



## NOTICE OF MEETING

**A MEETING OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY WILL BE HELD ON TUESDAY, 8 DECEMBER 2009, IN ROOM 5, RAPLOCH COMMUNITY CAMPUS, DRIP ROAD, STIRLING, FK8 1RD, AT 10.00 AM**

30 November 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, 8 September 2009 (Pages 1 - 12)

**Note:** As the meeting was inquorate, Members are asked to approve the Recommendations made in the Minutes. Copies of the Reports circulated with the Agenda for the meeting held on 8 September 2009.

**5 PRESENTATION: SERCO**

Presentation by Stefan Kromker, Liaison and Business Development Manager, Serco

**6 PRESENTATION: COMMUNITY SERVICE VISIBILITY PROJECT**

Joint presentation by Susan Rose, Team Leader, Criminal Justice Services, Fife Council and Alan Howard, Planning Officer, South West Scotland CJA

**7 REVIEW OF FFV CJA MANAGEMENT AND SUPPORT GROUPS**

Report by Anne Pinkman, Chief Officer (Pages 13 - 16)

**8 FFV CJA ACTION PLAN 2010-2011**

Report by Anne Pinkman, Chief Officer (Pages 17 - 30)

**9 FFV CJA BOARD MEMBER PORTFOLIO**

Report by Anne Pinkman, Chief Officer (Pages 31 - 34)

- 10 FFV CJA SERVICE DEVELOPMENT GRANT**  
Report by Anne Pinkman, Chief Officer (Pages 35 - 38)
- 11 COMMUNITY SERVICE DEVELOPMENTS: PROGRESS REPORT**  
Report by Anne Pinkman, Chief Officer (Pages 39 - 42)
- 12 FFV CJA LOCAL PERFORMANCE FRAMEWORK 2009/2010: QUARTER 2**  
Report by Chris Anderson, FFV CJA Research and Information Officer (Pages 43 - 56)
- 13 RECONVICTION RATES IN 2005/2006 COHORT**  
Report by Chris Anderson, FFV CJA Research and Information Officer (Pages 57 - 60)
- 14 FFV CJA COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES**  
Report by Alex Torrance, Senior Accountancy Assistant (Pages 61 - 70)
- 15 FIFE AND FORTH VALLEY CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2009/2010**  
Report by Alex Torrance, Senior Accountancy Assistant (Pages 71 - 84)

## **PART 2**

### **REPORTS FOR INFORMATION**

- 16 FFV CJA ACTION PLAN 2009-2010: PROGRESS REPORT**  
Report by Anne Pinkman, Chief Officer (Pages 85 - 100)
- 17 SCOTTISH CRIME AND JUSTICE SURVEY 2008-2009**  
Report by Chris Anderson, FFV CJA Research and Information Officer (Pages 101 - 104)
- 18 MEETINGS/VISITS UNDERTAKEN BY CONVENOR, BOARD MEMBERS AND CHIEF OFFICER**  
Submitted Activity Report for September to November 2009 (Pages 105 - 106)

## **PART 3**

- 19 PARTNER PARTICIPATION**

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

**THIS DOCUMENT  
RELATES TO  
ITEM 4  
ON THE AGENDA**

**MINUTE of MEETING of the FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY, held on 8 SEPTEMBER 2009, in the TOMMY DOWNES ROOM, ALLOA TOWN HALL, MARSHILL, ALLOA, FK10 1AB at 9.30 AM.**

**PRESENT:** Councillor Margaret Kennedy, Fife Council (**Convenor**)  
Councillor Neil Benny, Stirling Council  
Councillor Bill McCulloch, Fife Council  
Councillor George Matchett, Clackmannanshire Council (Deputy Convenor)  
Councillor Jim Thomson (substitute for Councillor Paul Owens)

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

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

**CJA162 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillor William Buchanan and Councillor Alistair McNeill, Falkirk Council and Councillor Joe Rosiejak, Councillor Alfred Patey, Fife Council.

Councillor Jim Thomson, Stirling Council, substituted for Councillor Paul Owens.

**CJA163 QUORUM**

The quorum for a meeting of the Fife and Forth Valley Community Justice Authority is seven. Only five Members were present, therefore, the meeting was declared inquorate.

Councillor Matchett raised his concerns regarding attendance at meetings of the Authority and suggested a meeting be arranged to discuss the situation.

The Convenor agreed with these concerns and confirmed a meeting would be arranged in advance of the December Board meeting to discuss attendance and the difficulties inquorate meetings place on the vital decision making of the Authority.

The Convenor suggested that it was in the interest of partners that the meeting continued, with recognition that no decisions could be made. The Minutes would be submitted to the next meeting of the Authority seeking approval of the Recommendations made.

The Clerk confirmed that the Minute would reflect that no decisions could be made but that there was support for the Recommendations to be endorsed and/or discussed at the next meeting. The Members present were agreeable to this suggestion and the meeting continued.

**CJA164 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**

There was no urgent business brought forward.

**CJA165 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CJA166 MINUTE OF PREVIOUS MEETING**

The Minute of the meeting held on Tuesday, 2 June 2009, was acknowledged.

**Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Approve the Minute of Tuesday, 2 June 2009 at the next meeting.

**CJA167 WELCOME, INTRODUCTION AND THANKS**

The Convenor welcomed Bill Eadie, Head of Social Care, Stirling Council, to the meeting (the Stirling Council representative was previously Des Friel) and Moira Graham, Chair of HMP and YOI Cornton Vale Visiting Committee.

**CJA168 PRESENTATION**

The Convenor introduced Alan McCloskey, who gave a presentation on the work of Victim Support Scotland.

Councillor Matchett referred to the referrals system in Fife and suggested that it would be desirable to extend the referrals system into other Local Authority areas. Councillor Matchett confirmed that, as Chair of the Joint Police Board, he would raise this item and seek the Police position on this.

It was confirmed that Victim Support would welcome the opportunity to extend the referrals system but it was acknowledged that, as Fife is a unitary Authority with one Police Force, it had been possible to reach agreement on disclosure of information, whereas it was considered that it could prove more difficult in areas which covered more than one Local Authority or Police Force.

The Chief Officer confirmed that she would liaise with Victim Support to see if this best practice could be extended and will report back to the Board.

**CJA169**

## **FFV CJA CRIMINAL JUSTICE SOCIAL WORK TRAINING PLAN 2009-2011**

Barbara Farrand, FFV CJA Training and Development Officer, was welcomed to the meeting by the Convenor.

It was confirmed that discussions had taken place with the four Local Authority CJS Service Managers in preparing the Plan. The Fife and Forth Valley training plan intends to continue to equip all staff regardless of grade, with the appropriate training to enable them to work efficiently and effectively. It is proposed that current good practise is enhanced where possible with in-house training across Local Authority boundaries. An example of this is Community Service seminars. Staff Development and Education departments will continue to deliver an extensive range of training and the TDO will develop links to enhance opportunities for Criminal Justice Staff.

The Fife and Forth Valley training schedule is necessarily vague with regards to dates, staff number etc, as staff availability for locally focussed training will be heavily dependant upon the National Training Strategy and schedule which is in its final stages of completion.

Due to the vagaries of the National Training Schedule and, in particular, the introduction of LSCMI and the new National Standards which will engage all Training and Development Officers for approximately 6 – 8 months during 2010, the Fife and Forth Valley training Schedule has concentrated on the 'weighted' training needs identified in the training needs analysis. It is proposed to revise this schedule as appropriate post LSCMI and National Standards implementation.

The training schedule relies upon a suitably experienced Training and Development Officer being in post for the period 2010/2011 and the continued support of the other Training and Development Officers and National Trainers.

In line with other Community Justice Authorities, further funding should be sought from central government to cover the costs incurred by the need for ongoing nationally accredited training and findings will be presented to the FFV CJA Board in due course.

Councillor Benny commented that the TNA was very detailed and not necessarily a paper requiring consideration by the Board but should be delegated to CJS Service Managers.

The Convenor confirmed that the Training Plan is delegated to local Lead Officers but recognition of the need to maintain standards with national training requirements was necessary.

The Chief Officer stated that this Report was a follow-up to the Report submitted to the Board on 3 March 2009 and the Recommendation that a Training Plan for CJSW staff be prepared and submitted to a future meeting for information and recognition of the work being undertaken and the resource and budget demands.

Councillor Bill McCulloch enquired whether training needs identified had been met and it was confirmed that the focus had been on national training requirements, however, some local training was ongoing but would need to be improved upon.

Councillor George Matchett stated that he supported the work undertaken at this stage but would want to see TNA conducted under the grant process, though recognised it may not be sufficient for this purpose, and requested that a valuation of cost and outcome is undertaken and presented to the Board.

It was confirmed that a paper was available on national training needs incorporated costs, priorities and release of staff issues etc and that liaison with local and central government was crucial in order to identify funding.

#### **Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Approve the Training Schedule, based upon the findings of the Fife and Forth Valley Community Justice Authority Training Needs Analysis (TNA).
- 2 The Fife and Forth Valley Community Justice Authority Training Needs Analysis being used to inform the National Training Strategy for Criminal Justice Staff.
- 3 A copy of the National Training Strategy for Criminal Justice Staff be provided to Board Members when completed.
- 4 The Chief Officer making a request to the Scottish Government for further funding towards the training needs identified in the National Training Strategy, should it be required.

#### **CJA170**

#### **FFV CAJ PERFORMANCE REPORT SEPTEMBER 2009**

The FFV CJA Research and Information Officer gave the background to the Report. At present, in terms of the data coming from the four Local Authority Criminal Justice Social Work (CJSW) Services, there are three sources of data, each of which differs slightly due to the timing of its production. The sources are as follows:

- Quarterly Returns submitted for the CJA's Local Performance Framework;
- Summary Aggregate Returns produced in April 2009;
- Full Aggregate Returns produced in August 2009.

In future the Board will be provided with quarterly statistical updates based on the Local Performance Framework, which in turn is based primarily on the Quarterly Returns from CJSW Services and the monthly returns from the Scottish Prison Service (SPS).

The FFV CJA Research and Information Officer has been reformatting the Local Performance Framework to take account of recent local changes and demands placed on the CJA by the Scottish Government in relation to the requirement for a National Performance Framework. To this end the FFV CJA Research and Information Officer has been working closely with colleagues from the four Local Authorities and the Scottish Prison Service to define the data required by FFV CJA to populate its Local Performance Framework. This has been an ongoing process, however, by the next FFV CJA Board meeting the Local Performance Framework should be up and running, and this will provide the basis for future quarterly statistical updates to the Board.

The Board should note that the FFV CJA Annual Report, which was written in June 2009, was based on the Summary Aggregate Returns for 2008/9. As such, some of the statistics quoted in this Report may differ from the Annual Report.

The Chief Officer made particular reference to the statistics given on page 27 of the submitted papers and emphasised the importance of including qualitative data as well as quantitative data in reporting.

The Convenor thanked the Research and Information Officer and partners for the work done to-date in producing performance information.

#### **Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Note the contents of the Fife and Forth Valley CJA Performance Report September 2009.
- 2 Request that performance reports be submitted to the Board on a quarterly basis.

#### **CJA171**

#### **MAPPA ANNUAL REPORTS**

The Chief Officer confirmed that Mappa Annual Reports would be simultaneously published on Monday, 26 October 2009.

The Mappa Annual Report for 2008-2009 will be the second Annual Report to be published. Guidance produced by the Scottish Government for the Annual Report this year required several changes to be made. This includes a local introduction to the Report rather than a national introduction that was included in the previous Report. There is also information on restricted patients this year. This follows the inclusion of Health Boards as responsible authorities within Mappas from April 2008. Additional information on low risk, Mappa level 1, offenders is also included.

As in the previous year's Report, the Report will focus on:

- What is Mappa, how Mappas work, the roles and responsibilities of agencies and what type of offenders are included in Mappa;
- Statistical information of the offenders who are involved in Mappa, including the numbers resident in Fife and Forth Valley and compliance rates;
- Information from the SPS and how offenders are managed in prison.

The Chief Officer confirmed both a hard copy and electronic copy of the Fife and Forth Valley Mappa Annual Report will be issued to Board Members on the day of publication, along with a copy of the Press Release.

#### **Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Note that Mappa Annual Reports for all eight Community Justice Authority areas will be published by the Scottish Government in October 2009. On the same date that the Reports are published, on the Scottish Government's website, the responsible authorities will also formally submit their Mappa Annual Report to their respective CJA and to Scottish Ministers. Mappa Annual Reports for England and Wales will also be published on the same date.
- 2 The Chief Officer will provide both a hard copy and an electronic copy of the Fife and Forth Valley Mappa Annual Report, on the day of publication by the Scottish Government, to all Members of the Fife and Forth Valley CJA Board. A copy of the Press Release is also to be provided.

**MULTI-AGENCY INSPECTION: ASSESSING AND MANAGING OFFENDERS WHO PRESENT A HIGH RISK OF SERIOUS HARM 2009**

The inspection agencies of the Police (Her Majesty's Inspectorate of Constabulary Scotland [HMICS]), Prisons (Her Majesty's Inspectorate of Prisons [HMIP]), and Social Work Inspection Agency [SWIA], have jointly undertaken an inspection of offenders who present a high risk of harm.

The inspection team comprised of Inspectors from the three Inspectorates, reflecting the integrated approach expected from the agencies with the responsibility for managing high risk offenders. The findings are presented in the cross-cutting areas of risk assessment, risk management, sharing information and working together effectively.

The 62 offenders involved in the inspection resided across Scotland. Included in the sample were a number of offenders who had committed serious sexual or violent crimes from Fife, Clackmannanshire and Falkirk Council areas. Fife Constabulary was one of the Police Force areas that were also scrutinised in terms of their assessment and management of this group of offenders.

There are 19 Recommendations to this report which will clearly have implications for the four Fife and Forth Valley Local Authorities, Central Scotland Police, Fife Constabulary, NHS Fife, NHS Forth Valley and the Scottish Prison Service (SPS).

Each agency is actively considering the report both individually and collectively through the Multi Agency Public Protection Arrangements (MAPPA). There are two separate Mappas in the FFV CJA area; one in Fife and one in Forth Valley and the two Mappa Strategic Management Groups will ensure all relevant recommendations are addressed appropriately.

The Chief Officer of Fife and Forth Valley CJA is a member of both the Fife and Forth Valley Mappa Strategic Management Groups.

The Chief Officer referred to the FFV CJA Review of Core and Non Core Services and the recommendation that key staff be co-located and noted that this recommendation within the Inspection Report would assist in taking this forward.

**Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Note the Recommendations of the Multi-Agency Inspection of the Assessment and Management of Offenders who present a High Risk of Harm.
- 2 Request a progress report on the responsible authorities' response to the recommendations contained in the Report.

**FFV CJA AREA PLAN 2011-2014**

In terms of Section 3 of the Management of Offenders etc (Scotland) Act 2005 Community Justice Authorities (CJAs) are required to produce Area Plans. Our current Area Plan covers the period 2008-2011. The Scottish Government have now produced a planning framework for CJAs to submit Area Plans for the period 2011-2014 by May 2010.

Already, consultation has taken place with CJA Convenors and Chief Officers with the Scottish Prison Service (SPS) and Local Authorities under the auspices of the Association of Directors of Social Work (ADSW). Whilst CJAs have a number of statutory partners, it is SPS and Local Authorities who are determined to be duty to cooperate agencies in the Management of Offenders (etc) Scotland Act 2005.



The purpose of this initial consultation is to agree with these agencies common high level strategic objectives. Once these are established, each CJA will then require to liaise with local partners to determine and agree local priorities. These will then contribute to the creation of individual CJA Area Plans for 2011-2014 that are supported by all partners. Links will require to be made too with Community Planning Partnerships and their Single Outcome Agreements.

It is intended to arrange several local consultation events with our partners in Autumn/Winter 2009. A draft Area Plan will then be produced for consideration by the CJA Board in March 2010.

The Chief Officer emphasised that the preparation time available was very tight and would, therefore, begin consultation events in the coming months.

Councillor George Matchett referred to page 42 of the submitted papers and, whilst he endorsed the recommendations, he required reassurance that the costs would be definitive and included in budget proposals.

Councillor Bill McCulloch stated that it was important to set aside sufficient time to give consideration to the contents of the Area Plan and suggested a workshop be arranged to take these deliberations forward. The Convenor agreed with this suggestion.

The Chief Officer confirmed the intention to arrange meetings with partners and stated that Board Members would be included in the invitation to attend these events.

Councillor Neil Benny suggested that a seminar was arranged for Board Members, following consultation with partners, to allow their input to the process and emphasised the need to notify Board Members of the date as quickly as possible to ensure full attendance. The Chief Officer agreed to give thought to the arranging of a seminar.

#### **Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Note that Community Justice Authorities are required to submit an Area Plan for the period 2011-2014 to the Scottish Government by May 2010.
- 2 Instruct the Chief Officer to begin consultation with local and national partners to prepare a Draft Area Plan 2011-2014 which should be submitted to the CJA Board in March 2010.
- 3 The Chief Officer gives thought to the arranging of a seminar for Board Members.

#### **CJA174**

#### **IMPLEMENTATION OF CRIMINAL JUSTICE SOCIAL WORK CORE AND NON CORE SERVICES: PROGRESS REPORT**

The Fife and Forth Valley Community Justice Authority (FFV CJA) undertook a comprehensive review of the Section 27 Grant it receives for the provision of Criminal Justice Social Work Services across Fife, Clackmannanshire, Falkirk and Stirling Councils. The CJA Board agreed at its meeting on 2 June 2009 that the formula applied by the Scottish Government to determine the grant allocation of core Criminal Justice Services should be applied to all core services and a range of non core services, eg employment services, Programme Delivery (excluding Constructs) and Substance Related Offending.

There were several non core services, particularly Drug Treatment Services, excluded from the Review. Application of the new formula, where applicable, resulted in overall changes being reported to the CJA Board in June 2009.

The FFV CJA Board agreed that the transfer of resources be phased over this year and next year. The transfers are masked, or exaggerated, by the receipt this year of an additional £217,409 from April, and a further £178,424 from July allocated to FFV CJA for community service.

The review of core and non core services contained a number of other recommendations on non core services and actions were agreed in consultation with the Fife and Forth Valley Criminal Justice Service Managers and with other partners, such as APEX and Sacro. It is intended that all actions will be completed by March 2010. The reviews of service delivery will be completed by December 2009 (should there be any changes, this will provide sufficient notice for Local Authorities and partners). Any changes to the delivery of Criminal Justice Social Work core and non core services will be reported to the FFV CJA Board in March 2010.

#### **Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Note the progress being made in implementing the transfer of resources between the Fife and Forth Valley Local Authority Criminal Justice Social Work Services.

#### **CJA175**

#### **ADDITIONAL FUNDING FOR COMMUNITY SERVICE**

Mr Kenny MacAskill, MSP, Cabinet Secretary for Justice, announced on 23 June 2009 the injection of an additional £1.5 million in this current financial year for the delivery of Community Service Orders. He also announced a further £4 million (£2.5 million new money) to be provided in 2010-2011 for the introduction of new Community Payback Orders, as set out in Section 14 of the Criminal Justice and Licensing (Scotland) Bill.

In an effort to raise the credibility of Community Service Orders where offenders are required to undertake unpaid work in the community, the Cabinet Secretary for Justice provided additional funding of £1 million in 2008-2009. The intention was to increase the speed and immediacy with which offenders commence and complete their Community Service Orders. Existing legislation dictates that offenders must complete their Community Service Orders or unpaid work within 12 months of the sentence being imposed. The Criminal Justice and Licensing Bill intends that offenders will complete the unpaid work, as part of the new proposed Community Service Order, within 6 months.

