



NOTICE OF MEETING

A MEETING OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY WILL BE HELD IN THE COUNCIL CHAMBERS, VIEWFORTH, STIRLING, ON THURSDAY, 13 SEPTEMBER 2007, AT 9.30 AM

6 September 2007

AGENDA

PART 1

- 1 APOLOGIES AND SUBSTITUTIONS**
- 2 DECLARATIONS OF INTEREST**
- 3 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**
- 4 MINUTE OF PREVIOUS MEETING**
Minute of Meeting, Friday, 29 June 2007 (Pages 1 - 4)
- 5 MULTI-AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA)**
Presentation by Mark Donnelly, Mappa Co-ordinator (Forth Valley)
- 6 FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY AREA PLAN 2008-2011**
Report by Anne Pinkman, Acting Chief Officer (Pages 5 - 52)
- 7 PROVISION OF SUPPORT SERVICES TO THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY**
Report by Anne Pinkman, Acting Chief Officer (Pages 53 - 56)
- 8 COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES**
Report by Gillian Morrison, Accounting Manager (Pages 57 - 62)
- 9 FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2007/08**
Report by Gillian Morrison, Accounting Manager (Pages 63 - 82)

- 10 TRAINING AND DEVELOPMENT**
Report by Anne Pinkman, Acting Chief Officer (Pages 83 - 84)

- 11 DATES OF FUTURE MEETINGS**
Submit Draft Schedule of Meetings for 2007/2008 (Page 85)

- 12 PARTNER PARTICIPATION**
Discussion Lead by Councillor Margaret Kennedy, Convenor FFVCJA

PART 2

EXEMPT

If so resolved, in terms of Standing Order 5(5), exclude from the meeting the Press and Public for the following item(s) of business on the grounds that it would involve the likely disclosure of confidential information.

- 13 HUMAN RESOURCE ISSUES (To follow)**
Report by Human Resource Adviser, Fife Council

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

**THIS DOCUMENT
RELATES TO
ITEM 5
ON THE AGENDA**

MINUTE of MEETING of the FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY, held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING, on THURSDAY, 13 SEPTEMBER 2007, at 9.30 AM

PRESENT: Councillor Neil Benny, Stirling Council
Councillor Margaret Kennedy, Fife Council, **Convenor**
Councillor Bill McCulloch, Fife Council
Councillor John McNally, Falkirk Council
Councillor George Matchett, Clackmannanshire Council
Councillor Liz Mogg, Fife Council, Substitute Member
Councillor Paul Owens, Stirling Council
Councillor Bill Sangster, Fife Council, Substitute Member

ATTENDING: Cathy Adamson, NHS Fife
Pat Delargy, SACRO
Mark Donnelly, Mappa
Marjory Frew, APEX Scotland
Des Friel, Stirling Council
Alistair Gaw, Fife Council
Iain Grant, Fife Council
Nick Henderson, Fife Council
Colin Hershaw, Fife Constabulary
Heather Keir, CJA Liaison Manager
Bill Kinnear, Fife Council
Alan McCloskey, Victim Support
Gillian Morrison, Stirling Council
Anne Pinkman, Fife and Forth Valley CJA
Sharon Stirrat, Falkirk Council
Iain Tough, Falkirk Council
Katy Stanley, Minute Clerk

APOLOGIES: Councillor George Kay, Fife Council
Councillor Alistair McNeill, Falkirk Council
Councillor Malcolm Nicol, Falkirk Council
Councillor Joe Rosiejak, Fife Council

Janet Birks, Falkirk Council
Deidre Cilliers, Clackmannanshire Council
Janice Hewitt, Stirling Council

CJA11 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor George Kay, Councillor Alistair McNeill, Councillor Malcolm Nicol and Councillor Joe Rosiejak.

Substitute Members were Councillor Lizz Mogg and Councillor Bill Sangster.

CJA12 DECLARATIONS OF INTEREST

There were no declarations of interest.

CJA13 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There was no urgent business brought forward by the Chair.

CJA14 MINUTE OF PREVIOUS MEETING

The Minute of the meeting held on Friday, 29 June 2007 was approved as a correct record with the following amendments:

- (a) Des Friel and Tim Parkinson, Stirling Council, were present.
- (b) Mark Donnelly's Job Title is Mappa Co-ordinator.

CJA15 MULTI-AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA)

Mark Donnelly, Mappa Co-ordinator, gave a presentation on the Multi-Agency Public Protection Arrangements (Mappa), Forth Valley:

- Mappa commenced operations on 4 June 2007;
- Joint arrangements for the referral, assessment and management of sex offenders. Violent offenders and other offenders that may cause serious harm to the public will be included from Spring 2008;
- Responsible Authorities in Scotland are Police, Criminal Justice Services, Scottish Prison Service and NHS;
- Key information is input to ViSOR.

Draft leaflets, giving further details and information, (one for members of the public and one for partners involved) were made available.

Questions were then invited from the Board.

Question: What is the difference between a Risk Assessment and a Risk of Harm Assessment?

Answer: A Risk Assessment measures conviction, risk of re-offending and risk of harm. Risk of re-offending is not necessarily a risk of harm. The Scottish Government are reviewing existing tools. At present, structured clinical judgement tools are used.

Question: What happens if an offender is considered to be a risk but there is no statutory involvement, eg not on parole, and what can be done if offender does not co-operate?

Answer: The Probation Order may finish but if a registered sex offender it is usual for monitoring to be ongoing by the Police. As the Probation Order, for example, is due to lapse, a Risk Assessment will be undertaken and monitoring arrangements put in place.

Question: How much emphasis on Risk Assessment looks at the impact on the local community where the offender resides?

Answer: The impact on the local community is an integral part of the Risk Assessment process.

Question: What information is held within ViSOR?

Answer: All known information, including previous names, car type and registration numbers, all known addresses etc.

Question: At what level is this information disclosed?

Answer: Level 3 meetings are Chaired by a Police Superintendent with forensic information to hand. Those organisations that require to be aware of this information and decisions made will be notified.

The Chief Constable is responsible for any decision regarding notification to any members of the public or communities.

CJA16

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY AREA PLAN 2008-2011

The Convenor thanked all individuals and partner organisations involved in the preparation of the Area Plan.

The Acting Chief Officer submitted a Report and outlined the background to the submission of the Fife & Forth Valley Community Justice Authority Area Plan 2008/2011.

On 29 June 2007, the Community Justice Authority considered the arrangements which were required to be put in place for the preparation and completion of the Area Plan 2008/2011. A Seminar was held on 23 August 2007 for all Members of the Authority and all partners were consulted.

The Plan gives substance to the specific obligations contained in the Management of Offenders etc (Scotland) Act 2005, namely that Local Authorities, Community Justice Authority, SPS, co-operate together while carrying out their statutory functions in relation to the management of offenders.

The Plan follows the detailed guidance as outlined by Scottish Government and includes the following areas:

- (a) Introduction and Context
- (b) Priority Areas
- (c) Working Together in New Ways
- (d) Developing and Supporting the Work Force
- (e) Communication Strategy
- (f) Performance Framework
- (g) Workload
- (h) Finance/Resource Pressure

Priorities have been set for the period 2008-2011 in each of these areas.

An area for improvement was required to be set in which each CJA could become market leaders. The Fife and Forth Valley Community Justice Authority and its partners have agreed that prisoners needing Rehabilitation and Resettlement Services will be their area for improvement.

An audit of the Criminal Justice Services budget allocation has also to be undertaken. Details of the resource pressures are outlined in page 17 of the Area Plan.

The CJA and partners agreed that Mappa (Multi-Agency Public Protection Arrangements) would be a particular priority for year 1, 2008-2009, of the Area Plan. This is when Mappas will be extended to include violent and other potentially dangerous offenders.

The Area Plan also required that an Action Plan for 2008-2009 be included and this was attached at Appendix 6. The Action Plan outlines the action that is required to be undertaken if the CJA and its partners are to begin in the first year to achieve the objectives set within the Plan.

From each of the above areas, priorities have been set as targets for 2007/2008, as a means of working towards a reduction in re-offending.

The Scottish Government set the following timetable for the production and approval of the Area Plan.

- (a) 14 September 2007 - Deadline for submission of CJA Area Plan to Scottish Government Justice Department.
- (b) 9 and 10 October 2007 – Review by National Advisory Board Sub-Group of CJA Area Plans.
- (c) December 2007 - Ministerial approval.
- (d) December 2007 – Notification of approval of Area Plans and Criminal Justice Social Work budget allocation for 2008-2009.

Members endorsed the Area Plan and thanked the Acting Chief Officer, and partners, for the submission of an ambitious and excellent Plan.

Transport for families visiting relatives in prison was raised as a particular concern by Members and they asked that consideration be given to each prison preparing a transport action plan. The Acting Chief Officer acknowledged this was an area which required review to be progressed.

The Scottish Prison Service confirmed that they liaise regularly with Chief Officers and were already aware of and engaging in these areas for action with partners.

The Convenor confirmed regular meetings would be held with the Acting Chief Officer to look at progress on the areas for improvement within the Action Plan and would inform Members of any issues as they arose.

Councillor McNally, Falkirk Council, asked the Convenor to note that, until the next meeting of the Community Health and Safety Committee, Falkirk Council had not yet ratified the Area Plan.

The Convenor acknowledged that each of the four Local Authorities would need to consider the resource pressures but asked Members to endorse the recommendations set out in the Report to the Area Plan which has full support from all partners.

Decision

The Authority agreed to:

- 1 Approve the content of the Fife & Forth Valley Area Plan 2008/2011, Appendix 1 to the Report.
- 2 Note that the Acting Chief Officer would present the Plan to the National Advisory Board Scrutiny Panel on 10 October 2007.

CJA17

PROVISION OF SUPPORT SERVICES TO THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

The Fife and Forth Valley CJA requires support services for:

Legal Issues

Finance

Human Resources

Committee Support

Since April 2006, these services have been provided by the constituent Local Authorities:

Legal Support – Falkirk Council

Finance Support – Stirling Council

Human Resources Support – Fife Council

Committee Support – Falkirk Council

The CJA Board agreed, at its last meeting on 29 June 2007, that the Acting Chief Officer review the provision of these support services and submit proposals to the CJA Board at its meeting on 13 September 2007.

It was acknowledged that there may be merit in a single Authority providing legal, human resources and committee administration support to the CJA. It was acknowledged too that there would be merit in having the Local Authority which the CJA Board Convenor represents provide these services.

Stirling Council expressed a wish to relinquish their provision of financial support to the CJA. This is due to capacity issues and the difficulty in creating a separate accounting system that would meet audit requirements, particularly in relation to VAT.

Proposal

Fife Council have agreed to continue the provision of Human Resources support. They will also provide Legal support and Committee procedural support to the CJA. The administrative demands of the CJA Board will be provided by the CJA office.

Clackmannanshire Council have agreed to provide financial support to the CJA. This will be on the basis of full-cost recovery. The budgets that require to be managed are:

CJA Budget	£190,000
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Local Authority Criminal Justice Social Work Budget £10,098.000

To manage these budgets it will require the assistance of a 0.5 wte Finance Officer. This estimate is based on the experience of Stirling Council in managing the budgets since April 2006.

Service Level Agreements will be drawn up with the CJA and Fife and Clackmannanshire Councils for the provision of these support services.

Clackmannanshire Council have agreed to providing a half-time Financial Officer on a full cost recovery basis.

Question: A Member asked if full cost recovery had been the prior arrangement.

Answer: The Acting Chief Officer confirmed this was the case. To-date, the CJA has been billed for the hours of support provided by the Local Authorities.

The Convenor thanked Officers who provided the challenging and complex support services to-date and thanked each of the Local Authorities for agreeing to provide future support.

Decision

The Authority agreed to:

- 1 Approve the arrangements for the provision of support services for the period 2007-2011.

CJA18

COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES

Fife and Forth Valley Community Justice Authorities receive a £190,000 grant from the Scottish Executive each year to provide for the running costs, ie the Chief Officer, support costs etc. This funding is provided under Section 4(6) of the Management of Offenders Etc (Scotland) Act 2005 and is separate to the monies allocated to fund the Criminal Justice Social Work Services. This money is paid to Stirling Council as lead Authority on Finance.

Appendix 1 to the Report submitted contained a breakdown of the intended spend against this budget for 2007/08. The current position is a projected overspend of £30,160 due primarily to the Chief Officer position. There are additional anticipated costs in relation to support services, however, due to slippage in recruiting the Research and Information post the additional support costs can be accommodated in this financial year.

In terms of the Chief Officer, the substantive post holder is currently absent from work. An Acting Chief Officer has been brought in to cover the work. This is likely to cause the CJA some financial difficulty and there is currently a projected overspend of £30,160 in relation to this. The Scottish Executive has been kept fully informed of the position and the potential for additional costs being incurred.

The Scottish Executive have asked that we provide a revised forecast of spend in October 2007 so they can consider the budgetary implications and revise the budgetary provision if required.

Appendix 2 to the Report shows estimated costs for 2008/09 based on all posts being filled and meeting the costs of the new support services arrangements. Should the CJA grant remain at £190,000, there will be a shortfall of £19,810. The report recommends that the Acting Chief Officer contact the Scottish Executive to request additional funding for 2008/09 and beyond.

£60,000 is available from the Scottish Executive for Training and Development resources and will be paid through one of the four Local Authorities Criminal Justice Services grant allocation. The Conferences and Training budget of £15,000, as shown in Appendix 1 and 2 to the Report, is from the CJA budget.

A Member raised his concerns over the shortfall in funding and asked what action could be taken if the Scottish Executive does not award this money in 2008/2009. The Acting Chief Officer confirmed that it would be possible to review the costings of the Research and Information post.

The Convenor confirmed that any report submitted to the Scottish Executive regarding funding must be very robust and that this issue would be raised with COSLA and other relevant organisations.

The Acting Chief Officer confirmed that there would also be a review of Supported Accommodation and each Local Authority would be asked to prepare figures on a comparable basis.

Decision

The Authority agreed to:

- 1 Note the projected outturn position for 2007/2008.
- 2 Authorise the Acting Chief Officer to request additional funding from the Scottish executive to meet the additional costs regarding the position of the Chief Officer.
- 3 Authorise the Acting Chief Officer to request additional funding from the Executive in 2008/09 and future years to meet the costs of financial support to the CJA.

