



NOTICE OF MEETING

A MEETING OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY WILL BE HELD ON TUESDAY, 3 MARCH 2009, IN DUNFERMLINE CARNEGIE LIBRARY, ABBOT STREET, DUNFERMLINE, KY12 7NL, AT 9.30 AM

23 February 2009

AGENDA

PART 1

- 1 APOLOGIES AND SUBSTITUTIONS**
- 2 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**
- 3 DECLARATIONS OF INTEREST**
- 4 MINUTE OF PREVIOUS MEETING**
Minute of Meeting, Friday, 6 February 2009 (Pages 1 - 20)
- 5 PRESENTATION**
Presentation by Pat Delargy, Operations Manager, Sacro and Marjory Frew, Service Manager, APEX
- 6 REVIEW OF CRIMINAL JUSTICE SOCIAL WORK CORE AND NON CORE SERVICES: PROGRESS REPORT**
Report by Anne Pinkman, Chief Officer (Pages 21 - 24)
- 7 FFV CJA POLICIES AND PROCEDURES**
Report by Anne Pinkman, Chief Officer (Pages 25 - 74)
- 8 ANALYSIS OF LOCAL AUTHORITY CRIMINAL JUSTICE STAFF TRAINING NEEDS**
Report by Anne Pinkman, Chief Officer (Pages 75 - 82)

- 9 YOUTH JUSTICE INTEGRATION PROGRAMME PROGRAMME – HM PRISON GLENOCHIL**
Report by Stephen Murphy, Offender Outcome Manager (Pages 83 - 100)

PART 2

- 10 MEETINGS/VISITS UNDERTAKEN BY CONVENOR, BOARD MEMBERS AND CHIEF OFFICER**
Activity Report for February 2009 (Page 101)

- 11 PARTNER PARTICIPATION**

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

MINUTE of MEETING of the FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY, held on 6 FEBRUARY 2009, in the COUNCIL CHAMBERS, STIRLING COUNCIL, OLD VIEWFORTH, STIRLING, at 9.30 AM.

PRESENT:

Councillor Neil Benny, Stirling Council
Councillor William Buchanan, Falkirk Council
Councillor Margaret Kennedy, Fife Council, **Convenor**
Councillor Bill McCulloch, Fife Council
Councillor Alistair McNeill, Falkirk Council
Councillor Paul Owens, Stirling Council
Councillor Joe Rosiejak, Fife Council

ATTENDING:

Margaret Anderson, Falkirk Council
Deidre Cilliers, Clackmannanshire Council
Pat Delargy, SACRO
Norrie Flannigan, SPS
Marjory Frew, APEX Scotland
Des Friel, Stirling Council
Alistair Gaw, Fife Council
Iain Grant, Fife Council
Andrew Grant, CoPFS
Michael Grassom, Stirling Council
Dan Gunn, HMP Glenochil
Ian Gunn, HMP & YOI Cornton Vale
Graeme Hendry, Central Scotland Police
Bill Kinnear, Fife Council
Anne Pinkman, Fife and Forth Valley CJA
Ian Shovlin, Clackmannanshire Council
Alex Torrance, Clackmannanshire Council
Katy Fearon, Minutes

APOLOGIES:

Councillor John McNally, Falkirk Council
Councillor George Matchett, Clackmannanshire Council

Chris Anderson, FFV CJA
Moirra Graham, Chair, Over 21s Visiting Committee, HMP Cornton Vale
Rona King, NHS Fife
Alan McCloskey, Victim Support
John MacFarlane, CoPFS
Derek McGill, HM YOI Polmont
Michelle MacLeod, Area Procurator Fiscal (Central)
Bernadette Monaghan, APEX
Ogo Onwuchekwa, Scottish Court Service
Sharon Stirrat, Falkirk Council
David Wilson, Central Scotland Police

CJA110 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor John McNally, Falkirk Council and Councillor George Matchett, Clackmannanshire Council.

CJA111 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

The Convenor informed the meeting that Chris Anderson, had been appointed to the post of FFV CJA Research and Information Officer and would commence on 9 February 2009.

CJA112 DECLARATIONS OF INTEREST

There were no declarations of interest.

CJA113 MINUTE OF PREVIOUS MEETING

As the meeting held on 16 September 2008 was inquorate, Members were asked to approve the Recommendations made within the Minutes. Members approved the Recommendations and the Minutes.

The Chief Officer referred to Minute Item CJA96, Mappa Annual Reports, Recommendations (pages 7 and 8) and confirmed that the Mappa Annual Report was published on 20 October 2008 and was issued to Board Members on that date.

CJA114 PROPOSALS ON BUDGET ALLOCATION FOR CORE AND NON CORE SERVICES 2009/2010

The Chief Officer gave a presentation on this item, and highlighted the main points.

The Grant is received by the CJA from the Scottish Government. The Grant is intended to fund core and non core services.

At a Board meeting on 13 September 2007 it was agreed to undertake a review of the core grant allocation. Various methods were considered, including allocations based on fixed costs and allocations based on active cases, including and excluding the number of Social Enquiry Reports prepared.

The results of the Core Service Review were presented initially to the CJA Board at a Seminar on 22 February 2008 and then formally presented to the CJA Board meeting on 12 March 2008. The CJA Board agreed to defer any decision to amend the core grant allocation for 2009-2010. It recommended that:

- Further scrutiny of the methods of calculation be undertaken;
- A review of non core services review be undertaken;

An initial review of non core services was undertaken in summer 2008 and presented to the CJA Board in September 2008. The initial review identified a number of main findings and future options for non core service funding and delivery that required further examination.

The Board agreed to commission a further review of non core services that would be completed in sufficient time to inform decisions regarding the grant allocation for 2009-2010.

The second phase Non Core Review was conducted between November 2008 and January 2009. In January 2009 a review of the core grant allocation was also undertaken, following the same methods applied in 2008. The results of both reviews were presented to CJA Board Members at a Seminar in January 2009. A copy of the Review of Non Core Services was circulated.

It was agreed that substance abuse services would be excluded from the Review as the Scottish Government are to conduct a review of the pilot Drug Courts. That review has now commenced and should be complete by May 2009. The Consultants did, however, make some observations on the funding provided for alcohol support services. They also made comment on the potential creation of a Public Protection Team in Forth Valley.

The Non Core Review makes comment on the changing environment the CJA and Criminal Justice Services are operating in. The challenges of the Scottish Government's intention to increase the numbers, speed and immediacy of community bases disposals is acknowledged, as is the existing and future demands of Mappa.

The distinction between core and non core services is considered to be unhelpful for staff within Criminal Justice Social Work Services and partner agencies. The inter-dependence between core and non core services is recognised too.

The Review Report acknowledges the imbalance in non core funding between Fife and Forth Valley. Core grant allocations are determined by a formula. No such formula exists for non core allocations. The amounts allocated to Fife and Forth Valley is based on historical applications, bids or requests to, or by, the Scottish Government to provide new services. These historical allocations have to-date been preserved by the Fife and Forth Valley CJA.

Currently, of the non core services reviewed, 61% of the grant is allocated to Fife and 39% to Forth Valley. The overall conclusion of the review is that the non core service budget should be allocated in future on service demand indicators. This would bring resources into line with the core spend review. Based on active cases, from December 2008, the allocation would be:

Clackmannanshire	13.3%		
Falkirk	24%		
Stirling	12%		
Forth Valley	49.3%	Fife	50.7%

The Consultants make the assumption that Fife and Forth Valley CJA will continue to invest in non core services to the same level as 2008/2009. In doing so, they recommend:

Transfer of £134,766 of non core grant from Fife to Forth Valley.

Initially, the Consultants suggest that the £100,000 savings from the Fife service redesign of supported accommodation should be transferred in 2009/2010 to Forth Valley. The remaining £34,766 should be phased over the two financial years from April 2010.

The Non Core Services Review has two key conclusions of principle that are considered as key to enabling the CJA to determine funding. These are:

- That the future share of resources allocated across the CJA area to non-core services should in future be the same as the split for core services, and
- In kind or actual support from individual Councils to Criminal Justice Services should not influence the distribution of CJA resources.

A third principle is also required:

- Any savings made within the individual CJS budgets is a saving for the CJA.

The Core Service Review, conducted in 2007/2008, has now been repeated using outturn figures from Local Authority CJS from 2007/2008 and active case loads as at December 2008. The outcomes of the various methods of calculating the core allocation was the same as that produced last year.

There are resource implications for each of the four Local Authority CJS if there are to be changes to the grant allocation provided. Each Local Authority CJS requires to consider the resource implications for them.

It is proposed that the Chief Officer and Officers of the four Local Authority CJS undertake further work to ensure that CJA Board Members can make informed decisions about the allocation of core and non core services for 2009/2010 and future years. The areas that require to be addressed further are:

- Further scrutiny of average case loads per employee;
- Scrutiny of Community Service costings for 2009/2010;
- Scrutiny of cost requirements for Core and Non Core Services for 2009/2010;
- Identify funding options including virement of non core funding to core;
- Implications for each CJS if core service allocation is amended;
- Implications for each CJS if non core allocation is allocated as per core allocation;
- Timescale for change;

Councillor McCulloch raised his concerns regarding the proposed transfer of savings made by Fife CJS in reviewing their Supported Accommodation arrangements.

Councillor Rosiejak also raised his concerns and said it seemed as though Fife CJS was being 'punished' for being successful.

The Convenor acknowledged the effects this type of transfer would have on individual Local Authorities but asked Board Members to be mindful that decisions made were on behalf of the FFVCJA as a whole.

Alistair Gaw recognised that the options put forward were only proposals at this stage but Councillors were right in their views. Fife CJS have reviewed services to free-up money for investment elsewhere within Fife CJS and have submitted successful bids to Government to improve and develop services and it was never an agreed assumption that any savings would not be kept within Fife CJS.

At the end of the presentation, the Convenor invited further comment.

Ian Shovlin referred to the implications paper already submitted to the Chief Officer outlining the demands on Clackmannanshire Council's CJS and, in particular, the additional resources required for the new Community Service arrangements.

Bill Kinnear did not think that allocating resources based on a 'snap-shot' of active case loads was the way forward but should be based on a full analysis of three-year trends. Reference was also made to information submitted to the Chief Officer outlining the additional resources required for the new Community Service arrangements within Fife CJS.

Margaret Anderson informed the meeting that costings for Falkirk CJS had not been developed yet but agreed it must be done on a consistent basis and that the Chief Officer must know what the budget deficit is and what resources are required, however, dividing the grant allocation was a separate issue and an analysis would need to be carried out over the next few weeks to help inform decisions.

Pat Delargy reported that Sacro were very disappointed with no up-lift in non core services and the pressures this places on voluntary sector organisations, for example, not taking into account other monies, if the allocation from Falkirk Council CJS is not continued after 31 March 2009, it would mean Sacro would require to end agreements with staff and face difficult resource issues.

Michael Grassom confirmed the pressures for Stirling Council CJS by the projected increase in demand for services and would require to look very closely at the division of the grant allocation between the Fife and Forth Valley CJS, however, this was also an issue for consideration by the Scottish Government Criminal Justice Directorate.

The Convenor confirmed that funding from the centre is discussed by the CJA's Convenors Group with the Justice Minister and have emphasised the allocation cannot be based on demand alone. The Convenor would welcome comments on how best to present feed-back to raise awareness of this issue.

Councillor Bill McCulloch raised concern regarding the pressure placed on the Board with regard to lack of funding for Criminal Justice Services. Although, it is acknowledged that discussions are taking place with the Minister for Justice, it must be raised with him that hard decisions will require to be made as to which services to stop, or do less of.

Councillor Joe Rosiejak suggested that the Forth Valley Criminal Justice Services might also be able to find savings and introduce new initiatives similar to those identified within Fife CJS.

Councillor Owens made the observation that although some services sit within non core and were not a statutory service, they were actually a core service and this discrepancy was clearly one of the causes of the funding imbalances between Local Authorities.

Bill Kinnear confirmed this was the case as Project Teams within Fife Council had been developed over the years to support core work, eg conditions of statutory Orders.

Margaret Anderson confirmed that Falkirk Council continually strive to achieve best practice, make savings and introduce new initiatives, however, each Local Authority have not had the same levels of funding allocated, eg may have been unsuccessful in a bid for a new initiative.

The Chief Officer confirmed that a number of options will be proposed and brought to the Board for consideration and the decisions to stop or reduce a service would be clearly stated to the Minister for Justice. An interim paper will be presented to the Board in March, with a full report to the Board in June 2009, including implications for 2009-2010.

The Convenor confirmed that it was essential to meet regularly with higher level decision-makers and the CJA Convenors Group were pursuing meeting with the relevant Cabinet Secretaries on a regular basis.

It was noted that the Appendix to this Report had been omitted. A copy of the Appendix was tabled.

Decision

The Authority agreed to:

- 1 Note the recommendations and principles of the Non Core Services Review Report and the outcome of the review of the Core Services Grant Allocations.
- 2 Recommend that the Chief Officer, in consultation with Officers of the four Fife and Forth Valley Local Authorities, undertake the following work to:
 - Further scrutiny of average case loads per employee;
 - Scrutiny of Community Service costings for 2009/2010;
 - Scrutiny of cost requirements for Core and Non Core Services for 2008/2010;
 - Identify funding options including virement of non core funding to core;
 - Implications for each CJS if core service allocation is amended;
 - Implications for each CJS if non core allocation is allocated as per core allocation;
 - Timescale for change;
 - Present an interim report on progress to the Fife and Forth Valley CJA Board on 3 March 2009.

CJA115

FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES FUNDING ALLOCATION 2009/2010

Notification of the 2009-2010 Allocation of Grant for the provision of Criminal Justice Social Work Services has now been received from the Scottish Government. The Grant Allocation totals £11,108,701 for the Fife and Forth Valley CJA.

This is split £7,177,506 for the provision of Core Services and £3,931,195 for Non Core Services. There is an overall increase in the Core Services Allocation of 4.84%. For the fifth successive year there has been no increase in the Non Core Allocation.

Core Allocations are determined by the application of a formula based on both workload and needs. The Core Allocation has also been increased nationally by £1 million for Community Service to allow improvements to be introduced with regard to immediacy and speed of completion of Orders. An additional £1 million has also been added nationally 'to assist with the overall increased workloads'. There has been no inflationary increase added to Core Services or, indeed, Non Core Services.

Workloads across all four Local Authority Criminal Justice Social Work Services continues to rise. The projections for 2008-2009, based upon outturns from April-December 2008, are that:

Social Enquiry Reports Increase	5.4%
Probation Increase	26.4%
Community Service Orders (incl S229) Increase	20.9%

These figures do not correlate with a 4.84% increase in Core Grant Allocation.

The Core Grant Allocation also includes an increase of an additional £1 million for Community Service. For 2009-2010, Fife and Forth Valley have received an additional £217,410.

The Local Authority Criminal Justice Service Managers have provided preliminary estimates of the additional resources they each require to enable offenders to begin their Community Service Orders immediately and complete Orders twice as quickly, ie within 6 months. These estimates total £417,571.

Councillor Alistair McNeill confirmed that he agreed with the Report in principle, acknowledging the Recommendations would be costly to Local Authorities both in staffing and resources as well as financially.

Councillor Neil Benny referred to page 28 of the Report, Item 2.5, and asked for confirmation on how the figures had been gathered for the projections.

The Chief Officer confirmed that each of the four Local Authorities provide figures on a quarterly basis, therefore, it was possible to make a comparison with the previous year's figures.

Councillor Bill McCulloch referred to the £1 million national increase for Community Service, the £1 million national increase to assist with the overall increased workloads and the 4.84% increase in Core Grant Allocation and asked for confirmation that this identified funding was not new funding and there has been no inflationary up-lift.

The Convenor confirmed that this was the case and this point would be included in the letter to the Scottish Government.

Decision

The Authority agreed to:

- 1 Note the letter of 30 December 2008 from the Scottish Government regarding the Criminal Justice Social Work Services Allocation of Grant 2009/10.
- 2 Note the changes in funding from 2008/09 to 2009/10.
- 3 The CJA writing to the Scottish Government detailing the resource pressures for Fife and Forth Valley CJA for 2009-2010, including Core Services and the Forth Valley Criminal Justice Drug Treatment Services.
- 4 The Scottish Government being requested to rectify the Grant Allocation for National Training and new Service Development funding.
- 5 The Scottish Government being requested to define the term 'in principle' in relation to funding for Intensive Support Packages.
- 6 Liaison with other CJAs and the CoSLA Community Safety Executive to consider a collective response to the Scottish Government on the resource pressures.

CJA116

FFV CJA SERVICE DEVELOPMENT GRANT – UP-DATE

Each CJA was awarded £190,000 by the Scottish Government for each year of their three-year Area Plan 2008-2011. The intention was that the money should be used to develop priorities outlined in the CJA Area Plan.

The Fife and Forth Valley CJA Board agreed that the £190,000 should be allocated in the following way:

	£
Supported Accommodation	61,200
Additional Provision of Groupwork Programmes for Sex Offenders and Domestic Abuse	111,400
Enhancement of Mappa	10,000
Development of Transport for HMP Glenochil	7,400
Total:	190,000

Approval for these service development proposals was given by the Scottish Government on 11 April 2008. Thereafter, arrangements were made for the four service developments to be initiated. The Chief Officer gave an up-date on each of the service developments.

