



You are invited to attend a **MEETING** of the **FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY** to be held within **COMMITTEE SUITE, MUNICIPAL BUILDINGS, FALKIRK** on **TUESDAY 27 MARCH 2007** at **10.30 AM**.

Membership

Clackmannanshire Council

Councillor G Matchett

Falkirk Council

Councillor P McCafferty

Councillor J McNally

Councillor I Miller

Fife Council

Councillor H Blyth

Councillor A Keddie

Councillor M Kennedy

Councillor G Kay

Stirling Council

Councillor C McKean

Councillor Paterson

20 March 2007

BUSINESS

Intimate Apologies.

PART I

1. MINUTE

Submit Minute of Meeting of the Community Justice Authority held on 26 January 2007. **(Pages 3 to 5)**

2. ALLOCATION OF CRIMINAL JUSTICE SOCIAL SERVICES WORK GRANT FOR 2007/08

Submit Report by the Chief Officer. **(Pages 6 to 10)**

3. UPDATE ON THE FIFE AND FORTH VALLEY ACTION PLAN FOR 2007 - 2008

Submit Report by the Chief Officer. **(Page 11)**

4. PREPARATION AND SUBMISSION OF COMMUNITY JUSTICE AUTHORITY AREA PLANS 2008 - 2011

Submit Report by the Chief Officer. **(Pages 12 to 16)**

5. **BUDGET MONITORING REPORT 2006/07**

Submit Report by Democratic Services Manager. **(Pages 17 to 19)**

6. **DISABILITY EQUALITY SCHEME**

Submit Report by Democratic Services Manager. **(Pages 20 to 21)**

7. **HUMAN RESOURCE ISSUES**

Submit Report by Human Resources Adviser. **(Page 22)**

(Contact for further information – Iain Tough, 01324 506110)

Item 3

MINUTE of MEETING of the FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY held within MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 27 MARCH 2007.

PRESENT: Councillors Blyth (Fife), Kay (Fife), Keddie (Fife), Kennedy (Fife), Matchett (Clacks); McCafferty (Falkirk), McKean (Stirling), Miller (Falkirk) and Paterson (Stirling).

CONVENER: Councillor Miller.

APOLOGY Councillor McNally.

ATTENDING: C Adamson, NHS Fife, J Birks, Director of Housing and Social Work Services, Falkirk Council; P Delargy, SACRO; N Henderson, Human Resources, Fife Council; C Hershaw, Fife Constabulary; J Knox, Acting Chief Officer; K Leinster, Social Work, Fife Council; H Mennie, APEX; S McCloskey, Victim Support Scotland; C Moodie; Legal Services Manager, Falkirk Council; S Moore, Social Work, Fife Council; A Pinkman, Head of Community Justice Service; Stirling Council; A Smillie, Clackmannanshire Council; S Stirrat, Service Manager, Falkirk Council; I Tough, Democratic Services Manager, Falkirk Council.

CJA27. URGENT BUSINESS

The Convener advised that he had accepted a request to consider an urgent item regarding the Chief Officer and that this would be taken as part of Item 7 "Human Resources" but that this would be considered in private.

CJA28. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of the Fife and Forth Valley Community Justice Authority held on 26 January 2007, subject to the following corrections:-

1. to note in the sederunt that Councillor Douglas attended as substitute for Councillor Kennedy and not Councillor Keddie, and
2. to note that Members had recently attended the drugs court in the Fife Council area and had commented on the positive outcomes arising from the initiative with a further visit to be included in the induction programme for the new Community Justice Authority following the elections in May 2007.

CJA29. ALLOCATION OF CRIMINAL JUSTICE SOCIAL SERVICES WORK GRANT FOR 2007/08

There was submitted report (circulated) by the Chief Officer detailing the ring fenced funding allocations for the Fife and Forth Valley Community Justice Authority for the delivery of approved core and non-core components of Criminal Justice Social Work Services grant for the financial year 2007/08 received from the Scottish Executive. The report also advised that the Chief Officer is responsible for the effective financial management of the funds allocated to the Community Justice Authority, including internal resource allocations across the constituent authorities and noted that there has been no inflation uplift for 2007/08.

AGREED to:-

- (1) authorise the Chief Officer to take forward discussions with officers of the relevant authorities, through the Finance Review Group established under the Community Justice Authorities' Action Plan 2007/08, regarding the allocation of the grant funding from 2008/09; and
- (2) request that a further report be submitted to a future meeting of the Community Justice Authority on the allocation of the grant funding.

CJA30. UPDATE ON THE FIFE AND FORTH VALLEY ACTION PLAN FOR 2007 – 2008

There was submitted report (circulated) by the Chief Officer providing an update on progress with implementing Fife and Forth Valley Action Plan for 2007/08.

AGREED to note the progress with implementing the Action Plan for 2007/08.

CJA31. PREPARATION AND SUBMISSION OF COMMUNITY JUSTICE AUTHORITY AREA PLANS 2008 – 2011

There was submitted report (circulated) by the Chief Officer (a) summarising arrangements for the preparation and submission of the Community Justice Authority's Area Plan for 2008 - 2011 in accordance with the Management of Offenders etc. (Scotland) Act 2005 and associated guidance issued by the Scottish Executive in February 2007, and (b) enclosing the national planning timetable.

AGREED to instruct the Chief Officer to take forward arrangements for preparation and submission of the Community Justice Authority's three year plan with partners in accordance with Scottish Executive guidance issued on 19 February 2007 and the national planning timetable.

CJA32. BUDGET MONITORING REPORT 2006/07

There was submitted Report (circulated) by Community Services Accounting Manager, Stirling Council setting out the financial position of the Community Justice Authority and advising of the projected year end budget position for 2006/07.

NOTED the projected year end budget position for 2006/07.

CJA33. DISABILITY EQUALITY SCHEME

There was submitted Report (circulated) by Democratic Services Manager, Falkirk Council advising that the Community Justice Authority is subject to the duty to publish a Disability Equality Scheme under the Disability Discrimination Act 2005.

