



NOTICE OF MEETING

A MEETING OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY WILL BE HELD ON TUESDAY, 15 MARCH 2011, IN DUNFERMLINE CITY CHAMBERS, KIRKGate, DUNFERMLINE, KY12 7ND, AT 9.30 AM

7 March 2011

AGENDA

PART 1

1 APOLOGIES AND SUBSTITUTIONS

2 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

3 DECLARATIONS OF INTEREST

4 MINUTE OF PREVIOUS MEETING

Minute of Meeting, 4 October 2010 (Pages 1 - 12)

Please Note: The Authority is asked to approve the Recommendations contained in Paragraphs 256 and 257 of the Minute. The relevant Reports were circulated with the Agenda for the meeting held on 4 October 2010.

5 PRESENTATION: WOMEN OFFENDERS

Presentation by Grant Sugden, Circle Scotland

Presentation by Liz Duffy, Sacro

6 WOMEN OFFENDERS

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

7 COMMUNITY PAY BACK ORDERS

Report by Anne Pinkman, Chief Officer (Pages 17 - 26)

8 CRIMINAL JUSTICE SOCIAL WORK GRANT ALLOCATION 2011-2012

Report by Anne Pinkman, Chief Officer (Pages 27 - 36)

9 FFV CJA COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES

Report by Alex Torrance, FFV CJA Finance Officer (Pages 37 - 42)

- 10 FIFE AND FORTH VALLEY CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2010-2011**
Report by Alex Torrance, FFV CJA Finance Officer (Pages 43 - 56)
- 11 FFV CJA LOCAL PERFORMANCE FRAMEWORK 2010-2011: QUARTER 3**
Report by Chris Anderson, Research and Information Officer (Pages 57 - 66)
- 12 FFV CJA ACTION PLAN 2010-2011: PROGRESS REPORT**
Report by Chris Anderson, Research and Information Officer (Pages 67 - 76)
- 13 FFV CJA ACTION PLAN 2011-2012**
Report by Chris Anderson, Research and Information Officer (Pages 77 - 88)
- 14 INSPECTION OF PRISON BASED SOCIAL WORK SERVICES**
Report by Anne Pinkman, Chief Officer (Pages 89 - 98)
- 15 CALEDONIAN SYSTEM: PROGRESS REPORT**
Report by Jim McCormick, Team Manager, FV Accredited Programmes Team (Pages 99 - 103)

PART 2

16 PARTNER PARTICIPATION

PLEASE NOTE: At the close of business, there will be a viewing of a DVD recording of 'Behind the Vale', a Play written by Jim King, SPS CJA Liaison Manager (and 'Behind the Scenes' – the Interviewing of Prisoners who took part etc).

INFORMATION BULLETIN

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

Contents include:

- Community Payback Orders
- Presumption Against Short-Term Prison Sentences
- FFV CJA Area Plan 2011-214
- FFV CJA Website
- Mappa Annual Reports 2009-201
- Young Offenders
- Community Service – Snow clearing
- Audited Accounts
- Play – Behind the Vale

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

**MINUTE of MEETING of the FIFE AND FORTH VALLEY COMMUNITY JUSTICE
AUTHORITY, held on 4 OCTOBER 2010, in the COUNCIL CHAMBERS, STIRLING
COUNCIL, VIEWFORTH, STIRLING, FK8 2ET, AT 9.30 AM**

PRESENT:

Councillor Billy Buchanan, Falkirk Council
Councillor Margaret Kennedy, Fife Council (**Convenor**)
Councillor Alistair McNeill, Falkirk Council
Councillor George Matchett, Clackmannanshire Council (Deputy Convenor)
(left the meeting at 11.40 am, after Item 17)
Councillor Paul Owens, Stirling Council
Councillor Alfred Patey, Fife Council
Councillor Jim Thomson (substitute for Councillor Neil Benny)

ATTENDING:

Chris Anderson, FFV CJA
Stephen Ball, Sacro
Rosie Bolton, Falkirk Council
Nick Burgess, Falkirk Council
Deidre Cilliers, Clackmannanshire Council
Iain Grant, Fife Council
Michael Grassom, Stirling Council
Dan Gunn, HMP Glenochil
Jim King, SPS
Bill Kinnear, Fife Council
Stuart Landels, Clackmannanshire Council
Ged McEaney, APEX
Garry McEwan, Fife Constabulary (substitute for Andrew Barker)
Carolyn McLeod, Scottish Courts
George Marshall, Clackmannanshire Council
Anne Pinkman, Fife and Forth Valley CJA
Robert Stevenson, NHS Forth Valley
Katy Fearon, Minutes

APOLOGIES RECEIVED:

Board Members:

Councillor Neil Benny
Councillor John McNally, Falkirk Council

Partners:

Margaret Anderson, Falkirk Council
Andrew Barker, Fife Constabulary
Ian Campbell, Fife Constabulary
Bill Eadie, Stirling Council
David Fraser, Scottish Courts
Alistair Gaw, Fife Council
John Gillespie, Clackmannanshire Council
Andrew Grant, CoPFS

Rona King, NHS Fife
Alan McCloskey, Victim Support
David Wilson, Central Scotland Police

CJA239 APOLOGIES RECEIVED AND SUBSTITUTIONS NOTIFIED

Apologies were received from Councillor Neil Benny (the notified substitute was Councillor Jim Thomson) and Councillor John McNally (no substitute notified).

The apologies from partners were as listed above.

CJA240 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There was no urgent business brought forward.

CJA241 DECLARATIONS OF INTEREST

There were no declarations of interest.

CJA242 MINUTE OF PREVIOUS MEETING

The Minute of the meeting held on 29 June 2010 was agreed as a correct record.

CJA243 WELCOME

The Convenor welcomed Ged McEaney, newly appointed to the post of Head of Operations – South, APEX.

CJA244 PRESENTATION – TRANSFER OF HEALTHCARE FROM SPS TO NHS

The Convenor introduced Robert Stevenson, Senior Project Manager, Transfer of Healthcare, NHS Forth Valley and confirmed the strong links established with NHS Forth Valley and NHS Fife through the FFV CJA Health and Wellbeing Group.

The main points in the presentation included:

- Need for Change
- National Context
- Underpinning Principles
- Local Dimension
- Prisoner Health Issues
- Current SPS Health Service
- Throughcare Interfaces
- Care Pathway
- Emerging Themes
- Process Mapping

The Convenor thanked Robert Stevenson for the presentation and confirmed copies of the presentation would be available on request. A question and answer session followed, with questions on, for example:

Public Consultation/Community Awareness and the Impact on Local Healthcare Services

Response: The principles on healthcare remain the same and there will not be any issues for communities.

GP Support for the Transfer

Response: GPs currently provide throughcare and a GP is the lead on the delivery of the primary care model.

The Chief Officer made reference to the National Implementation Group which will ensure current arrangements were developed and strengthened, including ensuring communities were fully informed.

Transfer of Resources

Response: It will be necessary to identify savings and make efficiencies, for example, over the next two to three years some Contracts will not be renewed as the NHS will be able to provide such core services.

Transfer of Staff

Response: Human Resources are fully involved and all staff will be transferred.

CJA245

FFV CJA MEMORANDUM OF UNDERSTANDING ON THE USE OF UNDERSPENDS AND THE METHOD OF DEALING WITH OVERSPENDS IN SECTION 27 GRANT ALLOCATION TO CONSTITUENT LOCAL AUTHORITY AREAS

The Memorandum of Understanding on the Use of Underspend and the Method of Dealing with Overspend in Section 27 Grant Allocation to Constituent Local Authority areas formalises the processes adopted by the four Fife and Forth Valley Local Authority Criminal Justice Social Work Services on the use of under/over spends in the grant allocation, that is:

- Each Local Authority is responsible for meeting the overspend incurred in their grant allocation for core and non core services;
- Flexibility will be applied in the use of underspend in one Local Authority to off-set the overspend in another Local Authority.

There are variations on these scenarios outlined in the Memorandum, particularly in relation to over and underspend in non core services where one Local Authority may be the lead authority and holder of the grant allocation for a non core service provision across other Local Authority areas, eg Falkirk Council is the lead authority and holder of the grant allocation for the provision of Groupwork Services across Clackmannanshire, Falkirk and Stirling.

In the unlikely event the projected outcome is underspend across all four Local Authority areas, the Chief Officer will be obliged to notify the Scottish Government and ensure any over-payment is refunded to them.

The Chief Officer referred to paragraph 7.1 in the MOU, regarding overspend/underspend and it was drawn to the attention of Board Members that it was likely there would be an underspend in the funding for the Caledonian System.

Councillor Matchett raised his concerns regarding additional services being introduced by the Scottish Government yet Local Authorities had to find additional resources for the continuation of the service.

The Service Manager, Fife CJS, requested the Chief Officer arrange the formal sign-off of the MOU by each of the four Local Authority Heads of Service and Chief Finance Officers.

Decision

The Authority agreed to:

- 1 Approve the Memorandum of Understanding on the Use of Underspends and the Method of Dealing with Overspends in Section 27 Grant Allocation provided to the four Fife and Forth Valley Local Authorities for the provision of Criminal Justice Social Work Services.
- 2 The Chief Officer arranging the formal sign-off the MOU by each of the four Local Authority Heads of Service and Chief Finance Officers.

CJA246

COMMUNITY SERVICE

The Chief Officer referred to the submitted report and noted an error: Recommendation, 1.2, should read - *'request that a further Report be submitted to the Board in March 2011 (not December 2010)*.

The allocation of £687,373 for this current year was provided by the Scottish Government to invest in preparations for the new Community Payback Order. This new Order, introduced by the Criminal Justice and Licensing (Scotland) Act 2010, replaces existing Probation, Community Service and Supervised Attendance Orders; some of the additional grant is appropriately being invested in Probation. The additional amount allocated is also tempered by a reduction in the grant allocation for Probation and Supervised Attendance to Fife, Falkirk and Stirling Councils.

The Chief Officer stated that community consultation was a requirement of the Criminal Justice and Licensing Act and Local Authorities are required to produce an Annual Report on work undertaken. To ensure communities can influence the nature of unpaid work undertaken by offenders in their communities, the Chief Officer and Local Authority Criminal Justice Services are already engaging with communities and awareness raising continues too, with the use of the local media and websites.

Councillor Alistair McNeill referred to the Fresh Start Project, in Falkirk, which is a skills-based course in problem-solving, literacy and numeracy, which helps offenders increase their confidence and employability, and commended Falkirk CJS for achieving a Scottish Community Service Awards, Highly Commended Award.

Councillor Billy Buchanan also commended the work of the Falkirk CJS Community Service Team.

Councillor McNeill stated that more public awareness on Community Service was needed and suggested, for example, that regularly up-dated display boards, with before-and-after photographs of projects undertaken by Community Service squads, could be located in one-stop-shops, libraries etc.

The Chief Officer referred to the very successful Community Service Visibility campaign information available on the four Local Authority websites and the national branding of CPO.

Councillor Matchett referred to page 19 of the submitted Report, and the table giving *'Total Number of Hours of Unpaid Work Completed by Offenders'* and suggested it would be desirable to have details of the work/projects undertaken by each of the four Local Authorities, to ensure Elected Members were fully informed prior to meetings with community groups/constituents. It was felt this would also help reflect the very positive FFV CJA partnerships and partnership benefits.

The Service Managers CJS stated that detailed, monthly reports are prepared for Elected Members which could easily be collated by FFV CJA for submission to each meeting of the Authority. Board Members agreed that these reports should be collated and submitted to each meeting of the Authority.

The Convenor referred to the recent FFV CJA CPO Awareness Events and available copies of the Scottish Government *'Reducing Reoffending News'* and suggested the Chief Officer distribute to Board Members.

Decision

The Authority agreed to:

- 1 Note the contents of the Report.
- 2 Request that a further Report be submitted to the Board in March 2011 outlining arrangements for the introduction of the new Community Payback Order that will replace Community Service, Probation and Supervised Attendance Orders.
- 3 The collation of Local Authority monthly Community Service reports for submission to each meeting of the Authority.

CJA247

WOMEN OFFENDERS

In January 2010 the Scottish Government announced an additional allocation of £100,000, to each of the eight Community Justice Authorities, to support women offenders, particularly those on release from prison. A profile of the women offenders from Fife and Forth Valley who were in custody in February 2010 was undertaken in an effort to inform how this additional resource could be best used.

Each of the four Local Authority Criminal Justice Social Work Services across Fife and Forth Valley agreed to create dedicated services for women offenders to provide additional mentoring and guidance to those subject to statutory supervision and voluntary throughcare. Due to a delay incurred by the Local Authorities in creating additional posts, a projected underspend of £28,981 is expected. The Chief Officer stated that discussions on how to invest in additional supportive measures for women offenders, eg voluntary organisation to provide additional services, have taken place with the Service Managers CJS and will be finalised soon.

The Chief Officer emphasised that this additional allocation is only for the financial year 2010-2011 and the issue of sustainability should new services be developed is one that FFV CJA and partners will require to address as it is recognised that continued funding could not be guaranteed.

Councillor George Matchett raised his concerns regarding the sustainability of such newly established services and was alarmed that Local Authorities could be expected to continue the funding and stated that he would be unable to support such services if the funding was not guaranteed.

Councillor Billy Buchanan agreed with Councillor Matchett and stated he would also be unable to support such services if the funding was not guaranteed.

The Convenor suggested an additional Recommendation – that Board Members *'approve the Chief Officer allocating the underspend as agreed with the four Service Managers CJS.'*

Decision

The Authority agreed to:

- 1 Note the delay in establishing the dedicated Criminal Justice Social Work posts to develop services for women involved in the Criminal Justice System.

- 2 Request a progress report be submitted to the meeting of the Fife and Forth Valley Community Justice Authority on 21 December 2010 detailing how the remainder of the grant allocation is being utilised and the outcomes achieved to-date.
- 3 The Chief Officer allocating the underspend as agreed with the four Service Managers CJS.

CJA248

FFV CJA ANNUAL REPORT 2009-2010

The Chief Officer referred to the submitted Annual Report and thanked Chris Anderson, FFV CJA Research and Information Officer, for drafting the Report.

One of the functions of FFV CJA relates to the submission of an Annual Report, as soon as practicable after the end of the financial year. The deadline set for submission this year is 30 September 2010. A draft copy has been submitted for that date and a final copy will be provided once approval is given by the FFV CJA Board.

For example, the Report covers the following:

- Its activities and performance during that year in discharging its functions under Section 3 of the Management of Offenders etc (Scotland) Act;
- The activities and performance during that year of appropriate Local Authorities, partner bodies and the Scottish Prison Service in complying with the Area Plan.

The focus for 2010-2011, and beyond:

- preparation for the introduction of the new Community Payback Order which is expected to be introduced in late 2010 or early 2011;
- the transfer of health provision for prisoners from the Scottish Prison Service to local Health Boards in 2011;
- the introduction of the new domestic abuse programme, The Caledonian System, in Forth Valley;
- the Fife and Forth Valley CJA Area Plan for 2011-2014, that was completed in Summer 2010, including the local priorities for that period;
- our continued commitment to the development and delivery of efficient and effective services which will be of more importance than ever given the anticipated budget challenges within the public sector.

Decision

The Authority agreed to:

- 1 Approve the FFV CJA Annual Report for 2009-2010 for submission to Scottish Ministers.

CJA249

YOUNG OFFENDERS IN THE CRIMINAL JUSTICE SYSTEM IN FIFE AND FORTH VALLEY

The FFV CJA Research and Information Officer referred to the submitted Report and the Analysis on the profile of young offenders within Fife and Forth Valley who are involved in the adult criminal justice system.

This age group was of particular interest given the fact that the latest (2008/2009) Criminal Justice Social Work statistical returns to the Scottish Government showed that in Fife and Forth Valley approximately one-third of Social Enquiry Reports, Probation Orders and Community Service Orders related to persons aged between 16-20 years of age.

Some of the main findings were:

- The disproportionate number of young persons in the criminal justice system compared to their number in the general population;
- The large proportion of young offenders appearing before the Court who have already served a previous community-based sentence;
- Substance misuse, particularly alcohol, is a significant feature in the offending behaviour of young offenders;
- 40% of young offenders had previous involvement in the Children's Hearing system;
- Levels of family dysfunction are high;
- 75% of young offenders are not in education, employment or training.

The Chief Officer thanked the Research and Information Officer for the detailed and informative analysis. Arrangements are now being put in place for a seminar, involving all key stakeholders, to discuss how to take forward the recommendations within the Report.

Board Members considered the in-depth analysis to be very valuable and were concerned regarding the re-offending trend, especially in the Falkirk area.

A question was raised regarding 11.3, Conclusions: *'this report found high levels of family dysfunction as a major contributory factor of youth offending. At least one-quarter of young persons in the study had been subject a Children's Hearing System Supervision Order'* as to whether the actual figures for those referred to the Children's Hearing System were available.

The FFV CJA Research and Information Officer stated that the *'family dysfunction'* referred to in the analysis was anecdotal, eg information gathered from the Social Enquiry Reports, for example, separated or divorced parents, habitual and problematic behaviour related to alcohol or drug misuse etc.

Decision

The Authority agreed to:

- 1 Note the findings of the Report 'Young Offenders in the Criminal Justice System in Fife and Forth Valley'.
- 2 Agree the recommendations contained in the Report:
 - Criminal Justice Social Work Services must routinely consider the appropriateness for recommending remittal back to the Children's Hearing System when preparing Social Enquiry Reports on 16 and 17 year old offenders.

- Criminal Justice Social Work Services must review the assessments undertaken within Social Enquiry Reports to ensure young offenders are not too readily placed on community sentences. Consideration should be given to use of deferred sentences.
- The prevalence of alcohol and drugs is a significant issue in the offending behaviour of young offenders. Access to support services for substance issues for young offenders requires to be reviewed to ensure appropriate support is available.
- The majority of young offenders are not in employment or training. Access to education, employment and training services for young people in Fife and Forth Valley requires to be reviewed to ensure young offenders can access, and sustain, education, employment and training opportunities.
- Considerable numbers of young offenders have a history of self-harm and/or depression. A review must be undertaken of the ability of young offenders to access mental health services.
- The levels of family dysfunction, including domestic abuse, experienced by young offenders is of significance. Local Authorities, Health Services, Police and other services must be alert to the effects of family dysfunction on children and young people.
- Criminal Justice Social Work Services must review the support provided to young offenders on community sentences to improve successful completion rates.
- Criminal Justice Social Work Services should monitor the use of Community Payback Order for young offenders when introduced.
- Fife and Forth Valley Community Justice Authority to undertake a further analysis of the terminations of community based sentences for young offenders in 12 months time.

CJA250 CJSW AGGREGATE RETURNS 2009-2010

The FFV CJA Research and Information Officer highlighted the main points within the Report.

The Authority agreed to:

- 1 Note the contents of this Report providing a summary of key trends in Criminal Justice Social Work business as provided by the 2009/10 Aggregate Returns for the four Local Authorities in Fife and Forth Valley.
- 2 Request that a Report is submitted to the next meeting of the Fife and Forth Valley CJA Board outlining the proportion of grant allocation that is to be provided to each of the four Fife and Forth Valley Local Authorities for the provision of Criminal Justice Social Work Services.