The Convenor and Vice Convenor of the Fife and Forth Valley CJA Board were approached in December 2008 to approve the proposals for the underspend. To delay a decision until the CJA Board in February 2009 would not have allowed sufficient time for the underspend to be used within the current financial year.

Councillor Billy Buchanan and Councillor Alistair McNeill, Falkirk Council, requested it be noted that they do not agree with the decision to divert the £7,400, earmarked for development of transport for HMP Glenochil, at HMP and YOI Cornton Vale, to improve facilities for prisoners' families as they consider that to be a Scottish Prison Service responsibility. They suggested that there should be debate on which area of need the funding should be re-directed.

Councillor Paul Owens asked Dan Gunn, Governor, HMP Glenochil, for his comments on the funding being diverted to prisoner's families. The Governor confirmed that this 'difficult to reach' group was under-resourced and he would favour using the funding in this way.

Margaret Anderson, Falkirk Council, commented that it was important for proper provision to be made for prisoners' families, however, it was necessary to be clear where the responsibility lay and whether it was legitimate to use the funding in this way.

Councillor Benny felt there was justice in using the funding in this way but was concerned that money would be needed for transport to HMP Glenochil and asked for clarification as to why the money had not already been spent on transport.

The Chief Officer stated that work is in progress towards developing a transport strategy for HMP Glenochil, however, there has been no spend to-date and the funding required will be considerably more than the sum allocated. Meetings to progress this issue have been held and a meeting is arranged for later this month and will include Councillor George Matchett.

The Convenor emphasised that the decision to divert the funding had been outwith a meeting of the Board as it had been necessary to make a quick decision to divert the funding. The Convenor confirmed that she had previously written to the Scottish Government in regard to resources for prisoners' families.

In answer to a question raised, the Clerk to the Board confirmed that the decision to divert funding had been properly made.

The Chief Officer confirmed that there would be an opportunity to re-examine spending on service developments and would report back to a later meeting.

Decision

The Authority agreed to:

- 1 Note the underspend in the Service Development Grant.
- 2 Note the arrangements approved by the Convenor and Deputy Convenor to re-allocate the underspend.

CJA117

FFV CJA LOCAL PERFORMANCE FRAMEWORK

The National Strategy for the Management of Offenders contained within it a series of outcomes by which Community Justice Authorities (CJAs) and their partners would be measured. These outcomes were in three categories; Communities, Offenders and Systems.

The failure to introduce LSCMI, a tool which was to be used nationally by all Local Authority Criminal Justice Social Workers to measure offender outcomes, will result in each CJA being required to supplement the national performance measures with local proxy measures. The FFV CJA Local Performance Framework should provide this.

The National Performance Framework has been set up as an IT system based at the Scottish Government's Statistical Department. That Department will gather all national data and then disaggregate it to the national CJA Support Office who, in turn, will provide the information on a quarterly basis to each CJA.

It is intended that national performance data can be reported to the CJA Board on a regular basis from April 2009.

The Fife and Forth Valley CJA Board agreed that the FFV CJA should develop a Local Performance Framework that would enhance the National Performance Framework with local data from the FFV CJA partners.

The FFV CJA Board agreed the contents of a Local Performance Framework at its meeting on 27 June 2008.

Measures to evidence the majority of local outcomes have now been identified. The Local Performance Framework is now being populated with data and illustrates a wide range of activity in meeting both national and local outcomes. There are still some local measures that have yet to be reported on. In some cases the information is not yet available, or can only be provided on an annual basis. Work is continuing to address these gaps and work will continue to develop the presentation format of the Framework.

The Chief Officer welcomed comments on the two versions submitted and confirmed that the newly appointed FFV CJA Research and Information Officer would help develop the Framework further.

Councillor Alistair McNeill thought a 'traffic light system' on progress would be useful.

The Convenor thanked everyone involved for their contribution and the Chief Officer thanked, in particular, Norrie Flannigan and the Local Authority Research and Information Officers for their assistance in collating the data.

Decision

The Authority agreed to:

- 1 Note the progress in developing the Local Performance Framework for the Fife and Forth Valley Community Justice Authority.
- 2 Request that quarterly reports continue to be presented to the FFV CJA Board for both local and national performance.

CJA118 PROTECTING SCOTLAND'S COMMUNITIES – FAIR, FAST AND FLEXIBLE JUSTICE

On 16 September 2008, Fife and Forth Valley CJA Board considered the content of the Prisons Commission report – 'Scotland's Choice'. This report considered how imprisonment is used in Scotland, how to raise the public profile on this subject and improve the public's understanding of the sentencing process.

The Scottish Government have now published their response to the Prison Commission report, which is entitled 'Protecting Scotland's Communities', Fair, Fast and Flexible Justice. The document recognises that the key to successful delivery lies not just with the Scottish Government but local authority partners, Health, third sector partners, Community Justice Authorities and the Judiciary at every level. The Scottish Government is committed to a policy that will deliver immediate, visible, effective, high quality, flexible and relevant justice. The Scottish Government's core objective for local communities is that they flourish and become stronger and safer places to live.

The two key principles at the heart of the proposals are that custody should be used to reflect seriousness of offending and for those who pose a risk of harm. Community Sentences should be the norm for less serious offenders. Sentences served in the community should also involve pay-back.

A new Community Sentence structure will be introduced which will be speedy, relevant and visible to Communities. The new structure has scope for courts to punish offenders but also to address areas of their life which requires change. There will be a new Community Pay-back sentence which will replace existing sentences of Community Service, Probation and Supervised Attendance orders. This new sentence will enable the court to impose one or more of a range of requirements on the offender, including unpaid work, supervision, alcohol and drug interventions or a requirement to take part in a programme to address offending behaviour.

The need to protect the public will be the primary driver which underpins sentence management, risk assessment and rehabilitation. Prison will continue to be the right punishment for certain offenders, posing a risk of harm. A system needs to exist where the punishment is clear and can respond to the varying risks and needs of the individual offender at the point of sentence through to the end of the sentence. New legislation will be taken forward and amendments made to the Custodial Sentences and Weapons (Scotland) Act 2007, in order to deliver a more proportionate and effective system for end-to-end sentence management and consequently end the current arbitrary system of early release. The current Home Detention Curfew arrangements will be subject to review also.

There will be a focus on reducing re-offending and protecting the public. There will be shared risk assessment tools used across Scottish Prison Service and the community. Scottish Prison Service also contributes to multi-agency public protection arrangements.

While in custody, work will be undertaken to encourage change in offending behaviour. The Integrated Case Management system is the focus for the Criminal Justice Social Work Service and Scottish Prison Service to review a plan for release.

There is a significant investment programme underway in order to create a modern, fit for purpose prison estate. This includes projects such as the redevelopment of Edinburgh, Glenochil, Perth and Polmont prisons as well as the introduction of three new prisons.

Further consideration will be given in due course to the Prison Commission recommendation that Children's Hearings be developed for 16 and 17 year olds. An evaluation of Youth Courts will be considered in the summer of 2009. Work on reducing the disproportionate number of young people in custody will be addressed.

The Scottish Government note their commitment to ending the use of custody for under 16's and strengthening the sharing of information/joint working across the transition from Children's Hearing System to Adult Services.

The Scottish Government do not plan to create a National Community Justice body as suggested by the Prison Commission. They wish to develop the existing structures, eg National Advisory Body (NAB) on Offender Management.

The emphasis on Prisoner outcomes, joint assessments and rehabilitation within the prison setting is also likely to have implications for the delivery of Prison-based Social Work Services. A National Service Level Agreement is currently under consideration in relation to Prison-Based Social Work Services.

There are indications that the transition issues between Children's Hearing System and Adult Criminal Justice Service will be reviewed. This is likely to have implications for the delivery of Children and Families Services, Youth Justice issues and the local interface between Youth Justice and Criminal Justice Services.

The report suggests some fundamental changes to the manner in which services are delivered. This has implications for Local Authorities in working with staff and retaining staff through a period of change. The Scottish Government plans to engage with Change Management Consultants in order to assist Local Authorities with this transition.

Councillor Neil Benny welcomed the report.

Councillor Bill McCulloch asked whether funding would be allocated and what the timescale would be for the Financial Memorandum.

The Chief Officer advised that this Report had been raised at a recent meeting with the Justice Department and it was confirmed that the process would start within the next few weeks. The Financial Memorandum may be available before the summer recess or the autumn.

Councillor Bill McCulloch asked how Criminal Justice Social Work staff would manage the increase in breach of sentence of those 'difficult' individuals given Community Service who might previously have been given a custodial sentence.

Bill Kinnear confirmed that it is already current practice to have a robust risk assessment in place, to note unsuitability for Community Service in reports and to raise any unmanageable situations with sentencers.

Decision

The Authority agreed to:

- 1 Note the content of the recently published report by the Scottish Government, Protecting Scotland's Communities: Fair, Fast and Flexible Justice.

CJA119

FFV CJA COMMUNICATIONS STRATEGY

The Scottish Government's 'Reducing Reoffending' consultation pointed to significant communications gaps within the Criminal Justice system and lack of public understanding of how the Criminal Justice system works.

Following the introduction of the Management of Offenders, etc (Scotland) Act 2005, CJAs were commissioned by the Scottish Government to create Area Plans in order to work towards the achievement of the outcomes of the National Strategy for the Management of Offenders. A key task within Fife and Forth Valley CJA's Area Plan 2008-11 was the development of a Communications Strategy. The Communications Strategy is aimed at improving the communication capability of Fife and Forth Valley CJA as an organisation and does not seek to replace the existing strategies of partner organisations.

This Communication Strategy was originally developed by North Strathclyde CJA. It was considered to be comprehensive. In an effort to share best practice, all eight CJAs within Scotland agreed to adopt the Communication Strategy and customise it for use within their own area.

The Scottish Government, in their attempts to reform and revitalise community based sentences, intend to develop a National Communications Strategy. Links will be made with the National Strategy once it is produced to ensure it complements our local Communications Strategy.

The role of the CJA Communications Strategy is to develop and maintain a positive public profile for the work of the CJA and to continually strive to enhance the organisation's reputation by ensuring a consistent, proactive and high quality approach to communications both internally and externally.

The Strategy sets out the leadership role that the CJA has in communicating clear and simple messages about developments in offender management at both a local and national level and in promoting a shared understanding of the different roles partners can contribute.

The Strategy also sets out the role that the partner organisations themselves have and describes the key messages that the CJA and its partners will communicate. That is:

Clackmannanshire Council Communications Unit has agreed to provide support to the Fife and Forth Valley CJA in dealing with our communications and marketing issues, such as issuing Press Releases on our behalf and promoting CJA events.

The Strategy sets out an action plan for promoting key messages and also includes a media protocol to enable a consistent approach to CJA related communications. All partner agencies have provided named contacts who will send and receive information for release.

The Convenor confirmed that the CJA Convenors are the spokespeople promoting CJAs nationally.

Decision

The Authority agreed to:

- 1 Note the content of the Fife and Forth Valley Communications Strategy.
- 2 Approve the Strategy for implementation.

CJA120

SCOTTISH PRISON SERVICE 11TH PRISONER SURVEY 2008

Since 1990 the SPS have conducted a regular survey of prisoners. The objectives of the survey are to:

- Make use of prisoners perceptions of service delivery and service quality in business planning;
- To provide prisoners with an opportunity to comment on a range of issues that impact on their experience in prison;
- To allow staff to get a better understanding of how the prison halls or areas they manage compare to equivalent prison halls or areas and, in doing so, to provide a tangible way to help share items of 'best practice'.
- To allow the SPS, through annual repeats of the same questions to track progress, (or the lack of it) across the various dimensions that are included in the survey.

The survey is focussed intentionally upon core elements of prison life: living conditions, family contact, health care, relationships and atmosphere. The survey also seeks views on issues such as perceived safety, bullying, drug use and mental health.

The survey is issued to all prisoners in Scotland. The overall prisoners' response rate of this most recent survey was 62%.

79% of prisoners were positive about access to family and friends, although prisoners continued to report that their families experienced problems when visiting prison. 39% cited transport problems, 66% reported problems with distance and 54% reported problems with cost.

49% of prisoners admitted to being drunk at the time of their offence – this represents a 9% increase on 2005 figure.

69% of prisoners admitted to using illegal drugs in the year before coming into prison.

26% admitted to using drugs in prison in the month prior to the survey.

28% reported that drug use would be a problem for them upon release.

52% of prisoners reported they had been assessed for drug use on admission to prison, 47% (40%) stated that if they were offered help for the drug problem in prison they would take it and on the outside 45% said that they would take help.

74% of prisoners had attended the Doctor.

74% of prisoners had attended the Nurse.

Atmosphere overall and relationships continue to be well reported by prisoners despite the prison population having risen to record levels over the last 12 months.

The increase in prisoner numbers has not been without problems and prisoners are reporting an effect on their out-of-cell activities and recreation and their opportunities for training and education. Overall, 6 in 10 prisoners believed that high numbers were having a detrimental impact in these areas.

The information provided in the prisoner survey will be used to help inform the work of the CJA and its partners in a variety of ways. The information on health care and substance use will be addressed within the CJA Health Forum. Issues in relation to transport will be progressed by our three prisons; Cornton Vale, Glenochil and Polmont. Future planning for Throughcare Addiction Service can also be informed by these findings.

Decision

The Authority agreed to:

- 1 Note the content of the Scottish Prison Services (SPS) 11th Prisoner Survey.

CJA121

FFV CJA ACTION PLAN 2008-2009 – PROGRESS REPORT

The Fife and Forth Valley CJA produced an Area Plan for 2008-2011. This was approved by the Fife and Forth Valley CJA Board at its meeting on 13 September 2007. It was also approved by the National Advisory Board on 5 November 2007.

The Area Plan contained an Action Plan for 2008-2009 which was also approved by both the CJA Board and the National Advisory Board at the same meetings.

The CJA Board requested that the Chief Officer provide a Progress Report on the Action Plan.

Progress was achieved in most areas. When there was a lack of progress in some areas, mostly these related to the delay in the appointment of the CJA Research Officer and the CJA Training and Development Officer for Criminal Justice Social Work. It is intended that the Training and Development Strategy will be complete for March 2009. The CJA Research Officer was to monitor the number of young people entering the adult Criminal Justice system. Preliminary work can commence on this to enable full monitoring and analysis in 2009-2010. Similarly, the analysis of offenders' access to housing, education, employment, training, leisure services and health provision will be deferred to 2009-2010.

There have been three significant documents produced or commissioned by the Scottish Government since the CJA Action Plan for 2008-2009 was produced, eg Reform and Revitalise, Scotland's Choice, Fair, Fast and Flexible Justice. These documents have already, and will continue to have, significant impact on the CJA and its partners. In an effort to reform and revitalise community based alternatives to prison, the CJA has received additional funding for two pilot programmes; SER (Social Enquiry Report) Pilot and Community Service Visibility Pilot Project.

Councillor Benny asked why there was slippage in the timescales set for some of the actions and the Chief Officer confirmed that the delay in the appointment of the CJA Research and Information Officer and diversion to other issues had resulted in some actions being delayed but confirmed they were still being progressed.

Councillor Benny asked that the reasons for slippage be noted within the Action Plan presented to future Board meetings.

Decision

The Authority agreed to:

- 1 Note the progress in meeting the objectives outlined in the Fife and Forth Valley CJA Action Plan 2008-2009.

CJA122

FFV CJA: COMMUNITY SERVICE VISIBILITY PROJECT – INTERIM REPORT

Fife and Forth Valley Community Justice Authority was successful in a bid to the Scottish Government for funding to research and analyse public understanding of Community Service and to embark upon a high profile publicity campaign. Fife Council Criminal Justice Services has the Project Lead. The campaign aims to increase visibility of Community Service. Increase in numbers and quality of projects coming from the community and increased public understanding and confidence in community Service as a court disposal.

On 31 October 2008 a postal survey went out to 3500 Fife and Forth Valley residents and was also available online. The returns from each Authority were; Clacks (19%), Falkirk (14.9%), Stirling (46.8%) and Fife (78.2%).

It was considered that there were factors which may have affected the returns, eg Falkirk Council did not issue the requested names/addresses of residents, therefore, all surveys were sent to 'the occupier' only and did not issue the press release and Fife had the survey online and the figures may, therefore, include residents from other Authorities.

The results indicated that the average across all Authorities was that over 50% of residents were not aware of Community Service in their area and almost 25% did not know there was a scheme.

The Project Team considered it would be more effective to focus on one control target area rather than the whole of Fife and Forth Valley. Fife was the chosen control target area and the project objectives were agreed, eg to raise awareness of Community Service projects in Fife by 10%, to increase referrals to Community Service Projects in Fife by 5%. By the end of the campaign, 31 March 2009, each Authority will develop mechanisms to engage communities in relation to work carried out by Community Service.

The Chief Officer reported that the Project Team have arranged an extensive media campaign with Kingdom FM promoting the Community Service Scheme. There will be broadcasts six days per week for three weeks.