CJA19

FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2007/08

Criminal Justice Social Work Services are funded via a ring-fenced grant from the Scottish Executive. Chief Officers of CJAs, as budget holders, are responsible for the effective financial management of the funds allocated to their CJA, including internal resources allocation across the constituent Authorities. Appendix 1 contains the detail of the funding formula which is used by the Scottish Executive to allocate their overall Scotland-wide grant for Criminal Justice Services across Authorities. Appendix 2 gives a brief explanation of the service provided under each of the grant headings.

Members may wish to use Appendix 1, Formula for Allocation of Grant for Provision of Criminal Justice Social Work Services and Appendix 2, Definitions of Core and Non-Core Services as per Grant Allocation, for reference at future meetings.

At the CJA Board meeting in March 2007, members noted the grant awarded which gave an allocation for Fife Council and one for the Forth Valley area. The Forth Valley money was then split across Clackmannanshire, Falkirk and Stirling on the same basis as in previous years for these three Councils.

At that time, it was also noted that there will be a review of the method of grant allocation across the four constituent Authorities in time to implement any changes for 2008/09. This work will be commissioned by the Acting Chief Officer from an external independent company.

Appendix 3 shows, for each Authority, and in total for the CJA, the grant allocation projected spend and any under/overspends.

Appendix 4 shows the budget under the subjective headings and compares projected year end positions to show any under/overspends.

In terms of Fife Council, the challenge for the Fife Criminal Justice Services Management Team is to maximise the budget allocation for 2007/2008 in order to meet the 8% Central Support Service costs. This challenge is set against a £136,000 reduction in the Throughcare Budget and the impact upon the Service of the Modernising Employment/Single Status Review. The projection over the remainder of the financial year is that the Service will be unable to meet the 8% Central Support Service costs.

For Falkirk Council, single status costs are still being worked into budgets and this is likely to be an additional financial pressure. Another area of budgetary pressure is in the Supported Accommodation service. The Probation and Court service has incurred very high travel expenses. In Community Services, there was a reduction in the grant allocation for 2007/2008. Expensive Health and Safety equipment contribute to the projected overspend. There has also been a substantial increase in the number of SERs which has resulted in the service having to use sessional staff to a greater extent.

In terms of Clackmannanshire Council, there is a small underspend of £20K in the core budget due to vacancies at the start of the year. This underspend is compensated by cover for Maternity Leave which is not budgeted. The predicted outturn is a £4K underspend in Core Services. Single status has not yet been introduced in Clackmannanshire but is likely to be a budget pressure for the next financial year.

In Stirling Council, single status has not yet been introduced and is likely to be a budget pressure for next financial year. The Council is currently projecting that costs for the Criminal Justice Service will be broadly within budget.

In October, a mid-year estimate is required to be submitted to the Scottish Executive and this will include actual spend for the first six months and projected spend to the year end. This return will highlight any imbalance between Authorities. The Scottish Executive expects any variances to be managed within the Fife and Forth Valley CJA, therefore, revisions to the grant allocations between the constituent Authorities may be required.

The Scottish Executive have allocated additional funding of £145,455 to Fife and Forth Valley CJA for MAPPA and VISOR. Appendix 5 contains the detailed proposals for this spend. Following approval by the CJA Board, these proposals require to be submitted to the Scottish Executive. The monies will be received on a full year basis. As there are new staff being employed there is likely to be some underspend in this financial year which may assist with some of the financial pressures.

A Member asked for it to be noted that it may not be possible for each of the four Local Authorities to make appropriate contributions towards any shortfalls if the Criminal Justice Social Work budgets could not meet the costs.

Decision

The Authority agreed to:

- 1 Note the projected outturn position for 2007/2008 based on information to the end of July.
- 2 Approve the spending details for the additional grant allocation for MAPPA and ViSOR for submission to the Scottish Executive.

CJA20

TRAINING AND DEVELOPMENT

The Scottish Executive Justice Department has allocated the eight CJAs in Scotland £60,000 each, per year, for the provision of training and development for Criminal Justice Social Work staff.

The Scottish Executive Justice Department required proposals to be submitted to them in July 2007, outlining how the CJA would spend £60,000. The Acting Chief Officer submitted proposals.

The post holder will be responsible for:

- (a) Delivery and co-ordination of Criminal Justice Social Work training for national initiatives such as standard risk assessment and management tools, and delivery of accredited programmes.
- (b) Co-ordination of an annual training programme for Criminal Justice Social Workers within the CJA area.
- (c) To provide an annual projection of training needs for the CJA in respect of Criminal Justice Social Work Services.

The Training and Development Officer will most likely be based in the Fife and Forth Valley CJA offices. Agreement is still required over which Local Authority Criminal Justice Services would employ the post holders.

The Acting Chief Officer confirmed that, in consultation with the four Local Authorities, a Job Description would be prepared and advertisement and recruitment procedures would be commenced.

A Member asked for reassurance that the £60,000 would be met each year by the Scottish Executive. The Acting Chief Officer confirmed that the letter, dated 22 August 2007, confirmed this would be the case. The Member asked for a copy of this letter to be attached to the Minute of this meeting.

Decision

The Authority agreed to:

Approve the proposal to spend the £60,000 allocated each year from the Scottish Executive to the CJA for the provision of Training and Development for Criminal Justice Social Work staff.

CJA21

DATES OF FUTURE MEETINGS

The Convenor asked Members to consider and approve the submitted Draft Schedule of Meetings for 2007-2008.

Decision

The Authority agreed to:

- 1 Approve the schedule of dates for meetings of the Fife and Forth Valley Community Justice Authority 2007-2008.

CJA22

PARTNER PARTICIPATION

The Convenor asked Members to consider and approve 'Partner Participation' as a standing item at the end of the Agenda to give the opportunity for partner organisations to share their knowledge and expertise and bring forward to Members any matters of interest or concern.

A Member asked that it be noted only Members could debate and approve the business of the Authority and partners present could only clarify points raised and it would only be appropriate for matters of interest or concern to be discussed on that basis under Any Other Competent Business.

Decision

The Authority agreed to:

- 1 Partner Participation being a standing item at the end of the Agenda under Any Other Competent Business.

CJA23

EXCLUSION OF PUBLIC

Resolved, in terms of Standing Order 5(5), exclude from the meeting the Press and Public for the following item of business on the grounds that it would involve the likely disclosure of confidential information.

CJA24

HUMAN RESOURCE ISSUES

There was submitted a Report (circulated) by the Human Resource Adviser, Fife Council, on the current position regarding the Chief Officer. Discussion followed and a Member asked for it to be minuted that Legal Advice had been sought, that the procedure being followed was in accordance with statutory policy and this matter should move to a formal capability hearing.

It was confirmed that arrangements were being agreed with the three Members appointed to take this matter forward.

It was noted that the Acting Chief Officer was seconded until the end of November but it could be possible for this to be extended or another similar arrangement to be put in place.

Decision

The Authority agreed to:

- 1 Note the Policy and Procedure approved by the Convenor and Depute Convenor to apply to staff of the Authority.

- 2 Note the recommendation by the Convenor under this Procedure that the issue of the Chief Officer's continuing absence be the subject of a capability hearing.

The meeting closed at 11.15 am.

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 6 ON THE AGENDA
13 September 2007	NOT CONFIDENTIAL
FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY AREA PLAN 2008/2011	

1 RECOMMENDATION(S)

- 1.1 That Members of the Community Justice Authority consider and approve the content of the Fife & Forth Valley Area Plan 2008/2011, Appendix 1 to this Report.
- 1.2 That Members note that the Acting Chief Officer is required to present the Plan to the National Advisory Board Scrutiny Panel on 10 October 2007.

2 CONSIDERATIONS

- 2.1 The purpose of this Report is to bring to the attention of Members, the Fife & Forth Valley Community Justice Authority Area Plan 2008/2011.
- 2.2 On 29 June 2007, the Community Justice Authority considered the arrangements which were required to be put in place for the preparation and completion of the Area Plan.
- 2.3 The Plan gives substance to the specific obligations contained in the Management of Offenders etc (Scotland) Act 2005, namely that Local Authorities, Community Justice Authority, SPS, co-operate together while carrying out their statutory functions in relation to the management of offenders.
- 2.4 The Plan follows the detailed guidance as outlined by Scottish Government and includes the following areas:
 - Introduction and Context
 - Priority Areas
 - Working Together in New Ways
 - Developing and Supporting the Work Force
 - Communication Strategy
 - Performance Framework
 - Workload
 - Finance/Resource Pressure

- 2.5 In each of the areas, priorities have been set for the period 2008-2011.
- 2.6 Each CJA is also required to identify an area for improvement where they will become market leaders. The CJA and its partners have agreed that Prisoners needing Rehabilitation and Resettlement Services, will be our area of improvement.
- 2.7 The CJA and partners also agreed that Mappa (Multi-Agency Public Protection Arrangements) would be a particular priority for year 1, 2008-2009, of the Area Plan. This is when Mappas will be extended to include violent and potentially dangerous offenders.
- 2.8 The Area Plan also requires that an Action Plan for 2008-2009 is included. This is attached at Appendix 6 and outlines the action that requires to be undertaken if the CJA and its partners are to begin in the first year to achieve the objectives set within the Plan.
- 2.9 From each of the above areas, priorities have been set as targets for 2007/2008, as a means of working towards a reduction in re-offending.
- 2.10 The following timetable for the production and approval of the Area Plan has been set by the Scottish Government.
- 14 September 2007 - Deadline for submission of CJA Area Plan to Scottish Government Justice Department;
 - 9 and 10 October 2007 – Review by National Advisory Board Sub-Group of CJA Area Plans;
 - December 2007 - Ministerial approval;
 - December 2007 – Notification of approval of Area Plans and Criminal Justice Social Work budget allocation for 2008-2009.

3 CONSULTATION


- 3.1 Consultation has taken place with all statutory partners and a number of other agencies. A list of all those involved are listed in Appendix 3 of the Area Plan.
- 3.2 All statutory partners contributed to the various Planning Groups that were established to prepare the Area Plan. In addition, a Planning Seminar, for all Partners, was held on 26 June 2007. A Seminar was also arranged for CJA Board Members on 23 August 2007. Draft copies of the Area Plan were also issued to all partners and Board Members for comment.

4 RESOURCE IMPLICATIONS

- 4.1 The Area Plan will be used to influence the allocation of grant for the provision of Criminal Justice Social Work Services for the period 2008-2011. The workload figures, as outlined in Appendix 4, are a very summarised version of the Aggregate Returns each Local Authority Criminal Justice Service is required to submit to the Justice Department on an annual basis. It is these workload figures that determine the greatest proportion of grant allocated.

- 4.2 The Area Plan does identify resource pressures. These are in relation to:
- Delivery of Accredited Programmes
 - Management of Serious, Sexual and other Potentially Dangerous Offenders
 - Development of Supported Accommodation Services
 - Community Engagement
- 4.3 The Justice Department have made it clear they wish no bids for new developments to be included within the Area Plan. They may ask the CJA to submit, at a later date, proposals for any enhanced services or new developments.

Author

Name	Designation	Signature
Anne Pinkman	Acting Chief Officer	

Date 31 August 2007

Reference 20070913FFVCJAAreaPlan200708

Fife & Forth Valley
Community Justice
Authority



Draft Area Plan 2008 – 2011

**create safer communities
promote public protection**

Foreword

I am pleased to present the first three-year Area Plan for the Fife and Forth Valley Community Justice Authority. Our vision is to create safer communities and promote public protection. We will achieve this by building upon the work of the existing community safety and planning partnerships.

Partnership working is key if we are to achieve safer communities and improve public protection. Mappa's provide good evidence of our partners' commitment to this goal. Their contribution to this Area Plan is testament also to our partners willingness to work together. We thank them for this and look forward to working with them over the next three years and beyond.

Over the life time of this Plan we aim to increase the use of community based disposals and see the numbers of short term sentences reduce, although not at the expense of public safety. Community Safety and public protection is at the core of the work of the Community Justice Authority and our partners. We will at all times, therefore, be sensitive to the needs of victims and concerns of our communities. There will always be a need for prisons. We will strengthen our links with the Scottish Prison Service and the three prisons based within our CJA area.

I look forward to working with you in achieving our objectives over the next three years.

Margaret Kennedy
Convenor
Fife and Forth Valley Community Justice Authority



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Part 1: Introduction and Context

The vision for Fife and Forth Valley Community Justice Authority is a simple but challenging one:

- We will work to create safer communities and promote public protection.

This will require the greatest endeavours of the CJA and all of our partners, who are listed below. Our vision will complement the community safety strategies that exist in our four Local Authorities areas of Fife, Clackmannanshire, Falkirk and Stirling.

Our aims are to:

- Reduce the numbers of remands and promote the use of community based disposals as an alternatives to short prison sentences;
- Improve the credibility of community based sentences;
- Promote partnership working across the CJA partner bodies;
- Manage and target our resources to improve efficiency and cost effectiveness;
- Engage more effectively with our communities.

This, our first three year Area Plan, is the result of consultation and cooperation across the CJA with all partners. It will demonstrate the determination of the CJA and its partners to create safer communities and reduce re-offending.

Our statutory partners are:

Fife Council	Fife Constabulary
Clackmannanshire Council	Central Scotland Police
Falkirk Council	NHS Fife
Stirling Council	NHS Forth Valley
Scottish Prison Service	Crown Office & Procurators Fiscal Service
Scottish Courts	Sacro
Apex	Victim Support

The Area Plan also builds on the work currently being undertaken within the CJA during 2007-08.

In reducing reoffending we will ensure the CJA and its partners work in a coordinated, supportive manner. We will share information and target resources effectively.

The CJA will scrutinise the performance of Criminal Justice Social Work Services and its partners throughout the lifetime of this Plan. The Board will be assisted in these efforts by the Chief Officer and strategic and operational management groups, comprising of representatives from each of the four Local Authorities, the SPS and all statutory partner bodies.

Appendix 1 provides details of the demographic profile of the Fife and Forth Valley area. Appendix 2 provides a crime profile of the Fife and Forth Valley area. Appendix 3 lists all agencies who participated, or were consulted, in the preparation of this Plan.

Part 2: Priority Groups

Fife and Forth Valley CJA are dealing with increasing numbers of offenders. The levels of risk the offenders present and duration of contact will vary considerably, but we are committed to ensuring:

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

This will require the CJA to ensure our resources are reshaped and targeted effectively.

Violent, Serious and Sex Offenders

Public protection is an absolute priority for the Fife and Forth Valley CJA. Mappa (Multi Agency Public Protection Arrangements) are in place in Fife and Forth Valley, with all necessary partners demonstrating a commitment to their success. The CJA and its partners are keen that the inclusion of violent offenders to MAPPa is equally successful. This will, therefore, be a priority for the CJA in 2008-2009.