AGREED:-

- (1) to note that the Community Justice Authority and the Chief Officer are subject to the duty to publish a Disability Equality Scheme;
- (2) that given the partnership nature of the Community Justice Authority, best practice should be drawn from Schemes introduced by partner organisations thereby ensuring that any Community Justice Authority requirements do not duplicate arrangements already in place, and
- (3) to note that there is also a requirement to prepare a Race Equality Scheme and likely to be a requirement to prepare a Gender Equality Scheme with support to develop these Schemes expected from CoSLA.

CJA34. EXCLUSION OF PUBLIC

RESOLVED, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to 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 exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the said Act.

CJA35. HUMAN RESOURCES ISSUES

There was submitted Report (circulated) by Human Resources Adviser on a number of human resource issues that require consideration by the Community Justice Authority. The Legal Services Manager, Falkirk Council and the Human Resources Adviser, Fife Council advised of recent developments regarding the employment of the Chief Officer.

Following discussion and having taken appropriate advice, **AGREED:-**

- (1) to note the position regarding the Chief Officer;

- (2) to delegate authority to the Convener and Depute Convener in consultation with advisers to take appropriate action, and
- (3) that advisers report back to the new Community Justice Authority on this matter.

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

REPORT ON ALLOCATION OF CRIMINAL JUSTICE SOCIAL SERVICES WORK GRANT FOR 2007/08

AUTHOR: IAIN COWDEN, CHIEF OFFICER

1 RECOMMENDATIONS

- 1.1 That members agree the content of this report.
- 1.2 That members remit the Chief Officer to take forward discussions with officers of the relevant authorities, through the Finance Review Group established under the CJA's Action Plan 2007-2008, regarding allocation of this grant from 2008-2009.

2 BACKGROUND

- 2.1 Details of the ringfenced funding allocations for the Fife and Forth Valley Community Justice Authority (CJA) for the delivery of approved core and non-core components of Criminal Justice Social Work Services grant for the financial year 2007/08 were received from the Scottish Executive on 19 February. The funding is provided, in accordance with section 3 of the Management of Offenders etc (Scotland) Act 2005, under sections 27A and 27B of the Social Work (Scotland) Act 1968 as amended. Chief Officers, as budget holders, are responsible for the effective financial management of the funds allocated to their CJA, including internal resource allocations across the constituent authorities. Nationally, there has been no inflation uplift for 2007-08 for Section 27 grant.

3 CORE FUNDING

- 3.1 Core funding provides grant for those mainstream services where availability occurs on a Scotland wide basis. Allocation between CJAs of available grant for core services is subject to application of the formula process, which was most recently reviewed in 2005/06 and endorsed by COSLA/ADSW. Ministers have agreed this year a national increase of £2 million (this figure equates to an overall increase of 2.5%) to the overall sum of funding available for delivery of core services. This increase is designed to reflect the overall increase in mainstream services workloads recorded in the Criminal Justice Social Work Statistics Bulletin for 2005-06. Whilst the overall level of available funding for 2007-08 has been increased by this amount, the application of the formula based on the most recent workload and needs factor figures results in differing outcomes for each grouping/authority and for each service heading.

4 NON-CORE FUNDING

- 4.1 Ongoing funding is provided for a range of non-core expenditure. The largest elements of non-core spend comprise Drug Treatment and Testing Orders (DTTOs) and supported accommodation together with a range of support programmes. In 2007-08 the Executive is in a position to fund some new approved areas of non-core expenditure which include: Sexual

offending groupwork programme (CSOGP); General offending programme (Constructs PSSO); ViSOR; sex offender statutory supervision; multi-agency public protection arrangements (MAPPAs); Home Detention Curfews; Supervised Attendance Orders; services for women offenders. Some of these are still pending Scottish Executive decisions with regard to funding.

5 ARRANGEMENTS FOR PAYMENT OF GRANT

5.1 Historically, the Scottish Executive has provided equal monthly criminal justice social work services grant allocations to host authorities/unitary authorities. Funding will now be routed through the CJA and for the time being Stirling Council will act as the banker for Fife and Forth Valley CJA. CJAs will be required to monitor spend against budget at all stages of the financial year. The Executive will be seeking a return from all CJAs by 31 October 2007 that reviews actual expenditure over the first 6 months and provides an estimate of projected expenditure for the remaining period

6 ALLOCATIONS FOR 2007-2008

6.1 In accordance with the report considered by members at the CJA's last meeting (Agenda Item 2), the finance review group met on 22 February to discuss the allocations and reported to the area plan implementation group which met on 26 February. The Executive had provided an indicative breakdown of the allocation for both Fife and Forth Valley and, in keeping with discussions with the Executive, there was no proposal to alter the indicative allocations for this year. On this basis the overall budget for the CJA of £10,098,380 allocations are proposed as set out below.

Fife (Figures for 2006/07 in brackets)				Forth Valley (Figures for 2006/07 in brackets)			
Core -	£3,407,752	(£3,315,475)	+3%	Core -	£3,188,249	(£3,057,930)	+4%
Non-core -	£2,136,736	(£2,059,436)	+4%	Non-core-	£1,365,642	(£1,375,562)	-1%
Total -	£5,544,488	(£5,374,911)	+3%	Total-	£4,553,891	(£4,433,492)	+3%

Falkirk (Figures for 2006/07 in brackets)			Stirling (Figures for 2006/07 in brackets)			Clacks (Figures for 2006/07 in brackets)					
Core-	£1,516,134	(£1,455,770)	+4%	Core -	£970,770	(£929,602)	+4%	Core-	£701,345	(£672,558)	+4%
Non-core-	£556,563	(£511,953)	+8%	Non-core-	£647,861	(£706,958)	-8%	Non-core-	£161,217	(£166,651)	-3%
Total -	£2,072,697	(£1,967,723)	+5%	Total -	£1,618,631	(£1,636,560)	-1%	Total -	£862,563	(£839,209)	+3%

Full details of the proposed allocations are set out in Annex A. These include the individual allocations for each of the Forth Valley Authorities, which has been arrived at by the same mechanism established in previous years.