The additional funding has been invested primarily in the creation of additional Community Service work supervisor posts. These additional posts should enable the four Community Service Teams to improve completion rates. Other investments include purchase of additional vans and equipment.

The challenges for the Criminal Justice Services within Fife and Forth Valley in the coming year to ensure they can meet the demands of immediacy and speedier completion of Community Service are, for example, improving completion rates, acquisition of community service workshops in Clackmannanshire and Stirling and promotion of community service within local communities and with local media.

The Scottish Government undertook an audit of community service across all Scottish Local Authorities from October 2008 to December 2008. The Scottish Government intend to repeat this audit again for the same period this year.

There is considerable expectation from the Scottish Government that the additional investment will lead to improvements in Community Service. The FFV CJA Chief Officer, as Accountable Officer, is expected to ensure the additional sums are invested in community service.

The Chief Officer meets regularly with CJS Service Managers from the Fife and Forth Valley CJS and also meets with their respective Research and Information Officers. Scrutiny of community service performance will be undertaken at these meetings and completion rates of community service will now be examined on a quarterly basis to ensure improvement.

The Service Managers for Criminal Justice Services gave a brief up-date on what has been happening within their Local Authority area.

The Governor, HMP Glenochil, confirmed opportunities to promote good links within communities were constantly being considered, eg new recycling unit.

The Convenor stated that it was the role and responsibility of many groups and agencies to improve links and visibility for community service, including Community Councils, local Groups etc.

Councillor Jim Thomson referred to page 54 of the submitted papers, paragraph 2.4, average hours per week to complete a Community Service Order, and asked what the main barrier would be to meeting the timescale. Staffing, equipment and vehicles were suggested as the main barriers and the Service Manager for CJS, Clackmannanshire Council, confirmed that funding for more staff had been provided as well as funding for a new van.

The Service Manager for CJS, Stirling Council, confirmed that funding is a main issue but a review of systems to ensure they were fit-for-purpose was also required.

The Service Manager for CJS, Falkirk Council, confirmed four Workers would take up post in the coming month and the purchase of additional equipment and a vehicle would also ensure an improvement.

The Convenor thanked the Service Managers for taking forward these improvements.

#### **Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Note the additional grant allocation for Community Service for 2009-2010.
- 2 Note that an additional £4 million will be provided nationally to CJAs in 2010-2011 for the introduction of Community Payback Orders (as set out in Section 14 of the Criminal Justice and Licensing (Scotland) Bill).
- 3 Request that scrutiny of community service completion rates continue and that a report on the same is submitted to the Board in December 2009.
- 4 Request that a copy of the audit report on community service, that will require to be submitted to the Scottish Government in early 2010, be presented to the FFV CJA Board.

**CJA176**

#### **FFV CJA DRAFT STATEMENT OF ACCOUNTS 200802009 FOR SUBMISSION TO AUDITORS**

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 and is dependant upon internal financial controls both within the CJA financial arrangements and those within the four constituent Local Authorities.

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 Board Members and Officers of the constituent Local Authorities and the general public. The overspend identified was met from resources within the four respective overspending Local Authorities.

The Draft Statement of Accounts for Fife and Forth Valley CJA require to be submitted to the Auditors by 30 September 2009. In accordance with the Management of Offenders etc (Scotland) Act 2005, the Audited Accounts will then require to be laid before the Scottish Parliament.

The Fife and Forth Valley CJA also receives a Grant from the Scottish Government for Administration purposes and the identified underspend will be repaid to the Scottish Government.

Three of the four Fife and Forth Valley Local Authorities' Accounts for their respective Criminal Justice Social Work grant allocations have been audited by their respective Auditors. The FFV CJA Finance Review Group will address the comments expressed by the Auditors.

An error in the Administration Grant allocation was noted on page 62 of the submitted papers, paragraph 2.4; the allocation is £202,316.

An up-date to paragraph 2.8 of the submitted report was given; Fife Council's Accounts have now been audited, with no comments from the Auditor.

Councillor Neil Benny expressed concern that the Accounts could not be approved due to the meeting being inquorate. The Convenor confirmed that the Accounts must be received by the end of September 2009, therefore, it was now necessary for an executive decision to be made to approve and submit the Accounts to meet this deadline.

#### **Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Approve the Draft Statement of Accounts for Fife and Forth Valley CJA for 2008-2009 for submission to the Auditors.

#### **CJA177**

#### **COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES**

Fife and Forth Valley Community Justice Authority is receiving up to £202,310 in 2009/10 from the Scottish Government for the normal running costs of the CJA. This funding is provided under Section 4 (6) of the Management of Offenders Etc (Scotland) Act 2005 and is separate to the monies allocated to fund the Criminal Justice Social Work Services. This money is paid to Clackmannanshire Council as lead authority on Finance.

The draft final position is a £3,000 overspend. This is the first time that Fife and Forth Valley CJA is expecting a full staffing compliment for the full year and as such the budget is going to be extremely tight.

The Chief Officer confirmed consultation had taken place between the eight CJA Chief Officers and a collective letter had been sent to the Scottish Government requesting reimbursement of audit fees. If this request is successful, it would alleviate the anticipated overspend position in the FFV CJA Administration Grant allocation.

Councillor Matchett asked for a breakdown to prepared of the charges incurred by each CJA for HR, legal and finance support etc, as an exercise in ensuring best value.

**Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Note the draft financial position at end of July 2009 regarding Fife and Forth Valley Community Justice Authority Administration Grant.
- 2 The Chief Officer prepares a breakdown of charges incurred by each CJA for support services, for submission to the next Board meeting.

**CJA178 FIFE AND FORTH VALLEY CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2009/2010**

The FFV CJA Finance Officer reported a total projected expenditure outturn of £888,673 over grant allocation and gave a breakdown of the budget position for each Local Authority.

It was noted that Fife, Falkirk, and Stirling Councils have implemented single status and this is reflected in the current expenditure, however, Clackmannanshire Council have yet to implement single status and the cost is still to be determined.

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

**Recommendation(s)**

It was recommended that the Authority agree to:

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

**CJA179 FFV CJA ANNUAL REPORT 2008-2009**

Board Members approved the draft CJA Annual Report for 2008-2009 when it was presented to the FFV CJA Board meeting on 2 June 2009. A small amount of statistical data was not yet available in June 2009. The Board agreed that the Convenor and Deputy Convenor approve the final version of the Annual Report before its submission to the Scottish Government. The Annual Report was published on 17 August 2009. Press releases were issued to all local newspapers in the Fife and Forth Valley area.

Board Members have been provided with both a hard copy and an electronic copy of the Annual Report.

**Recommendation(s)**

It was recommended that the Authority agree to:

- 1 Note the Fife and Forth Valley Community Justice Authority Annual Report 2008-2009 was published on 17 August 2009.

**CJA180 FIFE CONSTABULARY ANNUAL REPORT 2008-2009**

The submitted Chief Constable's Annual Report 2008/2009 was noted.

**CJA181 CENTRAL SCOTLAND POLICE ANNUAL REPORT 2008-2009**

The submitted Chief Constable's Annual Report 2008/2009 was noted.

**CJA182 MEETINGS/VISITS UNDERTAKEN BY CONVENOR, BOARD MEMBERS AND CHIEF OFFICER**

The submitted Activity Report for June to August 2009 was noted.

**CJA183 PARTNER PARTICIPATION**

The Convenor confirmed that there were various issues raised which would require reporting to a future meeting and thanked partners for their patience and support with regard to the difficulties being experienced due to inquorate meetings.

**CJA184 EXCLUSION OF PUBLIC**

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

**CJA185 HUMAN RESOURCE ISSUES**

Present for this item were Councillors Jim Thomson, Bill McCulloch, Neil Benny and Margaret Kennedy. Also in attendance were Anne Pinkman, Iain Grant and Nick Henderson.

The HR Adviser gave an up-date on the position regarding the Employment Tribunal and confirmed that by 5 October the final position would be known. The Chief Officer will notify all Board Members of the final position immediately upon notification.

The meeting closed at 11.50 am.

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 7 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<b>REVIEW OF FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY MANAGEMENT AND SUPPORT GROUPS</b>	

## **1 RECOMMENDATION(S)**

Board Members are asked to:

- 1.1 Agree the new structure of strategic, business and thematic groups that have been introduced to support the Fife and Forth Valley Community Justice Authority (FFV CJA), attached as an Appendix to this Report.

## **2 CONSIDERATIONS**

### **Background**

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

### **Review**

- 2.2 After three years of operation, there was recognition that there was some duplication of effort amongst the various groups and it was agreed to review the governance arrangements. The Appendix to this Report illustrates the new structure that has been supported by all statutory partners.
- 2.3 The FFV CJA Strategic Management Group continues to exist; the Operational Management Group has been removed and replaced by a variety of business and thematic groups. The FFV CJA Strategic Management Group has representation at senior manager level from all FFV CJA statutory partners.
- 2.4 The business and thematic groups enjoy membership of a range of appropriate partners and these groups will report to the FFV CJA Strategic Management Group on a regular basis.

- 2.5 The relationship FFV CJA has, or is developing, with the Fife and Forth Valley Local Authority Community Planning Partnerships, the Fife and Forth Valley Alcohol and Drug Partnerships, the Fife and Central Criminal Justice Boards and the Fife and Forth Valley Mappa Strategic Management Groups is also recognised. The work of these Groups is clearly related to our CJA.
- 2.6 Terms of Reference for each Group are currently being developed and agreed.

### 3 CONSULTATION

- 3.1 Consultation has taken place with all partners and they are supportive of the changes.

### 4 RESOURCE IMPLICATIONS

- 4.1 The changes should remove duplication of effort and ensure more efficient use of time for the Chief Officer and partners.


### 5 BACKGROUND PAPERS

- 5.1 None.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

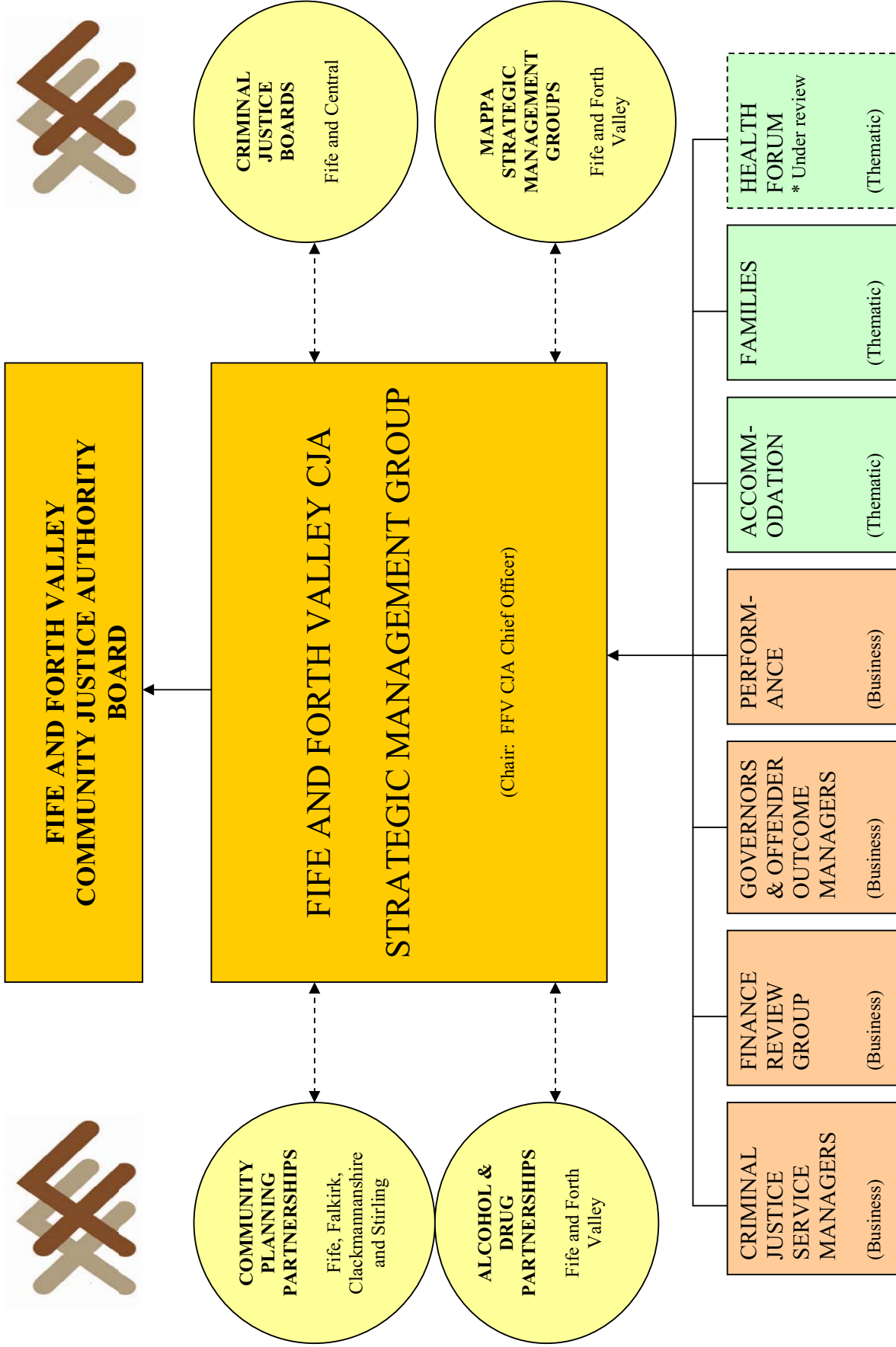
Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 16 November 2009

Reference 20091208ReviewofFFVCJAManage



**APPENDIX**



<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 8 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<p style="text-align: center;"><b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY ACTION PLAN 2010-2011</b></p>	

## **1 RECOMMENDATION(S)**

- 1.1 Board Members are asked to approve the Action Plan for Fife and Forth Valley Community Justice Authority for 2010-2011, attached as an Appendix to this Report.
- 1.2 An up-date on the progress of the Action Plan for 2010-2011 will be completed in October 2010 and reported to the Board.

## **2 CONSIDERATIONS**

- 2.1 Each CJA was required to provide an Area Plan for the period 2008-2011 under S3(5)(a) of the Management of Offenders etc (Scotland) Act 2005. The Area Plans were approved by Scottish Ministers in December 2007. The Action Plans for 2008-2009 and 2009-2010 were approved too.
- 2.2 While the Area Plan for the full three-year period 2008-2011 has received ministerial approval, the grant allocation for each CJA will continue to be issued on an annual basis. The notification of grant allocation will continue to be on the basis of the submission of acceptable Annual Reports and Action Plans.
- 2.3 To enable the Scottish Government to determine and notify the CJA in January 2010 of the grant allocations for 2010-2011, CJAs were required to submit an Action Plan for 2010-2011 by September 2009.

### **Content of Action Plan**

- 2.4 The FFV CJA Action Plan is expected to reflect the priorities and ambitions of the National Strategy for the Management of Offenders. It should also be clearly based on the objectives of the Fife and Forth Valley Area Plan for 2008-2011.
- 2.5 A copy of the Action Plan for 2010-2011 is attached as an Appendix to this Report. The Plan focuses on a range of themes. These include:

- Setting priorities;
- Area of improvement;
- Efforts for HMPs Cornton Vale, Glenochil and Polmont to become community facing prisons;
- Extending the delivery of offence-focussed programmes across the CJA, both in the community and in prison;
- Developing strategic links with community planning partnerships;
- Implementation of a Unified Courts Administration in Fife and Forth Valley Courts;
- Provision of a Training Strategy and Annual Report of Training.

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

Examples include:

- Increase the number of Fife and Forth Valley prisoners located at HMP Glenochil;
- Maintain links with the new Fife and Forth Valley Alcohol and Drug Partnerships;
- Increase the level of community engagement in determining community service placements.

### **Format**

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

### **Monitoring**

2.8 The Local CJA Performance Framework will be reviewed to ensure all relevant information for the Action Plan can, where appropriate, be collected and monitored.

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

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

**3 CONSULTATION**

3.1 Consultation has taken place with all partners of the Fife and Forth Valley CJA Board.

**4 RESOURCE IMPLICATIONS**

4.1 None.


**5 BACKGROUND PAPERS**

5.1 None.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

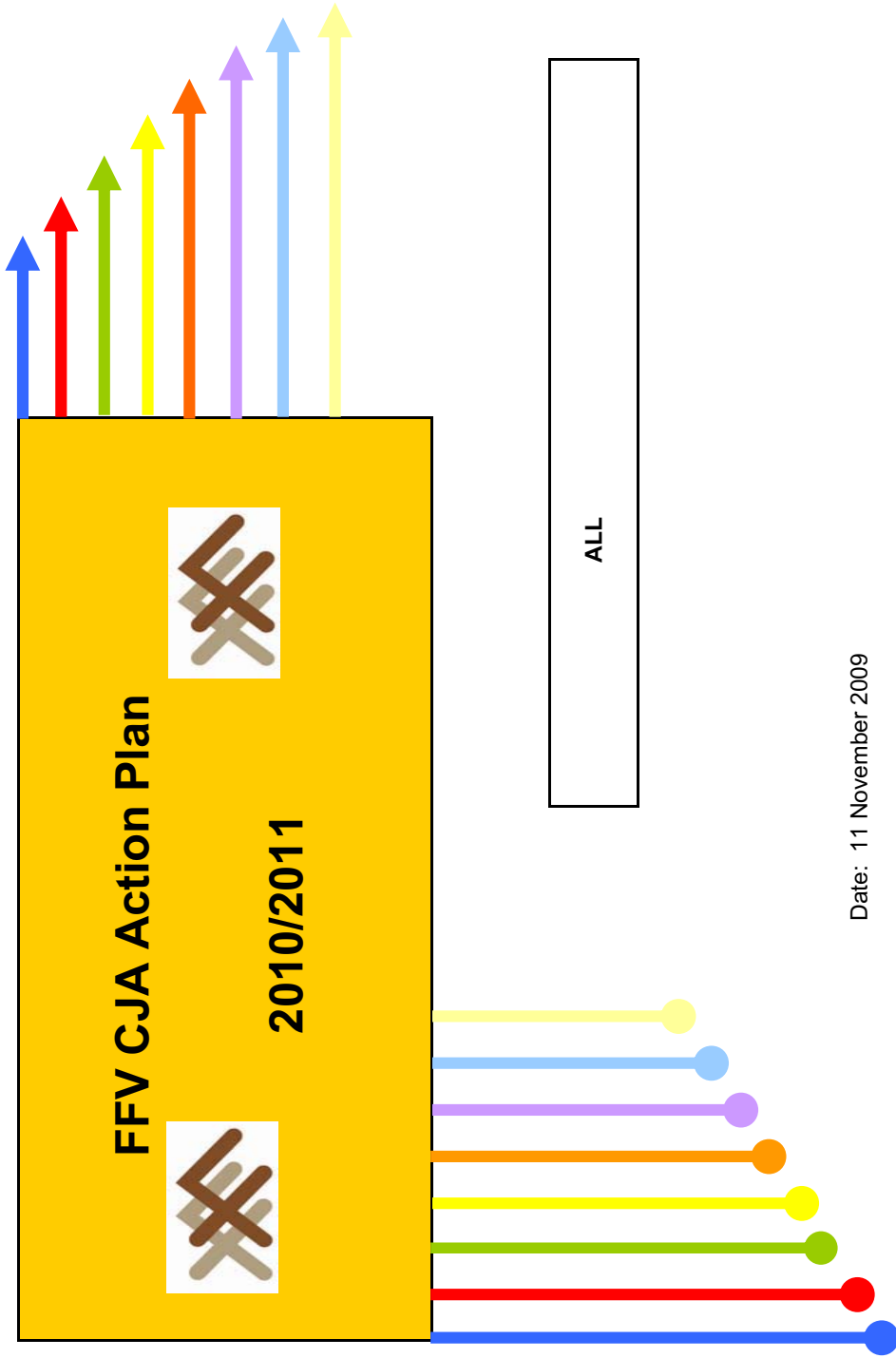
Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 13 November 2009

Reference 20091208ActionPlan20102011

**APPENDIX**



Date: 11 November 2009

# THEMES

- 1 Setting Priorities
- 2 Area of Improvement
- 3 Priority Groups of Offenders
- 4 Working Together in New Ways
- 5 Developing & Supporting the Workforce
- 6 Communication Strategy
- 7 Performance Framework
- 8 Finance & Resources

# Objectives

## Setting Priorities

- 1 Ensure fair allocation of resources for the delivery of an effective and efficient criminal justice social work services.
- 2 Promote effective use of community based disposals as an alternative to short term prison sentences.