CJA251 CRIMINAL JUSTICE AND LICENSING ACT

On 30 June 2010, the Scottish Parliament passed the Criminal Justice and Licensing (Scotland) Bill. This wide-ranging piece of legislation includes important reforms, for example:

- Make sentences served in the community more robust, immediate and visible through the creation of the Community Payback Order and introduce a ***presumption against short prison sentences of 3 months or less***;
- Create a Scottish Sentencing Council to ensure greater transparency and consistency in the sentencing process;
- Raise the age at which a child can be prosecuted in adult criminal Courts from 8 to 12 to help ensure the rights and needs of children are balanced.

The new Community Payback Order (set out at Section 14 of the Act) is a new sentence that will replace the existing provisions for Probation, Community Service and Supervised Attendance Orders. Other existing court Orders, the Drug Testing and Treatment Order and Restriction of Liberty Order (electronic monitoring) will remain unchanged.

The Community Payback Order will consist of a number of requirements. From these the courts may select one or more requirements in determining the make-up of the Order, for example:

- Unpaid work or other activity requirement;
- Drug Treatment requirement;
- Alcohol Treatment requirement.

In relation to the unpaid work requirement, the expectation is that offenders will complete Level 1 Orders (up to 100 hours) within a 3 month period and Level 2 Orders (up to a maximum of 300 hours) within a 6 month period.

Discussion took place around the number of CPOs likely to be issued, especially with the sentencing powers of the new Justice of the Peace Courts.

The Service Manager, Fife CJS, referred to paragraph 4.1 within the Report and emphasised that the £2.5m was allocated to the eight CJAs across Scotland and the £1.2m, received by FFV CJA over the past three years, was the total for Community Service, Probation and SAOs and was not new money.

Decision

The Authority agreed to:

- 1 Note the introduction of the Criminal Justice and Licensing (Scotland) Act following Royal Assent on 6 August 2010.
- 2 Request that a Report be submitted to the Board in March 2011 outlining arrangements for the introduction and use of the Community Payback Order.

CJA252

COMMUNITY SEX OFFENDER DISCLOSURE SCHEME

The Convenor welcomed and introduced Detective Superintendent Garry McEwan, Fife Constabulary, to the meeting.

DS McEwan stated that a Report on the Disclosure Scheme had been submitted to Fife Council's Police, Fire and Safety Committee.

Councillor Alistair McNeill confirmed that a similar Report had been presented to Committee within Falkirk Council.

The Disclosure Scheme will be rolled-out for adoption by all Scottish Police Forces in October 2010 and enables members of the public to register with the Police a child protection concern about a named person who has access to their children. If that person is found to be a Registered Sex Offender with previous convictions of a sexual nature relating to children and it is assessed that it is relevant, proportionate, and necessary to protect children, then the relevant information may be disclosed to the parent, guardian or carer. The scheme also enables third parties such as grandparents, neighbours and friends to register an interest, however, on those occasions any disclosure would still only be given to the parent, carer or guardian.

Decision

The Authority agreed to:

- 1 Note the introduction of the Community Sex Offender Scheme in the Fife and Forth Valley areas from October 2010.
- 2 Request that a Report be submitted to the Fife and Forth Valley CJA Board detailing progress of the Scheme after its first 12 months of operation.

CJA253

FFV CJA DRAFT STATEMENT OF ACCOUNTSD 2009-2010 FOR SUBMISSION TO AUDITORS

The FFV CJA Finance Officer highlighted the main points within the submitted Report.

The Statement of Accounts presents a summary of the financial activities of the Fife and Forth Valley CJA and require to be submitted to the Auditors by 30 September 2010. In accordance with the Management of Offenders etc (Scotland) Act 2005, the Audited Accounts will then require to be laid before the Scottish Parliament.

The four Fife and Forth Valley Local Authorities' Accounts for their respective Criminal Justice Social Work grant allocations have been audited by their respective Auditors. At the time the Report was prepared, audit of Fife's Accounts was still to be finalised.

The Chief Officer wrote to Stirling Council's Head of Finance in relation to issues raised by the Auditors. A reply has been received outlining the steps Stirling Council will take to address the issues. The FFV CJA Finance Review Group will also address the comments expressed by the Auditors.

Board Members raised their concerns regarding the identified underspend which requires o be returned to the Scottish Government and what steps will be taken to ensure the full budget allocation is spent in order to avoid this situation in the future.

The FFV CJA Finance Officer indicated that the underspend was mainly due to the FFV CJA support services, eg Legal and HR support, being less than was expected and SLAs are now being put in place to avoid a repeat of this situation.

Decision

The Authority agreed to:

- 1 Approve the Draft Statement of Accounts for Fife and Forth Valley CJA for 2009-2010 for submission to the Auditors.

CJA254

HM INSPECTORATE OF PRISONS: REPORT ON HMP GLENOCHIL

This Report ((Item 17) was brought forward for discussion as the Board Member from Clackmannanshire Council had a commitment prior to the close of the meeting.

The Governor, HMP Glenochil, referred to the submitted Report which, overall, was positive and favourable to the staff and management of the prison eg, for coping well with the upheaval caused due to the extensive re-building works at the prison.

The Governor also referred to the transfer of sex offenders from HMP Peterhead to HMP Glenochil, which will commence within the next three weeks. Board Members raised their concerns regarding the conflict this could cause with the SPS strategy for community-facing prisons. The Governor reaffirmed the commitment to improving the number of FFV CJA prisoners located in HMP Glenochil.

The Service Manager Fife CJS raised concerns regarding the effect this transfer, and the halted admissions, could have on the newly established FFV CJA Inter-Agency Prison Discharge and Homelessness Prevention Protocol.

Decision

The Authority agreed to:

- 1 Note the contents of this Report.
- 2 The Chief Officer writing to SPS HQ to raise Board Members concerns regarding the low number of FFV CJA prisoners located within the three Forth Valley prisons.

CJA255 INQUORATE

As there were now only six Board Members present, the meeting was inquorate. The Convenor, with the approval of Board Members, continued the meeting and confirmed the recommendations within the two submitted financial reports would be approved at the next meeting of the Authority scheduled in December 2010.

CJA256 FFV COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES

The FFV CJA Finance Officer referred to the submitted Report and the projected £820.00 underspend. It was stated that this position should be rectified by the end of the financial year.

Recommendation(s)

It was recommended that the Authority agree to:

- 1 Approve the draft financial position at end of June 2010 regarding Fife and Forth Valley CJA Administration Grant.

CJA257 FIFE AND FORTH VALLEY CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2010-2011

The FFV CJA Finance Officer referred to the submitted Report.

Recommendation(s)

It was recommended that the Authority agree to:

- 1 Approve the projected outturn position for financial year 2010-11 regarding Fife and Forth Valley CJA Section 27 Grant.

CJA258 REPORTS FOR INFORMATION

The Convenor confirmed the following Reports were for information only.

Item 18: Reconviction Rates 2006-2007 Cohort
Item 19: FFV CJA Local Performance Framework 2010-2011: Quarter 1
Item 20: Meetings/Visits undertaken by Convenor, Board Members and Chief Officer

CJA259 INFORMATION BULLETIN

The Chief Officer advised Board Members that, in an effort to reduce the quantity of Reports submitted to each meeting, information reports would now be issued as an 'Information Bulletin' and, for ease of reference, would be listed on the following Agenda.

CJA260 PARTNER PARTICIPATION

The Convenor thanked partners for their attendance and continued support.

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| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 6 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| WOMEN OFFENDERS | |

1 RECOMMENDATION(S)

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

- 1.1 Endorse the contents of this report.
- 1.2 Request a Report to be submitted to the Board at its meeting in June 2011 outlining how the Grant Allocation of £100,000 for 2011-2012 is to be used.

2 CONSIDERATIONS

Background

- 2.1 In January 2010 the Scottish Government announced the allocation of £100,000 to provide each of the eight Community Justice Authorities with an additional £100,000 in 2010-2011 to support women offenders, particularly those on release from prison.
- 2.2 A profile of the women offenders from Fife and Forth Valley who were in custody in February 2010 was undertaken in an effort to inform how the additional resource could be best used. This was reported to the Fife and Forth Valley CJA Board meeting on 6 April 2010. At the request of the Board, a further report outlining how the money was being utilised was presented to the Board at its meeting on 4 October 2010. Further details were requested on how the remainder of the grant was being used. Details were also requested on the numbers of women engaged with these new services.

Investment

- 2.3 Each of the four Local Authorities Criminal Justice Social Work Services across Fife and Forth Valley agreed to create dedicated services for women offenders to provide additional mentoring and guidance to those subject to statutory supervision and voluntary throughcare. Delays in recruitment have previously been reported to the Board. Fife Council was then, unfortunately, unable to proceed with the appointment of an Officer to work with women offenders due to HR restrictions in backfilling posts. As a result of this, the total projected amount of this under spend, coupled with the under spend reported in October, increased to £58,606.

- 2.4 Agreements were then made in October 2010 with two of our voluntary sector partners to provide support to women offenders. The cost of the services provided matches the amount of under spend available.

Sacro Women's Mentoring Project

- 2.5 It was agreed that Sacro provide a mentoring project to women offenders from Fife who are currently subject to community based supervision, or are receiving throughcare support. The service provided will enhance the formal support offered from Criminal Justice Social Work Services in Fife.
- 2.6 Sacro expect to provide a mentoring service for up to 10 women offenders at any one time throughout the funding period. The total numbers of women supported will depend on the frequency and intensity of contact offered to the women which will match their needs. The service commenced on 1 November 2010.

Circle Scotland – Meet at the Gate Project

- 2.7 Circle Scotland, who are already providing support to women in HMP & YOI Cornton Vale, now offer a support service to all women from Fife and Forth Valley who have children and are either remanded or serving a sentence. A similar service will be offered to all young offenders from Fife and Forth Valley who are remanded or serving sentences in HMP & YOI Cornton Vale. This service will complement the support provided to women in prison provided by Criminal Justice Social Work Services. The experience of Circle to-date in HMP and YOI Cornton Vale is that the women who have engaged with them have been those who have been reluctant to engage with statutory services. Circle expect to work intensively with at least eight women and young female offenders and their families in the funding period. Circle now have two members of staff in post (1 whole time equivalent) and the service commenced on 1 November 2010.

Co-location

- 2.8 The Sacro and Circle worker are co-located in Sacro premises in Fife. This will promote and add to our partnership approach to addressing the needs of women offenders

Monitoring

- 2.9 Performance information to evidence the potential benefits of the additional support to women offenders is now being collected. The delay in establishing the Criminal Justice Social Work posts and in commissioning the services from Sacro and Circle has restricted the amount of performance information to determine the effectiveness of the interventions and support provided.
- 2.10 Figures from Sacro and Circle are available only for the first two months. That said, the number of women engaging with both Circle and Sacro is impressive.
- 2.11 Circle have offered voluntary throughcare to eight women; met with three at the prison on the day of release. Within the community, Circle are providing nine women support and supporting seven families/children.

- 2.12 From twenty referrals, Sacro are providing a monitoring service to 14 women in Fife.
- 2.13 In Falkirk and Clackmannanshire, weekly Groupwork sessions are available to all women offenders subject to community based supervision and those on release from custody. Attendance and engagement is reported as good and the women offenders speak positively of the support and advice offered. Support in Stirling is delivered on an individual basis. Historically, the numbers of women accepting voluntary throughcare following release from custody has always been low. Local Authority Criminal Justice Services are more proactively engaging with women in custody in an attempt to improve the levels of engagement. Numbers remain low but are increasing: seven women have engaged in voluntary throughcare from Criminal Justice Services on release from a total of 44 liberations. As stated at paragraph 2.9, monitoring of levels of engagement is continuing.

Service Development

- 2.14 Fife and Forth Valley CJA received notification on 4 February 2011, from the Scottish Government, of their Grant Allocation for Criminal Justice Social Work Services for 2011-2012. Within the Allocation was a sum of £100,000 for work with women offenders. This is welcome as the original allocation of £100,000 for 2010-2011 was, as previously reported to the FFV CJA Board, described as 'one-off monies' for that year only.
- 2.15 This continued funding now allows services for women offenders to be developed for 2011-2012. The issues of sustainability will remain, however, as there is no guarantee that the funding will continue beyond 2011-2012.
- 2.16 The Chief Officer has commenced discussions with Local Authority Criminal Justice Managers and other partners, including Sacro and Circle, to determine how to make best use of the £100,000 during 2011-2012. A Report outlining how this grant should be used will be presented to the FFV CJA Board in June 2011.

3 CONSULTATION

- 3.1 Consultation has taken place with Service Managers of the four Fife and Forth Valley Local Authority Criminal Justice Social Work Services and managers from Sacro and Circle Scotland.

4 RESOURCE IMPLICATIONS

- 4.1 Fife and Forth Valley CJA received £100,000 from the Scottish Government in 2010-2011. The same sum of £100,000 has been provided by the Scottish Government for 2011-2012.


5 BACKGROUND PAPERS

- 5.1 FFV CJA Board Report: Women Offenders, dated 6 April 2010.
- 5.2 FFV CJA Board Report: Women Offenders, dated 4 October 2010.

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Date 16 February 2011

Reference 20110315WomenOffenders

| | |
|--|--|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 7 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| COMMUNITY PAYBACK ORDERS | |

1 RECOMMENDATION(S)

Members of Fife and Forth Valley CJA Board are asked to

- 1.1 Note the contents of this Report.
- 1.2 Request that a progress report on the use of Community Payback Orders is submitted to the FFV CJA Board meeting in September 2011.
- 1.3 Request that a Report on the National Audit of Community Service be submitted to the FFV CJA Board when it is available.

2 CONSIDERATIONS

2.1 The Criminal Justice and Licensing (Scotland) Act 2010 introduced a range of new measures to make communities safer. These included:

- Introduction of the Community Payback Order (CPO);
- Presumption against short-term prison sentences of three months or less.

2.2 Both these elements were introduced on 1 February 2011. As previously reported to Fife and Forth Valley CJA Board, the CPO will replace Probation, Community Service and Supervised Attendance Orders. The new legislation will not be applied retrospectively, therefore, for some months to come, offenders appearing before the Courts in relation to offences committed before 1 February 2011, sentencers will still consider Probation, Community Service and Supervised Attendance Orders as disposals.

COMMUNITY PAYBACK ORDERS

Key Features of CPO

2.3 The key features of CPOs are outlined in an Appendix to this Report. The various requirements, similar to Probation Conditions, are listed. Other significant changes relate to issues of speed and immediacy, breach and arrangements for offenders under 18 years of age.

Local Arrangements

- 2.4 Each of the four Fife and Forth Valley Local Authorities have made arrangements to ensure the successful introduction of the CPO.

Fife

- 2.5 Fife CJS have realigned their Court, Probation and Community Service Teams to create four new Community Payback Teams. All Criminal Justice Social Work staff have been involved in national CPO training in relation to CPO, National Standards and Report writing. Local training has also been provided to Criminal Justice Assistants.
- 2.6 Regular meetings have been arranged with Team Managers and Sheriffs to monitor the introduction of the CPO and address any issues as they arise.
- 2.7 Fife CJS have re-branded Community Service with the new national CPO branding. This will be used on all correspondence to promote work of the CPO in communities.

Clackmannanshire

- 2.8 Clackmannanshire Criminal Justice Services have enhanced the establishment of staff who will supervise and oversee the increased demand they have projected for unpaid work. These staff have been appointed on both a permanent and sessional basis to ensure maximum flexibility of response.
- 2.9 Key staff have participated in the national CPO training, IT systems have been redesigned to ensure compliance in the collection of relevant data in relation to CPO activity. Discussion has taken place with the local Sheriff and the Local Authority Communication Unit to determine the best way to publicise locally the implementation of CPO and use of the national CPO branding.

Falkirk

- 2.10 All staff within Falkirk CJS have been involved in local and national training in relation to the introduction of the CPO and revised National Standards. Structures within the CJS will remain broadly the same but with strengthened provision in relation to employability, life skills, health and young offenders.
- 2.11 Local quality assurance and communication groups have been established and new leaflets on CPO produced. Local training has been provided to Sheriffs and other Court users. Discussions are ongoing with Court staff to ensure a smooth transition to the CPO.

Stirling

- 2.12 All staff within Stirling CJS have been involved in local and national training in relation to CPO and revised National Standards and the local Practice Forum is focusing on the CPO too. No structural change is being introduced. IT systems will require to be altered but in the meantime weekly monitoring will take place regarding the imposition of CPOs. Contact with local Sheriffs has been made and links with the local JP Court strengthened.

Speed and Immediacy

- 2.13 Currently, the legislation for Community Service Orders allows for offenders to complete their unpaid work within a period of 12 months from the date of sentence. The new CPO requires that Level 1 Orders of up to 100 hours, be completed within three months and Level 2 Orders of up to 300 hours, be completed within six months.
- 2.14 There is an ability to request sentencers agree longer periods to complete CPOs if, for example, an offender is given a lengthy Order and is in full-time employment.
- 2.15 In an effort to assist Local Authority Criminal Justice Social Work Services prepare for the speed and immediacy required of CPO, the Scottish Government have invested an additional £6million over the past three years. Table 1 below illustrates the additional sums received by Fife and Forth Valley and allocated to each of the four Local Authorities.

| | 2008-2009 | 2009-2010 | 2010-2011 |
|------------------|------------------|------------------|------------------|
| | £ | £ | £ |
| Fife | 54,984 | 191,919 | 303,029 |
| Clackmannanshire | 11,398 | 46,563 | 85,003 |
| Falkirk | 24,687 | 108,039 | 208,422 |
| Stirling | 14,669 | 49,312 | 90,919 |
| Total: | 105,738 | 395,833 | 687,373 |

Table 1

- 2.16 Regular Reports have been provided to the FFV CJA Board outlining how the additional funds allocated to improve speed and immediacy have been utilised. Additional Community Service Work Supervisor posts have been created across all four Local Authorities in an effort to provide more work placement opportunities for offenders. This investment in additional staffing has resulted in increased numbers of offenders commencing their Orders more quickly. Unfortunately, as illustrated in Table 2, efforts to improve the completion rates of Community Service have to-date not proved sufficient to meet the target rate of 5.6 hours per week (the minimum of amount of hours an offender requires to complete each week to ensure completion of a CSO within six months).

