION

- 3.1 The Chief Officer has consulted with the Criminal Justice Service Managers of the four Fife and Forth Valley Local Authorities.

4 RESOURCE IMPLICATIONS

- 4.1 None.


5 BACKGROUND PAPERS

- 5.1 None.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 4 March 2010

Reference 20100406ScottishCommunityService

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 17 ON THE AGENDA
6 April 2010	NOT CONFIDENTIAL
PROTOCOL FOR BOARD MEMBERS ATTENDANCE AT MEETINGS OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Approve the Protocol for Board Members Attendance at Meetings of the Fife and Forth Valley Community Justice Authority, attached as an Appendix to this Report.

2 CONSIDERATIONS

- 2.1 There are ten Members of the Fife and Forth Valley CJA Board. The Community Justice Authorities (Establishment, Constitution and Proceedings), (Scotland) Order 2006, Item 7, dictates that for any meeting of the Authority to be quorate, seven Members must be present.
- 2.2 A Protocol, which is attached as an Appendix to this Report, outlines the procedures Board Members must follow should they be unable to attend any meeting of the Authority. The procedures include what Board members should do for both planned and unplanned absence. In the case of planned absence, Board Members are required to submit apologies and arrange for a substitute Member to attend in their absence. Contact details for all Board Members and substitute Board Members are attached to the Protocol.
- 2.3 Procedures for unplanned absence require Board Members to notify the FFV CJA office, Convenor or Chief Officer. The contact details for each are also included in the Protocol.

3 CONSULTATION

- 3.1 Consultation has taken place with Board Members.

4 RESOURCE IMPLICATIONS

4.1 None.


5 BACKGROUND PAPERS

5.1 None.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 10 March 2010

Reference 20100406ProtocolBoardMembers

 <p>Fife & Forth Valley Community Justice Authority</p>	<p style="text-align: center;">Protocol for Board Members Attendance at Meetings of the FFV CJA</p> <p style="text-align: right;">Dated: April 2010</p>
--	---

Guidance

This Protocol is for Board Members of the Fife and Forth Valley Community Justice Authority (FFV CJA). As a Board Member of FFV CJA, it is your personal responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Protocol.

Quorum

Standing Orders - Section 8

- (1) *The quorum of the FFV CJA is 7. If fewer than 7 Members are present ten minutes after the time appointed for the start of the meeting, the meeting will be adjourned and this will be recorded in the Minutes.*
- (2) *After a meeting has started, if the number of Members present falls below the quorum the Chief Officer will draw this to the attention of the Convener. If after a lapse of two minutes there are fewer than 7 Members present, the meeting will immediately adjourn. No business may be transacted at a meeting of the FFV CJA unless a quorum is present.*

Apologies for Absence

- Planned absence: Apologies to be submitted no later than 30 days notice.
- Unplanned absence: Apologies to be notified as soon as possible.

To be notified to FFV CJA Admin Office:

Tel: 01259 727435

E-mail: ffvcommunity.justice@kilncraigs.plus.com

Notification of Named Substitute

It is the responsibility of each Board Member to arrange a Substitute Board Member to attend on their behalf. The FFV CJA Admin Office should be notified of the named substitute no later than 30 days notice for planned absence or as soon as possible for unplanned absence.

Attachment: List of names and contact details for all Board Members and Substitute Board Members.

Apologies for Absence - On the Day of the Meeting

- **Prior to the Start Time of the Meeting**
Contact the Convenor or Chief Officer via their mobile phone.
- **After the Start Time of the Meeting**
After the start time of the meeting, please contact the venue directly to request an urgent message is passed to the Clerk (or Minute Taker).

If you are uncertain about any of these procedures, please seek advice from the Convenor or Chief Officer, FFV Community Justice Authority.