## Area of Improvement

- 2 HMPs Glenochil, Polmont and Comton Vale to become community facing prisons.
- 3 Develop services where all prisoners have a seamless transition from prison to community.

## Priority Groups of Offenders

- 4 Improve education / employment provision for all offenders.
- 5 Reduce numbers of women being remanded into custody and receiving short prison sentences.
- 6 Increase the provision of specialist programmes for women offenders.
- 7 To extend the delivery of offence focused interventions to address re-offending across the CJA.
- 8 Ensure all offenders are provided with a service that is commensurate with the level of risk of re-offending and/or harm they present.
- 9 Improve opportunities for Young Offenders. Ensure all offenders have fair and equitable access to mainstream resources.
- 10 Promote fair and equitable access to assessment and treatment services for those offenders with substance misuse problems.
- 11 Invest in Supported Accommodation Services for offenders.

## Working Together in New Ways

- 12 Maintain and improve joint local working arrangements across Fife and Forth Valley, at all levels.
- 13 Share Best Practice: Share Information with other CJAs on areas of good practice of partner agencies within Fife & Forth Valley CJA.
- 14 Develop consistent strategic policies to reduce reoffending with CPPs, CJBs and ADPs.

## Developing & Supporting the Workforce

- 15 To provide training opportunities for the full range of our staff, jointly with partners where appropriate, to ensure a confident and effective workforce.

## Communication Strategy

- 16 To continue to develop and implement an effective strategy for both internal and external communication across the CJA and to contribute to a national communication strategy to inform the public about the work of the CJAs.

## Performance Framework

- 17 Introduce a National Performance Framework alongside a Local Performance Framework to meet Local and National Outcomes.
- 18 Evidence the delivery of effective and efficient community based criminal justice services.
- 19 Provide future Area Plan that will contribute to the creation of safer communities and reduce re-offending rates.

## Finance & Resources

- 20 Ensure efficient and effective use of the Criminal Justice social work grant and all other resources provided by CJA partners.

Theme	Objective	Action No.	Action	Lead	Timescale	NSMO Outcome	National Outcome	Planning Group	Status
<b>1. Settling Priorities</b>									
Ensure fair allocation of resources for the delivery of an effective and efficient criminal justice social work services	1.1	Continue to implement the findings of review of core and non-core services.	Chief Officer	Apr-10	S1	N15	Strategic		
		Fully engage with the Scottish Govt in the development and implementation of revised community penalties and monitor developments in respect of Community Payback and the developments arising from the "Protecting Scotland's Communities" report and any pending legislation.	Chief Officer	Ongoing	C1, C2, C3, S1	N11	Strategic		
	1.2	Work with Scottish Govt, other CJAs and local partners in the development of the National Offender Management Programme workstreams: Young Offenders; Pre-Disposal; Effective Community Disposals; Custodial Sentence Management; Community Reintegration.	Chief Officer	Ongoing	C1, C2	N9, N11, N15	Strategic		
		Ensure continuation of the Community Service Visibility Project.	Lead Officers File and Community Service Visibility Forth Valley CJS	Ongoing	C2, C3	N11	Strategic		
<b>2. Area of Improvement specifically relates to the reintegration and rehabilitation of prisoners into the community</b>									
For HMPS, Glenochil, Polmont and Clonton Vale to become community facing prisons.	2.1	Continue to increase, strengthen and develop links with community partners and businesses.	Offender Outcome Managers	Ongoing	S2	N2, N11	Governors & Offender Outcome Managers		
		Increase the numbers of Fife and Forth Valley prisoners located in HMPS, Glenochil, Clonton Vale and Polmont.	Governor, HMP Glenochil/SPS	Ongoing	Quarterly reporting	C1	N15	Governors & Offender Outcome Managers & Governors & Offender Outcome Managers	
	2.2	Improve prisoners access to the full range of health care services	CJA Health Forum	Ongoing	O4	N6, N15	Governors & Offender Outcome Managers		
	2.3	Continue to develop substance misuse services for prisoners	CJA Health Forum	Ongoing	O3	N6	Governors & Offender Outcome Managers		
	2.4	Support the development of arrangements for transfer of Health Care services from SPS to NHS.	CJA Health Forum	Mar-10	O4, S2	N6, N15	Governors & Offender Outcome Managers		
	2.5	Continue to provide and extend the range of accredited and approved intervention programmes that can be delivered in prison and in the community.	Lead Officers SPS and Lead Officers File & Forth Valley CJS	Ongoing	C1	S1, S4, N3	Governors & Offender Outcome Managers / CJSW Managers		
	2.6	Monitor and review the implementation of the FFV CJA protocol for prevention of homelessness.	CJA Accommodation Group	Dec-10	O1, S2	N7, N15	CJA Accommodation Group		
	2.7	Continue to improve literacy levels during detention for all prisoners serving a minimum of 12 months in prison.	SPS CJA Liaison Manager/ SPS	Ongoing	O2, S2	N3	Governors & Offender Outcome Managers		
	2.8	Review and monitor numbers of prisoners leaving prison with pre-arranged interviews with Job Centre Plus.	Lead Officer, Job Centre Plus	Sep-10	O2, S2	N2	Governors & Offender Outcome Managers		
<b>2. Area of Improvement</b>									



prison to community.	2.1	Review and monitor numbers of Young Offenders engaging with Careers Scotland.	CJA Research Officer / Lead Officer Careers Scotland	Sep-10 O2, S2	N2	Research & Information Group
	2.11	Have 12 employers visit Forth Valley Prisons each year.	Lead Officer, Job Centre Plus	Mar-11 O2, S2	N2	Governors & Offender Outcome Managers
	2.12	Improve provision of support for prisoners families.	SPS CJS Liaison Manager	Jun-10 O5	N15	Governors & Offender Outcome Managers
	2.13	Continue to develop and improve transport links to the Forth Valley prisons.	SPS CJS Liaison Manager	Mar-10 S2, O4	N15	Governors & Offender Outcome Managers
	2.14	Monitor the transport plans of the three Forth Valley prisons.	SPS CJS Liaison Manager	Sep-10 S2, O4	N15	Governors & Offender Outcome Managers
	2.15	Continue to improve quality and attendance at integrated case management meetings.	Lead Officers, 3 Forth Valley prisons and Lead Officers, Fife & Forth Valley CJS	Ongoing S3	C1, S1, N9	Governors & Offender Outcome Managers / CJSW Managers
	2.16	Develop joint training for SPS & CJSW.	CJA Training & Development Officer / SPS Lead Officer	Sep-10 S3	N15	Governors & Offender Outcome Managers / CJSW Managers
	3.1	Support the Fife & Forth Valley Offender Employment Forum	Chief Officer and Lead Officer, Job Centre Plus	Ongoing O2, S2	N2	Strategic
	3.2	Maintain links with Lifelong Learning & Literacies Partnerships.	Offender Outcome Managers	Mar-10 O2, S2	N3	Governors & Offender Outcome Managers
	3.3	Reduce numbers of women being remanded into custody and receiving short prison sentences.	CJA Research Officer	Quarterly C1, S1	N9	Research & Information Group
	3.4	Increase the provision of specialist programmes for women offenders.	CJA Research Officer	Jun-10 O5, S4	N8, N9	Research & Information Group
	3.5	To extend the delivery of offence focused interventions to address re-offending across the CJA.	CJSW Managers	Apr-10 O5, S4	N8, N9	CJSW Managers
	3.6	Monitor the development of accredited programmes for women offenders (if funding provided)	Chief Officer	Ongoing S1	C1, C2, N9, N11	Strategic
	3.7	Maintain an overview of MAPPA processes across the FFVCJA area.	MAPPA Co-ordinators in Fife and Forth Valley.	Ongoing S3	N9	Strategic
	3.8	Ensure all offenders are provided with a service that is commensurate with the level of risk of re-offending and/or harm they present.	MAPPA Co-ordinators in Fife and Forth Valley.	Ongoing S3	N9	Strategic
	3.9	Introduce more accredited programmes for domestic abuse (Caledonia Project).	MAPPA Co-ordinators in Fife and Forth Valley.	Ongoing S3	N9	Strategic
	3.10	Maintain an overview of MAPPA processes across the FFVCJA area.	MAPPA Co-ordinators in Fife and Forth Valley.	Jun-10 S3	N9	Strategic
	3.10	Provide Annual Report of MAPPA.	MAPPA Co-ordinators in Fife and Forth Valley.	Sep-10 S3	N9	Strategic

3.12	Improve opportunities for Young Offenders. Ensure all offenders have fair and equitable access to mainstream resources.	Review provision of services for young offenders.	CJSW Managers	Jun-10 S4	C1, S2, N9, N15	Research & Information Group
		Maintain links with Fife and Forth Valley Young Offender Strategy Groups and HMP YO1 Polmont.	Chief Officer	Ongoing S4	N9, N15	Strategic
3.13	Promote fair and equitable access to assessment and treatment services for those offenders with substance misuse problems.	Undertake review of offenders access to education, employment, training.	CJA Research Officer	O1, O2, O3, O4, O5, S4	N15	Research & Information Group
		Maintain links with Fife and Forth Valley Alcohol and Drug Partnerships	Chief Officer, Fife and Forth Valley DTO Schemes.	Ongoing S2	N9, N15	Strategic
3.14	Invest in Supported Accommodation Services for offenders.	Review the provision of drug and alcohol treatment services.	Lead Officers, Fife and Forth Valley DTO	O3, S2, Jun-10 S4	N6, N15	CJSW Managers
3.15		Consider and implement recommendations of national review of Supported Accommodation Services.	CJA Strategic Management Group	O1, S2, tbc S4	N8, N15	Strategic
<b>4. Working Together in New Ways</b>						
4.1	Maintain and improve joint local working arrangements across Fife and Forth Valley, at all levels.	Continue to review existing co-location arrangements.	Lead Officer, Police, Fife and Forth Valley CJS	Sep-10 S1	N15	CJSW Managers / Police
4.2		Monitor new SLAs between SPS and 3 FV LAs for provision of CJSW to 3 prisons.	CJSW Managers	Jun-10 S1, S2	N15	Strategic
4.3	Share Best Practice	Provide CJA presence and advice on the community planning and safety partnerships across the Local Authorities within Fife & Forth Valley.	Chief Officer	Ongoing S1	N15	Strategic
4.4		Continue to improve and develop information sharing protocols and systems across CJA partners.	Chief Officer	Ongoing S1, S2	N15	Strategic
4.5	Develop consistent strategic policies to reduce reoffending with CPPs, CJBs and ADPs.	Expand provision of offender tracking services.	CJA Research Officer / Strategic Management Group	Jul-10 S1, S4	N15	Research & Information Group
4.6		the Court Unification process in Fife and Forth Valley Courts.	Chief Officer	Sep-10 S1	N15	Strategic
4.7	To provide training opportunities for the full range of our staff, jointly with partners where appropriate, to ensure a confident and effective workforce.	other CIAs on areas of good practice of partner agencies. Ensure protocols to promote and share best practice are implemented.	Strategic Management Group	Ongoing S1	N15	Research & Information Group
4.8		Strengthen links with Community Planning Partnerships, local Criminal Justice Boards and Fife and Forth Valley Alcohol and Drug Partnerships.	Chief Officer	Ongoing O4, S1	N15	Strategic
<b>5. Developing &amp; Supporting the Workforce</b>						
5.1	To provide training opportunities for the full range of our staff, jointly with partners where appropriate, to ensure a confident and effective workforce.	Arrange an annual seminar for all our partners	CJA Training & Development Officer	Sep-10 S1	N15	Strategic
5.2		Continue to engage with other CIAs and national training colleges for the Police & Scottish Prison Service in the delivery of training for staff.	CJA Training & Development Officer	Ongoing S1	N15	Strategic
5.3	6. Communication Strategy	Provide Training Plans and Annual Report of training.	CJA Training & Development Officer	Jun-10 S1	N15	Strategic

6. Communication Strategy		7. Performance Framework		8. Finance & Resources		
6.1	Continue to update and enhance the Fire and Fourth Valley CJA website.	CJA Office	Quarterly C2, C3	N15	Research & Information Group	
	Refresh Fire and Fourth Valley CJA website's minimum of twice per year.	Chief Officer with contributions from partners	Ongoing C2, C3	N15	Research & Information Group	
	6.2	6.3	6.4	6.5	6.6	
	To continue to develop and implement an effective strategy for both internal and external communication across the CJA and to contribute to a national communication strategy to inform the public about the work of the CJAs.	Publish an Annual Report and summary and ensure these are available to the community and victims to improve the level of understanding and knowledge about work of the CJA and partners.	Chief Officer / CJA Research Officer	Jun-09 C4	N15	Research & Information Group
	Continue to promote the work undertaken by offenders on Community Service Orders.	Chief Officer / CJSW Managers	Ongoing C3, C4	N11, N15	Strategic	
	Increase level of community engagement in determining community service projects.	CJSW Managers	Ongoing C3, C4	N11, N15	Strategic	
Review CJA Communication Strategy	Chief Officer / CJA Research Officer	Dec-10 C3, C4	N11, N15	Strategic		
<b>7. Performance Framework</b>						
7.1	Produce quarterly management reports to the CJA Board.	Chief Officer	Quarterly S1	N15	Research & Information Group	
	7.2	Collation and monitoring of performance management information from all parties.	Chief Officer / CJA Research Officer	Quarterly S1	Strategic	
	7.3	All partner agencies to provide locally and nationally agreed performance management information on a quarterly basis.	All partner agencies	Quarterly S1	N15	All planning groups
	7.4	Review Performance Framework following potential introduction of CJ & L Bill	Chief Officer and Research & Info Officer	Sep-10 S1	N15	Strategic
7.5	Successful introduction of service reduction standards for criminal justice social work across the 4 Fire and Fourth Valley Local Authorities	CJSW Managers	Sep-10 S1, S3	N15	Strategic	
	7.6	Work with other CJAs and all CJA partners to produce the 2011-2014 CJA Area Plan.	Chief Officer	May-10 S1, S3	N15	Strategic
<b>8. Finance &amp; Resources</b>						
8.1	Ensure where possible Service Level Agreements with partner agencies cover the CJA and quarterly financial management reports to the CJA Board and Scottish Government.	Chief Officer / CJA Finance Group	Apr-10 S1, S2	N15	Strategic	
	8.2	Produce quarterly financial management reports to the CJA Board and Scottish Government.	CJA Finance Officer	Quarterly S1	N15	Finance Review Group

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 9 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<p style="text-align: center;"><b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY BOARD MEMBER PORTFOLIO</b></p>	

## **1 RECOMMENDATION(S)**

Board Members are asked to:

- 1.1 Support the establishment of Portfolios Holders.

## **2 CONSIDERATIONS**

- 2.1 At the Fife and Forth Valley Community Justice Authority (FFV CJA) Board meeting on 16 September 2008, Members agreed to give consideration to the principle of allocating portfolios to Board Members. At the FFV CJA Board meeting on 6 February 2009, further detail and information was requested as to the type of work to be undertaken and the time allocation.
- 2.2 Board Members each have a wealth of personal experience, interest and skills that can be utilised for the benefit of FFV CJA. Identifying specific Portfolio Holders can bring a more structured approach to Board Member involvement in FFV CJA. It can also enhance the integrated approach within FFV CJA between the Chief Officer, Lead Officers identified within the FFV CJA Action Plan and Board Members.
- 2.3 The FFV CJA is supported by a range of thematic and business groups; copies of minutes from these Groups can be shared with Portfolio Holders and briefings provided, as and when required.

### **Requirements of Portfolio Holders**

- 2.4 The guidance, attached as an Appendix to this Report, sets out the role of the Board Member in terms of their Portfolio. Portfolio Holders are expected to champion a particular area of work; this may be health, domestic abuse, young offenders etc. It will allow the Chief Officer to liaise with the nominated Portfolio Holder on their area of interest and expertise and strengthen FFV CJA's efforts to address the root causes of offending.

2.5 The time Board Members, as Portfolio Holders, will require to provide is difficult to quantify; it should not be onerous, rather Board Members can elect to be as actively involved as they wish.

**3 CONSULTATION**

3.1 None.

**4 RESOURCE IMPLICATIONS**

4.1 None.


**5 BACKGROUND PAPERS**

5.1 None.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 16 November 2009

Reference 20091208ElectedMemberPortfolio

## FIFE AND FORTH VALLEY CJA

### Board Member Portfolio: Guidance Note



### Role of the Board Member as Portfolio Holder

- The Portfolio Holder will act as a champion for relevant issues within the FFV CJA Local Authority areas and within Council structures and, where required, will be consulted by the Chief Officer on those issues.

The portfolio of Board Members for each Local Authority is outlined below.

Portfolio Area	Supporting Board Member
Structural Arrangements, including HR	Councillor Margaret Kennedy
Violent, Serious and Sex Offenders/Information Sharing	
Domestic Abuse	
Women Offenders	
Persistent Offenders, including Young Offenders/Transitions/Less Serious/First Time Offenders	Councillor Neil Benny
Offending and Substance Misuse	
Offending and Employability	
Accommodation	
Offenders and Health	Councillor John McNally
Victims/Offenders' Families	
Communications/Performance Framework	Councillor Margaret Kennedy
Courts/Summary Justice Reform	Councillor Bill McCulloch

### Briefings

- Portfolio Holders should seek a briefing on any progress or issues from the Chief Officer or, if appropriate, Lead Officer(s) identified for the relevant areas of work within the Area Plan.
- Portfolio Holders may also wish to seek an informal briefing from the Chief Officer or an Officer within their own Local Authority, however, they should be aware that the Officer may only be able to provide general information as they may not be directly responsible for the area of work concerned.

### Consultation/Information Sharing

- Where consultation is required, the Chief Officer will contact the relevant Portfolio Holder.
- In advance of the submission of Reports to the Board, the Chief Officer will actively discuss any relevant Reports with the Portfolio Holder.
- Portfolio Holders will be invited to attend any relevant FFV CJA business or thematic group.
- Relevant information will be provided to the Portfolio Holder; this might include minutes of FFV CJA thematic or business groups, funding bids, progress reports etc.
- The Chief Officer will copy information to other FFV CJA Board Members, Convenor and Deputy Convenor, as appropriate.