The CJA and its partners will:

- Ensure provision of multi agency risk assessments and management plans;
- Promote co-location of Police and Criminal Justice Social Work staff;
- Ensure appropriate information sharing across all relevant partner agencies;
- Encourage equitable access to specialist offender intervention programmes for all high risk offenders;
- Review the delivery of C-SOGP and DAG (sex offender and domestic abuse) groupwork services to enable different agencies to become centres of excellence for particular programmes.

We wish to ensure fair and equitable services and access to accredited programmes for sex offenders and violent offenders across the CJA area. A specialist Community Protection Team exists only in Fife. We wish to examine the benefits of extending this provision across the Forth Valley area. The outcome of this exercise may require the provision of additional resources to increase the opportunities for offenders to access programmes.

Fife Council, Fife Constabulary and NHS Fife in Autumn 2007 are undertaking an analysis of the existing resource provision required to safely risk assess, manage and monitor all known sex offenders resident in Fife. Each partner, based on current trends, will also project the resources required to meet future need. The inclusion of violent and other potentially dangerous offenders within Mappa arrangements will further increase the demand on resources. Adequate resource provision is key to ensure public safety. A similar exercise will be repeated in Forth Valley in 2008.

Persistent and Young Offenders

Within Fife and Forth Valley many offenders are under 25 years of age, with a significant proportion of these being aged less than 18 years. Fife and Forth Valley CJA recognises the commitment and significant investment made by Local Authorities, Central Scotland Police, Fife Constabulary and other partners in tackling youth crime. Youth justice initiatives continue to be developed and the CJA will provide support to its partners in their efforts to tackle youth crime.

In Fife and Forth Valley during 2006-07

- 12% of all Social Enquiry Reports prepared were on offenders aged 16-17 years;
- 41% of all Social Enquiry Reports were prepared on offenders aged 18-24 years;
- 190 young offenders aged 16-17 years were placed on Probation or Community Service.

The CJA and its partners will:

- Encourage the retention of young people in the Children's Hearing System where appropriate, particularly promoting the remitting of all appropriate cases from the adult courts to the Children's Hearing system;
- Ensure that the transition of young people to the adult Criminal Justice System is a coordinated effort between Youth Justice and Criminal Justice Social Work services;
- Encourage equitable access and provision of intervention programmes for persistent and young offenders within communities and prison;
- Work on the principle of retaining young people in services designed to meet their needs;
- Examine the interface between youth justice and criminal justice social work services across the CJA area to identify any areas for development in dealing with young offenders;
- Support community safety initiatives that engage young people in our communities and divert them from crime and anti social behaviour.

Women Offenders

Increasing numbers of women within Fife and Forth Valley are receiving prison sentences, and most are for short periods or time. Table 1 below illustrates the numbers of women who were liberated to the Fife and Forth Valley area in 2006/2007. Almost half of these women offenders, 49.6% (115 individuals) were remanded to prison and then liberated at the time of sentence. A further 35% of women (82 individuals) received sentences of less than 6 months, some solely as a result of non payment of fines. By contrast across the Fife and Forth Valley 190 women were placed on Probation, 61 were required to complete Community Service Orders and 22 women were placed on Drug Testing and Treatment Orders (DTTOs).

Table 1

Liberations by Sentence to Home Area - Female Prisoners 2006/07					
	Remand	Fine Defaulters & Sentences Less than 6 Months	Sentences 6 Months to Less than 4 Years	4 Years and Over	Total
Fife	45	47	20	1	113
Clackmannanshire	16	13	2	0	31
Falkirk	32	10	7	1	50
Stirling	22	12	4	0	38
Total	115	82	33	2	232

SPS April 2007

Research continues to show that many women offenders have suffered from abuse, and many have significant issues relating to substance use and mental health problems. The Fife and Forth Valley CJA is committed to reducing the numbers of women remanded into custody and receiving short custodial sentences by ensuring the provision of alternative credible community based sentences.

The CJA and its partners will:

- Increase the provision of specialist programmes for women;
- Promote fair access to treatment and accommodation services to prevent the unnecessary incarceration of women;
- Promote the use of voluntary support for women on their release from prison;
- Promote appropriate joint working of agencies with HMP & YOI Cornton Vale.

Less Serious/First Time Offenders

The majority of offenders appearing in our local courts are either first offenders or have no more than 3 previous convictions as is shown in Table 3 below.

Individuals sentenced by number of previous convictions 2005-06 In Fife and Forth Valley Courts

Total number convicted: **5318**

No previous convictions	34%
1 or 2 previous convictions	27%
3 to 10 previous convictions	26%
Over 10 previous convictions	13%

Source: Scottish Executive Analytical Services Division

Fife and Forth Valley CJA are committed to ensuring that first time offenders, or less serious offenders are provided with the necessary resources required to reduce the likelihood of reoffending. Ensuring access to mainstream resources such as housing, health, education, learning and employment opportunities, and addressing use of leisure time are key factors. Our partners have a vital role to play in our efforts to reduce reoffending and we will be demanding of our partners in this area.

The CJA and its partners will ensure:

- Diversion from Prosecution is considered in all appropriate cases;
- Offenders have fair and equitable access to appropriate housing;
- Employment, education and training needs of offenders are addressed;
- Offenders have fair and equitable access to health provision;
- Offenders have fair and equitable access to leisure facilities.

Offenders with Mental Health Problems

The CJA acknowledge that mental health issues can affect all categories of offenders. In many cases an individual's offending behaviour may be solely related to their mental health and the risk the individual poses to themselves and the public may be significant.

The CJA and its partners will:

- Establish protocols and promote consistency in the provision of jointly funded services for violent and serious offenders with a mental health problem;

- Ensure offenders with mental health problems achieve fair and equitable access to mental health services;
- Promote continued access to mental health services, particularly for women offenders in, and after release from, prison.

Offenders with Substance Misuse Problems

Substance use is a significant issue within communities. Offending is often a result of dependency on drugs or alcohol, or substance use is an aggravating factor in many offences committed. Fife is fortunate in having a specialist Drugs Court and both Fife and Forth Valley provide Drug Treatment and Testing Orders. Having been successful with high tariff offenders, we welcome the proposal to extend DTTOs to lower risk offenders. Over the next three years the CJA is committed to ensuring that substance use issues linked to offending are a priority for our partners.

The CJA and its partners will:

- Promote fair access to drug assessment, treatment and rehabilitation services for offenders;
- Promote continued access to drug treatment services for offenders in and after release from prison;
- Promote access to alcohol counselling services for offenders both in prison and in the community;
- Encourage agencies to consider the impact on children who are cared for by offenders with substance use problems;
- Promote the use of new DTTOs for less serious offenders;
- Promote the use of specialist Courts for drug users and consider the benefit of extending this provision across our CJA area;
- Further develop the Throughcare Addiction Service to ensure all offenders released from custody receive a substance service as appropriate.

Prisoners needing Resettlement and Rehabilitation Services

Each CJA is required to identify an area of improvement where they will become market leaders. The CJA and its statutory partners have agreed that this will be our area of improvement.

Table 2

Liberations by Sentences to Home Area 2006/07 – All Prisoners					
	Remand	Fine Defaulters and Sentences Less than 6 Months	6 Months to Less than 4 Years	4 Years and Over	Total
Fife	587	508	262	51	1408
Clackmannanshire	166	70	32	6	274
Falkirk	285	160	88	18	551
Stirling	148	109	58	8	323
Total	1186	847	440	83	2556

Source:SPS April 2007

Table 2 illustrates the total numbers of individuals being released from prison to our communities within Fife and Forth Valley in 2006-07. The majority of these individuals have either been remanded into custody and then released at the time of sentence (46%), or have served a very short period of imprisonment (33%). The number of very short term prisoners includes fine defaulters. The number of fine defaulters sent to prison will reduce with the introduction of mandatory Supervised Attendance Orders from September 2007 and the establishment of Fine Enforcement Officers within our local Sheriff Courts.

Only 103 prisoners were released back to Fife and Forth Valley subject to any form of statutory supervision (Appendix 4, Table 9).

The majority of most short term prisoners (those serving up to four year prison sentences), who are normally resident in Fife and Forth Valley are now being located in HMP Glenochil. This places Fife and Forth Valley CJA are in a fortunate position in that most local prisoners will be located in prisons within our CJA area.

Short term adult prisoners located in HMP Glenochil
 Female prisoners located in HMP & YOI Cornton Vale
 Young Offenders (male) located in YOI Polmont

We are keen to exploit this position so that Fife and Forth Valley CJA will develop expertise and be a leader in joint and coordinated working between prison and community services, easing the transition from prison to community for local prisoners.

We recognise the opportunities and challenges this will bring for prisoners and their families. Positive and sustained family contact is a crucial factor in achieving a successful return to the community for prisoners, regardless of the length of sentence. We also recognise and will address the transport difficulties many families face when travelling to prison. The needs of children who are affected by the imprisonment of their parent will be considered too.

To deliver credible, efficient and effective resettlement and rehabilitation services will require considerable commitment from our partners.

Working with the SPS, our vision for HMP Glenochil is to develop services where all prisoners returning to our CJA area have a seamless transition from prison to community and are provided with opportunities to:

- Access basic housing advice and information to examine housing options on release, and have assistance to make informed choices;
- Complete housing application forms to ensure their needs are addressed at an early stage of their sentence;
- Have access to continued drug treatment both within the prison and on release;
- Have fair and equitable access to health care on release;
- Have education, employment and training needs addressed within prison and accessed where appropriate on release;
- To engage in appropriate offending behaviour programmes and continue with the same programmes on release;
- To challenge national and local transport strategies to improve travel arrangement to prison for families;
- Encourage all agencies to contribute to ICM (Integrated Case Management) and Community Integration Plans for any prisoners returning to our CJA area;
- Have benefits entitlement assessed where possible prior to release.

In developing these services we can learn from the existing good practice that exists in HMP & YOI Cornton Vale and HMP YOI Polmont who both have considerable experience in dealing with the rehabilitation and resettlement of short term prisoners. We will also replicate, wherever required or possible, the same opportunities for our women offenders and young offenders in HMP & YOI Cornton Vale & HMP YOI Polmont. We will also encourage the Scottish Prison Service when reviewing the prison estate to consider location of our adult male remand prisoners in HMP Glenochil.

Supported Accommodation Services

The value of obtaining and sustaining suitable accommodation is a significant factor in reducing the likelihood of someone re-offending. Many offenders struggle to achieve this without support. A supported accommodation service has existed within the CJA area for many years.

More recently resources have been directed towards the provision of a supported accommodation service for offenders where there are public protection concerns. This use of supported accommodation adds to the monitoring and supervision requirements of these high risk offenders. The CJA is committed to the continued efforts of the Local Authorities and our voluntary sector partners in the provision of this service but recognise the needs of other offenders who would benefit from this provision.

The CJA and its partners are participating in a national audit of Supported Accommodation Services. This will be complete by March 2008. The outcome of the audit will allow the CJA to further develop Supported Accommodation Services across the CJA area.

The CJA and its partners will:

- Ensure best use is made of existing resources;
- Encourage Local Authorities to invest in supported accommodation services.

Community Based Sentences

A priority for new ways of working together will be to engage all partners in the further development of community based sentences to increase their credibility and confidence amongst sentencers and the public. The CJA is committed to promoting community based sentences as a viable alternative to the use of short term prison sentences. We also wish to see the number of remands decreased. We do not wish to compromise community safety, particularly the safety of victims, but in 2006/07 1186 individuals were remanded into custody and then liberated at the time of sentence. This accounts 46.4% of all liberations in 2006/07. Sentencers would appear to have the confidence of our criminal justice social work services; requests for Social Enquiry Reports continues to increase as illustrated in Appendix 4, Table 1, but the conversion rate for probation and community service orders is variable across the four local authority areas. The reasons for this will be examined and monitored in an effort to achieve more consistent outcomes. The audit of services, as outlined in Appendix 5, will assist in this process too.

Over the lifetime of this plan the CJA and its partners will:

- Promote the use of community based sentences, particularly community service orders;
- Engage with representatives of local communities via Community Councils, Tenants and Residents groups to seek their views on appropriate community service projects;
- To make visible as far as practicable the link between the crime and reparation to the community by raising the profile of Community Service Orders;

- Promote the use of bail supervision to reduce the numbers of individuals remanded into custody;
- Ensure consistency in the quality of Social Enquiry Reports;
- Promote engagement with sentencers to ensure confidence in community based disposals is maintained;
- Engage with local Sentencers and Criminal Justice Boards;
- Encourage swift response to breach action in cases of non-compliance.

The accredited groupwork programme Constructs: positive steps to stop offending is being delivered across Forth Valley and we want this to be extended into Fife.

Part 3: Working Together in New Ways

Partnership working is at the core of the Fife and Forth Valley CJA and the shadow year saw the various partner agencies working together in new ways, most productively in the various planning groups that were established with representatives from a variety of agencies. The planning groups included:

- Implementation
- Performance Management
- Service Delivery
- Finance
- Workforce Development

These groups have enabled analysis of the various methods of working and data collection protocols, to enable more streamlined delivery options to be considered. The challenge involved in identifying new ways of working together was welcomed by all agencies. It is also recognised that these challenges will continue as multi-agency working develops with new partners, and existing partners, expanding their services and remit within the CJA. We recognise that building on existing partnerships and creating new ones is vital to the continued success of the CJA.

Following the successful establishment of CJA Planning Groups, a major challenge is to establish the CJA in wider community planning partnerships. The community planning process in Scotland is a well established format for developing local plans, and it is important that the Fife and Forth Valley CJA plays a key role.

- We will, in the first year, ensure the CJA has a presence and influence on the overall community planning and safety partnerships across Local Authorities within Fife and Forth Valley.

In conjunction with the progressive local community planning and safety processes, complementary areas of joint working will be developed over the next three years to ensure engagement with other partners including victims, the judiciary, families of prisoners, and local communities. The positive developments of the MAPPA arrangements will be drawn upon to further involve these different partners, ensuring a consistent and effective use of resources to achieve positive outcomes through joint working.

Contracts

An audit of Criminal Justice Social Work highlighted that voluntary organisations have to enter into similar contracts with Criminal Social Work Services in both Fife and the Forth Valley. The various planning groups have recognised that the CJA now offers the opportunity to reduce the number of contracts and standardise Service Level Agreements where appropriate.

- We will in the first year audit and co-ordinate the consistency of contracts between Criminal Justice Social Work and partner agencies.

