



NOTICE OF MEETING

A MEETING OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY WILL BE HELD ON FRIDAY, 16 DECEMBER 2011, IN DUNFERMLINE CITY CHAMBERS, KIRKGATE, DUNFERMLINE, KY12 7ND, AT 9.30 AM

8 December 2011

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 held on 13 October 2011 (Pages 1 - 10)
- 5 PRESENTATION: ARREST REFERRAL**
Presentation by Norrie Moane, Operations Manager, Signpost Recovery
- 6 FFV CJA BOARD MEMBER VISIT: HMP AND YOI CORNTON VALE**
Feedback on Board Member Visit to HMP and YOI Cornton Vale on 30 November 2011
- 7 FFV CJA ADMINISTRATION GRANT 2011-2012**
Report by Alex Torrance, FFV CJA Finance Officer (Pages 11 - 14)
- 8 FFV CJA - CRIMINAL JUSTICE SOCIAL WORK SERVICES SECTION 27 GRANT MONITORING 2011-2012**
Report by Alex Torrance, FFV CJA Finance Officer (Pages 15 - 28)
- 9 FFV CJA FINANCIAL STATEMENT OF ACCOUNTS 2010-2011: AUDITOR'S REPORT**
Report by Anne Pinkman, Chief Officer (Pages 29 - 46)
- 10 CASHBACK FOR COMMUNITIES: INVESTMENT IN COMMUNITY PAYBACK**
Report by Anne Pinkman, Chief Officer (Pages 47 - 52)
- 11 COMMUNITY PAYBACK ORDERS: PROGRESS REPORT**
Report by Anne Pinkman, Chief Officer (Pages 53 - 68)

- 12 **FFV CJA ACTION PLAN 2011-2012: UP-DATE - QUARTER 2**
Report by Chris Anderson, Research and Information Officer (Pages 69 - 96)
- 13 **RECONVICTION RATES 2007/2008 AND 2008/2009 COHORTS**
Report by Anne Pinkman, Chief Officer (Pages 97 - 102)

PART 2

14 PARTNER PARTICIPATION

INFORMATION BULLETIN

The Information Bulletin is available on the Homepage of the FFV CJA website – www.ffvcja.co.uk

CONTENTS

FFV CJA Board – For Information:

- SPS Prisoner Trend: Up-Date Quarter 2
Report by Chris Anderson, FFV CJA Research and Information Officer
- FFV CJA Annual Report 2010-2011 (Final Version)
- FFV CJA Model FOI Publication Scheme (Revised Version)
- National CJA Risk Register
- Commission on Women Offenders: Joint CJA Submission
- Commission on Women Offenders: Scottish Working Group on Women's Offending Submission

Articles:

- Celebrating Success - Women's Development Service and Pathways to Employability
- Visit by Cabinet Secretary for Justice to Arden House Project, Fife
- Evidence to Public Audit Committee – 23 November 2011
- Reducing Reoffending Programme Event – 22 November 2011
- National Aims Event – 23/24 November 2011
- Launch of Domestic Abuse Court, Dunfermline (Press Release)

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

**MINUTE of MEETING of the FIFE AND FORTH VALLEY COMMUNITY JUSTICE
AUTHORITY, held on 13 OCTOBER 2011, in ALVA PARKLANDS CENTRE, 192
WEST STIRLING STREET, ALVA, FK12 5BG, AT 10.15 AM**

PRESENT:

Councillor Neil Benny, Stirling Council
Councillor Margaret Kennedy (**Chair**)
Councillor Bill McCulloch, Fife Council
Councillor Alistair McNeill, Falkirk Council
Councillor George Matchett, Clackmannanshire Council (left the meeting at 11.45 pm)
Councillor Cecil Meiklejohn, Falkirk Council
Councillor Alfred Patey, Fife Council
Councillor Jim Thomson, Stirling Council (substitute for Councillor Paul Owens)

IN ATTENDANCE:

Chris Anderson, FFV CJA
Linda Bissett, Fife Council
Barry Blair, Central Scotland Police
Ian Campbell, Fife Constabulary
Margaret Collins, Fife Council
Murray Dickie, VC, HMP and YOI Cornton Vale
Dan Gunn, HMP Glenochil
Barrie Ivison, Fife Mappa (for Item 5 only)
Stuart Landels, Clackmannanshire Council
Ged McEneaney, APEX
George Marshall, Clackmannanshire Council
Audrey Mistry, Forth Valley Mappa (for Item 5 only)
Anne Pinkman, Fife and Forth Valley CJA
Sharon Stirrat, Falkirk Council
Katy Fearon, Minutes

APOLOGIES RECEIVED - Partners:

Claire Bernard, Victim Support
Deirdre Cilliers, Clackmannanshire Council
Cameron Cavin, Central Scotland Police
Moira Graham, VC, HMP and YOI Cornton Vale (substitute: Murray Dickie)
Kate Donegan, HMP and YOI Polmont
David Green, CoPFS
Brian Johnston, Central Scotland Police
Jim King, SPS
Rona King, NHS Fife
Carolyn McLeod, Scottish Courts
Kathy O'Neill, NHS Forth Valley
Alex Torrance, Clackmannanshire Council (substitute: George Marshall)

CJA296 APOLOGIES RECEIVED AND SUBSTITUTIONS NOTIFIED

Apologies were received from Councillor Billy Buchanan, Falkirk Council, Councillor Joe Rosiejak, Fife Council and Councillor Paul Owens. The substitute for Councillor Paul Owens was Councillor Jim Thomson.

The apologies from partners were as listed above.

CJA297 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There was no urgent business brought forward.

CJA298 DECLARATIONS OF INTEREST

There were no declarations of interest.

CJA299 MINUTE OF PREVIOUS MEETING

The Minute of the meeting held on 21 June 2011 was agreed as a correct record.

CJA300 PRESENTATIONS

The Chair introduced Audrey Mistry, Forth Valley Mappa Co-ordinator and Barrie Ivison Fife Mappa Co-ordinator. Presentations on the Forth Valley Mappa Annual Report 2010-2011 and Fife Mappa Annual Report 2010-2011 followed.

A question and answer session followed the presentations and some of the points discussed were the two differing approaches of Forth Valley Mappa and Fife Mappa, and the impact of a single Police Force.

The Chair thanked Audrey and Barrie for their presentations.

CJA301 CALEDONIAN SYSTEM LAUNCH

The Chair informed the meeting of the successful Launch of the Caledonian System, held on 1 September 2011. The Launch was well-attended, including FFV CJA Convenor and Board Member representation.

On behalf of the Board, the Chair thanked Sharon Stirrat, Service Manager CJS, Falkirk Council, for the hard work and commitment in establishing this programme in the Forth Valley area and for ensuring a successful event.

CJA302 FIFE AND FORTH VALLEY CJA ANNUAL REPORT 2010-2011

The Management of Offenders Act states that Annual Reports should be submitted '*as soon as practicable after the end of the financial year.*' The deadline set for submission this year is 30 September 2011.

The change in date of the FFV CJA Board meeting scheduled on 8 September to 13 October meant that the Board could not approve the finalised Annual Report prior to the deadline, however, a draft version was submitted to the Scottish Government by the deadline. Minor amendments will be made to the draft Annual Report before the final copy is submitted to the Scottish Government.

On behalf of the Board, the Convenor thanked Chris Anderson, FFV CJA Research and Information Officer, for the hard work in compiling the Report.

The hard work involved in the establishment and running of the Falkirk Council CJS Fresh Start Programme was also acknowledged.

Councillor Matchett referred to the printing costs for the Annual Report and agreed that prudence should be exercised in keeping design and printing costs to a minimum.

Decision

The Authority agreed to:

- 1 Approve the FFV CJA Annual Report 2010-2011 for submission to Scottish Ministers.

CJA303 FIFE AND FORTH VALLEY CJA ACTION PLAN 2011-2012 UPDATE: QUARTER 1

The Research and Information Officer spoke to the submitted Report and stated that the Action Plan for 2011-2012 is structured around the five local priority areas identified in the FFV CJA Area Plan for 2011-2014, namely:

- Introduction of the Criminal Justice & Licensing (Scotland) Act
- Young Offenders
- Substance Use, especially Alcohol
- Transfer of Health Responsibility from SPS to local Health Boards
- Domestic Abuse

Councillor Benny referred to page 67 of the Plan, and the low numbers given for DTTO/Fast Track Orders. It was suggested the low numbers might be attributable to Drug Treatment being a condition of a CPO. The Research and Information Officer stated that he would discuss these figures with Local Authority Research and Information Officers and provide further information to the next meeting of the Board.

Councillor Matchett referred to the 'Timescales' within the Plan and enquired why some objectives did not meet the deadlines set and objectives remained outstanding. The importance of reporting within the Plan the reasons why objectives remained outstanding, or deadlines were extended was stressed.

It was noted that objective 1.9 is complete and the Plan will be amended accordingly.

The Chief Officer confirmed that the Action Plan will be up-dated to state why deadlines have not been met and why objectives remain outstanding and stated that the amended Plan would be submitted to the next meeting of the Board.

Decision

The Authority agreed to:

- 1 Note the content of the FFV CJA Action Plan 2011-2012 Up-Date: Quarter 1.
- 2 Request that continued progress to be made in meeting the agreed objectives in the Action Plan.
- 3 Request that any failures in meeting the agreed Action Plan objectives in the coming months are reported to a future meeting of the Board.

CJA304 HIGH RISK OFFENDERS FOLLOW-UP ACTIVITY

The Chief Officer referred to the submitted Report.

As outlined in the Report to the Board dated 29 June 2010, this process was a follow-up to the HR Joint Inspection of High Risk Offenders whose findings were published in June 2009.

In terms of the follow-up, a peer case-file audit followed by a self evaluation exercise informed the drafting of an Improvement Plan.

Four workshops have been attended by senior, middle managers, and Research Officers from the four Local Authorities, as well as representatives and Officers from SWIA, RMA and the CJA. Workshops 1 and 2 were held in Forth Valley (Alloa), 3 and 4 in Fife (Dunfermline).

Workshops 1 and 2 were used to ensure that Improvement Plans clearly reflected the changes that were identified in the self-evaluation exercise and outlined the actions required to effect these changes. Workshops 3 and 4 ensured that plans were moving forward and stated timeframes adhered to.

To ensure a reasonable level of rigour and robustness was present in the process, peer challenge of the Improvement Plans was employed to enhance objectivity and cross Council experience. Fife Council paired with Falkirk Council, while Stirling Council paired with Clackmannanshire Council.

The Improvement Plans cover a number of operational as well as management actions. Throughout the period of the 'follow-up' there had been ongoing consultation with SWIA who were fully engaged in the case-file audit, self-evaluation questionnaires, workshops and development of improvement plans. Managers, senior staff and front line workers from each of the four Local Authorities were involved in some or all of the process.

Each of the Service Managers CJS gave an up-date on the position within their Local Authority, for example:

- Falkirk Council stated that lots of work is ongoing, eg quality assurance groups established in prisons and in the community in order to continually monitor, recognise weaknesses, learn from each other etc.
- Fife Council stated that an Audit is being undertaken of information being input to ViSOR over a three-month period, tracking documents, looking at Bail processes etc.
- Clackmannanshire/Stirling Council stated that one of the key challenges would be the process of change of approach to inspection, self-assessment, peer review etc.

Decision

The Authority agreed to:

- 1 Note that the four Local Authorities that constitute the Fife Forth Valley Community Justice Authority were fully involved in all elements of the High Risk Offender follow-up activity which took place between June 2010 and April 2011.
- 2 Endorse the individual Plans designed and developed as a consequence of the follow-up process to improve the assessment and management of work with High Risk Offenders.

CJA305

CALEDONIAN SYSTEM: SIX MONTHS PROGRESS REPORT

Fife and Forth Valley CJA was one of four CJAs across Scotland to receive funding in 2010 to deliver the Caledonian System in Forth Valley.

A Report outlining the Caledonian System was presented to Fife and Forth Valley CJA Board in March 2011. The FFV CCJA Board was informed of the frustrations in recruiting and training staff to deliver the programme.

The Chief Officer referred to the submitted Progress Report and stated that the programme has now been operational for 12 months and a rolling-programme had been introduced.

The Service Manager CJS, Falkirk Council, reported that funding ended in March 2012 and was engaging with the Scottish Government regarding continued funding and the indications looked promising.

The Service Manager CJS, Falkirk Council, added that the rolling-programme allows for individuals to join at different stages and demand is expected to increase, eg more than 15 referrals since May 2011, and for those individuals who are unable to join the programme other ways of working are in place.

Decision

The Authority agreed to:

- 1 Note the contents of the Report.
- 2 Request a further Progress Report in June 2012 which covers the first 12 months the Caledonian System has been operational.

CJA306

COMMUNITY PAYBACK ORDERS: PROGRESS REPORT

Since the 1 February 2011, all Sheriff Courts across Fife and Forth Valley have made good use of CPOs. To-date, there has been no use made by the Justice of the Peace Courts.

The 19.7% increase in use of CPOs, Probation, Community Service and SA Orders by the Courts does have significant resource implications for the four Fife and Forth Valley Local Authorities.

Regular monthly monitoring of CPOs etc will continue. If the increasing trend remains, a Report will be submitted to the Fife and Forth Valley CJA Board outlining the resource implications, however, the resource implications of increased workloads cannot be considered in isolation. Recent changes to Criminal Justice Social Work practices has seen the introduction of a new risk assessment tool, LSCMI, alongside, in Forth Valley, the National roll-out of Revised National Outcomes and Standards.

Criminal Justice Service Managers advise that the Revised National Outcomes and Standards require higher level of weekly contact with offenders at the early stages of their Orders. In addition to this, LSCMI is adding at least one hour onto the time take in order to compile a Report for Court. The full version of this tool, which includes measuring the risk of harm, will require a substantially longer time to undertake, therefore, the resource implications for the increase in CPOs needs to be reviewed in the light of other areas of work which is also resource intensive.

An error was noted in Recommendation 1.3, should read ... *request a Report be submitted to the Scottish Government* (not to FFV CJA Board).

Councillor McCulloch enquired whether any JP Courts had requested Reports. The Chief Officer advised that enquiries could be made on the number of Report requests. It was stated that the number of SAOs was monitored in 2009-2010 and the use by JPs was variable across the Sheriffdom.

The Chief Officer notified the meeting of involvement in recent JP training.

Decision

The Authority agreed to:

- 1 Note the contents of the Report.
- 2 Request that continued monitoring to be undertaken of the number of Community Payback Orders imposed.
- 3 Request a Report be submitted to the Scottish Government outlining resource pressures and implications should there be a continued increase in the numbers of CPOs.

CJA307 KEEPING CHILDREN SAFE: COMMUNITY SEX OFFENDER DISCLOSURE SCHEME UP-DATE

On 27 October 2010, Fife and Central Scotland Police Force's introduced the Community Sex Offender Disclosure Scheme 'Keeping Children Safe' into their respective policing areas. The scheme has now been fully implemented across all Scottish Force areas and is absorbed into normal business practices.

Between the scheme commencing on 27 October 2010 and the current date, there have been 60 applications received under the remit of the scheme in Fife. (16 applications were made in 2010 and 44 to-date for 2011). Central Scotland Police have received a total of 15 applications.

DI Barry Blair, Public Protection Unit, Central Scotland Police, reported that an Offender Management Working Group had been established.

Decision

The Authority agreed to:

- 1 Note the contents of the Report and request a further up-date in 12 months time.

CJA308 FIFE AND FORTH VALLEY CJA DRAFT STATEMENT OF ACCOUNTS 2010-2011

The Draft Statement of Accounts for Fife and Forth Valley CJA requires to be submitted to the Auditors by 30 September 2011. The deadline for submission of 2010-2011 Audited Accounts to the Scottish Government is 31 October 2011. In accordance with the Management of Offenders etc (Scotland) Act 2005, the Audited Accounts will then require to be laid before the Scottish Parliament.

The four Fife and Forth Valley Local Authorities' Accounts for their respective Criminal Justice Social Work grant allocations have been audited by their respective Auditors.

The Finance Officer, Clackmannanshire Council, confirmed that the Statement of Accounts would be finalised early next week.

Councillor Alistair McNeil asked the Finance Officer whether the grant allocation for the Caledonian System would be reduced in the future due to the underspend. The Finance Officer responded that the full allocation would be received as the underspend was entirely related to the late start of the programme due to recruitment difficulties.

Decision

The Authority agreed to:

- 1 Approve the Draft Statement of Accounts for Fife and Forth Valley CJA for 2010-2011.
- 2 Request that the Chief Officer provide Board Members with a copy of the Auditor's Report once it is available.
- 3 Request that the Chief Officer submit the Statement of Accounts 2010-2011 and the Auditor's Report, again once available, to the Scottish Government.
- 4 Request a Report is submitted to the FFV CJA Board in December 2011 on the Auditor's Report.