6.2 The increases in core are a result of increased workloads reflected in the statistical returns for 2005/06, as already noted. Both Fife and Forth Valley have received additional funding for Multi Agency Public Protection Arrangements and Forth Valley for the delivery of the Constructs programme. Forth Valley has also lost funding for the Criminal Convictions Enquiry Unit and an individual placement which accounts for the lower allocation this year. All

other non-core allocations have remained the same as for last year. There are some matters which are still unclear and further advice is being sought from the Executive. There remain some significant pressures with funding current work. These include;

- Accommodation costs for additional staff
- Pressure on supported accommodation provision in both Fife and Falkirk as a result of standstill budgets
- Provision of Throughcare services in Fife
- Provision of programmed work.

These issues are being addressed by officers within the funding available.

Iain Cowden
Chief Officer
Fife and Forth Valley Community Justice Authority

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

**REPORT ON UPDATE OF FIFE AND FORTH VALLEY ACTION PLAN
FOR 2007 – 2008**

AUTHOR: IAIN COWDEN, CHIEF OFFICER

1. RECOMMENDATION

- 1.1. That members note the content of this report

2. CONSIDERATIONS

- 2.1. At its last meeting on 26th January 2007 members approved an update report on the 2007 – 2008 Area Plan containing an Action Plan. This report offers a brief update on progress.

3. PROGRESS

- 3.1. The implementation group has been established with relevant partners to oversee implementation of the plan and has met twice. Further meetings are scheduled over the coming months.
- 3.2. An audit of services has been agreed and is being undertaken by Dr Paul Rigby. The first two phases of this exercise should be completed by the end of April 2007 and will provide a descriptive data base of service and performance information.
- 3.3. Partner representation has been agreed for the finance review, training and development, service delivery, and performance management task groups. The finance review group met first on 22 February and is scheduled to meet again in May. First meetings of the other task groups are scheduled as follows:
 - Service delivery group – 14th March 2007
 - Training and development group – 28th March 2007
 - Performance management group – 22nd March 2007
- 3.4. Work is ongoing to establish a CJA website which is expected to be operational by end of May 2007. Then first CJA quarterly newsletter will be published in April 2007.



Iain Cowden
Chief Officer.

**FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY
ACTION PLAN FOR 2007-2008**

	Objective	Task	Who by	Completed by	Progress
1.	Implementation of Area Plan To establish mechanism for implementing the area plan that engages with partner organisations and broadens the focus of activity.	Establish implementation group to oversee implementation of plan	Fife Council Falkirk Council Stirling Council Clackmannan Council SPS Police Health Boards SCS COPFS Sacro Apex Victim Support Chief Officer (lead)	End January 2007	
		Meet bi-monthly to review action plan		Ongoing	
2.	Priority Groups of Offenders 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.	Establish service delivery task group with representation from key partners.	Fife Council Falkirk Council Stirling Council Clackmannan Council SPS Police Sacro Apex Victim Support Others as required Chief Officer (lead) (Note: this group may not need all partners in attendance at all times.)	End February 2007	
		Agree an audit document		End February 2007	
		Each partner to undertake an audit of all services delivered including outputs and outcomes where possible		End March 2007	
		Task force to draw audit data together and review current service delivery across CJA and make proposals to meet objective 2		End May 2007	
		Strategy document and implementation plan prepared		End June 2007	
		Implement and monitor plan		Ongoing from July 2007	

	Objective	Task	Who by	Completed by	Progress
3.	To establish the delivery of structured offence focussed interventions to address reoffending across the CJA	Forth Valley to proceed with implementation of Constructs:	Falkirk Council (CJ Manager lead) Stirling Council Clackmannan Council	By Feb 2007	
		Constructs implementation group established and appropriate accommodation for groupwork identified		By April 2007	
		Advertise and select staff		June 2007	
		Training for staff		By June 2007	
		Referral process commenced		By September 2007	
		Programme to run			
		Undertake appraisal of requirements for programme delivery in Fife in conjunction with service audit above.	Fife Council (CJ Manager lead)	By May 2007	
4.	Working Together in New Ways To build joint local working arrangements within Fife and Forth Valley, at all levels from strategic direction to frontline service delivery in order to improve effectiveness by streamlining partnership structures. This will include possible co-location of criminal justice workers with police officers in order to enhance work with high risk offenders.	Use audit of services (objective 2) to review delivery arrangements and make proposals and develop plan to meet objective 2.	Service delivery task group and implementation group with chief officer	End June 2007	
		Implement and monitor plan		Ongoing from July 2007	

	Objective	Tasks	Who by	Completed by	Progress
5.	To establish effective links with key strategic groups across Fife and Forth Valley, and at a national level, in order to promote more integrated services. We will make best use of resources by minimising duplication of activity across the CJA.	To undertake a mapping exercise of key local and national strategic groups and develop proposals to promote better integration and best use of resources.	Chief officer with implementation group	June 2007	
		Monitor new arrangements	Chief officer with implementation group	June 2007	
6.	Developing and Supporting the Workforce To provide training opportunities for the full range of our staff, jointly with partners where appropriate, to ensure a confident and effective workforce. This will include training in the following areas: Skills for Justice, Child Protection, ICM, MAPPA, ViSOR, Personal Safety and Media training for managers.	Establish <u>training task group</u>	Chief Officer	End Feb 2007	
		Carry out review of training planned across the CJA for 2007-2008	Training task group/chief officer	End Mar 2007	
		Consider plans against training needs analyses for partners	Training task group/chief officer	End Apr 2007	
		Develop training strategy including plan for implementation	Training task group/chief officer	End May2007	
		Monitor implementation	Training task group/chief officer	Ongoing from Jun 2007	
7.	Communication Strategy To develop 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.	Establish website in conjunction with other CJAs	Chief Officer with partners and other chief officers	End Feb 2007	
		Publish FFV Newsletter - quarterly	Chief Officer with inputs from partners	Jan, Mar, Jun, Sep, Dec 2007, Mar 2008	
		Develop and introduce public information strategy	Chief Officer, implementation group and CJA Board	Apr 2007	
		Develop media strategy	Chief officer implementation group CJA Board and chief officers group	Apr 2007	