Information Sharing

Positive and effective examples of information sharing processes already exist across the CJA. Tracking systems for young offenders and drug using offenders are in place in both Police Forces and protocols for information sharing across agencies for anti-social behaviour are being developed. A unique local development in Fife has been the installation of various IT systems in Police Headquarters to ease transmission of information. Not least has been the installation of the social work SWIFT system with the potential for improved communication and outcomes for both victims and offenders, with particular emphasis on child protection improvements. The CJA is committed to developing an information sharing protocol for the CJA and all its partners.

SPS are engaging with the Police to co-locate a member of staff within prisons. It is hoped to develop this initiative with the Police potentially contributing to SPS Risk Management Groups. This will afford the Police the opportunity to share information on difficult and dangerous offenders prior to their release whilst offenders are still in prison.

- In the first year, we will improve and develop information sharing protocols and systems across the CJA partners and aim to expand the provision of 'tracking services' to follow-up of offenders;
- We will request access to criminal records information to be made available to criminal justice social work services to assist in determining the re-offending rates of offenders who are subject to statutory community based supervision.

Part 4: Developing and Supporting the Workforce

Increased levels of partnership working across the Fife and Forth Valley CJA has created a culture of joint training. This is to be welcomed and will continue with the assistance of a new Training and Development Officer post. Continued developments such as Mappa, Visor and accredited programmes will also ensure future joint training. Arrangements such as co-location of Police and Criminal Justice Social Work staff and Housing Officers promotes both partnership working and helps to develop and support the workforce developments in this area. Where opportunities exist, and resources allow, we expect co-location of staff to increase.

The CJA will:

- Arrange an annual seminar for all our partners, particularly front line staff;
- Complete a training and development plan, which will include opportunities for work shadowing and mentoring;
- Engage with other CJAs and the national training colleges for Police and Scottish Prison Service in the delivery of training for staff.

Part 5: Communication Strategy

The Communication Strategy is being progressed and the CJA will continue this development, recognising the importance of communicating with our partners, staff, victims and communities. The website will be live by April 2008 and will be the primary source of information for the work of the CJA and our partner agencies. It will contain links to partner agencies, research and publications. A newsletter has been published and will continue to be produced on a quarterly basis containing information about the development of the CJA and our partners.

We are aware the image of criminal justice is not always a positive one, often distorted by the media. We are keen to inform victims and our communities of the benefits of community based sentences.

We will:

- Engage with local media and local communities to promote the work of the CJA and our partners;
- We will promote the work undertaken by offenders on Community Service Orders and seek requests for work from community groups;
- Engage with local Victim Support groups to promote the work of the CJA and our partners;

- Promote the use of restorative justice that is understood and appreciated by victims;
- We will ensure an Annual Report and Summary is available to the community and victims to improve the level of understanding and knowledge about the work of the CJA and its partners;
- We will establish links with Youth and Community forums to engage our young people and communities in taking forward this plan.

Part 6: Performance Framework

In the next year the CJA Board will increase its scrutiny of the function and performance of the CJA and its partners. The Board has responsibility to monitor development of this plan in relation to the management of offenders in Fife and the Forth Valley. The Chief Officer will report directly to the CJA Board and be responsible for co-ordinating a wide range of partners to meet objectives contained in the Plan.

- By April 2008 we will have established strategic and operational groups to support the CJA Board and Chief Officer.

The Executive Strategic Group will comprise Chief Officers from all partner agencies. The operational group, which will also have a performance monitoring role, will include Service Managers and Performance Managers from all partner agencies. These groups will ensure each partner has direct input into the strategic direction of the CJA to manage offenders and achieve the required outcomes.

In conjunction with national performance measures, it is recognised that local measures will be important at demonstrating the expected outcomes for offenders, the system and the community.

- By April 2008 we will have established a new performance framework to analyse offending and other data and develop local performance measures and frameworks to support the national priorities and outcomes.
- We will require partner agencies to report quarterly on their performance relating to CJA targets.

It is also recognised that each of our partner agencies also require performance frameworks to meet their individual targets. The CJA Research Officer will engage with them to ensure that our framework and performance measurements complement existing partner agency performance frameworks.

Part 7: Resources

By April 2008, Fife and Forth Valley CJA will have completed financial scrutiny of the budget allocated to us for the delivery of Criminal Justice Social Work Services. We are committed to ensuring the resources allocated are used to best effect.

The CJA will:

- Promote joined-up services where evidence suggests efficiencies and effectiveness will result;
- Ensure that, where possible, Service Level Agreements with partner agencies cover the CJA area.

We recognise the contributions partner agencies can, and do, make towards the success of the CJA in meeting its priorities. For example, Central Scotland Police and Fife Constabulary have and will continue their investment in Mappa. The Scottish Prison Service has and will continue to invest in Link Centres thus improving pre-release arrangements for prisoners. NHS Services provide resources for mentally disordered offenders. Our partners in the voluntary sector also play a critical role in service delivery. We will continue to encourage our partners to contribute to the priorities of the CJA.

Resource Pressures

We recognise the ambitious nature of the Plan. A review of the current criminal justice social work spend alongside the audit of service delivery and the need to engage communities more effectively suggests that some additional funding may be required to deliver the developments. These include:

- **Delivery of Accredited programmes**, additional resources are required to sustain delivery of accredited programmes for high risk offenders.
- **Development of resettlement and rehabilitation services**, to become market leader the provision of these services will require investment.
- **Management of serious, sexual and other potentially dangerous offenders**, adequate resource provision is key to ensuring public safety. The extension of Mappa arrangements to include violent and potentially dangerous offenders will require additional resources.
- **Development of Supported Accommodation Services**, additional resources require to be invested to even sustain current levels of provision. The 2007 national audit of Supported Accommodation Services should assist in determining resource provision.
- **Community Engagement**, the CJA is keen to invest in community engagement to engender an understanding of the work of the CJA and its partners but to also allow communities to inform the work of the CJA.

Part 8: Conclusion

Fife and Forth Valley Community Justice Authority faced a challenging year in 2007 in establishing new working and partnership arrangements in the strategic and operational management of the new CJA. The establishment of various planning and implementation groups succeeded in bringing together a wide variety of partner agencies to support the objectives for 2007-08. While a substantial number of organisations were represented, improvements can be made to ensure that the challenges of engaging and working with all relevant partner agencies will remain a substantive goal during the period of this plan.

A baseline audit of Criminal Justice Social Work funded services and Police community safety/crime prevention initiatives provided a starting point for the further development of partnership working, including the dissemination of good practice, the reduction in duplication across the CJA and a shared agenda for a CJA wide performance framework. The present objectives will ensure that the Fife and Forth Valley Community Justice Authority build on the positive work of its first year. We will work to create safer communities, promote public protection and become a national leader in the resettlement and rehabilitation of offenders.

Appendix 6 contains the Action Plan of the CJA for the period 2008-2009. It will ensure many of the commitments outlined in this Area Plan are addressed in the first year. An Annual Report of our achievements will be produced in Spring 2009.

Appendix 1

Demographic Profiles

The area covered by Fife and Forth Valley Criminal Justice Authority is located in central east Scotland. It is made up of four Councils: Clackmannanshire, Falkirk, Fife and Stirling, with the Firth of Forth and its tributaries dividing the Forth Valley areas. In recent years there has been a decline in the traditional industries of the area, including mining and textile manufacture.

Fife Council is the largest of the local authorities within the Fife and Forth Valley CJA with a population of approximately 360,000. The areas main towns include Kirkcaldy, Glenrothes, Dunfermline, Rosyth and St Andrews. Like its fellow Authorities in the CJA, Fife has excellent communication networks.

Falkirk Council is the second largest local authority within the CJA with a population of 145,000. Its main population centres include Falkirk town, Grangemouth, Denny and Boness.

Clackmannanshire has a population of 48,000. Within its boundaries it has a string of medium size villages stretching along the length of the Ochil Hills. Alloa is its main population centre with around 12,000 residents.

Stirling Council has a population of 82,000 and the City of Stirling is the main population centre with over 30,000 residents. Its geography covers a large rural area including, Callander, Crianlarich and Killin.

Population

Table 1: Current and Projected Populations Estimate for Fife & Forth Valley CJA Local Authority Areas

	2006	2007	2008	2009	2010
Clackmannanshire	48653	48863	48952	48940	48905
Falkirk	148759	149670	150309	150808	151295
Fife	357000	359019	360663	362064	363487
Stirling	86459	86580	86754	86959	87175
F & FV Area	640871	644132	646678	648771	650862

Economic Circumstances

Economic circumstances vary across the CJA and between areas within each Council's boundaries; the following figures represent averages for each council area. Compared to Scotland as a whole Clackmannanshire, Falkirk and Fife Council areas have a higher percentage of jobs in manufacturing than in finance and business.

Stirling has a higher percentage of service industry jobs. With the exception of Clackmannanshire, the employment rates across the CJA Council areas are equal to or higher than the Scottish average of 75%. Claimant count unemployment rates have fallen across the CJA area over the last ten years. Gross average weekly earnings (April 2006) across the CJA area stood at approximately £424, slightly less than the Scottish average of £432.¹

Table 2: Claimant Count Unemployment

Local Authority	%
Clackmannanshire	3.5
Falkirk	2.8
Fife	3.4
Stirling	2.1
Scotland	2.8

Source: Scottish Executive economic briefings 13/06/2007

Table 3: Data Zones in the 15% most Employment Deprived Areas in SIMD 2006 by Local Authority Area

Local Authority	Data zones in LA	15% most deprived zones		
		No. of data zones	National share %	Local share %
Clackmannanshire	64	16	1.6	25.0
Falkirk	197	22	2.3	11.2
Fife	453	67	6.9	14.8
Stirling	110	6	0.6	5.5
Scotland	6505	976	100	15

Source: Scottish Index of Multiple Deprivation 2006

Table 4: Percentage of Population who were income Deprived in SIMD 2006 by Local Authority Area

Local Authority	Count	% total population
Clackmannanshire	7,390	15.3
Falkirk	19,085	12.9
Fife	44,645	12.6
Stirling	8,615	10.0
Scotland	707,728	13.9

Source: Scottish Index of Multiple Deprivation 2006

There has been much research investigating the link between economic circumstances, offending and imprisonment and a recent Scottish report has highlighted further this aspect of offending in Scotland (Houchin 2005).² The crime profiles in Appendix 2, table 4 include SIMD (Scottish Index of Multiple Deprivation) data on the most deprived areas in terms of crime levels.

¹ Scottish Executive Economic Briefings 13/6/07

² Houchin R (2005) Social Inclusion and Imprisonment in Scotland: A report, Glasgow Caledonian University

Appendix 2

Crime Profiles

Within the Fife and Forth Valley Community Justice Authority area there are two Police Forces. The area of Fife Council is policed by Fife Constabulary, while the Forth Valley area encompassing Clackmannanshire, Falkirk and Stirling Councils is policed by Central Scotland Police. The following statistics covering the area of the CJA reflect crime, and the policing of crime, in these two distinct jurisdictions. The area plans for both Police Forces indicates differing priorities across the CJA, as dictated by local crime patterns.

Fife Constabulary

The Chief Constable's Annual Report 2006/07 and the Policing Plan for 2007/08 contained information relating to crime profiles and priorities for the next year. Detection rates have risen to a high of 51%, with clear up rates for vandalism at a high of 31%, 3% over target, and detection rates at 80% for racially aggravated crimes. The focus on drugs remains a high priority, with drug seizures at £2.5 million, including 9000 grams of class A drugs seized, exceeding the target by 1772 grams. A priority for 2007/08 is to increase detection rates for crimes of violence and sexual crime.

Central Scotland Police

Central Scotland Police Annual Report 2006/07 indicates reported crime rose by approximately 9% with the percentage of crimes being cleared up almost 60%. The percentage of violent crime cleared up was 94.3%, while the detection rate for vandalism was nearly 40%. A focus on drugs resulted in the seizure of £1.5 million worth of drugs and 309 dealers arrested. Concentrating on safer communities saw hundreds of Safer Central community level operations including targeting road safety, drug supply, public reassurance and violence.

Table 5: Number of Crimes Recorded by Police by Council Area 2005/06

Local Authority	Nonsexual crimes of violence	Indecency	Dishonesty	Fire-raising vandalism	Other crimes	Total
Clackmannanshire	125	81	1,547	1,280	854	3,887
Falkirk	222	197	4,132	2,979	2,043	9,573
Fife	619	479	14,725	10,522	3,974	30,319
Stirling	142	126	2,689	1,664	1,342	5,695
Scotland	13,726	6,558	187,798	127,889	81,814	417,785

Table 6: Total Number of Crimes and Percentage Cleared up by Council Area 2004/05 – 2005/06

Local Authority	Total crimes 2004/05	Total crimes 2005/06	% cleared up 2004/05	% cleared up 2005/06
Clackmannanshire	3,471	3,887	68	72
Falkirk	10,451	9,573	59	66
Fife	34,862	30,319	44	47
Stirling	5,894	5,963	61	71
Scotland	438,093	417,785	45	46

Table 7: Number of Selected Recorded Crimes 2005/06

Local Authority	Serious assault	Offensive weapon	Domestic housebreaking	Vandalism
Clackmannanshire	47	89	199	1,167
Falkirk	96	164	413	2,785
Fife	260	273	1,721	9,778
Stirling	53	125	264	1,563
Scotland	6,320	9,628	21,232	120,340

Table 8: Data Zones in the 15% most Deprived Areas in Terms of SIMD Crime by Local Authority Area (2004 recorded crime data)

Local Authority	Data zones in LA	15% most deprived zones		
		No. of data zones	National share %	Local share %
Clackmannanshire	64	7	0.7	10.9
Falkirk	197	25	2.6	12.7
Fife	453	93	9.5	20.5
Stirling	110	11	1.1	10.0
Scotland	6505	976	100	15

Source: Scottish Index of Multiple Deprivation 2006

CONSULTATIONS

LIST OF ORGANISATIONS CONSULTED IN PREPARATION OF THIS AREA PLAN

- Fife Council
- Clackmannanshire Council
- Falkirk Council
- Stirling Council
- Scottish Prison Service
- HMP Glenochil
- HMP Cornton Vale
- HMP Polmont
- Central Scotland Police
- Fife Constabulary
- NHS Fife
- NHS Forth Valley
- Crown Office and Procurator Fiscal Service, Fife
- Crown Office and Procurator Fiscal Service, Forth Valley
- Scottish Courts Service
- SACRO
- APEX
- Victim Support
- Sheriff Principal – Tayside, Central and Fife Sheriffdom
- Sheriffs - Fife and Central
- Job Centre Plus
- Careers Scotland
- Local Literacy and Learning Partnerships – Falkirk and Stirling

Appendix 4

Criminal Justice Social Work Services, Statistical Information

Table 1, Social Enquiry Reports (including supplementary SERs)

	2004/05	2005/06	2006/07
Clackmannanshire	592	498	642
Falkirk	1006	838	1188
Fife	2652	2526	2670
Stirling	758	768	995
Fife & Forth Valley	5008	4630	5495

The number of social enquiry reports completed across the Fife and Forth Valley has risen again in 2006/07 following a slight decrease in numbers in 2005/06. All criminal justice social work teams have shown an increase in reports written from 2004/05 levels.