CJA309 FIFE AND FORTH VALLEY CJA ADMINISTRATION GRANT 2011-2012: QUARTER 1

Fife and Forth Valley Community Justice Authority can claim a maximum allocation of £207,316 in 2011-2012 from the Scottish Government for the normal running costs of FFV CJA. The grant allocation is paid to Clackmannanshire Council as lead authority on Finance.

The projection is that there will be a small overspend of £1,683, however, it is intended that careful management over the coming months will result in a balanced budget.

Decision

The Authority agreed to:

- 1 Approve the first quarter financial position at end of June 2011 regarding Fife and Forth Valley CJA Administration Grant.

CJA310 FIFE AND FORTH VALLEY CJA CRIMINAL JUSTICE SOCIAL WORK SECTION 27 GRANT MONITORING 2011-2012

Criminal Justice Social Work Services are funded via a ring fenced grant from the Scottish Government.

A total projected expenditure outturn position of £450,703 over grant allocation was noted.

In Fife Council the projected expenditure outturn is £623,908 over grant allocation. Overheads for Fife are £662,119, approx 11% of the total expenditure. Capping the overhead at 8% would reduce expenditure by approximately £180k. Fife Council allocate the full grant to the service and the overheads are absorbed by the Council.

In Falkirk Council the projected expenditure outturn is £173,739 under grant allocation. Core budget is expected to spend £44,350 under the grant allocated, due to several small underspends. Non-core is expected to spend £129,389 under grant allocated. The main reason for the underspend in the Non Core are staff vacancies within Programme Delivery (Caledonian, Constructs, & CSOGP).

In Stirling Council the projected expenditure outturn is £11,564 over grant allocation. The Core is expected to be £15,090 over in total. The main reason for this is increased costs from NHS in relation to DTTO. Non Core is expected to be under by £3,526 in total, due to small underspends in Fast Track and Young Offenders.

In Clackmannanshire Council the projected expenditure outturn is £11,030 under grant allocation. The Core is expected to be £6,128 over in total, due to several small overspends. Non Core is expected to be under allocation by £17,158 in total. This is mainly due to staffing vacancies within MAPPA.

Decision

The Authority agreed to:

- 1 Approve the outturn position as at 30 June 2011 for financial year 2011-2012, regarding Fife and Forth Valley CJA Section 27 Grant.

CJA311 HM INSPECTORATE OF PRISONS: HMP AND YOI CORNTON VALE – PROGRESS REPORT

The Chief Officer spoke to the submitted Report and referred the Governor's presentation to the FFV CJA Board Meeting on 21 June 2011.

The Scottish Prison Service and the establishment have responded in a positive and pro-active manner to the follow-up report, for example, the establishment has been provided with three additional Unit Managers and six First Line Managers, a new Deputy Governor has been in post since April 2011, two outdoor sports/exercise areas have been up-graded and planning permission is being sought from the Scottish Government for a new management suite.

Most significantly, the SPS Prison Board identified 114 additional spaces for female offenders within HMP Edinburgh, Ratho Hall. In line with the SPS' principals of trying to locate prisoners as close to their home area as possible, 104 prisoners were transferred from HMP and YOI Cornton Vale to HMP Edinburgh at the end of July 2011.

The Governor of HMP Glenochil responded to the Report, advising that the high number of female prisoners remained problematic.

Murray Dickie, Vice Chair, Visiting Committee, HMP and YOI Cornton Vale, stated that the limits on mixing the different categories of prisoners also adds to the rising numbers difficulties in that it is often not possible to accommodate two per cell.

The Chief Officer proposed a Progress Report is submitted to a future meeting of the Board and Board Members supported this proposal. Councillor Neil Benny advised that he would like to see significant detail in the Progress Report.

Decision

The Authority agreed to:

- 1 Request that a further progress report be submitted to a future Board meeting.

CJA312 SHARED SERVICE AGENDA – STIRLING AND CLACKMANNANSHIRE COUNCILS

The newly appointed Service Manager for Criminal Justice Services, Clackmannanshire and Stirling Councils, referred to the submitted correspondence and advised that the new Management Team are working towards developing a new model of service delivery.

Decision

The Authority agreed to:

- 1 Acknowledge the submitted correspondence.

CJA313 PARTNER PARTICIPATION

The Convenor thanked partners for their attendance and continued support.

CJA314 INFORMATION BULLETIN

Reference was made to information available on the Homepage of the FFV CJA website: www.ffvcja.co.uk, namely:

FFV CJA Board Reports – For Information:

- SPS Prison Population Trends 2011-2012: Quarter 1
- Audit of Community Service – Speed and Immediacy: November 2010

Articles:

- Drug Deaths in Fife and Forth Valley
- Arrest Referral Scheme Forth Valley
- Caledonian System Launch
- Audit Scotland Report on Criminal Justice System
- Commission on Women Offenders
- Stirling Council Achieves White Ribbon Status

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 7 ON THE AGENDA
16 December 2011	NOT CONFIDENTIAL
<p style="text-align: center;">FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY ADMINISTRATION GRANT 2011/12</p>	

1 RECOMMENDATION(S)

Fife and Forth Valley Community Justice Authority Board Members are asked to:

- 1.1 Approve the second quarter financial position at end of September 2011 regarding Fife and Forth Valley CJA Administration Grant.

2 CONSIDERATIONS

- 2.1 Fife and Forth Valley Community Justice Authority can claim a maximum allocation of £207,316 in 2011/12 from the Scottish Government for the normal running costs of the 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 being paid to Clackmannanshire Council as lead authority on Finance.
- 2.2 The Appendix to this Report contains a breakdown of the projected spend against this budget for 2011/12. The projection is that the administration grant will overall spend to budget.

3 CONSULTATION

- 3.1 Consultation has taken place with the Fife and Forth Valley CJA 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:
Alex Torrance	Senior Accountancy Assistant, Clackmannanshire Council	01259 452075

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 24 November 2011

Reference 20111216FFVCJAAAdministrationGrant

APPENDIX

Fife & Forth Valley CJA Admin Budget 2011-12

	Budget 11-12 £	Exp To 30/09/11 £	Est To 31/03/12 £	Variance £
Chief Officer	78,410	36,240	78,523	113
<i>Admin/PA</i>	<i>26,000</i>	<i>13,503</i>	<i>29,406</i>	<i>3,406</i>
<i>Planning Officer</i>	<i>46,550</i>	<i>14,258</i>	<i>46,505</i>	<i>(45)</i>
Support Staff/Agency Staff	72,550	27,761	75,911	3,361
TOTAL STAFFING	150,960	64,001	154,434	3,474
<i>Rent</i>	<i>8,010</i>	<i>2,374</i>	<i>7,174</i>	<i>(836)</i>
Property Costs	8,010	2,374	7,174	(836)
<i>Staff Travel</i>	<i>4,000</i>	<i>1,959</i>	<i>4,019</i>	<i>19</i>
<i>Purchase of Equipment</i>	<i>1,000</i>	<i>0</i>	<i>500</i>	<i>(500)</i>
<i>Hospitality</i>	<i>1,000</i>	<i>128</i>	<i>800</i>	<i>(200)</i>
<i>Printing</i>	<i>2,000</i>	<i>624</i>	<i>2,000</i>	<i>0</i>
<i>Stationery</i>	<i>2,000</i>	<i>86</i>	<i>967</i>	<i>(1,033)</i>
<i>Audit Fees</i>	<i>5,110</i>	<i>0</i>	<i>5,110</i>	<i>0</i>
<i>Telephones</i>	<i>740</i>	<i>253</i>	<i>505</i>	<i>(235)</i>
<i>Computer Equipment</i>	<i>500</i>	<i>296</i>	<i>600</i>	<i>100</i>
Office Expenses	16,350	3,346	14,501	(1,849)
<i>Training</i>	<i>500</i>	<i>0</i>	<i>0</i>	<i>(500)</i>
<i>Conferences</i>	<i>1,240</i>	<i>0</i>	<i>1,240</i>	<i>0</i>
<i>Members Allowance</i>	<i>5,207</i>	<i>0</i>	<i>5,207</i>	<i>0</i>
<i>Members Expenses</i>	<i>794</i>	<i>0</i>	<i>794</i>	<i>0</i>
Conferences & Training	7,741	0	7,241	(500)
<i>HR</i>	<i>2,400</i>	<i>0</i>	<i>2,400</i>	<i>0</i>
<i>Finance</i>	<i>19,195</i>	<i>0</i>	<i>19,195</i>	<i>0</i>
<i>Legal</i>	<i>2,400</i>	<i>(289)</i>	<i>2,111</i>	<i>(289)</i>
<i>Payroll</i>	<i>260</i>	<i>100</i>	<i>260</i>	<i>0</i>
HR, Finance and Legal Support	24,255	(189)	23,966	(289)
Total CJA Costs	207,316	69,532	207,316	0
Grant from Scottish Government	(207,316)	(51,829)	(207,316)	0
Total Projected (Under)/Overspend	0	17,703	0	0

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 8 ON THE AGENDA
16 December 2011	NOT CONFIDENTIAL
FIFE & FORTH VALLEY CJA - CJSW SECTION 27 GRANT MONITORING 2011/12	

1 RECOMMENDATION(S)

Fife and Forth Valley Community Justice Authority Board Members are asked to:

- 1.1 Approve the outturn position as at 30 September 2011 for financial year 2011-2012, 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 the Report shows a total projected expenditure outturn of £463,468 over grant allocation. There is an overspend in Core of £620,735, and an underspend in Non Core of £157,267. The Finance Review Group will discuss the possibility of a virement from non core to core.
- 2.3 In Fife Council the projected expenditure outturn is £568,024 over grant allocation. Overheads for Fife are £662,119, approx 11% of the total expenditure. Capping the overhead at 8% would reduce expenditure by approximately £180k. Fife Council allocate the full grant to the service and the overheads are absorbed by the Council.
- 2.4 In Falkirk Council the projected expenditure outturn is £212,870 under grant allocation. Core budget is expected to spend £80,656 under the grant allocated, due to several small underspends. Non-core is expected to spend £132,214 under grant allocated. The main reason for the underspend in the Non Core are staff vacancies within Programme Delivery (Caledonian, Constructs, & CSOGP). Additional, underspends within the Non Centrally Initiated Funding are being used to fund the continuation of the New Service Development project in Falkirk, and additional work with Women Offenders.

2.5 In Stirling Council the projected expenditure outturn is £108,214 over grant allocation. The Core is expected to be £120,453 over in total. The main reason for this is increased costs from NHS in relation to DTTO. Non Core is expected to be under by £12,239 in total, due to underspends in Fast Track and Young Offenders.

2.6 In Clackmannanshire Council the projected expenditure outturn is £100 over grant allocation. The Core is expected to be £13,416 over in total, due to several small overspends. Non Core is expected to be under allocation by £13,316 in total (Forth Valley funding). This is due to staffing vacancies within MAPPA.

3 CONSULTATION

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

4 RESOURCE IMPLICATIONS

4.1 The resource implications are shown in the Appendix to the Report and covered in the body of the Report.


5 BACKGROUND PAPERS

5.1 Fife & Forth Valley CJA CJSWS Budget Monitoring Report to end September 2011.

Author(s)

Name	Designation	Tel No:
Alex Torrance	Senior Accountancy Assistant, Clackmannanshire Council	01259 452075

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 18 November 2011

Reference 20111216FFVCJAS27GrantMonitoring

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

QUARTERLY REPORT ON SECTION 27 EXPENDITURE 2011/12 (Consolidated)

Service	2011/12 Allocation	Actual Expenditure To 30/09/2011	Projected Expenditure To 31/03/2012	Projected Variance
Core	£	£	£	£
Probation (CPO)	1,595,431	712,993	1,622,975	27,544
Community Service (CPO)	2,508,808	1,116,812	2,550,638	41,830
SAO (CPO)	429,018	172,563	509,555	80,537
Criminal Justice Social Work Report (formerly SER)	1,711,695	806,338	1,770,763	59,068
Throughcare (Includes Throughcare Addiction Services)	971,660	479,120	1,062,833	91,173
Home Detention Curfew	34,155	7,334	15,318	(18,837)
Diversion	82,663	49,450	119,155	36,492
Bail	180,460	99,486	220,077	39,617
Court Services	468,052	274,000	619,228	151,176
DTTO	871,134	232,189	983,270	112,136
Total Core Services	8,853,076	3,950,284	9,473,811	620,735
Non Core	£	£	£	£
Centrally Initiated Funding:				
Delivery of the National Training Programme	60,000	38,435	60,000	0
Drug Courts	689,061	323,193	689,061	0
MAPPA	268,455	112,388	255,049	(13,406)
Programme Delivery:				
Caledonian	301,971	86,558	268,463	(33,508)
Constructs & CSOGP	503,221	161,090	469,010	(34,211)
Total Centrally Initiated Funding	1,822,708	721,664	1,741,583	(81,125)
Non-Centrally Initiated Funding:	0	0	0	0
Employment Services	78,310	39,200	78,400	90
Fast Track Drugs Assessment & Treatment	305,078	(43,940)	272,785	(32,293)
Sacro Intensive Probation	63,747	0	0	(63,747)
Public Protection Team	198,532	89,487	198,059	(473)
Supported Accommodation	298,405	43,317	304,922	6,517
Women Offenders (Funded from NCI)	19,349	9,469	19,349	0
Young Offenders	320,080	138,929	301,260	(18,820)
Total Non Centrally Initiated Funding	1,283,501	276,462	1,174,775	(108,726)
Women Offenders	100,000	26,097	109,995	9,995
New Service Development Funding (Apr-Jun'11 only)	20,000	12,650	42,589	22,589
Total Non Core	3,226,209	1,036,873	3,068,942	(157,267)
Overall Total	12,079,285	4,987,157	12,542,753	463,468

Overhead Included in Figures Above

1,086,356

8.99%

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

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

QUARTERLY REPORT ON SECTION 27 EXPENDITURE 2011/12 (Fife)

Service	2011/12 Allocation	Actual Expenditure To 30/09/2011	Projected Expenditure To 31/03/2012	Projected Variance
Core	£	£	£	£
Probation (CPO)	828,207	363,403	865,591	37,384
Community Service (CPO)	1,257,703	587,247	1,297,742	40,039
SAO (CPO)	181,855	65,255	261,470	79,615
Criminal Justice Social Work Report (formerly SER)	854,118	418,754	914,415	60,297
Throughcare (Includes Throughcare Addiction Services)	494,198	261,730	575,347	81,149
Home Detention Curfew	18,340	0	0	(18,340)
Diversion	29,686	24,276	66,095	36,409
Bail	52,613	39,706	95,466	42,853
Court Services	225,619	160,029	373,138	147,519
DTTO	547,057	228,821	607,654	60,597
Total Core Services	4,489,396	2,149,221	5,056,918	567,522
Non Core	£	£	£	£
Centrally Initiated Funding:				
Delivery of the National Training Programme	60,000	38,435	60,000	0
Drug Courts	689,061	323,193	689,061	0
MAPPA	132,449	65,438	132,449	0
Programme Delivery:				
Caledonian	0			0
Constructs & CSOGP	117,761	56,593	117,761	0
Total Centrally Initiated Funding	999,271	483,659	999,271	0
Non-Centrally Initiated Funding:				0
Employment Services	0			0
Fast Track Drugs Assessment & Treatment	0			0
Sacro Intensive Probation	0			0
Public Protection Team	198,532	89,487	198,059	(473)
Supported Accommodation	105,000	41,860	104,984	(16)
Women Offenders (Funded from NCI)	0			0
Young Offenders	179,651	85,470	180,642	991
Total Non Centrally Initiated Funding	483,183	216,817	483,685	502
Women Offenders	37,536	0	37,536	0
New Service Development Funding (Apr-Jun'11 only)	9,878	0	9,878	0
Total Non Core	1,529,868	700,476	1,530,370	502
Overall Total	6,019,264	2,849,697	6,587,288	568,024

Overhead Included in Figures Above

662,119

11.00%

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

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

QUARTERLY REPORT ON SECTION 27 EXPENDITURE 2011/12 (Falkirk)