Three potential Community Service Projects have been identified: coastal walkway, redecoration of a park changing room and a blocked core path. The public will be invited to vote, either by text or on-line. The adverts will be punctuated with pre-recorded interviews with CJS staff and offenders. The cost of this campaign is £500.00 and will be funded from monies specifically allocated to the Project.

Some Press Releases have been issued with negative feedback from the Dunfermline area.

Bill Kinnear confirmed that it was essential to respond to any media enquiries with a focus on Community Service being a time penalty for offenders with work undertaken being of benefit to the whole community. Information for Elected Members and Officers will be prepared to assist with any Press/Media enquiries. It was confirmed that any work undertaken could not be a substitute for paid employment.

The Chief Officer referred to the Pay-Back poster, on display in the meeting room, which had been chosen by the Project Team, from amongst other designs, to promote Community Service. Plaques will also be erected at sites improved by the Community Service Scheme.

On completion of the campaign, a second survey will be carried out to measure public awareness of Community Service.

There was some discussion amongst Board Members as to the awareness within their constituencies and how to raise awareness with residents and, for example, Community Councils and the smaller local newspapers. It was also suggested that a programme of work being undertaken should be sent to each Elected Member.

There was concern expressed regarding constituents perception that Community Service Schemes would involve a level of risk to communities and, therefore, it would be necessary to build public confidence slowly over the coming months.

Decision

The Authority agreed to:

- 1 Note the content of the Community Service Visibility Project Interim Report.

CJA123

OFFENDER GP REGISTRATION – STATUS ON LIBERATION FROM CUSTODY

The National Offender Strategy highlights the importance of appropriate Health Care provision for offenders being liberated from a custodial sentence.

Similar to other Community Justice Authorities (CJAs) across Scotland, the Fife and Forth Valley Community Justice Authority Area Plan 2007-2008 and Area Plan 2008-2011, included in their objectives and actions in meeting outcome 01 to *'Develop services where all prisoners have a seamless transition from prison to the community – develop health access'*

In the absence of any analysed offender/GP registration data, a widely held perception or understanding has been that a high percentage of those returning to their communities were not registered with a GP Practice. In response to this, a meeting between Scottish Prison Service (SPS) and Greater Glasgow and Clyde National Health Service (GG&CNHS) was convened to discuss and identify a strategy towards establishing the existence and degree of any shortfall on a national basis upon which subsequent planning requirements to address any 'gap' could be informed.

The outcome of data analysis identified that, nationally, 92% of all prisoners liberated in the period 28 July – 24 August 2008 had a current GP registration. The percentage of Fife and Forth Valley Offenders with a GP registration was 91%.

Decision

The Authority agreed to:

- 1 Note the content of the Scottish Prison Service and Greater Glasgow and Clyde National Health Service Audit of Offender GP Registration - Status on Liberation from Custody.

CJA124 YOUTH JUSTICE INTEGRATION PROGRAMME – HMP GLENOCHIL

Discussion on this Report will be carried forward to the next meeting.

Decision

The Authority agreed to:

- 1 Carry forward the Report to the meeting of the Board scheduled for Tuesday, 3 March 2009.

CJA125 CARE COMMISSION INSPECTION REPORT ON SACRO'S SUPPORTED ACCOMMODATION SERVICE

Sacro's Supported Accommodation and Housing Support services have been registered with the Care Commission since September 2005. To-date services have been inspected on an annual basis.

Sacro's services are registered as either accommodation services for offenders or as housing support services. As Sacro's services in Forth Valley receive monies via Section 27 of the Social Work (Scotland) Act 1967, the local service is registered as an accommodation service for offenders.

The Care Commission Inspection Report was very positive, particularly so as 2008 was the first year in which the Care Commission introduced self-assessment and grading as part of their inspection process. All services are graded along a scale of 1 to 6 and thus Sacro's consistent scoring of 4/5 is very positive.

Sacro has submitted an action plan to meet the recommendations made within the report and continues to monitor the relationship with the Care Commission and subsequent service development at a national level.

Pat Delargy thanked the Convenor and Chief Officer for writing to the Scottish Government confirming their support.

Decision

The Authority agreed to:

- 1 Note the content of the Care Commission Inspection Report on Sacro's Supported Accommodation services in the Forth Valley area.

CJA126 FIFV CJA AUDITED ACCOUNTS 2007-2008

Fife and Forth Valley CJA and the Chief Officer are responsible for preparing financial statements in accordance with the Management of Offenders etc (Scotland) Act 2005 and regulations made there under. The Chief Officer is also responsible for ensuring, as Accountable Officer, the regularity of expenditure and receipts. The responsibilities are set out in the Statement of Accountable Officers Responsibilities.

In accordance with the Management of Offenders (etc) Scotland Act the audited Accounts for all CJAs in Scotland were laid before Parliament on 23 December 2008.

The purpose of the Statement of Accounts is to present a summary of the financial activities of the Fife and Forth Valley CJA for the benefit of Members and Officers of the constituent Local Authorities and the general public, to report on the stewardship of funds for the financial year 2007-2008 and to explain in overall terms the CJA's financial position.

The Chief Officer is designated by the Scottish Government as the CJA's Accountable Officer.

The responsibilities of Accountable Officer are outlined in the Financial Reports and Accounts. The responsibilities include overall organisation, management and staffing of the CJA, ensuring there is a high standard of financial management in the CJA, responsible for safeguarding the Public Funds for which she has charge and ensuring propriety and regularity in the handling of the Public Funds, ensuring that proper records are kept relating to the Accounts and the Accounts are properly prepared and presented in accordance with any directions issued by Scottish Ministers.

Fife and Forth Valley CJA is responsible for the disbursement of Section 27 Grant from the Scottish Government to Fife, Clackmannanshire, Falkirk and Stirling Local Authorities. In 2007-2008, the Fife and Forth Valley CJA was responsible for the disbursement of a total Section 27 Grant allocation of £10,654,224:

As Accountable Officer, the Chief Officer is dependant upon internal financial controls both within the CJA financial arrangements and those within the four constituent Local Authorities.

The Auditors agreed that the Financial Statements fairly present the CJA's financial position as at 31 March 2008, in accordance with the Management of Offenders etc (Scotland) Act 2005 and the CIPFA 2007 Statement of Recommended Practice (SORP). The Statement on the System of Internal Financial Control is consistent with the information obtained by the Auditors throughout the Audit.

The Auditors have made some recommendations for future reporting, eg to develop and include a Statement of Internal Financial Control.

Draft financial Accounts for 2008-2009 will be presented to the CJA Board for approval at its Board meeting in September 2009.

Decision

The Authority agreed to:

- 1 Note the Audited Accounts of the Fife and Forth Valley CJA for 2007-2008.
- 2 The draft Accounts for 2008-2009 to be submitted to the Board for approval prior to submission to the Auditor at the CJA Board meeting in September 2009.

CJA127

COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES

Fife and Forth Valley Community Justice Authorities received £202,316 in 2008/09 from the Scottish Government for the running costs of the CJA. This funding is provided under Section 4 (6) of the Management of Offenders Etc (Scotland) Act 2005 and is separate to the monies allocated to fund the Criminal Justice Social Work Services. This money is paid to Clackmannanshire Council as lead authority on Finance.

The Appendix to this Report contains a breakdown of the intended spend against this budget for 2008/09. The overall projected position is a £12k overspend. The projected overspend is entirely down to Tribunal costs which were not budgeted. There is an agreement in place with the Justice Department to meet these costs. Underspends against the Chief Officer and Planning Officer due to only part year costs are being offset against consultancy costs for the Review of Core and Non Core Services.

Councillor Neil Benny enquired why the projection for spend on Purchase of Equipment was high. The Accountant confirmed it would be for the purchase of equipment for the new post of CJA Research and Information Officer etc.

Decision

The Authority agreed to:

- 1 Note the projected outturn position for 2008/09.

CJA128 FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2008/2009

Criminal Justice Social Work Services are funded via a ring fenced grant from the Scottish Government. Chief Officers of the CJAs, as budget holders, are responsible for the effective financial management of the funds allocated to their CJA, including internal resource allocation across the constituent Authorities.

There is a total projected expenditure outturn of £482,254 over grant allocation. This is a reduction of some £374,261 from the last overall position reported to the previous board meeting in September 2008. The reduction is almost entirely due to savings that have been made in Fife since the previous board report, which was based on figures to the end of June 2008.

In Fife Council the projected expenditure outturn is £377,569 over grant allocation. Overheads account for £174k of this. The main overspends in Core are in Throughcare & Court Services. In Non Core the main overspends are in CSOGP & Drug Courts/DTTO

In Falkirk Council the projected expenditure outturn is £75,895 over grant allocation. This is mainly due to an increase in Community Service Orders alongside the introduction of mandatory Supervised Attendance Orders which compounded the demand for the service. In order to address the increased demand an additional Community Service Officer was employed and additional temporary supervisors were employed.

In Stirling Council the projected expenditure outturn is £17,562 over grant allocation. The Core is expected to be £25,260 over in total. Non Core is expected to be under by £7,698 in total.

In Clackmannanshire Council the projected expenditure outturn is £11,228 over grant allocation. The Core is expected to be £18,628 over in total. Non Core is expected to be under by £7,400 in total.

Fife and Falkirk have both implemented single status and this is reflected in the current expenditure. Clackmannanshire and Stirling have yet to implement single status.

Any expenditure over the grant allocation is the liability of the respective individual Local Authorities.

Decision

The Authority agreed to:

- 1 Note the projected outturn position for 2008/09 based on information to the end of December 2008.

CJA129 ELECTED MEMBER PORTFOLIO

At the CJA Board meeting on 16 September 2008, Members agreed to give consideration to the principle of allocating portfolios to Board Members.

Board Members each have a wealth of personal experience, interest and skills that can be utilised for the benefit of the CJA. Identifying specific portfolio holders can bring a more structured approach to Member involvement in the CJA. It can also enhance the integrated approach within the CJA between the Chief Officer, Lead Officers identified within the CJA Action Plan and Elected Members.

The Convenor confirmed she was mindful that Board Members already carry a Local Authority portfolio, however, felt that Members may have a particular interest or expertise which they could use for the benefit of the CJA and would welcome any support available.

It was agreed it was a good idea in principle but further detail and information would be required as to the type of work to be undertaken and the time allocation.

Decision

The Authority agreed to:

- 1 Support the establishment of portfolios for Elected Members in principle with further detail and information required being presented to a future meeting of the Board.

CJA130 MEETINGS/VISITS UNDERTAKEN BY CONVENOR, BOARD MEMBERS AND CHIEF OFFICER

The submitted Activity Report for September 2008 to January 2009 was noted.

CJA131 PARTNER PARTICIPATION

Central Scotland Police reported that they are undertaking a Review of Crime Management Services and this review will be linked with other reviews, eg accommodation estate.

CJA132 ANY OTHER COMPETENT BUSINESS

There was no other business.

The meeting closed at 12.20 pm

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 6 ON THE AGENDA
3 March 2009	NOT CONFIDENTIAL
REVIEW OF CRIMINAL JUSTICE SOCIAL WORK CORE AND NON CORE SERVICES: PROGRESS REPORT	

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Note the progress undertaken on the Review of Criminal Justice Social Work Core and Non Core Services.
- 1.2 Request that options for the distribution of the Criminal Justice Social Work Grant be presented to the Fife and Forth Valley CJA Board at its meeting on 2 June 2009.
- 1.3 Agree that letters be issued to Sacro, Apex Scotland, ASC and Barnardos advising them that the allocation provided to them for 2009-2010 will be assured for the period April to 30 September 2009 only. The allocation will be the same as that, pro rata, provided to them for 2008-2009.
- 1.4 Discontinue the allocation of £18,485.00 for the provision of Forensic Mental Health Services.

2 CONSIDERATIONS

Background

- 2.1 The Fife and Forth Valley CJA commissioned a review of the allocation of the grant provided to Fife, Clackmannanshire, Falkirk and Stirling Councils for the delivery of core and non core Social Work Services. The outcomes of the review were presented to CJA Board Members at a Seminar on 23 January 2009 and at the Fife and Forth Valley CJA Board meeting on 6 February 2009.
- 2.2 At the CJA Board meeting on 6 February, it was agreed that the Chief Officer, in consultation with officers from the four Fife and Forth Valley Local Authorities, undertake further work to:
 - Further scrutiny of average case loads per employee;

- Scrutiny of Community Service costings for 2009/2010;
- Scrutiny of cost requirements for core and non core services for 2008/2010;
- Identify funding options, including virement of non core funding to core;
- Implications for each CJS if core service allocation is amended;
- Implications for each CJS if non core allocation is allocated as per core allocation;
- Timescale for change;
- Present an Interim Report on progress to the Fife and Forth Valley CJA Board on 3 March 2009.

Progress To-Date

- 2.3 The Chief Officer has agreed a schedule of meetings with the officers from the four Fife and Forth Valley Local Authorities to progress the work listed at paragraph 2.2. The Chief Officer has continued to liaise with David Smart, the Consultant commissioned to undertake the Review of Non Core Services. The Chief Officer has also liaised with Sacro, APEX Scotland, Barnardos and ASC. These agencies have been asked to provide the CJA with information on the implications for service delivery if funding is reduced.

Timescale

- 2.4 It is the intention to complete the work listed above and present options for the funding of core and non core services to the CJA Board at its meeting on 2 June 2009.

Implications

- 2.5 A number of suggestions for the distribution of the core and non core grant have been included in the Review's Report presented to the CJA Board. These include the reduction of grant allocation to voluntary sector providers and the cessation of funding, £18,485.00, for the provision of forensic mental health services. This latter recommendation was on the basis that there was no evidence to suggest the minimal grant allocated for this purpose could enhance forensic mental health services. The non core review recommends that the CJA negotiate and agree new protocols with NHS Fife and NHS Forth Valley for the provision of, or access to, forensic mental health services. It is recommended, therefore, that this grant allocation be ceased from April 2009. Resource pressures have been identified in other service areas and this grant could be used to offset these pressures.
- 2.6 If the outcome of the Review of Core and Non Core Services is such that the CJA Board agrees to changes in the amounts allocated for each core and non core service there may be implications for the four Fife and Forth Valley Local Authority service providers. It is recommended that, with the exception of the grant allocated for Forensic Mental Health Services, the grant allocation for 2009-2010 be distributed in the same manner for April 2009 to 30 September 2009 as that for the financial year 2008-2009. It is recommended that letters be issued to the Fife, Clackmannanshire, Falkirk and Stirling Councils advising them of this. Similar letters should also be issued to voluntary sector providers, ie Sacro, APEX Scotland, ASC and Barnardos.

There will be a requirement to provide three months notice, as per existing Service Level Agreements to voluntary sector providers if there is to be any change in funding provision and service delivery.

3 CONSULTATION

- 3.1 Consultations have taken place with officers from the four Fife and Forth Valley Local Authorities and voluntary sector providers.

4 RESOURCE IMPLICATIONS

- 4.1 Additional costs will be incurred for ongoing consultancy with David Smart until 31 March 2009. These costs will be met from within the Fife and Forth Valley CJA Administration Budget.


5 BACKGROUND PAPERS

- 5.1 CJA Board Report, Criminal Justice Social Work Services Budget Allocation 2008/09, 12 March 2008.
- 5.2 CJA Board Report: Review of Non Core Criminal Justice Social Work Services, 16 September 2008.
- 5.3 CJA Board Report, Proposals on the Budget Allocation for Core and Non Core Services 2009/2010 – Interim Progress Report, 6 February 2009.
- 5.4 Reform and Revitalise.
- 5.5 Scotland's Choice.
- 5.6 Fair, Fast and Flexible Justice.

Author(s)

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Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 23 February 2009

Reference 20090303ReviewofCriminalJustice

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 7 ON THE AGENDA
3 March 2009	NOT CONFIDENTIAL
<p style="text-align: center;">FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY: POLICIES AND PROCEDURES</p>	

1 RECOMMENDATION(S)

- 1.1 To approve the following list of policies and procedures that will apply to all employees of the Fife and Forth Valley Community Justice Authority.

2 CONSIDERATIONS

- 2.1 Fife and Forth Valley Community Justice Authority, as an employing Authority, requires to have a variety of policies and procedures in place for the protection and wellbeing of its employees.
- 2.2 CoSLA produced a Reference Manual on Governance and Infrastructure for CJAs on 14 June 2007. That Reference Manual included a list of policies and procedures that each CJA must have in place. The Reference Manual also listed a number of other policies and procedures that it is recommended each CJA has in place. Both lists are contained within Appendix 1 to this Report.
- 2.3 The lists in Appendix 1 illustrate what policies and procedures have been developed and approved by the Fife and Forth Valley CJA Board to-date.
- 2.4 Policies and procedures on the following areas have now been developed. These are:
- 2.4.1 Appendix 2: Managing Stress at Work Policy.
 - 2.4.2 Appendix 3: Health and Safety Procedure: Application of Health and Safety (Display Screen Equipment) Regulations 1992.
 - 2.4.3 Appendix 4: Control of Smoking at Work: Employee Guide.
 - 2.4.4 Appendix 5: Control of Smoking at Work: Managers Guide.
 - 2.4.5 Appendix 6: Data Protection Policy.