Table 2, Probation Orders (including s229)

	2004/05	2005/06	2006/07
Clackmannanshire	128	165	199
Falkirk	265	274	279
Fife	517	581	537
Stirling	179	145	130
Fife & Forth Valley	1089	1165	1145

The total number of Probation Orders across the CJA area has continued to rise. Fife and Stirling have, however, shown a slight decrease in numbers from last year.

Table 3, Community Service Orders (plus s229 orders)

	2004/05	2005/06	2006/07
Clackmannanshire	105 (28)	49 (15)	65 (32)
Falkirk	210 (76)	222 (94)	180 (101)
Fife	410 (116)	449 (135)	338 (88)
Stirling	150 (53)	112 (36)	90 (20)
Fife & Forth Valley	875 (273)	832 (280)	673 (241)

The numbers of Community Service Orders show a decrease in the last 2 years, particularly in the last year.

Table 4, Supervised Attendance Orders

	2004/05	2005/06	2006/07
Clackmannanshire	23	44	44
Falkirk	163	176	124
Fife	274	148	76
Stirling	32	11	13
Fife & Forth Valley	492	379	257

The numbers of Supervised Attendance Orders has continued to decline, reflecting national trends. Summary Justice Reforms will impact on future numbers of SAOs. The introduction of mandatory SAOs, from September 2007, for the non payment of fines up to £500, should see an increase in numbers. The employment of Fine Enforcement Officers within our Sheriff Courts should also impact on SAO figures. We will monitor the introduction of both these new initiatives on the numbers of SAOs imposed.

Table 5, Drug Treatment and Testing Orders

	2004/05	2005/06	2006/07
Clackmannanshire	N/A	3	3
Falkirk	N/A	4	16
Fife	80	64	79
Stirling	N/A	2	3
Fife & Forth Valley	80	73	101

The numbers of Drug Testing and Treatment Orders (DTTOs) imposed across the CJA area varies significantly, not least due to the provision of specialist drug courts in Fife. Within Forth Valley the numbers are variable too. As a CJA we will continue to promote the use of DTTOs and analyse the differences in their use across and within the 4 local authority areas.

Table 6, Diversion from Prosecution Cases

	2004/05	2005/06	2006/07
Clackmannanshire	19	13	26
Falkirk	52	5	17
Fife	30	22	13
Stirling	37	18	7
Fife & Forth Valley	138	58	63

The number of Diversion from Prosecution cases remains low across the 4 local authority areas. We will continue to work with the Procurators Fiscal to improve this figure.

Table 7, Requests for Bail Information

	2004/05	2005/06	2006/07
Clackmannanshire	89	56	419
Falkirk	524	507	371
Fife	322	326	183
Stirling	106	67	141
Fife & Forth Valley	1041	956	1114

Table 8, Bail Supervision Orders

	2004/05	2005/06	2006/07
Clackmannanshire	45	48	63
Falkirk	125	145	123
Fife	108	120	61
Stirling	37	14	14
Fife & Forth Valley	315	327	261

While the numbers of requests for Bail information illustrates an increase, the numbers of Supervised Bail Orders imposed has decreased in the last year. It is hoped this number could be increased if the number of remands into custody are reduced.

Table 9, Throughcare Fife and Forth Valley

	Life		Parole		Non parole		Ext sentence		SRO		Short term sex offender		Other	
	05/06	06/07	05/06	06/07	05/06	06/07	05/06	06/07	05/06	06/07	05/06	06/07	05/06	06/07
Released	7	1	24	30	30	26	7	17	19	18	1	6	6	5
Serving	9	5	-	-	-	-	19	29	15	35	0	11	26	44

The numbers of individuals subject to statutory throughcare has increased in relation to extended sentences and short term sex offender licences. Those offenders subject to release on these licences are often those who provided the greatest risk in terms of public protection.

Appendix 5

Audit of Services

The 2007-08 Fife and Forth Valley CJA Area Plan contained a key objective to audit service delivery and outcomes across the CJA area. This objective was achieved with the auditing of Criminal Justice Social Work funded services and of Police community safety and crime prevention initiatives. The details below provide a brief overview of the findings of the audits in terms of overall service provision and partnership working.³

Service Delivery

The provision of services for specific offender groups identified by the Scottish Executive was well established and informed by data and needs analysis (NIM; police ASB data analysts) and the latest research findings (DAG; C-SOGP; Supported Accommodation; Employment and Guidance; drugs services). The delivery of Criminal Justice Community Social Work services was tailored to meet local needs, while exhibiting some degree of consistency across the CJA area. There was evidence of a move towards programme based delivery, and within this the use of accredited programmes where appropriate.

Service Delivery Partnerships

Effective and efficient partnerships were evident throughout Police activity and Criminal Justice Social Work Services, where the focus was clearly on the benefits obtained from joint working in most areas of work. These included multi-agency arrangements legislated for at a national level:

Service/Arrangements	Area	Partners
■ MAPPA	Fife and Forth Valley	Police, housing, social work, health boards
■ Community planning / safety partnerships	Fife and Forth Valley	Police, LA, housing, health, fire, social work, education, voluntary sector
■ Substance/Drug Action Teams (including DTTO arrangements)	Fife and Forth Valley	Health, LA, community groups; police, SPS, voluntary)

³ A comprehensive database of criminal justice social work funded services and a description of police community safety and crime prevention initiatives is available to the CJA and its partners for planning purposes.

Multi-agency provision was also well developed locally and included a wide variety of organisations and different levels of partnership working:

Service/Arrangements	Area	Partners
■ Freagarrach youth justice	Forth Valley	Social work, Barnardos, police
■ Employment and guidance	Fife and Forth Valley	Apex and LAs
■ Supported accommodation	Fife and Forth Valley	Sacro, housing, police, social work
■ Tracking system young offenders	Forth Valley	Police, Freagarrach, DTTO, criminal justice social work
■ First team (ASB Falkirk) police secondee	Falkirk	Police, housing
■ Children affected by domestic violence pilot	Falkirk	Co-located police, education, social work, health
■ DAG and C-SOGP	Fife and Forth Valley	Sacro, criminal justice social work
■ Safer Neighbourhood Teams	Fife	Co-ordinated by police with appropriate partners depending on circumstances
■ Police secondees	Fife	Police, NHS Fife, business community
■ Street / night football	Fife	Police, leisure services, young people
■ Alcohol counselling	Forth Valley	Social work, ASC
■ DTTO	Fife and Forth Valley	Health, social work, voluntary agencies

Performance Framework

Supporting and underpinning service delivery and partnership working, the audits evidenced a wide variety of performance frameworks, although at this stage these were generally at the developmental phase of working together in a co-ordinated framework. There were a wide variety of performance and quality measures in use across the CJA, addressing both output and outcome indicators. These include nationally recognised quality indicators and national performance frameworks for partner agencies:

- SPS Performance Contracts
- Policing Performance Framework
- Police National Intelligence Model
- Investors in People
- LSI-R
- PIMS – NHS system used by Forth Valley Drugs Team
- Criminal Justice Social Work Aggregate Returns

In addition to the national frameworks, a variety of measures have been developed locally, or adapted from national models, to best monitor local circumstances:

- Forth Valley Criminal Justice Social Work Grouping Performance Management Group – to be incorporated into the CJA Performance Management Group;
- Fife Criminal Justice Social Work bi-annual performance reviews;
- Central Scotland Police tracking system for young offenders and drug using offenders;
- Central Scotland Police / Fife Constabulary performance management framework / strategies and area plans;
- HOMES – housing indicators;
- Review Case Management (Falkirk Council Criminal Justice Social Work Team) – a dynamic monitoring and evaluation tools that can be applied to a variety of supervisory situations.

Fife and Forth Valley Community Justice Authority Action Plan for 2008-2009

Objective	Task	Who by	Completed by
<p>Implementation of Area Plan</p> <p>Continue regular CJA board meetings</p> <p>Establish mechanisms for implementing the area plan that engages with partner organisations and broadens the focus of activity</p>	<ul style="list-style-type: none"> Schedule dates of future meetings 	<p>CJA Board Chief Officer</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> Plan, co-ordinate, monitor and report on the CJA and statutory partner bodies progress 	<p>Chief Officer, CJA Strategic and Operational Management Groups</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> Establish executive/strategic and operational/performance groups to support the Chief Officer 	<p>Chief Officer</p>	<p>April 2008</p>
	<ul style="list-style-type: none"> Establish quarterly meetings for the Executive group 	<p>Chief Officer</p>	<p>April 2008</p>
	<ul style="list-style-type: none"> Arrange bi-monthly meetings for the Operational group 	<p>Chief Officer</p>	<p>April 2008</p>

<p>Priority Groups of Offenders</p> <p>To continue to audit service delivery and outcomes across the CJA area for the target groups of offenders in order to develop our strategy for achieving effectiveness in reducing reconviction, consistency of practice where appropriate, maximising the use of resources and establishing base line data from which to evaluate outcomes over the next period. This work will include SPS and voluntary sector partners as per Area Plan.</p> <p>Develop services where all prisoners have a seamless transition from prison to community</p>	<ul style="list-style-type: none"> • Use social work audit data to identify where and how provision provided • Undertake needs analysis to identify where most need • Implement changes as a result of above • Use social work audit data to identify where and how provision provided • Share best practice <ul style="list-style-type: none"> • Jointly implement a range of accredited and approved intervention programmes that can be delivered in prison and in the community • Improve housing access and appointments 	<ul style="list-style-type: none">)Chief Officer, CJA)Strategic and Operational)Management Groups,)CJA Research Officer)))) <p>Lead Officers HMPs Polmont, Glenochil and Cornton Vale, lead officers Fife and Forth valley CJS</p> <p>Lead officers, Housing Services, Fife, Clackmannan, Stirling, Falkirk</p>	<p>Ongoing</p> <p>Dec 2008</p> <p>Dec 2008</p>
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	<ul style="list-style-type: none"> • Develop health access 	Lead Officers NHS Fife & Forth Valley	Dec 2008
	<ul style="list-style-type: none"> • Develop substance use services 	Lead Officers NHS Fife & Stirling	Dec 2008
	<ul style="list-style-type: none"> • Improve education / employment provision 	Lead Officer Local Authority	March 2009
	<ul style="list-style-type: none"> • Improve literacy levels during detention for all prisoners serving a minimum of 12 months in prison 	Offender Outcome Manager, HMP Glenochil	March 2009
	<ul style="list-style-type: none"> • Develop and maintain links with Lifelong Learning & Literacies Partnerships 	Chief Officer/Offender Outcome managers	June 2008
	<ul style="list-style-type: none"> • Have 12 employers visit prison each year 	Lead officer, Job Centre Plus	June 2008
	<ul style="list-style-type: none"> • Establish Fife and Forth Valley Offender Employment Forum 	Chief Officer & Lead officer, Job Centre Plus	June 2008
	<ul style="list-style-type: none"> • Develop & improve transport links to the Forth Valley prisons 	Chief Officer	March 2009
	<ul style="list-style-type: none"> • Each prison in Forth Valley to produce a transport plan 	Governors of the Forth Valley prisons	March 2009

	<ul style="list-style-type: none"> • Improve quality and attendance at integrated case management meetings 	Lead Officers, 3 Forth Valley prisons and Lead Officers, Fife & Forth Valley CJS	Ongoing
	<ul style="list-style-type: none"> • Develop joint training for SPS & CJSW 	CJA Training & Development Officer/SPS Lead officer	Sept 2008
	<ul style="list-style-type: none"> • Review and monitor numbers of prisoners leaving prison with pre arranged interviews with Job Centre Plus. 	Lead Officer Job Centre Plus	June 2008
	<ul style="list-style-type: none"> • Review and monitor numbers of Young Offenders engaging with Careers Scotland. 	CJA Research Officer/ Lead Officer Careers Scotland	June 2008
	<ul style="list-style-type: none"> • Develop support for children who are affected by imprisonment 	Lead Officer SPS	Dec 2008
	<ul style="list-style-type: none"> • Develop links with local Fife and Forth Valley community support services 	Lead Officer, HMP Glenochil	Ongoing
	<ul style="list-style-type: none"> • Provide training to staff in dealing with short term prisoners 	Lead Officer, HMP Glenochil	March 2009
	<ul style="list-style-type: none"> • Develop links with faith communities to develop additional support services to prisoners and their families 	Chief Officer	April 2008

<p>Increase the provision of specialist programme for women offenders</p>	<ul style="list-style-type: none"> • Monitor the development of accredited programmes for women offenders with intention of introducing in 2009/10 	<p>CJA Research Officer</p>	<p>Mar 2009</p>
<p>Reduce numbers of women being remanded into custody and receiving short prison sentences</p>	<ul style="list-style-type: none"> • Monitor & Analyse numbers of women remanded in its custody and receiving prison sentences. 	<p>CJA Research Officer</p>	<p>June 2008 & quarterly thereafter</p>
<p>To extend the delivery of offence focused interventions to address re-offending across the CJA</p>	<ul style="list-style-type: none"> • introduce constructs programmes in Fife • Establish Group work team in Fife 	<p>CJS Service Manager, Fife CJS Service Manager, Fife</p>	<p>Sept 2008 April 2008</p>
<p>Ensure all offenders are provided with a service that is commensurate with the level of risk of re-offending and/or harm they present.</p>	<ul style="list-style-type: none"> • Monitor implementation of Mappa for sexual, violent & other potentially dangerous offenders. • Provide annual report of Mappa 	<p>Mappa coordinators in Fife & Forth Valley. Mappa coordinators in Fife & Forth Valley</p>	<p>Ongoing March 2008</p>
<p>Review CSOGP & DAG group work provision</p>	<ul style="list-style-type: none"> • Consideration of recommendations of HMP & SWIA Inspection of High Risk Offenders • Undertake analysis of needs and existing service provision and then implement changes as necessary 	<p>Lead officers from all relevant partner agencies Lead Officer Fife and Falkirk CJS</p>	<p>June 2008 June 2008</p>