Service	2011/12 Allocation	Actual Expenditure To 30/09/2011	Projected Expenditure To 31/03/2012	Projected Variance
Core	£	£	£	£
Probation (CPO)	352,445	163,004	335,560	(16,885)
Community Service (CPO)	656,409	252,414	635,252	(21,157)
SAO (CPO)	138,145	53,122	133,692	(4,453)
Criminal Justice Social Work Report (formerly SER)	386,542	178,773	368,023	(18,519)
Throughcare (Includes Throughcare Addiction Services)	210,293	97,259	200,218	(10,075)
Home Detention Curfew	7,046	3,259	6,708	(338)
Diversion	24,487	11,325	23,314	(1,173)
Bail	56,702	26,224	53,985	(2,717)
Court Services	111,435	51,538	106,096	(5,339)
DTTO	0			0
Total Core Services	1,943,504	836,918	1,862,848	(80,656)
Non Core	£	£	£	£
Centrally Initiated Funding:				
Delivery of the National Training Programme	0			0
Drug Courts	0			0
MAPPA	0			0
Programme Delivery:				
Caledonian	261,971	86,558	228,463	(33,508)
Constructs & CSOGP	385,460	104,497	351,249	(34,211)
Total Centrally Initiated Funding	647,431	191,055	579,712	(67,719)
Non-Centrally Initiated Funding:				0
Employment Services	0			0
Fast Track Drugs Assessment & Treatment	0			0
Sacro Intensive Probation	63,747	0	0	(63,747)
Public Protection Team	0			0
Supported Accommodation	105,236	0	75,000	(30,236)
Women Offenders (Funded from NCI)	0			0
Young Offenders	64,695	31,784	61,599	(3,096)
Total Non Centrally Initiated Funding	233,678	31,784	136,599	(97,079)
Women Offenders	18,506	18,863	28,501	9,995
New Service Development Funding (Apr-Jun'11 only)	4,870	7,398	27,459	22,589
Total Non Core	904,485	249,100	772,271	(132,214)
Overall Total	2,847,989	1,086,018	2,635,119	(212,870)

Overhead Included in Figures Above

181,270

6.36%

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

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

QUARTERLY REPORT ON SECTION 27 EXPENDITURE 2011/12 (Stirling)

Service	2011/12 Allocation	Actual Expenditure To 30/09/2011	Projected Expenditure To 31/03/2012	Projected Variance
Core	£	£	£	£
Probation (CPO)	203,339	76,259	207,521	4,182
Community Service (CPO)	305,320	126,158	324,350	19,030
SAO (CPO)	30,884	13,417	35,201	4,317
Criminal Justice Social Work Report (formerly SER)	272,795	105,372	287,401	14,606
Throughcare (Includes Throughcare Addiction Services)	191,125	80,452	210,194	19,069
Home Detention Curfew	5,728	2,488	5,528	(200)
Diversion	11,646	5,060	12,674	1,028
Bail	16,532	5,060	15,274	(1,258)
Court Services	67,787	29,450	75,927	8,140
DTTO	324,077	3,368	375,616	51,539
Total Core Services	1,429,233	447,084	1,549,686	120,453
Non Core	£	£	£	£
Centrally Initiated Funding:				
Delivery of the National Training Programme	0			0
Drug Courts	0			0
MAPPA	0			0
Programme Delivery:				
Caledonian	20,000	0	20,000	0
Constructs & CSOGP	0			0
Total Centrally Initiated Funding	20,000	0	20,000	0
Non-Centrally Initiated Funding:				0
Employment Services	0			0
Fast Track Drugs Assessment & Treatment	305,078	(43,940)	272,785	(32,293)
Sacro Intensive Probation	0			0
Public Protection Team	0			0
Supported Accommodation	52,236	0	89,005	36,769
Women Offenders (Funded from NCI)	9,880	0	9,880	0
Young Offenders	34,500	17,785	17,785	(16,715)
Total Non Centrally Initiated Funding	401,694	(26,155)	389,455	(12,239)
Women Offenders	10,517	7,234	10,517	0
New Service Development Funding (Apr-Jun'11 only)	5,252	5,252	5,252	0
Total Non Core	437,463	(13,669)	425,224	(12,239)
Overall Total	1,866,696	433,415	1,974,910	108,214

Overhead Included in Figures Above

135,340

7.25%

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

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

QUARTERLY REPORT ON SECTION 27 EXPENDITURE 2011/12 (Clackmannanshire)

Service	2011/12 Allocation	Actual Expenditure To 30/09/2011	Projected Expenditure To 31/03/2012	Projected Variance
Core	£	£	£	£
Probation (CPO)	211,440	110,327	214,303	2,863
Community Service (CPO)	289,376	150,993	293,294	3,918
SAO (CPO)	78,134	40,769	79,192	1,058
Criminal Justice Social Work Report (formerly SER)	198,240	103,439	200,924	2,684
Throughcare (Includes Throughcare Addiction Services)	76,044	39,679	77,074	1,030
Home Detention Curfew	3,041	1,587	3,082	41
Diversion	16,844	8,789	17,072	228
Bail	54,613	28,496	55,352	739
Court Services	63,211	32,983	64,067	856
DTTO	0	0		0
Total Core Services	990,943	517,061	1,004,359	13,416
Non Core	£	£	£	£
Centrally Initiated Funding:				
Delivery of the National Training Programme	0			0
Drug Courts	0			0
MAPPA	136,006	46,950	122,600	(13,406)
Programme Delivery:				
Caledonian	20,000	0	20,000	0
Constructs & CSOGP	0			0
Total Centrally Initiated Funding	156,006	46,950	142,600	(13,406)
Non-Centrally Initiated Funding:				0
Employment Services	78,310	39,200	78,400	90
Fast Track Drugs Assessment & Treatment	0			0
Sacro Intensive Probation	0			0
Public Protection Team	0			0
Supported Accommodation	35,933	1,457	35,933	0
Women Offenders (Funded from NCI)	9,469	9,469	9,469	0
Young Offenders	41,234	3,890	41,234	0
Total Non Centrally Initiated Funding	164,946	54,016	165,036	90
Women Offenders	33,441		33,441	0
New Service Development Funding (Apr-Jun'11 only)	0		0	0
Total Non Core	354,393	100,966	341,077	(13,316)
Overall Total	1,345,336	618,027	1,345,436	100

Overhead Included in Figures Above

107,627

8.00%

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

Fife & Forth Valley Criminal Justice Authority - Section 27 Subjective Analysis

Criminal Justice - Fife & Forth Valley - as at 30th September 2011

DESCRIPTION	2011/12 Allocation	Projected Expenditure To 31/03/2012	Projected Variance	
	£	£	£	
EMPLOYEE COSTS	9,183,651	8,930,137	(253,514)	71.07%
PREMISES-RELATED EXPENDITURE	396,857	444,027	47,170	3.53%
SUPPLIES & SERVICES	486,398	515,338	28,940	4.10%
TRANSPORT CHARGES	303,579	284,825	(18,754)	2.27%
THIRD PARTY PAYMENTS	1,277,753	1,305,401	27,648	10.39%
SUPPORT CHARGES	431,047	1,086,356	655,309	8.65%
TOTAL EXPENDITURE	12,079,285	12,566,084	486,799	100.00%
GOVT AGENCY REIMBURSEMENTS	(12,079,285)	(12,079,285)	0	
OTHER INCOME	0	(23,330)	(23,330)	
TOTAL INCOME	(12,079,285)	(12,102,615)	(23,330)	
NET EXPENDITURE	0	463,469	463,469	

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 9 ON THE AGENDA
16 December 2011	NOT CONFIDENTIAL
FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY FINANCIAL STATEMENT OF ACCOUNTS 2010-2011 AUDITOR'S REPORT	

1 RECOMMENDATION(S)

Fife and Forth Valley Community Justice Authority Board Members are asked to:

- 1.1 Note the contents of the Auditor's Report for Fife and Forth Valley Community Justice Authority Statement of Accounts 2010-2011.
- 1.2 Request that a review of the Service Level Agreement for Financial Support to FFV CJA be undertaken, including the need to consider whether a Treasurer to FFV CJA requires to be appointed.

2 CONSIDERATIONS

- 2.1 At the meeting of Fife and Forth Valley CJA Board on 13 October 2011, Board Members approved the Fife and Forth Valley CJA Statement of Accounts for 2010-2011. Thereafter, the Report was to be submitted to external Auditors. FFV CJA Board Members requested that a copy of the Auditor's Report be submitted to the December 2011 FFV CJA Board meeting.
- 2.2 Attached as an Appendix to this Report is the Report from Auditors, Grant Thornton, entitled Key Issues Memorandum.
- 2.3 The purposes of the Memorandum is to highlight the key issues affecting the results of Fife and Forth Valley CJA and the preparation of the Financial Statements for the year ended to 31 March 2011. It is also used to report to the Chief Officer and FFV CJA Board Members, in accordance with the mandatory requirements of International Standard on Auditing (UK and Ireland) 260.
- 2.4 The Auditor's Report provides comment on:
 - Financial Reporting
 - Financial Statements

- Governance and Performance
- Action Plan

2.5 Overall the Auditor's Report is positive with favourable comments in several areas, including our Performance Framework and ability to make good use of budget monitoring reports.

Action Plan

2.6 The Action Plan contained within the Auditor's Report contains three recommendations.

- The first recommendation is for FFV CJA to review the Service Level Agreement for Financial Support to ensure we receive a service which meets our governance requirements. There is a suggestion we should have a Treasurer for FFV CJA. The Fife and Forth Valley CJA Chief Officer will now review the Service Level Agreement for financial support with the Head of Finance for Clackmannanshire Council, who currently provide financial support to FFV CJA. This will also include discussion regarding the appointment of a Treasurer.
- The second recommendation relates to the need for Local Authorities to have in place Service Level Agreements for all services that are purchased. The Chief Officer has written to the Local Authorities concerned to ensure Service Level Agreements are in place. The Auditor does acknowledge ongoing discussions between the FFV CJA Chief Officer and Local Authority Officers to review how services are commissioned.
- The final recommendation relates to the FFV CJA Risk Register. This has now been amended, accordingly, so that risks are ranked to allow Board Members to focus on areas for action.

3 CONSULTATION

3.1 None.

4 RESOURCE IMPLICATIONS

4.1 The Audit fee is £5,120.00 and is paid from the Fife and Forth Valley CJA Administration budget.


5 BACKGROUND PAPERS

5.1 Fife and Forth Valley CJA Board Report: Draft Statement of Accounts 2010-2011, dated 13 October 2011.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 25 November 2011

Reference 20111216FFVCJAFinancialStatement

Key Issues Memorandum

Fife and Forth Valley Community Justice Authority

For the year ended 31 March 2011

Gary Devlin
Engagement Lead
T 0131 6598554
E gary.j.devlin@gtuk.com

Grace Scanlin
Audit Manager
T 0131 6598526
E grace.scanlin@gtuk.com



To the Accounts Commission and the Fife and Forth Valley Community Justice Authority (FFVCJA)

The purpose of this memorandum is to highlight the key issues affecting the results of FFVCJA and the preparation of the financial statements for the year ended 31 March 2011. It is also used to report to management to meet the mandatory requirements of International Standard on Auditing (UK & Ireland) 260.

We take responsibility for this memorandum, which has been prepared on the basis of the limitations set out in 'The small print' (Section 6).

This is the final year of our appointment as auditors to the FFVCJA. We would like to take this opportunity to record our appreciation for the kind assistance provided by the Chief Officer, finance team and other staff during the period of our appointment.

Grant Thornton UK LLP

Grant Thornton UK LLP
1/4 Atholl Crescent
Edinburgh EH3 8LQ

T +44 (0)131 229 9181
F +44 (0)131 229 4560
DX ED428 Edinburgh
www.grant-thornton.co.uk

Chartered Accountants

Member firm within Grant Thornton International Ltd

Grant Thornton UK LLP is a limited liability partnership registered in England and Wales: No.OC307742. Registered office: Grant Thornton House, Melton Street, Euston Square, London NW1 2EP

A list of members is available from our registered office.

Grant Thornton UK LLP is authorised and regulated by the Financial Services Authority for investment business.

Contents

1	Executive summary	0
2	Financial reporting	1
3	Financial statements	2
4	Governance and performance	5
5	Action Plan	6
	Appendix A: Risk Register	8
	Appendix B: The Small Print	9

1 Executive summary

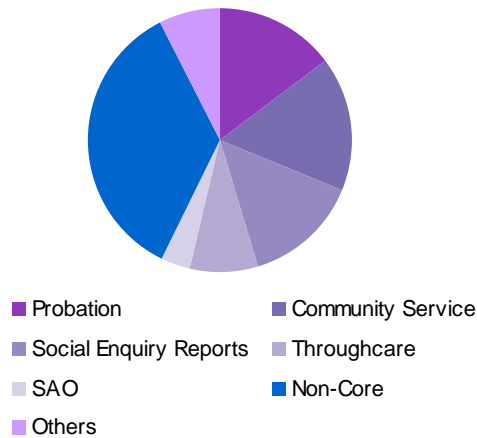
Financial statements	
Audit Opinion	<ul style="list-style-type: none"> We intend to give an unqualified opinion on both the financial statements for the FFVCJA for 2010-11 and on the regularity of transactions undertaken during the financial year.
Financial Statements	<ul style="list-style-type: none"> The draft Financial Statements and supporting working papers were presented for audit on the 27th September 2011, following revision to prepare the accounts under the International Financial Reporting Standards. Thereafter, a number of minor presentational adjustments were made to the notes to the accounts.
Governance issues	
Risk register	<ul style="list-style-type: none"> The Authority has introduced a risk register during the year, which forms direct links with a national register for the Community Justice Authorities across Scotland. We noted minor areas for improvement in risk management arrangements, but overall we view this as a significant step in improving governance at the Authority.
Performance issues	
Local Performance Framework	<ul style="list-style-type: none"> The Authority has a well developed performance management framework which includes outcome measures and trend information. An annual report is prepared which explains how the Authority has performed in relation to the Area Plan.

2 Financial reporting

2.1 Financial statements

	2011	2010
	£'000	£'000
Gross Expenditure	12,335	11,883
Income	(12,324)	(11,896)
Other Income	(8)	-
Surplus/(deficit) for the year	(3)	12

2.2 Analysis of 2010-11 Expenditure



Financial Performance

The Authority's Income and Expenditure Account for the year records a deficit of £2,614. The Authority is responsible for the disbursement of the Section 27 grant from the Scottish Government to the four constituent authorities, Fife, Stirling, Falkirk and Clackmannanshire Councils. The Section 27 allocation for 2011 was £12,451,419. The constituent authorities spent a total of £12,262,119. The authorities spend in total was £189,300 under their allocation, principally as a result of delays in recruiting for the Caledonian Project. This underspend will be repaid by the constituent local authorities when the retention is settled for 2010-11.

The Authority also receives an administration grant from the Scottish Government of £207k. This grant will be maintained at the same level in 2011-12, and has not been increased for the last two years. This places additional pressure on the FFVCJA as a result of increased employee costs, and the effects of a full year of VAT at the 20% rate.

Analysis of 2010-11 Expenditure

Our analysis of expenditure notes that expenditure categories were broadly in line with spending in 2009-10, although additional spend was supported by a virement from non-core to core services. Significant increases in expenditure were incurred in Community Service and Home Detention Curfews, in line with Scottish Government priorities. However, court costs continued to rise by 18%.

The Authority's general fund reserve at 31 March 2011 now stands at £9,383.

3 Financial statements

3.1 Introduction

In the conduct of our audit, we have not had to alter or change our audit plan, which we communicated to you in our Audit Approach Memorandum.

Our response to the matters identified at the planning stage are detailed below.

3.3 Matters identified at the planning stage

3.2 Audit opinion

We are able to conclude that the FFVCJA financial statements give a true and fair view of the financial position for the period from 1 April 2010 to 31 March 2011 and that, in all material respects, the expenditure and receipts shown in the accounts were incurred or applied in accordance with applicable enactments and relevant guidance. We confirm that information which comprises the management commentary, included with the Annual Report, is consistent with the financial statements.