2.4.6 Appendix 7: Complaints Policy Statement.

2.4.7 Appendix 8: Holiday Entitlement.

2.4.8 Appendix 9: Compassionate Leave Policy.

2.4.9 Appendix 10: Special Leave Policy.

2.4.10 Appendix 11: Health and Safety Policy Statement.

2.5 Fife Council provides Legal and Human Resources support services to the Fife and Forth Valley CJA Board. Given the provision of that support, the Fife and Forth Valley CJA Board agreed at a Board meeting on 12 December 2007 that all appropriate policies and procedures from Fife Council would be customised for Fife and Forth Valley CJA. The policies and procedures presented within this report have all been customised from existing Fife Council policies and procedures.

3 CONSULTATION

3.1 Legal and Human Resources, Fife Council.

4 RESOURCE IMPLICATIONS

4.1 None.

5 BACKGROUND PAPERS


5.1 Governance and Infrastructure – Reference Manual.

5.2 FFV CJA Board Report: Equality of Opportunity, dated 12 December 2007.

Author(s)

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Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 12 February 2009

Reference 20090303FFVCJAPoliciesandProcedure

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

POLICIES AND PROCEDURES

Requirements

- Attendance Management Policy and Practical Guidance to Managers on how to Manage Poor Attendance*
- **Dignity at Work Policy for Staff**
- **Discipline Code of Conduct, Policy and Procedures**
- **Equality and Diversity Policy (embracing race and gender equality as well as ensuring compliance with other related legislation such as age discrimination)**
- First Aid Policy and Procedure*
- **FOI – Publication Scheme**
- **Health & Safety Policy Statement**
- Recruitment, Selection and Appointment Policy and Procedure*
- **Complaints Policy Statement**

Best Practice

- Alcohol, Drugs and other Substance Misuse Policy Guidance*
- Asset Register/Asset Disposal Procedures*
- Business Continuity/ Business Risk Management Policy/Process*
- Commissioning Policy*
- **Communications Strategy/Protocol**
- **Data Protection Policy**
- Electronic Communication and Internet use Policy (would cover computer misuse)*
- Financial Regulations*
- Grievance Resolution and Mediation Policy and Procedures*
- Induction Policy (for CJA Members and for staff)*
- Information Sharing Protocol*
- Management of Fixed Term Contracts of Employment*
- **Member Code of Conduct**
- Occupational Health Policies including:
 - **Managing Stress at Work Policy**
 - **Application of Health and Safety (Display Screen Equipment) Regulations 1992**
 - Management of Contamination with Human Blood/Body Fluids Procedure*
 - **Control of Smoking at Work: Employee Guide**
 - **Control of Smoking at Work: Managers Guide**
- Working Families: Pay, Benefits, Flexible Working, Time Off and Leave*
- Press/Media Relations Policy*
- Register of Member Interests*
- Reporting Agreement*
- Retirement Policy*
- **Scheme of Delegation**
- SLAs with Service Providers and/or Council*
- **Standing Orders**
- Tendering and Contracting Procedures*
- Training and Development for Staff Policy and Procedure*
- Whistle Blowing Policy and Procedure*
- **Holiday Entitlement**
- **Compassionate Leave Policy**
- **Special Leave Policy**

NB: *Those items marked with an asterisk are to be developed.
Those items emboldened are complete.
Those items coloured red are attached as Appendices to the Report.*



Health and Safety Procedure: Application of Health and Safety (Display Screen Equipment) Regulations 1992

1. Purpose

To describe the arrangements to be applied within Fife and Forth Valley Community Justice Authority (FFV CJA) which ensure compliance with the Health & Safety (Display Screen) Regulations 1992 (as amended), ("The DSE Regulations"), and associated Health & Safety Executive Guidance.

The proper application of this Procedure shall ensure that FFV CJA takes all reasonably practicable steps to ensure that the risks arising from hazards associated with working with *Display Screen Equipment (DSE)* * are eliminated or reduced to a minimum.

2. Scope

2.1. Application

This Procedure shall be applied to all identified *Users* * of *Workstations* * incorporating *DSE* * within FFV CJA, and shall apply to all employees whether full-time, part-time or temporary; and (to a limited extent) to Agency and self-employed staff engaged by FFV CJA.

This Procedure shall apply both to work undertaken within FFV CJA workplaces, and to FFV CJA employees working in other employers workplaces or working at home ("Home Working")

2.2. Application to Agency Workers

Where Agency staff (i.e. non- FFV CJA Employees) are engaged by FFV CJA Services to operate Display Screen Equipment, then FFV CJA's obligations with respect to the Health & Safety (Display Screen Equipment) Regulations are limited to:

Where Agency staff are identified as *Users*, conducting a Workstation Assessment in conjunction with the Agency staff member, and providing information on action to be taken to reduce risks, and;

Providing instruction and training on: (a) any special equipment or software applications to be used, and; (b) the arrangements for breaks

The provision of eye care, and general safety and computer application training is the responsibility of the employing Agency.

2.3. Disapplication

The DSE Regulations, and therefore this Procedure, do not apply to:

- equipment intended solely for public use;
- workstations provided for school pupils or students;
- portable *DSE* not in prolonged use;
- display screen equipment on board a means of transport, within a drivers cab; or to control cabs for vehicles or machinery;
- calculators, cash registers, or any other equipment having a small data or measurement display;
- window typewriters which display only a few lines of text.

It should be noted however that the above tasks and work environments will be covered by other areas of Health & Safety legislation, and adequate risk assessment and control measures will be required.

It is considered good practice to ensure that school pupils and students are trained to set up and use *DSE* in a way that minimises health and safety risk.

3. Related Procedures and Policies

FFV CJA Health & Safety Policy
FFV CJA Eyecare Administration Procedure

4. Hazard Effects

The hazards associated with Display Screen Equipment fall into three main categories as follows:

Musculoskeletal: which usually arise due to postural problems, and which can become chronic over prolonged periods if not corrected. These include 'repetitive strain injury', carpal tunnel syndrome, etc., and are usually referred to collectively as Work Related Upper Limb Disorders (WRULDs).

Fatigue and stress: which can arise due to inappropriate workload or task design, poor software design or working environment, or poor posture.

Visual fatigue: which can arise due to incorrect viewing distances, staying in the same position and concentrating for a long time, poor lighting, glare, inappropriate use of brightness or contrast controls, drifting, jittering or flickering screen image, a dirty screen or poor software design (e.g. small characters or text).

5. Definitions

5.1. User

A "*User*" may be defined as an employee (full/part time employee or agency staff) who habitually use *Display Screen Equipment* for the purposes of FFV CJA's undertaking, and as a significant part of their normal work.

A *User* will normally:

Use DSE for **continuous or near continuous spells of an hour or more** at a time.

Use DSE in this way **more or less daily**.

Have to **transfer information quickly** to or from the DSE.

They will usually need to apply **high levels of concentration and attention** or be **highly dependent on DSE** or have **little or no choice about using** it to carry out their duties.

Appendix 1. may be used to determine the application of the term "*User*". Note that the information shown is intended as a guide only and is not intended to exclude any particular job description from possible inclusion within the definition of "*User*"

5.2. Display Screen Equipment (DSE)

The definition of *DSE* covers both conventional (i.e. cathode ray tube) and other types of screen such as plasma or liquid crystal display used in flat-panel, touch screen and other emerging technology (sometimes referred to as Visual Display Units (VDUs)). Display Screen Equipment mainly used to display line drawings, graphs, charts or computer generated graphics are included, as are screens used in work with television or film pictures, and microfiche readers.

5.3. Workstation

A *Workstation* exists wherever there is prolonged use of *DSE*. For all *DSE*, the *Workstation* is the assembly including the screen, keyboard or other items of equipment including accessories (e.g. a mouse, keyboard or other input devices), the desk, chair and the immediate working environment. Any application software is included in this definition. Responsibilities extend to *Workstations* established at the employee's home, and to *Workstations* established at another employer's establishment.

Portable equipment, such as laptop computers, is also included.

6. Responsibilities

6.1. The Chief Officer shall ensure:

a member of staff is appointed to operate this Procedure.

this and related Procedures are brought to the attention of all relevant employees, including new employees identified as *Users* as soon as practicable.

a member of staff is nominated receive appropriate Information, Instruction and Training.

all *DSE Users* within their service receive appropriate Supervision, Information, Instruction and Training.

that the significant findings of *Workstation Assessments* are brought to the attention of employees and their representatives.

sufficient resources are allocated to enable the significant findings of *Workstation Assessments* to be acted upon in a timely and appropriate manner.

6.2. A member of staff shall ensure:

that all employees they identify to assist them in complying with this Procedure receive suitable and sufficient information, instruction and training.

that all *Users* within their area(s) of supervision are identified.

that suitable and sufficient Assessment of all *Workstations* (*Workstation Assessments*) is conducted in conjunction with *Users*, and;

that the views of individual *Users* are taken into account when conducting *Workstation Assessments*, and significant findings communicated to them, and;

the findings of *Workstation Assessments* are acted upon in a timely and appropriate fashion, and;

Workstation Assessments are reviewed appropriately; all in accordance with the "Purpose and Action Required" section of Part 7 of this Procedure.

that employees identified as *Users* are provided with suitable and sufficient information, instruction and training – see section 10 of this Procedure.

they lead by example by adopting best practice in workstation layout and posture. Provide positive supervision and support, encouraging others to adopt good *Workstation* layout, posture and practice.

6.3. Employees

Employees identified as *Users* shall comply with duties and follow guidance as listed in Appendix 2 - "*Guidance and Duties for employees – Working with Display Screen Equipment*"

6.4. The Occupational Health & Safety Section, Policy and Organisational Development Service, shall ensure:

suitable and sufficient training is available and provided on request to Services to enable them to comply with the requirements of this Procedure.

further advice and guidance is provided to Service representatives in matters of interpretation and application of this Procedure.

that consistent, suitable and sufficient training and information is available to all *Users* across FFV CJA.

CJA compliance with this Procedure is routinely audited.

7. Workstation Assessments

Workstation Assessments involve suitable and sufficient analysis by a suitably trained and responsible nominated person (usually a supervisor, or under the direction of a supervisor), in conjunction with the User(s) of the *Workstation*.

7.1. Purpose and Action required

The purpose of the Workstation Assessment process, as with any general type of Risk Assessment, is to:

Identify and evaluate, in a systematic fashion, those issues associated with the User, the Workstation, and the immediate environment which could give rise to harm.

Include a check for the presence of desirable features as well as making sure that bad points are identified

Record the findings of the assessment. Use the pro-forma at **Appendix 3**, "Workstation Assessment", recording information provided by both the employer (the assessor) and the employee.

Take appropriate action to address those aspects of the Workstation Assessment which indicated shortcomings, faults, or a need for improvement (i.e. where a 'No' response has been recorded) in a timely and appropriate manner; so as to eliminate or reduce risk.

Review the findings frequently to ensure that identified issues are being dealt with.

7.2. Review of Assessment

Assessments shall be reviewed where:

- A new User or Users are identified;
- Changes in individual capability are identified (e.g. due to temporary or permanent disability or injury, or where the employer is informed of pregnancy by the User);
- Major changes are made to software, or new applications are introduced;
- A major change is made to any of the equipment which forms part of the Workstation;
- A substantial increase in the amount of time required to be spent using DSE;
- A substantial change in other task requirements (e.g. speed or accuracy)
- If the workstation is relocated (even if all the equipment stays the same);
- A major feature of the work environment (e.g. the lighting) is significantly modified.

7.3. Application to Multi-User Workstations

Note: Where a Workstation is used by more than one worker, then it must be assessed in relation to all possible Users. This may involve, for example, ensuring that a chair has adequate range of adjustment for very tall or very short workers, and that a footrest is available for those who may need one.

7.4. Application to Home Working

The requirement to undertake Workstation Assessment also applies where the User works at home.

Where the Workstation is in the employee's home, (i.e. Home Working) it is acceptable to provide that employee with suitable and sufficient information and instruction to undertake their own Assessment. The findings of that Assessment shall then be discussed with their immediate Supervisor. FFV CJA has the responsibility of ensuring that the Workstation is brought up to an acceptable standard. (e.g. a suitable chair may have to be provided, or a "docking station" for a laptop computer in order to facilitate prolonged use).

7.5. Daily Work Routine for Users

7.5.1. Nature and timing of breaks or changes of activity

It is the responsibility of FFV CJA as an employer to ensure that the activities of Users are planned in such a way that work on DSE is periodically interrupted by breaks or changes of activity to reduce the workload at that equipment.

In many tasks, natural breaks or pauses will occur as a consequence of the way the work is organised. Wherever possible, jobs using DSE should be designed to consist of a mix of screen-based and non-screen-based activities, to prevent fatigue and to vary visual and mental demands.

Where the DSE work is particularly intensive (e.g. intensive data entry or copy typing), requiring sustained attention and concentration, then deliberate breaks or pauses must be introduced into the work routine.

It is not possible to be prescriptive in laying down requirements for breaks, the nature and mix of demands made by the job will determine the length of break or change of activity necessary to prevent fatigue.

The following general guidelines should be considered:

- Recognised Breaks must take place in normal working time. Breaks must not for example be permitted to accumulate towards an early finish.
- Breaks or changes of activity should be designed to occur before fatigue sets in. Appropriate timing of a break is more important than its length.
- Short, frequent breaks or changes of activity are more satisfactory than occasional, longer breaks: for example a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15-20 minute break every 2 hours.
- Wherever practicable, Users should be allowed some discretion as to when to take breaks and how to carry out tasks.
- Changes of activity are at least as effective in reducing visual fatigue as formal rest breaks.
- Wherever possible, breaks should be taken away from the DSE Workstation, allowing the User to stand up, move about and/or change posture
- Eating and drinking at the Workstation should be discouraged.
- Whereas "Break Monitoring" software tools are available, their use can be perceived by Users as intrusive, and can add to frustration and stress. The use of such tools is therefore not recommended.

7.5.2. Planning Activities

The requirement to plan activities does not extend to the drawing up of a precise and detailed timetable for periods of DSE work and breaks. It is enough that supervisors provide sufficient information and training, and encourage Users so that they are able to benefit from breaks or changes of activity.

8. Eyecare

Every Display Screen Equipment User is entitled, on request, to a Voucher entitling him or her to a free eyesight test at a participating optician. Where that test determines that the User requires special corrective appliances (spectacles required due to the nature of the work), then the User shall be further entitled to a voucher towards the cost. This voucher shall be sufficient to meet the cost of a "basic" frame and the prescribed lenses only.

Information regarding the Council's arrangements for eyecare, and the right to eye and eyesight tests, must be brought to the attention of new Users immediately on recruitment – this includes existing employees who become Users due to changes in the nature of their work.

Further information on FFV CJA's arrangements for the administration of an Eyecare voucher scheme are contained in related Procedure OHS-C-06

9. Provision of Information and Training for Users

The following aspects shall be covered in the provision of information to Users. This information, along with the information in Appendix 2, should be provided before the User participates in the Workstation Assessment process:

That the User has an important role to play in the correct and timely detection of hazards and risks. This should cover both the absence of desirable features (such as no seat height adjustment on a chair), and the presence of undesirable features (e.g. screen reflections or glare).

Simple explanations of how harm to the User may arise, e.g. how poor posture will lead to static loading on the musculoskeletal system, causing fatigue, discomfort, and eventual long term health problems.

How the User can minimise hazards, by:

- adopting good posture and frequently changing position
- correctly adjusting equipment, particularly furniture
- using and arranging the Workstation components to achieve good posture, prevent overreaching and avoid glare and reflection
- keeping the screen clean, recognising and reporting other defects
- taking advantage of breaks and changes of activity

How Users can alert Supervisors and their Managers of ill health symptoms or Workstation problems.

Information on eyesight tests. (Procedure OHS-C-06)

Adequate training and instruction to ensure sufficient competence in the software applications use in the job.

10. Further Information

Where doubt or uncertainty exists as to the extent of application of this Procedure to any particular or individual circumstances, please contact the Occupational Health & Safety Section, Policy & Organisational Development Service for advice.

Further reading

“Work with display screen equipment- guidance on the Regulations” L26
ISBN 0-7176-2582-0 (HSE Books)

*“The law on VDUs: An easy guide: Making sure your office complies with the Health & Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)”*_HSG 90
ISBN 0 7176 2602 4 (HSE Books)

“Working with VDUs” IND(G)36
ISBN 0-7176-1504-9 (HSE Books) single copy available free. Also available free to download as a pdf document from HSE Website: www.hse.gov.uk

“Homeworking” IND(G) 226 Guidance for employers and employees on health and safety.
ISBN 0-7176-1204-X (HSE Books) Single copy available free.

Appendix 1

A guide to deciding who is a 'User' under the DSE Regulations

Job example	Does the jobholder's DSE work involve:							Decision
	Continuous spells of an hour or more?	Daily use of DSE ?	Fast information transfer?	High attention and concentration ?	High dependency on the DSE?	Little choice whether or not to use the DSE?	Special training or skills?	
Chief Officer	Yes	No	No	Maybe	Maybe	No	No	Definitely 'users' or 'operators'
Secretary	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
R & I Officer	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

Yes means this does apply on a typical working day (not necessarily on all days).