<p>Increase opportunities for co-location of Police and Criminal Justice Social Work and SPS staff</p>	<ul style="list-style-type: none"> • Review existing co-location arrangements 	<p>Lead Officer, Police, Fife & Central Scotland & CJS</p>	<p>June 2008</p>
<p>Improve opportunities for Young Offenders</p>	<ul style="list-style-type: none"> • Monitor numbers of young people entering the adult criminal justice system 	<p>CJA Research Officer</p>	<p>Dec 2008</p>
<p>Ensure all offenders have fair equitable access to mainstream resources</p>	<ul style="list-style-type: none"> • Establish links with Fife and Forth Valley young Offender Strategy Groups and HMP YOI Polmont. 	<p>Chief Officer</p>	<p>June 2008</p>
<p>Promote fair and equitable access to assess the treatment services for those offenders with substance misused problems</p>	<ul style="list-style-type: none"> • Undertake analysis of offenders access to housing, education, employment, training, leisure services and health provision. 	<p>CJA Research Officer</p>	<p>Sept 2008</p>
<p>Invest in Supported Accommodation Services for offenders</p>	<ul style="list-style-type: none"> • Review provision of drug and alcohol treatment services. • Establish links with Fife and Forth Valley DAT/SAT • Consider outcome of national review of Supported Accommodation Services 	<p>Lead Officers, Fife & Forth Valley DTTO Schemes</p>	<p>August 2008</p>
	<ul style="list-style-type: none"> • Establish links with Fife and Forth Valley DAT/SAT 	<p>Chief Officer</p>	<p>July 2008</p>
	<ul style="list-style-type: none"> • Consider outcome of national review of Supported Accommodation Services 	<p>CJA Strategic and Operational Management Groups</p>	<p>Sept 2008</p>

<p>Working Together in New Ways</p> <p>Continue developing joint local working arrangements across Fife and Forth Valley, at all levels from strategic direction to frontline service delivery.</p> <p>Establish effective links with key strategic groups across the CJA area.</p>	<ul style="list-style-type: none"> • Build on information available from the social work and police audits to map local arrangements. • Examine opportunities for co location of staff from different agencies • Ensure the CJA has a presence & influence on the overall community planning and safety partnerships across the local authorities within Fife and Forth Valley. • Monitor and coordinate the consistency of contracts between criminal justice social work and partner agencies, including the provision of prison based social work services. • Improve and develop information sharing protocols and systems across CJA partners • Expand provision of 'tracking services' to follow up offenders • Lobby for CJS to have access to criminal records information 	<p>Chief officer, CJA Strategic and Operational management Groups</p> <p>CJA Operational Management Group</p> <p>Chief Officer, CJA Strategic and operational management groups</p> <p>Chief Officer, CJA Strategic and operational management groups</p> <p>Chief Officer, CJA Strategic and operational management groups</p> <p>CJA Operational management Group</p> <p>CJA Board</p>	<p>Ongoing</p> <p>Ongoing</p> <p>June 2008</p> <p>Sept 2008</p> <p>March 2009</p> <p>Dec 2008</p> <p>April 2008</p>
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<p>Developing and Supporting the Workforce</p> <p>To provide training opportunities for the full range of our staff, jointly with partners where appropriate, to ensure a confident and effective workforce.</p>	<ul style="list-style-type: none"> • Use social work and police audit data to establish training needs • Develop training strategy and implementation plan • Arrange an annual seminar for all our partners • Develop & implement a training strategy • Engage with other CJA's and national training colleges for the Police & Scottish Prison Service in the delivery of training for staff. • Provide annual report of training provided 	<p>CJA Training & Development Officer</p> <p>CJA Training & Development Officer</p> <p>CJA Training & Development Officer</p> <p>CJA Training & Development Officer</p> <p>CJA Training & Development Officer</p> <p>CJA Training & Development Officer</p>	<p>April 2008</p> <p>April 2008</p> <p>June 2008</p> <p>April 2008 and ongoing</p> <p>April 2008</p> <p>March 2009</p>
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<p>Communication Strategy</p> <p>To continue to develop and implement an effective strategy for both internal and external communication across the CJA and to contribute to a national communication strategy to inform the public about the work of the CJA's.</p>	<ul style="list-style-type: none"> • Establish contacts with local press • Implement Media Strategy • Promote and develop CJA Website • Publish Fife & Forth Valley CJA newsletters 3 times per year • Publish an annual report & summary and ensure these are available to the community & victims to improve the level of understanding & knowledge about work of the CJA and its partners • Promote the work undertaken by offenders on Community Service Orders 	<p>CJA Board & Chief Officer</p> <p>Chief Officer</p> <p>CJA office</p> <p>Chief Officer with contributions from partners</p> <p>Chief Officer</p> <p>Chief officer & Service managers of CJS in Fife & Forth Valley</p>	<p>April 2008 & ongoing</p> <p>June 2008 Ongoing</p> <p>Ongoing</p> <p>April 2008</p> <p>Ongoing</p>
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<p>Performance Framework</p> <p>Establish a new performance framework to meet local and national CJA priorities and outcome measures</p>	<ul style="list-style-type: none"> • Establish an operational/performance management group • Establish a performance framework • Develop local performance measures • Produce quarterly management reports to the CJA Board 	<p>Chief officer</p> <p>Chief Officer, CJA Strategic and Operational Management Groups</p> <p>Chief Officer, CJA Strategic and Operational Management Groups</p> <p>Chief Officer</p>	<p>April 2008</p> <p>April 2008</p> <p>April 2008</p> <p>June 2008 and quarterly thereafter</p>
<p>Finance/Resources</p> <p>Ensure resources are managed to best effect</p> <p>To manage the identified resource pressures across the CJA, by reviewing current services and balancing priority needs with effective outcomes.</p>	<ul style="list-style-type: none"> • Ensure where possible Service Level Agreements with partner agencies cover the CJA area • Consider findings of financial review of criminal justice social work grant and grant allocation for 2008/09 	<p>Chief Officer; CJA Finance Group</p> <p>CJA Board, Chief Officer, CJA Strategic Management Group</p>	<p>Sept 2008</p> <p>April 2008 and ongoing</p>

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

THIS REPORT RELATES
TO ITEM 7
ON THE AGENDA

13 September 2007

NOT CONFIDENTIAL

PROVISION OF SUPPORT SERVICES TO THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

1 RECOMMENDATION(S)

- 1.1 That the Fife and Forth Valley Community Justice Authority Board (CJA) approve the arrangements for the provision of support services for the period 2007-2011.

2 CONSIDERATIONS

- 2.1 The Fife and Forth Valley CJA requires support services for:
- (a) Legal Issues
 - (b) Finance
 - (c) Human Resources
 - (d) Committee Support
- 2.2 Since April 2006, these services have been provided by the constituent Local Authorities:
- (a) Legal Support – Falkirk Council
 - (b) Finance Support – Stirling Council
 - (c) Human Resources Support – Fife Council
 - (d) Committee Administration Support – Falkirk Council
- 2.3 The CJA Board agreed, at its last meeting on 29 June 2007, that the Acting Chief Officer review the provision of these support services and submit proposals to the CJA Board at its meeting on 13 September 2007. Two issues required to be addressed. Firstly, in the past year, the demands placed on the Local Authorities have been considerable and time consuming. Complex issues arose that required Officers from more than one Local Authority to meet with the Convenor and Chief Officer.

It was acknowledged, therefore, that there may be merit in a single Authority providing legal, human resources and committee administration support to the CJA. It was acknowledged too that there would be merit in having the Local Authority which the CJA Board Convenor represents provide these services.

Secondly, Stirling Council expressed a wish to relinquish their provision of financial support to the CJA. This is due to capacity issues and the difficulty in creating a separate accounting system that would meet audit requirements, particularly in relation to VAT.

Proposal

- 2.4 Fife Council have agreed to continue the provision of Human Resources support. They will also provide Legal support and Committee administration support to the CJA. The administrative demands of the CJA will be provided by the CJA office.
- 2.5 Clackmannanshire Council have agreed to provide financial support to the CJA. This will be on the basis of full-cost recovery. The budgets that require to be managed are:
- | | |
|---|-------------|
| (a) CJA Budget | £190,000 |
| (b) Local Authority Criminal Justice Social Work Budget | £10,098.000 |
- 2.6 To manage these budgets it will require the assistance of a 0.5 wte Finance Officer. This estimate is based on the experience of Stirling Council in managing the budgets since April 2006.
- 2.7 Service Level Agreements will be drawn up with the CJA and Fife and Clackmannanshire Councils to detail the services provided and agreed costings.

3 CONSULTATION

- 3.1 Consultation has taken place with all four Local Authorities.

4 RESOURCE IMPLICATIONS


Costs

- 4.1 For 2006-07, payments totalling £13,800 were made to the Local Authorities for the provision of support services. A similar amount had been budgeted for 2007-08. It is now estimated that the costs for the provision of support services will be:

	2006/07	2007/08	2008/09
Finance - Stirling 6 Months	4,517	2,938	-
Finance - Clacks 6 months (assume 50% PO1 plus on costs plus VAT)		10,176	20,861
Legal and Committee Support	4,700	4,794	4,890
HR	4,596	4,688	4,781
	13,813	22,595	30,532

- 4.2 The shortfall can be met from within the £190,000 allocated to the CJA for 2007-08. A submission will require to be made to the Scottish Executive to meet the shortfall for 2008-09 and subsequent years (temporary post in the first instance?).

Author

Name	Designation	Signature
Anne Pinkman	Acting Chief Officer	

Date 30 August 2007

Reference 20070913cjaprovisionofsupportservices

FIFE AND FORTH VALLEY
COMMUNITY JUSTICE AUTHORITY

**THIS REPORT RELATES
TO ITEM 8
ON THE AGENDA**

13 September 2007

NOT CONFIDENTIAL

COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES

1 RECOMMENDATION(S)

- 1.1 To note the projected outturn position for 2007/08.
- 1.2 To authorise the Acting Chief Officer to request additional funding from the Scottish executive to meet the additional costs regarding the position of the Chief Officer.
- 1.3 To authorise the Acting Chief Officer to request additional funding from the Executive in 2008/09 and future years to meet the costs of financial support to the CJA.

2 CONSIDERATIONS

- 2.1 Fife and Forth Valley Community Justice Authorities receive a £190,000 grant from the Scottish Executive year to provide for the running costs i.e. the Chief Officer, support costs etc. This funding is provided under Section 4(6) of the Management of Offenders Etc (Scotland) Act 2005 and is separate to the monies allocated to fund the Criminal Justice Social Work Services. This money is paid to Stirling Council as lead Authority on Finance.
- 2.2 Appendix 1 contains a breakdown of the intended spend against this budget for 2007/08. The current position is a projected overspend of £30,160 due primarily to the Chief Officer position. There are additional anticipated costs in relation to support services, however due to slippage in recruiting the Research and Information post the additional support costs can be accommodated in this financial year.
- 2.3 In terms of the Chief Officer, the substantive postholder is currently absent from work. An Acting Chief Officer has been brought in to cover the work. This is likely to cause the CJA some financial difficulty and there is currently a projected overspend of £30,160 in relation to this. The Scottish Executive has been kept fully informed of the position and the potential for additional costs being incurred. The Scottish Executive have asked that we provide a revised forecast of spend in October 2007 so they consider the budgetary implications and revise the budgetary provision if required.

2.4 Appendix 2 shows estimated costs for 2008/09 based on all posts being filled and meeting the costs of the new support services arrangements. Should the CJA grant remain at £190,000 there will be a shortfall of £19,810. The report recommends that the Acting Chief Officer contact the Scottish Executive to request additional funding for 2008/09 and beyond.


3 CONSULTATION

3.1 Consultation has taken place with the Acting Chief Officer.

4 RESOURCE IMPLICATIONS

4.1 The resource implications are shown in the appendices.

Author

Name	Designation	Signature
Gillian Morrison	Stirling Council Community Services Accounting Manager	

Date 31 08 07

Reference 20070913CJAAdministrationMonies

Appendix 1: Summary Financial Statement 2007/08

	Budget £	Projection £	Variance £ () = Underspend
Chief Officer/Interim Chief Officer	73,190	104,010	30,820
Support Staff/agency staff	63500	56,560	(6,940)
Property Costs	8,550	8,550	0
Office Expenses	12,060	12,060	0
Conferences & Training	15,000	15,000	0
Professional Fees - HR, Finance and Legal Support	17,700	23,980	6,280
Total CJA Costs	190,000	220,160	30,160
Grant from Scottish Executive	190,000	190,000	0
Total Projected (Under)/Overspend	0	30,160	30,160

Appendix 2: Estimated CJA Budget 2008/09

	Budget £
Chief Officer	69,200
Support Staff	72,360
Property Costs	8,700
Office Expenses	14,020
Conferences & Training	15,000
Professional Fees - HR, Finance and Legal Support	30,530
Total CJA Costs	209,810
Grant from Scottish Executive	190,000
Shortfall in Grant	19,810

FIFE AND FORTH VALLEY
COMMUNITY JUSTICE AUTHORITY

**THIS REPORT RELATES
TO ITEM 9
ON THE AGENDA**

13 September 2007

NOT CONFIDENTIAL

**FIFE & FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET
MONITORING 2007/08**

1 RECOMMENDATION(S)

- 1.1 To note the projected outturn position for 2007/08 based on information to the end of July.
- 1.2 To approve the spending details for the additional grant allocation for MAPPA and ViSOR for submission to the Scottish Executive.

2 CONSIDERATIONS

- 2.1 Criminal Justice Social Work Services are funded via a ring-fenced grant from the Scottish Executive. Chief Officer's of CJAs as budget holders are responsible for the effective financial management of the funds allocated to their CJA, including internal resources allocation across the constituent authorities. Appendix 1 contains the detail of the funding formula which is used by the Scottish Executive to allocate their overall Scotland wide grant for CJS across Authorities. Appendix 2 gives a brief explanation of the service provided under each of the grant headings.
- 2.2 At the CJA Board meeting in March, members noted the grant awarded which gave an allocation for Fife Council and one for the Forth Valley area. The Forth Valley money was then split across Clackmannanshire, Falkirk and Stirling on the same basis as in previous years for these 3 Councils. At that time it was also noted that there will be a review of the method of grant allocation across the 4 constituent authorities in time to implement any changes for 2008/08. This work is being commissioned by the Acting Chief Officer from an external independent company.
- 2.3 Appendix 3 shows for each authority and in total for the CJA, the grant allocation, projected spend and any under/overspends.
- 2.4 Appendix 4 shows the budget under the subjective headings and compares projected year end positions to show any under/overspends.