	Issue	Auditor response and conclusion
1	<p>International Financial Reporting Standards (IFRS) 2011 is the first year that the local authority accounting code is based on international financial reporting standards. The move to an IFRS-based Code from the UK GAAP-based SORP has resulted in a number of changes in accounting practice that the Authority has had to take into account to prepare the 2010/11 financial statements. The key accounting changes for 2010-11 include:</p> <ul style="list-style-type: none"> • changes in the classification of leases, and a new requirement to account for arrangements containing a lease • a requirement to recognise a liability for untaken annual leave and flexi-time accruals • new disclosure requirements for accounting standards not yet adopted, key assumptions and judgements, changes in respect of prior period adjustments, and operating segments. <p>The Authority is also required to restate its 2009-10 accounts under IFRS to report comparative information.</p>	<p>We held a planning meeting with the Finance team within Clackmannanshire Council to discuss progress in implementing IFRS.</p> <p>Key IFRS areas were covered in the joint workshop held in March 2010 to address areas of risk early in the year. Key areas for the Authority in converting to IFRS are:</p> <ul style="list-style-type: none"> • leases which may be classified as finance leases • holiday pay and flexi-time accruals. <p>During the audit in 2009-10 we noted concerns about the level of preparedness for IFRS. The Authority missed deadlines for producing a shadow balance sheet as at 31 March 2009. When we received the first set of accounts we noted that they were not IFRS compliant, and delays were experienced as the audit had to be rescheduled.</p> <p style="text-align: right;">Refer to Action Plan Point 1</p>

2	<p>Financial Position</p> <p>All public sector bodies are facing an unprecedented period of financial restraint. Funding outcomes have an impact on FFVCJA, but also on the ability of partner organisations to support the achievement of objectives within the Area Plan.</p>	<p>The nature of funding on an annual cycle places particular pressures on the Authority to ensure that projects in place quickly. During 2010-11, the Authority was unable to recruit quickly to the Caledonian Project, and therefore was unable to spend the allocation awarded during the year. We did, however, note that the Authority made good use of budget monitoring reports and was able to successfully apply for an £181k virement from the non-core to core services allocation.</p> <p>More generally, we noted that Service Level Agreements are not complete or in place for a number of areas of work, notably with NHS Forth Valley for the drug treatment service.</p> <p style="text-align: right;">Refer to Action Plan Point 2</p>
---	--	---

3.4 Matters identified during audit fieldwork

	Issue	Auditor response and conclusion
3	<p>Remuneration Report</p> <p>During the year, Scottish Ministers approved an amendment to the Local Authority Accounts (Scotland) Regulations 1985 to publish a remuneration report as part of their annual accounts. The report is similar to that produced for listed companies and public sector bodies that report under the Government Financial Reporting Manual.</p> <p>The amendments to the Regulations require the Authority to disclose:</p> <ul style="list-style-type: none"> • remuneration policies for senior members and senior officers • remuneration paid to senior members and senior officers for 2009-10 and 2010-11 • pension benefits including pension contributions paid by the Authority and the value of accrued pension benefits at the balance 	<p>Our review of the Authority's Remuneration Report found that the Report was compiled in accordance with the Regulations and was presented in line with guidance issued by the Scottish Government.</p>

	Issue	Auditor response and conclusion
	<p>sheet date</p> <ul style="list-style-type: none"> • information of the number of employees earning in excess of £50,000 per year. <p>In future years, the Authority will also be required to disclose summary information in relation to any exit packages, including compulsory and voluntary redundancy costs, ex-gratia payments and other departure costs.</p>	

4 Governance and performance

4.1 Introduction

Each year, we review the governance and performance reporting arrangements in place at the Authority. This section summarises our findings.

4.2 Managing Risk

During the year, the Authority prepared a risk register, in line with a draft national risk register for Community Justice Authorities across Scotland. The register focuses on operational risks, rather than, for example the reputational impact of a service failure. These risks will be managed by the constituent authorities. However, we believe that there is scope to improve the current arrangements. Appendix A highlights the allocation of risks across likelihood and the severity of impact, which should lead to an assessment of how often each risk should be reviewed. There is a noticeable clustering of risks, which may indicate that there is not sufficient differentiation between the three categories of likelihood.

We also believe that there would be benefit in ranking risks to ensure that Board members can quickly focus on areas for action.

Refer to Action Plan Point 3

5.3 Performance Management

The FFVCJA's Area Plan sets out the local priorities and objectives for the period 2011-14. This explains how the Authority fits into Scotland Performs national priorities, and works with partner organisations to deliver outcomes within Single Outcome Agreements. The Area Plan is supported by an annual action plan to allow the Authority to measure progress. Nationally, Community Justice Authorities have been tasked with reducing re-offending rates by 2%. The key priorities for the FFVCJA are also:

- the implementation of the Criminal Justice and Licensing (Scotland) Bill, which will introduce the use of Community Payback Orders
- Young offenders
- Substance use, especially alcohol
- the transfer of health responsibilities from the Scottish Prison Service to local Health Boards
- Domestic Abuse.

The annual report for 2010-11 outlines a number of key successes, including improvements in the successful completion rates for Community Service Orders and Probation Orders, the launch of the Caledonian System (one of only 4 areas in Scotland to receive funding), and a reduction in overall court disposals.

5 Action Plan




5.1 Accounting system and internal control



We have applied our risk methodology to your audit. This approach allows us to document, evaluate and assess your internal controls over the financial reporting process in line with the requirements of auditing standards.

Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we will report these to you. See 'The small print' for further details of our approach.

We have set out any control weaknesses that became apparent to us during our audit fieldwork. Our interim report issued in May 2010 included control findings from that audit and also a follow up on all prior year recommendations.

Key to assessment of internal control deficiencies

-  Material weakness - risk of material misstatement
-  Significant deficiency - risk of significant misstatement
-  Deficiency - risk of inconsequential misstatement

	Assessment	Issue and risk	Recommendation
1		The Authority receives financial support services from Clackmannanshire Council. However, we note that the agreement does not currently include a Treasurer, in line with other local government bodies or Community Justice Authorities. This would provide a responsible officer to ensure that key accounting developments are addressed.	We recommend that the Authority reviews the Service Level Agreement for financial support to ensure that they receive a service which meets their governance requirements.
2		We noted that some of the constituent authorities do not have Service Level Agreements in place for services. This presents a risk that the service will be withdrawn, or offered at a higher than expected rate.	We understand that the Authority is currently reviewing how services are commissioned. We would, however, recommend that contracts or service level agreements are in place to protect the service and price that the Authority requires.

	Assessment	Issue and risk	Recommendation
3	●	We noted that there is scope to improve the risk management arrangements, although we acknowledge that the Authority hope to maintain direct links with the national CJA risk register.	We would recommend that the risks are ranked to allow Board members to focus on areas for action.

Appendix A: Risk Register

Allocation of Risks within Risk Register

LIKELIHOOD	3 High					
	2 Medium			3		6
	1 Low			8, 10	1,2,4,5,7,9	
		1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
SEVERITY/IMPACT						

Severity	Likelihood	Proximity
1 = Negligible	1 = Low	1 = Tolerable
2 = Minor	2 = Medium	2 = Low Priority
3 = Moderate	3 = High	3 = Review annually
4 = Major		4 = Review six monthly
5 = Catastrophic		5 = High Priority

Appendix B: The small print

Purpose of memorandum

This Key Issues Memorandum has been prepared for the benefit of discussions between Grant Thornton and Fife and Forth Valley Community Justice Authority.

The purpose of this memorandum is to highlight the key issues affecting the results of the Group and the preparation of the Authority's financial statements for the year ended 31 March 2011.

This document is also used to report to management to meet the mandatory requirements of International Standard on Auditing (UK & Ireland) 260.

We would point out that the matters dealt with in this report came to our attention during the conduct of our normal audit procedures which are designed primarily for the purpose of expressing our opinion on the financial statements of the Authority.

This memorandum is strictly confidential and although it has been made available to management to facilitate discussions, it may not be taken as altering our responsibilities to the Authority arising under our audit engagement letter.

The contents of this memorandum should not be disclosed to third parties without our prior written consent.

Responsibilities of the Chief Officer and Auditors

The Chief Officer is responsible for the preparation of the financial statements and for making available to us all of the information and explanations we consider necessary. Therefore, it is essential that the Chief Officer confirm that our understanding of all the matters in this memorandum is appropriate, having regard to their knowledge of the particular circumstances.

Clarification of roles and responsibilities with respect to internal controls

The Chief Officer is responsible for the identification, assessment, management and monitoring of risk, for developing, operating and monitoring the system of internal control and for providing assurance to the Authority that she has done so.

The Chief Officer is required to review the Authority's internal financial controls. In addition, the Chief Officer is required to review all other internal controls and approve the statements included in the annual report in relation to internal control and the management of risk.

The Authority should receive reports from management as to the effectiveness of the systems they have established as well as the conclusions of any testing conducted by internal audit or ourselves.

We have applied our audit approach to document, evaluate and assess your internal controls over the financial reporting process in line with the requirements of auditing standards.

Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we will report these to you.

In consequence, our work cannot be relied upon to disclose defalcations or other irregularities, or to include all possible improvements in internal control that a more extensive

special examination might identify.

We would be pleased to discuss any further work in this regard with the Authority.

Independence and robustness

Ethical standards require us to give you full and fair disclosure of matters relating to our independence.

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Auditing Practices Board's Ethical Standards and therefore we confirm that we are independent and are able to express an objective opinion on the financial statements.

In accordance with best practice, we analyse our fees below:

	£
Audit	5,120

ISAUK 260 requires communication of:

- relationships that have a bearing on the independence of the audit firm and the integrity and objectivity of the engagement team
- nature and scope of the audit work
- significant findings from the audit

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 10 ON THE AGENDA
16 December 2011	NOT CONFIDENTIAL
CASHBACK FOR COMMUNITIES: INVESTMENT IN COMMUNITY PAYBACK	

1 RECOMMENDATION(S)

Fife and Forth Valley Community Justice Authority Board Members are asked to:

- 1.1 Note the contents of this Report.
- 1.2 Request a Progress Report in three months time on the various projects funded through the Payback Sports Facilities and Project Initiation Funds.
- 1.3 Request that projects be actively promoted to local communities by both the Fife and Forth Valley CJA and the respective Local Authorities.

2 CONSIDERATIONS

- 2.1 On 1 February 2011, the Cabinet Secretary for Justice, Mr K MacAskill MSP, announced the allocation of £4 million additional sums to Scotland's eight Community Justice Authorities for specific Community Payback projects to enhance facilities which communities suggest they would like to see improved but without additional investment could not be undertaken. Additional funding of £1 million was also allocated for the purchase of specialist equipment.
- 2.2 The funds were to be divided equally across the eight CJA areas, therefore, allowing £500,000 investment to be made in Community Payback Projects in each CJA area. Final Guidance on the funding was provided by the Scottish Government in June 2011.

Payback Sports Facilities Fund

- 2.3 Each CJA was allocated £375,000 from the Payback Sports Facilities Fund. The purpose of this fund is to:
 - Promote the rehabilitation of offenders and help reduce reoffending by maintaining and improving sports facilities;
 - Utilise the labour of offenders sentenced to unpaid work to upgrade/maintain those facilities.

This fund should also:

- Supplement existing work programmes for those on CPO;
- Improve capacity in the number of work placements;
- Allow offenders to begin unpaid work placements more quickly;
- Provide work opportunities that will enhance the skills of offenders.

Project Initiation Fund

2.4 The purpose of the project Initiation Fund, which totals £125,000 for each CJA area, is to allow Local Authority Criminal Justice Services to buy materials and equipment for use in unpaid work projects to undertake larger more innovative and sustainable projects that previously were not possible due to prohibitive costs of capital equipment.

Funding Process

2.5 Each Local Authority was invited to submit bids for both the Payback Sports Facilities and Project Initiation Funds to Fife and Forth Valley CJA Board. Fife and Forth Valley CJA Board Members met on two occasions, 8 September 2011 and 13 October 2011, to consider the bids.

2.6 A broad range of bids were submitted by the four Fife and Forth Valley Local Authorities. These bids consisted of a broad range of projects that included refurbishing football pavilions and other sport and community facilities, developing a walled garden, creating a community garden, purchase of chewing gum removal machines and snow clearing equipment. A detailed list of the approved projects is attached as an Appendix to this Report.

2.7 All approved applications have now been submitted to the Scottish Government who have confirmed the grant allocation for all bids.

Next Steps

2.8 All Local Authority Criminal Justice Social Work Services have now begun the process of purchasing the additional equipment provided for by the Project Initiation Fund. It is expected that the snow clearing equipment, in particular, will be put to good use in the coming months.

2.9 Many of the projects funded by the Payback Sports Facilities Fund will not commence until Spring 2012 but preparation for the work is underway.

2.10 Local Authority Criminal Justice Social Work Services will provide Fife and Forth Valley CJA with regular progress reports on the various projects.

Promotion of Funded Projects

2.11 All projects funded by the Project Initiation and Payback Sports Facilities Funds have the support of local communities. Local Authority Criminal Justice Social Work Services and Fife and Forth Valley CJA intend to maximise all opportunities to promote the progress and completion of the various projects funded by these two funds with local communities. Use will be made of the local media and the Fife and Forth Valley CJA and Local Authority websites.

3 CONSULTATION

3.1 Local Authority Criminal Justice Social Work Services consulted widely with Local Authority partners and representatives of local communities in preparing the project bids.

4 RESOURCE IMPLICATIONS

4.1 An additional £500,000 will be invested across the four Fife and Forth Valley Local Authority areas in improving community facilities and purchase of equipment for the same purpose.


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 21 November 2011

Reference 20111216CashbackforCommunities

APPENDIX

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	
CASHBACK FOR COMMUNITIES	
PROJECT INITIATION FUND - £125,000	
	Grant Confirmed £
FALKIRK COUNCIL - £47,250	
New Toilets and Refurbished Kitchen Area	15,250.00
Development of Walled Garden, Dollar Park - Phase 3	32,000.00
FIFE COUNCIL - £20,000	
Gumpak Chewing Gum Removal: Purchase of 10 Machines	20,000
STIRLING COUNCIL - £25,500	
Purchase of Van to Support Valley Furniture Recycling Project	25,500
CLACKMANNANSHIRE COUNCIL - £19,995	
Community Garden Partnership	19,995
ALL FOUR LOCAL AUTHORITIES - £12,250	
Purchase of Snow Clearing Equipment	12,250
Project Initiation Fund Total:	124,995
PAYBACK SPORTS FACILITIES FUND - £375,000	
	Grant Confirmed £
FALKIRK COUNCIL - £109,500	
Refurbishment of Football Pavillions across Falkirk Council Area	84,000
SQA Assessor Post (half-salary with Employment Training Unit)	15,500
Contribution to Falkirk College Verification Centre	10,000
CLACKMANNANSHIRE COUNCIL - £100,00	
Ski Centre, Fir Park, Tillicoultry: Refurbishment	8,000
Gartmorn Dam Visitor and Fishing Centre, Sauchie: Refurbishment	7,000
Fairfield Park Pavilion: Renovation	15,000
King George V Park Pavilion: Renovation	12,000
Cochrane Park Toilets: Refurbishment	7,000
Dumyat Community Centre, Menstrie	14,000
Civic Centre, Tullibody	25,000
West End Park Pavilion: Refurbishment	12,000
STIRLING COUNCIL - £65,500	
Refurbishment of Kings Park Football Pavilion	17,910
Refurbishment of BMX Track, Beechwood Park	20,000
Refurbishment of BMX Track, Ladywell Park	20,000
Renovations/Refurbishments Plean Country Park	7,590
FIFE COUNCIL - £100,000	
Demolish and Re-Build of Single Storey Changing Facilities: Coaltown of Balgonie	100,000
Payback Sports Facilities Fund Total:	375,000

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 11 ON THE AGENDA
16 December 2011	NOT CONFIDENTIAL
COMMUNITY PAYBACK ORDERS: PROGRESS REPORT	

1 RECOMMENDATION(S)

Fife and Forth Valley Community Justice Authority Board Members are asked to:

- 1.1 Note the contents of the Report.
- 1.2 Request that continued monitoring to be undertaken of the number of Community Payback Orders imposed across the four Fife and Forth Valley Local Authorities.
- 1.3 Note that the Scottish Government continue to be advised of the increased numbers of community based Criminal Justice Social Work disposals being imposed across the Fife and Forth Valley area.

2 CONSIDERATIONS

Introduction of Community Payback Orders

- 2.1 The Criminal Justice and Licensing (Scotland) Act 2010 introduced, amongst a range of measures, Community Payback Orders (CPOs) on 1 February 2011. On the same date, a presumption against Sentencers imposing sentences of up to three months was also introduced.
- 2.2 CPOs are intended to replace Probation, Community Service and Supervised Attendance Orders. The legislation, whilst introduced on 1 February 2011, did not allow for CPOs to be imposed retrospectively, therefore, any offender appearing before the Courts since 1 February 2011 for offences committed before that date cannot be considered for CPOs. Instead, consideration must still be given as to the offender's suitability for Probation, Community Service or Supervised Attendance Orders.

Use of Community Based Criminal Justice Social Work Disposals

- 2.3 Since 1 February 2011, all Sheriff Courts across Fife and Forth Valley have made good use of CPOs. Figures from the Court Service show that only one Justice of the Peace Court has, to-date, embraced and made use of the new legislation.
- 2.4 Board Members were informed at the Fife and Forth Valley CJA Board meeting on 13 October 2011 that statistics from April to June 2011 indicated that there was a significant increase in the use of community based Criminal Justice Social Work disposals across all four Fife and Forth Valley Local Authority areas. Then, the use of CPOs, coupled with the numbers of Probation, Community Service and Supervised Attendance Orders, showed an overall increase of 19.7%. When compared to figures for 2010-2011, an even greater increase was evident when comparisons were made in relation to unpaid work, where an increase of 37.6% was reported.
- 2.5 Board Members requested that further monitoring continue of the use of CPOs. The figures below in Table 1 illustrate the total number of CPOs, Probation, Community Service and Supervised Attendance Orders (SAOs) imposed in each of the four Fife and Forth Valley Local Authority areas from April 2011 to September 2011.

	Fife	Clacks	Falkirk	Stirling	Total
CPOs	264	78	145	78	565
CSOs	257	45	79	32	413
Probation	113	45	51	38	247
Probation with S229	71	8	20	17	116
SAO	267	29	78	36	410
Total:	972	205	373	201	1751

Table 1

- 2.6 The Appendix to this Report provides greater detail of the numbers of CPOs imposed, including age, gender and, most importantly, the numbers and types of conditions imposed. This includes the number of CPOs imposed where unpaid work requires to be undertaken by the offender.
- 2.7 Table 2 below compares the numbers of CPOs, Probation, Community Service and SAOs imposed during April and September 2011 with the quarterly average number of Probation, Community Service and SAOs imposed during 2010-2011. As illustrated, there has been a continued increase in the number of Orders imposed this year across each of the four Local Authority areas.