### Training and Development Opportunities

- Portfolio Holders may wish to further develop their interest in issues relevant to their portfolio and may want to consider attending relevant training, conference or seminar events.
- The FFV CJA Chief Officer should ensure that Portfolio Holders are given details of any relevant training, conference or seminar events.

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 10 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY SERVICE DEVELOPMENT GRANT</b>	

## **1 RECOMMENDATION(S)**

Board Members are asked to:

- 1.1 Note the spend in the Service Development Grant.
- 1.2 Approve proposals for the underspend.
- 1.3 Agree that the Scottish Government be informed of the changes required in the use of the Service Development Grant.

## **2 CONSIDERATIONS**

- 2.1 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.
- 2.2 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
<b>Total:</b>	<b>190,000</b>

- 2.3 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.

## PROGRESS TO-DATE

### Supported Accommodation

- 2.4 Three Tenancy Support Worker posts were created, one fulltime post each for Falkirk and Fife and 0.5 posts each for Clackmannanshire and Stirling Council Criminal Justice Services. Each Local Authority required to create these posts, in some cases seeking approval through their relevant Council Committee structures. This resulted in significant delays in recruiting to these posts and a subsequent underspend in the grant allocated for these posts in 2008-2009. All posts have been filled during this current financial year and the projected spend is as illustrated below in Table 1. The overspends relate to the increase in salary costs due to a combination of pay rises and changes to salaries following the introduction of single status.

<b>Supported Accommodation</b>			
	<b>Allocation</b>	<b>Projection</b>	<b>Over/(Under)</b>
Fife	20,400	22,490	2,090
Falkirk	20,400	21,516	1,116
Stirling	10,200	10,200	0
Clacks	10,200	10,200	0
<b>FV Total</b>	<b>40,800</b>	<b>41,916</b>	<b>1,116</b>
<b>Total</b>	<b>61,200</b>	<b>64,406</b>	<b>3,206</b>

Table 1

### Enhanced Groupwork

- 2.5 3.6 WTE posts were created to increase the number of groupwork programmes delivered across Fife and Forth Valley for sex offenders and domestic abuse. Similar delays were experienced in creating posts and an underspend was also reported for 2008-2009 for this area of work. All posts for enhanced groupwork have been fully occupied this year and the projected spend is illustrated below in Table 2. The reason for the overspend is similar to that provided for the Tenancy Support Worker posts.

<b>Enhanced Groupwork</b>			
	<b>Allocation</b>	<b>Projection</b>	<b>Over/(Under)</b>
Fife	49,600	49,728	128
Falkirk	61,800	64,549	2,749
Stirling	0	0	0
Clacks	0	0	0
<b>FV Total</b>	<b>61,800</b>	<b>64,549</b>	<b>2,749</b>
<b>Total</b>	<b>111,400</b>	<b>107,277</b>	<b>2,877</b>

Table 2



## Enhancement of Mappa

- 2.6 It was agreed that the CJA would contribute £10,000 towards the creation of an additional post in Fife to strengthen Mappa arrangements, particularly in terms of quality assurance. If successful, the intention was to extend this arrangement to Forth Valley.
- 2.7 This post has now been created in Fife but the full costs are now being met by Fife Council, Fife Constabulary and NHS Fife. There has been no need for the FFV CJA contribution. Discussions have taken place with partners in Forth Valley to create a similar post in that area. It has been agreed to defer any decision until a review is undertaken on the merits of such a post after a 12 month period. The deferment of any decision will result in no spend being incurred against the £10,000 allocation.

	Allocation (£)	Projected Underspend (£)
Mappa	10,000	10,000

Table 3

## Transport

- 2.8 The issue of improving transport arrangements for prisoners' families to HMP Glenochil has proved to be a challenging issue. Numerous meetings have taken place since April 2008 involving a variety of statutory partners and still no solution has been identified. The £7,400 allocated last year incurred no spend despite the best efforts of our partners. The Scottish Government withheld the same amount this year from the FFV CJA Service Development Grant, although agreement was reached that if plans progress and a sum up to £7,400 is required, the grant will be reinstated.

## Total Spend in Service Development Allocation

2.9

New Service Development			
	Allocation	Projection	Over/(Under)
Fife	70,000	72,218	2,218
Mappa	10,000	0	(10,000)
Falkirk	82,200	86,065	3,865
Stirling	10,200	10,200	0
Clacks	10,200	10,200	0
<b>Total</b>	<b>182,600</b>	<b>178,683</b>	<b>(3,917)</b>

Table 4

## Proposals for Underspend

- 2.10 Discussions have taken place with Criminal Justice Service Managers and Finance Officers from the four Fife and Forth Valley Local Authorities and it is proposed that the underspend be allocated as follows:

- The overspend in supported accommodation and groupwork should be met from the underspend in the Mappa allocation.
- The remaining underspend (£3,917) within Mappa should be allocated to the Circles of Support and Accountability pilot project that is to be introduced in Fife. This project has the full support of the Fife Mappa Strategic Management Group (Offender Management Group). The project will strengthen the supervision and monitoring arrangements of sex offenders and could be extended to the Forth Valley area.

### 3 CONSULTATION

3.1 As noted at paragraph 2.7, consultations took place with the Criminal Justice Service Managers of the four Fife and Forth Valley Local Authorities and the Governors and staff of the three Forth Valley prisons.

### 4 RESOURCE IMPLICATIONS

4.1 None.


### 5 BACKGROUND PAPERS

5.1 FFV CJA Board Report: FFV CJA Service Development Grant: Up-Date, dated 6 February 2009.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 16 November 2009

Reference 20091208FFVCJAServiceDevelopment

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 11 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<b>COMMUNITY SERVICE DEVELOPMENTS: PROGRESS REPORT</b>	

## **1 RECOMMENDATION(S)**

Board members are asked to:

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

## **2 CONSIDERATIONS**

### **Background**

- 2.1 In 2008-2009 the Scottish Government injected an additional £1 million to the national budget for Criminal Justice Social Work Services. The purpose was to increase the speed and immediacy with which offenders commence and complete their Community Service Orders (CSO's). A further £1.5 million was also added this year to further improve Community Service Orders.
- 2.2 Proposed legislation, the Criminal Justice and Licensing Bill, will require Community Service Orders to be completed within a 6 month period: existing legislation allows for a 12 month completion period. Consultation with communities regarding the nature of work to be undertaken will also be required.
- 2.3 Reports on the additional funding for Community Service and the Community Service Visibility Project have previously been provided to the Fife and Forth Valley CJA Board. Board Members requested that scrutiny of the performance of the Community Service continue.

## Performance

- 2.4 The greatest challenge for the four Fife and Forth Valley Local Authorities will be to ensure offenders commence their CSO's within 5 days and complete their orders within 6 months. Table 1 below illustrates the completion rates across the four Fife and Forth Valley Local Authorities. From the new money allocated to Community Service, each Local Authority has invested in the creation of additional Community Service Work Supervisors. In some Local Authorities there has been a delay in establishing and recruiting to these new posts. The four Local Authorities are confident, however, that the performance in the next 2 quarters, ie from October 2009 to March 2010 should allow them to meet the targets to ensure offenders can complete their CSO's within 6 months.

EXTRACT FROM PERFORMANCE FRAMEWORK						
			OUTTURN 2008/09	TARGET 2009/10	Apr-Jun 2009	Jul-Sep 2009
LOCAL OUTCOME	MEASURE					
Increase the average hours per week taken to complete Community Service Order	Average hours per week taken to complete Community Service Order (inc S229s)	Clacks	2.5	5.8	1.47	2.39
		Falkirk	2.68	5.8	3.18	2.71
		Stirling	4.1	5.8	3.32	5.27
		Forth Valley	3.1	5.8	2.66	3.46
		Fife	3.1	5.8	3.1	3.115
		<b>CJA</b>	<b>3.1</b>	<b>5.8</b>	<b>2.88</b>	<b>3.29</b>

Table 1

- 2.5 Table 2 below provides information on the number of CS and Section 229 Orders imposed since April this year. This compares favourably with the figures for 2008/09 where a total of 1195 CS and Section 229 Orders were imposed over the full year. Improvement is required in the time taken for offenders to begin work in all areas except Clackmannanshire. Criminal Justice Service Managers are confident this issue will be resolved with the additional CS Work Supervisors being in post. The number of hours of unpaid work undertaken across the Fife and Forth Valley area amounts to a very considerable sum. Discussions are taking place with Criminal Justice Service Managers as to how these figures can be promoted in the local media alongside the range of work undertaken.

April –Sept 09	Fife	Clackmannanshire	Falkirk	Stirling	Total
Number of CS/S229 Orders imposed	291	83	146	84	604
% of offenders commencing placement within 5/7 days	59%	100%	56%	46%	
Number of CS/S229 orders completed	190	2	119	34	345
Number of CS hours completed	23,943	8,400	17,197	Not available	49,540 +Stirling

Table 2

2.6 The nature of work undertaken by offenders on Community Service is diverse. Projects undertaken include house clearances, removals and decoration, gardening, litter picking, graffiti removal, laying of paths, leaflet drops, assisting in charity shops and other environmental work. Beneficiaries include a range of voluntary organisations, Community Councils, individuals such as older people or those with disabilities. Requests for work continue to be received on a regular basis. Numbers are contained in Table 3 below.

## 2.7 Promotion of Work

Collectively there have been 15 reports in the media promoting the work undertaken by offenders on community service. Much of this has been in the local press but there has been national coverage too. A visit by Mr K MacAskill to a project in Falkirk attracted national press interest as did the new graffiti removal project in Stirling which was also reported by the BBC on their website. Efforts to promote the work undertaken by offenders will continue to be made by FFV CJA and the four Local Authorities. The four Local Authority Communications Units have all been very supportive in promoting community service.

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

<b>April –Sept 09</b>	<b>Fife</b>	<b>Clackmannanshire</b>	<b>Falkirk</b>	<b>Stirling</b>	<b>Total</b>
<b>Number of requests for work</b>	120		100	10	230 +Clacks
<b>Number of project completions</b>	86	2	153	14	255
<b>No of press releases/press coverage</b>	7	2	5	1	15

Table 3

## 2.8 Continued Improvement

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

**3 CONSULTATION**

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

**4 RESOURCE IMPLICATIONS**

4.1 In the past two years, 2008-2009 and 209-2010, Fife and Forth Valley CJA have received sums totalling £501,571 for Community Service.


**5 BACKGROUND PAPERS**

5.1 Board Report: Additional Funding for Community Service, dated 8 September 2009.

Author(s)

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Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 19 November 2009

Reference 20091208CommunityServiceDev

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 12 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<p align="center"><b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY LOCAL PERFORMANCE FRAMEWORK Q2 2009/10</b></p>	

## **1 RECOMMENDATION(S)**

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

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

## **2 CONSIDERATIONS**

- 2.1 The performance figures for the first 6 months of 2009/2010 are attached as an Appendix to this report. Performance trends that are of particular interest are noted below.
- 2.2 Number of liberations remained stable-261 in Q2 compared with 265 in Q1. There was a relatively large increase in liberations in Clackmannanshire-29 in Q1 rising to 40 in Q2.
- 2.3 There was a reduction in liberations from short-term sentences-92 in Q2 compared with 114 in Q1. The majority of this reduction occurred in Fife and Falkirk.
- 2.4 There was a reduction in the number of SERs submitted to court-1343 in Q2 compared with 1464 in Q1, a reduction of -8%. Only Clackmannanshire showed an increase.
- 2.5 The percentage of SERs submitted to court by the due date is high in all local authorities: Clacks 94.2%, Falkirk 99%, Stirling 99.2% and Fife 98.9%. As such the average for the CJA is 97.8%.
- 2.6 There was an overall reduction in the number of Probation Orders imposed across the CJA-275 in Q2 compared with 342 in Q1, a reduction of 20%. Only Falkirk showed an increase.
- 2.7 There was an overall reduction in the number of CSOs imposed across the CJA-202 in Q2 compared with 258 in Q1. However, S229s actually increased over the same period. All areas showed a reduction in CSOs imposed, and only Clacks showed a reduction in S229s.



- 2.8 There was an overall increase in the average number of hours per week taken to complete CSOs (inc. s229s)-3.37 hours (average for the CJA) in Q2 compared to 2.76 in Q1. However the increase was mostly due to an increase in Stirling from 3.32 hours to 5.27 hours.
- 2.9 The number of offenders receiving supported accommodation services increased across the CJA-101 offenders in Q2 compared with 86 in Q1. All local authorities showed an increase.
- 2.10 The number of referrals to APEX reduced across the CJA-117 in Q2 compared with 181 in Q1.
- 2.11 The number of DTTOs and Fast Track orders imposed across the CJA remained stable-16 DTTOs and 12 FT in Q2 compared with 18 DTTOs and 12 FT in Q1.
- 2.12 There was a reduction in the number of prisoners receiving voluntary throughcare-40 in Q2 compared with 50 Q1. All Local Authorities showed a reduction, except Clackmannanshire, which increased from 0 in Q1 to 2 in Q2.
- 2.13 Performance figures for each quarter will be reported to the Board on a regular basis.

### **3 CONSULTATION**

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

### **4 RESOURCE IMPLICATIONS**

- 4.1 None.


### **5 BACKGROUND PAPERS**

- 5.1 FFV CJA Local Performance Framework-updated for Q2 2009/2010.

Author(s)

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Approved by

Name	Designation	Signature
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Date 13 November 2009

Reference 20091208FFVCJALocalPerformance

NATIONAL OUTCOMES	LOCAL OUTCOMES	MEASURES	Tier	Source A	Source B	Timeframe	OUTTURN 2008/09	TARGET 2009/10	ACTUAL 2009/10				Total	
									Qtr 1	Qtr 2	Qtr 3	Qtr 4		
A COMMUNITY OUTCOMES							Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar				
Increased community safety and public protection through a consistent approach to managing offenders on community and custodial	Reductions in the Recorded crime (rate per 10,000 pop)	Recorded crime (rate per 10,000 pop)	1	Scot Govt	Statistical Bulletin	Annual	Clacks	796	-					
							Falkirk	619	-					
							Stirling	626	-					
	Reductions in the Two year recidivism rates	Two year recidivism rates (%)	2	Scot Govt	Statistical Bulletin	Annual	Forth Valley	680	-					
							Fife	665	-					
							CJA	672	-					
	Reduce number of remands into custody	Number of liberations from remand to CJA area	2	SPS	CJA Pack	Monthly	Clacks	143	-	29	40			69
							Falkirk	339	-	79	67			146
							Stirling	149	-	32	34			66
	Reduce number of short-term prisoners	Number of liberations from short-term sentences up to 6 months (excl. Fine Defaulters) to CJA area	2	SPS	CJA Pack	Monthly	Forth Valley	631	-	140	141			281
							Fife	596	-	125	120			245
							CJA	1227	-	265	261			526
	Reduce the number of Fine Defaulters	Number of Fine Defaulters from FFV given a custodial sentence	3	SPS	CJA Pack	Monthly	Clacks	37	-	7	6			13
							Falkirk	164	-	38	37			75
							Stirling	80	-	17	10			27
More effective use of SERs	Total Number of SERs submitted by SWD to Court (inc. SSERs)	2	CJSW	Agg Rtn SER1	Quarterly	Forth Valley	281	-	62	53			115	
						Fife	232	-	52	39			91	
						CJA	513	-	114	92			206	
More effective use of SERs	Percentage of SERs & SSERs, letters etc submitted to court by due date.	2	CJSW	SPs 6b	Quarterly	Clacks	N/A	-	1	2			3	
						Falkirk	706	-	184	206			390	
						Stirling	1392	-	374	325			699	
More effective use of SERs	Percentage of SERs & SSERs, letters etc submitted to court by due date.	2	CJSW	SPs 6b	Quarterly	Forth Valley	851	-	219	193			412	
						Fife	2949	-	777	724			1501	
						CJA	2933	-	687	619			1306	
More effective use of SERs	Percentage of SERs & SSERs, letters etc submitted to court by due date.	2	CJSW	SPs 6b	Quarterly	Clacks	703 (89.4%)	+	178 (%?)	94.17%			avg	
						Falkirk	1930 (99.7%)	+	99%	99%			avg	
						Stirling	1153 (96.1%)	+	276 (96.5%)	99.20%			avg	
More effective use of SERs	Percentage of SERs & SSERs, letters etc submitted to court by due date.	2	CJSW	SPs 6b	Quarterly	Forth Valley	3786 (96.5%)	+	695 (99.4%)	631 (98.9%)			avg	
						Fife	3054 (99.1%)	+					avg	
						CJA	6840 (97.7%)	+					avg	
More effective use of SERs	Percentage of SERs & SSERs, letters etc submitted to court by due date.	2	CJSW	SPs 6b	Quarterly	Clacks	CSO=65.1%	+	CSO=19%	Not available			avg	
						Falkirk	S229=82.1%	+	S229=22%	CSO=33%			avg	
						Stirling	CSO=52.3%	+	S229=41%	S229=45%			avg	
More effective use of SERs	Percentage of SERs & SSERs, letters etc submitted to court by due date.	2	CJSW	SPs 6b	Quarterly	Forth Valley	S229=33.3%	+	CSO=50%	Not available			avg	
						Fife	CSO=42.7%	+	S229=56%				avg	
						CJA	S229=21.4%	+					avg	

Objectives	Key Performance Indicators	Measurement	Baseline	Target	Actual	Notes	
Increase the use of Community Based disposals	SER Conversion Rate to Preferred Option (CSO & S229s)	Forth Valley	CSO=51.9% S229=54.4%	+	n/a	n/a	
		Fife	CSO=51.8% S229=30.4%	+	S229=12.5%	CSO=44.6% S229=25%	
	Number of Probation Orders imposed (inc. S229s)	CJA	CSO=51.8% S229=43.7%	+	n/a	n/a	avge
		Clacks	199	+	45	42	87
		Falkirk	287	+	63	68	131
	Number of CS Orders and S229s imposed	Stirling	172	+	45	37	82
		Forth Valley	658	+	153	147	153
		Fife	716	+	159	128	287
		CJA	1374	+	342	275	617
		Clacks	CSO=119 S229=51	+	CSO=35 S229=13	CSO=24 S229=9	CSO=59 S229=22
Increase in the successful completion of CSO & Probation Orders	Agg Rtn CSO1a	Falkirk	CSO=240 S229=82	+	CSO=69 S229=16	CSO=56 S229=21	
		Stirling	CSO=114 S229=44	+	CSO=31 S229=9	CSO=25 S229=17	
	Agg Rtn PO7	Forth Valley	CSO=473 S229=177	+	CSO=135 S229=38	CSO=105 S229=47	
		Fife	CSO=389 S229=199	+	CSO=123 S229=32	CSO=97 S229=35	
		CJA	CSO=872 S229=376	+	CSO=258 S229=70	CSO=202 S229=82	
	Percentage of initial probation interviews completed within One Week (inc S229s)	Clacks	80 (63%)	+	25 (38.5%)	19 (55.8%)	44
		Falkirk	136 (72%)	+	35 (64%)	54 (51%)	89
		Stirling	71 (66%)	+	18 (60%)	19 (68%)	37
		Forth Valley	287 (64%)	+	78	92	170
		Fife	275 (70%)	+	60 (CSO only-% req)	81 (CSO only-% req)	141
Increased public confidence in probation services	Agg Rtn CSO6	CJA	562 (67%)	+	138	173	311
		Clacks	75 (64%)	+	#? (80%)	63.60%	add manually
	Agg Rtn PO7	Falkirk	154 (63%)	+	43 (63%)	30 (41%)	add manually
		Stirling	77 (58%)	+	21 (51.2%)	Not available	add manually
		Forth Valley	306 (59%)	+	88 (7%)	91 (%?)	add manually
	Percentage of initial probation interviews completed within One Week (inc S229s)	Fife	412 (56%)	+	718 (58%)	718	71.8
		CJA	718 (58%)	+	81.20%	81.20%	avge
		Clacks	61.00%	+	39.20% available	Not available	avge
		Falkirk	93%	+	94%	95%	95
		Stirling	82.30%	+	97.70%	97.73%	97.7