Maybe means either this applies to the job on some days but not others, or that it applies to some such jobs but not others.

In either case, there may be a need for further thought or investigation to reach a decision.

No means this never applies, or there are only occasional days in the year when it applies.

Guidance and Duties for employees – working safely with Display Screen Equipment.

Duties

Co-operate with your Supervisor or others undertaking Workstation Assessments

Use equipment only in accordance with instruction and training.

Promptly report any significant problem associated with your Workstation – this includes your work equipment and your immediate working environment.

Take reasonable care for you health and safety at work. Inform your Supervisor of any issue which may affect your safety or health in relation to Display Screen Equipment work, e.g. temporary mobility problems, medical condition, pregnancy, any symptoms you experience which you think may be associated with DSE work.

Comply with local arrangements for work breaks and rest breaks.

Guidance

Adjust your chair and display Screen to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the screen.

Make sure you have enough work space for the documents and other equipment you need.

Try different arrangements of keyboard, screen, mouse and documents to find the best layout for you. A document holder may help you avoid awkward neck and eye movements.

Wherever possible, arrange your desk and screen to avoid glare or bright reflections. It is best if neither you nor the screen directly face a window or bright light. Adjust curtains or blinds to prevent unwanted light.

Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment

Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller Users.

Keying In

Adjust your keyboard to get a good keying position. A space in front of your keyboard is helpful for resting the hands and wrists when not keying.

Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't over stretch your fingers.

Using a mouse

Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.

Support your forearm on the desk, and don't grip the mouse too tightly.

Rest your fingers lightly on the mouse buttons and do not press them hard

Try to learn and use keyboard shortcuts instead of the mouse, particularly if your work is keyboard intensive.

Reading the Screen

Adjust the brightness and contrast controls to suit the lighting conditions in the room.

Make sure the screen surface is kept clean!

Take time to set up the computer software to suit you. Choose a text size that is large enough to read easily. Select colours that are easy on the eye. Take time to explore the "Settings" menu on your computer, and use settings that suit you – for example; you can adjust the speed, size and shape of the mouse cursor arrow.

Individual characters on the screen should not flicker or move. If they do, the machine may need servicing or adjustment.

Posture and breaks

Don't sit in the same position for too long a period. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your Workstation).

Most jobs provide opportunities to take breaks from the screen, e.g. to do filing, photocopying, to deal with queries or telephone calls, etc. Make use of them! If there are no such natural breaks in your job, then your work should be organised so that you have frequent short "micro-breaks" (along with the usual recognised lunch and morning/afternoon breaks)

If you are required to input or retrieve information from the screen whilst using the telephone, do not cradle the handset on your shoulder. If you have to do this a lot, then a telephone headset will probably be required.

DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT

Premises address:

Workstation location and number (if applicable):
.....

User:

Assessment completed by:

Assessment checked by:

Date of assessment:

Any further action required? YES/NO

Follow –up action completed on:

This Workstation Assessment form must be used to measure compliance with particular requirements of the Health and Safety (Display Screen Equipment) Regulations.

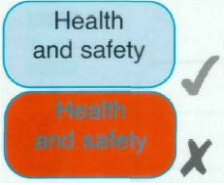

Work through the assessment with the user, ticking either the “yes” or “no” column against each risk factor:

“Yes” answers require no further action

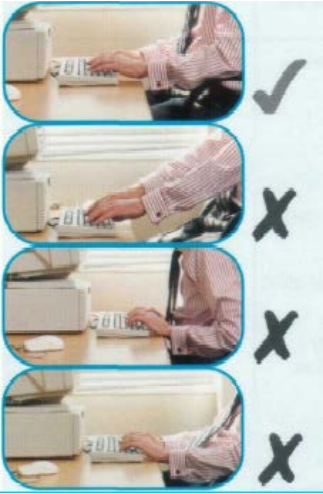
“No” answers will require investigation and/or remedial action by the workstation assessor/Service management. Decisions to be noted in the “Action to take” column. Assessors must check later that actions have been taken and have resolved the problem.

Further advice on the Workstation Assessment process is given within “The law on VDUs - an easy guide” HS (G) 90 (HSE books).


Appendix 3


Risk Factors	Y e s	N o	Things to Consider	Action Required
<p>Display Screens</p> <p>Are the characters clear and readable by the user?</p> 			<p>Make sure the screen is clean and cleaning materials are made available</p> <p>Check that the text and background colours work well together</p>	
<p>Is the text size comfortable to read for the user?</p>			<p>Software settings may need adjusting to change the text size</p>	
<p>Is the image stable, ie free from flicker and jitter?</p>			<p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If problems still exist, get the set-up checked, e.g contact IT.</p>	
<p>Is the screen's specification suitable for its intended use?</p>			<p>e.g. intensive graphic work or work requiring fine attention to small details may require large display screens</p>	
<p>Are the brightness and/or contrast adjustable?</p>			<p>Separate adjustment controls are not essential, provided the user can read the screen easily at all times.</p>	
<p>Does the screen swivel and tilt?</p>			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if;</p> <p>Swivel/tilt is absent or unsatisfactory</p> <p>Work is intensive; and/or</p> <p>The user has problems getting the screen to a comfortable position</p>	
<p>Is the screen free from glare and reflections?</p> 			<p>Check where reflections are coming from.</p> <p>You may need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections</p>	



Appendix 3

Risk Factors	Y e s	N o	Things to Consider	Action Required
Are adjustable window coverings provided and in adequate condition?			<p>Check that the blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters <u>as a last resort</u> and seek specialist help.</p>	
<p>Keyboards</p> <p>Is the keyboard separate from the screen?</p>			<p>If a laptop computer is being used, a full size keyboard should be utilised as part of a “docking station” for prolonged work.</p>	
Does the keyboard tilt?			Tilt need not be built in	
<p>Is it possible to find a comfortable keying position?</p> 			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick raised keyboards may require a wrist rest.</p>	
Does the user have good keyboard technique?			<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> Hands bent up at wrists Hitting the keys too hard Overstretching the fingers 	
Are the characters on the keys easily readable?			<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	
<p>Mouse, trackball etc.</p> <p>Is the device suitable for the tasks it is used for?</p>			<p>If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternatives such as touch screens may be better for some tasks (but can be worse for others). Seek advice from IT Service regarding alternative devices.</p>	

Appendix 3

Risk Factors	Y e s	N o	Things to Consider	Action Required
<p>Is the device positioned close to the user?</p> 			<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to;</p> <ul style="list-style-type: none"> Prevent arm overreaching Tell users not to leave their hand on the device when its not being used Encourage a relaxed arm and straight wrist. 	
<p>Is there support for the device user's wrist and forearm?</p>			<p>Support can be gained from, for example, the desk surface or the arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
<p>Does the device work smoothly at a speed that suits the user?</p>			<p>See if cleaning is required (e.g. Of mouse ball and rollers)</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
<p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>			<p>Users may need training in how to adjust device settings.</p>	
<p>Software</p> <p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user friendly</p> <p>Check users have had appropriate training in using the software</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk Factors	Y e s	N o	Things to Consider	Action Required
<p>Furniture</p> <p>Is the work surface large enough for all the necessary equipment, papers etc?</p> 			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be scope for rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers that they need to use?</p>			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working: Seat back height and tilt adjustment? Seat height adjustment? Swivel mechanism? Castors or glides?</p>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Risk Factors	Y e s	N o	Things to Consider	Action Required
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under desk</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the VDU?</p>			<p>Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>	
<p>Environment</p> <p>Is there enough room to change position and vary movement?</p>			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
<p>Is the lighting suitable, eg not too bright or too dim to work comfortably?</p> 			<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lamps don't cause glare by reflecting off walls or other surfaces).</p>	

Risk Factors	Y e s	N o	Things to Consider	Action Required
Does the air feel comfortable?			<p>VDUs and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help as can reducing the amount of paper stored in the open.</p> <p>Consider a <u>humidifier</u> if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More draught-free ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p> <p>(contact Facilities Service for further advice, particularly where air conditioning is being considered)</p>	
Are the levels of noise comfortable?			<p>Consider moving sources of noise, e.g. printers away from the user. If not, consider soundproofing.</p>	
<p>7. Activity Breaks and Rest Breaks</p> <p>Are tasks adequately varied, allowing users to change position, move about and vary viewing distances?</p> <p>If the tasks cannot be varied, are sufficient activity breaks built in to the work activity?</p> <p>Are activity breaks taken before the User becomes tired?</p> <p>Does the User have some degree of control over work patterns?</p> <p>Are Users effectively supervised to ensure that they do not work intensely for too long?</p> <p>Is the use of Computer Equipment during formal rest breaks adequately controlled?</p> <p>Are formal rest breaks (mid morning, afternoon and at least a half-hour at lunch break) observed?</p>			<p>Whilst the collective views of your workforce will play an important part in determining the adequacy of activity breaks, the views of individuals are equally important. We all have different abilities – some may be fatigued or “stressed” by a work pace which others are comfortable with.</p> <p>Supervisors should routinely monitor the effective compliance of those under their direct supervision for aspects such as:</p> <p>Adopting good posture</p> <p>Layout out workstation</p> <p>Breaks are properly observed</p>	

Risk Factors	Y e s	N o	Things to Consider	Action Required
<p>8. Health & Safety Training for Users</p> <p>Has the User received information about:</p> <p>risks posed by working with DSE?</p> <p>the importance of good posture?</p> <p>how to organise their work area, adjust furniture, hardware and software to suit their requirements and to avoid awkward or frequent stretching movements?</p> <p>avoiding screen reflection and glare?</p> <p>adjusting and cleaning the screen and mouse/other input devices?</p> <p>the arrangements for work activity and rest breaks?</p> <p>who to contact for assistance, or to report a problem?</p>			<p>The topics should be discussed during the assessment process.</p> <p>The User must be given the opportunity to read through appropriate guidance and reference documents (e.g. Corporate Health & Safety Procedures OHS-C-05 and OHS-C-06).</p> <p>These aspects should be discussed at employee induction, with refresher information/training as required.</p>	
<p>9. Final Questions to users...</p> <p>Ask if the checklist has covered all the problems that they may have working with their VDU.</p> <p>Ask if they have experienced any discomfort, or other symptoms which they attribute to working with their VDU.</p> <p>Ask if the user has been advised of their entitlement to eye and eyesight testing. (see Corporate Procedure OHS-C-06 for more information).</p> <p>Write the details of any problems here:</p>				

Further Action Required/Review Comments		Action by	Action by
		(whom)	(date)

Premises address:

Workstation location and number (if applicable):

User:

Assessment completed by

Assessment checked by:

Date of assessment:

Follow –up action completed on:

<p>Fife & Forth Valley Community Justice Authority</p> 	<p>Compassionate Leave Policy</p>
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Fife and Forth Valley Community Justice Authority (FFV CJA) is committed to being a good employer and to developing people and family-friendly employment policies. This approach not only allows employees to balance their personal and working lives but also helps us to maintain employees' productivity, loyalty and motivation.

In keeping with this, we recognise that, from-time-to-time, employees' lives outside of work may necessitate some form of support from FFV CJA. Strong consideration will, therefore, be given to allowing employees access, where appropriate, to Compassionate Leave which will normally be for up to 5 paid working days. Any extension beyond 5 days may result in the leave being unpaid.

Scope

This Policy applies to all employees.

Agreed by:

Fife and Forth Valley Community Justice Authority Board
3 March 2009



Policy Statement

Fife and Forth Valley Community Justice Authority is committed to the provision of high quality services. Occasionally, within such an organisation, things can go wrong. When this happens, FFV CJA will investigate all complaints received and will provide a solution for any justified complaints. The solution offered will adequately reflect the nature of the loss, damage, suffering or inconvenience caused.

This document sets out a policy on solving complaints where it has been established that FFV CJA is at fault. The policy gives guidance on how FFV CJA will deal with complaints from members of the public. It does not apply to:

- internal complaints within and between the services of FFV CJA;
- complaints referred to FFV CJA's insurers;
- complaints that are the subject of legal proceedings or statutory procedures.

At all times we will endeavour to ensure quality of access for those people with specific and special needs.

Use of FFV CJA's complaints procedure does not prejudice the individual's right to refer their complaint to the Local Government Ombudsman at any stage if they consider that FFV CJA is guilty of maladministration.

Guiding Principles

A complaint is an expression of dissatisfaction about a FFV CJA service which **requires action to remedy** eg:

- absence of policy/procedure
- disagree with FFV CJA policy
- discrimination
- failure to follow policy/procedure
- failure to provide a service
- failure to provide a service on time
- inappropriate conduct by employee/Member/contractor
- lack of/incorrect information **
- poor quality of service
- other

It is FFV CJA's intention to resolve complaints as quickly and informally as possible 'on the spot'. The FFV CJA will respond to all complaints and advise of progress until the investigation is complete. All investigations will be carried out according to current FFV CJA procedures.

At all times good practice will be used to manage complaints and procedures will be reviewed regularly.

The key principle of this Policy is to provide a sympathetic, fair and consistent approach to the management and solution of complaints. This will be supported by providing comprehensive training and guidance for employees.

**** Please note that there are separate guidelines for dealing with requests for information under Freedom of Information.**

Solution

When a complaint is justified, FFV CJA will give full consideration to providing a solution, based on the following:

- An apology and explanation will be given in all cases.
- Negotiations with the customer to agree an appropriate resolution to the problem, eg provision of a service which has been wrongfully denied.
- Any additional and appropriate action to make sure that the customer has not been penalised or suffered because of the service failure.
- Where a complaint has revealed a fault in system/procedures, an examination of these will be carried out to try to prevent the problem recurring and inform the customer of any changes.
- In exceptional circumstances, FFV CJA will consider an ex gratia reimbursement of costs actually incurred by the customer as a result of actions or lack of action. Reasonable payments in cash or kind may also be considered to acknowledge the "time and trouble" element caused by FFV CJA's failure.

Scope

This Policy applies to all customers of FFV CJA, either residents or businesses, who are dissatisfied with service provision. At all times FFV CJA will deal sympathetically with these customers or their nominated representative. However, if complaints become vexatious or FFV CJA employees are harassed through inappropriate behaviour, the Chief Officer will review any cases and take action to prevent this.

Reporting

On an annual basis, reports will be submitted to the Fife and Forth Valley CJA Board to analyse the performance of and the standard of complaints resolution.

February 2009



Data Protection Policy

Introduction

1. This is a statement of the Data Protection Policy adopted by Fife and Forth Valley Community Justice Authority ('FFV CJA'). This policy is applicable to all personal data held by FFV CJA. It applies to all employees and Elected Members of the FFV CJA and to any contractors or agents performing work for or on behalf of the FFV CJA.
2. The FFV CJA needs to process certain types of data about people with whom it deals in order to operate. This includes current, past and prospective employees, suppliers, clients and customers, and others with whom it communicates. In addition, it may occasionally be required by law to process certain types of data of this kind to comply with the requirements of Governmental Departments and Agencies. This personal data must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the Data Protection Act 1998.
3. The FFV CJA regards the lawful and correct treatment of personal data as very important to its successful operation and to maintaining confidence between it and those with whom it deals. The FFV CJA will ensure that it will treat personal data lawfully and correctly.

The Data Protection Principles

4. To that end, the FFV CJA fully endorses and adheres to the eight Data Protection Principles set out in the Data Protection Act 1998.
5. These Principles can be summarised as follows:
 - Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
 - Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
 - Personal data shall be accurate and, where necessary, kept up to date.
 - Personal data shall not be kept longer than is necessary for that purpose or those purposes.
 - Personal data shall be processed in accordance with the rights of data subjects under the Act.
 - Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
 - Personal data shall not be transferred to a country or territory outside the European Economic area unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the process of personal data.

What FFV CJA will do:

6. The FFV CJA shall, therefore, through appropriate management, and strict application of criteria and controls:
 - observe, fully, conditions regarding the fair collection and use of data;
 - meet its legal obligations to specify the purposes for which data is used;
 - collect and process appropriate data, and only to the extent that it is required to fulfil operational needs or to comply with any legal requirements;
 - ensure the quality of the data used;
 - apply strict checks to determine the length of time the data is held;
 - ensure that rights of people about whom data is held can be fully exercised under the Act. These include:
 - the right to be informed that processing is being undertaken;
 - the right of access to one's personal data;
 - the right to prevent processing in certain circumstances; and
 - the right to correct, rectify, block or erase data which is regarded as wrong data;
 - take appropriate technical and organisation security measures to safeguard personal data;
 - ensure that personal data is not transferred outside the European Economic area without suitable safeguards.

7. In addition the FFV CJA will ensure that:
 - there is someone with specific responsibility for data protection in the organisation (the nominated person is the Chief Officer);
 - everyone managing and handling personal data understands that they are contractually responsible for following good data protection practice;
 - everyone managing and handling personal data is appropriately trained do to so;
 - everyone managing and handling personal data is appropriately supervised;
 - anyone wishing to make enquiries about handling personal data knows what to do;
 - queries about handling personal data are competently and courteously dealt with;
 - methods of handling personal data are clearly described;
 - a regular review and audit is made of the way personal data is managed;
 - methods of handling personal data are regularly accessed and evaluated; and
 - performance with handling personal data is regularly accessed and evaluated.