Numbers on Community Service – Average Weekly Completion Rates

| Local Authority | Performance April-Dec 2010 | Performance April 2009-March 2010 | Target |
|------------------------|----------------------------|-----------------------------------|------------|
| | Hours | Hours | Hours |
| Clackmannanshire | 3.34 | 4.72 | 5.6 |
| Falkirk | 3.67 | 2.97 | 5.6 |
| Stirling | 4.07 | 4.33 | 5.6 |
| Fife | 3.67 | 3.16 | 5.6 |
| FFV CJA Average | 3.67 | 3.80 | 5.6 |

Table 2

- 2.17 The lack of progress in meeting the target rate is attributable to a variety of factors. Average weekly completion rates are affected by the overall completion rates of all offenders placed on Community Service or 229 Orders (ie unpaid work as a Condition of Probation). If breached, a process which can take some months, and then the offender is provided by the sentencer with a further opportunity to complete the Order, this prolongs the overall completion rate. Similarly, if an offender receives a short custodial sentence for an outstanding offence, their ability to complete the Community Service Order is interrupted and, again, the overall completion rate is lengthened. It must be acknowledged, however, that these issues have always existed and have impacted on completion rates every year.
- 2.18 Discussions are ongoing both nationally and locally to address this issue. If offenders are suspended during periods of breach and imprisonment and the period of suspension subtracted from completion rates, significant improvement could be seen. For example, in Stirling, if Breach periods are removed their average weekly completion rates improve to 4.44 for 2009-2010 and 5.37 for period April to December 2010.
- 2.19 A more accurate reflection of improvements in completion rates could be monitored if Local Authority Criminal Justice Services were to report on the number of Community Service/Unpaid work hours completed each month. Discussions are taking place locally to address this.
- 2.20 The creation of additional Community Service Work Supervisors, both permanent and sessional, has increased the number of work groups available in each Local Authority area. In Fife, seven new Community Service Work Supervisor posts have been created. Clackmannanshire has created one additional Work Supervisor post and additional sessional hours. Unfortunately, the long term absence of two Work Supervisors has negated the increase in staffing, although it is hoped that staffing numbers will be back to full compliment by April 2011. In Falkirk, a Project Manager post and eight WTE (whole time equivalent) temporary and sessional Work Supervisor posts have been created. In Stirling, one full time Work Supervisor post has been created and additional sessional staff recruited too.

- 2.21 Local Authority Criminal Justice Social Work Services have made other investments in strengthening Community Service and Probation in preparation for the introduction of the CPO, the details of which have been fully outlined to the FFV CJA Board at previous meetings. Examples include, creation of additional Criminal Justice Officer posts, improvements in Community Service workshops and purchase of additional Community Service vans and equipment.
- 2.22 Fife and Forth Valley CJA will continue to closely monitor start and completion rates of community service/unpaid work. The results of the third national audit of Community Service, conducted by the Scottish Government, will be published within the next few months and the results will be presented to the FFV CJA Board once available.

3 CONSULTATION

- 3.1 Consultation and awareness raising has taken place since summer 2010 regarding the introduction of CPOs. This includes:
- Scottish Government awareness raising sessions delivered to CJA partners and Elected Members at three events in Fife and Forth Valley;
 - Awareness Raising Session with Justices of the Peace from Tayside, Central and Fife Sheriffdom.
- 3.2 The Criminal Justice and Licensing (Scotland) Act 2010 also places a requirement on Local Authorities to undertake community consultations on the unpaid work or other activity work requirement of the CPO. This includes:
- Chief Constable of the Local Authority area;
 - Sheriff Principal;
 - Organisations representing victims of crime;
 - Voluntary organisations within the Local Authority area;
 - One or more Community Council within the Local Authority area;
 - Community Planning Partnership;
 - Community Safety Partnership;
- 3.3 Other organisations that may be consulted include:
- Individuals or organisations representing the interests of particular age groups;
 - Groups representing ethnic minorities, those with disabilities, religious, inter-faith and belief groups;

- Organisations representative of commercial/retail businesses or social enterprise in the Local Authority area;
 - Organisations that support the rehabilitation of offenders within the Local Authority area and/or deal with issues that directly affect offenders, such as Health Boards and Alcohol and Drug Partnerships.
- 3.4 This guidance makes clear that extensive consultation is required. Locally each Criminal Justice Social Work Service will liaise with their Local Authority Communications Teams and make use of local media. Fife and Forth Valley CJA will assist in facilitating an annual consultation event where all representatives from all key agencies listed above will be invited. The first event is arranged for 23 March 2011.

Annual Report

- 3.5 Each Local Authority is required to produce an Annual Report on Community Payback. The Scottish Government have yet to produce guidance on the contents of the Annual Report but it is expected that the Report will require to provide details of:
- Community consultation undertaken;
 - Nature of unpaid work undertaken;
 - Nature of 'other activities' offenders have been involved in;
 - Number of unpaid hours of work undertaken;
 - Completion.
- 3.6 Preparation for the production of the Annual Reports will assist Fife and Forth Valley CJA in the monitoring of CPOs and unpaid work.

4 RESOURCE IMPLICATIONS

- 4.1 As stated at paragraph 2.14 the Scottish Government have invested an additional £6million into Community Service/Community Payback over the past three years. The additional sums received by Fife and Forth Valley CJS is outlined in Table 1 on page three.
- 4.2 Notification of the Grant Allocation for Criminal Justice Social Work Services was issued to Fife and Forth Valley CJA on 4 February 2011. The amount allocated for CPO equals the total amount allocated for Probation, Community Service and Supervised Attendance Orders in 2010-2011 - £4,533,257.
- 4.3 On 1 February 2011 the Cabinet Secretary for Justice, Mr K MacAskill announced that an additional £4m is to be allocated for CPOs this year. Details have yet to be announced but it is known that the additional money is to be used to help ensure that unpaid work projects which might not otherwise have been able to proceed can do so.


5 BACKGROUND PAPERS

- 5.1 FFV CJA Board Report: Additional Funding for Community Service, dated 8 September 2009.
- 5.2 FFV CJA Board Report: Community Service, dated 4 October 2010.
- 5.3 Community Payback Order Guidance on Community Consultation on the 'Unpaid Work or Other Activity' Requirement, Scottish Government, 1 February 2011 (copy available on Fife and Forth Valley CJA website – www.ffvcja.co.uk).

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| Anne Pinkman | Chief Officer |  |

Date 14 February 2011

Reference 20110315CommunityPaybackOrders



THE COMMUNITY PAYBACK ORDER

The Scottish Parliament approved the Criminal Justice and Licensing (Scotland) Bill at Stage 3 on 30 June, now an Act. The new community payback order (set out at section 14 of the Act) is a new sentence which will replace the existing provisions for community service orders, probation orders, supervised attendance orders and the former community reparation order. Other existing court orders - the drug treatment and testing order and the restriction of liberty order (electronic tagging) – remain unchanged.

The Act inserts the provisions into a new section in the Criminal Procedure (Scotland) Act 1995. The community payback order will come into force at a date yet to be determined by Scottish Ministers.

A community payback order will consist of a number of requirements. From these, the court may select one or more in deciding on the make up of the order and these can be tailored specifically to each offender based on the nature of their crime and the underlying issues which are fuelling it. The requirements are:

- Unpaid work or other activity requirement;
- Offender Supervision requirement
- Compensation requirement
- Programme requirement;
- Mental Health Treatment requirement;
- Drug treatment requirement;
- Alcohol treatment requirement;
- Residence requirement;
- Conduct requirement.

KEY FEATURES

- The community payback order will be a sentence – not an *alternative* to a sentence, which is what a probation order is.
- The community payback order will be regarded as an alternative to custody; but courts will also be able to impose a community payback order with a restricted range of requirements as an alternative to, or in addition to, a fine.
- Where the law would previously have imposed short jail terms (or more recently supervised attendance orders) on minor fine defaulters, courts will now impose a low tariff community payback order.
- A community payback order including an unpaid work or other activity requirement may only be imposed on an offender aged 16 or above.
- Unpaid work or other activity requirements can be imposed for between 20 and 300 hours. A requirement of 20-100 hours is referred to as a "level 1 requirement"; and a requirement of 101-300 hours as a "level 2 requirement". Where an unpaid work or other activity requirement is to be imposed in a Justice of the Peace court, it will be limited to level 1.

- Justice of the Peace courts can select from: offender supervision requirement, level 1 unpaid work or other activity requirement, residence requirement, conduct requirement and compensation requirement.
- Orders can be made for a period of between 6 months and 3 years unless they consist solely of an unpaid work or other activity requirement. An unpaid work or other activity requirement must be completed within 3 months (level 1) and 6 months (level 2) - unless the court states otherwise at the point of sentence.
- An offender supervision requirement is mandatory when an order is imposed on an offender aged under 18 years. It is also mandatory when a court imposes any requirement apart from an unpaid work or other activity requirement.
- A further offence committed during the order is not a breach of the order.
- A court may schedule discretionary periodic review hearings to check on an offender's progress at any point within the duration of the order.
- A court can decide to discharge an order early, in circumstances where an offender has made highly positive progress.
- If an offender breaches a community payback order, the court can vary the order to impose new or different requirements. It can decide to impose a restricted movement requirement (electronic monitoring). Ultimately it can decide to revoke the order and impose a custodial sentence, or any other disposal which it could have used at first instance.
- The local authority must carry out an annual community consultation on the types of activities to be carried out locally by those subject to an unpaid work or other activity requirement.

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| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 8 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| CRIMINAL JUSTICE SOCIAL WORK GRANT ALLOCATION 2011-2012 | |

1 RECOMMENDATION(S)

Members of Fife and Forth Valley CJA Board are asked to:

- 1.1 Note the Grant Allocation for the provision of Criminal Justice Social Work Services for 2011-2012.
- 1.2 Determine whether a moratorium be applied on the formula to determine allocation of Grant to the four Fife and Forth Valley Local Authorities.
- 1.3 Request that the Chief Officer present the Fife and Forth Valley CJA Board, at its next meeting in June 2011, with a Report outlining options for investment of the non centrally initiated core funding for the period 2011-2014. The funding options will require to reflect the local priorities outlined in the Fife and Forth Valley Area Plan for 2011-2014.

2 CONSIDERATIONS

- 2.1 Notification was received, on 4 February 2011, from the Scottish Government of the allocation Fife and Forth Valley CJA is to receive for the provision of Criminal Justice Social Work Services for 2011-2012. This funding is provided for the provision of core and non core Criminal Justice Social Work Services under Sections 27A and 27B of the Social Work (Scotland) Act 1968 as amended.
- 2.2 The total amount allocated for 2011-2012 is £12,079,285.

Allocation 2011-2012

| | 2010-2011 | 2011-2012 |
|-------------------------|--------------------|--------------------|
| Core Allocation | 7,930,442 | 8,853,076 |
| Non Core Allocation | 4,322,198 | 3,226,209 |
| Total Allocation | £12,252,640 | £12,079,285 |

Table 1

2.3 Appendix 1 to the Report provides the detail of the entire Grant Allocation for 2010-2011. Appendix 2 to the Report provides the same detail of Grant Allocation for 2011-2012.

2.4 Differences include:

- The shift of Grant Allocation for DTTO (Drug Testing and Treatment Orders) and Throughcare Addiction Services from non core to core Grant Allocation;
- Removal of the New Service Development funding from the 2011-2012 Grant Allocation less a £20,000 allocation for April to June 2011;
- Removal of Social Enquiry Pilot funding of £10,000 (this pilot has now expired);
- Allocation of Grant for Probation, Community Service and SAO (Supervised Attendance Orders) remain the same but are intended to fund Community Payback Orders (CPO), introduced from 1 February 2011.

Core Funding

2.5 Ordinarily, each year the Scottish Government applies a funding formula, based on a combination of both workload and needs factors, to determine the core Grant Allocation to each CJA. This year, there has been a moratorium on the formula for allocating funding. This has been agreed by all eight CJAs, CoSLA and ADSW (Association of Directors of Social Work). The sole reason for the moratorium was to ensure no CJA received a lesser amount for core services in 2011-2012 for the introduction of CPOs.

2.6 Following a comprehensive review of core and non core services in 2009, Members of Fife and Forth Valley CJA Board agreed that the formula used by the Scottish Government to determine core funding should similarly be applied to the allocation of Grant to the four Fife and Forth Valley Local Authorities for all core services and an agreed selection of non core services.

2.7 Table 2, below, illustrates the core Grant Allocation to the four Fife and Forth Valley Local Authorities in 2010-2011. The Table also illustrates the share to each of the four Local Authorities if the Scottish Government formula is applied for 2011-2012 both in percentage terms and monetary terms, the difference is not substantial.

| Core Service | % Share 2010-2011 | % Share * 2011-2012 | Difference * |
|------------------|-------------------|---------------------|--------------|
| Fife | 49.39 | 49.44 | +£3,091 |
| Clackmannanshire | 12.42 | 12.53 | +£16,754 |
| Falkirk | 24.35 | 24.25 | -£6,185 |
| Stirling | 13.84 | 13.78 | -£13,660 |

Table 2

* Excludes DTTO.

Community Payback

- 2.8 The core allocation incorporates the roll forward into 2011-2012 for the additional £6million provided for Community Payback. £2million of this additional funding was previously announced by the Cabinet Secretary for Justice in October 2008 and the remaining £4million announced in June 2009.
- 2.9 On 1 February 2011 the Cabinet Secretary for Justice announced that an additional £4million is to be provided to support unpaid work. This money will be additional to the allocation detailed in Appendix 2 of this Report. The intention is that this additional money will be provided to help ensure that unpaid work projects, which might otherwise have been unable to proceed, can do so; further details have yet to be announced.

Non Core Funding

- 2.10 None Core funding is sub-divided into projects/programmes initiated by the Scottish Government and those locally initiated. Appendix 2 to this Report lists the funding Fife and Forth Valley CJA receives for both. Most notably, funding for CSOGP (Community Sex Offender Groupwork Programme) has moved from non centrally initiated to centrally initiated funding for 2011-2012. Funding for centrally initiated programmes are 'ring-fenced' and the expectation is that funding should be spent specifically on those projects. If, however, a CJA is of the view that a central initiative is proving ineffective, or offers poor value for money, the CJA can liaise with the Scottish Government to seek approval to reinvest the Grant into another pressurised area within core or non core. The decision will ultimately lie with the Scottish government and the money could, potentially, be withdrawn.

Non Centrally Initiated Areas of Work

- 2.11 The allocation for non centrally initiated areas of work has to-date been used to fund a range of non core services listed in Appendix 1 to this Report. For 2011-2012, the allocation has been provided as a 'lump-sum', totalling £1,283,501, as shown in Appendix 2. The intention is to allow CJAs the opportunity to change funding priorities in accordance with their Area Plans for 2011-2014; this flexibility is welcome. The Chief Officer is now in the process of discussing funding priorities with our four Local Authority Criminal Justice Social work Services and other partners.
- 2.12 Options for use of the non centrally initiated funding will be identified and presented to the next meeting of Fife and Forth Valley CJA Board in June 2011.
- 2.13 It is acknowledged that any changes in funding non core services may have an impact on existing non core services and the partners who provide these services. Notification has been given to partners alerting them to potential changes. In the interim, funding for existing non core services largely continues on a pro rata basis until June 2011 when new options for funding can be considered by the Board.

New Development Funding

- 2.14 For the period 2008-2011, each CJA in Scotland received approximately £190,000 each year to develop new services in line with the priorities in their Area Plans for that period. Within Fife and Forth Valley CJA, it was agreed to invest funding in:
- Development of groupwork provision;
 - Supported accommodation;
 - Strengthen supervision of high risk offenders;
 - Development of services for prisoners' families.
- 2.15 The loss of the New Development funding will impact significantly, particularly, on the first two areas noted above. 3.6 WTE posts were created across the Fife and Forth Valley Local Authorities to develop groupwork programmes. 3 WTE posts were also created to strengthen supported accommodation across Fife and Forth Valley. All posts are now in jeopardy. £20,000 has been provided by the Scottish Government for the New Development funding for the period April to June 2011. This sum will be used to continue funding the 3 WTE Tenancy Support Workers (a 0.5 WTE exists) until June 2011.
- 2.16 Each Local Authority will determine, separately, if they wish to continue to employ the Workers temporarily until June 2011. Both the Groupwork and Supported Accommodation initiatives will be considered within the review of non centrally initiated funding and may be included in the options presented to the Board in June 2011 for future investment.

Women Offenders

- 2.17 In 2010-2011, each CJA across Scotland received £100,000 to support women offenders and reduce their risk of re-offending. The same level of funding is to be provided for 2011-2012. A Report to the Board in June 2011 will be provided recommending how this money should be utilised.

Drug Court

- 2.18 Funding for Fife Drug Court has been extended to March 2012. The Scottish Government has provided this allocation on condition that local partners continue to work with them to achieve cost savings and where possible 'divert resources into more effective interventions'. This work is continuing, cost savings have been made and Fife Drug Court has continued to operate with the same level of funding since it began in 2002.

Virement

- 2.19 The Scottish Government allows for 20% of the funds a CJA receives for non centrally initiated funding to be vired to core services, albeit approval must be obtained from the Scottish Government. To-date, Fife and Forth Valley CJA have never applied to vire money in such a way. The 20% ceiling has now been removed in an effort to allow CJAs to address any shortfall in their ability to fund CPOs and provide more flexibility to fund CPOs and provide more flexibility in targeting funding to meet local and national priorities, again, approval must be obtained from the Scottish Government.

- 2.20 The Chief Officer will consider this flexibility when determining options for use of the non centrally initiated funding for 2011-2012.

Accountability Issues

- 2.21 Chief Officers, as budget holders, are ultimately accountable for the proper use of the Section 27 Grant funds allocated to their CJA, including internal resource allocations across the constituent Authorities. In the discharge of their duties, Chief Officers should act in accordance with the principles of the Public Finance and Accountability (Scotland) Act 2000 and related guidance, and the requirements of the Government Financial Reporting Manual. CJAs will also require to allocate Section 27 Grant funding in a way which reflects the objectives of the Area Plan as well as other considerations, including any other related resources which partners propose to direct towards activities relevant to the Plan.

Audit

- 2.22 CJAs are required to complete Annual Accounts. These Accounts require to be audited and submitted to Audit Scotland by 30 September. Following receipt of the CJA Audited Accounts from Audit Scotland, the Scottish Government will make arrangements for the Audited Annual Accounts to be laid before Parliament.

3 CONSULTATION

- 3.1 Consultation has taken place with Officers from the four Fife and Forth Valley Local Authorities and other partner agencies.

4 RESOURCE IMPLICATIONS

- 4.1 The Allocation of Grant from the Scottish Government for the provision of Criminal Justice Social Work Services for 2011-2012 is £12,079,285.


5 BACKGROUND PAPERS

- 5.1 CJSWS Allocation of Grant, letter dated 4 February 2011, from Scottish Government.