A2	the effectiveness of work with offenders.	Increase the average hours per week taken to complete Community Service Order (inc S229s)	2	CJSW	SPS 8bl	Quarterly	Checks	2.5	+	1.47	2.39	1.93
								2.68	+	3.18	2.71	2.95
	Increase the number of Press Releases issued by CJA	Number of Press Releases issued by CJA	3	CJA	?	?	CJA	3.1	+	3.1	3.115	3.11
								3.1	+	2.88	3.29	3.09
A3	Improved understanding of the role of community disposals/ prison	Increase the number of Newsletters and bulletins published by all CJAs	2	COG	?	?	CJA	TBC				
	Increase the number of communications/ engagement with the community	No. of communications/ engagement with the community	3	COG	?	?	CJA	TBC				
	Increased understanding of the role of community disposals/ prison	CS Visibility Survey	3	CJA	?	?	CJA	TBC				
A4	Improved satisfaction for victims, sentencers and beneficiaries of work by offenders.	VIA Measure	2	?	?	?	CJA					
	Increase the percentage of Crimes Detected & Prosecuted	Crimes Detected & Prosecuted	3	Statistical Bulletin	?	Annual	Central Scotland Police	58	+			
	Increase the percentage of criminal cases disposed of within 26 weeks	% of Crimes Detected	?	?	?	?	Fife Constabulary	55	+			
	Increase the percentage of criminal cases disposed of within 26 weeks	% of Crimes Prosecuted	3	CJB	?	?	Central Scotland Police	TBC				
A5	Timely information and, where appropriate, involvement for the families of offenders	Increase the percentage of families visiting offenders in prison	2	SPS	City Pr Rpt	Quarterly	Prison	TBC				
	Increase the percentage of families visiting offenders in prison	% of families involved in ICM	2	SPS	City Pr Rpt	Quarterly	Prison	TBC				
	Increase the percentage of families visiting offenders in prison	% of families involved in ICM	2	SPS	City Pr Rpt	Quarterly	Prison	TBC				
	Increase the percentage of families visiting offenders in prison	% of families involved in ICM	2	SPS	City Pr Rpt	Quarterly	Prison	TBC				
	Increase the percentage of families visiting offenders in prison	% of families involved in ICM	2	SPS	City Pr Rpt	Quarterly	Prison	TBC				
	Increase the percentage of families visiting offenders in prison	% of families involved in ICM	2	SPS	City Pr Rpt	Quarterly	Prison	TBC				

NATIONAL OUTCOMES	LOCAL OUTCOMES	MEASURES	Tier	Source A	Source B	Timeframe	OUTTURN 2008/09	TARGET 2009/10	ACTUAL 2009/10				Total
									Qtr 1	Qtr 2	Qtr 3	Qtr 4	
B OFFENDER OUTCOMES							Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar			
B1	The ability to access and sustain suitable accommodation.	Increase the number of offenders receiving supported accommodation services	3	CJSW	Quarterly Rtn	Quarterly	Clacks	43	12	20		32	
							Falkirk	58	15	18		33	
B2	Employment prospects increased	Reduce the number of offenders becoming homeless	2	?	?	?	Forth Valley	Stirling	34	13	17		30
								Forth Valley	135	40	55		15
								Fife	54	46	46		92
								CJA	189	86	101		187
								Clacks	TBC				
								Falkirk					
								Stirling					
								Forth Valley					
								Fife					
								CJA					
	Increase number of offenders gaining education, employment and training opportunities	Number of referrals to APEX	3	CJSW	Quarterly Rtn	Quarterly	Clacks	141	41	11		52	
							Falkirk	130	38	22		60	
							Stirling	55	7	12		19	
							Forth Valley	326	86	34		86	
							Fife	175	95	83		178	
							CJA	501	181	117		298	
							CE	TBC					
							GL						
							PT						
							CJA						
	Increase the number of employers visiting the three Forth Valley prisons	Number of vocational and employment related qualifications gained through SPS	2	SPS	Qty Pf Rpt	Quarterly	CE						
							GL						
							PT						
							CJA						
							CE						
							GL						
							PT						
							CJA						
							CE						
							GL						
PT													
	Increase the number of prisoners accessing employment on release	Number of offenders who accessed Jobcentre Plus pre-release service from SPS prison in the CJA	3	SPS	Qty Pf Rpt	Quarterly	CE						
							GL						
							PT						
							CJA						
							CE						
							GL						
							PT						
							CJA						
							CE						
							GL						
PT													
	Increase the percentage of clients completing DTTO/Track Orders imposed	Number of DTTO/ Fast Track Orders imposed	3	CJSW	Agg Rtn DTTO1 (F/T Quarterly Rtn)	Quarterly	Clacks	DTTO=5	DTTO=0	DTTO=0	DTTO=0	DTTO=0	
							Falkirk	F/T=15	F/T=4	F/T=4	F/T=8		
							Forth Valley	DTTO=16	DTTO=1	DTTO=2	DTTO=3		
							Fife	F/T=29	F/T=4	F/T=4	F/T=8		
							CJA	DTTO=6	DTTO=1	DTTO=3	DTTO=4		
							Stirling	F/T=7	F/T=4	F/T=4	F/T=8		
							Forth Valley	DTTO=27	DTTO=2	DTTO=5	DTTO=7		
							Fife	F/T=51	F/T=12	F/T=12	F/T=24		
							CJA	DTTO=53	DTTO=16	DTTO=11	DTTO=27		
							Agg Rtn DTTO1 (F/T Quarterly Rtn)	F/T=n/a	F/T=0	F/T=6	F/T=6		
CJA	DTTO=80	F/T=12	DTTO=16	F/T=30									

B3	Reduced or stabilised substance misuse	clients completing D11U/ Fast Track Orders	2	CJSW	Agg Rtn DTOT (FT Quarterly Rtn	<table border="1"> <tr> <td>Clacks</td> <td>DTTO=1 F/T=5</td> <td>+</td> <td>DTTO=0 F/T=0</td> <td>DTTO=0 F/T=0</td> <td>DTTO=0 F/T=0</td> </tr> <tr> <td>Falkirk</td> <td>DTTO=13 F/T=23</td> <td>+</td> <td>DTTO=2 F/T=4</td> <td>DTTO=0 F/T=0</td> <td>DTTO=2 F/T=4</td> </tr> <tr> <td>Stirling</td> <td>DTTO=4 F/T=4</td> <td>+</td> <td>DTTO=0 F/T=0</td> <td>DTTO=1 F/T=0</td> <td>DTTO=1 F/T=0</td> </tr> <tr> <td>Forth Valley</td> <td>DTTO=18 F/T=32</td> <td>+</td> <td>DTTO=2 F/T=4</td> <td>DTTO=1 F/T=0</td> <td>DTTO=3 F/T=4</td> </tr> <tr> <td>Fife</td> <td>DTTO=24 F/T=n/a</td> <td>+</td> <td>DTTO=2 F/T=0</td> <td>DTTO=4 F/T=0</td> <td>DTTO=6 F/T=0</td> </tr> <tr> <td><b>CJA</b></td> <td><b>DTTO=42 F/T=32</b></td> <td><b>+</b></td> <td><b>DTTO=4 F/T=4</b></td> <td><b>DTTO=5 F/T=0</b></td> <td><b>DTTO=9 F/T=4</b></td> </tr> <tr> <td>Clacks</td> <td>15</td> <td>+</td> <td>0</td> <td>2</td> <td>2</td> </tr> <tr> <td>Falkirk</td> <td>14</td> <td>+</td> <td>14</td> <td>10</td> <td>24</td> </tr> <tr> <td>Stirling</td> <td>34</td> <td>+</td> <td>4</td> <td>2</td> <td>6</td> </tr> <tr> <td>Forth Valley</td> <td>63</td> <td>+</td> <td>18</td> <td>14</td> <td>18</td> </tr> <tr> <td>Fife</td> <td>75</td> <td>+</td> <td>32</td> <td>26</td> <td>58</td> </tr> <tr> <td><b>CJA</b></td> <td><b>138</b></td> <td><b>+</b></td> <td><b>50</b></td> <td><b>40</b></td> <td><b>90</b></td> </tr> <tr> <td>CE</td> <td>TBC</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>GL</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PT</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Clacks	DTTO=1 F/T=5	+	DTTO=0 F/T=0	DTTO=0 F/T=0	DTTO=0 F/T=0	Falkirk	DTTO=13 F/T=23	+	DTTO=2 F/T=4	DTTO=0 F/T=0	DTTO=2 F/T=4	Stirling	DTTO=4 F/T=4	+	DTTO=0 F/T=0	DTTO=1 F/T=0	DTTO=1 F/T=0	Forth Valley	DTTO=18 F/T=32	+	DTTO=2 F/T=4	DTTO=1 F/T=0	DTTO=3 F/T=4	Fife	DTTO=24 F/T=n/a	+	DTTO=2 F/T=0	DTTO=4 F/T=0	DTTO=6 F/T=0	<b>CJA</b>	<b>DTTO=42 F/T=32</b>	<b>+</b>	<b>DTTO=4 F/T=4</b>	<b>DTTO=5 F/T=0</b>	<b>DTTO=9 F/T=4</b>	Clacks	15	+	0	2	2	Falkirk	14	+	14	10	24	Stirling	34	+	4	2	6	Forth Valley	63	+	18	14	18	Fife	75	+	32	26	58	<b>CJA</b>	<b>138</b>	<b>+</b>	<b>50</b>	<b>40</b>	<b>90</b>	CE	TBC					GL						PT					
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<p>Improvements in the attitudes or behaviour which lead to offending and greater acceptance of responsibility in managing their own behaviour and understanding of the impact of their offending on victims and their own families.</p>	<p>Increase the number of offenders completing accredited groupwork programmes</p>	<p>B5</p>
<p>CSOGP</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>DAG</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Constructs</p>	<p>SPS Establish Performance against Service Agreement per quarter:</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Constructs</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>CARE</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Violence Prevention Programme (VPP)</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Substance Misuse</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Alcohol Awareness</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>First Steps</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Female Offending Behaviour</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Drug Action for Change</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Rolling Stop</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Parenting</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Connection</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>
<p>Sleep &amp; Anxiety</p>	<p>3</p>	<p>CSJW Quaterly Rtn Quaterly</p>



C	NATIONAL OUTCOMES	LOCAL OUTCOMES	MEASURES	Tier	Source A	Source B	Timeframe	OUTTURN 2008/09	TARGET 2009/10	ACTUAL 2009/10					
										Qtr 1 Apr-Jun	Qtr 2 Jul-Sep	Qtr 3 Oct-Dec	Qtr 4 Jan-Mar	Total	
C1	Effective CJAs in place, promoting a consistent approach to offender management and systematic cooperation between offender management agencies and supported by a system of integrated case management, with input from custodial and community services.	Increase in the attendance at ICM of CJSW Staff	Attendance at ICM of CJSW Staff (3-month average)	3	SPS	ICM Stats	Monthly	86.80%	+	85%				avge	
C2	Wider partnership of rehabilitative services in place, including addictions, housing, health, education, training and employment														
C3	Standard approach to the methodology and use of tools which are widely accepted for risk assessment and management embedded into practice and any risk of serious offending identified and a management plan effectively communicated to all relevant agencies.	Increase the percentage of staff trained to use and apply accredited programmes and interventions													
C4	Evidenced based interventions based on the principles of effective practice, matched to the level of assessed risk and need, supported by better tracking of the impact of interventions on individuals, from which we build up a clearer understanding of what works	Number of accredited programmes delivered in the 3 prisons Number of accredited programmes delivered in the community Number of offenders who avoid further reconviction	Number of accredited programmes delivered in the 3 prisons Number of accredited programmes delivered in the community Number of offenders who avoid further reconviction					See B5 See B5 TBC							

## NOTES

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

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 13 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<b>RECONVICTION RATES IN 2005/2006 COHORT</b>	

## **1 RECOMMENDATION(S)**

Board Members are asked to:

- 1.1 Note the main findings of the report on reconviction rates in Scotland for the 2005/06 cohort that are relevant to the FFV CJA.
- 1.2 Note, from the outset, that the 2005/2006 cohort and subsequent trends in reconvictions pre-date the formation of Community Justice Authorities.
- 1.3 Note that at this time reconviction data is only a proxy measure for re-offending.
- 1.4 Request that the Chief Officer discuss the reconviction rates with Central Scotland Police, Fife Constabulary and the four Community Planning Partnerships within the Fife and Forth Valley area.

## **2 CONSIDERATIONS**

### **National Picture**

- 2.1 National reconviction rates after 2 years have stabilised at 45% since 2002/3; and similarly the 1-year reconviction rate for the 2006/7 cohort is very similar to that of the previous year (32.2% compared to 32.5% for 2005/6).
- 2.2 Major influencing factors for reconviction are: age, gender, previous convictions, type of crime committed, type of sentence issued, and length of custodial sentence.
- 2.3 Those sentenced to a DTTO or Restriction of Liberty Order (RLO) are the most likely to be reconvicted within 2 years (81% and 68% respectively) compared to those given a Community Service Order (42%) or a monetary penalty (41 %).

### **Local Picture**

- 2.4 Fife and Forth Valley CJA has the highest reconviction rate of all CJAs with 49% of offenders being reconvicted within 2 years. An increase of 4% on the 2004/5 cohort.

- 2.5 Central Scotland Police has the highest reconviction rate of all eight forces (50%).
- 2.6 Fife Constabulary (and Fife Council, co-terminus) has a reconviction rate of 46%, close to the national average.
- 2.7 Clackmannanshire had the highest reconviction rate after two years of all Local Authorities in Scotland (55%). Falkirk had the second highest reconviction rate (50%)

### Statistical Summary

- 2.8 Change in the Reconviction rates between 2004/5 and 2005/6 cohorts:

Area	Total Number			% Reconvicted within 2 years		
	2004/5	2005/06	Change (+/-)	2004/5	2005/06	Change (+/-)
Clackmannanshire	636	577	-59	48	55	7
Falkirk	1512	1310	-202	46	50	4
Fife	2473	2474	1	43	46	3
Stirling	1052	963	-89	46	48	2
Fife & Forth Valley (CJA)	5673	5324	-349	45	49	4
Scotland	49,267	50,242	975	44	45	1

- 2.9 Despite the high percentage of reconvictions in Clackmannanshire the actual volume of reconvictions is comparatively low, accounting for only 10.8% of persons reconvicted in Fife and Forth Valley CJA area.
- 2.10 The data would, therefore, suggest that this smaller group of offenders is more prone to being reconvicted, than in other areas of Fife and Forth Valley and, indeed, nationally.
- 2.11 As the study is of reconvictions not re-offending the reasons for this must consider factors wider than the behaviour of the offenders and consider systemic and procedural factors present in Clackmannanshire, for example police detection rates and fiscal and court policies.
- 2.12 Reconviction rates by Local Authority areas in FFV CJA and comparisons to Scotland and other Local Authorities.

Area	Percent Reconvicted within:			Change between time periods	
	6 months	1 year	2 years	6 months>	1yr>2yr
Clacks	28	41	55	13	14
Falkirk	24	37	50	13	13
Fife	22	33	46	11	13
Stirling	23	34	48	11	14
<b>Fife &amp; Forth Valley</b>	<b>23</b>	<b>35</b>	<b>49</b>	<b>12</b>	<b>14</b>
<b>Scotland</b>	<b>22</b>	<b>32</b>	<b>45</b>	<b>10</b>	<b>13</b>
Dundee City	28	38	49	10	11
Glasgow City	23	33	45	10	12
Angus	22	33	46	11	13
Inverclyde	22	28	45	6	17

- 2.13 At each of the tracking periods (6 months, 1 year, 2 years) Clackmannanshire was amongst the highest reconviction rates in the nation. At the 6-month period Clackmannanshire (along with Dundee City) had the highest reconviction rate. However whilst Dundee City had relatively average increases in reconviction rate over the next two periods, Clackmannanshire remained amongst the highest in the nation.
- 2.14 As such, in Clackmannanshire, compared to other areas, more offenders (by percentage not volume) are being reconvicted earlier, but then this high rate continues over the two-year tracking period.
- 2.15 Crime rates per 10,000 population covering period of 2005/6 cohort:

All Crime			
Area	2005/06	2006/07	2007/08
Clacks	799	1009	916
Falkirk	642	678	642
Fife	850	844	704
Stirling	686	700	633
<b>Scotland</b>	<b>820</b>	<b>819</b>	<b>749</b>

- 2.16 Between 2005/6 and 2006/7, a period which relates to the 6 month and 1 year tracking periods, the overall rate of crime nationally reduced. However, in Clackmannanshire, Falkirk and Stirling the crime rate increased.
- 2.17 In Clackmannanshire the rate of all crime increased from 799 to 1009 crimes per 10,000 population - an increase of 210 crimes per 10,000 population. In terms of volume, this was an increase from 3887 to 4932 (+1045) crimes.

### 3 CONSULTATION

- 3.1 None.

### 4 RESOURCE IMPLICATIONS

- 4.1 None.


### 5 BACKGROUND PAPERS

- 5.1 Scottish Government publication: Reconviction Rates in Scotland-2005/6 and 2006/7 Offenders Cohorts. Published 31 August 2009.
- 5.2 Scottish Government publication: Reconviction Rates in Scotland-2004/5 Offender Cohort. Published 28 June 2008.
- 5.3 Scottish Government publications: Recorded Crime in Scotland, Statistical Bulletins for 2005/6, 2006/7 and 2007/8.

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Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 12 November 2009

Reference 20091208ReconvictionRates20052006

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 14 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES</b>	

## **1 RECOMMENDATION(S)**

Board Members are asked to:

- 1.1 Note the draft financial position at end of September 2009 regarding the Fife and Forth Valley CJA Administration Grant, attached as Appendix 1 to this Report.
- 1.2 Request that the Scottish Government be notified of potential financial pressures in the FFV CJA Administration budget for 2010-2011.
- 1.3 Note the table of CJA support costs, attached as Appendix 2, as requested at previous Board meeting.

## **2 CONSIDERATIONS**

- 2.1 Fife and Forth Valley Community Justice Authority is receiving up to £207,316 in 2009/10 from the Scottish Government for the normal running costs of the FFV CJA. This funding is provided under Section 4 (6) of the Management of Offenders Etc (Scotland) Act 2005 and is separate to the monies allocated to fund the Criminal Justice Social Work Services. This money is paid to Clackmannanshire Council as lead authority on Finance.
- 2.2 Appendix 1 contains a breakdown of the actual spend against this budget for 2009/10. The draft final position is that we anticipate spending our full allocation. This is the first time that Fife and Forth Valley CJA is expecting a full staffing compliment for the full year and, as such, the budget is extremely tight.
- 2.3 The Chief Officer's request for an additional £5k from Scottish Government, in respect of audit fees, has been approved.
- 2.4 This report does not include details of the costs relating to the tribunal of the previous Chief Officer. These costs are being reclaimed from the Scottish Government as and when they come in.