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

BOARD MEMBERS (10)

Dated: April 2010

Title	Name	Local Authority	Named Substitute	E-mail/Tel	Office Address	Admin Support
Councillor	Neil Benny (Con)	Stirling	Councillor Jim Thomson	bennyn@stirling.gov.uk T: 01786 442925	Stirling Council Viewforth STIRLING FK8 2ET (Preferred Mailing)	
Councillor	William Buchanan (Ind)	Falkirk	Councillor John Patrick	William.buchanan@falkirk.gov.uk T: 01324 506167	Falkirk Council Municipal Buildings West Bridge Street FALKIRK FK1 5RS	Eileen Clark T: 01324 506070
Councillor	Margaret Kennedy (Convenor) (Lib Dem)	Fife	Councillor Bill Sangster	Cllr.margaret.kennedy@fife.gov.uk T: 08451 55 55 55 Ext 450636	Fife Council County Buildings St Catherine Street CUPAR Fife KY15 4TA	Barbara Mitchell T: 08451 55 55 55, Ext 450636
Councillor	George Matchett (Deputy Convenor) (Lab)	Clackmannanshire	Councillor Gary Womersley	gmatchett@clacks.gov.uk T: 01259 452246	Clackmannanshire Council Greenfield ALLOA FK10 2AD (Preferred Mailing)	Natalie Hughes T: 01259 452005

Title	Name	Local Authority	Named Substitute	E-mail	Office Address	Admin Support
Councillor	Bill McCulloch (Lab)	Fife	Councillor Tom Adams	cllr.bill.mcculloch@fife.gov.uk T: 08451 55 55 55, Ext 490096	Fife Council Fife House North Street GLENROTHES KY7 5LT	
Councillor	John McNally (SNP)	Falkirk	Councillor Cecil Meiklejohn	John.mcnally@falkirk.gov.uk T: 01324 506282	Falkirk Council Municipal Buildings West Bridge Street FALKIRK FK1 5RS	Eileen Clark T: 01324 506070
Councillor	Alistair McNeill (Lab)	Falkirk	Councillor Jim Blackwood	Alistair.mcneill@falkirk.gov.uk T: 01324 506141	Falkirk Council Municipal Buildings West Bridge Street FALKIRK FK1 5RS (Preferred Mailing)	Eileen Clark T: 01324 506070
Councillor	Paul Owens (Lab)	Stirling	Councillor Colin O'Brien	owensp@stirling.gov.uk T: 01786 443497	Stirling Council Viewforth STIRLING FK8 2ET	Maureen Bennison – copy into all e-mails – bennisonm2@stirling.gov.uk
Councillor	Alfred Patey (SNP)	Fife	Councillor Lizz Mogg	Cllr.alfred.patey@fife.gov.uk T: 08451 55 00 00, Ext 442189	Fife Council Fife House North Street GLENROTHES KY7 5LT (Preferred Mailing)	Members Services T: 08451 55 55 55, Ext 442189

Title	Name	Local Authority	Named Substitute	E-mail	Office Address	Admin Support
Councillor	Joe Rosiejak (Lib Dem)	Fife	Councillor Jim Burke	Cllr.joe.rosiejak@fife.gov.uk T: 08451 55 55 55, Ext 444321	Fife Council City Chambers Kirkgate DUNFERMLINE KY12 7ND	Wendy Anderson, Ext 442203 Rhona, 08451 55 55 55 Ext 444321 or Christine, Ext 442319

(Please see separate pages for details of Substitute Board Members).

SUBSTITUTE BOARD MEMBERS (10)

Title	Name	Local Authority	E-mail	Office Address
Councillor	Tom Adams (LAB)	Fife	Cllr.tom.adams@fife.gov.uk T: 01592 654588	Fife Council Fife House North Street GLENROTHES KY7 5LT
Councillor	Jim Blackwood (LAB)	Falkirk	Jim.blackwood@falkirk.gov.uk T: 01324 506145 Members' Services: T: 01324 506070	Falkirk Council Municipal Buildings West Bridge Street FALKIRK FK1 5RS
Councillor	Jim Burke (LIB DEM)	Fife	Cllr.jim.burke@fife.gov.uk T: 08451 55 00 00	Fife Council City Chambers Kirkgate DUNFERMLINE KY12 7ND
Councillor	Cecil Meiklejohn (SNP)	Falkirk	Cecil.meiklejohn@falkirk.gov.uk T: 01324 506134	Falkirk Council Municipal Buildings West Bridge Street FALKIRK FK1 5RS
Councillor	Lizz Mogg (SNP)	Fife	Cllr.lizz.mogg@falkirk.gov.uk T: 08451 55 00 00	Fife Council Fife House North Street GLENROTHES KY7 5LT