General

8. This document states the FFV CJA's primary, general policy with regard to Data Protection. The FFV CJA also has policies, codes of practice, protocols and guidance, as appropriate, for specific types of data and data uses such as CCTV and e-mail. Additional data specific policies, codes, protocols and guidance will be adopted as and when necessary.

9. This policy and the specific policies, codes, protocols and guidance form part of the FFV CJA's Data Strategy.



Health and Safety Vision

To carry out all our activities in such a way as to safeguard each other and those who work with us by operating an injury free and healthy workplace and to protect the safety of the public.

Commitment

We are committed to:

- Achieving and maintaining high standards of health and safety performance;
- Preventing work-related illnesses;
- Complying with all relevant health and safety legislation;
- Promoting consultation and co-operation on health and safety matters to ensure effective participation of all employees and contractors;
- Proactively communicating with partners, individuals, suppliers and communities regarding the Health and Safety aspects of our operations.

We will conduct our business according to the following principles:

People

By encouraging safe and healthy behaviour by all employees, we foster the commitment and participation of all concerned through clear communication of our requirements. By providing appropriate training, assessment and audit we ensure that our workforce has the appropriate skills, knowledge and experience so that they are proven competent to carry out their activities and responsibilities safely.

Impacts

By assessing the impact and mitigating any potential health and safety risks and implications from all our activities, we aim to minimise the risk of all work-related injuries, ill health and property damage.

Integration

We will embed health and safety procedures and practices fully into the organisation as an integral part of management practice.

Continuous Improvement

We drive continuous improvement in our health and safety performance by setting clear objectives and targets and measuring progress against these.

Compliance

We assure compliance with applicable health and safety legislation and CJA policies by developing and implementing health and safety standards and procedures. We ensure they are operating effectively through regular review and audit.

Accountability

All FFV CJA staff are provided with the necessary training and development to create a positive health and safety culture. Health and safety targets will be included as part of a range of performance measures for FFV CJA.

To meet our commitment to health and safety, the involvement of all FFV CJA employees is essential, along with positive leadership from the Elected Members, with support from managers, employees, Trade Unions, contractors, sub-contractors, suppliers and partners.

All Employees will:

- Have individual responsibility to follow health and safety procedures;
- Use appropriate work equipment and personal protective equipment;
- Participate proactively in achieving health and safety targets;
- Maintain a healthy and safe workplace;
- Take care not to endanger themselves and others;
- Not interfere with or misuse anything provided for health, safety and welfare purposes;
- Identify the health and safety hazards and potential risks in all their activities and;
- Inform their line manager of any injuries, ill health and potentially unsafe situations.

Anne Pinkman
Chief Officer
3 March 2009



Introduction

This is a guide to holiday entitlements for Fife and Forth Valley Community Justice Authority (FFV CJA) employees. This information is also available from other sources, eg Annual Leave Record Cards, written Statements of Particulars of Employment etc. This guide brings together the most commonly required information, applying to the majority of employees, in one place. This guide, in certain sections, covers Chief Officials and Single Status employees only.

Annual Leave Entitlement

Calculating leave entitlement is not difficult if you have obtained the correct information and work methodically. This guide, combined with your service records, should help you do this. As more and more flexible working arrangements are introduced, there will be a move towards stating holiday entitlements in hours rather than days.

Single Status

The following details show entitlements for full time employees.

- Under 5 years continuous service: 24 Days
- Over 5 years continuous service: 29 Days

The increase in entitlement is applied from the anniversary of the employee's start date. This will provide a partial entitlement in the anniversary year if a fixed leave year is being used. Full Time employees who work compressed or extended working weeks may need to calculate their annual entitlement in hours.

Chief Officials

27 Days + 4 = 31 Days in total, regardless of length of service.

Leave Year

The standard Single Status leave year for 2006-2007 ran from 1 October to the following 30 September. From 1 October 2007, a transitional Single Status leave period will run to 31 December 2008 (with leave proportioned accordingly). From 1 January 2009, the standard Single Status leave year will run from 1 January each year to 31 December each year.

Part Year – New Employees and Employees Leaving

If only part of the leave year is worked, annual leave entitlement will be proportional to actual service. Cross reference the number of weeks service with annual and public holiday entitlement. Any outstanding entitlement should be taken before leaving, unless transferring with the CJAs. If, for operational reasons, leave cannot be taken, then any unused leave will be paid in final salary. If the amount of leave exceeds entitlement, deductions from the final salary will be required. Managers and employees should try to avoid this.

Part-Time, Job Share and Longer Working Week

Employees who work more than or less than the standard working week have a pro rata entitlement to annual leave.

Maternity

Annual leave entitlement is not reduced due to maternity leave and annual leave continues to accrue during maternity leave. It is recommended that any accrued annual leave be taken immediately before the maternity break. Employees who request a return from maternity leave on reduced hours are recommended to take annual leave accrued during the maternity break before any change in working patterns is implemented.

Carry Over

Employees can carry over five days' leave (full-time equivalent) into the next leave year to use at any time during that year. Managers can agree requests to carry over more than five days in exceptional circumstances.

Public Holidays Entitlement

There are eight fixed public holidays every year, the dates of which vary with the calendar. There are usually three days at Christmas and three days at New Year.

Management of Public Holiday Entitlement

- **Permanent Full-Time:** Fixed public holidays are taken on the days they occur during the service of the employee. Public Holiday entitlement cannot be used as any other leave. Entitlement to public holidays is calculated annually based on the proportion of the year in employment. Where employees have a flexible working arrangement of hours, holidays will be calculated in hours and adjustments will be made appropriately. Employees who are not scheduled to work on a public holiday will receive substitute holiday hours in lieu.
- **Temporary Full-Time:** Entitled to a pro-rata of the total annual public holiday entitlement in proportion with the number of months worked. In practice this pro-rata entitlement is added to the annual leave. Employees are then required to take leave when a public holiday occurs.
- **Part-Time:** Employees who are part-time and/or work irregular hours accrue a proportionate entitlement. In practice, this pro-rata entitlement is added to the annual leave. Employees are then required to take leave if they would normally work on a day a public holiday occurs.
- **Job Share:** The combined public holiday entitlement will be as for full-time jobs. Public holidays will be shared between job sharers according to the proportion of full-time hours worked, regardless of the days on which they are contracted to work. The arrangement will be agreed with the supervisor and both job sharers may require to vary their normal days of work. Employees will be required to take leave if they would normally work on a day a public holiday occurs.
- **Non-Standard Day:** If a public holiday occurs on a day when an employee who works a non-standard day is expected to work, it may be necessary to supplement public holiday entitlement with annual leave to allow a full day away from work.

Leave Abatement

Where an employee has been absent through illness for a period exceeding three months, annual leave must be limited to an amount equal to the period of actual service given during the leave year. Once abatement has been triggered, it should be calculated against **all** of the absence in the leave year. For example, an employee with two months absence at the start of the leave year, followed later in the same year by three months absence, should have abatement calculated against a total of five months absence.

Further Information

- Maternity Provisions Guidelines



Purpose

The Fife and Forth Valley Community Justice Authority (FFV CJA) recognises that at times some individuals may experience symptoms of stress arising from demands placed upon them from a variety of work-related and external sources.

The FFV CJA is committed, therefore, to providing a healthy, safe and supportive working environment and acknowledges the importance of identifying and reducing workplace stressors.

Guiding Principles

The aims of the Policy are to:

- highlight the important *joint* responsibility that managers and employees have in identifying and managing stress risks;
- develop effective stress management strategies;
- promote the creation of positive working environments that supports best performance;
- highlight the benefits of a healthier lifestyle through health promotion activities;
- to ensure appropriate action is taken to assess and control sources of work related stress;
- highlight sources of appropriate advice and support for employees who may be suffering from the effects of either work related or other sources of stress;
- provide a mechanism for employees to raise and discuss concerns.

Scope

All employees are covered by this Policy.

Links to Other Policies/Procedures

In applying the principles of the Policy on Managing Stress at Work, regard should be taken to the links that exist with the FFV CJA's other main employment policies such as those relating to:

- Occupational Health and Safety
- Attendance Management
- Managing Change
- Code of Conduct
- Fair Treatment at Work



1. Introduction

This Guide aims to provide employees of Fife and Forth Valley Community Justice Authority (FFV CJA) with information on the FFV CJA's Smoking Policy, as well as services they can access to help them stop or change their smoking habits.

2. Why have a Smoking Policy?

- Tobacco is the single biggest cause of preventable illness in the UK. At present it is estimated that 13,000 people die annually in Scotland due to smoking related illness. This is 20% of all deaths.
- Passive smoking is also damaging to health. A recent government paper reports that at least significant numbers of people die each year due to inhaling other people's tobacco smoke whilst at work.
- The Health and Safety at Work etc. Act 1974 has established that employers have a legal responsibility to ensure that employees and others are not put at risk, the working environment is safe and does not adversely affect the health of employees. Control of tobacco smoke comes under this Act.
- The introduction of The Smoking, Health and Social Care (Scotland) Act 2005, and the Prohibition of Smoking in Certain Premises (Scotland) regulations 2006 mean that smoking is not permitted in wholly or substantially enclosed areas of public places. This includes workplaces and vehicles that are primarily used for work purposes (heavy and light goods vehicles, not cars).

3. Main areas of the Smoking Policy

- No smoking is allowed anywhere in premises occupied by FFV CJA by employees or visitors, except by residents in designated areas. This includes temporary site accommodation.
- No smoking is allowed in any FFV CJA vehicle.
- No smoking is allowed in any private vehicle when on FFV CJA business when other FFV CJA employees or clients are travelling in the vehicle.

The Smoking Policy and associated guidance are designed to ensure that priority is always given to protecting non-smokers from the effects of tobacco smoke.

If you need more information, please contact the Chief Officer.

4. Smoking Breaks

While every employee may be entitled to have some breaks from their work, employees do not have a right to additional breaks to permit them to smoke. If employees wish to smoke in identified areas, they should do so as part of their break entitlement (if an employee has such an entitlement).

- Managers are expected to take decisions about what is a reasonable number and length of time for these breaks, within the context of the particular workplace and nature of the work
- Employees should not be taking more or longer breaks than other non-smoking employees in order to smoke
- Managers are expected to advise smoking that it must be away from doorways where smoke can drift back in to the building. This will ensure that passers by are not unnecessarily effected by second hand tobacco smoke as well as preventing a poor public image.

Managers and employees should work together to agree a mutually acceptable solution.

5. Failure of managers or employees to adhere to the Policy

Failure to adhere to any FFV CJA policy is a matter that would be dealt with under the FFV CJA's Fair Treatment at Work Procedures.

- Employees who breach the Smoking Policy should be aware that as the basis of the Policy is a legal requirement, they will be subject to both the Disciplinary Procedures and potentially a legal penalty
- If an employee is aware of other employees breaching the Policy, they should report this to their manager or to the person named on the signs that should be present in all vehicles and buildings
- If an employee is aware that a manager is not enforcing the Policy, they have a right to use the Fair Treatment At Work Policy to address this

6. Help to change your smoking habits


The purpose of the Smoking Policy is to ensure the health and safety of employees and others that may be affected. It is not designed to make people stop smoking. However, the FFV CJA is aware that some employees may need to change their smoking habits to comply with the policy, whilst others may decide to stop. This section covers services that are available to all FFV CJA employees and Board Members.

- **Smoking Cessation**

Assistance will be provided to employees for support on smoking cessation.

7. Conclusion

FFV CJA is committed to ensuring the best possible environment for its employees, clients and Board Members. It wishes to ensure that both managers and employees are fully aware of their rights and responsibilities in relation to smoking. This guide should assist employees to be aware about their responsibilities and where to obtain help and information in order to promote healthier lifestyle choices.

<p>Fife & Forth Valley Community Justice Authority</p> 	<p>Control of Smoking at Work: Managers Guide</p>
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Introduction

This guide is designed to assist managers implement the FFV CJA's Smoking Policy. The FFV CJA's Smoking Policy has been updated in accordance with legislation which came into force on 26 March 2006.

In brief, this means that:

- Smoking is not permitted anywhere in any FFV CJA building, by employees, clients or visitors.
- No smoking is allowed in any FFV CJA vehicle.
- No smoking is allowed in any private vehicle when on FFV CJA business or when other FFV CJA employees or clients are travelling in the vehicle.

Legislation

The Health and Safety at Work etc. Act 1974 established that employers have a legal responsibility to ensure that employees and others are not put at risk and that the working environment is safe and does not adversely affect the health of employees. Control of tobacco smoke comes under this Act.

There is also widespread recognition that smoking is damaging to the health of smokers and the effects of passive smoking have emerged as an important health concern. Public attitudes towards smoking have changed, leading to the introduction of The Smoking, Health and Social Care (Scotland) Act 2005, and The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

This Act and Regulations mean that no one will be permitted to smoke in wholly or substantially enclosed areas of public premises. This includes workplaces and vehicles that are primarily used for business purpose (heavy and light goods vehicles, not cars).

Although the legislation does not apply to cars, the FFV CJA's Smoking Policy still prohibits smoking while using the employee's private car for business if carrying passengers.

Guidance for managers implementing the policy

The FFV CJA recognises that by implementing the Smoking Policy, some employees may wish help and support to stop smoking. They can be offered support in the form of information packs and smoking cessation. This help is set out in the separate employee guide. Time off with pay should be granted for employees wishing to access such a support with appointment times available to suit the operational needs of the Service.

The purpose of the policy is not to force employees to stop smoking, but to create a smoke free environment for everyone who works or visits within FFV CJA premises.

Managers' Responsibilities

Managers have the following responsibilities in implementing the Smoking Policy:

In relation to the policy - managers must:

- Make themselves familiar with the Smoking Policy
- Uphold and support the implementation of the policy

In relation to employees - managers must:

- Support employees to follow the policy
- Inform employees that breach of the policy will also be a criminal offence and will lead to formal action
- Inform all employees of the policy, and what the implications are for them, e.g. the support mechanisms and what would be considered a breach of the policy. This information should be available at recruitment and induction
- Inform employees of the outcomes should they breach the policy, including the possible use of the Disciplinary Procedure
- Inform employees that they have no right to additional breaks for smoking
- Inform employees about their right to invoke the Fair Treatment at Work Procedure should they believe managers are not enforcing the policy
- Ensure contractors and temporary employees know about and adhere to the policy
- Identify areas where clients, who live permanently or for significant periods of time in FFV CJA buildings, may smoke (if at all).

In relation to the workplace - managers must:

- Ensure that there are appropriate signs inside the entrance to the buildings and vehicles, which include a contact name and number of the person who should be contacted if they observe a breach of the policy

There is no requirement in the legislation to provide external smoking areas for staff, visitors or clients. If such areas are available, they must not allow smoke to drift back into the building via windows or doors or expose passers by to tobacco smoke. Suitable bins should be provided if these areas exist and employees should be informed that smoking at main entrances/exits to FFV CJA properties is not allowed.

In relation to visitors - managers must:

- Make visitors aware of the policy, for example through the display of appropriate signs, which will be provided for FFV CJA premises.

Employees and managers should tactfully remind visitors of the policy, if necessary.

Monitoring and Enforcing the Policy

The FFV CJA recognises that this policy is not an easy one to enforce. Nevertheless, it requires managers to act reasonably and responsibly in enforcing the policy. In the first place, managers should treat employees consistently - employees do not have a 'right' to smoking breaks.

The FFV CJA accepts that there are situations where it is difficult to enforce the policy, for example where employees are using their own vehicles with other employees in their car, or where employees are using FFV CJA vehicles.

While the policy is clear on both these examples - smoking is not permitted - it may be difficult to manage because:

- All the passengers may agree to one or more members of staff smoking in a private car being used for business.

Managers and employees should also be aware that because that Smoking Policy is based on legislation there might be financial penalties imposed if the law is breached and reported. Managers must therefore not knowingly allow an employee or visitor to breach this Policy.

Breaches of the policy will be handled by managers through the Disciplinary Procedure and by employees through the Fair Treatment at Work Procedure.

Guidance for Employees

The FFV CJA recognises that many smokers may find it difficult to adjust to the policy. Some smokers may want to quit. They can be helped by the Policy and its Procedures to enhance their motivation to stop.

It is important that managers are clear that employees are free to make a personal choice about whether they smoke or not but they do not have the "right" to smoke at work. Employees are expected to adhere to the FFV CJA's policy while at work, and it is their personal responsibility to do so.

Help for Employees

In conjunction with this guidance the following services are available to employees:

- Guidance and Information: the FFV CJA has an Employee Guide entitled "Control of Smoking at Work – Employees Guide", setting out employees' responsibilities and a range of support services for them. Copies of the guide are available from FFV CJA office.

- Smoking Cessation: smoking cessation support is offered to all employees and Board Members.

Smoking Breaks

Managers should advise employees of the FFV CJA's position regarding smoking breaks:

- No one is entitled to have smoking breaks as a 'right'. Employees may be entitled to have some breaks from their work during their working day.
- Managers are expected to take decisions about what is a reasonable number and length of time for these breaks within the context of the particular workplace and the nature of the work. Employees should not be taking more or longer breaks in order to smoke than other non-smoking employees in the workplace.
- No more frequent or longer breaks should be allowed to individuals because they smoke or because they work outdoors.