	Objective	Tasks	Who by	Completed by	Progress
8.	To build a profile of performance management groups, structures, systems and reporting frameworks in order to establish a common system and culture across the CJA. We will also contribute to the development of national data collection guidelines and tools for evaluation of outcomes in relation to reducing reconviction.	Establish <u>performance management task group</u>	Chief Officer	Feb 2007	
		Gather information on performance management systems across the CJA	Performance management task group / chief officer	Mar 2007	
		Develop common system for CJA that accords with national guidelines	Performance management task group / chief officer	June 2007	
		Produce implementation plan	Performance management task group / chief officer	August 2007	
		Implement plan and monitor system	Performance management task group / chief officer	October 2007	
9.	To publish a race equality scheme by 30 th November 2007 and also to ensure that employment monitoring arrangements are in place by 31 May 2007 in accordance with national requirements. The equality scheme will also fully cover the areas of disability and gender equality, in recognition of forthcoming legislation. This will also assist us, as a new authority, in developing a culture of equality, where unlawful discrimination is not tolerated	Develop and publish race equality scheme to cover issues of disability and gender equality.	Chief officer in consultation with partners and implementation group	Nov 2007	
		Ensure employment monitoring is in place to meet national requirements.	Chief officer in consultation with relevant partners.	End May 2007	

	Objective	Task	Who by	Completed by	Progress
10.	Finance/ Resources To manage the identified resource pressures across the CJA, by reviewing current services and balancing priority needs with effective outcomes	Establish a finance review group	Chief Officer (lead) Fife Council Falkirk Council Stirling Council Clackmannan Council	Feb 2007	
		To develop strategy allocation of grant and to manage resource pressures during 2007-2008	Chief Officer, Finance review group	End Feb 2007	
11.	To review the resource demands across the CJA in order to plan for best use of the budget in 2008 - 2011.	Agree process for review of expenditure across the CJA	Chief Officer, Finance review group	Mar 2007	
		Review the current expenditure against the audit of services (task 1 above)	Chief Officer, Finance review group	By end May 2007	
		Make budget proposals for 2008-2011 plan	Chief Officer, Finance review group	July 2007	

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

REPORT ON PREPARATION AND SUBMISSION OF COMMUNITY JUSTICE AUTHORITY AREA PLANS 2008-2011

AUTHOR: IAIN COWDEN, CHIEF OFFICER

1. RECOMMENDATIONS

- 1.1 That members note the content of this report.
- 1.2 That members remit the Chief Officer to take forward the arrangements for preparation and submission of the CJA's three year plan with partners and in accordance with the Scottish Executive Guidance (issued on 19 February 2007) and as set out below. The draft local timetable at Annex B, together with the Scottish Executive Guidance, has been discussed with partners at the Implementation Group held on 26 February 2007.

2. BACKGROUND

- 2.1 The Management of Offenders etc (Scotland) Act 2005 (the 2005 Act) established Community Justice Authorities (CJAs) which bring agencies together to improve the system for managing offenders in Scotland. The eight Community Justice Authorities came into existence on 3 April 2006 and take up their full powers from 2 April 2007.
- 2.2 The first round of area planning was of necessity carried out against a very tight timescale and for this reason, it was agreed that the first set of plans should cover only one year. The second round of area planning will cover the 3 year period from April 2008 to March 2011. This will pose a different set of challenges for the CJA in terms of planning for, and delivering, the scale of the changes required under the Management of Offender reforms.
- 2.3 The 2007 area planning process will place new demands on the CJA because of the longer planning timeframe involved until 2011. Whilst the CJA can build on the good foundations put in place in 2006, the timetable remains extremely tight to produce plans which will stand the test of a full 3 year period. Annex A sets out the proposed national timetable and Annex B the draft timetable for Fife and Forth Valley CJA.

3. FRAMEWORK

- 3.1 The overall context for the new arrangements, was set out in the Executive's 2004 Criminal Justice Plan. The Plan foreshadowed the setting up of a national advisory body, chaired by the Minister for Justice, to give direction to local services and to create a shared focus on reducing reoffending. The National Advisory Body on Offender Management met first in March 2006, agreeing the National Strategy for the Management of Offenders (published in May 2006). As well as setting the national direction, the national strategy also provides the framework for the preparation of the next set of area plans.
- 3.2 The national strategy for the management of offenders should shape the format and content of the area plan for the period 2008-11. In this way, the objectives in the national strategy will be given a local dimension and translated into local priorities. The plans for 2008-11 should demonstrate how the changes will be secured.

3.3 The joint area plans give substance to the specific obligations contained in the 2005 Act on local authorities and the Scottish Prison Service to co-operate with the Community Justice Authorities in carrying out their respective functions in relation to managing offenders. The 3 year plan should look for further ways to promote a more integrated approach in working between local authorities and the Scottish Prison Service. The Community Justice Authority should also include the statutory partner bodies in this process. The area plans for reducing reoffending are expected to go much wider than the local authority criminal justice social work services plans which preceded the 2006 planning round.

4. WIDER PARTNERSHIPS

4.1 Community Justice Authorities have been given a key role in building local relationships and working with a range of partners to address the risks and needs presented by the local offender population. These partners include the voluntary sector; the NHS; local authority departments; housing and employment agencies; addictions, child protection and financial advice services; as well as other forums, such as Community Planning, Safety and Health Partnerships. These wider partnerships will open up access to the mainstream services which many offenders will need to help them move away from offending.

The Minister for Justice will expect to see the partnerships which began to be formed during the planning process for the 2007 plans and at the October 2006 national CJA conference, developed and strengthened further in this year's planning round.