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| Anne Pinkman | Chief Officer |  |

Date 14 February 2011

Reference 20110315CJSWGratnAllocation2011

APPENDIX 1

**Fife & Forth Valley Community Justice Authority
Indicative Allocation 2010/11 (Revised 12 October
2010)**

| Service | 2010/11 Allocation |
|--|-------------------------------|
| Core | |
| Probation | £1,595,431 |
| Community Service | £2,508,808 |
| Social Enquiry Reports (frozen at 2008/09 Allocation) | £1,711,695 |
| Throughcare | £920,160 |
| Home Detention Curfew | £34,155 |
| SAO | £429,018 |
| Diversion | £82,663 |
| Bail | £180,460 |
| Court Services | £468,052 |
| Total Core Services | £7,930,442 |
| Non Core | |
| Centrally Initiated Funding | |
| Delivery of the National Training Programme | £60,000 |
| Drug Courts | £689,061 |
| MAPPA | £268,455 |
| Throughcare Addiction Services | £51,500 |
| Caledonian | £301,971 |
| Funding for Non-Centrally Initiated Areas of Work | |
| Development of Forensic Mental Health Service | £18,486 |
| DTTO | £871,134 |
| Employment Services | £154,735 |
| Fast Track Drugs Assessment & Treatment | £305,078 |
| New Service Development Funding | £183,365 |
| Programme Delivery | £629,030 |
| Social Enquiry Report Pilot - 2nd Round (April 2010) | £10,000 |
| Substance Related Offending | £13,474 |
| Supported Accommodation | £408,513 |
| Women Offenders | £100,000 |
| Young Offenders | £257,396 |
| Total Non Core | £4,322,198 |
| Overall Total | £12,252,640 |

Fife & Forth Valley Community Justice Authority Indicative
Allocation 2011/12

| Service | 2011/12 Allocation | 2011/12 Total Scotland Allocation |
|--|--------------------|-----------------------------------|
| Core | | |
| Community Probation | £1,595,431 | £10,708,824 |
| Payback Community Service | £2,508,808 | £19,430,621 |
| Order SAO | £429,018 | £3,964,017 |
| Criminal Justice Social Work Report (formerly SER frozen at 2008/09 Throughcare (Includes throughcare addiction services)) | £1,711,695 | £12,732,275 |
| Home Detention Curfew | £971,660 | £8,893,319 |
| Diversion | £34,155 | £316,602 |
| Bail | £82,663 | £1,457,534 |
| Court Services | £180,460 | £1,775,258 |
| DTTO | £468,052 | £3,224,940 |
| | £871,134 | £6,615,323 |
| Total Core Services | £8,853,076 | £69,118,714 |
| Non Core | | |
| Centrally Initiated Funding | | |
| Delivery of the National Training Programme | £60,000 | |
| Drug Courts | £689,061 | |
| MAPPA | £268,455 | |
| Caledonian | £301,971 | |
| Constructs | £264,515 | |
| CSOGP | £238,706 | |
| Total Centrally Initiated Funding | £1,822,708 | |
| Non-Centrally Initiated Funding | | |
| | £1,283,501 | |
| New Development Funding (Apr - June 2011 only) | £20,000 | |
| Women Offenders | £100,000 | |
| Total Non Core | £3,226,209 | |
| Overall Total | £12,079,285 | |

| | |
|--|--|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 9 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES | |

1 RECOMMENDATION(S)

- 1.1 To approve the draft financial position at end of December 2010 regarding Fife and Forth Valley CJA Administration Grant.
- 1.2 To approve the Fife and Forth Valley CJA Administration Grant Allocation for 2011-2012, per letter from Ian Donaldson, dated 23 February 2011.

2 CONSIDERATIONS

- 2.1 Fife and Forth Valley Community Justice Authority is receiving up to £207,316 in 2010-2011 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.
- 2.2 Appendix 1 contains a breakdown of the projected spend against this budget for 2010-2011. The draft final position is that we anticipate to spend our full allocation. Any underspend in Grant will be returned to the Scottish Government.
- 2.3 For the second year running there was no uplift in Grant from the Scottish Government. The financial pressures this would have had on the budget this year have been alleviated by negotiating Service Level Agreements at reduced costs for Support Services.
- 2.4 Per the letter from the Scottish Government, dated 23 February 2011, attached as Appendix 2 to this Report, it has been confirmed that Fife and Forth Valley Community Justice Authority's Administration Grant Allocation for financial year 2011-2012 will be £207,316, the same as the previous two years. It is anticipated that extra pressure will be incurred on the 2011-2012 administration budget, mainly due to increased employee on-costs, and a full year of VAT charged at the 20% rate.
- 2.5 The Fife and Forth Valley CJA Chief Officer, and Finance Officer will draft an Administration Grant budget for approval at the Board in June 2011.

3 CONSULTATION

3.1 Consultation has taken place with the Chief Officer.

4 RESOURCE IMPLICATIONS

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


5 BACKGROUND PAPERS

5.1 None.

Author(s)

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

Approved by

| Name | Designation | Signature |
|--------------|---------------|---|
| Anne Pinkman | Chief Officer |  |

Date 01 March 2011

Reference 20110315FFVCJAAAdministrationMonies

APPENDIX 1

Summary Financial Statement 2010/2011 Fife & Forth Valley CJA Admin Grant

| | Budget £ | Projection £ | Variance £ |
|--|----------------|-----------------|------------------|
| | | | () = Underspend |
| Chief Officer | 76,910 | 77,342 | 432 |
| <i>Admin/PA</i> | <i>25,820</i> | <i>25,808</i> | <i>(12)</i> |
| <i>Planning Officer</i> | <i>44,340</i> | <i>44,923</i> | <i>583</i> |
| Support Staff/Agency Staff | 70,160 | 70,731 | 571 |
| TOTAL STAFFING | 147,070 | 148,073 | 1,003 |
| <i>Rent</i> | <i>8,010</i> | <i>8,010</i> | <i>0</i> |
| Property Costs | 8,010 | 8,010 | 0 |
| <i>Staff Travel</i> | <i>4,000</i> | <i>4,000</i> | <i>0</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>1,160</i> | <i>160</i> |
| <i>Printing</i> | <i>2,000</i> | <i>1,920</i> | <i>(80)</i> |
| <i>Stationery</i> | <i>2,000</i> | <i>2,360</i> | <i>360</i> |
| <i>Professional Fees/Consultancy</i> | <i>1,000</i> | <i>1,000</i> | <i>0</i> |
| <i>Audit Fees</i> | <i>5,110</i> | <i>5,120</i> | <i>10</i> |
| <i>Telephones</i> | <i>1,000</i> | <i>616</i> | <i>(384)</i> |
| <i>Computer Equipment</i> | <i>500</i> | <i>1,200</i> | <i>700</i> |
| Office Expenses | 17,610 | 18,376 | 766 |
| <i>Training</i> | <i>1,500</i> | <i>20</i> | <i>(1,480)</i> |
| <i>Conferences</i> | <i>2,000</i> | <i>1,460</i> | <i>(540)</i> |
| <i>Members Expenses</i> | <i>6,000</i> | <i>6,000</i> | <i>0</i> |
| Conferences & Training | 9,500 | 7,480 | (2,020) |
| <i>HR</i> | <i>2,000</i> | <i>2,350</i> | <i>350</i> |
| <i>Finance</i> | <i>21,120</i> | <i>20,671</i> | <i>(449)</i> |
| <i>Legal</i> | <i>2,000</i> | <i>2,350</i> | <i>350</i> |
| HR, Finance and Legal Support | 25,120 | 25,371 | 251 |
| Total CJA Costs | 207,310 | 207,310 | 0 |
| Grant from Scottish Government | 207,310 | 207,310 | 0 |
| Total Projected (Under)/Overspend | 0 | 0 | 0 |

Justice Directorate
Community Justice Division

T: 0131-244 3511 F: 0131-244 3548
E: ian.donaldson@scotland.gsi.gov.uk



Anne Pinkman
Chief Officer
Fife & Forth Valley Community Justice Authority
Glebe Halls
Burgh Mews
ALLOA
FK10 1HS

Your ref:
Our ref:
23 February 2011

28 FEB 2011

Dear Anne,

**COMMUNITY JUSTICE AUTHORITY: FIFE & FORTH VALLEY
ADMINISTRATION GRANT ALLOCATIONS 2011-12**

I am writing to inform you of the administration grant for your Community Justice Authority (CJA) for 2011-12 financial year.

I am pleased to inform you that a grant allocation of £207,316 has been approved and will be paid to your CJA to meet all reasonable administrative costs incurred during the financial year 2011-12. The funding is provided under Section 4(6) of the Management of Offenders etc (Scotland) Act 2005.

Payment of grant will be made in four quarterly payments. The first instalment will be paid in early April. The remaining instalments will be paid following receipt by the Scottish Government of quarterly returns detailing expenditure incurred at end of each quarter and projected outturns. Failure to submit quarterly returns by the required date may imperil payment of subsequent instalments.

As a condition of grant, your CJA will be required to adhere to the financial guidelines detailed in the management statement/financial memorandum issued by the Scottish Government in April 2008 and to any revisions of these including on public sector spending guidelines.

The Management of Offenders etc. (Scotland) Act 2005 (Members' Remuneration and Supplementary Provisions) Order 2008 (SSI 2008/30) establishes the statutory basis for annual accounts. The statutory accounts for the CJA should include income and expenditure relating to both administration of the CJA and to criminal justice social work services. The governing framework under which Audit Scotland will undertake audit of CJAs is the Public Finance and Accountability (Scotland) Act 2000.

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.scotland.gov.uk



Audit Scotland will appoint external auditors to undertake the audit of CJA statutory accounts. CJAs must submit their accounts to their respective external auditor as soon as practicable following the end of the financial year, and by 30 September at the latest. A copy of the accounts should be sent to Community Justice Division at the same time. The external auditors are required to complete their audit by 31 October. Audit Scotland must then send the audited accounts to Ministers in time to be laid before the Scottish Parliament by 20 December.

Following receipt of the audited statutory accounts, the Scottish Government will consider any comments made by external auditors and ensure that appropriate action is taken. Any balance of grant due will be paid up to the maximum level of the grant allocation. Any overpayment of grant will be repaid to the Scottish Government within one month of receipt of a letter informing the CJA that monies are due to the Scottish Government.

Please contact Maurice Williams (tel: 0131 244 5439) or e-mail Maurice.williams@scotland.gsi.gov.uk if you have any queries about the contents of this letter.

Yours sincerely



IAN DONALDSON

| | |
|--|---|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 10 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2010/11 | |

1 RECOMMENDATION(S)

- 1.1 To approve the projected outturn position for financial year 2010-2011 regarding Fife and Forth Valley CJA Section 27 Grant.

2 CONSIDERATIONS

- 2.1 Criminal Justice Social Work Services are funded via a ring-fenced grant from the Scottish Government. Chief Officers of the CJAs, as budget holders, are responsible for the effective financial management of the funds allocated to their CJA, including internal resource allocation across the constituent Authorities.
- 2.2 The Appendix to this Report shows a total projected expenditure outturn of £416,492 over grant allocation.
- 2.3 In Fife Council the projected expenditure outturn is £566,897 over grant allocation. Overheads for Fife are £687,656, approx 11% of the total expenditure. Fife Council allocate the full grant to the service and the overheads are absorbed by the Council.
- 2.4 In Falkirk Council the projected expenditure outturn is £240,273 under grant allocation. Core budget is expected to spend £23,862 under the grant allocated. The Core underspend relates to delays in staff recruitment due to current economic climate. Non-core is expected to spend £216,411 under grant allocated. The main reason for the underspend in the Non Core is the delay in starting the Caledonian project. The figures in this Report are prior to the Scottish Government clawing back £130k for the Caledonian underspend, this figure should consequently reduce for the next Report submitted to the Board.
- 2.5 In Stirling Council the projected expenditure outturn is £105,252 over grant allocation. The Core is expected to be £135,945 over in total. The main reason for this is current workload exceeding the grant allocation. This overspend will be funded from other funding streams, mainly Stirling Council and Community Planning Partnership monies.

Non Core is expected to be under by £30,693 in total. This is due to an accrual from last year in Supported Accommodation which will not be needed.

- 2.6 In Clackmannanshire Council the projected expenditure outturn is £7,998 over grant allocation. The Core is expected to be £5,794 over in total, this is due to single status informal appeal costs. Non Core is expected to be over allocation by £2,204 in total. This is due to the SLA for APEX being greater than the budget received. Savings made in other non core areas have reduced the overspend.
- 2.7 Any expenditure over the grant allocation is the liability of the respective individual Local Authorities.

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 & Forth Valley CJA budget monitoring report to end December 2010.

Author(s)

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

Approved by

| Name | Designation | Signature |
|--------------|---------------|---|
| Anne Pinkman | Chief Officer |  |

Date 21 February 2011

Reference 20110315FFVCJSWSBudgetMonitoring

APPENDIX

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

QUARTERLY REPORT ON SECTION 27 EXPENDITURE 2010/11 (Consolidated)

| Service | 2010/11 Allocation | YTD SPEND 31-12-10 | PROJECTED YEAR END SPEND | YEAR END VARIANCE |
|--|-----------------------|-----------------------|-----------------------------|----------------------|
| Core | | | | |
| Probation | £1,595,431 | £1,055,181 | £1,640,304 | £44,873 |
| Community Service | £2,508,807 | £1,745,562 | £2,506,362 | -£2,445 |
| Social Enquiry Reports | £1,711,695 | £1,116,456 | £1,838,891 | £127,196 |
| Throughcare | £937,505 | £642,503 | £1,037,309 | £99,804 |
| Home Detention Curfew | £14,954 | £10,053 | £16,013 | £1,059 |
| SAO | £429,018 | £296,333 | £527,866 | £98,848 |
| Diversion | £82,663 | £71,664 | £117,168 | £34,505 |
| Bail | £180,460 | £106,084 | £232,342 | £51,882 |
| Court Services | £468,051 | £389,355 | £624,959 | £156,908 |
| Total Core Services | £7,928,584 | £5,433,191 | £8,541,215 | £612,631 |
| Non Core | | | | |
| Centrally Initiated Funding: | | | | |
| Caledonian | £301,971 | £52,373 | £140,851 | -£161,120 |
| Delivery of the National Training Programme | £60,000 | £46,936 | £60,790 | £790 |
| Drug Courts | £1,236,118 | £677,522 | £1,261,458 | £25,340 |
| MAPPA | £268,455 | £193,422 | £306,486 | £38,031 |
| Throughcare Addiction Services | £51,500 | £26,076 | £46,058 | -£5,442 |
| Funding for Non-Centrally Initiated Areas of Work: | | | | |
| Development of Forensic Mental Health Service | £18,486 | £0 | £18,486 | £0 |
| DTTO | £324,077 | £148,657 | £318,653 | -£5,424 |
| Employment Services | £154,735 | £89,277 | £175,926 | £21,191 |
| Fast Track Drugs Assessment & Treatment | £305,078 | £110,210 | £305,078 | £0 |
| Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation) | £629,030 | £473,395 | £683,826 | £54,796 |
| SER Pilot | £10,000 | £5,852 | £8,519 | -£1,481 |
| Substance Related Offending | £13,474 | £6,800 | £13,447 | -£27 |
| Supported Accommodation | £408,512 | £165,831 | £257,454 | -£151,058 |
| Young Offenders | £257,395 | £130,162 | £251,849 | -£5,546 |
| Women Offenders | £100,000 | £0 | £100,000 | £0 |
| Intensive Support Packages | £64,000 | £62,962 | £64,000 | £0 |
| New Service Development Funding | | | | |
| Extension of CSOGP/Domestic Violence groupwork | £111,400 | £81,348 | £106,898 | -£4,502 |
| Supported Accommodation Services - 3 Support Workers | £61,965 | £31,783 | £60,278 | -£1,687 |
| High Risk Offender Management Lead Officer | £0 | £0 | £0 | £0 |
| Total Non Core | £4,376,196 | £2,302,606 | £4,180,057 | -£196,139 |
| Overall Total | £12,304,780 | £7,735,797 | £12,721,272 | £416,492 |

Overhead Included in Figures Above

£1,124,455 9.14%

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 2010/11 (Fife)

| Service | 2010/11 Allocation | YTD SPEND 12-10 | PROJECTED YEAR END SPEND | YEAR END VARIANCE |
|--|--------------------|-------------------|--------------------------|-------------------|
| Core | | | | |
| Probation | £828,207 | £552,068 | £856,579 | £28,372 |
| Community Service | £1,257,702 | £966,677 | £1,232,949 | -£24,753 |
| Social Enquiry Reports | £864,118 | £552,643 | £945,267 | £91,149 |
| Throughcare | £486,136 | £345,098 | £564,215 | £78,079 |
| Home Detention Curfew | £0 | £0 | £0 | £0 |
| SAO | £181,855 | £121,236 | £274,838 | £92,983 |
| Diversion | £29,686 | £35,664 | £61,886 | £32,200 |
| Bail | £52,613 | £21,801 | £105,370 | £52,757 |
| Court Services | £229,618 | £225,570 | £369,585 | £143,967 |
| Total Core Services | £3,915,935 | £2,820,747 | £4,410,689 | £494,754 |
| Non Core | | | | |
| Centrally Initiated Funding: | | | | |
| Caledonian | £0 | £46,936 | £60,790 | £0 |
| Delivery of the National Training Programme | £60,000 | £67,522 | £1,261,458 | £790 |
| Drug Courts | £1,236,118 | £120,704 | £185,497 | £25,340 |
| MAPPAs | £132,449 | £16,000 | £25,407 | £53,048 |
| Throughcare Addiction Services | £25,407 | £0 | £0 | £0 |
| Funding for Non-Centrally Initiated Areas of Work: | | | | |
| Development of Forensic Mental Health Service | £9,120 | £0 | £9,120 | £0 |
| DTTO | £0 | £0 | £0 | £0 |
| Employment Services | £76,336 | £39,482 | £76,336 | £0 |
| Fast Track Drugs Assessment & Treatment | £0 | £0 | £0 | £0 |
| Programme Delivery (Incl Constrcuts, CSOGP, & Intensive Probation) | £179,833 | £178,018 | £265,429 | £85,596 |
| SER Pilot | £6,667 | £4,000 | £6,667 | £0 |
| Substance Related Offending | £6,647 | £0 | £6,647 | £0 |
| Supported Accommodation | £201,533 | £83,035 | £108,896 | -£92,637 |
| Young Offenders | £126,982 | £90,473 | £126,988 | £6 |
| Women Offenders | £0 | £0 | £0 | £0 |
| Intensive Support Packages | £0 | £0 | £0 | £0 |
| New Service Development Funding | | | | |
| Extension of CSOGP/Domestic Violence groupwork | £49,600 | £31,000 | £49,600 | £0 |
| Supported Accommodation Services - 3 Support Workers | £20,693 | £15,000 | £20,693 | £0 |
| High Risk Offender Management Lead Officer | £0 | £0 | £0 | £0 |
| Total Non Core | £2,131,385 | £1,302,170 | £2,203,528 | £72,143 |
| Overall Total | £6,047,320 | £4,122,917 | £6,614,217 | £566,897 |