- 2.5 In terms of Fife Council, the challenge for the Fife CJS Management Team is to maximise the budget allocation for 2007 - 2008 in order to meet the 8% Central Support Service costs. This challenge is set against a £136,000 reduction in the Throughcare Budget and the impact upon the Service of the Modernising Employment/Single Status Review.

As a result Fife CJS Managers, along with colleagues in the Social Work Accounting Team have had to vire money from across the grant allocation in order to maintain Services to offenders and partners in Fife. The projection over the remainder of the financial year is that the Service will, as a result, be unable to meet the 8% Central Support Service costs.

- 2.6 For Falkirk Council, single status costs are still being worked into budgets and this is likely to be an additional financial pressure. Another area of budgetary pressure is in the Supported Accommodation service which does not receive adequate funding and is part funded from the Falkirk Council Social Work budget instead by around £100,000. The Probation and Court service has incurred very high travel expenses associated with Fast track orders. In Community Service, there was a reduction in the grant allocation for 07/08 and also anticipated costs associated with expensive Health and Safety equipment are the reasons for the projected overspend. There has also been a substantial increase in the number of SERs which has resulted in the service having to use sessional staff to a greater extent.

- 2.7 In terms of Clackmannanshire, there is a small underspend of £20K in the Core budget due to vacancies at the start of the year. This underspend is compensated by cover for Maternity Leave which is not budgeted. With the ever increasing workload it is necessary to maintain full staffing compliment. The predicted outturn is a £4K underspend in Core Services. Single status has not yet been introduced in Clackmannanshire and is likely to be a budget pressure for next financial year.

- 2.8 In Stirling Council, single status has not yet been introduced and is likely to be a budget pressure for next financial year. The Council is currently projecting that costs for the Criminal Justice Service will be broadly within budget. There are a number of staffing vacancies and maternity leaves, these are being covered by sessional and agency staff where possible prior to posts being filled in order to maintain service delivery.

- 2.9 In October, we are required to submit a mid year estimate to the Scottish Executive and this includes actual spend for the first 6 months and projected spend to the year end. This return would highlight if there was any imbalance between authorities – ie one Council has a projected underspend and one Council has a projected overspend. The Scottish Executive expects any variances to be managed within the Fife and Forth Valley CJA as far as possible and therefore revisions to the grant allocations between the constituent authorities may be required.

- 2.10 The Scottish Executive have allocated additional funding of £145,455 to Fife and Forth Valley CJA for MAPPA and VISOR. Appendix 5 contains the detailed proposals for this spend. Subject to the approval by the CJA Board, these proposals the need to be submitted to the Scottish Executive.

The monies will be received on a full year basis, as there are new staff being employed there is likely to be some underspend in this financial year which may assist with some of the financial pressures.


3 CONSULTATION

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

4 RESOURCE IMPLICATIONS

4.1 The resource implications are shown in the Appendices.

Author

Name	Designation	Signature
Gillian Morrison	Stirling Council Community Services Accounting Manager	

Date 31 08 2007

Reference 20070831ffvcjswservicebudgetmonitoring2
00708

FORMULA FOR ALLOCATION OF GRANT FOR PROVISION OF CRIMINAL JUSTICE SOCIAL WORK SERVICES

BACKGROUND

- 1 Section 27 of the Social Work (Scotland) Act 1968 provides specific funding powers for the delivery by Local Authorities of Criminal Justice Social Work Services. Section 27 prescribes the range of functions and services Local Authorities are to provide in respect of delivering services to offenders and makes provision for the ring-fenced arrangements for the service.
- 2 Distribution of available funding between individual mainland Local Authorities for the delivery of mainstream or core services has been subject, since the 1999-00 financial year, to a formula arrangement. (The Island Authorities are not part of the formula arrangements). The formula was agreed in January 1999 by the Scottish Office and COSLA following work undertaken within a joint working group. It was reviewed in late 2000 by the Scottish Executive and COSLA/ADSW and, subject to a number of minor revisions, was endorsed as an appropriate mechanism for determining levels of grant for individual Authorities.
- 3 The Management of Offenders etc (Scotland) Act 2005 led to the creation of Community Justice Authorities (CJAs). From 1 April 2007 the CJAs have assumed funding responsibility for Criminal Justice Social Work services within their areas.

CORE AND NON-CORE SERVICES

The Criminal Justice Social Work budget provides funding for a range of services that are classified as either core or non-core services. Core services are mainstream services, non-core services are described by the Justice Department as "those services which do not have national coverage and/or at pilot stage etc."

CORE SERVICES

- Social Enquiry Reports
- Probation
- Community Service
- Supervised Attendance Orders
- Court Social Work Services
- Diversion from Prosecution
- Bail Information and Supervision

NON-CORE SERVICES

- Support Programmes
- Drug Testing and Treatment Orders
- Pilot Initiatives
- Supported Accommodation

FORMULA FOR PROVISION OF CORE SERVICES

The formula represents the methodology used in determining allocation between Local Authorities/CJAs of available funding for the delivery of core services. It does **not** determine the overall level of national funding to be made available, which is set by Scottish Ministers in the light of competing budget priorities.

The principal determinants of funding of core services are workload figures and a limited range of factors that can broadly be described as representing needs.

WORKLOAD

In broad terms, the amount of grant allocated for each core services is based on the average outturn of Reports/Orders a Local Authority/CJA in the past three years.

NEEDS

The formula takes account of the following sets of external data for each Local Authority area:

Population of unemployed males 16-24 years: Weighting 0.5
Proportion of Sheriff Court business: Weighting 0.5

OVERALL CALCULATION

The amount allocated for each mainstream service the formula is applied:

- Workload: $\frac{2}{3}$
- Needs Factors: $\frac{1}{3}$

NON-CORE SERVICES

There is no formula for determining the allocation of non-core services.

VIREMENT OF GRANT

The Justice Department does permit Local Authorities monies to be vired between core services and between non-core services. It does not permit virement from core services to non-core services or vice versa.

CRIMINAL JUSTICE SOCIAL WORK SERVICES

DEFINITIONS OF CORE AND NON-CORE SERVICES AS PER GRANT ALLOCATION

CORE SERVICES

Probation: Offenders can be placed on Probation for a minimum of six months and up to a maximum of three years. Many offenders placed on Probation will have additional conditions set by Sentencers, such as attendance at a groupwork programme, to attend for alcohol or drugs treatment, to reside at a specific address, or to undertake unpaid work.

Community Service: This is an alternative to imprisonment where offenders are required to undertake unpaid work in the community. The minimum number of hours imposed is 80 and the maximum is 300 hours. These hours must be completed within a year of sentence. In many cases this can be a condition of a Probation Order.

Social Enquiry Reports (SERs): Criminal Justice Social Workers prepare SERs on offenders at the request of Sentencers. Sentencers are obliged to request SERs on:

- Any individual under the age of 21 where the Sentencers are considering imposing a custodial sentence;
- Any individual, regardless of age, who has never before received a custodial sentence, and the Sentencer is considering imposing a custodial sentence;
- Any individual who the Sheriff wishes to consider for Probation, Community Service or a Drug Testing and Treatment Order;
- Any individual who is, at the time of sentence, the subject of a Probation, Community Service Order or DTTO.

Supplementary SERs: Very often Sentencers will ask for Supplementary SERs. Typically this would include:

- Individuals already subject to Probation, Community Service or DTTO;
- Individuals where sentence is deferred for good behaviour for a period of several months.

THROUGH-CARE

Throughcare covers a range of services:

- Life Licence
- Parole
- Non-Parole Licence
- Supervised Release Orders
- Extended Sentences
- Short Term Sex Offender Licences
- Voluntary Aftercare
- Home Detention Curfews

With the exception of Voluntary Aftercare and Home Detention Curfews, all others are classified as Statutory Throughcare Services. Offenders, and their families, will be provided with a service from Criminal Justice Social Work during the period of their imprisonment. All will then be subject to statutory supervision on release from custody.

Any short term Prisoner (ie serving a sentence of up to four years) is entitled to request and receive support from Criminal Justice Social Work services for a period of up to one year following release from custody.

Home Detention Curfews: Allow for the early release of Prisoners serving short sentences, ie sentences from three months up to four years, subject to electronic monitoring, more commonly known as tagging. The minimum period of early release is 14 days for those serving three months to a maximum period of 135 days for those serving between 18 months to under four years.

Home Circumstance Reports: These Reports are provided by Criminal Justice Social Work services to:

- The Parole Board in consideration of a Prisoner's suitability for early release on Parole;
- The Prison to determine an offender's suitability for home leave or Home Detention Curfew.

Diversion from Prosecution: The Procurator Fiscal can refer individuals to Criminal Justice Social Work to assess their suitability for various short forms of intervention or support as an alternative to prosecution. This period of intervention or support would ordinarily be around three months.

Supervised Attendance Orders (SAOs): SAOs are an alternative to imprisonment for non-payment of fines. The minimum number of hours is 10, the maximum 100 hours. The hours can involve attendance at a variety of programmes, such as budgeting, education, employment and training skills. It can also include unpaid work in the community.

Mandatory Supervised Attendance Orders: These were introduced from 1 September 2007. From that date an individual who fails to pay any fine of a value up to £500 will be placed on SAO. Mandatory SAOs will operate in the same way as regular SAOs.

Bail Assessment and Supervision: Sentencers can, to either enhance ordinary Bail Supervision, or, as an alternative to remand, request Criminal Justice Social Workers to assess offenders for Supervised Bail. If imposed, offenders are required to report to Criminal Justice Social Work services on a regular basis.

Court Services: Criminal Justice Social Work services provide a presence and assistance at our Sheriff Courts. They will be involved in a variety of tasks, including providing 'stand-down' reports for Sheriffs, interviewing offenders where SERs have been requested, or community based disposals imposed, or assessing those who have been remanded to custody or received prison sentences.

NON-CORE SERVICES

Alcohol: Clackmannanshire Council receives a sum of £11k per year on behalf of the three Forth Valley Criminal Justice Services. This is for the provision of alcohol support and counselling services which is purchased from a local voluntary organisation, ASC.

Bail Pilot: Stirling Criminal Justice Services have been involved in a pilot programme for Bail with electronic monitoring. The pilot will end this financial year.

Drug Court, Drugs (Fast Track Drugs Assessment), Drug Treatment and Testing Orders: Fife has specialist Drug Courts in Kirkcaldy and Dunfermline and receives a specific sum for this. Fife also provides Drug Testing and Treatment Orders (DTTOs), which are imposed as an alternative to custody for offenders whose offending is drugs related. DTTOs are intensive Orders.

The three Forth Valley Criminal Justice Services have a Forth Valley Criminal Justice Treatment Service. This service provides DTTOs and a Fast Track Assessment and Treatment Service.

The latter service preceded the roll out of DTTOs across Scotland. The Fast Track Service provides support, as a condition of a Probation Order, to offenders whose offending is drugs related. It is not as intensive an Order as a DTTO.

Stirling Criminal Justice Service is the lead Authority for the Forth Valley Criminal Justice Drug Treatment Service, most of the grant allocated sits within Stirling Criminal Justice Services budget, the smaller amounts allocated to Falkirk and Clackmannanshire are transferred to Stirling Criminal Justice Services budget for the Drug Treatment Service.

The Justice Department have agreed that the grants allocated to Fife for the Drugs Courts and DTTOs can be operated as a single budget. They have similarly agreed that Forth Valley can operate the DTTO and Fast Track as a single budget.

Employment Project (APEX): Both Fife and Clackmannanshire, on behalf of the three Forth Valley Criminal Justice Services, receive a grant allocation to provide education, employment and training opportunities for offenders from APEX.

Intensive Probation Project (SACRO): Falkirk Criminal Justice Services, on behalf of the three Forth Valley Criminal Justice Services, receive a grant allocation for the provision of two groupwork programmes, CSOGP (Community Sex Offender Groupwork Programme) and DAG (Domestic Abuse Group). Both programmes are delivered in partnership with SACRO. The full amount of grant allocated is provided to SACRO.

MAPPA (Multi-Agency Public Protection Arrangements): Came into force in April 2007. This funding provides for the employment of one Mappa Co-ordinator and one Administrator in both Fife and Forth Valley.

Substance Misuse Programme: This small grant allocation (£3k) is used for the purchase of Alcohol Support Services for the three Forth Valley Criminal Justice Services as outlined at 'Alcohol' above.

Supported Accommodation Service: The majority of the grant allocated is used to purchase from SACRO supported accommodation and supported tenancy services for offenders across Fife and Forth Valley. A small proportion is used, where appropriate, to purchase residential treatment places.

Placements: Stirling Criminal Justice Service have been allocated an additional sum of money to meet the costs of a residential placement for a high risk offender out of the Stirling Council area.

Roll out of Accredited Programmes: Constructs: Positive Steps to Stop Offending (PSSO): The three Forth Valley Criminal Justice Services are amongst the first Criminal Justice Services to be included in the roll out of Constructs which is an accredited programme for offending. Falkirk Criminal Justice Services are the lead Agency for the three Forth Valley Criminal Justice Services. Falkirk Criminal Justice Services are also the employers for the additional staff remitted for this programme. It is hoped funding for the provision of Constructs in Fife will be available in 2008-09.

Sex Offenders (Community Protection Team): Fife Criminal Justice Service has a specialist Community Protection Team responsible for the risk assessment and management of Sex Offenders. This team also provides the CSOGP programme and funding for this is included in the grant allocation for the Community Protection Team.

Throughcare Addiction Services: This service is used to provide support and access to treatment for short term Prisoners who have substance misuse problems on their release from custody.

Throughcare: Supervision of Sex Offenders: Any sex offender serving a short term prison sentence is now subject to statutory supervision on release on Orders known as Short Term Sex Offenders Licence. These were introduced in July 2006.

Young Offenders (Barnardos' Intensive Probation): Fife have a specialist Youth Justice Offenders Strategy Team that provides intensive support to young people aged 16 and 17 placed on probation and the grant allocated here is used to fund this. The three Forth Valley Criminal Justice Services receive intensive support for a small number of young attendees aged 16 and 17 for Barnardos Freagarrach Project. Falkirk is the lead Agency with Barnardos and the grant allocated to Falkirk is provided in its entirety to Barnardos.