4.2 Community Justice Authorities have also been asked by The Scottish Executive (27 February 2007) to carry out an audit of offender accommodation services, as well as practices relating to the wider provision of accommodation services to offenders. This audit is intended to form the basis of a proposal for reshaping offender accommodation services to ensure an adequate range and level of appropriate accommodation. The completed audit and future proposals for the shape of the service should be submitted to The Executive by 31 March 2008, with a progress report by the end of July 2007. For this reason it is intended that this work be undertaken as a part of the overall planning process.

5. FORMAT

5.1 The area plans submitted to the Minister for Justice should aim to be clear and succinct documents. They should be structured around the national strategy's five inter-linking themes, which are about:

- Setting priorities
- Working together in new ways
- Developing and supporting the workforce
- Communication
- Measuring, learning and acting.

5.2 The area plan should have a very clear focus on implementation issues and on targeting resources at improving service delivery. The plan should include a SMART (specific/measurable/achievable/realistic/timed) one year action plan for 2008/09, setting out what the priorities are, who is responsible for delivering them and to what timescale, so that progress can be measured and monitored on annual basis. Further revised one year action plans would then be submitted annually, covering the periods 2009/10 and 2010/11.

6. CONSULTATION

6.1 Community Justice Authorities are required to consult local authorities, the Scottish Prison Service and a wide range of partner bodies, including the voluntary sector, in preparing the joint area plan from the earliest stage. Consultation should be viewed as a continuing process. In submitting the area plan to Scottish Ministers, the CJA should include a statement confirming that the local authorities, the Scottish Prison Service and the statutory partners are content with the level of consultation.

7. PERFORMANCE MEASURES

7.1 A performance management and measurement framework is being developed along with high-level performance measures linked to key outcomes in the national strategy. The CJA will be expected to report progress in relation to these indicators to the National Advisory Body. The National Advisory Body will be invited to agree the list of performance measures at its March 2007 meeting. The CJAs will also be expected to ensure that there are adequate quality assurance systems in place, within statutory partner bodies, to monitor performance against the implementation of the area plans.

8. RESOURCE ALLOCATIONS

8.1 The plans should contain a high level summary outlining the estimated level of resources required to deliver the area priorities and describe how the CJA will support the changes envisaged in the 2005 Act. Given that the area plan is a joint plan agreed with partner bodies, it should also show how the CJA will influence the way resources are allocated by its partner bodies to support its work. The focus of the plan should be on making better use of existing resources within the wide range of constituent bodies and not on making bids for additional funds. A separate bidding process will be conducted by the Executive shortly after the submission of the area plans and once the outcome of the Spending Review 2007 is known. Further guidance will be issued in due course

Iain Cowden
Chief Officer
Fife and Forth Valley Community Justice Authority

ANNEX A

NATIONAL PLANNING TIMETABLE

The key milestones for this exercise are:

14 September: Deadline for submission of area plans for 2008-11

October: Review by National Advisory Body scrutiny sub-group of all plans

November: Sign-off by National Advisory Body of area plans

December: Ministerial approval

December: Notification of approval of area plans and budgets for 2008-11

ANNEX B

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

DRAFT PLANNING TIMETABLE

AREA PLAN 2008-11

ACTION	TIMESCALE - 2007
Implementation sub-groups to complete tasks and feed into planning process	May
Planning workshop	End May
Preparing draft plan	During June
Draft plan circulated to partners	End June
Comments on draft back to chief officer	Mid July
Final draft plan to partners/ submission of offender accommodation progress report to the Executive	By end July
Plan agreed by partners	17 August
Plan to CJA for approval	By 7 September
Formal submission of plan to Executive	14 September

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FIFE AND FORTH VALLEY
COMMUNITY JUSTICE AUTHORITY

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

27 March 2007

NOT CONFIDENTIAL

CJA - BUDGET MONITORING REPORT 2006/07

1 RECOMMENDATION(S)

- 1.1 That the CJA notes the projected year end budget position for 2006/07.

2 CONSIDERATIONS

- 2.1 All Community Justice Authorities have received £190,000 as a budget from the Scottish Executive this financial year to provide for their initial running costs and any set up expenditure that they may have.
- 2.2 This money has been paid to Stirling Council as lead authority on Finance until the CJA has the facility to manage its own finances.
- 2.3 Appendix 1 states the projected financial position of the CJA based on information as at the end of February 2007.
- 2.4 Currently the CJA is forecasted to spend £169,730 of the £190,000 resulting in an anticipated underspend of £20,270. This takes into account the salaries for the Chief Officer, the consultant Chief Officer, Interim Support Officer and administrative agency worker. It also includes conference costs, overheads for the CJA and a charge for professional advice from officers from the CJA for services provided on its behalf – for Legal, Finance and HR support.
- 2.5 The Chief Officer has commissioned an independent consultant to carry out service audits across the CJA and will also look to commission work on the financial side to assist with the review of funding across the authorities. This was indicated in the Update on the Area Plan report considered by the CJA at its last meeting on 26 January. The Scottish Executive has approved carry forward of £10,000 of the 2006/07 underspend into 2007/08 for this purpose.
- 2.6 The Scottish Executive have confirmed that a grant allocation of up to £190,000 will be paid in 2007/08 to meet the staffing and administrative support costs of the CJA.