Overhead Included in Figures Above £687,856 **11.37%**

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 2010/11 (Falkirk)

| Service | 2010/11 Allocation | YTD SPEND 31-12-10 | PROJECTED YEAR END SPEND | YEAR END VARIANCE |
|---|--------------------|--------------------|--------------------------|-------------------|
| Core | | | | |
| Probation | £352,445 | £252,832 | £352,213 | -£232 |
| Community Service | £656,409 | £404,424 | £633,565 | -£22,844 |
| Social Enquiry Reports | £386,542 | £277,286 | £386,284 | -£258 |
| Throughcare | £197,853 | £141,902 | £197,686 | -£167 |
| Home Detention Curfew | £6,663 | £4,807 | £6,697 | £34 |
| SAO | £138,145 | £103,975 | £137,803 | -£342 |
| Diversion | £24,487 | £17,604 | £24,526 | £39 |
| Bail | £56,702 | £40,671 | £56,656 | -£46 |
| Court Services | £111,435 | £79,957 | £111,389 | -£46 |
| Total Core Services | £1,930,681 | £1,323,458 | £1,906,819 | -£23,862 |
| Non Core | | | | |
| Centrally Initiated Funding: | | | | |
| Caledonian | £261,971 | £52,373 | £105,851 | -£156,120 |
| Delivery of the National Training Programme | £0 | | | £0 |
| Drug Courts | £0 | | | £0 |
| MAPPA | £25,000 | £14,111 | £14,202 | -£10,798 |
| Throughcare Addiction Services | £12,440 | £10,076 | £13,435 | £995 |
| Funding for Non-Centrally Initiated Areas of Work: | | | | |
| Development of Forensic Mental Health Service | £0 | | | £0 |
| DTTO | £0 | | | £0 |
| Employment Services | £0 | | | £0 |
| Fast Track Drugs Assessment & Treatment | £0 | | | £0 |
| Programme Delivery (Incl Construcs, CSOGP, & Intensive Probation) | £449,197 | £295,377 | £418,397 | -£30,800 |
| SER Pilot | £3,333 | £1,852 | £1,852 | -£1,481 |
| Substance Related Offending | £0 | | | £0 |
| Supported Accommodation | £98,675 | £52,352 | £69,800 | -£28,875 |
| Young Offenders | £62,173 | £38,335 | £55,648 | -£6,525 |
| Women Offenders | £0 | £13,351 | £23,382 | £23,382 |
| Intensive Support Packages | £64,000 | £62,962 | £64,000 | £0 |
| New Service Development Funding | | | | |
| Extension of CSOGP/Domestic Violence groupwork | £61,800 | £50,348 | £57,298 | -£4,502 |
| Supported Accommodation Services - 3 Support Workers | £20,786 | £16,783 | £19,099 | -£1,687 |
| High Risk Offender Management Lead Officer | | | | £0 |
| Total Non Core | £1,059,375 | £607,920 | £842,964 | -£216,411 |
| Overall Total | £2,990,056 | £1,931,378 | £2,749,783 | -£240,273 |

Overhead Included in Figures Above

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

£183,407

6.13%

APPENDIX

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

QUARTERLY REPORT ON SECTION 27 EXPENDITURE 2010/11 (Stirling)

| Service | 2010/11 Allocation | YTD SPEND 31-12-10 | PROJECTED YEAR END SPEND | YEAR END VARIANCE |
|--|--------------------|--------------------|--------------------------|-------------------|
| Core | | | | |
| Probation | £203,339 | £109,160 | £218,828 | £15,489 |
| Community Service | £305,320 | £181,310 | £348,768 | £43,448 |
| Social Enquiry Reports | £272,795 | £154,207 | £307,933 | £35,138 |
| Throughcare | £183,909 | £109,042 | £205,391 | £21,482 |
| Home Detention Curfew | £5,416 | £3,327 | £6,424 | £1,008 |
| SAO | £30,884 | £18,969 | £36,632 | £5,748 |
| Diversion | £11,646 | £7,153 | £13,813 | £2,167 |
| Ball | £16,532 | £7,159 | £15,381 | £1,151 |
| Court Services | £67,787 | £41,636 | £80,402 | £12,615 |
| Total Core Services | £1,097,628 | £631,963 | £1,233,573 | £135,945 |
| Non Core | | | | |
| Centrally Initiated Funding: | | | | |
| Caledonian | £20,000 | | £20,000 | £0 |
| Delivery of the National Training Programme | £0 | | | £0 |
| Drug Courts | £0 | | | £0 |
| MAPP | £0 | | | £0 |
| Throughcare Addiction Services | £7,216 | | £7,216 | £0 |
| Funding for Non-Centrally Initiated Areas of Work: | | | | |
| Development of Forensic Mental Health Service | £0 | | | £0 |
| DTTO | £324,077 | £148,657 | £318,653 | £5,424 |
| Employment Services | £0 | | | £0 |
| Fast Track Drugs Assessment & Treatment Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation) | £305,078 | £110,210 | £305,078 | £0 |
| SER Pilot | £0 | | | £0 |
| Substance Related Offending | £0 | | | £0 |
| Supported Accommodation | £57,242 | £7,686 | £31,000 | £26,242 |
| Young Offenders | £36,067 | £1,354 | £37,040 | £973 |
| Women Offenders | £0 | | | £0 |
| Intensive Support Packages | | | | |
| New Service Development Funding | | | | |
| Extension of CSOGP/Domestic Violence groupwork | | | | £0 |
| Supported Accommodation Services - 3 Support Workers | £10,243 | | £10,243 | £0 |
| High Risk Offender Management Lead Officer | | | | £0 |
| Total Non Core | £759,923 | £267,907 | £729,230 | £30,693 |
| Overall Total | £1,857,551 | £899,870 | £1,962,803 | £105,252 |
| Overhead Included in Figures Above | | | 148,604 | 8.00% |

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 2010/11 (Clackmannanshire)

| Service | 2010/11 Allocation | YTD SPEND 12-10 | PROJECTED YEAR END SPEND | YEAR END VARIANCE |
|--|--------------------|-----------------|--------------------------|-------------------|
| Core | | | | |
| Probation | £211,440 | £141,131 | £212,685 | £1,245 |
| Community Service | £289,376 | £193,151 | £291,079 | £1,703 |
| Social Enquiry Reports | £198,240 | £132,320 | £199,407 | £1,167 |
| Throughcare | £69,607 | £46,461 | £70,017 | £410 |
| Home Detention Curfew | £2,875 | £1,919 | £2,892 | £17 |
| SAO | £78,134 | £52,153 | £78,594 | £460 |
| Diversion | £16,844 | £11,243 | £16,943 | £99 |
| Bail | £54,613 | £36,453 | £54,934 | £321 |
| Court Services | £63,211 | £42,192 | £63,583 | £372 |
| Total Core Services | £984,340 | £657,023 | £990,134 | £5,794 |
| Non Core | | | | |
| Centrally Initiated Funding: | | | | |
| Caledonian | £20,000 | £0 | £15,000 | -\$5,000 |
| Delivery of the National Training Programme | £0 | £0 | £0 | £0 |
| Drug Courts | £0 | £0 | £0 | £0 |
| MAPPA | £111,006 | £58,607 | £106,787 | -\$4,219 |
| Throughcare Addiction Services | £6,437 | £0 | £0 | -\$6,437 |
| Funding for Non-Centrally Initiated Areas of Work: | | | | |
| Development of Forensic Mental Health Service | £9,366 | £0 | £9,366 | £0 |
| DTTO | £0 | £0 | £0 | £0 |
| Employment Services | £78,399 | £49,795 | £99,590 | £21,191 |
| Fast Track Drugs Assessment & Treatment Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation) | £0 | £0 | £0 | £0 |
| SER Pilot | £0 | £0 | £0 | £0 |
| Substance Related Offending | £6,827 | £6,800 | £6,800 | £27 |
| Supported Accommodation | £51,062 | £22,758 | £47,758 | -\$3,304 |
| Young Offenders | £32,173 | £0 | £32,173 | £0 |
| Women Offenders | £0 | £0 | £0 | £0 |
| Intensive Support Packages | £0 | £0 | £0 | £0 |
| New Service Development Funding | | | | |
| Extension of CSOGP/Domestic Violence groupwork | £10,243 | £0 | £10,243 | £0 |
| Supported Accommodation Services - 3 Support Workers | £0 | £0 | £0 | £0 |
| High Risk Offender Management Lead Officer | £0 | £0 | £0 | £0 |
| Total Non Core | £325,513 | £137,960 | £327,717 | £2,204 |
| Overall Total | £1,309,853 | £794,983 | £1,317,851 | £7,998 |

Overhead Included in Figures Above

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

£104,788

8.00%

Fife & Forth Valley Criminal Justice Grouping - December 2010 **APPENDIX**

Criminal Justice - Fife & Forth Valley - as at 31st December 2010

| | 2010/11 | 2010/11 | 2010/11 | 2010/11 |
|------------------------------|----------------------|--------------------|-------------------------------|--------------------------|
| DESCRIPTION | Annual Budget | 31/12/10 | Projection to year end | Year End Variance |
| EMPLOYEE COSTS | 9,322,157 | 6,173,671 | 8,860,292 | (461,865) |
| PREMISES-RELATED EXPENDITURE | 401,929 | 192,304 | 401,900 | (29) |
| SUPPLIES & SERVICES | 488,585 | 317,586 | 634,325 | 145,740 |
| TRANSPORT CHARGES | 285,779 | 181,365 | 309,210 | 23,431 |
| THIRD PARTY PAYMENTS | 1,411,310 | 804,073 | 1,460,280 | 48,970 |
| SUPPORT CHARGES | 395,020 | 127,658 | 1,124,455 | 729,435 |
| TOTAL EXPENDITURE | 12,304,780 | 7,796,657 | 12,790,462 | 485,682 |
| GOVT AGENCY REIMBURSEMENTS | (12,304,780) | (5,798,684) | (12,304,780) | 0 |
| OTHER INCOME | 0 | (60,860) | (69,190) | (69,190) |
| TOTAL INCOME | (12,304,780) | (5,859,544) | (12,373,970) | (69,190) |
| NET EXPENDITURE | 0 | 1,937,113 | 416,492 | 416,492 |
| | | | | 69.27% |
| | | | | 3.14% |
| | | | | 4.96% |
| | | | | 2.42% |
| | | | | 11.42% |
| | | | | 8.79% |
| | | | | 100.00% |

| | |
|--|---|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 11 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| LOCAL PERFORMANCE FRAMEWORK QUARTER 3 2010/11 | |

1 RECOMMENDATION(S)

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

- 1.1 Note the contents of the Fife & Forth Valley CJA Local Performance Framework, updated to include data for Quarter 3 of 2010/11.
- 1.2 Request that analysis be undertaken in relation to:
 - SER (Social Enquiry Report) Conversion Rates;
 - Completion Rates of Probation Orders;
 - Completion Rates of Community Service;

and a Report on the findings is submitted to a future meeting of the Fife and Forth Valley CJA Board.

2 CONSIDERATIONS

Local Performance Data

- 2.1 The performance figures for the third quarter of 2010/11 are attached as an Appendix to this report. Comparisons have been made to the previous quarter, the third quarter of 2009/10 and to the overall trend of the previous full year (2009/10). Performance trends that are of particular interest are noted below.
- 2.2 The Local Performance Framework contains statistical data derived primarily from the four Criminal Justice Social Work services in Fife & Forth Valley and from the Scottish Prison Service.
- 2.3 The framework is made up of many indicators that in turn relate to a number of outcomes, both local and national. Statistical changes in the indicators allow the CJA to determine whether it is delivering its outcomes.

- 2.4 For graphical purposes each indicator has a set of arrows- an up arrow to indicate a statistical increase, a down arrow to indicate a reduction. The first column of arrows displays the expected or intended trend; the second column of arrows displays the actual trend. A green arrow indicates that the actual trend is in line with the expected trend. An amber arrow indicates that the actual trend is opposite the expected trend, but only marginally so; a red arrow indicates a more substantial difference, which may require action.

Social Enquiry Reports Submitted to Court

- 2.5 In the year to the end of December 2010 a total of 3781 SERs have been submitted to court, and as such the projected total for the full year 2010/11 will be approximately 600 fewer (-10%) than last year. As such a positive outcome is projected for the CJA. In quarter 3, 1003 SERs were submitted across the CJA area 238 (-19%) fewer than the previous quarter and 307 (23%) fewer than the same quarter last year. All local authorities in the CJA showed comparable reductions.
- 2.6 The overall percentage of reports submitted to court by due date remain consistently very high, at 97.32% for quarter 3-higher than the previous quarter (+0.43%) and similar to the same period last year (97.76%) and the overall percentage for 2009/10 (97.73%).

SER Conversion Rates

- 2.7 The term 'conversion rate' refers to the frequency with which disposal recommendations made by social workers in Social Enquiry Reports match the actual disposal handed down by the judge.
- 2.8 Conversion rates for Community Service Orders (CSOs) for the year to end of the third quarter (52.43%) have remained consistent with the rate for the full year 2009/10 (52.44%). As such this outcome across the CJA will likely have remained constant by the end of the year. The rate for Quarter 3 this year (57%) is an improvement on the previous quarter (+7%) and on the same quarter last year (+5%). This improvement is due to increases in the rate in each of the Forth Valley Local Authorities. In contrast Fife's rate decreased and in Quarter 3 is actually 17% lower than the Forth Valley average. Analysis of Conversion Rates will now be undertaken.
- 2.9 Conversion rates for S229s are much more variable from quarter to quarter than those for CSOs. This is in part due to the smaller number of such orders that are recommended in the first place. On several occasions the conversion rates have been 0% for certain Local Authorities, and this fluctuation affects the calculation of a reliable average rate for the CJA. For the year to date the average conversion rate across the CJA (24.28%) is lower than the rate for the full year 2009/10 (32.5%). In Quarter 3 the highest conversion rate was in Clackmannanshire (60%), the lowest in Fife (0%).

Number of Probation and Community Service Orders Imposed

- 2.10 Across the CJA 225 Probation Orders (including S229s) were imposed, 69 fewer than the previous period (294) and 72 fewer than the same period last year (297). This is a negative outcome.

In the year to end December 2010 a total of 853 Probation Orders have been imposed, and as such the projected total for the full year is approximately 109 (-9%) fewer orders than last year. A negative outcome is therefore projected for the CJA. All Local Authorities showed reductions compared to the previous period and the same period last year.

- 2.11 The number of CSOs (including S229s) imposed across the CJA was also 225, 71 fewer orders than the previous period and 39 fewer than the same period last year. This is a negative outcome. In the year to end December 2010 a total of 852 CSOs have been imposed, and as such the projected total for the full year is approximately 109 (-9%) fewer orders than last. (The similarities with the calculations above for Probation Orders are purely coincidental). A negative outcome is therefore projected for the CJA.
- 2.12 Context: The number of Probation and Community Service Orders imposed is directly related to the overall level of court disposals and requests for Social Enquiry Reports (SERs). Criminal Justice Board statistics show a reduced level of disposals in 2010/11 compared to the previous year. Likewise, as reported at paragraph 2.5, the number of requests for SERs has reduced. The reduction in Court business is directly attributable to reducing crime levels.

Percentage of Successfully Completed Community Service and Probation Orders

- 2.13 In the third quarter of 2010/11 73% of Community Service Orders (CSOs) terminating were successfully completed, only slightly lower than the 75% last period and 5% lower than the same period last year. As such this has been marked as a marginal negative outcome. However, positively, the average successful completion rate across the CJA for the year to end December 2010 (73.44%) is higher than the rate recorded for the full year 2009/10 (67.97%), and as such a positive outcome is projected for the CJA by the end of the year. Most Local Authorities have maintained a consistent successful completion rate over the 3 quarters with the exception of Stirling, which has reduced each quarter from 84% in quarter 1, 73% in quarter 2 and 60% in quarter 3.
- 2.14 In the third quarter of 2010/11 57.6% of Probation Orders terminating were successfully completed, higher than the previous period (54%), but lower than the same period last year (64%) and lower than the overall rate for the previous year (62%). As such this indicator has been marked as a marginal negative outcome. The average successful completion rate across the CJA for the year to end December 2010 (57%) is lower than last year and as such a negative outcome is projected for the CJA. Each Local Authority is showing a slightly reduced successful completion rate, comparing the average over the three quarters to the total for last year. An Analysis of Completion Rates will now be undertaken.

Average hours per week taken to complete Community Service

- 2.15 The new Community Payback Order with unpaid work requirement (level 2) will require the offender to complete the order within 6 months. Given a typical order of 150 hours, this would require the offender to undertake 5.77 hours of community service per week to complete the order in that timeframe.

As such local authorities must increase the average number of hours of community service undertaken by offenders per week, with this 5.77 hours per week as a useful target.

- 2.16 The average hours per week varies across the CJA. For the year to end December, the average hours taken range from the lowest in Clackmannanshire (3.34 hours) to the highest in Stirling (4.07 hours). The overall figure for the CJA, both for quarter 3 and for the year to date are lower than the equivalent periods from last year, and as such this indicator has been marked as a marginal negative outcome.
- 2.17 Across the CJA to end December the average offender on a CSO was undertaking 3.64 hours of unpaid work per week, lower than the 3.80 hours recorded for 2009/10 and would have to increase by another 2 hours per week to make the targets set out by the new Community Payback Order. Analysis will be undertaken to determine why improvement in weekly rates has failed to meet targets.

Liberations from Remand and Short-term Sentences

- 2.18 There were 219 liberations from remand to the CJA area this quarter, 20 fewer than the previous period and exactly the same as the same period last year. In the year to end December 2010 there have been a total of 718 liberations to the CJA area. The project total for the full year is approximately 960 liberations, again very similar to the total for last year and as such a positive outcome is projected for the CJA.
- 2.19 The total number of liberations from short-term sentences (of less than 6 months) into the CJA area in each of the three quarters of this year has been exactly the same- 114 liberations. The numbers into the four Local Authorities have varied but not widely. In the year to end December 2010 there have been a total of 342 liberations from short-term sentences. The projected total for the full year is approximately 450 liberations, slightly higher than the total for last year and as such a marginal negative outcome is projected for the CJA.

Supported Accommodation and Referrals to APEX

- 2.20 Both the number of offenders receiving supported accommodation services and the number of referrals to APEX, whilst relatively consistent, are projected to be lower than last year. As such negative or marginal negative outcomes should be expected.

Drug Treatment and Testing Orders (DTTOs)

- 2.21 38 DTTOs were imposed across the CJA in the third quarter of 2010/11, 5 fewer than the previous quarter and 20 fewer than the same period last year. In the year to end December 2010 a total of 117 DTTOs have been imposed across the CJA area, approximately 60% in Forth Valley and 40% in Fife. The projected total for the full year 2010/11 is approximately 150, so the outcome will be very similar to last year.

2.22 17 DTTOs were successfully completed in the third quarter, 4 more than the previous quarter and 8 more than the same period last year. In the year to end December 2010 a total of 73, already more than double the number of successful completions recorded last year (30). As such a positive outcome has already been achieved across the CJA for 2010/11.

Voluntary Throughcare Addiction Service

2.23 In the third quarter of 2010/11, 58 prisoners were receiving voluntary throughcare addiction service (TAS) from CJS, slightly lower than the previous quarter but slightly higher than the same period last year-so the figures are generally consistent and a positive outcome is projected for the full year.

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 Fife & Forth Valley Local Performance Framework 2010/2011 (attached as an Appendix to this Report).