	Numbers of CPOs, Probation, CS and SAOs Imposed Apr-Sept 2011	Six Month Average 2010-2011	% Increase
Fife	972	680	42.9
Clackmannanshire	205	174	17.8
Falkirk	373	326	14.4
Stirling	201	168	19.6
Total:	1751	1348	29.9

Table 2

Increased Use of Community Based Disposals

2.8 Table 3 illustrates the comparison of numbers of offenders ordered to perform unpaid work between the same periods, ie April-September 2010, compared with April-September 2011. These figures do suggest that increases in unpaid work Orders/requirements is the major contributory factor in the overall increase in community based Criminal Justice Social Work disposals.

	Unpaid Work Level 1 and 2, CS and 229 and SAO Imposed April to September 2011			Six Monthly Average Number of CS and 229 and SAOs Imposed 2010-2011	% Difference
	Qtr 1	Qtr 2	Total		
Fife	321	455	776	478	62.3
Clackmannanshire	63	74	137	108	26.8
Falkirk	139	142	281	244	15.2
Stirling	83	61	144	106	35.8
Total:	606	732	1338	936	42.9

Table 3

Presumption against Sentences of up to Three Months

2.9 As mentioned at Paragraph 2.1, presumption against sentences of up to three months were introduced on the same date that CPOs were introduced. Unfortunately, we have been unable to obtain the necessary statistical information to determine whether there are reduced numbers of offenders receiving sentences of up to three months and, as an alternative, to know whether use is being made of CPO, Probation or Community Service Orders.

- 2.10 We know from the statistical information provided to us by the Scottish Prison Service that the average number of individuals from Fife and Forth Valley serving a prison sentence, from April to September 2011, of up to six months, was 42.3, compared to 47.1 individuals in the same period last year. This reduction of 10% does indicate that less individuals from Fife and Forth Valley received short prison sentences of up to six months, however, even greater numbers are being placed on CPOs, Probation, CS or SAOs.
- 2.11 Prison numbers, especially those up to three and six months duration, will be monitored along with the numbers of CPOs, Probation, CS and SAOs.

3 CONSULTATION

- 3.1 Consultation has taken place with the Criminal Justice Service Managers of the four Fife and Forth Valley Local Authorities.

4 RESOURCE IMPLICATIONS

- 4.1 The 29.9% increase in use of CPOs, Probation, Community Service and SA Orders by the Courts does have significant resource implications for the four Fife and Forth Valley Local Authorities. A copy of this information will be submitted to the Scottish Government for information. Regular monthly monitoring of CPOs etc will continue. If the increasing trend remains, a Report will be submitted to the Fife and Forth Valley CJA Board outlining the resource implications.


5 BACKGROUND PAPERS

- 5.1 FFV CJA Board Report: Community Payback Orders: Progress Report, dated 13 October 2011.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 1 December 2011

Reference 20111216CommunityPaybackOrder

Community Payback Orders imposed 2011/12

Running Totals 2011/12

Clackmannanshire	Total	Courts			Gender		Age		
		High	Sheriff	JP	Male	Female	16-17	18-20	21+
Number of CPOs imposed	78	1	77	0	67	11	5	14	59
Number of CPO requirements imposed	87	1	86	0	67	20	6	21	60
Unpaid work or other activity (Level 1: 20-100 hours)	33	0	33	0	29	4	2	9	22
Unpaid work or other activity (Level 2: 101-300 hours)	22	1	21	0	20	2	0	5	17
Offender Supervision	24	0	24	0	13	11	2	4	18
Compensation	0	0	0	0	0	0	0	0	0
Programme	5	0	5	0	3	2	1	2	2
Mental Health Treatment	0	0	0	0	0	0	0	0	0
Drug Treatment	2	0	2	0	1	1	1	0	1
Alcohol Treatment	1	0	1	0	1	0	0	1	0
Residence	0	0	0	0	0	0	0	0	0
Conduct	0	0	0	0	0	0	0	0	0
Number of CSOs imposed	45								
Number of Probation Orders (excluding S229s) imposed	45								
Number of S229s imposed	8								
Number of SAOs imposed	29								
Total number of CPOs, CSOs, POs, S229s, SAOs	205								

Comparison with Orders imposed in 2010/11

From CJSW Aggregate Returns

Full Year

Number of Probation Orders imposed (excl. S229s)	133
Number of S229s imposed	21
Number of CSOs imposed	113
Number of SAOs imposed	81
Total	348

Community Payback Orders imposed 2011/12

Running Totals 2011/12

Falkirk	Total	Courts			Gender		Age		
		High	Sheriff	JP	Male	Female	16-17	18-20	21+
Number of CPOs imposed	145	0	145	0	121	24	9	31	105
Number of CPO requirements imposed	210	0	210	0	183	27	13	41	156
Unpaid work or other activity (Level 1: 20-100 hours)	75	0	75	0	65	10	6	16	53
Unpaid work or other activity (Level 2: 101-300 hours)	29	0	29	0	24	5	1	9	19
Offender Supervision	66	0	66	0	57	9	3	15	48
Compensation	2	0	2	0	2	0	0	0	2
Programme	9	0	9	0	9	0	1	0	8
Mental Health Treatment	0	0	0	0	0	0	0	0	0
Drug Treatment	8	0	8	0	7	1	0	0	8
Alcohol Treatment	13	0	13	0	11	2	1	1	11
Residence	0	0	0	0	0	0	0	0	0
Conduct	8	0	8	0	8	0	1	0	7
Number of CSOs imposed	79								
Number of Probation Orders (excluding S229s) imposed	51								
Number of S229s imposed	20								
Number of SAOs imposed	78								
Total number of CPOs, CSOs, POs, S229s, SAOs	373								

Comparison with Orders imposed in 2010/11

From CJSW Aggregate Returns

Full Year

Number of Probation Orders imposed (excl. S229s)	167
Number of S229s imposed	82
Number of CSOs imposed	207
Number of SAOs imposed	198
Total	654

Community Payback Orders imposed 2011/12

Running Totals 2011/12

Stirling	Total	Courts			Gender		Age		
		High	Sheriff	JP	Male	Female	16-17	18-20	21+
Number of CPOs imposed	78	0	78	0	64	14	5	15	58
Number of CPO requirements imposed	86	0	86	0	73	13	4	17	65
Unpaid work or other activity (Level 1: 20-100 hours)	38	0	38	0	32	6	3	11	24
Unpaid work or other activity (Level 2: 101-300 hours)	21	0	21	0	19	2	0	3	18
Offender Supervision	12	0	12	0	11	1	1	2	9
Compensation	2	0	2	0	2	0	0	1	1
Programme	1	0	1	0	1	0	0	0	1
Mental Health Treatment	0	0	0	0	0	0	0	0	0
Drug Treatment	8	0	8	0	5	3	0	0	8
Alcohol Treatment	3	0	3	0	3	0	0	0	3
Residence	0	0	0	0	0	0	0	0	0
Conduct	1	0	1	0	0	1	0	0	1
Number of CSOs imposed	32								
Number of Probation Orders (excluding S229s) imposed	38								
Number of S229s imposed	17								
Number of SAOs imposed	36								
Total number of CPOs, CSOs, POs, S229s, SAOs	201								

Comparison with Orders imposed in 2010/11

From CJSW Aggregate Returns

Full Year

Number of Probation Orders imposed (excl. S229s)	123
Number of S229s imposed	30
Number of CSOs imposed	72
Number of SAOs imposed	111
Total	336

Community Payback Orders imposed 2011/12

Running Totals 2011/12

Forth Valley	Total	Courts			Gender		Age		
		High	Sheriff	JP	Male	Female	16-17	18-20	21+
Number of CPOs imposed	301	1	300	0	252	49	19	60	222
Number of CPO requirements imposed	383	1	382	0	323	60	23	79	281
Unpaid work or other activity (Level 1: 20-100 hours)	146	0	146	0	126	20	11	36	99
Unpaid work or other activity (Level 2: 101-300 hours)	72	1	71	0	63	9	1	17	54
Offender Supervision	102	0	102	0	81	21	6	21	75
Compensation	4	0	4	0	4	0	0	1	3
Programme	15	0	15	0	13	2	2	2	11
Mental Health Treatment	0	0	0	0	0	0	0	0	0
Drug Treatment	18	0	18	0	13	5	1	0	17
Alcohol Treatment	17	0	17	0	15	2	1	2	14
Residence	0	0	0	0	0	0	0	0	0
Conduct	9	0	9	0	8	1	1	0	8
Number of CSOs imposed	156								
Number of Probation Orders (excluding S229s) imposed	134								
Number of S229s imposed	45								
Number of SAOs imposed	143								
Total number of CPOs, CSOs, POs, S229s, SAOs	779								

Comparison with Orders imposed in 2010/11

From CJSW Aggregate Returns

Full Year

Number of Probation Orders imposed (excl. S229s)	423
Number of S229s imposed	133
Number of CSOs imposed	392
Number of SAOs imposed	390
Total	1338

Community Payback Orders imposed 2011/12

Running Totals 2011/12

Fife	Total	Courts			Gender		Age		
		High	Sheriff	JP	Male	Female	16-17	18-20	21+
Number of CPOs imposed	264	0	264	0	232	32	15	44	205
Number of CPO requirements imposed	509	0	509	0	450	59	35	88	386
Unpaid work or other activity (Level 1: 20-100 hours)	101	0	101	0	90	11	7	20	74
Unpaid work or other activity (Level 2: 101-300 hours)	80	0	80	0	70	10	5	13	62
Offender Supervision	174	0	174	0	155	19	13	27	134
Compensation	18	0	18	0	15	3	1	2	15
Programme	43	0	43	0	38	5	4	6	33
Mental Health Treatment	1	0	1	0	1	0	0	0	1
Drug Treatment	3	0	3	0	3	0	0	2	1
Alcohol Treatment	13	0	13	0	10	3	2	1	10
Residence	0	0	0	0	0	0	0	0	0
Conduct	76	0	76	0	68	8	3	17	56
Number of CSOs imposed	257								
Number of Probation Orders (excluding S229s) imposed	113								
Number of S229s imposed	71								
Number of SAOs imposed	267								
Total number of CPOs, CSOs, POs, S229s, SAOs	972								

Comparison with Orders imposed in 2010/11

From CJSW Aggregate Returns

Full Year

Number of Probation Orders imposed (excl. S229s)	404
Number of S229s imposed	124
Number of CSOs imposed	486
Number of SAOs imposed	347
Total	1361

Community Payback Orders imposed 2011/12

Running Totals 2011/12

Fife & Forth Valley CJA area	Total	Courts			Gender		Age		
		High	Sheriff	JP	Male	Female	16-17	18-20	21+
Number of CPOs imposed	565	1	564	0	484	81	34	104	427
Number of CPO requirements imposed	892	1	891	0	773	119	58	167	667
Unpaid work or other activity (Level 1: 20-100 hours)	247	0	247	0	216	31	18	56	173
Unpaid work or other activity (Level 2: 101-300 hours)	152	1	151	0	133	19	6	30	116
Offender Supervision	276	0	276	0	236	40	19	48	209
Compensation	22	0	22	0	19	3	1	3	18
Programme	58	0	58	0	51	7	6	8	44
Mental Health Treatment	1	0	1	0	1	0	0	0	1
Drug Treatment	21	0	21	0	16	5	1	2	18
Alcohol Treatment	30	0	30	0	25	5	3	3	24
Residence	0	0	0	0	0	0	0	0	0
Conduct	85	0	85	0	76	9	4	17	64
Number of CSOs imposed	413								
Number of Probation Orders (excluding S229s) imposed	247								
Number of S229s imposed	116								
Number of SAOs imposed	410								
Total number of CPOs, CSOs, POs, S229s, SAOs	1751								

Comparison with Orders imposed in 2010/11

From CJSW Aggregate Returns

Full Year

Number of Probation Orders imposed (excl. S229s)	827
Number of S229s imposed	257
Number of CSOs imposed	878
Number of SAOs imposed	737
Total	2699

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 12 ON THE AGENDA
16 December 2011	NOT CONFIDENTIAL
<p style="text-align: center;">FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</p> <p style="text-align: center;">ACTION PLAN 2011-2012 UP-DATE: QUARTER 2</p>	

1 RECOMMENDATION(S)

Fife and Forth Valley Community Justice Authority Board Members are asked to:

- 1.1 Note the content of the FFV CJA Action Plan 2011-2012 Up-Date: Quarter 2.
- 1.2 Request that continued progress to be made in meeting the agreed objectives in the Action Plan.
- 1.3 Alert Board Members to any failures in meeting the agreed Action Plan objectives in the coming months.

2 CONSIDERATIONS

- 2.1 When the Fife and Forth Valley CJA Area Plan for 2011-2014 was approved by the FFV CJA Board, our Action Plan for 2011-2012 was developed. The purpose was to begin the process of taking forward the local priorities identified in the Area Plan. The Action Plan for 2011-2012 was approved by the FFV CJA Board at its meeting on 15 March 2011.
- 2.2 FFV CJA Board Members will be aware the Action Plan for 2011-2012 incorporated a range of performance measures that in previous years were developed and reported on separately to the FFV CJA Board on a three-monthly basis. Performance measures from a range of partners continue to be collected and reported on under the relevant CJA objectives in the Action Plan. More detailed performance data from CJSW, by Local Authority area, is available separately and will be published quarterly on the CJA website.
- 2.3 The Action Plan for 2011-2012 is structured around the five local priority areas identified in the FFV CJA Area Plan for 2011-2014. These are:
 - Introduction of the Criminal Justice & Licensing (Scotland) Act
 - Young Offenders
 - Substance Use, especially Alcohol

- Transfer of Health Responsibility from SPS to local Health Boards
- Domestic Abuse

2.4 Attached as an Appendix to this Report, is an up-date to the Action Plan for the period July to September 2011 (Quarter 2) and progress is outlined below.

INTRODUCTION OF THE CRIMINAL JUSTICE AND LICENSING (SCOTLAND) ACT

Objective: Successful Introduction of CPOs.

2.5 It would appear that Community Payback Orders (CPOs) have been successfully introduced across Fife and Forth Valley. All Sheriff Courts within the area are making regular use of CPOs. Our performance monitoring indicates that:

- In the second quarter of 2011/12, 327 CPOs were imposed across the CJA bringing the total imposed between April-September to 565 orders. The total number of comparable community sentences imposed (CPOs, CSOs, Probation Orders (including S229s) and Supervised Attendance Orders) in the second quarter was 912 orders; and the total comparable orders between April-September was 1751. This trend would see the total number of comparable community orders in 2011/12 exceed the number imposed last year by 27% (740 orders).
- The conversion rate for CPOs in Q2 was 56.6%, a reduction on the rate of 66.1% recorded in Q1 was 66.1%. However, the rate over the period April-September was better, at 60.7%, this compares favourably with a conversion rate for CSOs last year of 53.8%. This indicates that sentencers have confidence in the use of CPOs as a disposal option.
- In the second quarter, 63.2% of unpaid work requirements started within 7 days of imposition of the order by the court, a reduction on the rate of 71.6% recorded in the first quarter. However, the rate over the period April-September was better, at 66.7% and this compares well with the baseline data for last year. The comparable baseline data available at this time is from the Government Audit of Speed and Immediacy for CSOs in November 2010, which showed 63% of work placements commencing within 7 days.
- Level 1 unpaid work requirements (those of 20-100 hours in length) must be completed within 3 months. Of the Level 1 orders terminating in Q2, the average length of time taken to complete the order was 66.2 days, 3 days longer than the 63.5 days recorded in Q1. Considering all orders completing between April-September the average completion time was 64.9 days, which is well below the 90 day target (This data is based on Forth Valley only; no data is available from Fife at this time).

- Level 2 unpaid work requirements (those of 101-300 hours in length) require to be completed within six months. Only one such order has been completed to the end of September-this was in Stirling. The time taken to complete this order was 111.5 days. This is well below the 180 day target, however, more orders will have to be complete before a more reliable average can be provided.
- The successful completion rate of CPOs in the second quarter was 83.3%, higher than the 80.6% recorded in the first quarter. The overall successful completion rate for the period April-September was 82.5%, and this compares very well with the baseline rate of 65.4% for comparable CSOs, Probation Orders and SAOs in 2010/11. Successful completion rates for CSOs and Probation Orders (inc. S229s) in the period April-September remained higher than the figures recorded in 2010/11. The successful completion rates may be in part attributable to the new legislative changes, whereby commission of a further offence is not a breach of CPO and the introduction of revised National Standards for Criminal Justice Social Work.