3 CONSULTATION

3.1 The CJA Chief Officer and officers from the constituent local authorities.

4 RESOURCE IMPLICATIONS

4.1 The resource implications are outlined throughout the paper.

Author

Name	Designation	Signature
Gillian Morrison	Community Services Accounting Manager, Stirling Council	

Date 17th March 2007

Reference _____

Appendix 1: Summary Financial Statement at 28th February 2007

Projected Expenditure to end of 2006-07	£
Salary/agency/consultant costs	94,120
Members' Expenses	10,000
Property Costs	10,120
Office Expenses	19,070
Conferences	18,790
Professional Fees - HR, Finance and Legal Support	17,630
Total projected costs 2006-07	<u>169,730</u>
Budget for 2006-07	190,000
Total Projected Underspend	<u>20,270</u>

Fife and Forth Valley Partnership Indicative Allocation

Service	FORTH VALLEY				FIFE				TOTAL F&FV 2007/08
	2006/07 Allocation	2007/08 Allocation	£ Increase/ (decrease)	% Increase/ (decrease)	2006/07 Allocation	2007/08 Allocation	£ Increase/ (decrease)	% Increase/ (decrease)	
Core									
Probation	£720,196	£757,117	36,921	5%	704,531	764,268	59,737	8%	1,521,385
Community Service	£736,903	£705,228	(31,675)	-4%	765,354	793,057	27,703	3%	1,498,285
Social Enquiry Reports	£702,325	£751,414	49,089	7%	814,065	871,299	57,234	7%	1,622,713
Throughcare (Includes HDC)	£429,252	£380,447	(48,805)	-11%	555,312	419,578	(135,734)	-32%	800,025
HCR	£17,263	£17,263	17,263	100%	19,620	17,474	(2,146)	100%	34,737
SAO	£140,032	£121,530	(18,502)	-13%	128,809	121,456	(7,353)	-6%	242,986
Mandatory SAOs		£62,037	62,037	100%		71,590	71,590	100%	133,627
Diversion	£67,812	£142,082	74,270	110%	77,918	63,910	(14,008)	-22%	205,992
Bail	£56,148	£58,340	2,192	4%	64,447	66,962	2,515	4%	125,302
Court Services	£205,262	£192,791	(12,471)	-6%	185,419	218,157	32,738	15%	410,948
Total	£3,057,930	£3,188,249	130,319	4%	£3,315,475	£3,407,751	92,276	3%	6,596,000
Non Core									
Supported Accommodation	£130,219	£130,219	0	0%	278,294	278,294	0	0%	408,513
Placement - Client	£86,500	£0	(86,500)	-100%					-
DTTO (FV and Fife) and Drug Court (Fife)	£259,177	£259,177	0	0%	1,236,118	1,236,118	0	0%	1,495,295
Throughcare - Supervision of Sex Offenders	£13,078	£13,078	0	0%	17,625	17,625	0	0%	30,703
Grouping Support Programmes									-
Development of Forensic Mental Health Service	£18,486	£18,486	0	0%					18,486
Enhancing Programme Provision & Accreditation	£49,250	£0	(49,250)	-100%					-
Constructs PSSO	£60,122	229,615	169,493	74%					229,615
Fast Track	£305,078	£305,078	0	0%					305,078
Intensive Probation Project (Sacro)	£125,819	£125,819	0	0%					125,819
Young Offender Project (Barnardos)	£68,585	£68,585	0	0%					68,585
Employment Project (Apex)	£103,828	£103,828	0	0%	50,907	50,907	0	0%	154,735
Throughcare Addiction Services	£17,900	£17,900	0	0%	33,600	33,600	0	0%	51,500
MAPPA - Co-ordinator and Administrator	£15,375	£61,500	46,125	75%	15,375	61,500	46,125	75%	123,000
Community Protection Team					238,706	238,706	0	0%	238,706
Intensive Probation (16-20 year olds)					188,811	188,811	0	0%	188,811
2nd Year MSc in Advanced Social Work Studies - Alison Dey						2,775	2,775	100%	2,775
Additional Funding to cover Maternity Leave						28,400	28,400	100%	28,400
Forth Valley Substance Misuse Programme/Alcohol Counselling	£13,474	£13,474	0	0%			0		13,474
Criminal Convictions Enquiry Unit (CCEU)	£70,905	£0	(70,905)	-100%			0		-
Bail Pilot *(Funding for 6 Months)	£37,766	£18,883	(18,883)	-100%			0		18,883
Total Non Core	£1,375,562	£1,365,642	-£9,920	-1%	£2,059,436	£3,126,736	77,300	2%	3,502,378
Overall Total	£4,433,492	£4,553,891	£120,399	3%	£5,374,911	£5,544,487	169,576	3%	10,098,378