Author(s)

| Name | Designation | Tel No: |
|----------------|--------------------------------|--------------|
| Chris Anderson | Research & Information Officer | 01592 418819 |

Approved by

| Name | Designation | Signature |
|--------------|---------------|---|
| Anne Pinkman | Chief Officer |  |

Date 10 February 2011







Reference 20110315LocalPerformanceFramework

Fife and Forth Valley CJA Local Performance Framework Financial Year 2010/11

| LOCAL OUTCOMES | NATIONAL OUTCOMES | INDICATOR | NPF Tier | Source Organisation | Source Document | Collection System | Local Authority /Area | OUTTURN Full Year 2009/10 | Outturn Q3 2009/10 | OUTTURN Cumulative 2010/11 | OUTTURN 2010/11 | | | | CJA Expected Qtr 3 Trend | CJA Actual Qtr 3 Trend | Statistical Note | |
|---|-------------------|---|----------|---------------------|----------------------|-------------------|-------------------------|---------------------------|--------------------|----------------------------|-----------------|---------|---------|---------|--------------------------|-------------------------|---------------------------|---------------------------|
| | | | | | | | | | | | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | | | | |
| Reduce Crime | A1 | Recorded crime (rate per 10,000 pop) | 1 | Scot Govt | Statistical Bulletin | Annual | Clacks | 648 | - | - | - | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | ↔ | Annual comparison only. | CJA Total is a sum total. |
| | | | | | | | Falkirk | 528 | - | - | - | - | - | - | | | | |
| | | | | | | | Stirling | 573 | - | - | - | - | - | - | | | | |
| Increase Detected Crime | A4 | % of Crimes Detected (Groups 1-5 crime) | 3 | Scot Govt | Statistical Bulletin | Annual | Central Scotland Police | 59.60% | - | - | - | - | - | - | - | ↔ | Annual comparison only. | CJA Total is a sum total. |
| | | | | | | | Fife | 54.60% | - | - | - | - | - | - | | | | |
| | | | | | | | Constabulary | 53 | - | - | - | - | - | - | | | | |
| Reduce reconviction rates | A1 | Two year reconviction rates (%) | 2 | Scot Govt | Statistical Bulletin | Annual | Clacks | 45 | - | - | - | - | - | - | ↔ | Annual comparison only. | CJA Total is a sum total. | |
| | | | | | | | Falkirk | 47 | - | - | - | - | - | - | | | | |
| | | | | | | | Stirling | 48 | - | - | - | - | - | - | | | | |
| Increase the percentage of criminal cases disposed of within 26 weeks | A5 | % of summary criminal cases dealt with in 26 weeks (caution charge to verdict) | 3 | CJB | Performance System | Monthly | Central | 78.19% | 79.58% | 77.14% | 81.12% | 82.30% | - | - | ↔ | ↕ | CJA Total is a sum total. | |
| | | | | | | | Fife | 76.86% | 80.08% | 72.60% | 75.63% | 76.30% | - | - | | | | |
| | | | | | | | Clacks | 835 | 184 | 224 | 184 | 124 | - | - | | | | |
| More effective use of SERs | A1 | Total Number of SERs submitted by SWD to Court (inc. SSERs and Section 203 reports) | 2 | CJSW | Agg Rtn SER1 | Quarterly | Falkirk | 1244 | 275 | 708 | 247 | 195 | - | - | ↔ | ↕ | CJA Total is a sum total. | |
| | | | | | | | Stirling | 916 | 204 | 543 | 165 | 148 | - | - | | | | |
| | | | | | | | Forth Valley | 2995 | 663 | 1783 | 720 | 596 | 467 | - | | | | |
| | | | | | | | Fife | 2695 | 650 | 1998 | 811 | 648 | 539 | - | | | | |
| | | | | | | | CJA | 5690 | 1313 | 3781 | 1531 | 1244 | 1006 | - | | | | |
| | | | | | | | Clacks | 95.05% | 94.57% | 95.95% | 95.17% | 95.11% | 97.58% | - | | | | |
| | | | | | | | Falkirk | 99.00% | 99.00% | 99.33% | 99.00% | 99.00% | 100.00% | - | | | | |
| | | | | | | | Stirling | 98.82% | 98.76% | 99.17% | 100.00% | 98.19% | 99.32% | - | | | | |
| | | | | | | | Forth Valley | 97.62% | 97.44% | 98.15% | 98.06% | 97.43% | 98.97% | - | | | | |
| | | | | | | | Fife | 98.85% | 98.72% | 94.00% | 94.38% | 95.27% | 92.36% | - | | | | |
| | | | | | | | CJA | 97.73% | 97.76% | 97.12% | 97.14% | 96.89% | 97.32% | - | | | | |
| | | | | | | | Clacks | 46.25% | 55.00% | 55.33% | 44.00% | 59.00% | 63.00% | - | | | | |
| | | | | | | | Falkirk | 47.75% | 40.00% | 53.67% | 45.00% | 55.00% | 61.00% | - | | | | |
| | | | | | | | Stirling | 64.00% | 64.00% | 53.70% | 61.10% | 40.00% | 60.00% | - | | | | |
| | | | | | | | Forth Valley | 52.67% | 53.00% | 54.23% | 50.03% | 51.33% | 61.33% | - | | | | |
| Fife | 51.75% | 51.00% | 47.00% | 48.00% | 49.00% | 44.00% | - | | | | | | | | | | | |
| CJA | 52.44% | 52.50% | 52.43% | 49.53% | 50.75% | 57.00% | - | | | | | | | | | | | |
| Clacks | 53.50% | 66.00% | 60.33% | 50.00% | 71.00% | 60.00% | - | | | | | | | | | | | |
| Falkirk | 0.00% | 0.00% | 12.67% | 0.00% | 0.00% | 38.00% | - | | | | | | | | | | | |
| Stirling | 52.00% | 57.00% | 15.77% | 14.30% | 0.00% | 33.00% | - | | | | | | | | | | | |
| Forth Valley | 35.17% | 41.00% | 29.99% | 21.43% | 23.67% | 43.67% | - | | | | | | | | | | | |
| Fife | 24.50% | 20.00% | 8.33% | 25.00% | 0.00% | 0.00% | - | | | | | | | | | | | |
| CJA | 32.50% | 35.75% | 24.28% | 22.33% | 17.75% | 32.75% | - | | | | | | | | | | | |
| Clacks | 185 | 48 | 113 | 44 | 41 | 28 | - | | | | | | | | | | | |

Fife and Forth Valley CJA Local Performance Framework Financial Year 2010/11

| | | | | | | | | | | | | | |
|---|----|---|---|------|-------------|-----------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Increase the use of Community Based disposals | A1 | Number of Probation Orders imposed (inc. S229s) | 3 | CJSW | Agg Rtn PO1 | Quarterly | Falkirk | 240 | 53 | 197 | 69 | 75 | 53 |
| | | | | | | | Stirling | 160 | 40 | 128 | 61 | 39 | 28 |
| | | | | | | | Forth Valley | 585 | 141 | 438 | 174 | 155 | 109 |
| | | | | | | | Fife | 606 | 156 | 415 | 160 | 139 | 116 |
| | | | | | | | CJA | 1191 | 297 | 853 | 334 | 294 | 225 |
| | | | | | | | Clacks | 155 | 27 | 94 | 32 | 40 | 22 |
| | | | | | | | Falkirk | 321 | 61 | 224 | 78 | 80 | 66 |
| | | | | | | | Stirling | 164 | 40 | 77 | 42 | 21 | 14 |
| | | | | | | | Forth Valley | 640 | 136 | 395 | 152 | 141 | 102 |
| | | | | | | | Fife | 605 | 136 | 457 | 179 | 155 | 123 |
| | | | | | | | CJA | 1245 | 264 | 852 | 331 | 296 | 225 |
| | | | | | | | Clacks | 53.50% | 62.70% | 66.64% | 56.25% | 70.00% | 73.68% |
| | | | | | | | Falkirk | 73.25% | 88.00% | 81.67% | 78.00% | 84.00% | 83.00% |
| | | | | | | | Stirling | 69.35% | 79.00% | 72.47% | 84.20% | 73.20% | 60.00% |
| | | | | | | | Forth Valley | 65.37% | 76.57% | 73.59% | 72.82% | 75.73% | 72.23% |
| | | | | | | | Fife | 75.75% | 84.00% | 73.00% | 72.00% | 73.00% | 74.00% |
| | | | | | | | CJA | 67.97% | 78.43% | 73.44% | 72.61% | 75.05% | 72.67% |
| | A1 | | | | | | Clacks | 61.93% | 52.00% | 54.12% | 47.00% | 57.80% | 57.57% |
| | | | | | | | Falkirk | 59.00% | 66.00% | 55.33% | 57.00% | 49.00% | 60.00% |
| | | | | | | | Stirling | 65.00% | 75.00% | 59.50% | 81.80% | 46.70% | 50.00% |
| | | | | | | | Forth Valley | 61.98% | 64.53% | 56.32% | 61.93% | 51.17% | 55.86% |
| | | | | | | | Fife | 61.25% | 61.00% | 60.67% | 57.00% | 62.00% | 63.00% |
| | | | | | | | CJA | 61.80% | 63.65% | 57.41% | 60.70% | 53.88% | 57.64% |
| | | | | | | | Clacks | 95.25% | 96.30% | 95.67% | 97.00% | 95.00% | 95.00% |
| | | | | | | | Falkirk | 93.25% | 94.00% | 92.00% | 94.00% | 89.00% | 93.00% |
| | | | | | | | Stirling | 94.91% | 85.29% | 90.67% | 94.00% | 85.00% | 93.00% |
| | | | | | | | Forth Valley | 94.47% | 91.86% | 92.78% | 95.00% | 89.67% | 93.67% |
| | | | | | | | Fife | 82.92% | 81.51% | 80.33% | 85.00% | 87.00% | 69.00% |
| | | | | | | | CJA | 91.58% | 89.28% | 89.75% | 92.75% | 89.00% | 87.50% |
| | | | | | | | Clacks | 4.72 | 3.21 | 3.34 | 3.14 | 3.61 | 3.28 |
| | | | | | | | Falkirk | 2.97 | 2.91 | 3.67 | 3.44 | 3.74 | 3.82 |
| | | | | | | | Stirling | 4.33 | 4.65 | 4.07 | 4.53 | 3.92 | 3.75 |
| | | | | | | | Forth Valley | 4.01 | 3.89 | 3.69 | 3.70 | 3.78 | 3.62 |
| | | | | | | | Fife | 3.16 | 3.19 | 3.62 | 3.41 | 3.66 | 3.79 |
| | | | | | | | CJA | 3.80 | 3.49 | 3.67 | 3.63 | 3.73 | 3.66 |
| | | | | | | | Clacks | 112 | 17 | 90 | 30 | 36 | 24 |
| | | | | | | | Falkirk | 258 | 56 | 194 | 89 | 53 | 52 |
| | | | | | | | Stirling | 125 | 28 | 115 | 33 | 44 | 38 |
| | | | | | | | Forth Valley | 495 | 101 | 399 | 152 | 133 | 114 |
| | | | | | | | Fife | 469 | 118 | 319 | 108 | 106 | 105 |
| | | | | | | | CJA | 964 | 219 | 718 | 260 | 239 | 219 |
| | | | | | | | Clacks | 30 | 13 | 27 | 5 | 14 | 8 |
| | | | | | | | Falkirk | 150 | 33 | 95 | 34 | 33 | 28 |
| | | | | | | | Stirling | 44 | 12 | 55 | 17 | 18 | 20 |
| | | | | | | | Forth Valley | 224 | 58 | 177 | 56 | 65 | 56 |
| | | | | | | | Fife | 192 | 50 | 165 | 58 | 49 | 58 |
| | | | | | | | CJA | 416 | 108 | 342 | 114 | 114 | 114 |
| | A1 | | | | | | Cornton Vale | 13% | 12% | 18% | 27% | 11% | tbc |
| | | | | | | | Glenochil | 4% | 6% | 9% | 3% | 17% | tbc |
| | | | | | | | Poimont | 17% | 23% | 13% | 15% | 11% | tbc |
| | | | | | | | CJA | 9% | 11% | 12% | 9% | 14% | tbc |
| | A6 | | | | | | Clacks | 84% | 100% | 90.00% | 83% | 92% | tbc |
| | | | | | | | Falkirk | 93% | 95% | 87.00% | 83% | 91% | tbc |
| | | | | | | | Stirling | 92% | 88% | 91.50% | 83% | 100% | tbc |
| | | | | | | | Forth Valley | 90% | 95% | 89.50% | 85% | 94% | tbc |
| | | | | | | | Fife | 98% | 98% | 98.00% | 100% | 96% | tbc |
| | C1 | | | | | | CJA | 9% | 10% | 9% | 9% | 14% | tbc |
| | | | | | | | Clacks | 84% | 100% | 90.00% | 83% | 92% | tbc |
| | | | | | | | Falkirk | 93% | 95% | 87.00% | 83% | 91% | tbc |
| | | | | | | | Stirling | 92% | 88% | 91.50% | 83% | 100% | tbc |
| | | | | | | | Forth Valley | 90% | 95% | 89.50% | 85% | 94% | tbc |
| | | | | | | | Fife | 98% | 98% | 98.00% | 100% | 96% | tbc |

| Symbol | | Explanation |
|---|---|--|
|  |  | Positive Outcome in line with expected trend |
|  |  | Negative Outcome albeit a marginal one |
|  |  | Negative Outcome against expected trend |

| | |
|---|---|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 12 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY ACTION PLAN 2010-2011: PROGRESS REPORT | |

1 RECOMMENDATION(S)

Board Members are asked to:

- 1.1 Endorse the achievements to-date addressing the Fife and Forth Valley Community Justice Authority (FFV CJA) Action Plan for 2010-2011, attached as an Appendix to this Report.

2 CONSIDERATIONS

- 2.1 The Fife and Forth Valley CJA Action Plan for 2010-2011 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. The Action Plan also takes into account more recent changes in Government policy as outlined in 'Protecting Scotland's Communities: Fair, Fast and Flexible Justice' and the recently introduced Criminal Justice and Licensing Act 2010.

Progress To-Date

- 2.2 The Action Plan notes, in the column headed status/update, the progress for each action. Some actions are completed, many are ongoing and a few remain outstanding.
- 2.3 Examples of completed work include:
 - Implementation of review of core and non-core services;
 - Implementation of Prisoner Housing & Homelessness Protocol;
 - Analysis of Young Offenders in the Adult Criminal Justice System.
- 2.4 Examples of ongoing work include:
 - Monitoring of performance;

- Establishing links with Community Planning Partnerships;
- Arrangements for transfer for prisoner health care.

2.5 Areas outstanding include:

- Expansion of offender tracking services;
- Review of our Communication Strategy.

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

Monitoring

2.6 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: |
|----------------|--------------------------------|--------------|
| Chris Anderson | Research & Information Officer | 01592 418819 |

Approved by

| Name | Designation | Signature |
|--------------|---------------|---|
| Anne Pinkman | Chief Officer |  |

Date 31 January 2011

Reference 20110315ActionPlan

Fife and Forth Valley CJA-Action Plan 2010/11 - APPENDIX

| Theme | Objective | Action No. | Action | Lead | Timescale | NSMO Outcome | National Outcome | Planning Group | Status/Update | Date |
|---|-----------|------------|---|-------------------------------|-----------|----------------|------------------|---------------------------------------|--|--------|
| 1. Setting Priorities | | | | | | | | | | |
| Ensure fair allocation of resources for the delivery of an effective and efficient criminal justice social work services | 1.1 | 1.1 | Continue to implement the findings of review of core and non-core services. | Chief Officer | Apr-10 | S1 | N15 | Strategic | Fully implemented | Apr-10 |
| | | 1.2 | 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 | Chief Officer involved in the Scottish Government's project implementation board for CPOs. CPOs introduced 1st Feb 2011. | |
| | 1.3 | 1.3 | Work with Scottish Govt, other CJAs and local partners in the development of the Reducing Reoffending workstreams: Young Offenders; Pre-Disposal; Effective Community Disposals; Custodial Sentence Management; Community Reintegration. | Chief Officer | Ongoing | C1, C2 | N9, N11, N15 | Strategic | Chief Officer and representatives from our partner agencies actively involved in the Reducing Reoffending Programme. Continuous efforts by CJS to engage with local media and communities. CPO consultation event arranged for 23rd March 2011. | |
| | | 1.4 | Ensure continuation of the Community Service Visibility Project. | CJSW Managers | Ongoing | C2, C3 | N11 | Strategic | Blackmannan community links project have presented to the partner's forum at HMP & YOI Comton Vale. Further meetings have been arranged to take forward the project at the establishment. | |
| 2. Area of Improvement-specifically relates to the reintegration and rehabilitation of prisoners into the community. | | | | | | | | | | |
| | 2.1 | 2.1 | Continue to increase, strengthen and develop links with community partners and businesses. | SPS Offender Outcome Managers | Ongoing | S2 | N2, N11 | Governors & Offender Outcome Managers | | |

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|--|-----|---|---|------------------------------|------------|---------|---|--|--------|
| For HMPs Glenochil, Palmont and Cornton Vale to become community facing prisons. | 2.2 | Increase the numbers of Fife and Forth Valley prisoners located within HMP Glenochil. | Governor, HMP Glenochil/SPS | Ongoing- quarterly reporting | C1 | N15 | Governors & Offender Outcome Managers | The impending transfer of 150-260 sex offenders from HMP Peterhead will impact upon the number of Fife and Forth Valley prisoners held within the establishment. However, SPS remain committed to the principle of community facing prisons and the housing of prisoners as near as possible to their home location. | |
| | 2.3 | Continue to develop and improve prisoners access to the full range of health care services | CJA Health & Well-being Group | Ongoing | O4 | N6, N15 | Governors & Offender Outcome Managers | CJA has assumed responsibility for the Throughcare issues in relation to the transfer of prisoner health care from SPS to NHS. Chief Officer now member of Fife and Forth Valley ADPs. Governors and Offender Outcome Managers regularly meet with ADPs, and issues are considered via CJAs Health & Well-being Group. | |
| | 2.4 | Continue to develop substance misuse services for prisoners | CJA Health & Well-being Group | Ongoing | O3 | N6 | Governors & Offender Outcome Managers | | |
| | 2.5 | Support the development of arrangements for transfer of Health Care services from SPS to NHS. | CJA Health & Well-being Group | Mar-10 | O4, S2 | N6, N15 | Governors & Offender Outcome Managers | CJA has assumed responsibility for the Throughcare issues in relation to the transfer of prisoner health care from SPS to NHS. This is coordinated via the CJAs Health & Well-being Group. | |
| | 2.6 | Continue to provide and extend the range of accredited and approved intervention programmes that can be delivered in prison and in the community. | SPS Offender Outcome Managers / CJSW Managers | Ongoing | S1, S4, C1 | N3 | Governors & Offender Outcome Managers / CJSW Managers | Governors and Local Authority CJSWs committed to developing joint delivery and programmes. Funding for Caledonian System provided by Scottish Government for Forth Valley. | Apr-10 |
| | 2.7 | 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 | Housing and homelessness protocol implemented April 2010. | Apr-10 |
| | | | | | | | | | |