Managers must also be expected to advise smoking employees that it must be away from doorways where smoke can drift back in to the building. This will ensure that passers by are not unnecessarily affected by second hand tobacco smoke as well as preventing a poor public image.

Failure of Employees to Adhere to the Policy

Failure to adhere to any FFV CJA policy is a matter that would be dealt with under the FFV CJA's Disciplinary Procedure, and this applies equally to the Smoking Policy. As the restrictions on where smoking is and is not permitted are based in legislation, employees found in breach of the policy may also face legal penalties.

It is important that managers can demonstrate that they have taken appropriate steps to assist an employee to conform to the policy before embarking on the Disciplinary Procedure. Further advice can be obtained from the HR Consultant.

Failure of Managers to Adhere to the Policy

Employees have the right to use the Fair Treatment at Work Procedure if they believe that their manager is failing to implement the FFV CJA's Smoking Policy, thus jeopardising their or others health.

Recruitment and Induction Procedures

New employees should receive information about the FFV CJA's Smoking Policy in their information packs when starting work. They should also be informed about it in their induction process. It is the responsibility of the Services recruitment team to ensure recruitment information packs contain the relevant information, and managers to ensure that induction processes cover the policy.

Services provided by other organisations on behalf of the FFV CJA

There are a considerable number of organisations that are funded or contracted by the FFV CJA to provide services. The FFV CJA expects them to have in place a Smoking Policy equivalent to that of the FFV CJA. This requirement should be written into funding and contractual arrangements with the service provider.

Conclusion

The FFV CJA is committed to ensuring the best possible environment for its employees and clients. It wishes to ensure that both managers and employees are fully aware of their rights and responsibilities in relation to smoking. This guide should assist managers to be much clearer about their responsibilities and where to obtain help for employees in order to promote healthier life-styles.

Managers may develop further detailed operational guidance in compliance with the FFV CJA's Smoking Policy where appropriate. Reference must be made to other current legislation such as health and safety legislation and operational requirements when developing this guidance.

<p>Fife & Forth Valley Community Justice Authority</p> 	<p>Special Leave Policy</p>
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Policy Statement

Fife and Forth Valley Community Justice Authority (FFV CJA) is committed to being a good employer and to developing people and family-friendly employment policies. This approach not only allows employees to balance their personal and working lives but also helps us to maintain employees' productivity, loyalty and motivation.

In keeping with this, we recognise that, from-time-to-time, employees' lives outside of work may necessitate some form of support from FFV CJA. Strong consideration will, therefore, be given to allow employees access, where appropriate, to Special Leave and, depending on the nature of the request, this may be paid or unpaid.

Scope

This Policy applies to all employees.

Agreed by:

Fife and Forth Valley Community Justice Authority Board
3 March 2009

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY	THIS REPORT RELATES TO ITEM 8 ON THE AGENDA
3 March 2009	NOT CONFIDENTIAL
ANALYSIS OF LOCAL AUTHORITY CRIMINAL JUSTICE STAFF TRAINING NEEDS	

1 RECOMMENDATION(S)

- 1.1 Note the contents of the Criminal Justice Staff Training Needs Analysis.
- 1.2 Request that a Training Plan for Criminal Justice Staff be prepared and submitted to a future meeting of the Fife and Forth Valley CJA Board.

2 CONSIDERATIONS

Background

- 2.1 Each Community Justice Authority has been allocated £60,000 each year for training and development of Local Authority Criminal Justice Staff. Training and Development Officer and clerical support posts were established for the Fife and Forth Valley Criminal Justice Social Work Services. The post holders commenced their employment in November 2008.
- 2.2 To assist the Training and Development Officer to determine the training needs of all staff employed within Local Authority Criminal Justice Social Work a consultant was recruited to undertake a Training Needs Analysis of all staff. Questionnaires, originally developed for another CJA area, were developed for each staff group, ie:
 - Local Authority Managers of Criminal Justice Services;
 - First Line Managers;
 - Social Workers;
 - Community Service Officers;
 - Community Service Work Supervisors;
 - Administrative staff.
- 2.3 The questionnaires systematically listed essential skills for each staff group. Staff members were then required to identify their training and development needs against the skills listed. Line Managers were required to have oversight and approval of completed questionnaires before submission, although this did not always occur.

Response Rate

- 2.4 Questionnaires were issued to all Criminal Justice staff, a total of 210. The completion rate varied amongst the four Local Authorities, with an overall response rate of 79%.

Analysis

- 2.5 The essential skills identified for each staff group were ranked in order of importance. The analysis identified how many staff were and were not trained in each of the areas. The analysis of this is contained within the full report.

Findings

- 2.6 A Summary Report of the Training Needs Analysis is attached as an Appendix to this Report. This includes a weighted list of the training priorities for each staff group. There is some commonality with some staff groups such as performance management, child protection and dealing with violence and aggression. There is also some unique but important training needs within some specific staff groups such as health and safety for community service work supervisors and minute taking for administrative staff.

Next Steps

- 2.7 The Training Needs Analysis will now be used by the Training and Development Officer to prepare a Training Plan for the next two years 2009-2011. A copy of this Training Plan will be submitted to the CJA Board.

3 CONSULTATION

- 3.1 Consultation took place with Criminal Justice Service Managers and Research and Information Officers of the four Fife and Forth Valley Local Authority Criminal Justice Social Work Services.

4 RESOURCE IMPLICATIONS

- 4.1 The cost of the Training Needs Analysis was met within the budget for Training and Development of Criminal Justice Social Work staff.


5 BACKGROUND PAPERS

- 5.1 None.

Author(s)

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Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 19 February 2009

Reference 20090303AnalysisofCriminalJustice

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

ANALYSIS OF CRIMINAL JUSTICE STAFF TRAINING NEEDS

SUMMARY REPORT

1. *Overview*

1.1 This report is a summary of the full report of an analysis of staff training needs in Fife & Forth Valley Community Justice Authority (F & FV CJA).

2. *The Full Report*

2.1 The full report presents the findings of an analysis of staff needs, based on a survey of all criminal justice staff employed by the four Fife & Forth Valley Community Justice Authority (F & FV CJA) member councils - Clackmannanshire, Falkirk, Fife and Stirling.

2.2 The report is in 6 parts:

- ❖ the background to the survey (Part 1)
 - ❖ the response rate from staff (Part 2)
 - ❖ comments on the data quality (Part 3)
 - ❖ the findings, for each of the 6 staff groups involved – the major feature of the report (Part 4)
 - ❖ analysis by the 4 councils (Part 5)
 - ❖ summary and conclusions (Part 6)
- plus
- ❖ Annex 1: breakdown of staff responding, in each council, and in each staff group
 - ❖ Annex 2: breakdown of staff whose responses were too late to be included in analysis
 - ❖ Annex 3: provisional training priorities in the essential skills, for each of the 6 staff groups.

3. *The Staff Groups, Questionnaires and Response Rate*

3.1 The staff were divided into **6 groups** as follows:

- ❖ Group 1: the council's manager of CJA services (Service Manager)
- ❖ Group 2: other senior managers (e.g. Team Leader, Research & Information Manager; Office Manager)

- ❖ Group 3: social workers (e.g. Social Worker, Senior Practitioner, YJS Social Worker, MAPPA Co-ordinator)
- ❖ Group 4: community service staff, excluding work supervisors (e.g. Community Service Officer, Social Work Assistant)
- ❖ Group 5: community service work supervisors (e.g. Community Service Supervisor)
- ❖ Group 6: administrative staff (e.g. Senior Clerical Officer, Administrator, Administrative Assistant, Clerical Officer, Clerical Assistant).

3.2 To reflect the different essential skills and training needs of each group, there was a unique questionnaire used for each of these 6 groups (i.e. 6 questionnaires), which listed systematically the 'essential skills' for each of the staff groups. The questionnaires had already been used in one of Scotland's other 7 CJAs, and therefore had been tested. There were small adaptations to them, for use in F & FV CJA. The listing of skills differed for each group. The number of skills in each group also varied, as follows – Group 1 (4 skills), Group 2 (8 skills), Group 3 (25 skills), Group 4 (20 skills), Group 5 (15 skills) and Group 6 (4 skills).

3.3 In carrying out a survey like this, it is important that as many staff as possible complete the questionnaire, since a high response rate makes the analysis more authoritative – and in turn helps ensure that there is a firm evidence base for the training plan which will be developed to meet staff training needs, based on the results of the survey of training needs.

3.4 In the event, the response rate was high, as the summary statistics below indicate:

- a) Total number of staff responding = **209** *NB A further 15 staff responded too late for their questionnaires to be included in the analysis.*
- b) Total number of questionnaires received = **210**. *NB One member of staff job sharing at two different levels completed 2 questionnaires.*
- c) Total number of staff in post across the 4 CJA member councils = **266** *(NB This figure excludes posts currently vacant, sessional staff, staff employed by the NHS. It also avoids double counting of 2 staff who each hold two different posts.*
- d) The 209 staff who responded therefore represents a **79%** response rate across the CJA.

3.5 The breakdown of staff who responded, for each council member of the CJA, is:

- ❖ Clackmannanshire – **27** questionnaires completed (out of 31 staff in post after the exclusions above – i.e. a 87% response rate)
- ❖ Falkirk – **28** (out of 65 – i.e. 43%)
- ❖ Fife – **123** (out of 135 – i.e. 91%)

❖ Stirling – 31 (out of 35 – i.e. 89%)

4. Analysis Method

- 4.1 The analysis identified, for each staff group, and for each skill within that group, the number of staff who were and were not trained. This analysis is presented in full in the main report.
- 4.2 However, each skill is not of equal importance. For that reason, for each of the 6 groups, the skills for that group were ranked in order of importance. This ranking was carried out by the CJA. It is of provisional status and will be refined when the training plan for the CJA is being developed.
- 4.3 The numbers who were untrained were then compared with the CJA's ranking of skills for each group. This comparison produced a 'weighted' prioritisation for training, for each of the 6 groups.

5. Findings

- 5.1 Based on the 'weighted' method above, the analysis indicated that the top training priorities for each of the 6 staff groups was as follows: -

Group 1

- ❖ performance management
- ❖ leadership and
- ❖ service commissioning

Group 2

- ❖ performance management
- ❖ leadership and
- ❖ team management

Group 3

- ❖ LSCMI
- ❖ interviewing
- ❖ analytical skills in report writing
- ❖ motivational interviewing
- ❖ case management
- ❖ case recording.

Group 4

- ❖ child protection
- ❖ interviewing
- ❖ role modeling (including pro-social modeling)
- ❖ case management
- ❖ motivational interviewing

Group 5

- ❖ role modelling
- ❖ child protection
- ❖ information governance
- ❖ violence and aggression
- ❖ health and safety – manual handling

Group 6

- ❖ child protection
- ❖ violence and aggression
- ❖ minute-taking

6. Conclusions

- 6.1 The overall response rate across the CJA was good, so the data on staff training needs are authoritative.
- 6.2 There are two main factors which mean the conclusion above has to be qualified. First, the response rate from one council, Falkirk, was much lower – indeed less than half – of the rate in the other 3 councils. The second factor is much more difficult to quantify. As a built-in independent check, all staff were asked to agree their questionnaire responses with their line manager – i.e. to ensure that judgements about training needs reported via the questionnaires were as robust as possible. Some responses suggest that the line manager may not have been involved, although it is difficult to be certain of the extent to which this happened.
- 6.3 Nevertheless, the results in the main report appear to provide a relatively solid base of very detailed information. They should therefore, as intended, greatly facilitate developing a training plan to meet the needs identified.
- 6.4 In addition, comparing staff who are untrained in a given skill with the ranked importance of that skill is an effective method of highlighting training priorities. Indeed, the training needs analysis may also help refine thinking about that initial ranking of priorities.
- 6.5 Finally, looking beyond F & FV CJA, this Training Needs Analysis will help inform thinking in the Scottish Government and other CJAs about Scotland-wide training needs.

draft: 13 February 2009

<p>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</p>	<p>THIS REPORT RELATES TO ITEM 9 ON THE AGENDA</p>
<p>3 March 2009</p>	<p>NOT CONFIDENTIAL</p>
<p>YOUTH JUSTICE INTEGRATION PROGRAMME – HM PRISON GLENOCHIL</p>	

1 RECOMMENDATION(S)

- 1.1 Note the report compiled by Clackmannanshire Substance Misuse Team Leader, Janice McCallum, on the inaugural Youth Justice Integration Programme at HM Prison Glenochil, attached as an Appendix to this Report.
- 1.2 Consider how we can measure the impact of the programme on reducing re-offending amongst the group completing this and subsequent programmes.

2 CONSIDERATIONS

- 2.1 The Youth Justice Integration Programme was commissioned to address the needs of young people who were presenting as being too chaotic to regularly attend the community services available.
- 2.2 The programme identified as being most suitable was the Sports Leaders UK Level 1 Award in Sports Leadership as it contained seven key features regarded as vital by both the young people and child care professionals as follows:
 - **Planning, preparing and assisting with a simple sporting activity:** This unit involved planning a simple sporting activity, which would then be delivered by the individual to others. This also involved leading other members in the group, which could also provide the opportunity to lead younger children.
 - **Basic communication skills for leading a sporting activity:** This unit looks at how individuals communicate, both verbally and non-verbally and the most effective ways to get a message across to others.
 - **Principles and practice in delivering a basic health & fitness session:** The individual would be required to plan and lead a basic fitness session, investigating the effects that a person's lifestyle can have on their health and fitness.

- **Understanding fair play in sport:** Looking at what is meant by fair play and why it is important? Also demonstrating that when you are the leader you can make sure that the sessions are equitable.
- **Understanding the role of the sports official:** This looks at the roles played by a sports official, evaluating the performance of officials and participating as an official.
- **Understanding the scope of local sport & recreation activities:** Investigating the local community area, finding out what activities are on offer and thinking about how you might use your leadership skills to help the local community.
- **Demonstration of leadership skills in sport:** Putting all the things learned into practice by leading others for a minimum of one hour, either peers or younger children.

- 2.3 The programme was delivered in HM Prison Glenochil on successive Friday evenings over a period of 16 weeks.
- 2.4 The programme facilitators were prison officers, trained prisoners and staff from Clackmannanshire Youth Justice and Substance Misuse Teams.
- 2.5 Door-to-door transport from homes to the prison and return was provided by staff from Clackmannanshire Youth Justice and Substance Misuse Teams.
- 2.6 Anecdotal evidence suggests that youth crime rates fell during the course of the programme.
- 2.7 A second programme has commenced at HM Prison Glenochil.

3 CONSULTATION

- 3.1 None.

4 RESOURCE IMPLICATIONS

- 4.1 None for the CJA at this time.


5 BACKGROUND PAPERS

- 5.1 Report on the inaugural Youth Justice Integration Programme at HM Prison Glenochil.

Author(s)

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Approved by

Name	Designation	Signature
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Date 16 January 2009

Reference 20090206YouthJusticeIntegration767211

**YOUTH JUSTICE
INTEGRATION PROGRAMME
REPORT
MAY 08 – SEPT 08**

Introduction

Within the spectrum of substance misuse assessments of young people and within Clackmannanshire Child Care Services, it was rapidly identified as a common theme pertaining to young people's needs and issues.

In reviewing strategic direction of child care services, government initiatives and formal statistics from various other professional agencies such as the Police, safety Partnership Evaluations, Forth Valley Substance Action Team, Hidden Harm documentation, SALAS reports and Clackmannanshire Councils Strategic Plan, many of the issues identified were also reflected as common themed issues pertaining to young people.

In partnership working with many professionals within Clackmannanshire Child Care Services such as Youth Justice, joint youth early intervention teams, through-care, after-care and the Child Care Social Work Team, we found again that many issues for young people were duplicated as common themes of concern.

Due to the close partnership working within Child Care Services many young people were supported due to specifically identified needs by various specialist professionals, however in reflection many issues could be identified and directive work with the individual progressed. Also directly reported by professionals and young people was the need to have small specific programmes designed to meet their needs.

Many of the young people supported by child care professionals had issues of direct/indirect substance misuse, offending, anti-social behaviours, periods of revolving incarceration, complex family relationships, emotional and physical health, poor financial and daily living requirements, homelessness and a lack of secure permanent stable home accommodation, education and future employment prospects, social exclusion on a multitude of levels, peer associations of negative impact and gang mentality, confidence, social skills, communications, self-esteem, coping with boundaries and structures pertaining to family living, education, peers and social interaction within the community.

A common reported theme from both professionals and young people was that although there were many good respected initiatives within Clackmannanshire who worked with young people in many fields, the young people within this criteria felt they were unable to access these services due to the reported issues they raised, and in much respect their lives were so chaotic from day to day that it was unachievable within their community.

Within the recent report of the Child Care Services practitioner nurse in substance misuse, it outlined quite profound issues for young people assessed as follows:

1. High levels of health problems associated to substance misuse, complex daily living routines and environments, which would not normally be associated with young people less than 18 years of age involving frequent hospital admission.