Objective: Local Communities can Influence the Nature of Unpaid Work Projects, and Benefits to Communities are Visible and Promoted.

- 2.6 Fife and Forth Valley CJA hosted the first Annual Community Consultation Event in March 2011. This was a successful event that both raised awareness of the benefits of offenders undertaking unpaid work in their communities and showcased a diverse range of projects.

Recipients of Community Service Projects across the four Fife and Forth Valley Local Authority areas provided positive testimonies. Performance monitoring shows that:

- In Q2 a total of 41,001 hours of community service were undertaken throughout Fife & Forth Valley (although this figure is provisional at time of writing), more than the 39,512 hours undertaken in Q1. As such over the period April-September, provisional data indicates that 80,513 hours of community service were undertaken throughout Fife & Forth Valley and this compares well with a total of 144,781 hours undertaken in the whole of last year. At this rate the hours undertaken will surpass that of last year.
- Across the four Local Authorities a total of 331 requests from the public for unpaid work were received in Quarter 2, more than the 282 requests received in Quarter 1. As such, between April-September 613 requests have been received. Baseline data is not available from all four local authorities so comparison with last year cannot be made.

Objective: Reduce the Number of Short-term Prison Sentences in Favour of Community Sentences.

- 2.7 Regular reports are being submitted to Fife and Central Criminal Justice Boards on the numbers of CPOs being imposed. Regular liaison has also been established with the Business Management Team for the Sheriffdom. This will allow monitoring and, where appropriate, promotion of the use of CPOs by the Justice of the Peace Courts.

FFV CJA has contributed, with Criminal Justice Social Work staff, to the training of Justices of the Peace in the use of CPOs. Performance monitoring shows that:

- Whilst the legislation relates to sentences of less than 3 months in length data on such sentences currently available from SPS or the Government is limited. As of August 2011, SPS have started providing a breakdown of sentences of less than 6 months into categories of 'Less than 3 months' and '3 months to less than 6 months'. However, no baseline data has been provided to make comparison. As such this Action Plan will continue to refer to sentences of less than 6 months:
- In Q2 an average of 44 persons from Fife & Forth Valley were in prison serving sentences of less than six months, slightly higher than the average of 41 persons recorded in Q1. The average for the period April-September is 42 persons, and this compares with 47 persons in the same period last year. In terms of numbers serving sentences of less than 3 months, and placing this in context to sentences of less than 6 months: in August 1 person from FFV was serving a sentences of less than 3 months, compared to 44 serving a sentence of less than 6 months; the equivalent figures for September were 4 and 31 respectively.
- In Q2 10.1% of court disposals were custodial, lower than the 15% recorded in Q1. The figure for the period April-September was 12.5% and this is very similar to the 12.8% recorded in 2010/11.

YOUNG OFFENDERS

Objective: Improve Outcomes for Young Persons in the Criminal Justice System.

2.8 Regular monitoring of the numbers of Young Offenders involved with the Criminal Justice System continues and shows that trends are improving in terms of the number of young persons in prison and the successful completion rates of community sentences-this is welcome good news:

- In Q2 an average of 87 young persons under 21 years of age from Fife & Forth Valley were in prison, slightly lower than the average of 89 recorded in Q1. The average for the period April-September was 88 young persons in prison, and this is lower than the average figure of 105 recorded for last year.
- In the first 6 months of 2011/12, 138 CPOs were imposed on under 21s and the successful completion rate so far is very high, at 93.8% (although this relates to a small number of orders). As CPOs were introduced on 1 February 2011 there is no comparable baseline data from last year.
- In the first 6 months of 2011/12, 63.9% of CSOs served by Under 21s were successfully completed, slightly lower than the baseline of 65% for 2010/11. In contrast, 60.9% of Probation Orders (inc. S229s) served by Under 21s were successfully completed, much higher than the baseline of 49.5% recorded last year.

2.9 Other activity in relation to Young Offenders includes:

- Identification of a Lead Officer for Young Offenders in each of the four Fife and Forth Valley Local Authority Criminal Justice Social Work Services (CJSWS). This will ensure contact is established with all 16-17 year olds who are imprisoned.
- Discussions between CJSWS and the Procurators Fiscal have begun to divert young offenders from the adult criminal justice system.
- Mapping of support services for young offenders is developing.

SUBSTANCE MISUSE, ESPECIALLY ALCOHOL

Objective: Ensure Offenders Receive Fair and Equitable Access to Mainstream Services for Alcohol and Drugs.

2.10 In meeting our objective to ensure offenders receive fair and equitable access to mainstream services, progress is being made in a variety of ways. These include:

- The FFV CJA Chief Officer is a member of Fife and Forth Valley Alcohol and Drug Partnerships (ADPs) which provides the opportunity to promote and monitor the access offenders have to alcohol and treatment services.
- A new Arrest Referral Service has been introduced in Forth Valley which will target, and allow for early intervention, individuals in custody whose offending is alcohol and drug related.
- CJSWS staff have been trained in Alcohol Brief Intervention and are contributing to Forth Valley NHS exceeding national targets set in this area.

2.11 In relation to performance monitoring in this priority area:

- In Q2, 17 CPO requirements with condition of alcohol or drug treatment were imposed across the CJA, lower than the 34 such requirements imposed in Q1. As no such requirements existed last year no comparison can be made. It should be noted that CPOs with drug treatment requirements have not replaced DTTOs.
- In terms of all drug orders imposed (DTTOs, Fast Track, Enhanced Probation and CPOs with drug treatment requirements) in Q2 a total of 42 orders were imposed, bringing the total number of drug orders imposed across the CJA since April to 79. Of the drug orders terminating in Q2, 8 were successfully completed.
- In Q2, 73.7% of those offered Voluntary Throughcare Addiction Service (TAS) actually receive a service, lower than the 88.4% recorded in Q1. The total percentage for the year so far, April-September, is 81.3%, which is lower than the figure of 94.5% recorded last year.

- Recent data from Scottish Government reveals that there were 53 drug related deaths in Fife & Forth Valley in 2010, 7 more than in 2009. The number of alcohol related deaths in 2010, at 139 was fewer than the 152 recorded in 2009.

TRANSFER OF HEALTHCARE RESPONSIBILITY FROM SPS TO LOCAL HEALTH BOARDS

Objective: Promote Continuity of Healthcare Provision for Prisoners on Admission, Sentence and Discharge from Custody.

2.12 Board Members will be aware that responsibility for the provision of healthcare for prisoners' transfers from the Scottish Prison Service to local Health Boards took place on the 1st November 2011. Fife and Forth Valley CJA has been involved in the transfer. The Chief Officer is a member of both the Local and National Implementation Groups. FFV CJA has also led, locally, through the FFV CJA Health and Well Being Group, on throughcare issues. The FFV CJA Health and Well Being Group have produced a comprehensive Work Plan that our partners in Health and the Local Authorities have contributed to.

DOMESTIC ABUSE

Objective: Ensure that Domestic Abuse remains a Priority Issue across Partner Agencies and the Benefits of Early Intervention are Recognised.

2.13 Domestic Abuse is a priority shared by our partners, including the local Criminal Justice Boards. Central Criminal Justice Board has now established a sub-group, led by FFV CJA, to support the development of Domestic Abuse Cluster Courts and improve support to victims.

Caledonian System

2.14 The Caledonian System became operational throughout Forth Valley in Spring/Summer 2011. In the first two quarters, all activity has been in Falkirk, and this relates more to the roll-out of the service rather than to demand. In that period, 11 programme assessments were undertaken, 8 men were on the programme, and 12 women and 22 children were engaging with the women's service and the children's service.

2.15 In Fife in Q2, 3 individuals were placed on Fife's domestic abuse programme (DAG), fewer than the 10 recorded in Q1.

3 CONSULTATION

3.1 The FFV CJA 'Duty to Co-operate' partners (CJSW and SPS), and also key partners identified as relevant to objectives in the FFV CJA Action Plan, such as Police, ADPs and NHS.

4 RESOURCE IMPLICATIONS

4.1 None.

5 BACKGROUND PAPERS


5.1 Appendix 1: FFV CJA Action Plan Update July-September 2011: Quarter 2.

5.2 CJSW Quarterly Return – Quarter 2 2011-2012.

Author(s)

Name	Designation	Tel No:
Chris Anderson	Research & Information Officer	01259 727437

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 1 December 2011

Reference 20111216FFVCJAAActionPlanQ2Update

Fife & Forth Valley
Community Justice
Authority



Action Plan 2011-2012

September 2011 Update

Create Safer Communities : Promote Public Protection



1. INTRODUCTION OF THE CRIMINAL JUSTICE & LICENSING ACT 2010

Objective: Successful implementation of Community Payback Orders (CPOs)			
Actions	Type	Lead	Timescale
<p>1.1 Audit CJSW in relation to Speed & Immediacy of community sentences</p> <p><i>A report was submitted to CJA Board in October 2011 (as part of the Information Bulletin) summarising the findings of the Scottish Government's National Audit of Community Service, undertaken in November 2010.</i></p>	Monitoring	Chief Officer	Completed ✓
<p>1.2 Monitor the number of CPOs commencing across the CJA area</p> <p><i>CJSW services are submitting a statistical return to CJA each quarter. This provides data in the measures section below. CJA collates this data and shares with partners at Criminal Justice Boards. Since 1st February 2011, all Sheriff Courts across the CJA area have made good use of CPOs. At 30th September, no use has been made by JP Courts.</i></p>	Monitoring	Research Officer	Completed ✓
<p>1.3 Review CJSW resourcing compared to workload</p> <p><i>Quarter 1 and 2 stats indicate a 30% increase in comparable community sentences (CPOs, CSOs, Probation Orders and Supervised Attendance Orders) compared with last year. Continued monitoring will take place. Board Members and Scottish Government will be kept informed of any continued increases.</i></p>	Supporting	Chief Officer	Completed ✓
<p>1.4 Ensure provision of training on new legislation and national initiatives to CJSW staff via CJA Training & Development Officer</p> <p><i>All relevant CJSW Staff have received training in new arrangements for CPO, National Operating Standards, and the new form of CJSW report, which replace the SER. The Annual Training Plan has also been completed.</i></p>	Supporting	Training & Development Officer	Completed ✓

Measures	Source	Frequency	Baseline (2010/11)	Q2 (2011/12)	Running Total (2011/12)
• Number of CPOs imposed	CJSW	Quarterly	n/a*	327	565
• Number of community sentences (CPOs, CSOs, Probation Orders (inc. S229s) and SAOs	CJSW	Quarterly	2762	912	1751
• CPO Conversion Rate	CJSW	Quarterly	53.8%*	56.6%	60.7%
• Percentage of unpaid work requirements started within 7 days of imposition of order by court	CJSW	Quarterly	63% (Nov 2010 Audit)	63.2%	66.7%*
• Average Length of Time Taken (Days) to Complete Unpaid work requirement –Level 1 (20-100 hours)	CJSW	Quarterly	90 days*	66.2 days	64.9 days*
• Average Length of Time Taken (Days) to Complete Unpaid work requirement –Level 2 (101-300 hours)	CJSW	Quarterly	180 days*	111.5 days	111.5 days
• Average length of time taken (in days) to complete Community Service Order (including S229s).	CJSW	Quarterly	270 days	220 days	223.8 days
• Percentage of successfully completed CPOs	CJSW	Quarterly	65.4%*	83.3%	82.5%
• Percentage of successfully completed CSOs	CJSW	Quarterly	74.5%	78.0%	77.5%
• Percentage of successfully completed Probation Orders (inc. S229s)	CJSW	Quarterly	56.9%	74.4%	67.8%

Notes on measures:

* Number of CPOs imposed-CPOs were introduced on 1st Feb 2011 as such there is no 2010/11 baseline.

*CPO Conversion Rate-baseline for 2010/11 is the conversion rate for CSOs.

*Percentage of unpaid work requirements started within 7 days-Q2 and running total figures relate to Forth Valley. No data available from Fife.

*Average length of time taken (days) to complete unpaid work requirement-Level 1 Orders must be completed within 3 months, Level 2 Orders must be completed within 6 months. Q2 and running total figures relate to Forth Valley. No data available from Fife.

*Percentage of successfully completed CPOs-the baseline relates to successful completion rate of CSOs, Probation Orders (inc. S229s) and SAOs taken as a whole.

Objective: Local communities can influence the nature of unpaid work projects, and benefits to communities are visible and promoted			
Actions	Type	Lead	Timescale
Facilitate one formal community consultation event on behalf of constituent local authorities <i>The first consultation took place on 23 March 2011, Carnegie Conference Centre, Dunfermline.</i>	Influencing	Chief Officer	Completed
Implement the introduction of national branding for Community Payback across Fife & Forth Valley <i>In Falkirk, CJSW are using the Community Payback (CP) logo for letterheads and leaflets. Falkirk are also trying to combine their Council logo and the CP logo on a plaque which can be used at a site once an unpaid work project has been completed. There are no plans to display the logo on vans, as the intention is to publicise the work and not the people.</i> <i>In Fife, the Community Payback logo appears on all Work Supervisors work wear, letterheads and leaflets. A plaque with the logo is placed at each project for the public to see. Photo boards displaying the CPO logo and photos of offenders undertaking unpaid work across Fife are currently going around community centres, libraries and local offices for the public to see across Fife. They are moved roughly every three weeks.</i>	Influencing	CJSW Service Managers	Completed
Develop the CJA communication strategy in conjunction with partners <i>Review of CJA communication strategy will be completed by March 2012. Discussions are taking place with partners.</i>	Influencing	Chief Officer	March 2012
Engage with partners and existing community engagement processes to develop a local community referral process for unpaid work projects <i>In Falkirk a range of approaches are being used: publicising work on the internet/intranet, Citizen Panel Questionnaire, presentations to community groups and use of the media and leaflets. Due to the increased demand from the community for work placements, a prioritisation process has been put in place.</i> <i>In Fife a generic e-mail address can be accessed via Fife Direct and allows the public to nominate a project or alternatively via telephone contact. Recently a centre spread appeared in the Fifeline paper which included information on Community Payback and went to every household in Fife. A DVD on CP is being produced and will go to every elected member and it will be downloaded onto the new SG website for CPO and also FFV CJA website.</i>	Influencing	CJSW Service Managers	Completed

1.5 Promote unpaid work projects via the CJA website and quarterly newsletters, and utilise established communication networks of key partners, such as ADPs and CPPs <i>Information on projects is posted on the CJA website and has been provided to the Central Criminal Justice Board.</i>			Supporting	Chief Officer / Research Officer	Completed ✓
Measures	Source	Frequency	Baseline (2010/11)	Q2 (2011/12)	Running Total (2011/12)
<ul style="list-style-type: none"> Number of hours of unpaid work undertaken (i.e. hours actually served, not hours imposed).* 	CJSW	Quarterly	144,781	41,001	80,513
<ul style="list-style-type: none"> Number of requests from local communities for unpaid work by offenders (via letter, email, website etc) 	CJSW	Quarterly	TBC*	331	613
<p><u>Notes on measures:</u></p> <p>*Number of hours of unpaid work undertaken-these are provisional figures, a clear definition of what constitutes ‘unpaid work’ is still being clarified.</p> <p>*Number of requests- No 2010/11 baseline data provided by Clackmannanshire or Stirling. Data from Stirling available only from 1st September 2011, as such Q2 data does not include Stirling.</p>					

Objective: Reduce the number of short-term sentences in favour of community sentences					
Actions			Type	Lead	Timescale
<p>1.6 Work with CJSW and local sentencers (Sheriffs and Justices of the Peace) to promote the use of CPOs as an alternative to custody and achieve a reduction in short-term sentences of up to 3 months.</p> <p><i>Regular reports are submitted to Criminal Justice Boards on use of CPOs. Liaison has been established with Sheriffdom Legal Advisor.</i></p>			Influencing	Chief Officer	Completed ✓
Measures	Source	Frequency	Baseline (2010/11)	Q2 (2011/12)	Running Total (2011/12)
<ul style="list-style-type: none"> Number of persons from Fife & Forth Valley in prison serving a sentence of less than 6 months* 	SPS	Quarterly	43	44	42
<ul style="list-style-type: none"> Percentage of all court disposals in the CJA area that are custodial sentences 	NCJB	Monthly	12.8%	10.1%	12.5%
<ul style="list-style-type: none"> Number of custodial court disposals in the CJA area of up to 3 months in length* 	Scottish Government	Annual	641	No data.	No data.
<p><u>Notes on measures:</u></p> <p>*The data submitted by SPS and available from the National Criminal Justice Board does not provide a breakdown into sentence lengths of 3 months or less, the minimum sentence length available is less than 6 months. Update: SPS is now providing a breakdown of sentence lengths including less than 3 months, as of August 2011, however there is no baseline data to make such data useful in this action plan.</p> <p>*Number of custodial court disposals of up to 3 months in length-the Scottish Government will not issue 2010/11 data until the end of the year, the baseline data displayed relates to 2009/10. This data is annual, as such there is no quarterly figure.</p>					