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|----------------|--|--|---------|------------|-----|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 2. Area of Imp | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.8 | Continue to improve literacy levels during detention for all prisoners serving a minimum of 12 months in prison. | SPS Liaison Officer | Ongoing | O2, S2 | N3 | Governors & Offender Outcome Managers | The new literacy links worker is now in post and has established protocols with each of the Forth Valley prisons. The new national specification for LSE services prioritising literacies support has now been issued to potential bidders. | | | | | | | | | | | | | | | | | |
| 2.9 | Develop services where all prisoners have a seamless transition from prison to community. 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 | No update. | | | | | | | | | | | | | | | | | |
| 2.10 | 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 | Not undertaken due to other priorities. | | | | | | | | | | | | | | | | | |
| 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 | No update. | | | | | | | | | | | | | | | | | |
| 2.12 | Improve provision of support for prisoners families. | SPS Liaison Officer | Jun-10 | O5 | N15 | Governors & Offender Outcome Managers | Following discussions with Families Outside and F&FVCJA, SPS will support a pilot project for families at HMYOI Polmont and HMP Glenochil providing families with details of ICM, HDC and wider prison issues. | | | | | | | | | | | | | | | | | |
| 2.13 | Continue to develop and improve transport links to the Forth Valley prisons. | SPS Liaison Officer | Mar-10 | S2, O4 | N15 | Governors & Offender Outcome Managers | Initial discussions have been undertaken by F&FVCJA to explore the possibilities of utilising Clackmannanshire Council vehicles for visits transport at weekends. | | | | | | | | | | | | | | | | | |
| 2.14 | Monitor the transport plans of the three Forth Valley prisons. | SPS Liaison Officer | Sep-10 | S2, O4 | N15 | Governors & Offender Outcome Managers | Verbal update will be provided by Offender Outcome Managers at next OO Managers meeting. | | | | | | | | | | | | | | | | | |
| 2.15 | Continue to improve quality and attendance at integrated case management meetings. | SPS Offender Outcome Managers / CJSW Managers | Ongoing | C1, S1, S3 | N9 | Governors & Offender Outcome Managers / CJSW Managers | Establishments are monitoring attendance of families and looking at new ways to improve levels of attendance. | | | | | | | | | | | | | | | | | |

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| | | | | | | | | |
|------|---|--|-----------|------------|--------|---|--|---------|
| 2.16 | Develop joint training for SPS & CJSW. | CJA Training & Development Officer / SPS Offender Outcome Managers | Sep-10/S3 | C1, S1, S3 | N15 | Governors & Offender Outcome Managers / CJSW Managers | To be progressed through joint meeting of CJS Service Managers and Governors and Offender Outcome Managers in Jan 2010. | Jan' 11 |
| 3.1 | Support the Fife & Forth Valley Offender Employment Forum | Chief Officer / Lead Officer, Job Centre Plus | Ongoing | O2, S2 | N2 | Strategic | Event to be held in March 2011. | |
| 3.2 | Maintain links with Lifelong Learning & Literacies Partnerships. | SPS Offender Outcome Managers | Mar-10 | O2, S2 | N3 | Governors & Offender Outcome Managers | F&V CJA Liaison Manager has regular meetings with the national Literacies Learning Connections. There is also close links with SPS national HQ LSE Manager and with the Open University and Scottish Offender Learning Association. | |
| 3.3 | Reduce numbers of women being remanded into custody and receiving short prison sentences. | Continue to monitor and analyse numbers of women remanded in its custody and receiving prison sentences. | Quarterly | C1, S1 | N9 | Research & Information Group | Women prisoner trends monitored on a quarterly basis via statistics provided by SPS. Research Officer is currently in process of developing a process to monitor the progress of the dedicated women offender workers in CJS provided for by additional government funding for 2010/11. This process will also include an additional service to be provided by Circle and SACRO. | |
| 3.4 | Increase the provision of specialist programmes for women offenders. | Monitor the development of accredited programmes for women offenders. | Jun-10 | O5, S4 | N8, N9 | Research & Information Group | Not undertaken. | |
| 3.5 | To extend the delivery of offence focused interventions to address re-offending across the CJA. | Introduction of new accredited programme for domestic abuse (Caledonian Project). | Apr-10 | O5, S4 | N8, N9 | CJSW Managers | Funding provided for Forth Valley area only, Recruitment process commenced. | |

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| 3. Priority Groups of Offenders | | | | | | | | | |
|---|--|---|--|------------|------------------------|-----------|--|--|---------------------------------|
| <p>Ensure all offenders are provided with a service that is commensurate with the level of risk of re-offending and/or harm they present.</p> <p>Improve opportunities for Young Offenders. Ensure all offenders have fair and equitable access to mainstream resources.</p> <p>Promote fair and equitable access to assessment and treatment services for those offenders with substance misuse problems.</p> <p>Invest in Supported Accommodation Services for offenders.</p> | 3.6 | Maintain an overview of MAPPA processes across the FFVCJA area. | Chief Officer | Ongoing | C1, C2, S1 | N9, N11 | Strategic | Chief Officer is member of both Fife and Forth Valley MAPPA Strategic management groups. MAPPA Annual Report for Fife and Forth Valley published on 15th November. | |
| | 3.7 | Continue to monitor MAPPA arrangements for offenders. | MAPPA Co-ordinators in Fife and Forth Valley. | Ongoing | C1, S1, S3 | N9 | Fife & Forth Valley MAPPA Strategic Mgt Groups | Continuous monitoring via strategic management groups. | |
| | 3.8 | Ensure resources are in place for introduction of violent and other potentially dangerous offenders to MAPPA. | MAPPA Co-ordinators in Fife and Forth Valley. | tbc | C1, S1, S3 | N9 | Fife & Forth Valley MAPPA Strategic Mgt Groups | No date for introduction. | |
| | 3.9 | Ensure compliance with recommendations of the thematic inspection of high risk offenders | MAPPA Co-ordinators in Fife and Forth Valley. | Jun-10 | C1, S1, S3 | N9 | Strategic | Fife MAPPA partners involved in 3 day desk top training exercise. CJSW involved in follow up of multi-agency inspection of high risk offenders. | May 2010 summer 2010-April 2011 |
| | 3.10 | Provide Annual Report of MAPPA. | MAPPA Co-ordinators in Fife and Forth Valley. | Sep-10 | C1, S1, S3 | N9 | Strategic | MAPPA Annual Report for Fife & Forth Valley published on 15th November 2010. | |
| | 3.12 | Review provision of services for young offenders. | CJSW Managers | Jun-10 | C1, S2, S4 | N9, N15 | Research & Information Group | Analysis of young offenders involved in adult criminal justice system completed May 2010. | |
| | 3.13 | Maintain links with Fife and Forth Valley Young Offender Strategy Groups and HMP YOI Polmont. | Chief Officer | Ongoing | C1, S2, S4 | N9, N15 | Strategic | Regular contact with HMYOI Polmont. | |
| | 3.14 | Undertake review of offenders access to education, employment, training. | CJA Research Officer | Dec-10 | O1, O2, O3, O4, O5, S4 | N15 | Research & Information Group | Not undertaken. | |
| | 3.15 | Maintain links with Fife and Forth Valley Alcohol and Drug Partnerships | Chief Officer | Ongoing | S2 | N9, N15 | Strategic | Chief Officer now member of Fife and Forth Valley ADPs. | |
| | 3.16 | Review the provision of drug and alcohol treatment services. | Lead Officers, Fife and Forth Valley DTTO Schemes. | Jun-10 | O3, S2, S4 | N6, N15 | CJSW Managers | Fife CJSW Service is working in tandem with Scottish Government colleagues on issues arising from the Drug Court Review. | |
| 3.17 | Consider and implement recommendations of national review of Supported Accommodation Services. | Chief Officer / CJA Strategic Management Group | tbc | O1, S2, S4 | N8, N15 | Strategic | Review not yet published. | | |
| 4. Working Together in New Ways | | | | | | | | | |

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| 4. Working Together in New Ways | | | | | | | | | | | | |
|---|---------------------------------------|---|---|---------|--------|-----|------------------------------|--|--|--|--|--|
| | 4.1 | Continue to review existing co-location arrangements. | CJSW Managers / Lead Officer, Police | Sep-10 | S1 | N15 | CJSW Managers / Police | Co-location of Lead Officers in Fife is complete. | | | | |
| | 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 | SLAs still not finalised. | | | | |
| | 4.3 | Promote CJA presence and influence on the community planning and safety partnerships across the Local Authorities within Fife & Forth Valley. | Chief Officer | Ongoing | S1 | N15 | Strategic | Links with 4 CPPs established. Chief Officer now a member of Falkirk CPP. | | | | |
| | 4.4 | Continue to improve and develop information sharing protocols and systems across CJA partners. | Chief Officer | Ongoing | S1, S2 | N15 | Strategic | Ongoing | | | | |
| | 4.5 | Expand provision of offender 'tracking' services. | CJA Research Officer | Jul-10 | S1, S4 | N15 | Research & Information Group | Tracking of women offenders to be undertaken. Exact requirements still to be confirmed. | | | | |
| | 4.6 | Monitor the implementation of the Court Unification process in Fife and Forth Valley Courts. | CJA Research Officer / Strategic Management Group | Sep-10 | S1 | N15 | Strategic | Regular monitoring through CJA performance framework and local Criminal Justice Boards. | | | | |
| | 4.7 | Share information across other CJAs on areas of good practice of partner agencies. Ensure protocols to promote and share best practice are implemented. | Chief Officer / Strategic Management Group | Ongoing | S1 | N15 | Research & Information Group | Ongoing | | | | |
| | 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 | We have shared our analysis of young offenders with partners and sought to develop a shared action plan to reduce re-offending within the young offender population. | | | | |
| 5. Developing & Supporting the Workforce | | | | | | | | | | | | |
| 5. The Workforce | 5.1 | Arrange an annual seminar for all our partners | CJA Training & Development Officer | Sep-10 | S1 | N15 | Strategic | Completed. | | | | |
| | To provide training opportunities for | | | | | | | | | | | |

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|----------------------------------|--|-----|--|--------------------------------------|-----------|----------------|----------|------------------------------|--|--|
| 5. Developing & Supporting | the full range of our staff, jointly with partners where appropriate, to ensure a confident and effective workforce. | 5.2 | 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 | S1 | N15 | Strategic | Completed. | |
| 5.3 | Provide Training Plans and Annual Report of training. | 5.3 | Provide Training Plans and Annual Report of training. | CJA Training & Development Officer | Jun-10 | S1 | N15 | Strategic | Completed. | |
| 6. Communication Strategy | | | | | | | | | | |
| 6. Communication Strategy | 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. | 6.1 | Continue to update and enhance the Fife and Forth Valley CJA website. | Chief Officer | Quarterly | C2, C3 | N15 | Research & Information Group | Revised website launched in Dec 2010. | |
| 6.2 | Publish Fife and Forth Valley CJA newsletters minimum of twice per year. | 6.2 | Publish Fife and Forth Valley CJA newsletters minimum of twice per year. | Chief Officer | Ongoing | C2, C3 | N15 | Research & Information Group | E newsletters to be developed and produced on FFV CJA website. First newsletter Jan 2011 | |
| 6.3 | 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. | 6.3 | 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 | Sep-10 | C2, C3, C4 | N15 | Research & Information Group | Annual Report approved by CJA Board Oct 2010. Report will be published in December 2010. | |
| 6.4 | Continue to promote the work undertaken by offenders on Community Service Orders. | 6.4 | Continue to promote the work undertaken by offenders on Community Service Orders. | Chief Officer / CJSW Managers | Ongoing | C1, C2, C3, C4 | N11, N15 | Strategic | Continuous efforts by CJS to engage with local media and communities | |
| 6.5 | Increase level of community engagement in determining community service projects. | 6.5 | Increase level of community engagement in determining community service projects. | CJSW Managers | Ongoing | C1, C2, C3, C4 | N11, N15 | Strategic | Continuous efforts by CJS to engage with local media and communities. CPO consultation event arranged fro 23rd March 2011. | |
| 6.6 | Review CJA Communication Strategy | 6.6 | Review CJA Communication Strategy | Chief Officer / CJA Research Officer | Dec-10 | C1, C2, C3, C4 | N11, N15 | Strategic | To be undertaken. | |
| 7. Performance Framework | | | | | | | | | | |
| 7.1 | Produce quarterly management reports to the CJA Board. | 7.1 | Produce quarterly management reports to the CJA Board. | Chief Officer | Quarterly | C2, C3, S1 | N15 | Research & Information Group | Quarterly reports provided to CJA Board | |
| 7.2 | Collation and monitoring of performance management information from all parties. | 7.2 | Collation and monitoring of performance management information from all parties. | Chief Officer / CJA Research Officer | Quarterly | S1 | N15 | Strategic | Undertaken on a quarterly basis. | |

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| 7. Performance Framework | | | | | | | | | | | | | |
|--------------------------|--|-----|--|---|--------------------------------------|--------|--------|----------------------|---|---|--|--|--------|
| | Introduce a National Performance Framework alongside a Local Performance Framework to meet Local and National Outcomes. | 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 | Information provided by partners on a monthly/ quarterly basis where available. | | | | |
| | | 7.4 | | Review Performance Framework following potential introduction of CJ & L Bill | Chief Officer / CJA Research Officer | Sep-10 | S1 | N15 | Strategic | The new Criminal Justice & Licensing Act will introduce a large number of changes to the criminal justice system. The Performance Framework is being reviewed in order to reflect these changes and a new LPF will be in place by Apr 2011-start of new financial year. | | | |
| | | 7.5 | Evidence the delivery of effective and efficient community based criminal justice services | Successful introduction of revised national standards for criminal justice social work across the 4 Fife and Forth Valley Local Authorities | CJSW Managers | Sep-10 | S1, S3 | N15 | Strategic | This is being led at a national level and supplemented by local authority CJSW staff. | | | |
| | | 7.6 | Provide future a Area Plan that will contribute to the creation of safer communities and reduce re-offending rates. | Work with other CJAs and all CJA partners to produce the 2011-2014 CJA Area Plan. | Chief Officer | May-10 | S1, S3 | N15 | Strategic | Completed. Area Plan submitted to Scottish Government May 2010. | | | May-10 |
| 8. Finance & Resources | | | | | | | | | | | | | |
| | Ensure efficient and effective use of the Criminal Justice social work grant and all other resources provided by CJA partners. | 8.1 | Ensure where possible Service Level Agreements with partner agencies cover the CJA area. | Chief Officer / CJA Finance Group | Apr-10 | S1, S2 | N15 | Strategic | Existing SLAs are being reviewed, to be completed March 2011. | | | | |
| | | 8.2 | Produce quarterly financial management reports to the CJA Board and Scottish Government. | CJA Finance Officer | Quarterly | S1 | N15 | Finance Review Group | Quarterly reports provided to CJA Board | | | | |
| | | 8.3 | Implement resource allocation as per review of core and non-core services. | Chief Officer | Quarterly | S1 | N15 | Strategic | Allocation undertaken as per agreement | | | | |
| | | 8.4 | Monitor spend on community service. | Chief Officer / CJA Finance Group | Quarterly | S1 | N15 | Strategic | Regular reviews undertaken and reported to CJA Board. Audit of additional investment commenced April 2010 | | | | |

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| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 13 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY ACTION PLAN 2011-2012 | |

1 RECOMMENDATION(S)

Members of Fife and Forth Valley CJA Board are asked to:

- 1.1 Note that an Action Plan to take forward the National Priorities, as outlined in the Fife and Forth Valley CJA Area Plan for 2011-2014, is to be developed in partnership with CJAs, Scottish Prison Service, CoSLA, ADSW (Association of Directors of Social Work).
- 1.2 Request a copy of the National Action Plan to be submitted to the Board once completed.
- 1.3 Approve the draft Action Plan for 2011-2012 to develop the local priorities outlined in the Fife and Forth Valley CJA Area Plan for 2011-2014.
- 1.4 Request progress reports on the Action Plan to be submitted to each FFV CJA Board meeting.

2 CONSIDERATIONS

- 2.1 In June 2010, Fife and Forth Valley CJA Board approved the Fife and Forth Valley CJA Area Plan for 2011-2014. This Area Plan outlined a number of key national and local priorities for the year planning period.

National Priorities

- 2.2 Scotland's eight CJAs worked collaboratively with the Scottish Prison Service, CoSLA and ADSW to identify shared national aims and priorities that will be delivered nationally during the 2011-2014 Area Plan period. This work was assisted by the Scottish Government Community Justice Services Division.
- 2.3 The shared national strategic aims are to improve:

- Joint working practices;

- Information sharing;
- Community integration;
- The shared management of resources and policy development.

2.4 A small Officer Group from CJAs, SPS, CoSLA and ADSW is now in the process of being formed to develop a shared Action Plan to progress the National Priorities. A copy of this Action Plan will be submitted to Fife and Forth Valley CJA Board once it is completed.

Local Priorities

2.5 In preparing the Fife and Forth Valley CJA Area Plan, extensive consultation took place with all parties of the FFV CJA. This consultation contributed towards the identification of local priorities for Fife and Forth Valley CJA for the 2011-2014 period. The local priorities are:

- Introduction of the Criminal Justice and Licensing (Scotland) Act 2010;
- Young Offenders;
- Substance Use;
- Transfer of health responsibility from SPS to local Health Boards;
- Domestic Abuse.

2.6 Following notification of the Criminal Justice Social Work Grant Allocation for 2011-2012, on 4 February 2011, a draft Action Plan for 2011-2012 has now been developed to take forward local priorities. The draft Action Plan has been shared with partners. It is hoped partners will support and commit to the delivery of the Action Plan. Successful delivery of the Action Plan will clearly be dependent upon the support and contributions of our partners.

2.7 A copy of the draft Action Plan is attached as an Appendix to this Report. The format of the Action Plan may change following comments from partners. It is the intention, however, to ensure that there are clear links between the Fife and Forth Valley CJA Area Plan 2011-2014 and our Performance Framework.

3 CONSULTATION

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

4 RESOURCE IMPLICATIONS

4.1 None.


5 BACKGROUND PAPERS

- 5.1 FFV CJA Board Report: Fife and Forth Valley CJA Area Plan 2011-2014, dated 29 June 2010.