Title	Name	Local Authority	E-mail	Office Address
Councillor	Colin O'Brien (LAB)	Stirling	obrienc@stirling.gov.uk T: 01786 443497	Stirling Council Viewforth STIRLING FK8 2ET
Councillor	John Patrick (CON)	Falkirk	John.patrick@falkirk.gov.uk T: 01324 506161	Falkirk Council West Bridge Street FALKIRK FK1 5RS
Councillor	Bill Sangster (LIB DEM)	Fife	Cllr.bill.sangster@fife.gov.uk T: 08451 55 00 00	Fife Council Fife House North Street GLENROTHES KY7 5LT
Councillor	Jim Thomson (SNP)	Stirling	Thomsonj03@stirling.gov.uk T: 01786 443394	Stirling Council Viewforth STIRLING FK8 2ET (Preferred Mailing)
Councillor	Gary Womersley (SNP)	Clackmannanshire	gwomersley@clacks.gov.uk T: 01259 452252	Clackmannanshire Council Greenfield ALLOA FK10 2AD

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

MEETINGS/VISITS UNDERTAKEN BY CONVENOR, BOARD MEMBERS AND CHIEF OFFICER

ACTIVITY REPORT: DECEMBER 2009 TO FEBRUARY 2010

CONVENOR

DATE	ACTIVITY
08 12 09	FFV CJA Board Meeting, Stirling
16 12 09	FFV CJA Chief Officer, Perth
26 01 10	CoSLA Community Safety Executive, Edinburgh
26 01 10	CoSLA/CJA Meeting, Edinburgh
25 02 10	FFV CJA Board Members Seminar on Area Plan, Dunfermline

CHIEF OFFICER

DATE	ACTIVITY
01 12 09	FFV CJA Deputy Convenor, Alloa
02 12 09	Community Planning Officers, Clackmannanshire Council, Alloa
02 12 09	Senior Officers NHS Fife and NHS Forth Valley, Alloa
03 12 09	Scottish Government Officers, Alloa
07 12 09	Community Planning Officer, Falkirk Council, Falkirk
08 12 09	FFV CJA Board Meeting, Stirling
08 12 09	Effective Community Disposals Workstream, Edinburgh
09 12 09	Central Criminal Justice Board, Stirling
10 12 09	Offender Management Group, Glenrothes
10 12 09	FFV CJA Research and Information Officer, Alloa
11 12 09	Service Managers CJS, Alloa
11 12 09	APEX Trust Scotland Board Meeting, Edinburgh
15 12 09	CJA Chief Officers Group, Polmont
16 12 09	FFV CJA Convenor, Perth
16 12 09	Consultant, Caledonian Bid, Alloa
17 12 09	FFV CJA Finance Officer, Alloa
12 12 09	APEX Audit Committee, Edinburgh
18 12 09	Governor and Offender Outcome Managers, Alloa
21 12 09	APEX Trust Scotland, Edinburgh
22 12 09	Caledonian System Self-Evaluation Workshop, Stirling
23 12 09	Forth Valley Domestic Abuse Perpetrator Programme Group, Stirling
06 01 10	Forth Valley Domestic Abuse Perpetrator Programme Group, Stirling
08 01 10	Service Managers CJS, and Consultant Caledonian Bid, Alloa
19 01 10	CJA Chief Officers Group, Polmont
20 01 10	Accountant, Clackmannanshire Council, Alloa
20 01 10	Sacro, Alloa
22 01 10	FFV CJA Seminar Planning Meeting, Falkirk
25 01 10	FFV CJA Research and Information Officer, Alloa
26 01 10	Officer Fife Constabulary, Alloa
26 01 10	CoSLA/CJA Meeting, Edinburgh
27 01 10	SPS CJA Liaison Manager, Alloa
28 01 10	Officer Central Scotland Police, Stirling
29 01 10	Service Managers CJS, Alloa