*Subject to Review

Criminal Justice Forth Valley Proposed Grant Allocation 2007/08

	2006-07 Grouping Allocation				2007/08 Total £	Grouping Al Falkirk £	Movement from 2006-07				
	Falkirk £	Stirling £	Clacks £	Total £			Falkirk £	Stirling £	Clacks £	Total £	
Core											
Probation	£384,767	£206,171	£129,258	720,196	757,117	404,492	19,725	10,569	6,626	36,921	
Community Service	£381,179	£180,625	£175,100	736,904	705,228	364,794	(16,385)	(7,764)	(7,527)	(31,676)	
Social Enquiry Reports	£292,451	£235,879	£173,994	702,324	751,414	312,892	20,441	16,487	12,162	49,090	
Throughcare + HCR+HDC	£186,621	£150,708	£91,923	429,252	380,447	165,403	(21,218)	(17,135)	(10,451)	(48,805)	
HCR - was in line above in 06/07					17,263	7,505	7,505	6,061	3,697	17,263	
SAO	£70,805	£50,281	£18,946	140,032	121,530	61,450	(9,355)	(6,643)	(2,503)	(18,502)	
Mandatory SAOs					62,037	31,368	31,368	22,276	8,394	62,037	
Diversion	£29,459	£19,101	£19,252	67,812	142,082	61,723	32,264	20,920	21,085	74,270	
Bail	£27,367	£16,769	£12,012	56,148	58,340	28,435	1,068	655	469	2,192	
Court Services	£83,121	£70,068	£52,073	205,262	192,791	78,071	(5,050)	(4,257)	(3,164)	(12,471)	
Total Core	1,455,770	929,602	672,558	3,057,930	3,188,249	1,516,134	60,364	41,168	28,787	130,319	
Non Core											
Supported Accommodation	£64,027	£46,705	£19,487	130,219	130,219	64,027	0	0	0	0	
Placement - Client	£86,500	£0	£0	86,500			(86,500)	0	0	(86,500)	
MAPP - 2 Co-ordinators and Administrators		£15,375		15,375	61,500		0	46,125	0	46,125	
MAPP - Start Up costs (Require Invoices)		£10,000		10,000	0		0	(10,000)	0	(10,000)	
Constructs PSSO	£60,122			60,122	229,615	229,615	169,493	0	0	169,493	
DTTO	£0	£259,177	£0	259,177	0	0	0	0	0	0	
Throughcare Addiction Services	£7,656	£6,718	£3,526	17,900	17,900	7,656	0	0	0	0	
Throughcare: supervision of sex offenders	£5,595	£4,907	£2,576	13,078	13,078	5,595	0	0	0	0	
Fast Track							0	0	0	0	
- Monies for 2.4 Social Worker Equivalent - max point	46,432	25,003	14,287	85,722	85,722	46,432	0	(0)	0	(0)	
- Monies for Fastrack	0	219,356	0	219,356	219,356	0	0	0	0	0	
Intensive Probation Project (Sacros)	£125,819	£0	£0	125,819	125,819	125,819	0	0	0	0	
Young Offender Project (Barnardos)	£68,585	£0	£0	68,585	68,585	68,585	0	0	0	0	
Criminal Convictions Enquiry Unit (CCEU)	£0	£70,905	£0	70,905	0	0	0	(70,905)	0	(70,905)	
Bail Pilot *(Funding for 6 Months in 2007/08)	£0	£37,766	£0	37,766	18,883	0	0	(18,883)	0	(18,883)	
Employment Project (Apex)	£0	£0	£103,828	103,828	103,828	0	0	0	0	0	
Clacks - Substance Misuse Programme	£0	£0	£2,617	2,617	2,617	0	0	0	0	0	
Falkirk - Alcohol Counselling	£0	£0	£7,273	7,273	7,273	0	0	0	0	0	
Stirling - Alcohol Counselling	£0	£0	£3,584	3,584	3,584	0	0	0	0	0	
Development of Forensic Mental Health Service	8,834	5,612	4,039	18,485	18,486	8,834	0	0	0	0	
Enhancing Programme Provision & Accreditation				0			0	0	0	0	
- Backfilling seconded Social Worker	31,673	0	0	31,673	0	0	(31,673)	0	0	(31,673)	
- Racially motivated Offenders	6,710	5,434	5,434	17,578	0	0	(6,710)	(5,434)	(5,434)	(17,578)	
Total Non Core	511,953	706,958	166,651	1,385,562	1,365,642	556,563	44,610	(59,097)	(5,434)	(19,920)	
Overall Total	1,967,723	1,636,560	839,209	4,443,492	4,553,891	2,072,697	104,974	-17,929	23,354	110,399	

Criminal Justice Forth Valley Proposed Grant Allocation 2007/08

	2006-07 Grouping Allocation				2007/08 Total £	2007-08 Grouping Allocation				Movement from 2006-07			
	Falkirk £	Stirling £	Clacks £	Total £		Falkirk £	Stirling £	Clacks £	Total £	Falkirk £	Stirling £	Clacks £	Total £
CORE													
Probation	£384,767	£206,171	£129,258	720,196	757,117	404,492	216,740	135,884	757,117	19,725	10,569	6,626	36,921
Community Service	£381,179	£180,625	£175,100	736,904	705,228	364,794	172,861	167,573	705,228	(16,385)	(7,764)	(7,527)	(31,676)
Social Enquiry Reports	£292,451	£235,879	£173,994	702,324	751,414	312,892	252,366	186,156	751,414	20,441	16,487	12,162	49,090
Throughcare + HCR+HDC	£186,621	£150,708	£91,923	429,252	380,447	165,403	133,573	81,472	380,447	(21,218)	(17,135)	(10,451)	(48,805)
HCR - was in line above in 06/07					17,263	7,505	6,061	3,697	17,263	7,505	6,061	3,697	17,263
SAO	£70,805	£50,281	£18,946	140,032	121,530	61,450	43,638	16,443	121,530	(9,355)	(6,643)	(2,503)	(18,502)
Mandatory SAOs					62,037	31,368	22,276	8,394	62,037	31,368	22,276	8,394	62,037
Diversion	£29,459	£19,101	£19,252	67,812	142,082	61,723	40,021	40,337	142,082	32,264	20,920	21,085	74,270
Bail	£27,367	£16,769	£12,012	56,148	58,340	28,435	17,424	12,481	58,340	1,068	655	469	2,192
Court Services	£83,121	£70,068	£52,073	205,262	192,791	78,071	65,811	48,909	192,791	(5,050)	(4,257)	(3,164)	(12,471)
Total Core	1,455,770	929,602	672,558	3,057,930	3,188,249	1,516,134	970,770	701,345	3,188,249	60,364	41,168	28,787	130,319
NON CORE													
Supported Accommodation	£64,027	£46,705	£19,487	130,219	130,219	64,027	46,705	19,487	130,219	0	0	0	0
Placement - Client	£86,500	£0	£0	86,500					0	(86,500)	0	0	(86,500)
MAPPA - 2 Co-ordinators and Administrators		£15,375		15,375	61,500		61,500		61,500	0	46,125	0	46,125
MAPPA -Start Up costs (Require Invoices)		£10,000		10,000	0				0	0	(10,000)	0	(10,000)
Constructs PSSO	£60,122			60,122	229,615	229,615			229,615	169,493	0	0	169,493
DTTO	£0	£259,177	£0	259,177	259,177	0	259,177	0	259,177	0	0	0	0
Throughcare Addiction Services	£7,656	£6,718	£3,526	17,900	17,900	7,656	6,718	3,526	17,900	0	0	0	0
Throughcare: supervision of sex offenders	£5,595	£4,907	£2,576	13,078	13,078	5,595	4,907	2,576	13,078	0	0	0	0
Fast Track										0	0	0	0
- Monies for 2.4 Social Worker Equivalent - max p	46,432	25,003	14,287	85,722	85,722	46,432	25,003	14,287	85,722	0	(0)	0	(0)
- Monies for Fastrack	0	219,356	0	219,356	219,356	0	219,356	0	219,356	0	0	0	0
Intensive Probation Project (Sacro)	£125,819	£0	£0	125,819	125,819	125,819	0	0	125,819	0	0	0	0
Young Offender Project (Barnardos)	£68,585	£0	£0	68,585	68,585	68,585	0	0	68,585	0	0	0	0
Criminal Convictions Enquiry Unit (CCEU)	£0	£70,905	£0	70,905	0	0	0	0	0	0	(70,905)	0	(70,905)
Bail Pilot *(Funding for 6 Months in 2007/08)	£0	£37,766	£0	37,766	18,883	0	18,883	0	18,883	0	(18,883)	0	(18,883)
Employment Project (Apex)	£0	£0	£103,828	103,828	103,828	0	0	103,828	103,828	0	0	0	0
Clacks - Substance Misuse Programme	£0	£0	£2,617	2,617	2,617				2,617	0	0	0	0
Falkirk - Alcohol Counselling	£0	£0	£7,273	7,273	7,273				7,273	0	0	0	0
Stirling - Alcohol Counselling	£0	£0	£3,584	3,584	3,584	0	0	3,584	3,584	0	0	0	0
Development of Forensic Mental Health Service	8,834	5,612	4,039	18,485	18,486	8,834	5,612	4,039	18,486	0	0	0	0
Enhancing Programme Provision & Accreditation				0	0				0	0	0	0	0
- Backfilling seconded Social Worker	31,673	0	0	31,673	0	0	0	0	0	(31,673)	0	0	(31,673)
- Racially motivated Offenders	6,710	5,434	5,434	17,578	0	0	0	0	0	(6,710)	(5,434)	(5,434)	(17,578)
	511,953	706,958	166,651	1,385,562	1,365,642	556,563	647,861	161,217	1,365,642	44,610	(59,097)	(5,434)	(19,920)
TOTAL	1,967,723	1,636,560	839,209	4,443,492	4,553,891	2,072,697	1,618,631	862,563	4,553,891	104,974	-17,929	23,354	110,399