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

### **Support Costs**

- 2.6 At the previous Board meeting on 8 September 2009, Board Members requested that a comparison be undertaken across the eight CJAs in Scotland in relation to payments for support costs. The costs paid by each CJA is listed in Appendix 2 to this Report. As can be seen from the Appendix, there are a variety of arrangements in existence between CJA and Local Authorities in relation to the provision of Legal, HR, Committee/Board support and Finance services. The costs charged by Local Authorities vary from a flat fee for all support service provision to hourly rates. The total cost paid by Fife and Forth Valley is sixth highest across the eight CJAs. This is largely attributable to the payment to Clackmannanshire Council for 0.5 WTE of a Finance Officer post. Clackmannanshire Council is the lead Council for the CJA and is responsible for the receipt, monitoring and distribution of the CJA Grants from the Scottish Government. No similar arrangement exists in any other CJA. This arrangement does, however, provide benefits in having a dedicated Officer who is available to undertake a variety of tasks when required. A good example of this is the financial projections that were required when the CJA undertook the review of core and non core Criminal Justice Social Work Services.

## **3 CONSULTATION**

- 3.1 Consultation has taken place with the Chief Officer.

## **4 RESOURCE IMPLICATIONS**

- 4.1 The resource implications are shown in Appendix 1 to this Report.

## **5 BACKGROUND PAPERS**


- 5.1 None.



Author(s)

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Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 5 November 2009

Reference 20091208FFVCJAAdministrationGrant

## APPENDIX 1

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

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

**APPENDIX 2**

**FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY**

**COMMUNITY JUSTICE AUTHORITIES: SUPPORT COSTS**

Dated: November 2009											
CJA	SLA	HR	IT	FIN	LEGAL	PAYROLL	PR	BOARD MEETINGS CLERK/ ADMIN	PROVIDER	COST (Per Year)	COMMENTS
Fife and Forth Valley	✓	✓			✓	✓		✓	Fife Council	£24,556.50	<b>Fife Council:</b> <ul style="list-style-type: none"> <li>• Payroll SLA - £207.00 pa (incl VAT)</li> <li>• HR - £3,678.50 pa (incl VAT)</li> <li>• Clerk to Board – FOC</li> <li>• Admin for Board: CJA Admin Office</li> </ul>
			✓						Clackmannanshire Council		<b>Clackmannanshire Council:</b> <ul style="list-style-type: none"> <li>• Finance: £20,671.00 pa (includes VAT)</li> <li>• IT: FOC (IT equipment and software owned by FFV CJA).</li> </ul>
Glasgow		✓	✓	✓	✓	✓	✓	✓	Glasgow City Council	£17,600	<ul style="list-style-type: none"> <li>• 8% of Administration Grant (£220,000)</li> </ul>
Lanarkshire		✓	✓	✓		✓	✓	✓	South Lanarkshire Council	£15,000	<ul style="list-style-type: none"> <li>• 8% of budget.</li> <li>• Separate charges are applied for, eg Auditor information, one-off projects.</li> </ul>

CJA	SLA	HR	IT	FIN	LEGAL	PAYROLL	PR	BOARD MEETINGS CLERK/AD MIN	PROVIDER	COST (Per Year)	COMMENTS
Lothian and Borders	✓	✓	✓			✓		✓	Scottish Borders Council	£10,000 (approx)	<ul style="list-style-type: none"> <li>•HR: £55.00 ph</li> <li>•Payroll: £5 per slip, plus £50 ph for additional work.</li> <li>•Board Admin/Clerk: CJA office.</li> <li>•IT: £1,175 pa (£50 ph for additional work outwith SLA - CJA own all IT Equipment).</li> <li>•Legal: External provider.</li> <li>•Finance: External provider for Admin Grant/Invoicing - £1,150.</li> <li>•£18,000 Section 27/Statutory Accounting (not paid from CJA Admin Budget).</li> <li>•Committee: £9,000</li> <li>•Legal: £6,000</li> <li>•HR: £3,000</li> <li>•ICT: £3,500 (plus VAT, for all costs)</li> <li>•Finance: £12,000</li> </ul>
					✓				External Provider		
				✓					External Provider		
				✓					Edinburgh City Council	£18,000	
Northern	✓	✓	✓		✓	✓		✓	Aberdeenshire Council	£38,525	
				✓					Aberdeen City Council		

CJA	SLA	HR	IT	FIN	LEGAL	PAYROLL	PR	BOARD MEETINGS CLERK/AD MIN	PROVIDER	COST (Per Year)	COMMENTS
North Strathclyde	✓	✓		✓	✓	✓		✓	Renfrewshire Council	£20,000	<ul style="list-style-type: none"> <li>Finance and Corporate Services - £10,000 each per annum (payroll FOC).</li> <li>Legal: agreed at time required.</li> <li>HR: No payment taken to-date – but have been contacted re SLA.</li> </ul>
South West Scotland	✓	✓	✓	✓		✓			North Ayrshire Council	£10,000	<ul style="list-style-type: none"> <li>Payroll: Included within HR payment.</li> <li>Legal: Agreed at time required, with South Ayrshire Council.</li> </ul>
Tayside CJA		✓		✓	✓	✓	✓	✓	Dundee City Council	£22,000	<ul style="list-style-type: none"> <li>Clerk only provided.</li> <li>Board Admin: CJA Admin Office prepares/formats all Reports for Committee Services to issue.</li> <li>IT: Other provider - and billed separately.</li> </ul>

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 15 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<b>FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2009/2010</b>	

## **1 RECOMMENDATION(S)**

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

## **2 CONSIDERATIONS**

- 2.1 Criminal Justice Social Work Services are funded via a ring fenced grant from the Scottish Government. Chief Officers of the CJAs, as budget holders, are responsible for the effective financial management of the funds allocated to their CJA, including internal resource allocation across the constituent Authorities.
- 2.2 The Appendix shows a total projected expenditure outturn of £791,490 over grant allocation.
- 2.3 In Fife Council the projected expenditure outturn is £653,722 over grant allocation. Fife Council overheads are £650,000; Fife council allocate the full grant and effectively subsidise the expenditure by the overhead amount.
- 2.4 In Falkirk Council the projected expenditure outturn is £48,528 over grant allocation. Core budget is expected to spend £22,052 over the grant allocated, again due to workload demand exceeding the grant allocated. Non-core is expected to spend £26,477 over grant allocated, due to an overspend in Constructs, and an overlap in Young Offenders Projects. Falkirk Council will be subsidising the Section 27 Grant to the value of the overspend.
- 2.5 In Stirling Council the projected expenditure outturn is £101,557 over grant allocation. The Core is expected to be £86,612 over in total, in addition to workload exceeding grant this is mainly due to the cost of single status. Stirling Council has set aside funds to subsidise for the extra cost of single status. Non Core is expected to be over by £14,946 in total, mainly due to an overlap in Young Offenders Projects.
- 2.6 In Clackmannanshire Council the projected expenditure outturn is £2,318 under grant allocation. The Core is expected to be £14,526 over in total, due to several small overspends. Non Core is expected to be under by £16,844 in total due to a delay in appointing a post within MAPP. Work is ongoing to look at ways in which the MAPP underspend can be utilised, possibly involving the use of sessional staff to clear backlogs.

- 2.7 Fife, Falkirk, and Stirling Councils have implemented single status and this is reflected in the current expenditure. Clackmannanshire has yet to implement single status, the cost of this is not known.
- 2.8 Any expenditure over the grant allocation is the liability of the respective individual Local Authorities.
- 2.9 In November 2009, each CJA in Scotland was allocated £15,000 to support a self-evaluation process for the Caledonian System; this is a groupwork programme for men convicted of domestic abuse. The self-evaluation has to be completed by Friday, 12 February 2010 and will be the basis on which future funding is allocated. The additional allocation will be reflected in the financial spreadsheets provided to the Board at its next meeting.

### 3 CONSULTATION

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

### 4 RESOURCE IMPLICATIONS

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


### 5 BACKGROUND PAPERS

- 5.1 Fife and Forth Valley CJA budget monitoring report to end June 2009.
- 5.2 Letter from Keith Willcock, Scottish Government, dated 13 November 2009, regarding Caledonian System.

#### Author(s)

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#### Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

**Fife & Forth Valley Criminal Justice Grouping - September 2009****APPENDIX****Criminal Justice - Fife & Forth Valley - as at 30th September 2009**

<b>DESCRIPTION</b>	<b>2009/10 Annual Budget</b>	<b>2009/10 Actual to 30/09/09</b>	<b>2009/10 Projection to year end</b>	<b>2009/10 Year End Variance</b>
EMPLOYEE COSTS	8,628,053	4,278,188	8,802,045	173,992
PREMISES-RELATED EXPENDITURE	411,391	170,001	427,223	15,832
SUPPLIES & SERVICES	459,905	170,661	507,506	47,601
TRANSPORT CHARGES	271,559	132,298	295,673	24,114
THIRD PARTY PAYMENTS	1,372,191	474,646	1,340,510	(31,681)
SUPPORT CHARGES	334,660	122,408	987,039	652,379
<b>TOTAL EXPENDITURE</b>	<b>11,487,759</b>	<b>5,348,202</b>	<b>12,359,996</b>	<b>872,237</b>
GOVT AGENCY REIMBURSEMENTS	(11,417,269)	(4,808,796)	(11,417,269)	0
OTHER INCOME	0	(31,135)	(80,740)	(80,740)
<b>TOTAL INCOME</b>	<b>(11,417,269)</b>	<b>(4,839,931)</b>	<b>(11,498,009)</b>	<b>(80,740)</b>
<b>NET EXPENDITURE</b>	<b>70,490</b>	<b>508,271</b>	<b>12,359,996</b>	<b>791,497</b>
				71.21%
				3.46%
				4.11%
				2.39%
				10.85%
				7.99%
				<b>100.00%</b>



## FIFE &amp; FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

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

Service	2009/10 Allocation	YTD SPEND 30-09-09	PROJECTED YEAR END SPEND	YEAR END VARIANCE
<b>Core</b>				
Probation	£1,576,430	£766,720	£1,698,520	£122,090
Community Service	£1,999,858	£905,436	£2,101,723	£101,865
Social Enquiry Reports	£1,711,694	£853,078	£1,824,635	£112,941
Throughcare	£870,837	£435,961	£1,019,257	£148,420
Home Detention Curfew	£29,412	£7,861	£30,000	£588
SAO	£376,671	£214,643	£442,238	£65,567
Diversion	£93,657	£72,602	£103,455	£9,798
Bail	£180,461	£83,339	£196,409	£15,948
Court Services	£446,910	£246,796	£555,373	£108,463
<b>Total Core Services</b>	<b>£7,285,930</b>	<b>£3,586,436</b>	<b>£7,971,611</b>	<b>£685,681</b>
<b>Non Core</b>				
<b>Centrally Initiated Funding:</b>				
Delivery of the National Training Programme	£60,000	£47,294	£81,760	£21,760
Drug Courts	£689,061	£512,411	£777,763	£88,702
MAPPA	£268,455	£143,625	£325,077	£56,622
Throughcare Addiction Services	£51,499	£8,048	£52,172	£673
<b>Funding for Non-Centrally Initiated Areas of Work:</b>				
Development of Forensic Mental Health Service	£0	£0	£0	£0
DTTO	£871,134	£120,495	£874,047	£2,913
Employment Services	£154,735	£39,723	£154,735	£0
Fast Track Drugs Assessment & Treatment	£305,079	£128,356	£309,781	£4,702
Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation)	£629,040	£327,724	£726,656	£97,616
SER Pilot	£45,861	£36,854	£46,666	£805
Substance Related Offending	£13,474	£0	£13,474	£0
Supported Accommodation	£408,514	£93,211	£221,502	-£187,012
Young Offenders	£257,396	£106,883	£278,982	£21,586
Intensive Support Packages	£264,990	£151,546	£266,350	£1,360
<b>New Service Development Funding</b>				
Extension of CSOGP/Domestic Violence groupwork	£111,400	£50,173	£114,277	£2,877
Supported Accommodation Services - 3 Support Workers	£61,200	£18,559	£64,406	£3,206
High Risk Offender Management Lead Officer	£10,000	£0	£0	-£10,000
<b>Total Non Core</b>	<b>£4,201,838</b>	<b>£1,784,902</b>	<b>£4,307,648</b>	<b>£105,810</b>
<b>Overall Total</b>	<b>£11,487,768</b>	<b>£5,371,338</b>	<b>£12,279,258</b>	<b>£791,490</b>

**Overhead Included in Figures Above****£987,039****8.59%**

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

APPENDIX

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

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

Service	2009/10 Allocation	YTD SPEND 30-09-09	PROJECTED YEAR END SPEND	YEAR END VARIANCE
<b>Core</b>				
Probation	£797,069	£388,064	£899,301	£102,232
Community Service	£1,044,120	£493,067	£1,126,909	£82,789
Social Enquiry Reports	£906,745	£484,303	£984,886	£78,141
Throughcare	£454,937	£246,977	£585,998	£131,061
Home Detention Curfew	£14,526	£0	£14,526	£0
SAO	£187,570	£88,433	£237,746	£50,176
Diversion	£20,180	£25,391	£27,910	£7,730
Bail	£88,351	£42,264	£100,049	£11,698
Court Services	£233,340	£159,810	£332,004	£98,664
<b>Total Core Services</b>	<b>£3,746,838</b>	<b>£1,928,309</b>	<b>£4,309,329</b>	<b>£562,491</b>
<b>Non Core</b>				
<b>Centrally Initiated Funding:</b>				
Delivery of the National Training Programme	£60,000	£47,294	£81,760	£21,760
Drug Courts	£689,061	£512,411	£777,763	£88,702
MAPPAs	£133,931	£88,983	£207,751	£73,820
Throughcare Addiction Services	£32,234	£0	£32,234	£0
<b>Funding for Non-Centrally Initiated Areas of Work:</b>				
Development of Forensic Mental Health Service	£0	£0	£0	£0
DTTO	£547,057	£0	£547,057	£0
Employment Services	£55,145	£39,723	£55,145	£0
Fast Track Drugs Assessment & Treatment	£0	£0	£0	£0
Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation)	£228,894	£133,179	£318,136	£89,242
SER Pilot	£22,542	£22,543	£22,543	£1
Substance Related Offending	£1,108	£0	£1,108	£0
Supported Accommodation	£265,501	£33,648	£78,492	£-187,009
Young Offenders	£178,506	£61,758	£181,004	£2,498
Intensive Support Packages	£0	£0	£0	£0
<b>New Service Development Funding</b>				
Extension of CSOGP/Domestic Violence groupwork	£49,600	£0	£0	£0
Supported Accommodation Services - 3 Support Workers	£20,400	£20,150	£49,728	£128
High Risk Offender Management Lead Officer	£0	£8,551	£22,490	£2,090
<b>Total Non Core</b>	<b>£2,283,979</b>	<b>£968,239</b>	<b>£2,375,210</b>	<b>£91,231</b>
<b>Overall Total</b>	<b>£6,030,817</b>	<b>£2,896,548</b>	<b>£6,684,539</b>	<b>£653,722</b>

**Overhead Included in Figures Above** £650,000 **10.78%**

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

APPENDIX

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

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

Service	2009/10 Allocation	YTD SPEND 30-09-09	PROJECTED YEAR END SPEND	END VARIANCE	YEAR
<b>Core</b>					
Probation	£405,438	£185,137	£402,208		-£3,230
Community Service	£494,670	£218,540	£498,144		£3,474
Social Enquiry Reports	£342,211	£156,246	£348,930		£6,719
Throughcare	£180,072	£82,211	£181,995		£1,923
Home Detention Curfew	£6,556	£3,011	£6,534		-£22
SAO	£97,315	£66,047	£106,686		£9,371
Diversion	£31,270	£14,294	£31,128		-£142
Bail	£43,707	£19,963	£45,305		£1,598
Court Services	£89,245	£40,728	£91,607		£2,362
<b>Total Core Services</b>	<b>£1,690,484</b>	<b>£786,176</b>	<b>£1,712,536</b>		<b>£22,052</b>
<b>Non Core</b>					
<b>Centrally Initiated Funding:</b>					
Delivery of the National Training Programme	£0	£0	£0		£0
Drug Courts	£0	£0	£0		£0
MAPPAs	£25,000	£12,042	£24,646		-£354
Throughcare Addiction Services	£8,453	£4,930	£9,126		£673
<b>Funding for Non-Centrally Initiated Areas of Work:</b>					
Development of Forensic Mental Health Service	£0	£0	£0		£0
DTTO	£0	£0	£0		£0
Employment Services	£0	£0	£0		£0
Fast Track Drugs Assessment & Treatment	£23,216	£27,356	£27,367		£4,151
Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation)	£400,146	£194,545	£408,520		£8,374
SER Pilot	£6,540	£7,341	£7,344		£804
Substance Related Offending	£0	£0	£0		£0
Supported Accommodation	£69,802	£34,901	£69,800		-£2
Young Offenders	£39,445	£27,480	£47,050		£7,605
Intensive Support Packages	£194,500	£81,056	£195,860		£1,360
<b>New Service Development Funding</b>					
Extension of CSOGP/Domestic Violence groupwork	£61,800	£30,023	£64,549		£2,749
Supported Accommodation Services - 3 Support Workers	£20,400	£10,008	£21,516		£1,116
High Risk Offender Management Lead Officer	£0	£0	£0		£0
<b>Total Non Core</b>	<b>£849,302</b>	<b>£429,682</b>	<b>£875,779</b>		<b>£26,477</b>
<b>Overall Total</b>	<b>£2,539,786</b>	<b>£1,215,858</b>	<b>£2,588,314</b>		<b>£48,528</b>
<b>Overhead Included in Figures Above</b>			<b>£157,379</b>		<b>6.20%</b>

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

APPENDIX

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

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

Service	2009/10 Allocation	YTD SPEND 30-09-09	PROJECTED YEAR END SPEND	YEAR END VARIANCE
<b>Core</b>				
Probation	£220,883	£122,604	£241,174	£20,291
Community Service	£236,115	£89,591	£247,605	£11,490
Social Enquiry Reports	£266,684	£121,683	£291,183	£24,499
Throughcare	£151,174	£67,547	£165,062	£13,888
Home Detention Curfew	£6,206	£3,865	£6,777	£571
SAO	£59,020	£44,980	£64,441	£5,421
Diversion	£19,563	£22,425	£21,360	£1,797
Bail	£24,025	£9,816	£26,232	£2,207
Court Services	£70,182	£21,170	£76,629	£6,447
<b>Total Core Services</b>	<b>£1,053,852</b>	<b>£503,681</b>	<b>£1,140,464</b>	<b>£86,612</b>
<b>Non Core</b>				
<b>Centrally Initiated Funding:</b>				
Delivery of the National Training Programme	£0	£0	£0	£0
Drug Courts	£0	£0	£0	£0
MAPP	£0	£0	£0	£0
Throughcare Addiction Services	£6,801	£3,118	£6,801	£0
<b>Funding for Non-Centrally Initiated Areas of Work:</b>				
Development of Forensic Mental Health Service	£0	£0	£0	£0
DTTO	£324,077	£120,495	£326,990	£2,913
Employment Services	£0	£0	£0	£0
Fast Track Drugs Assessment & Treatment	£274,719	£101,000	£275,270	£551
Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation)	£0	£0	£0	£0
SER Pilot	£6,971	£6,971	£6,971	£0
Substance Related Offending	£0	£0	£0	£0
Supported Accommodation	£48,461	£24,662	£48,460	£1
Young Offenders	£23,667	£17,645	£35,150	£11,483
Intensive Support Packages	£70,490	£70,490	£70,490	£0
<b>New Service Development Funding</b>				
Extension of CSOGP/Domestic Violence groupwork	£10,200	£0	£10,200	£0
Supported Accommodation Services - 3 Support Workers				£0
High Risk Offender Management Lead Officer				£0
<b>Total Non Core</b>	<b>£765,386</b>	<b>£344,381</b>	<b>£780,332</b>	<b>£14,946</b>
<b>Overall Total</b>	<b>£1,819,238</b>	<b>£848,061</b>	<b>£1,920,795</b>	<b>£101,557</b>