2. YOUNG OFFENDERS

Objective: Improve outcomes for young persons in the criminal justice system			
Actions	Type	Lead	Timescale
<p>2.1 Work with partners, particularly Alcohol and Drug Partnerships (ADPs) and Community Planning Partnerships (CPPs), to ensure that the needs of young offenders are recognised and met through mainstream services such as housing, health, education, skills development and literacy.</p> <p><i>Discussions with CPPs and ADPs are ongoing.</i></p>	Influencing	Chief Officer	Oct' 2011
<p>2.2 Develop services that enable young offenders to make a seamless transition of engagement between prison and the community, including undertaking a mapping exercise of current provision of education, employment and training services.</p> <p><i>Lead Officers for young persons in custody have been identified in each of the four Local Authority CJSW services. A referral process has been established with Plan B at HMYOI Polmont and HMP&YOI Cornton Vale. CJSW Managers are progressing the mapping exercise, with Stirling CJS leading-timescale for completion of mapping exercise across Fife and Forth Valley is December 2011.</i></p>	Influencing	CJSW Service Managers / Research Officer	Dec' 2011
<p>2.3 Agree with CJSW, Children's Reporter, Procurators Fiscal and Children & Families Services (and other relevant services) reporting routes for young offenders under 18 years of age</p> <p><i>Initial discussions between CJA Chief Officer, CJSW Service Managers and Procurators Fiscal have commenced.</i></p>	Influencing	CJSW Service Managers	June 2011
<p>2.4 Explore possibilities for using the 'other unpaid work' feature of a CPO with unpaid work requirement to provide hands on training to young offenders</p> <p><i>In Falkirk 'other unpaid work' has focused on employability, health, literacy and lifeskills. In relation to under 25s a range of activity is underway in relation to the employability 'pipeline' work with Forth Valley College, employment and training unit, job centre plus, Apex and Salvation Army. A 13 week lifeskills programme has also been set up for under 25s which deals with a range of issues from problem solving to parenting, money matters and sexual health etc.</i></p>	Influencing	CJSW Service Managers	Completed ✓

<p><i>In Fife, service provision for "other activity" has been placed with the Next Steps organisation who are linked to Carnegie College who have campus's throughout Fife thus providing outreach to all parts of the Kingdom. Individuals are then referred to the Working for Good Programme which addresses employability and for example money advice, housing and health. Specific training to address issues of literacy, numeracy and/or problem solving and information technology are also available if appropriate.</i></p>			
<p>2.5 Work with ADPs to improve staff awareness of referral routes for young offenders to drugs and alcohol services.</p> <p><i>Mapping exercise for young offenders (as per action 2.2) will address this issue.</i></p>	Influencing	ADP Co-ordinators	Dec'2011
<p>2.6 Monitor the number of young offenders commencing CPOs.</p> <p><i>Numbers are submitted to CJA from CJSW via quarterly statistical returns. Numbers shown in the measures section below.</i></p>	Monitoring	Research Officer	Completed ✓
<p>2.7 Ensure CJSW Services can deliver the offender supervision requirement for young offenders under 18 years of age on CPOs.</p> <p><i>Numbers are being monitored via the CJSW Quarterly Returns to CJA. In Quarter 2, 9 Under 18s had a supervision requirement imposed across the CJA.</i></p>	Monitoring	CJSW Service Managers	Completed ✓
<p>2.8 Encourage and monitor remittal to the Children's Hearing System for young offenders under the age of 17.5 years</p> <p><i>Falkirk CJSW has a dedicated worker whose caseload is weighted to work with young people. The new practice guidance for CJSW Reports has an emphasis on remittal also for this age range, as such managers are auditing reports to look at recommendations and disposals in relation to young people. In addition a protocol is being drawn up between CJSW and Children & Families in relation to this transition period with a view to keeping young people out of the criminal justice system. Ongoing work is still required with Sentencers, Panel Members, CJSW and C&F.</i></p> <p><i>In Fife, the new practice guidelines for CJSW reports, which place an emphasis on remittal back to the children's panel, are monitored via ongoing audits undertaken by Team Managers.</i></p>	Monitoring	CJSW Service Managers / Research Officer	Completed ✓

<p>2.9 Support the work of the Violence Reduction Unit in Clackmannanshire and the proposed introduction of a pilot weapons cluster court at Alloa Sheriff Court</p> <p><i>This proposal is developing. VRU have briefed the CJA Chief Officer on plans and these were also presented to Clackmannanshire Community Safety Partnership in August. Site visits to Young Offender programmes undertaken in October 2011.</i></p>	Supporting	Chief Officer	Ongoing
<p>2.10 Support and assist the development of the Barnardo's project 'Plan B' in HMYOI Polmont and HMP & YOI Cornton Vale</p> <p><i>A referral process with Plan B has been established at Polmont and Cornton Vale.</i></p>	Supporting	Chief Officer	Completed ✓
<p>2.11 Support the SPS young offender strategy</p> <p><i>Regular supporting actions undertaking via the CJAs Governors & Offender Outcome Managers and the Strategic Management Group.</i></p>	Supporting	Chief Officer	Ongoing ✓
<p>2.12 Support the Youth Offender Management Group in Fife and promote these arrangements as a model of best practice for early intervention and diversion from prosecution</p>	Supporting	Chief Officer	Ongoing

Measures	Source	Frequency	Baseline (2010/11)	Q2 (2011/12)	Running Total (2011/12)
<ul style="list-style-type: none"> Number of persons under 21 years of age from Fife & Forth Valley in prison* 	SPS	Quarterly	105	87	88
<ul style="list-style-type: none"> Number of CPOs imposed on persons under 21 years of age 	CJSW	Quarterly	n/a*	82	138
<ul style="list-style-type: none"> Percentage of successfully completed CPOs served by persons aged under 21 years 	CJSW	Quarterly	n/a*	88%	93.8%
<ul style="list-style-type: none"> Percentage of successfully completed CSOs served by persons aged under 21 years 	CJSW	Quarterly	65%	75.5%	63.9%
<ul style="list-style-type: none"> Percentage of successfully completed Probation Orders (inc. S229s) served by persons aged under 21 years 	CJSW	Quarterly	49.5%	71.8%	60.9%
<ul style="list-style-type: none"> Number of young persons under 21 years of age convicted of a crime in Fife & Forth Valley courts* 	Scottish Government	Annual	No data	No data	No data

<ul style="list-style-type: none"> Reconviction rate of young persons under 21 years of age in Fife & Forth Valley* 	Scottish Government	Annual	60%	No data	No data
<p><u>Notes on measures:</u></p> <p>*Number of persons under 21 years of age in prison-the figures relate to the monthly average</p> <p>*Number of CPOs imposed on persons under 21 years of age and percentage of successful completions-CPOs were introduced on 1st Feb 2011, no baseline for 2010/11 is available.</p> <p>*Number of young persons under 21 years of age convicted of a crime in court-at present the data available does not provide a breakdown of convictions by age and CJA area or local authority.</p> <p>*Reconviction rate of young persons under 21 years of age in Fife & Forth Valley-the baseline relates to the 2005/06 cohort, which is the most recent cohort for which a breakdown by age and local authority is available. The subsequent cohorts (2006/07 and 2007/08) have not yet provided similar breakdown of reconviction rates by Local Authorities and offender age.</p>					

3. SUBSTANCE MISUSE, ESPECIALLY ALCOHOL

Objective: Ensure offenders receive fair and equitable access to mainstream services for alcohol and drugs			
Actions	Type	Lead	Timescale
<p>3.1 Work with CJSW and sentencers to ensure consistent and appropriate pre-sentence assessment of offenders for whom alcohol has played a role in their offending behaviour</p> <p><i>Arrest Referral programme is now available across Fife and Forth Valley. Criminal Justice Social Work staff have been trained in delivery of Alcohol Brief Intervention (ABI) by Alcohol and Drug Partnerships (ADPs).</i></p>	Influencing	Chief Officer	Ongoing ✓
<p>3.2 Strengthen CJA relationships with local Alcohol & Drug Partnerships (ADPs) and Community Planning Partnerships (CPPs) to influence the provision of resources for offenders that offer a seamless transition of treatment between prison and the community.</p> <p><i>FFV CJA Chief Officer is a member of Fife and Forth Valley ADPs. Liaison/membership with Fife and Forth Valley Community Planning Partnerships.</i></p>	Influencing	Chief Officer	Completed ✓
<p>3.3 Engage with ADPs, NHS Fife and NHS Forth Valley to develop strategies to reduce the instance of drug and alcohol related deaths across the CJA area.</p> <p><i>FFV CJA Chief Officer involvement in monitoring of drug and alcohol deaths via Fife and Forth Valley ADPs.</i></p>	Influencing	Chief Officer	Completed ✓
<p>3.4 Monitor the number of CPOs with drug or alcohol treatment requirements</p> <p><i>Numbers are submitted to CJA from CJSW via quarterly statistical returns. Numbers shown below.</i></p>	Monitoring	Research Officer	Completed ✓
<p>3.5 Monitor Throughcare Addiction Service (TAS)</p> <p><i>Numbers are submitted to CJA from CJSW via quarterly statistical returns. Numbers shown in measures section below.</i></p>	Monitoring	Research Officer	Completed ✓

<p>3.6 Support provision and development of Arrest Referral schemes that offer direct referral to services providing a range of interventions including Alcohol Brief Intervention (ABI).</p> <p><i>Arrest Referral has been introduced in Forth Valley. CJSW staff have been trained in ABI. Overall number for ABI in Forth Valley are exceeding national targets.</i></p>	Supporting	Chief Officer	Completed ✓		
<p>3.7 Support the continued funding and operation of the Alcohol Diversion Scheme operating in Fife with ADP funding</p> <p><i>Funding decisions expected January 2012</i></p>	Supporting	Chief Officer	Completed ✓		
<p>3.8 Continue to support specialist Drug Courts and monitor their effectiveness</p> <p><i>Confirmation of funding for Drug Courts will not be known until funding for 2012/13 is announced.</i></p>	Supporting	Chief Officer	Completed ✓		
Measures	Source	Frequency	Baseline (2010/11)	Q2 (2011/12)	Running Total (2011/12)
<ul style="list-style-type: none"> Number of CPO requirements imposed with drug or alcohol treatment 	CJSW	Quarterly	n/a*	17	51
<ul style="list-style-type: none"> Number of Drug Orders (DTTOs /Fast Track Orders/EPOs/CPOs with drug treatment) imposed 	CJSW	Quarterly	158	42	79
<ul style="list-style-type: none"> Number of successfully completed Drug Orders (DTTOs /Fast Track Orders/EPOs/CPOs with drug treatment) 	CJSW	Quarterly	85	8	25
<ul style="list-style-type: none"> Percentage of prisoners offered voluntary Throughcare Addiction Service via CJS who receive a service 	CJSW	Quarterly	94.5%	73.7%	81.3%
<ul style="list-style-type: none"> Percentage of clients with drug problems receiving treatment within 5 weeks of referral 	ISD Scotland	Quarterly	90%*	Fife-86% * FV-97%	Fife-86% FV-97%
<ul style="list-style-type: none"> Percentage of clients with alcohol problems receiving treatment within 5 weeks of referral 	ISD Scotland	Quarterly	90%*	Fife-90%* FV-94%	Fife-90% FV-94%
<ul style="list-style-type: none"> Number of drug related deaths in Fife & Forth Valley 	GROS	Annual/Calendar (Aug 2011)	46 (2009)	n/a	53 (2010)

<ul style="list-style-type: none"> Number of alcohol related deaths in Fife & Forth Valley 	GROS	Annual/Calendar (Aug 2011)	154 (2009)	n/a	139 (2010)
<ul style="list-style-type: none"> Percentage of prisoners in Scotland who stated they were under the influence of alcohol at the time of their offence 	SPS	Every 2 years (Dec 2011)	49% (2009)*	n/a	TBC
<ul style="list-style-type: none"> Percentage of prisoners in Scotland who stated they were under the influence of drugs at the time of their offence 	SPS	Every 2 years (Dec 2011)	46% (2009)*	n/a	TBC

Notes on measures:

*Number of CPO requirements imposed with drug or alcohol treatment-CPOs were introduced on 1st Feb 2011 so there is no baseline for 2010/11. A CPO can have several requirements. This measure is a count of the total number of requirements for alcohol and drug treatment. These requirements do not replace Drug Treatment and Testing Orders (DTTOs) which are still imposed via the Drug Courts. However, during the transition period Fast Track Orders will be imposed as Probation Orders or CPOs, depending on when the offence occurred.

*Percentage of clients with drug and/or alcohol problems receiving treatment within 5 weeks of referral-the national HEAT (Health improvement, Efficiency, Access, Treatment) target A11 expects that by March 2013, 90% of people who need help with their drug or alcohol problem will wait no longer than three weeks for treatment that supports their recovery. The current year, 2011/12 is a transition year, with a target of 90% waiting no longer than 5 weeks. Published figures are one quarter behind the CJA reporting periods, figures shown relate to Quarter 1 2011/12.

*Percentage of prisoners in Scotland who stated they were under the influence of alcohol or drugs at time of their offence-this measure is derived from the SPS Prisoner Survey-the 12th survey was conducted in 2009, the results of the 13th survey are due in December 2011. These figures should be interpreted as follows: alcohol is considered separate from drugs, however approximately 25% of the respondents answering positively to being under the influence of either drugs or alcohol were actually under the influence of both drugs and alcohol at the time of their offence. Such prisoners will have answered yes to both questions. The data provided is either a national total or by prison-a breakdown by the prisoner's home area is not available.

4. TRANSFER OF HEALTH RESPONSIBILITY IN PRISONS FROM SPS TO LOCAL HEALTH BOARDS

Objective: Promote continuity of healthcare provision for prisoners on admission, sentence and discharge from custody			
Actions	Type	Lead	Timescale
<p>4.1 Ensure necessary governance arrangements for the transfer of health responsibilities and agreed service models are in place by October 2011</p> <p><i>Transfer of health responsibilities took place on 1st November 2011. Chief Officer continues to have involvement in local implementation groups.</i></p>	Influencing	CJA Health & Well-being Group	Completed ✓
<p>4.2 Ensure the continued development of public health / health promotion service provision in the 3 prisons within the CJA area</p> <p><i>This has been addressed and progress is monitored via the CJA Health & Well-being Group.</i></p>	Influencing	CJA Health & Well-being Group	Completed ✓
<p>4.3 Work with Keep Well Programme to increase referral rates for those within the criminal justice system</p> <p><i>Figures are monitored on a quarterly basis via statistical returns to CJA.</i></p>	Influencing	Chief Officer	Completed ✓
<p>4.4 Maintain involvement in the SPS/NHS Forth Valley Local Implementation Group, specifically in the Throughcare and Mental Health work-streams.</p> <p><i>FFV CJA is lead on Throughcare Workstream. Work Plan established.</i></p>	Monitoring	CJA Health & Well-being Group	Completed ✓
<p>4.5 Maintain involvement in the national Throughcare work-stream (Chief Officer)</p> <p><i>National Throughcare report has been produced.</i></p>	Monitoring	CJA Health & Well-being Group	Completed ✓
<p>4.6 Promote the development of information sharing protocols across our 3 prisons, NHS Forth Valley and other NHS Boards</p> <p><i>To be provided in December 2011.</i></p>	Supporting	CJA Health & Well-being Group	Dec'2011
<p>4.7 Identify and promote areas of best practice</p> <p><i>Glasgow NHS Throughcare manual being customised for use in Fife & Forth Valley</i></p>	Supporting	CJA Health & Well-being Group	Completed ✓

Measures	Source	Frequency	Baseline (2010/11)	Q2 (2011/12)	Running Total (2011/12)
<ul style="list-style-type: none"> Percentage of prisoners engaging with the Keep Well Programme in HMP Glenochil 	Keep Well Project	Quarterly	n/a	37%	43%
<ul style="list-style-type: none"> Percentage of prisoners engaging with the Keep Well Programme in HMP & YOI Cornton Vale 	Keep Well Project	Quarterly	n/a	75%	71%

5. DOMESTIC ABUSE

Objective: Ensure that domestic abuse remains a priority issue across partner agencies and the benefits of early intervention are recognised

Actions	Type	Lead	Timescale
<p>5.1 Identify and facilitate the sharing of best practice with our partners to reduce the prevalence and traumatic effects of domestic abuse</p> <p><i>Seminar held in July 2011, provided partners with information on Domestic Abuse Courts and support for victims available in Glasgow and West Lothian.</i></p>	Influencing	Chief Officer	Completed ✓
<p>5.2 Support the development of Domestic Abuse Cluster Courts across Fife & Forth Valley</p> <p><i>Central Criminal Justice Board established a sub-group, led by the FFV CJA, to support the Cluster Court and victims. A half-day seminar was held in July 2011.</i></p>	Supporting	Chief Officer	Completed ✓
<p>5.3 Monitor the number of domestic abuse incidents reported to police and other agencies</p> <p><i>The most recent statistics available from Police via the Scottish Government are shown below. These relate to the year 2009/10.</i></p>	Monitoring	Research Officer	Completed ✓
<p>5.4 Monitor the Multi-Agency Risk Assessment (MARAC) pilot in Fife and promote as best practice in dealing with high risk cases</p> <p><i>The MARAC in Fife has now been operational for over a year. The risk assessment tool is available to all participating agencies; however the majority of referrals are as a result of Police attendance at the domestic incident. The level of repeat offending for MARAC cases is considerably lower than would be expected for high risk cases. The overall multiagency response to domestic abuse has improved as a direct result of the MARAC process. A formal evaluation report will be published in January 2012.</i></p>	Monitoring	Research Officer	Completed ✓