**FIFE AND FORTH VALLEY
COMMUNITY JUSTICE AUTHORITY**

**THIS REPORT RELATES
TO ITEM 6
ON THE AGENDA**

AGENDA	
27 MARCH 2007	NOT CONFIDENTIAL

DISABILITY EQUALITY SCHEME DUTIES

1. RECOMMENDATION

1.1 The CJA is asked to:-

- (a) Note that the CJA and the Chief Officer is subject to the duty to publish a Disability Equality Scheme, as required by legislation;
- (b) Agree, that given the partnership nature of the CJA, some good practice should be drawn from our partners' Schemes and that we should seek to ensure that any CJA requirements do not duplicate existing partner schemes, and
- (c) Note that there is also a requirement to prepare a Race Equality scheme and likely to be a requirement for a Gender Equality Scheme and that support may be provided by Cosla to all CJAs in establishing the range of documentation, including model Schemes.

2. BACKGROUND

- 2.1 The Scottish Executive has recently confirmed that the Authority and the Chief Officer is subject to the duty to publish a Disability Equality Scheme as required by the Disability Discrimination Act 2005.
- 2.2 The Act introduced a duty for all public bodies to promote equal opportunities for disabled people. In addition, Scottish Ministers have introduced regulations which specify which public bodies are required to publish a Scheme to promote this duty. Having sought views as to whether the CJA and the Chief Officers should be subject to this duty, the Scottish Executive has now confirmed that this also applies to CJAs.

3. DISABILITY EQUALITY SCHEME

3.1 The CJA will be required to publish a Scheme which sets out:

- How the CJA assesses the impact of its policies and practices on disabled people,
- How it gathers information on the impact of its policies and practices on disabled people and how it uses this information,
- How it will comply with the general duty to promote equality for disabled people; and
- How it has involved disabled people in drafting its scheme.

3.2 The CJA is likely to be required to publish a Scheme by December 2007. It should be noted that the CJA is already subject to the duty to publish a Race Equality Scheme by November 2007 and is also likely to be subject to the duty to publish a Gender Equality Scheme in due course.

4. GUIDANCE AND SUPPORT

4.1 Guidance is available on the nature of the duty and how to develop a Scheme from the Disability Rights Commission. As a partnership body, the CJA should also draw on the good practice of our partners who have established Schemes and seek to ensure that any proposed new CJA Scheme does not duplicate these existing schemes. It is understood that discussions are underway with Cosla regarding some general support to CJAs to ensure consistency in administrative/legal documentation and this may include model race, disability and gender equality Schemes which can be modified by each CJA. This support welcomed and will be necessary if the CJA is to be subject to regulation for all three schemes by December 2007, as anticipated.

Name	Designation	Tel
Iain Tough	Democratic Services Manager, Falkirk Council	01324 506110

27 March 2007

HUMAN RESOURCE ISSUES

1. RECOMMENDATIONS

The authority is asked:-

- a. to approve the issuing of the completed Written Statement of particulars for the Chief Officer, and
- b. to approve the cost of living increase for the salary of the Chief Officer of 2.5% with effect from 1st April 2007.

2. BACKGROUND

Written Statement

- 2.1 A number of issues require the consideration and approval of the authority relating to its role as employer. The simplest of these is that it is a statutory requirement that every employee receive a statement of the main terms of their employment.
- 2.2 As Fife and Forth Valley Community Justice Authority was a new employer it had no template to follow in issuing a Written Statement. Approval was however given at a previous meeting that the conditions the Authority would adopt would be based upon those for local authority chief officers. Consequently it has been possible to develop a Written Statement detailing some of those provisions.

Pay Award

- 2.3 It was noted at a previous meeting that the Authority was not a member of the negotiating body – the JNCF for Chief Officers. Accordingly, contractual changes which were automatically incorporated into local government contracts as a result of collective agreement would not be incorporated into the Chief Officer contract. The annual pay award for local government has been established as 2.5% from the 1st April 2007 and it is therefore proposed as equitable that the same award be made to the Chief Officer.

Name	Designation	Date
Nick Henderson	Human Resources Adviser, Fife Council	13 March 2007