OTHER SUPPORT PROGRAMMES

- **2nd Year MSc in Advanced Social Work Studies:** Fife Criminal Justice Service receives a grant to meet the costs of one of their employees undertaking an MSC.
- **Additional Funding to Cover Maternity Leave:** Fife Criminal Justice Service, in 2005/06, had a significant number of female workers on maternity leave. In recognition of this, the Justice Department agreed to provide funding to cover these posts. The maternity leave for some workers stretched into 2006/07, hence the grant allocation in this year.
- **(Development of) Forensic Mental Health Service:** The three Forth Valley Criminal Justice Services receive a small grant allocation for the provision of Criminal Justice Social Work/Mental Health Officer services to the Forth Valley NHS Forensic Service.
- **Constructs – Capital:** This is a one-off payment to Falkirk and Stirling Criminal Justice Services for provision of accommodation for the delivery of the Constructs Programme.
- **Training and Development:** The Community Justice Authority as been allocated £60,000 per year for the delivery of training and development of Criminal Justice Social Work staff.

Fife & Forth Valley CJA Financial Projection 2007/08					
<i>All figures are thousands</i>					
APPENDIX 3	Fife	Falkirk	Stirling	Clack	Total
Service	2007/08 Allocation	2007/08 Allocation	2007/08 Allocation	2007/08 Allocation	2007/08 Allocation
Core					
Probation	764	405	217	136	1,522
Community Service	793	365	173	168	1,499
Social Enquiry Reports	871	313	252	186	1,622
Throughcare (includes Home Detention Curfews)	420	165	134	81	800
Home Circumstance Reports	17	8	6	4	35
Supervised Attendance Orders	121	61	44	16	242
Mandatory Supervised Attendance Orders	72	31	22	8	133
Diversion	64	62	40	40	206
Bail	67	28	17	12	124
Court Services	218	78	66	49	411
	3,407	1,516	971	700	6,594
Non Core					
ALCOHOL				11	11
BAIL PILOT			28		28
DRUG COURT	689				689
Drugs(FAST TRACK DRUG ASSESSMENT)		46	244	14	304
Drug Treatment & Testing Orders	547	0	324	0	871
EMPLOYMENT PROJECT (APEX)	51	0	0	104	155
INTENSIVE PROBATION PROJECT (SACRO)		126	0	0	126
MAPPA	62		62		124
SUBSTANCE MISUSE PROGRAMME	0	0	0	3	3
SUPPORTED ACCOMMODATION	278	64	47	19	408
PLACEMENTS			38		38
ROLL OUT OF ACCREDITED PROGS : CONSTRUCTS PSSO		230			230
SEX OFFENDERS (COMMUNITY PROTECTION TEAM)	239				239
THROUGHHCARE ADDICTION SERVICES	34	8	6	4	52
THROUGHHCARE : SUPERVISION OF SEX OFFENDERS	18	6	5	3	32
YOUNG OFFENDERS (BARNARDOS, INTENSIVE PROBATION)	189	69	0	0	258
OTHER SUPPORT PROGRAMMES :					0
2nd Year MSc in Advanced Social Work Studies - Alison Dey	3				3
Additional Funding to cover Maternity Leave	28				28
FORENSIC MENTAL HEALTH SERVICE		9	6	4	19
CONSTRUCTS - CAPITAL		22	13		35
Training & Developent			60		60
	2,138	580	833	162	3,713
	5,545	2,096	1,804	862	10,307

Fife & Forth Valley CJA Financial Projection 2007/08										
All figures are thousands										
APPENDIX 3										
	Fife	Falkirk	Stirling	Clack	Total	Fife	Falkirk	Stirling	Clack	Total
Service	Projected Expenditure 2007/08	Projected Expenditure 2007/08	Projected Expenditure 2007/08	Projected Expenditure 2007/08	Projected Expenditure 2007/08	Variance Over / (Under)	Variance Over / (Under)	Variance Over / (Under)	Variance Over / (Under)	Variance Over / (Under)
Core										
Probation	915	412	236	134	1,697	151	7	19	(2)	175
Community Service	747	413	192	164	1,516	(46)	48	19	(4)	17
Social Enquiry Reports	541	319	198	182	1,240	(330)	6	(54)	(4)	(382)
Throughcare (includes Home Detention Curfews)	463	168	152	85	868	43	3	18	4	68
Home Circumstance Reports		8		0	8	(17)	0	(6)	(4)	(27)
Supervised Attendance Orders	136	48	68	23	275	15	(13)	24	7	33
Mandatory Supervised Attendance Orders				0	0	(72)	(31)	(22)	(8)	(133)
Diversion	48	58	37	50	193	(16)	(4)	(3)	10	(13)
Bail	39	27	24	21	111	(28)	(1)	7	9	(13)
Court Services	424	80	63	37	604	206	2	(3)	(12)	193
	3,313	1,533	970	696	6,512	(94)	17	(1)	(4)	(82)
Non Core										
ALCOHOL				11	11	0	0	0	0	0
BAIL PILOT			28		28	0	0	0	0	0
DRUG COURT	1,433				1,433	744	0	0	0	744
Drugs(FAST TRACK DRUG ASSESSMENT)		42	237	14	293	0	(4)	(7)	0	(11)
Drug Treatment & Testing Orders			332		332	(547)	0	8	0	(539)
EMPLOYMENT PROJECT (APEX)	54			104	158	3	0	0	0	3
INTENSIVE PROBATION PROJECT (SACRO)		126			126	0	0	0	0	0
MAPP	66		67		133	4	0	5	0	9
SUBSTANCE MISUSE PROGRAMME				3	3	0	0	0	0	0
SUPPORTED ACCOMMODATION	317	69	49	19	454	39	5	2	0	46
PLACEMENTS			38		38	0	0	0	0	0
ROLL OUT OF ACCREDITED PROGS : CONSTRUCTS PSSO		215			215	0	(15)	0	0	(15)
SEX OFFENDERS (COMMUNITY PROTECTION TEAM)	311				311	72	0	0	0	72
THROUGH CARE ADDICTION SERVICES	36		7	4	47	2	(8)	1	0	(5)
THROUGH CARE : SUPERVISION OF SEX OFFENDERS	19	69		3	91	1	63	(5)	0	59
YOUNG OFFENDERS (BARNARDOS, INTENSIVE PROBATION)	245				245	56	(69)	0	0	(13)
OTHER SUPPORT PROGRAMMES :					0	0	0	0	0	0
2nd Year MSc in Advanced Social Work Studies - Alison Dey	3				3	0	0	0	0	0
Additional Funding to cover Maternity Leave	28	11			39	0	11	0	0	11
FORENSIC MENTAL HEALTH SERVICE			7	4	11	0	(9)	1	0	(8)
CONSTRUCTS - CAPITAL		22	13		35	0	0	0	0	0
Training & Development			60		60	0	0	0	0	0
	2,512	554	838	162	4,028	374	(26)	5	0	353
	5,825	2,087	1,808	858	10,540	280	(9)	4	(4)	271

Fife & Forth Valley Criminal Justice Grouping - Monitoring as at July 2007

Criminal Justice - Clackmannanshire

APPENDIX 4

	2007/08	2007/08	2007/08
DESCRIPTION	Annual Budget	Projection to year end	Variance
EMPLOYEE COSTS	599	596	(3)
PREMISES-RELATED EXPENDITURE	21	21	0
SUPPLIES & SERVICES	18	18	0
TRANSPORT CHARGES	30	29	(1)
THIRD PARTY PAYMENTS	148	148	0
SUPPORT CHARGES	46	46	0
TOTAL EXPENDITURE	862	858	(4)
GOVT AGENCY REIMBURSEMENTS	(862)	(862)	0
OTHER INCOME			0
TOTAL INCOME	(862)	(862)	0
NET EXPENDITURE	0	(4)	(4)

**Proposals for MAPPA/ViSOR Budget Allocation -
Fife and Forth Valley Criminal Justice Partnership**

APPENDIX 5

Fife Council Area	Annual Cost
<p><u>Criminal Justice Assistant in Community Protection Team</u> - to act as link between MAPPA staff and Fife Police Offender Management Unit</p> <p>- to collate risk assessment and task allocation pro-forma - to populate ViSOR - to support criminal justice social work staff in general - to liaise with Sex Offender Liaison Officers within the Housing function appointed as a result of the National Accommodation Strategy for sex Offenders - to liaise with other Fife Council staff and staff from other agencies involved in the MAPPA and ViSOR process.</p>	26,761
<p><u>Clerical Assistant</u> Based within the Community Protection team The post will support the staff in the team, including the above post They will be responsible for assisting with the additional workload created as a result of the MAPPA and ViSOR implementation. the post will also support the MAPPA staff based with the Offender Management Unit</p>	20,568
<p><u>MAPPA Staff - support, travel, training etc costs</u> The original MAPPA funding for the Co-ordinator and Admin assistant is only for their staff costs. No office expenses, accommodation, training and travel costs are included. This funding will cover the additional costs involved in supporting these staff.</p>	25,399
Forth Valley Area	
<p><u>Falkirk Council</u> <u>Criminal Justice Clerical Assistant</u> - to address issues of keying into the ViSOR system - to minute MAPPA meetings in the absence of the MAPPA administrator</p>	25,000
<p><u>Stirling/Clackmannanshire Councils</u> Criminal Justice Clerical Assistant Post split 50/50 between the 2 Councils - to address issues of keying into the ViSOR system - to minute MAPPA meetings in the absence of the MAPPA administrator</p>	25,000
<p><u>MAPPA Staff - support, travel, training etc costs</u> The original MAPPA funding for the Co-ordinator and Admin assistant is only for their staff costs. No office expenses, accommodation, training and travel costs are included. This funding will cover the additional costs involved in supporting these staff.</p>	22,727
FULL COSTS OF PROPOSALS	145,455

FIFE AND FORTH VALLEY
COMMUNITY JUSTICE AUTHORITY

**THIS REPORT RELATES
TO ITEM 10
ON THE AGENDA**

13 September 2007

NOT CONFIDENTIAL

TRAINING AND DEVELOPMENT

1 RECOMMENDATION(S)

- 1.1 That the Fife and Forth Valley Community Justice Authority Board (CJA) approves the proposal to spend the £60,000 allocated each year from the Scottish Executive to the CJA for the provision of Training and Development for Criminal Justice Social Work staff.

2 CONSIDERATIONS

- 2.1 The Scottish Executive Justice Department has allocated the eight CJAs in Scotland £60,000 each, per year, for the provision of training and development for Criminal Justice Social Work staff. This money has been allocated in recognition of the increasing demand for specific training needs for Criminal Justice Social Work staff such as the use of accredited risk assessment tools and delivery of accredited programmes.
- 2.2 The Scottish Executive Justice Department required proposals to be submitted to them in July 2007, outlining how the CJA would spend £60,000. The Acting Chief Officer submitted proposals stating that there are no dedicated Training and Development posts specifically for Criminal Justice Social Work Services in any of the four Local Authorities within Fife and Forth Valley. We intend, therefore, to create a dedicated Training and Development Officer post.

The post holder will be responsible for:

- Delivery and co-ordination of Criminal Justice Social Work training for national initiatives such as standard risk assessment and management tools, and delivery of accredited programmes;
- Co-ordination of an annual training programme for Criminal Justice Social Workers within the CJA area;
- To provide an annual projection of training needs for the CJA in respect of Criminal Justice Social Work Services.

The Training and Development Officer will most likely be based in the Fife and Forth Valley CJA offices. Agreement is still required over which Local Authority Criminal Justice Services will employ the postholders.

Costs

2.3	1 Training and Development Officer	£35,192
	0.5 (WTE) Clerical Assistant	£8,409
	Travel	£1,000
	Accommodation	£2,000
	Purchase of Training	£9,899
	Hire of Venues	£3,500
	Total	£60,000

Start up cost, including purchase of computer, desk and other equipment, will be met from an anticipated under spend in this year due to the delay in recruiting the postholders in 2007-08.


3 CONSULTATION

3.1 Consultation has taken place with Criminal Justice Service Managers in Fife, Clackmannanshire, Falkirk and Stirling Councils.

4 RESOURCE IMPLICATIONS

4.1 None.

Author

Name	Designation	Signature
Anne Pinkman	Acting Chief Officer	

Date 30 August 2007

Reference 20070913TrainingandDevelopment



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Community Justice Services Division

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Your ref:
Our ref:

22 August 2007

Dear Anne

TRAINING AND DEVELOPMENT

Thank you for your letter of 1 August 2007 containing the training and development proposal for the Fife and Forth Valley Community Justice Authority.

In my letter of 23 April, I advised that funding up to an additional £60,000 per annum would be made available to deliver the outcomes in the attachment to my letter. The extra funding would be allocated to Community Justice Authorities (CJAs) at the earliest opportunity to cover the costs of establishing a training and development resource for local authority criminal justice social work services within each CJA area for the period 2007-2010.

I am writing to confirm that the Scottish Executive approves the proposal of the CJA up to £60,000 per annum. I can therefore confirm that your CJA will receive an additional allocation of £60,000 less 2½% retention totalling £58,500 per annum resulting in a one off payment of £19,500 and six equal monthly payments of £6,500. Arrangements will be made to include the allocations as part of the criminal justice social work services monthly grant allocations with effect from September 2007. As such, we are able to allocate the full amount (for this part year) to help cover set up costs. For those areas whose proposal exceeds the £60,000, our expectation would be that this shortfall be met from within the CJA budget.

The purpose of the funding is to provide an additional resource to assist in delivering the national training programme for criminal justice social work services in relation to the current priorities for the roll-out of accredited programmes and the provision of standard risk and management assessment tools. The funding also provides an additional resource for the co-ordination of this work within the CJA area. Further training is planned on MAPPAs and Integrated Case Management and, as previously advised, we would expect the arrangements to be able to respond to these and the new demands which will arise in future. Mark McSherry will write to you shortly on how the additional resource can assist in the delivery of the national training programme.

I hope that this is sufficient to let you proceed.



Please contact Maurice Williams (Tel: 0131-244-5439 or by email at Maurice.williams@scotland.gsi.gov.uk) if you have any queries regarding the payment mechanism for this development.

Yours sincerely



MRS ELIZABETH CARMICHAEL

**THIS DOCUMENT
RELATES TO
ITEM 11
ON THE AGENDA**

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

DRAFT SCHEDULE OF MEETINGS: 2007 – 2008

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

Pre-Agenda Meeting (Convenor and Vice Convenor only)	Date of Board Meeting <u>All Meetings Start at 9.30 am</u>
Friday, 31 August 2007 <u>2.30 pm</u> Fife House, Glenrothes	Thursday, 13 September 2007 Council Chambers, Old Viewforth, Stirling
Monday, 26 November 2007 <u>9.30 am</u>	Wednesday, 12 December 2007 Venue to be confirmed
Monday, 25 February 2008 <u>9.30 am</u>	Wednesday, 12 March 2008 Venue to be confirmed
Tuesday, 27 May 2008 <u>9.30 am</u>	Friday, 13 June 2008 Venue to be confirmed