<p>5.5 Support and promote new and existing initiatives to address domestic abuse, including the introduction of the Caledonian System in Forth Valley</p> <p><i>The Caledonian System was introduced on a rolling basis across the three Forth Valley Local Authorities. Referrals commenced in Falkirk in May 2011. The System was formally launched on 1st September 2011 at an event in Stirling attended by local MSP and Minister for Public Health Michael Matheson and Board Members.</i></p>	Supporting	Chief Officer	Completed ✓		
<p>5.6 Support initiatives to develop a programme for non-convicted perpetrators of domestic abuse</p> <p><i>Resources are currently being concentrated on Domestic Abuse courts, support for victims and programmes for convicted perpetrators. When resources allow, the CJA will support initiatives to develop a programme for non-convicted perpetrators.</i></p>	Supporting	Chief Officer	Completed ✓		
Measures	Source	Frequency	Baseline (2010/11)	Q2 (2011/12)	Running Total (2011/12)
<ul style="list-style-type: none"> Number of Caledonian programme assessments 	Forth Valley Accredited Programmed Team (APT)	Quarterly	n/a*	5	11
<ul style="list-style-type: none"> Number of men currently on the men's programme 	Forth Valley APT	Quarterly	n/a	5	8
<ul style="list-style-type: none"> Number of women engaging with the women's service 	Forth Valley APT	Quarterly	n/a	10	12
<ul style="list-style-type: none"> Number of children receiving the children's service 	Forth Valley APT	Quarterly	n/a	20	22
<ul style="list-style-type: none"> Number of individuals placed on Fife's domestic abuse programme 	Fife CJSW	Quarterly	44	3	13
<ul style="list-style-type: none"> Number of domestic abuse incidents recorded by police (Central Scotland Police) 	Police	Annual	3385 (2009/10)	n/a	3692 (2010/11)

<ul style="list-style-type: none"> Number of domestic abuse incidents recorded by police (Fife Constabulary) 	Police	Annual	4054 (2009/10)	n/a	3844 (2010/11)
<p><u>Notes of measures:</u></p> <p>*The Caledonian System was introduced in Forth Valley in Spring 2011, and is still in process of being rolled out across the 3 Local Authorities, starting with Falkirk. There are no baselines for 2010/11. In quarters 1 and 2 of 2011/12 all activity was in Falkirk.</p> <p>*Number of domestic abuse incidents recorded by police-figures derived from Scottish Policing Performance Framework Annual Report 2010/11.</p>					

Fife & Forth Valley
Community Justice
Authority



Glebe Hall
Burgh Mews
Alloa
FK10 1HS
Tel: 01259 727435

Email: [ffvcommunity.
justice@kilncraigs.plus.com](mailto:ffvcommunity.justice@kilncraigs.plus.com)
www.ffvcja.co.uk



FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 13 ON THE AGENDA
16 December 2011	NOT CONFIDENTIAL
RECONVICTION RATES 2007/08 AND 2008/09 COHORTS	

1 RECOMMENDATION(S)

Fife and Forth Valley Community Justice Authority Board Members are asked to:

- 1.1 Endorse the contents of this report, which provides a summary of findings for Fife & Forth Valley of the most recent reconviction statistics published in August 2011. The trend data primarily relates to the 2-year reconviction rates of the 2007/08 cohort-that is, all persons who were either released from custody or given a community sentence in 2007/08 and reconvictions in the subsequent two-year period April 2008-March 2010. However, where additional details are not available from the two-year reconviction data, the one-year reconviction data for the 2008/09 cohort has been used.

2 CONSIDERATIONS

Reconviction Data in Summary

- 2.1 As part of the Reducing Reoffending Programme the Scottish Government set itself a target to reduce the two year reconviction rates by 2% by 2011, from a baseline of 44.6% recorded in 2008 (which related to the 2004/05 cohort). The recently published data (relating to the 2007/08 cohort) shows that a 2.2% reduction was achieved.
- 2.2 Locally there are no targets for reductions in reconviction rates; however the CJA does monitor trends at a Local Authority level. These trends show that since the Fife & Forth Valley CJA became operational in 2008/09 reconviction rates have shown improvement across the CJA area as a whole, from 49% reported in 2009 to 44.8% reported in 2011. And that each of the four Local Authority areas have shown improvement over this period. (See table at paragraph 2.20 for details).

Reconviction Data in Context

- 2.3 Information on convictions and reconvictions is not the same thing as information on offending and re-offending, or recidivism. Not all offences which are committed are reported to the police, while some of those that are reported and recorded do not result in an offender being identified, charged and a report being sent to the Procurator Fiscal.

For cases which are reported to the PF, it may be decided to take no proceedings or to employ some alternative to prosecution such as a warning letter or a fiscal fine. Where persons are prosecuted, the proceedings may end up being dropped, e.g. witnesses fail to turn up, or accused is acquitted. Convictions and reconvictions are therefore a subset of actual offending and re-offending, and reconviction rates only a proxy measure of re-offending rates.

- 2.4 The Scottish Government report containing these figures, published 30th August 2011, has adopted a different format from previous years. Some data that was provided at CJA level last year is no longer available. The current report focuses in-depth on the one year reconviction rates, not the two year rates as before. The current report also introduces a new measure relating to the frequency of reconviction. The report states: 'While the reconviction rate provides an indication of progress in tackling offender recidivism at a global level, it may not be sensitive enough to detect individual-level progress as a result of interventions and programmes in the criminal justice system; such programmes may have been successful in reducing the frequency of reconviction, but not in stopping reconviction completely.'

National Picture

- 2.5 The two-year reconviction rate for the 2007/08 cohort was 1.7% lower than that of the previous year (42.4% compared to 44.1% for 2006/07). Since 1997/98 the two-year reconviction rate has not been higher than 45.3% and not lower than 42.4%.
- 2.6 The Scottish Government identified a 2% reduction in reconviction rates by 2011 as an indicator in its 'Scotland Performs' performance framework. The 2007/08 Cohort provides the final data for that indicator. The Scottish Government provides the following assessment of its own target: "After a period of relative stability between 2002/03 and 2005/06 where the two year reconviction rate fluctuated around the 45% mark, the rate for the 2007/08 cohort has fallen to 42.4%. This represents a fall of 2.2 percentage points against the baseline figure of 44.6% for 2004/05 cohort, which means that the target level has been achieved for the 2007/08 cohort." <http://scotland.gov.uk/About/scotPerforms/indicators/reconvictionRates>
- 2.7 A new measure of reconviction frequency rate is provided and defined as the average number of reconvictions within a specified follow up period from the date of the index conviction per 100 offenders. Comparable data is only available for the one-year rates for the 2007/08 and 2008/09 cohorts. The 2008/09 one-year reconviction frequency rate is 57.9, and this means there were 57.9 reconviction in 2009/10 for every 100 offenders who had an index conviction in 2008/09. This represents a small increase on the 2007/08 reconviction frequency rate of 57.1.
- 2.8 Major influencing factors for reconviction are: age, gender, previous convictions, type of crime committed, type of sentence issued, and length of custodial sentence. In previous reports the Government has provided a breakdown of the reconviction rates by a variety of such factors in relation to the two-year reconviction rates, however this has not been provided in the 2011 report. Instead the breakdown is provided in terms of the one year reconviction rate and the one year reconviction frequency rate. The following trends are apparent from the 2008/09 cohort.

- 2.9 There were 49,613 offenders discharged from custody or given a non-custodial sentence in 2008/09. In the following year, these 49,613 offenders had 57.9 reconvictions for every 100 offenders, and the reconviction rate was 31%. Over the past seven years the number of offenders discharged from custody or given a non-custodial sentence increased from 44,854 in 2002/03 to 53,247 in 2006/07 but has since declined to 49,613 in 2008/09. During this period, there has generally been a decline in the one year reconviction frequency rate and a corresponding decline in the one year reconviction rate.
- 2.10 Males are more likely to be reconvicted than woman-32% of males in the 2008/09 cohort were reconvicted within one year compared to 26% of females. Males also have a higher reconviction frequency rate-59.5 compared to 49.8 reconvictions per 100 offenders.
- 2.11 Those aged Under 21 have the highest reconviction frequency rate (70.3) and the highest reconviction rate (37.4%). However, the Government report indicates that there has been a significant reduction in the number of reconvictions for this age group since 1997/98. In 1997/98 this group had a reconviction frequency rate of 93.4 and in 2008/09 the reconviction frequency rate is 70.3; a fall of about 23 reconvictions for every 100 offenders over an 11 year period.
- 2.12 Young males under the age of 21 are the most likely category to be reconvicted-the reconviction frequency rate is 73.7 and the reconviction rate is 39.1%.
- 2.13 Reconviction rates vary according to index crime. Offenders with index convictions for dishonesty crimes have the highest reconviction rates, whereas the lowest reconviction rate is for sexual crime (excluding prostitution)-44.1% compared to 12.2%.
- 2.14 Reconviction rates vary according to index disposal. Those sentenced to a Drug Treatment and Testing Order (DTTO) have the highest reconviction and frequency reconviction rates compared to other disposals-a reconviction rate of 63.9% and a reconviction frequency rate of 162.3. However the Government report does state that since DTTOs were rolled out in the period 1999-2002 (and this includes in Fife) reconviction frequency rates for DTTOs have reduced from 240.6- a reduction of nearly 80 reconvictions for every 100 of these offenders.
- 2.15 Comparison of custody to community sentences shows that those discharged from custody or given a Probation Order have higher reconviction rates and reconviction frequency rates than those given Community Sentences. In 2008/09 cohort, the reconviction rate for an offender discharged from custody was 46.7%, for a Probation Order it was 43.2% and for a Community Service Order it was 26.6%. The reconviction frequency rates for custody and Probation are 96.0 and 86.0 respectively, and this is much higher than the rate for Community Service Orders at 42.5.
- 2.16 Whilst reconviction rates for offenders discharged from custody are higher than those on community sentences, rates also vary with sentence length. Offenders who were released from a custodial sentence of 3 months or less have the highest reconviction frequency rate (135.3) and the highest reconviction rate (59.1%) compared to those who were released from longer sentences.

On the other hand, those released from sentences of over 6 months to 2 years had a reconviction frequency rate of 71.5 and a reconviction rate of 41.2% in 2008-09.

- 2.17 Reconviction rates vary according to the number of previous convictions and also on whether those previous convictions resulted in custodial or community disposals. Offenders with more than 10 previous convictions have the highest reconviction rate (57.1%) and the highest reconviction frequency rate (125.9) whilst those with no previous convictions have the lowest rates-14.7% and 22.8. Essentially, reconviction rates decline as the number of previous convictions decline. The Scottish Government report indicates that over time there is some evidence of a reduction in the reconviction frequency rate for offenders who had over 10 previous convictions. In 1997/98 the reconviction frequency rate was 156.0, and in 2008/09 this has declined to 125.9. In eleven years, a reduction of over 30 reconvictions for every 100 of these prolific offenders.

Local Picture

- 2.18 The Scottish Government's reconviction data provides a geographic breakdown for local authorities, Community Justice Authorities and police forces. However, it should be noted that this breakdown is based on the location of the court where the index conviction was heard, and that an offender may not always be supervised in the area in which they are convicted and subsequent reconvictions may have occurred in different areas. So for example, an offender convicted of housebreaking at Kirkcaldy Sheriff Court who commits a subsequent offence in Edinburgh and is convicted at an Edinburgh court will be counted against the Fife & Forth Valley reconviction figures.
- 2.19 As previously explained the Scottish Government, in its monitoring and recording of reconviction rates, has moved to a format of one year reconviction and reconviction frequency rates. The CJA has previously reported on the local two-year reconviction rates. For consistency, and as 2011 is the last year of the initial phase of the Reducing Reoffending Programme, both the local one year and two-year reconviction rates have been provided in this Board report. Two-year rates will not be reported next year.

Two-year reconviction rates for cohorts between 2005/06 and 2007/08

Area	Total number of offenders in cohort			% Reconvicted in 2 years		
	2005/6	2006/7	2007/8	2005/6	2006/7	2007/8
Clackmannanshire	577	589	584	55	53	51
Falkirk	1,310	1,560	1,582	50	45	45.8
Fife	2,474	2,905	2,787	46	44	43.1
Stirling	963	939	1,040	48	47	44
Fife & Forth Valley (CJA)	5,324	5,993	5,993	49	45	44.8
Scotland	50,242	53,260	52,981	45	44	42.4

- 2.20 The Table above shows that over the last three years the two-year reconviction rate has reduced, and so has improved, in all of the four constituent local authorities and indeed across the CJA area as a whole. The two-year reconviction rate for the FFVCJA area in the 2005/06 cohort was 49%, and this has reduced to 44.8% in the 2007/08 cohort. In terms of the individual local authorities, none were below the national average and despite a reduction of 4% Clackmannanshire continues to have the highest reconviction rate of any Local Authority in Scotland.

One-year reconviction rates and reconviction frequency rates for 2007/08 and 2008/09

Area	Total number of offenders in cohort			% Reconvicted in 1 year			Reconviction Frequency Rate		
	2007/8	2008/9	Change (+/-)	2007/8	2008/9	Change (+/-)	2007/8	2008/9	Change (+/-)
Clackmannanshire	584	616	32	37.3	37	-0.3	78.1	70.1	-8
Falkirk	1,582	1,489	-93	35.6	32.5	-3.1	67.8	60.3	-7.5
Fife	2,787	2,850	63	31.2	30.4	-0.8	57.8	53.2	-4.6
Stirling	1,040	876	-164	34.4	33.4	-1	62.1	60.8	-1.3
Fife & Forth Valley (CJA)	5,993	5,831	-162	33.5	32.1	-1.4	63.2	57.9	-5.3
Scotland	52,981	49,612	-3369	31.2	31	-0.2	57.1	57.9	0.8

- 2.21 The Table above shows the new form of statistics published by the Scottish Government broken down by Local Authority area and showing change between 2007/08 and 2008/09 cohorts. The 2008/09 cohort is the most recent data available, being published in August 2011, and effectively relating to reoffending behaviour committed in the year 2009/10.
- 2.22 It can be seen that the overall figures for the Fife & Forth Valley CJA area are very similar to the Scottish average in 2008/09-the reconviction rate for FFVCJA was 32.1% (compared to 31% for Scotland) and the reconviction frequency rate for FFVCJA was 57.9 (exactly the same as the national rate). All local authorities in the FFVCJA showed a reduction in their reconviction rate and reconviction frequency rate between the 2007/08 and 2008/09 cohorts.
- 2.23 In terms of the 2008/09 cohort, Dundee City and Clackmannanshire have the highest one-year reconviction rates in Scotland, at 39.8% and 37% respectively. Both areas also have the highest reconviction frequency rates, at 85.5 and 70.1 reconvictions respectively for every 100 offenders.
- 2.24 The Scottish Government report cautions against such 'league table' comparison between local authorities and CJAs because the individual figures take no account of the inherent variability in measuring reconviction rates. Variables such as population, local criminal justice policy and practice, police detection rates and characteristics of the offending population can all influence reconvictions.
- 2.25 The report shows that the reconviction rates for Fife & Forth Valley and Tayside CJAs are higher than would be expected (when taking into account the increased variability of Local Authority areas with smaller populations).

Whilst this is useful for highlighting practical differences in reconviction rates between CJAs it does not allow us to identify if this disparity is due to a variation in case mix or a variation on practice. However when case mix is accounted for, i.e. so that variation is due to practice alone, no areas have a higher or lower than expected rate. In short, statistical analysis indicates that differences between reconviction rates in the CJA areas are due to variations in the characteristics of the offenders between Authorities.

3 CONSULTATION

3.1 None.

4 RESOURCE IMPLICATIONS

4.1 None.

5 BACKGROUND PAPERS


5.1 Scottish Government, 'Statistical Bulletin-Reconviction rates in Scotland: 2006-07 and 2007-08 Offender Cohorts', 31 August 2010.

5.2 Scottish Government, 'Statistical Bulletin-Reconviction rates in Scotland: 2005-06 and 2006-07 Offender Cohorts', 31 August 2009.

Author(s)

Name	Designation	Tel No:
Chris Anderson	Research & Information Officer	01259 727437

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 1 December 2011

Reference 20111216ReconvictionRates20072008