<b>Overhead Included in Figures Above</b>	<b>£95,000</b>	<b>5.22%</b>
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Note: Only Overheads up to a maximum of 8% of total allocation is eligible for Section 27 Grant Claim

APPENDIX

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

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

Service	2009/10 Allocation	YTD SPEND 30-09-09	PROJECTED YEAR END SPEND	YEAR END VARIANCE
<b>Core</b>				
Probation	£153,040	£70,915	£155,837	£2,797
Community Service	£224,953	£104,238	£229,065	£4,112
Social Enquiry Reports	£196,054	£90,847	£199,637	£3,583
Throughcare	£84,654	£39,227	£86,201	£1,547
Home Detention Curfew	£2,124	£984	£2,163	£39
SAO	£32,766	£15,183	£33,365	£599
Diversion	£22,644	£10,493	£23,058	£414
Bail	£24,378	£11,296	£24,824	£446
Court Services	£54,143	£25,089	£55,133	£990
<b>Total Core Services</b>	<b>£794,756</b>	<b>£368,270</b>	<b>£809,282</b>	<b>£14,526</b>
<b>Non Core</b>				
<b>Centrally Initiated Funding:</b>				
Delivery of the National Training Programme	£0	£0	£0	£0
Drug Courts	£0	£0	£0	£0
MAPPA	£109,524	£42,600	£92,680	£16,844
Throughcare Addiction Services	£4,011	£0	£4,011	£0
<b>Funding for Non-Centrally Initiated Areas of Work:</b>				
Development of Forensic Mental Health Service	£0	£0	£0	£0
DTTO	£0	£0	£0	£0
Employment Services	£99,590	£0	£99,590	£0
Fast Track Drugs Assessment & Treatment	£7,144	£0	£7,144	£0
Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation)	£0	£0	£0	£0
SER Pilot	£9,808	£0	£9,808	£0
Substance Related Offending	£12,366	£0	£12,366	£0
Supported Accommodation	£24,750	£0	£24,750	£0
Young Offenders	£15,778	£0	£15,778	£0
Intensive Support Packages	£0	£0	£0	£0
<b>New Service Development Funding</b>				
Extension of CSOGP/Domestic Violence groupwork	£0	£0	£0	£0
Supported Accommodation Services - 3 Support Workers	£10,200	£0	£10,200	£0
High Risk Offender Management Lead Officer	£0	£0	£0	£0
<b>Total Non Core</b>	<b>£293,171</b>	<b>£42,600</b>	<b>£276,327</b>	<b>-£16,844</b>
<b>Overall Total</b>	<b>£1,087,927</b>	<b>£410,870</b>	<b>£1,085,609</b>	<b>-£2,318</b>

**Overhead Included in Figures Above** £84,660

**7.78%**

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

<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 16 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<p style="text-align: center;"><b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY ACTION PLAN 2009-2010: PROGRESS REPORT</b></p>	

## **1 RECOMMENDATION(S)**

Board Members are asked to:

- 1.1 Note the achievements to-date addressing the Fife and Forth Valley Community Justice Authority (FFV CJA) Action Plan for 2009-2010, attached as an Appendix to this Report.

## **2 CONSIDERATIONS**

- 2.1 Fife and Forth Valley CJA Board approved the Action Plan for 2009-2010 at a Board meeting on 16 September 2008. A progress Report was to be completed in October 2008 and submitted to the FFV CJA Board.
- 2.2 The Fife and Forth Valley CJA Action Plan for 2009-2010 was influenced by the priorities and ambitions of the National Strategy for the Management of Offenders and the objectives of the Fife and Forth Valley Area Plan 2008-2011.

### **Progress To-Date**

- 2.3 The Action Plan for 2009-2010 is attached as an Appendix to this Report. The Action Plan notes, in the final column headed status, the progress for each action. Some actions are completed, many are ongoing and a few remain outstanding.
- 2.4 Examples of completed work include:
  - Introduction of a housing protocol for prisoners;
  - Establishment of a groupwork team in Fife Criminal Justice Services.
- 2.5 Examples of ongoing work include:
  - Monitoring of performance;

- Establishing links with Community Planning Partnerships.

2.6 Areas outstanding are:

- Expansion of offender tracking services;
- Establishment of Forth Valley Employment Forum.

Outstanding areas of work will be addressed as soon as practicable.

### **New Demands**

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

### **Monitoring**

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

## **3 CONSULTATION**

3.1 Consultation has taken place with all Fife and Forth Valley CJA partners.

## **4 RESOURCE IMPLICATIONS**

4.1 None.


## **5 BACKGROUND PAPERS**

5.1 None.

Author(s)

Name	Designation	Tel No:
Anne Pinkman	Chief Officer	01259 727435

Approved by

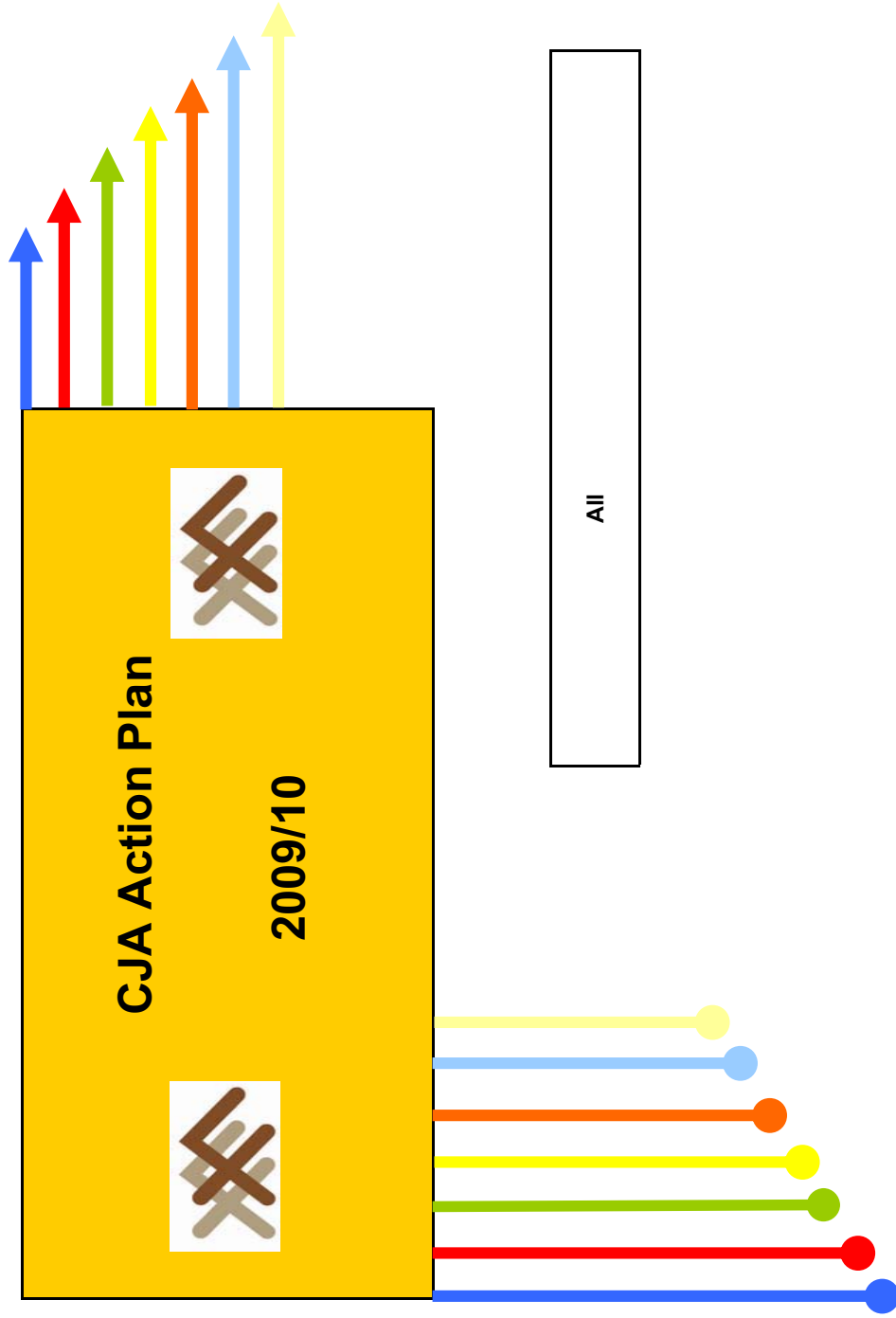
Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 16 November 2009

Reference 20091208ActionPlanProgressReport



APPENDIX



# Planning Groups

	No of Actions
1   All	2
2   Strategic	4
3   Operational	5
4   Chief Officer	14
5   Research & Information Officer	15
6   CJA Training & Development Officer	4
7   Governors & Offender Outcome Managers	15
8   Local Authority & CJSW	19
9   Health	1
10   Finance	1

# THEMES

- A. Priority Groups of Offenders
- B. Area of Improvement
- C. Working Together in New Ways
- D. Developing & Supporting the Workforce
- E. Communication Strategy
- F. Performance Framework
- G. Finance & Resources

# Objectives

## Priority Groups of Offenders

- 1 To continue to audit service delivery and outcomes across the CJA area for the target groups of offenders in order to continue our strategy for achieving effectiveness in reducing reconviction rates.

## Area of Improvement

- 2 For HMPs Glenochil, Polmont and Cornton Vale to become community facing prisons.
- 3 Develop services where all prisoners have a seamless transition from prison to community.
- 4 Improve education / employment provision for all offenders.
- 5 Reduce numbers of women being remanded into custody and receiving short prison sentences.
- 6 Increase the provision of specialist programmes for women offenders.
- 7 To extend the delivery of offence focused interventions to address re-offending across the CJA.
- 8 Ensure all offenders are provided with a service that is commensurate with the level of risk of re-offending and/or harm the present.
- 9 Improve opportunities for Young Offenders. Ensure all offenders have fair and equitable access to mainstream resources.
- 10 Promote fair and equitable access to assessment and treatment services for those offenders with substance misuse problems.
- 11 Invest in Supported Accommodation Services for offenders.

## Working Together in New Ways

- 12 Increase opportunities for co-location of Police and Criminal Justice Social Work and SPS staff.
- 13 Maintain and improve joint local working arrangements across Fife and Forth Valley, at all levels.
- 14 Sharing Best Practice: Share Information with other CJAs on areas of good practice of partner agencies within Fife & Forth Valley CJA.
- 15 Implementation of a United Courts Administration in Fife and Forth Valley Courts.
- 16 Reform and Revitalise: Effective implementation of the Scottish Government's Plan of Action to reform and revitalise community based disposals.
- 17 Scottish Prisons Commission Report: Scotland's Choice

## Developing & Supporting the Workforce

- 18 To provide training opportunities for the full range of our staff, jointly with partners where appropriate, to ensure a confident and effective workforce.

## Communication Strategy

- 19 To continue to develop and implement an effective strategy for both internal and external communication across the CJA and to contribute to a national communication strategy to inform the public about the work of the CJAs.

## Performance Framework

- 20 Introduce a National Performance Framework alongside a Local Performance Framework to meet Local and National Outcomes.

## Finance & Resources

- 21 Ensure resources are managed to best effect.
- 22 To manage the identified resource pressures across the CJA, by reviewing current services and balancing priority needs with effective outcomes.

Theme	Objective	Task No.	Task	Lead	Priority Groups of Offenders	Timescale	NMSO Outcome	SOA National Indicator	Planning Group	Status																																															
To continue to audit service delivery and outcomes across the CJA area for the target groups of offenders in order to continue our strategy for achieving effectiveness in reducing reconviction rates.	A1	Collation and monitoring of performance management information from all parties.	Chief Officer, CJA Strategic & Operational Research Officer	Chief Officer, CJA Strategic & Operational Research Officer	Quarterly	S1, S7, S23, 24, 25	C1, S1, S7, S23, 24, 25	Strategic / Operational	Information is gathered from relevant parties by the CJA Research Officer reported via the Local Performance Framework.																																																
										All partner agencies	Quarterly	S1, S7, S23, 24, 25	All	SPS and CJSW provide agreed performance data to CJA Research Officer on a monthly or where relevant, a quarterly basis.																																											
															Local Authority Criminal Justice core and non-core service provision.	Chief Officer	Apr-09	Chief Officer	Phase2 2009/10 & 2010/11.																																						
For HMPs, Glencochil, Polmont and Comton Vale to become community facing prisons.	A2	Implementation of review on a quarterly basis.	All partner agencies	Chief Officer	Apr-09	Area of Improvement	S1, S7, S23, 24, 25	All	Chief Officer	Phase2 2009/10 & 2010/11.																																															
											To continue to increase, strengthen and develop links with community partners and businesses.	Offender Outcome Managers	Ongoing	S2, CA	Governors & Offender Outcome Managers	Development team indicating that they could accommodate two placement from Comton Vale to undertake administration work.																																									
																	To increase the number of File and Forth Valley prisoners located within HMP Glencochil.	Governor, HMP Glencochil/SPS	Ongoing quarterly reporting	C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, C21, C22, C23, C24, C25, C26, C27, C28, C29, C30, C31, C32, C33, C34, C35, C36, C37, C38, C39, C40, C41, C42, C43, C44, C45, C46, C47, C48, C49, C50, C51, C52, C53, C54, C55, C56, C57, C58, C59, C60, C61, C62, C63, C64, C65, C66, C67, C68, C69, C70, C71, C72, C73, C74, C75, C76, C77, C78, C79, C80, C81, C82, C83, C84, C85, C86, C87, C88, C89, C90, C91, C92, C93, C94, C95, C96, C97, C98, C99, C100	Average percentage of FEV prisoners in HMP Glencochil (or first two quarters of 2009/10) is 25.6%.																																				
																						To continue to develop and improve access to the full range of health care services.	CJA Health Forum	Ongoing	1	28	Arrangements made for attendance at both Strategic, ADA and local forums.																														
																												Continue to develop substance use services.	CJA Health Forum	Ongoing	3	29	Arrangements made for attendance at both Strategic, ADA and local forums.																								
																																		Support the development of arrangements for transfer of services from SPS to NHS.	Lead Officer Local Authority	Mar-10	04, 05	Governors & Offender Outcome Managers / Health	SPS Internal team now establishes to link with national management team.																		
																																								Continue to provide and extend the range of accredited and approved intervention programmes that can be delivered in prison and in the community.	Lead Officers SPS and Lead Officers File & Forth Valley SPS	Ongoing	C1, S4, S23, 24	Local Authority & CJSW	Progress within Accommodation Group and invitations sent to Four Square for further clarification of their role in FEV prisons.												
																																														Continue to improve housing access and appointments.	Lead Officers Housing Services, All Local Authorities	Ongoing	2	Governors & Offender Outcome Managers / Local Authority & CJSW	Discussion with Ed Gibbon regarding sign off for funding award.						
																																																				Continue to improve literacy levels during detention for all prisoners serving a minimum of 12 months in prison.	SPS CJA Liaison Manager/ SPS	Ongoing	4	30	Statistical Update from SPS required.
Review and monitor numbers of Young Offenders engaging with Careers Scotland.	CJA Research Officer / Lead Officer Careers Scotland	Step-09	5	Research & Information Officer	Statistical Update from SPS required.																																																				

B11	Develop services where all prisoners have a seamless transition from prison to community.	Have 12 employers visit Forth Valley prisons each year.	Lead Officer, Job Centre Plus	Jun-09	5	Governors & Offender Outcome Managers	Statistical Update from SPS required.
B12		Review provision of support for prisoners families.	SPS CJS Liaison Manager	Dec-09/08, C7		Governors & Offender Outcome Managers	Review of support of prison families commenced Oct '09. Visit event October. CJA Manager working closely with national Family Adviser.
B13							Transport Group established at Glenochil. Almost half the surveyed visitors came from Glasgow; 31 visitors had round trips in excess of 40 miles, 10 of whom were from Forth Valley. Eight visitors spent in excess of four hours travelling. Around 2% of visitors arrived in their own car. Eight visitors used various forms of public transport. Eleven respondents stated that they would have preferred to be transported from Glasgow (if available. None were non committal. Depending upon anticipated numbers from Edinburgh it may be viable to run a bus service to Glenochil via Fife. More than half the respondents indicated that they would prefer to visit via the Prison Visits Scheme (PVS), of those who had heard only five had submitted applications to the scheme.
B14		Continue to develop and improve transport links to the Forth Valley prisons.	SPS CJS Liaison Manager	Mar-10 C7		Governors & Offender Outcome Managers	Matched with the Transport Group established at HMP Glenochil.
B15		Monitor the transport plans of the three Forth Valley Prisons.	SPS CJS Liaison Manager	Sep-09 C7		Governors & Offender Outcome Managers / Local Authority & CJSW	ICM attendance figures are monitored on a monthly basis.
B16		Develop joint training for SPS & CJSW.	CJA Training & Development Officer / SPS Lead Officer	Sep-09 S5		Governors & Offender Outcome Managers / Local Authority & CJSW	Outstanding.
B17		Develop links with faith communities to provide additional support services to prisoners and their families.	Chief Officer	Apr-09/09	01 to	Chief Officer	Faith groups involved in review of services for prisoners families.
B18	Improve education / employment provision for all offenders.	Establish Fife & Forth Valley Offender Employment Forum	Chief Officer and Lead Officer, Job Centre Plus	Apr-09 S2		Chief Officer	Outstanding.
B19		Develop and maintain links with Lifelong Learning & Literacies Partnerships.	Offender Outcome Managers	Mar-10	30	Governors & Offender Outcome Managers	Update from SPS required.
B20	Reduce numbers of women being sentenced into custody and receiving Short Prison Sentences.	Continue to monitor and analyse numbers of women sentenced in its custody and receiving Short Sentences.	CJA Research Officer	Quarterly S1		Research & Information Officer	Outstanding.
B21	Increase the provision of specialist programmes for women offenders.	Monitor the development of accredited programmes for women offenders with intention of introducing in 2010/11.	CJA Research Officer	Sep-09/08, S4	01 to	Research & Information Officer	CJA Research Officer undertaking a report into Women Offenders in Fife and accredited programmes will be part of the study.
B22	To extend the delivery of offence focused interventions to address re-offending across the CJA.	Prepare for introduction of Prisoner's Incentive Programmes in Fife.	CJS Service Manager, Fife	Mar-10 S4	23	Local Authority & CJSW	No funding available.
B23		Establish Group Work team in Fife.	CJS Service Manager, Fife	Apr-09 S4	24	Local Authority & CJSW	Completed.
B24		Continue to monitor MAPPA arrangements for offenders.	MAPPA Co-ordinators in Fife and Forth Valley.	Ongoing S1, C1	23	Local Authority & CJSW	Achieved via the Fife Strategic Mgt Group.