CHIEF OFFICER (continued)

DATE	ACTIVITY
01 02 10	Officers Circle Scotland, Alloa
01 02 10	Mappa Steering Group, Falkirk
02 02 10	APEX Trust Scotland, Falkirk
03 02 10	FFV CJA Research and Information Officer, Alloa
03 02 10	FFV CJA Accommodation Group, Alloa
04 02 10	CJA Chief Officers, Edinburgh
05 02 10	Senior Officers and Service Managers CJS, Alloa
05 02 10	Officer Fife Constabulary, Alloa
08 02 10	Service Managers CJS, Alloa
09 02 10	Conference: Alcohol, Blades and Custody, Polmont
10 02 10	FFV CJA Area Plan Consultation Event, Falkirk
11 02 10	Offender Management Group, Glenrothes
11 02 10	FFV CJA Finance Review Group, Alloa
15 02 10	House Advice Services for Prisoners Short Life Working Group, Edinburgh
17 02 10	Effective Community Disposals Project Implementation Board, Edinburgh
18 02 10	FFV CJA Seminar Planning Meeting,
18 02 10	Auditor, Alloa
19 02 10	Prison Visiting Facilities Meeting, Polmont
22 02 10	Circle Scotland Reception, London
23 02 10	Transfer of Health Responsibility from SPS to NHS
23 02 10	CJA Chief Officers Group, Polmont
23 02 10	Clackmannanshire Council, Criminal Justice Service, Opening of New Office, Alloa
24 02 10	FFV CJA Governors and Offender Outcome Managers, Alloa
24 02 10	FFV CJA Strategic Management Group, Alloa
25 02 10	FF CJA Board Members Seminar on Area Plan, Dunfermline

BOARD MEMBERS

DATE	ACTIVITY
08 12 09	FFV CJA Board Meeting, Stirling
25 02 10	FF CJA Board Members Seminar on Area Plan, Dunfermline



Convenor: Councillor Margaret Kennedy (Fife Council)
Deputy Convenor: Councillor George Matchett (Clackmannanshire Council)

Dated: March 2010

Deadline for Submission of Papers for Possible Inclusion in Agenda	Date of Issue of Pre-Agenda	Pre-Agenda Meeting (Convenor and Deputy Convenor only [and invited Officer(s)])	Deadline for Submission of Final Papers	Date of Issue of Agenda	Date of Meeting
19 August 2010	25 August 2010	All Meetings Start at 9.30 am Tuesday, 31 August 2010 New City House Room 18 Nethertown Broad Street Dunfermline	7 September 2010	13 September 2010	All Meetings Start at 9.30 am Tuesday, 21 September 2010 Clackmannanshire Council Alva Parklands Centre 192 West Stirling Street ALVA FK12 5BG
18 November 2010	24 November 2010	Tuesday, 30 November 2010 New City House Room 18 Nethertown Broad Street Dunfermline	7 December 2010	13 December 2010	Tuesday, 21 December 2010 Stirling Council Raploch Community Campus Drip Road STIRLING FK8 1RD
10 February 2011	16 February 2011	Tuesday, 22 February 2011 New City House Room 18 Nethertown Broad Street Dunfermline	1 March 2011	7 March 2011	Tuesday, 15 March 2011 Fife Council Dunfermline City Chambers Kirkgate Dunfermline KY12 7ND
19 May 2011	25 May 2011	Tuesday, 31 May 2011 New City House Room 18 Nethertown Broad Street Dunfermline	7 June 2011	13 June 2011	Tuesday, 21 June 2011 Falkirk Council Council Chambers Municipal Buildings West Bridge Street Falkirk, FK1 5RS