2. High levels of reported emotional problems, which reflected partnership working with local mental health services, GP's and in cases of acute admissions to local hospitals.
3. High levels of offending/serious offending and/or anti-social behaviours leading to charges, revolving incarceration and involvement within the Children's Hearing System.
4. Extremely high levels of substance misuse and poly-drug use, mainly involving cannabis, alcohol, benzodiazepines, opiate formations, heroin, amphetamines and solvent and petrol use. A high proportion of use was daily from the age of 12-13 years onwards who are passed the experimental stages. Also confirmed was that over 50% of the young people reported being affected themselves by parental substance misusing behaviours.
5. Reported consistent issues with family relationships, conflict, parental trust, domestic violence, frequent change of carers or nurturing environments, sibling separation and single parent nurturing.
6. Lack of social activities or community involvement, lack of sport activities or engagement with any young person's interests or activities. Largely reported issues of gang association, peer relationship problems and large amounts of conflict.
7. High levels of education problems, boredom, feeling restricted, exclusion, rules and boundaries, conflict with peers and educational staff, low self-esteem and self worth, lack of qualifications and issues with learning achievements. There is also an inability to cope with further conventional training programmes or future employment.
8. Emotional issues reflected in anxiety, sleep problems, anger, low self-esteem, poor concentration, unable to communicate needs to others, low self worth, suicide and reported attempts of the same, self harm and a lack of future aspirations.

On reflection of the identified needs expressed by young people and child care professionals, discussion of specific programmes that may aid in pre-integration to community facilities took place between the writers and members of child care staff – Mrs Liz Morrison and Miss Linda Devlin (Youth Justice Social Work Team) and Mr. James McCulloch (Substance Misuse Team).

Outlined was the Sports Leaders UK Level 1 Award in Sports Leadership. This programme identified seven key features of issues identified by both young people and child care professionals.

1. ***Planning, preparing and assisting with a simple sporting activity.*** This unit involved planning a simple sporting activity, which would then be delivered by the individual to others. This also involved leading other members in the group, which could also provide the opportunity to lead younger children.

2. **Basic communication skills for leading a sporting activity.** This unit looks at how individuals communicate, both verbally and non-verbally and the most effective ways to get a message across to others.
3. **Principles and practice in delivering a basic health & fitness session.** The individual would be required to plan and lead a basic fitness session, investigating the effects that a person's lifestyle can have on their health & fitness.
4. **Understanding fair play in sport.** Looking at what is meant by fair play and why it is important? Also demonstrating that when you are the leader you can make sure that the sessions are equitable.
5. **Understanding the role of the sports official.** This looks at the roles played by a sports official, evaluating the performance of officials and participating as an official.
6. **Understanding the scope of local sport & recreation activities.** Investigating the local community area, finding out what activities are on offer and thinking about how you might use your leadership skills to help the local community.
7. **Demonstration of leadership skills in sport.** Putting all the things learned into practice by leading others for a minimum of one hour, either peers or younger children.

Values within the course are as follows:

ATTITUDE RELIABILITY INITIATIVE CONFIDENCE RESPECT EFFORT

ENTHUSIASM COMMITMENT MATURITY TOLERANCE SELF--CONTROL

RESPONSIBILITY

It is also important to say that the course inspires constant learning through physical activity, although formal written work is demonstrated throughout, however in conjunction with participation learning.

In looking to facilitate a positive controlled environment to which the young people could relax and feel alleviated of the many pressures of their community environment and social routines then Glenochil Prisons gymnasium facilities were identified as a favourable venue.

This also gave the opportunity for young people to have one to one mentoring throughout the programme with prisoners who were trained in the Sports Leadership mentoring programme, aiding also in peer integration. It was also felt that this may provide positive social modelling to the young people by older peers who had life experience.

The venue itself reflected the consequences of negative outcomes.

It was not the view to focus directly on consequences to offending behaviours as it was felt that this would be directly associated by involvement due to the venue in itself and the indirect impact of the relationships between young people, prisoners and professionals involved within the programme.

In relation to prisoner involvement, this gave prisoners who had completed substantial training outcomes and qualifications in sports and sports leadership, mentoring and direct experience of working with the younger community age group, which reflected realistic experiences that could be used for future employment or training opportunities.

It also allowed community involvement in respect of being active in helping within their society and on a personal level, reflected needs of relating to young people as many individual prisoners had children or family of their own within their own community.

After consideration to safety, security and monitoring of all concerned, discussion with Mr Ian Shoumlin (Senior Management) in child care, Mr. Stephen Murphy (Head of Offender Outcomes) and Mr. Stephen Potts (Health & Fitness Manager) had taken place to discuss the proposal, which led to the decision to afford a pilot partnership programme.

Course Structure

Venue: Glenochil Prison (Health & Fitness Complex).

Day: Friday evenings 18.30-21.00 hours.

Staff Facilitators: Alex Potter (PE Instructor).

Dedicated discipline staff within the gymnasium.

Mrs Liz Morrison & Miss Linda Devlin (Youth Justice Team).

Mr James McCulloch & Mrs Janice McCallum (Substance Misuse Team).

Transport: Volunteered by staff named above, door to door drop and uplift service.

Numbers: Not to exceed 12 young people at any one time.

Gender: At this time the programme reflects a male environment, however is equipped for mixed gender integration.

First Aid: Mrs Janice McCallum (Practitioner Nurse).

Prisoner Mentors: Risk assessed by Alex Potter. Eight prisoners who have previously attended Sports Leadership courses.

Induction Period: 2-week taster sessions before commencement of course.

Programme: 12-14 weeks, followed with presentation event for young person and family at Glenochil Prison on course completion of Level 1 in Sports Leadership. Programme is also versatile to allow some young people to be involved in weekly sporting activities without committing to programme.

Throughcare: Participation in discussion on last weeks of programme to discuss use of qualifications, confidence to engage with local community activities or facilities and discussion of future aspirations and discussion of further SVQ awards in sporting activities and level 2 programmes in Community Sports Leadership. This allows workers to aid in facilitating individual agreed future pathways that have been identified with the young person.

Risk Assessments: Completed by Alex Potter and Janice McCallum.

Insurance/Emergency Procedures: Summarised in written policy format by Janice McCallum after agreement with council legal advisors, policy advisors and signed in agreement with Child Care Service Management. Also duplicated to planning officers after consultation and processed to emergency control centre staff, control room staff, Child Care Managers, Alex Potter and all workers involved have been advised of policy and protocols.

Consent, reasonable behaviour contract and Prison Rules for young persons, parent/carers and all workers involved in programme.

All persons involved, verbally instructed as to consent, prison rules and insurance, reasonable behaviour contract, this was also given individually to all persons in written format as well as council insurance liability procedures and advise on individual insurance, if felt applicable for the individual involved. All parent/carers and young person's consent required in written format and emergency contact names and telephone numbers for each person participating.

Costings

Management within Glenochil Prison have been very affording of flexibility and dedication in partnership working with Clackmannanshire Child Care Services and have afforded the programme no costs for both the venue and professional instruction from PE Instructor Mr Alex Potter.

It is also very clear of the enthusiasm and futuristic commitment that all involved have shown in addressing young person's needs and prisoner needs in a harmonious partnership pilot. It would be the writer's strong opinion that this dedication to community involvement by all concerned within Glenochil Prison is a model, which will facilitate many positive outcomes for all concerned and should be clearly recognised.

It should also be clearly identified that the commitment and dedication shown by Mr Alex Potter of his own personal time, enthusiasm, un-exhaustive knowledge and participation in planning , assessing and implementing this programme has been transmitted in more ways than can be clearly mentioned, to which he has been the foundation of this programme.

All professional colleagues have volunteered their own personal time in facilitating transportation and participation within the programme to support the young people with whom they have aspired to have strong interactive relationships with. It has been without a doubt that this support has enhanced a positive environment for the young people and prisoners within the programme.

Level 1 award in Sports Leadership = £20.00 per head for an approximate 15-week programme.

Twelve Week Review of Programme

On commencement of the programme, there were 12 young people identified and approached to attend. All had substance misuse issues and were within the substance misuse team. Four individuals were also within the joint youth early interventions team, four within the Youth Justice team and the rest within Child Care Services.

Initially there was a one week structured induction process, with whom all attended and thereafter the attendance configured as follows:

Week One

One young person aged 15 years from Youth Justice/substance misuse expressed not to re-attend. This individual has long standing issues of engagement with any services from early years, although this individual fully participated in week one and surprised many workers of his expresses enjoyment throughout and full participation. However, areas of the time the course ran (Friday evenings) was an issue for him.

Week Two

One young person aged 15 years from the joint youth early interventions/ substance misuse team decided after a 2-week period that he was beginning to do sports within his own community and also had a validated injury, which he found hard to manage, therefore did not re-attend, however is active in sports within the local community and has secured further college pathways.

One other young person aged 15 years from the Youth Justice/substance misuse team declined to go back due to domestic relationship complications at that particular time and issues with a lack of fitness and confidence, however did return on week four for a further trial period.

Week Four

One young person at 17 years of age from Youth Justice/substance misuse joined the group after a period of incarceration.

Another young person aged 15 years of age from child care/substance misuse attended the programme and has continued at periodic interludes; however has many chaotic issues at this time that continue.

Week Five

One young person who was 17 years of age from Youth Justice/substance misuse, failed to attend due to chaotic issues and was unable to maintain reliable attendance, however verbally expressed he wanted to continue attending. This young person re-attended at week seven, then decided that he had interests in weight-training rather than cardio-vascular fitness. This young person expresses issues of fitness problems.

Week Seven

One person aged 16 years from the Youth Justice/substance misuse declined to re-attend although stated that he really enjoyed the programme. His reason was a lack of his own peer age group and possible family and peer relationship difficulties at the time.

One young person at 15 years of age from Child Care/substance misuse commenced the programme and has been extremely enthusiastic and has shown 100% attendance since.

Week Eight

Another young person at 15 years of age from Child Care/substance misuse has commenced the programme and again has shown enthusiasm and 100% attendance.

Six young people have given 100% attendance since commencement of the programme with a further three individuals joining in week seven, eight and ten. There are eight young people who will successfully complete the programme and a further two who use the programme at interludes.

Issues arising from Young People who exited the Programme

For many it was the day (Friday) and the time that the course had taken place. It was stated that they would attend at other times.

For some they felt mixing with younger and/or other young people's peer groups difficult, issues of self-confidence and communications with others and commitment due to interludes of chaos a factor.

Reported was a lack of confidence in particular fitness levels, which they found difficult to work through with other peer groups/ages. Some also reported interests in other sporting activities such as weight-lifting and personal workout sessions quite solitary activities.

Issues expressed by Young People who were attending the programme regularly.

- Increase in fitness levels
- Ability to communicate as a leader and in a team setting
- Increase in confidence
- Enjoyment in mixing with different peers and in particular their prisoner mentors
- Reduction in substance misuse
- Discipline
- Felt they were kept occupied and looked forward to the Friday evenings
- Felt they could see and discuss the consequences to their offending
- Felt more able to handle conflict
- Release stress
- Enjoyed teamwork
- Liked time out of social community setting
- Had future aspirations in wanting to complete level 2 stage and SVQ's
- Expressed changes in community routines and what they were involved in and with whom? They felt they had changed, became more positive and assertive in controlling who and what they engaged in.
- Enjoyed the relationship with the physical training instructor and liked being involved on a par level with workers, they felt it broke down perceptions and barriers.

Review meeting at Glenochil Prison

Mr Stephen Murphy (Head of Offender Outcomes) who fed back comments from Mr. Dan Gunn (Governor).

Mr. Stephen Potts (Health & Fitness Manager) who provided feedback to Mr. Alex Potter (PEI).

Mr James McCulloch - Substance Misuse Child Care Services.

Miss Linda Devlin – Youth Justice Social Worker.

Mrs Janice McCallum – Practitioner Nurse/Substance Misuse Child Care.

Also discussed and feedback taken to meeting from Mrs. Liz Morrison (Youth Justice Social Worker), Mr. John Baxter (Manager), Miss. Louise Hendry (Social Worker) from the joint youth/early interventions team. Various social workers from child care services team.

Feedback from professionals at Glenochil Prison

Felt that the programme was very effective for both young persons and prisoners, effective relationships between all, and firmly developed major links with prison and the local community.

Discussed at length were the attitudes of prisoners and young people to which marked changes had been observed by Mr Stephen Murphy and Mr Stephen Potts. These were spoken of in a positive note regarding offending issues that had been previously discussed on an adhoc basis throughout the programme.

Also noted were the changes in the young person's levels of confidence, fitness, team working, self-esteem and self control. Discussed at length were the positive attitudes of the prisoners towards the young people and the quality they invested in becoming mentors towards them.

Also directly reported were the positive changes in routines and thinking patterns reflected by the young people in areas of substance use, offending or anti-social behaviours. In monitoring since the beginning of the programme, no further offending or anti-social behaviours have been detected or reported involving any young person.

There have been no further Vulnerable Person Reports involving any young person, hospital admissions or health concerns in respect of substance misuse or associated behaviours. Parental responses have been significantly positive in feeding back about the individual young persons involved within the programme.

There has been no change in peer involvement between the young people in the community out with the dedicated times of the programme and no reports or witnessed interactions of peer association of change within their own community.

Discussed Outcomes and Future Development

1. Due to construction work within the prison and possible higher admission numbers, a view that a more convenient time would be for a Sunday from 15.30 to 18.00 hours.
2. Continuation of the programme was highly welcomed and again graciously accommodated by senior management within the prison.
3. Discussion of using other times and facilities could be a way forward once construction work was completed next year.
4. Discussion in regards to adapting the programme to facilitate extra accreditations in SVQ levels was positively responded to and all professional believed this is a way forward, which would also fulfil accreditations for young people who wished to dip in and out, which may aid in achieving further programmed work once confident in their own abilities.

5. Discussion in regards to the level 2 award in community sports leadership course had also taken place as many young people had shown dedicated ambition to complete this after the ongoing programme at present. However, this would have to be facilitated within the community environment due to time frames and prisoner needs within the prison. Further discussion with senior management within Child Care Services would have to be facilitated.

Costings

£25.00 per candidate

Cost of local community centre hall

£15-£20 per hour for available PEI (however flat rate could be negotiated)

Course is 40 hours in duration.

SVQ = £10 per candidate. All facilities and PEI free within Glenochil Prison.

Further Discussion

Discussed was a group of six to eight 16-17 year old young persons who were high persistent offenders, all of whom had episodes of incarceration, however many had been reverted to criminal justice prior to the establishment of the youth justice team, all of which were within the same peer involvement and community setting.

Also recognised was that some had not been involved with any youth justice services due to timescales and facilities within child care services. This situation should never arise again in the future due to professional teams within youth justice and early interventions.

It was recognised that all of the individuals had been or were involved with substance misuse professionals and had been widely known to child care professionals historically and laterally by supervision orders.

It was apparent that although some of these individuals had tried to engage within the programme, issues of communication, peer involvement, fitness, team working, self-esteem and chaotic lifestyles had been major factors for them. Many of the other individuals still had contact between child care services and criminal justice.

It was recognised that ambition of sport involvement had been reported by these young people to the writer on many occasions involving football and gym activities, however in discussion with them accessing local events such as community centres, sport centres or street sport activities, none felt comfortable to attend even if supported due to the many reported concerns.

Discussed was ideation of what could be adapted to aid in breaking down some of these issues for the individuals, such as a pre-course period dedicated to assist in team-building, communication, confidence, peer attitudes, self control, fitness and many more issues as most of the mentioned young persons may be better suited to tackle these issues in using sport as the facilitator.

It was felt that further discussion may be needed with Child Care Management; however it was felt by prison professionals that a designed 6-week programme could be facilitated and would be accepted by prison management.

Janice McCallum

Substance Misuse Team Leader

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

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

ACTIVITY REPORT: FEBRUARY 2009

CONVENOR

DATE	ACTIVITY
4 February	CJA Organisational Development Event, Dunblane
6 February	FFV CJA Board Meeting, Stirling
18 February	FFV CJA Board Pre-Agenda Meeting, Dunfermline

CHIEF OFFICER

DATE	ACTIVITY
3 February	Faith Communities Criminal Justice Evening – Presentation, Stirling
4 February	CJA Organisational Development Event, Dunblane
5 February	Meeting with FFV CJS Service Managers, Stirling
6 February	FFV CJA Board Meeting, Stirling
9 February	FFV CJA Operational Management Group, Alloa
11 February	Meeting with Governors and Offender Outcome Managers, Alloa
12 February	APEX Away Day, Glasgow
13 February	CJA All Staff Event, Stirling
17 February	CJA Chief Officers Group, Polmont
18 February	FFV CJA Board Pre-Agenda Meeting, Dunfermline
18 February	Meeting with Rona King, NHS Fife, Dunfermline
19 February	Meeting with First Bus, HMP Glenochil
20 February	APEX Staff Conference, Glasgow
23 February	Meeting with FFV CJS Service Managers, Alloa
23 February	Meeting with FFV CJA Training and Development Officer, Kirkcaldy
23 February	SASO Branch Meeting, Fife
24 February	Meeting with Job Centre Plus, Falkirk
26 February	Meeting with Head of Operations, HMP Glenochil

BOARD MEMBERS

DATE	ACTIVITY
6 February	FFV CJA Board Meeting, Stirling