<p>Ensure all offenders are provided with a service that is commensurate with their risk of re-offending and/or harm to the present.</p>	<p>B25</p>	<p>Ensure resources are in place to support the provision of other potentially dangerous offenders to MAPPA.</p>	<p>MAPPA Co-ordinators in File and Forth Valley.</p>	<p>Mar-09 \$4</p>	<p>24</p>	<p>Local Authority &amp; CJSW</p>	<p>No date available for introduction.</p>
<p>Provide Annual Report of MAPPA.</p>	<p>B26</p>	<p>MAPPA Co-ordinators in File and Forth Valley.</p>	<p>Mar-09 \$4</p>	<p>24</p>	<p>Local Authority &amp; CJSW</p>	<p>Completed.</p>	
<p>Continue to monitor numbers of young people entering the adult criminal justice system. Maintain links with File and Forth Valley Young Offender Strategy Groups and HMP YO Pointon.</p>	<p>B27</p>	<p>CJA Research Officer</p>	<p>Dec-09 \$1</p>	<p>23, 24</p>	<p>Research &amp; Information Officer</p>	<p>Outstanding.</p>	
<p>Examine the interface between Criminal Justice and Youth Justice Social Work Services across the CJA area to identify areas for development in dealing with Young Offenders.</p>	<p>B28</p>	<p>Chief Officer</p>	<p>Ongoing \$1</p>	<p>23, 24</p>	<p>Chief Officer</p>	<p>Outstanding.   <i>Research Officer is undertaking a study of young person aged 16-20 placed on probation or community service (1st Apr-30th June '08) and an analysis of all SERs completed on the same age group between January-March 2009.</i></p>	
<p>Undertake review of offenders access to housing, education, employment, training, leisure services and health provision. Participate in the review of Drug Courts.</p>	<p>B29</p>	<p>CJA Research Officer</p>	<p>Dec-09 \$4</p>	<p>23, 24</p>	<p>Research &amp; Information Officer</p>	<p>Reviewed housing and protocol introduced.</p>	
<p>Promote fair and equitable access to assessment and treatment services for those offenders with substance misuse problems.</p>	<p>B30</p>	<p>CJA Research Officer</p>	<p>01 to Dec-09/08</p>	<p>Research &amp; Information Officer</p>	<p>Research &amp; Information Officer</p>	<p>Reviewed housing and protocol introduced.</p>	
<p>Review the provision of drug and alcohol treatment services.</p>	<p>B31</p>	<p>File CJSW Service Lead Officers, File and Forth Valley DTO</p>	<p>Apr-09 \$1</p>	<p>Local Authority &amp; CJSW</p>	<p>Local Authority &amp; CJSW</p>	<p>Decision not yet reached.</p>	
<p>Consider and implement recommendations of national Operational Management Schemes.</p>	<p>B32</p>	<p>Forth Valley DTO</p>	<p>Sep-09 \$1, \$2, \$18 and \$19</p>	<p>Local Authority &amp; CJSW</p>	<p>Local Authority &amp; CJSW</p>	<p>To follow.</p>	
<p>Review of Suboptimal Accommodation Services for offenders.</p>	<p>B33</p>	<p>CJA Strategic and Operational Management Group</p>	<p>Sep-09 \$2</p>	<p>Strategic / Operational</p>	<p>Strategic / Operational</p>	<p>Review not yet published.</p>	
<b>Working Together in New Ways</b>							
<p>Increase opportunities for co-location of Police and Criminal Justice Social Work and SPS Staff.</p>	<p>C1</p>	<p>Lead Officer, Police, File and Forth Valley CJS</p>	<p>Sep-09 \$2, \$5</p>	<p>Local Authority &amp; CJSW</p>	<p>Local Authority &amp; CJSW</p>	<p>Form Valley ongoing.</p>	
<p>Develop CJA service development projects to improve services for offenders.</p>	<p>C2</p>	<p>CJA Research Officer</p>	<p>Sep-09 \$1, \$5</p>	<p>Research &amp; Information Officer</p>	<p>Research &amp; Information Officer</p>	<p>Outstanding.</p>	
<p>Examine opportunities for co-location of staff from different agencies.</p>	<p>C3</p>	<p>CJA Operational Management Group</p>	<p>Ongoing \$1, \$5</p>	<p>ALL / Strategic / Operational</p>	<p>ALL / Strategic / Operational</p>	<p>Form Valley ongoing.</p>	
<p>Monitor the implementation of standardised Service Level Agreements between SPS and the three Forth Valley Local Authorities for the provision of prison based Social Work</p>	<p>C4</p>	<p>CJA Research Officer</p>	<p>Nov-09 \$7</p>	<p>Research &amp; Information Officer</p>	<p>Research &amp; Information Officer</p>	<p>Links established with CPP managers.</p>	
<p>Maintain the CJA presence and influence on the community planning and safety partnerships across the Local Authorities within File &amp; Forth Valley.</p>	<p>C5</p>	<p>Chief Officer</p>	<p>Ongoing \$1, \$2</p>	<p>Chief Officer</p>	<p>Chief Officer</p>	<p>Links established with CPP managers.</p>	
<p>Continue to improve and develop information sharing protocols and systems across CJA partners.</p>	<p>C6</p>	<p>Chief Officer, CJA Operational Management Group</p>	<p>Mar-09 \$6, \$7</p>	<p>Operational Management Group</p>	<p>Operational Management Group</p>	<p>Ongoing.</p>	
<p>Expand provision of offender tracking services.</p>	<p>C7</p>	<p>CJA Research Officer</p>	<p>Jun-09 \$1, \$4, \$23, \$24, \$1, \$2, \$3, \$4, \$5, \$6, \$7, \$8, \$9, \$10, \$11, \$12, \$13, \$14, \$15, \$16, \$17, \$18, \$19, \$20, \$21, \$22, \$23, \$24, \$25, \$26, \$27, \$28, \$29, \$30, \$31, \$32, \$33, \$34, \$35, \$36, \$37, \$38, \$39, \$40, \$41, \$42, \$43, \$44, \$45, \$46, \$47, \$48, \$49, \$50, \$51, \$52, \$53, \$54, \$55, \$56, \$57, \$58, \$59, \$60, \$61, \$62, \$63, \$64, \$65, \$66, \$67, \$68, \$69, \$70, \$71, \$72, \$73, \$74, \$75, \$76, \$77, \$78, \$79, \$80, \$81, \$82, \$83, \$84, \$85, \$86, \$87, \$88, \$89, \$90, \$91, \$92, \$93, \$94, \$95, \$96, \$97, \$98, \$99, \$100</p>	<p>Research &amp; Information Officer</p>	<p>Research &amp; Information Officer</p>	<p>Outstanding.</p>	
<p>Establish process between CJA's for sharing good practice areas.</p>	<p>C8</p>	<p>CJA Research Officer</p>	<p>6 monthly \$4</p>	<p>Research &amp; Information Officer</p>	<p>Research &amp; Information Officer</p>	<p>Protocol agreed.</p>	
<p>Establish process between CJA and partner agencies for reporting good practice.</p>	<p>C9</p>	<p>CJA Research Officer</p>	<p>6 monthly \$1, \$4</p>	<p>Research &amp; Information Officer</p>	<p>Research &amp; Information Officer</p>	<p>Protocol agreed.</p>	
<p>Support and monitor the implementation of the Court Unification process in File and Forth Valley Courts.</p>	<p>C10</p>	<p>CJA Strategic Management Group</p>	<p>Sep-09</p>	<p>Strategic / Operational</p>	<p>Strategic / Operational</p>	<p>Unified courts monitored via local CJA performance framework.</p>	

<p>Reform and Revitalize: Effective implementation of the Scottish Government's Plan of Action to reform and revitalize community based disposals.</p>	C11	Be prepared for implementation changes to the delivery of community based disposals. Monitor and report on the effectiveness of the Community Service Viability Project.	CJA Strategic / Operational Management Group	C1, C2, C3, C4, C5	Chief Officer / Local Authority & CJSW	Additional sums for specified for CS allocation and monitoring performance.
	C12	To take forward any possible recommendation arising from the Scottish Prisons Commission Report.	Lead Project Officer	Jun-09/C3, C5	Local Authority & CJSW	Final report submitted.
	C13		Chief Officer	Mar-10/C4, C5	Chief Officer	
	<b>Developing &amp; Supporting the Workforce</b>					
<p>To provide training opportunities for the staff, to ensure a confident and effective workforce.</p>	D1	Develop training strategy and implementation plan.	CJA Training & Development Officer	Apr-09/S5	CJA Training & Development Officer	Plan to Board, June '09.
	D2	Arrange an annual seminar for all our partners	CJA Training & Development Officer	S1, S5, Sep-09/S6	CJA Training & Development Officer	Staff semina arranged for Nov '09, but now postponed until February '10.
	D3	Continue to engage with other CJAs and national training colleges for the Police & Scottish Prison Service in the delivery of training for staff.	CJA Training & Development Officer	Ongoing /S5	CJA Training & Development Officer	Ongoing links established.
	D4	Provide Annual Report of training.	CJA Training & Development Officer	Mar-10/S6, S7	CJA Training & Development Officer	
<b>Communication Strategy</b>						
<p>To continue to develop and implement an effective strategy for both internal and external communication across the CJA's to inform the public about the work of the CJAs.</p>	E1	Continue to update and enhance the File and Forth Valley CJA website.	CJA Office	Quarterly C4, S6	Chief Officer / Research & Information Officer	Ongoing
	E2	Publish File and Forth Valley CJA newsletters three times per year.	Chief Officer with contributions from partners	C2, C3, C4, C5, C6, C7, S6	Chief Officer / Research & Information Officer	
	E3	Publish an Annual Report and summary and ensure these are available to the community and staff to improve their understanding and knowledge about work of the CJA and partners.		C2, C3, C4, C5, C6, C7, S6	Chief Officer / Research & Information Officer	Report published Jun '09.
	E4	Continue to promote the work undertaken by officers on and Forth Valley.	Chief Officer & Service Managers of CJS in File and Forth Valley.	Ongoing /S6, C3	Chief Officer / Local Authority & CJSW	Regular press.
	E5	Increase level of community engagement in determining community service projects.	Service Managers of CJS in File and Forth Valley.	Ongoing /C3	Local Authority & CJSW	CS scheme allows for members of the public to request projects.
<b>Performance Framework</b>						
<p>Introduce a National Performance Framework to meet Local and National Outcomes.</p>	F1	Produce quarterly management reports to the CJA Board.	Chief Officer	June and thereafter Quarterly /S7	Chief Officer / Research & Information Officer	
	<b>Finance &amp; Resources</b>					
<p>Ensure resources are managed to best effect.</p>	G1	Ensure where possible Service Level Agreements with partner agencies cover the CJA area.	Chief Officer, CJA Finance Group	Apr-09/S7	Chief Officer / Local Authority & CJSW	
	G2	Consider findings of financial review of Criminal Justice Social Work Grant and grant allocation for 2009/10.	CJA Board, Chief Officer, CJA Strategic Management Group	Apr 2009 and ongoing /S1, S7	Chief Officer / Local Authority & CJSW	Implemented
	G3	Produce quarterly financial management reports to the Board and Scottish Government.	CJA Finance Officer	Quarterly /S7	Finance	Completed.
	G4	Monitor and report on the effectiveness of the SER pilot.	CJS Service Managers	Jun-09/S7	Local Authority & CJSW	Completed.



<b>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</b>	<b>THIS REPORT RELATES TO ITEM 17 ON THE AGENDA</b>
<b>8 December 2009</b>	<b>NOT CONFIDENTIAL</b>
<b>SCOTTISH CRIME AND JUSTICE SURVEY 2008-2009</b>	

## 1 RECOMMENDATION(S)

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

- 1.1 Note the contents of the Scottish Crime and Justice Survey (SCJS) 2008-9 as it relates to the work of the Community Justice Authority, in particular in relation to Public Perceptions of Crime and Community Sentences.

## 2 CONSIDERATIONS

### Sample Size

- 2.1 The sample size for the survey is 16,000 people, which is a large increase from the 5000 persons in previous samples. The increase in sample size increases the statistical reliability of the estimates produced by the survey.

### Crime as a Social Issue

- 2.2 The public viewed drugs and alcohol as a bigger problem than crime, with 71% and 76% stating that alcohol and drug abuse was 'a big problem' and 53% stating that crime was 'a big problem'.
- 2.3 Women and older people (60+) actually have less of a risk of being a victim of crime, however a higher proportion stated that crime was a big problem. Therefore, something other than their likelihood of being a victim is influencing their perception.
- 2.4 69% of people perceived the crime rate in their local area has reduced or stayed the same over the last two years. This is a statistically significant increase on the 65% baseline recorded in 2006.

### Prosecution

- 2.5 In 56% of crimes measured by the SCJS in 2008/9 victims said that the offender should be prosecuted in court.
- 2.6 The victim's opinion will almost entirely depend upon the type of crime they experienced.

- 2.7 Even where victims thought prosecutions should be pursued only 23% believed that the offender should be given a prison sentence.

#### **Non-Prosecution and Alternatives**

- 2.8 In 42% of crimes measured by the SCJS in 2008/9 victims said that the offender should not be prosecuted in court.
- 2.9 Again, the view is affected by the nature of the crime; in particular, this view seems to be held by victims of low-level or trivial crime rather than serious crime.
- 2.10 Popular alternatives included warnings (22%), offenders apologising (20%), compensation (15%), and reparation to the community (11%).

#### **Knowledge of Community Sentences**

- 2.11 When asked about the range of community sentences, without being prompted by a list of options, the most recognised was community service (79%), followed by electronic tagging (32%).
- 2.12 When prompted DTTOs (44%), compensation orders (42%) and SAOs (29%) were the least well-known community sentences.
- 2.13 Television (73%) and Newspapers (73%) were the most common source of awareness regarding community sentences, with only 17% of people gaining their knowledge of community sentences from the radio.

#### **Attitudes to Community Sentences**

- 2.14 Public attitudes to community sentences are mixed. The survey suggests that there is a place for community sentences, particularly in relation to minor crime (84%). However, 63% of people agreed that community sentences do not punish offenders enough.
- 2.15 In terms of the effectiveness of community sentences, electronic tagging (28%) was seen as the most effective means of preventing further crimes being committed by the offender.

#### **Attitudes to Prison Sentencing**

- 2.16 Public attitudes to prison sentences are also mixed. The survey suggests that people believe that putting offenders in prison protects the community (89%) and that it is a good way to punish offenders (79%). However, people also agreed that prison does not discourage offending (63%) and that in prison offenders learn new ways of offending (81%).

### **3 CONSULTATION**

- 3.1 None.

#### 4 RESOURCE IMPLICATIONS

4.1 None.


#### 5 BACKGROUND PAPERS

5.1 2008/09 Scottish Crime and Justice Survey: First Findings (Oct, 2009).

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##### Approved by

Name	Designation	Signature
Anne Pinkman	Chief Officer	

Date 12 November 2009

Reference 20091208ScottishCrimeSurvey20082009

**FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY**

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

**ACTIVITY REPORT: SEPTEMBER TO NOVEMBER 2009**

**CONVENOR**

<b>DATE</b>	<b>ACTIVITY</b>
08 09 09	FFV CJA Board Meeting, Alloa
17 09 09	FFV CJA Chief Officer, Cupar
29/30 10 09	ADSW Conference, Crieff
06 11 09	FFV CJA Convenor, Cupar
19 11 09	FFV CJA Board Pre-Agenda Meeting, Dunfermline
13/14/15 11 09	Saso Conference, Peebles

**CHIEF OFFICER**

<b>DATE</b>	<b>ACTIVITY</b>
01 09 09	CJA Chief Officers Group, Polmont
02 09 09	Governors and Offender Outcome Managers, Alloa
03 09 09	Serco, Alloa
08 09 09	FFV CJA Board Meeting, Alloa
08 09 09	CJS Service Managers, Alloa
08 09 09	APEX Scotland, Edinburgh
14 09 09	CJS Service Manager, Glenrothes
14 09 09	Saso Fife Branch, Glenrothes
15 09 09	FFV CJA Seminar – Planning Meeting, Kirkcaldy
16 09 09	CS: Joint Working Opportunities, HMP Glenochil
16 09 09	FFV CJA Accommodation Group, Alloa
16 09 09	Includem Parliamentary Reception, Edinburgh
17 09 09	CS Visibility Project: Follow-up Workshop, Irvine
17 09 09	FFV CJA Convenor, Cupar
18 09 09	Fife Constabulary, Lead Officer, Offender Management, Alloa
22 09 09	FFV CJA Research and Information Officer, Alloa
22 09 09	Launch of FV Alcohol and Drug Partnership and Local Strategies, Grangemouth
23 09 09	CJA Organisational Development Event, Dunblane
24 09 09	CS Visibility Project: Preparations for Presentation to ADSW Conference, Glasgow
25 09 09	Scottish Government, Community Justice & FFV CJA R and I Officer, Alloa
25 09 09	FFV CJA Finance Officer, Alloa
29 09 09	FV Domestic Abuse Perpetrator Programme, Alloa
19 10 09	CJA Chief Officers Media Training, Edinburgh
20 10 09	Governors and Offender Outcome Managers, Alloa
20 10 09	CPP Manager, Stirling Council, Stirling
21 10 09	Artlink, Alloa
22 10 09	FFV CJA Seminar Planning, Kirkcaldy
22 10 09	Preparation meeting for Presentation on CS Visibility to ADSW Conference, Glasgow
23 10 09	Prison Visiting Facilities meeting, HM YOI Polmont
23 10 09	Chief Executive, Sacro, Kilncraigs
23 10 09	CPP Managers, Clackmannanshire Council, Alloa

<b>DATE</b>	<b>ACTIVITY</b>
27 10 09	Mappa Steering Group, Falkirk
28 10 09	Health Promotion Officer, NHS Forth Valley, Alloa
28 10 09	CJS Service Manager, Falkirk Council, Alloa
28 10 09	FFV CJA Strategic Management Group, Alloa
29/30 10 09	ADSW Conference, Crieff
03 11 09	Forth Valley Alcohol and Drug Partnership Conference, Kincardine
04 11 09	FFV CJA and Local Authority Research and Information Officers, Alloa
04 11 09	Victim Support Reception, Edinburgh
05 11 09	FFV CJA Health Forum Review Meeting, Alloa
05 11 09	FFV CJA Finance Officer, Alloa
06 11 09	CPP Manager, Fife Council, Glenrothes
06 11 09	FFV CJA HR Advisor, Glenrothes
06 11 09	FFV CJA Convenor, Cupar
10 11 09	CJA Organisational Development Event, Dunblane
11 11 09	FFV CJA Accommodation Group, Alloa
12 11 09	CJS Service Manager, Finance Officer, Falkirk Council and FO FFV CJA, Alloa
12 11 09	FFV CJA Finance Review Group, Alloa
13/14/15 11 09	Saso Conference, Peebles
16 11 09	Officers from Scottish Government, Alloa
16 11 09	Chief Executive, Sacro and Senior Officer, Stirling Council, Stirling
16 11 09	Prisoner's Week Question Time, Glasgow
17 11 09	CJA Chief Officers Group and CJSD, Polmont
18 11 09	Caledonian Launch, Edinburgh
19 11 09	FFV CJA Board Pre-Agenda Meeting, Dunfermline
20 11 09	CJS Service Managers, Alloa
23/24 11 09	CJA Development Event, Edinburgh
25 11 09	APEX, Edinburgh
25 11 09	FV Domestic Abuse Perpetrator Programme, Stirling
27 11 09	Addiction Co-ordinators, NHS Fife and NHS Forth Valley, Alloa

#### **BOARD MEMBERS**

<b>DATE</b>	<b>ACTIVITY</b>
08 09 09	FFV CJA Board Meeting, Alloa