Author(s)

| Name | Designation | Tel No: |
|--------------|---------------|--------------|
| Anne Pinkman | Chief Officer | 01259 727435 |

Approved by

| Name | Designation | Signature |
|--------------|---------------|---|
| Anne Pinkman | Chief Officer |  |

Date 15 February 2011

Reference 20110315FFVCJAActionPlan20112012



ACTION PLAN 2011-12

DRAFT VERSION FOR CONSULATION

1. Introduction of the Criminal Justice & Licensing Act 2010

Objective: Successful implementation of Community Payback Orders (CPOs)

Actions:

- Monitor the number of CPOs commencing
- Audit CJSW in relation to speed and immediacy
- Audit CJSW in relation to successful completion of CPOs
- Review CJSW resourcing compared to workload

Measures:

- Number of CPOs commencing
- % of offenders commencing CPO within 7 days of sentencing
- % of successfully completed CPOs (Level 1: 3 months and Level 2: 6 months)
- Breach rate of CPOs
- Average hours per week to complete unpaid work
- Reconviction rate of offenders completing CPOs

Objective: Local communities can influence the nature of unpaid work projects, and benefits to communities are visible and promoted

Actions:

- Promote unpaid work projects via the CJA website and quarterly newsletters
- Facilitate one formal community consultation event on behalf of constituent local authorities
- Implement the introduction of national branding for Community Payback across Fife & Forth Valley
- Develop the CJA communication strategy

Measures:

- Number of hours of unpaid work undertaken.
- Number and types of requests for unpaid work by local communities to local authorities
- % of survey respondents aware of CPOs and local unpaid work projects (Residents Surveys)
- % of survey respondents expressing satisfaction in the criminal justice system (Scottish Crime & Justice Survey)

Objective: Reduce the number of short-term sentences in favour of community sentences

Actions:

- Work with CJSW and local sentencers (Sheriffs and Justices of the Peace) to promote the use of CPOs as an alternative to custody and achieve a reduction in short term sentences.

Measures:

- Number of sentences/disposals of 3 months, 6 months and 12 months.
- Proportion of court disposals that are (*short-term*) custodial compared to community sentences
- CPO conversion rate-% of SERs recommending a CPO disposal passed down by sentencers
- Number of liberations from custodial sentences of 3 months, 6 months and 12 months
- Reconviction rates of offenders serving custodial sentences of 3, 6 and 12 months

2. Young Offenders

Objective: Improve outcomes for young offenders in the criminal justice system

Actions:

- Work with partners, particularly Alcohol and Drug Partnerships (ADPs) and Community Planning Partnerships (CPPs), to ensure that the needs of young offenders are recognised and met through mainstream services such as housing, health, education, skills development and literacies.
- Work with ADPs to improve referral routes of young offenders to drugs and alcohol services
- Map resources currently available for provision of education, employment and training service for young offenders in Fife & Forth Valley.
- Support and develop services that enable young offenders to make a seamless transition of engagement between prison and the community

- Monitor the number and type of young people (under 21 years of age) being placed on CPOs
- Ensure CJSW services can deliver offender supervision requirement for young offenders aged under 18 years on CPOs
- Explore possibilities for using the 'other unpaid work' feature of a CPO with unpaid work requirement to provide hands-on training to young offenders

- Support work of Violence Reduction Unit in Clackmannanshire and introduction of a pilot weapons cluster court
- Monitor and assist the development of the Barnardos project Plan B in HM YOI Polmont and HM YOI Cornton Vale
- Agree with CJSW, Children's Hearing System (CHS) and Procurators Fiscal (PFs) reporting routes for YOs under 18, encourage and monitor remittal to CHS.
- Support SPS young offender strategy-enable a role for CJSW

Measures:

- Number and type of crime committed by young offenders (under 21 years of age) *(Police/Government)*
- Number of young offenders in the adult criminal justice system *(CJSW Aggregate Returns)*
- Number of young offenders (under 21 years of age) serving prison sentences
- Successful completion rate of CPOs served by young offenders *(CJSW)*
- Reconviction rates of young offenders under supervision, on community sentence and on release from custody
- Proportion of court disposals for under 18s that are remitted to Children's Hearing System

3. Substance Use, especially Alcohol

Objective: To ensure offenders receive fair and equitable access to mainstream services for alcohol and drugs.

Actions:

- Monitor the number of CPOs with drug or alcohol treatment requirements
- Work with CJSW and sentencers to ensure consistent and appropriate pre-sentence assessment of offenders for whom alcohol has played a role in their offending behaviour
- Ensure Throughcare Addiction Service (TAS) is being used to fullest affect
- Continue to support specialist Drug Courts and monitor their effectiveness
- Strengthen our relationships with our CPP and ADP partners to influence the provision of resources for offenders that offers a seamless transition of treatment between prison and the community
- Engage with ADPs and NHS Fife and NHS Forth Valley to reduce the instance of drug and alcohol related deaths and crime across the CJA area

Measures:

- Number of alcohol related offences recorded/detected, especially those committed by young offenders (aged under 21 years)
- Number of CPOs commencing with drug or alcohol treatment requirement
- Completion rate of CPOs with drug or alcohol treatment requirement
- Number of DTTOs commencing
- Completion rate of DTTOs
- Number of drug related deaths in Fife & Forth Valley
- % of prisoners who stated they were under influence of alcohol at time of their offence (*SPS Bi-annual prisoner survey*)
- HEAT Targets (*expand*)

4. Transfer of health responsibility in prisons from SPS to local Health Boards

Objective: Promote continuity of healthcare provision for prisoners on admission, sentence and discharge from custody

Actions:

- Promote information sharing (*expand*)
- Promote areas of best practice (*expand*)

- Maintain involvement in the SPS/NHS Forth Valley Local Implementation Group

- Continue to lead the local Throughcare work stream
- Maintain involvement in the national Throughcare work stream (Chief Officer)

- Ensure the continued development of public health service provision within our 3 prisons
- Ensure necessary governance arrangements for the transfer of health responsibilities and agreed service models are in place by October 2011.
- Maintain a focus on the health needs of women on release from custody (*Utilising the additional government funding*)

Measures:

- *Measurable clinical outcomes?*
- Keep Well Programme-Number of prisoners engaged with service
- Monitor SPS prisoner survey-relevant indicators
- Monitor the number and range of public health initiatives delivered in prison

5. Domestic Abuse

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

Actions:

- Monitor number of domestic abuse incidents, reported to police and other agencies
- Monitor, promote and support new and existing initiatives to address domestic abuse, including the introduction of the Caledonian System in Forth Valley
- Support initiatives to develop a programme for non-convicted perpetrators of domestic abuse
- Identify and facilitate the sharing of best practice with our partners to reduce the prevalence and traumatic effects of domestic abuse
- Monitor and support the development of domestic abuse cluster courts across Fife & Forth Valley

Measures:

- Number of domestic abuse incidents
- Number of repeat domestic abuse offenders
- Number of men engaging with and completing the Caledonian System (live from April 2011)
- Number of women/children being supported
- Number of domestic abuse cases dealt with by the cluster court
- Number of offenders engaging with Fife's domestic abuse programme

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| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 14 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| INSPECTION OF PRISON BASED SOCIAL WORK SERVICES | |

1 RECOMMENDATION(S)

Members of the Fife and Forth Valley CJA Board are asked to:

- 1.1 Note the contents of this Report.
- 1.2 Request a further Report when Service Level Agreements are finalised for the provision of Social Work Services to the three Forth Valley prisons.

2 CONSIDERATIONS

- 2.1 In Spring 2010 the Social Work Inspection Agency (SWIA) carried out an inspection of Social Work Services in every prison establishment in Scotland. Individual reports of the inspection into each prison based Social Work Services were published by SWIA in October 2010. Each report sets out the findings of the inspection of prison based Social Work Services. These were based on the reading of a sample of Social Work case records and interviews with a small number of prisoners, Social Work staff, prison staff and a range of Scottish Prison Service (SPS) service providers, staff and managers.
- 2.2 Prior to the fieldwork phase of the inspection, SWIA also interviewed a cross-section of prisoners across Scotland about the quality of prison based Social Work Services. In addition, SWIA also surveyed all prison based Social Work staff as well as community based Social Work staff supervising offenders on release from custody. SWIA intend to produce a national report later this year on the results of these surveys, the findings of the case file reading exercises, report on their discussions with national stakeholders and draw together common themes that have emerged from their inspection across the entire prison estate.
- 2.3 The findings of SWIA's inspections into the prison based Social Work Services at HMP & YOI Cornton Vale, HMP Glenochil and HM YOI Polmont are summarised below.

HMP & YOI Cornton Vale

- 2.4. SWIA reported that 'prison based Social Work Services in HMP and YOI Cornton Vale were meeting some, though not all, of their performance targets. There were long-standing staffing problems that senior managers in Social Care Services had not fully resolved. Stakeholders valued the knowledge, skills and experience of Social Work staff, particularly in relation to child protection and child welfare issues, however, they thought that staffing issues had affected the quality and range of work the Team carried out.
- 2.5. A minority of prisoners were positive about Social Work Services but others said they had too little contact with Social Work staff and they were unclear about the service the Team provided. Around a fifth of prisoners who would be subject on release to statutory supervision did not have an allocated Social Worker.
- 2.6. Social Care Services had begun to develop their quality assurance and self-evaluation activity but, as yet, this was not well embedded. There was scope to develop a more comprehensive process for gaining feedback from prisoners and for measuring the difference the Teams' work made. Linked to this, the Teams' use of the SPS database, PR2, needed to improve.
- 2.7. [SWIA felt] staff enjoyed the breadth of work available to them and were well supported by their Managers.'

HMP Glenochil

- 2.8. SWIA reported that 'the prison based Social Work Service at HMP Glenochil was making a positive contribution, particularly to risk assessment and ICM (Integrated Case Management) processes. The service was valued by other staff working in the prison. The Team was well led and the work of Team members was well supervised and supported; all were committed to providing a good service.
- 2.9. Notwithstanding the above, there had been some difficulties in retaining staff and long delays in recruiting staff. Clackmannanshire Council's senior managers had not sustained the necessary ongoing working relationships with SPS senior managers to regularly monitor, review and, where necessary, update the service contract. Prison based Social Work Team members were not very well integrated with Clackmannanshire's other Criminal Justice Services, wider Council Social Work Services and the Forth Valley Criminal Justice Partnership.
- 2.10. Clackmannanshire senior managers acknowledged the negative impact of staff vacancies and evidenced recent attempts to address this issue. They said they were committed, together with SPS, to improving communication and improving the future strategic direction of the service.'

HM YOI Polmont

- 2.11 SWIA reported that 'the prison based Social Work Team at HM YOI Polmont performed well in respect of tasks specified in its contract with SPS. The Team was gathering useful performance data, though there was scope to develop a more comprehensive process for tracking referrals, for measuring the difference the Team's work made and for recording data on the PR2 system. There was also a need for the Team and other service providers to be clearer about roles and responsibilities associated with adult protection and with substance-misusing parents.
- 2.12 The Team was well-integrated within the prison. It was an experienced, motivated staff group who were supported by managers and committed to service development and improvement. Working relationships with other stakeholders were positive and effective. The Team's contribution to key internal and external processes was valued and prisoners acknowledged the support the Team provided in helping them maintain links with family members. However, the staff Team and other stakeholders were concerned that the role of prison based Social Work Services was becoming too limited.'

Area for Improvement

- 2.13 In each report SWIA outlined Areas for Improvement. These are attached as Appendix 1 to this Report.

Local Authority Responses

- 2.14 Each Local Authority was required to provide to SWIA an Action Plan addressing the Areas for Improvement.
- 2.15 Each of the three Forth Valley Local Authorities has now submitted their Action Plans to SWIA. Each Action Plan was prepared in consultation with, and approved by, the Governor of the respective prisons.
- 2.16 Many Actions have already been completed and all outstanding Actions will be addressed by late-2011.

SWIA National Inspection Report

- 2.17 As stated at paragraph 2.1, SWIA undertook an inspection of all prison Social Work Units in Scotland. SWIA published a report on the findings of their national inspection in February 2011. The report recognised that Social Work Services had helped many prisoners make changes for the better in their lives. It was recognised that prison Social Work Services were prioritised towards working with prisoners who had committed more serious offences, were serving long sentences and were subject to statutory supervision on release. These prisoners were considered to present the greatest risk to the public on their release. This approach, however, meant the vast majority of prisoners were not able to access Social Work support in prison.

This included the many repeat offenders who are caught up in a revolving door of going in and out of prison, serving long sentences by short instalments with little or no interventions due to the short time they spend in prison.

- 2.18 SWIA made a number of recommendations, a copy of these are attached as Appendix 2 to this Report. The Recommendations require issues to be addressed by the Scottish Government, Local Authorities and SPS.
- 2.19 One recommendation refers to the need for SPS and Local Authorities to conclude the lengthy negotiations that have taken place over the past two or three years and agree Service Level Agreements which are expected to set out clearly core and local priorities for each prison in the delivery of prison Social Work Services.
- 2.20 The three Forth Valley Local Authorities are currently considering the Service Level Agreements produced by the SPS for the prisons in their respective areas. It is known that the focus of the Service Level Agreements will be on the provision of statutory Social Work Services in each of the prisons. Such a focus will not assist in addressing the issue of Social Work provision to short-term prisoners, highlighted by SWIA in their Inspection Report.

3 CONSULTATION

- 3.1 Consultation has taken place with Officers from Clackmannanshire, Falkirk and Stirling Councils.

4 RESOURCE IMPLICATIONS

- 4.1 There are no resource implications for Fife and Forth Valley CJA. The Governor of each prison purchases prison based Social Work Services direct from the Local Authority the prison is located in. For the past two years SPS have been in discussion with Local Authorities to agree a common Service level Agreement for the provision of Social Work.
- 4.2 It should be noted that funding for community based Social Work Services are provided separately by the Scottish Government to Criminal Justice Social Work Services under Sections 27A and 27B of the Social Work (Scotland) Act 1968 as amended. These funds cannot be used to subsidise prison based Social Work Services.


5 BACKGROUND PAPERS

- 5.1 Full copies of the SWA inspection reports are available on www.swia.gov.uk/swia/588.146.html.
- 5.2 Social Work Services in Scotland's Prisons: A National Inspection, Social Work Inspection Agency, February 2011.

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| Anne Pinkman | Chief Officer |  |

Date 15 February 2011

Reference 20110315InspectionofPrisonBased

Areas for Improvement

HMP & YOI Cornton Vale

1. Stirling Council, in collaboration with SPS and other providers, should develop ways in which they can measure the differences services make to prisoners' needs and to the risks they present
2. Stirling Council should begin to gather prisoner and stakeholder feedback on its performance
3. Stirling Council needs to ensure that it provides a robust service for all prisoners subject to statutory supervision in the community, including those serving long-term sentences. It needs to have sufficient contact with them to be able to provide key-decision making forums with comprehensive risk assessments and plans.
4. Stirling Council should, as soon as possible, resume its attendance at the prison's multi-agency addictions group.
5. Stirling Council should ensure that it makes appropriate use of SPS' electronic information system PR2.
6. Stirling Council should make sure that it progresses its plans to develop a business plan for the service and incorporate the work of the unit in the council's routine performance monitoring and quality assurance arrangements.
7. Stirling Council should as soon as possible establish a fully resourced and stable social work staff group.
8. Stirling Council and its partners in SPS should reach agreement on the level of commitment by social work services to groupwork and to individual offences focussed work with prisoners. This is likely to form a crucial element of discussions about local priorities for the prison's service level agreement.

HMP Glenochil

1. Clackmannanshire Council, in collaboration with SPS and other service providers, should develop ways to measure the differences services make to prisoners' needs and to the risks they present.
2. Clackmannanshire Council, in collaboration with SPS, should ensure that any referrals to, complaints about or comments on the prison-based social work service are treated in confidence.
3. Clackmannanshire Council should introduce ways of routinely finding out about prisoners' and their families' views of the prison-based social work service.

4. Clackmannanshire Council and SPS should support the delivery of child protection training to appropriate SPS staff.
5. Clackmannanshire Council should initiate discussions with SPS and its partners about implementing adult protection procedures within the prison and when planning for release.
6. Clackmannanshire Council should confirm that all prison-based social work staff understand the important process around Circular 18 and Hidden harm.
7. Clackmannanshire Council's senior managers should re-establish routine formal contact with SPS managers to better monitor performance and establish a strategy for the future development of prison-based social work services at HMP Glenochil.
8. Clackmannanshire Council should address the recruitment and retention issues in the prison-based social work team.
9. Clackmannanshire Council's prison-based social work staff should be included in regular meetings about policy and service developments with criminal justice services staff in Clackmannanshire and the Forth Valley Partnership.

HM YOI Polmont

1. Falkirk Council, in collaboration with SPS and other providers should begin to develop ways in which they can measure the difference that services make to prisoners' needs and to the risks they present.
2. When reviewing the current SLA, Falkirk Council and SPS should consider whether they are making full use of the skills and experiences of social work staff in providing appropriate interventions to reduce prisoner' risks of re-offending.
3. Falkirk Council, in collaboration with SPS and other service providers, should ensure that the roles and responsibilities and processes for dealing with substance-misusing parents are clearly understood by all.
4. Falkirk Council should initiate discussions with SPS and other service providers about the implementation of adult protection procedures within the prison setting and when planning for release.
5. Falkirk Council and SPS should establish a clear arrangement about the recording of key information by prison-based social work on PR2.

SWIA NATIONAL INSPECTION OF PRISON BASED SOCIAL WORK SERVICES

RECOMMENDATIONS

- 1 Councils and SPS should conclude promptly Service Level Agreements for prison-based Social Work Services, which set out core and local priorities.
- 2 The Scottish Government, SPS and Councils should find ways to address the repeat offending and repeat imprisonment of short-term prisoners. They need to do so in order to achieve their common goals of reducing re-offending and making communities safer.
- 3 Councils and SPS should develop ways to measure the differences services make to meeting prisoners' needs and to addressing the risks they present.
- 4 Councils and SPS should involve prisoners fully in the completion of risk assessments and risk management plans.
- 5 Councils should ensure they have robust quality assurance arrangements in order to improve the quality of risk assessments and risk management plans.
- 6 Councils and SPS should develop and implement adult support and protection procedures with the prison setting. These procedures should link with those that exist in the community.
- 7 The Scottish Prison Service needs to ensure that the personal officer role is consistently and effectively implemented across all prison establishments, in order to reduce the adverse impact on Social Work Services and meet agreed objectives.
- 8 Councils and SPS should take steps to improve the involvement of families in ICM case conferences throughout the prisoner's sentence. They should also improve the support provided to families.
- 9 Councils and their partners need to strengthen their leadership of prison-based Social Work Services. They need to improve staff morale and develop clear strategic plans.

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| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 15 ON THE AGENDA |
| 15 March 2011 | NOT CONFIDENTIAL |
| CALEDONIAN SYSTEM: PROGRESS REPORT | |

1 RECOMMENDATION(S)

Members of Fife and Forth Valley CJA Board are asked to:

- 1.1 Note the contents of this Report.
- 1.2 Request a further Report to be submitted to FFV CJA Board in 12 months time outlining the progress of the Caledonian System.

2 CONSIDERATIONS

- 2.1 Fife and Forth Valley CJA was one of four CJAs across Scotland to receive funding in 2010 to deliver the Caledonian System in Forth Valley. The Fife and Forth Valley application was to deliver the programme across the entire CJA area, however, funding was only provided for programme delivery in Forth Valley.
- 2.2 The Caledonian System is an integrated approach to domestic abuse. It consists of:
 - a two year offence focused programme for men convicted of domestic abuse offences;
 - a service for their partners and ex-partners;
 - a service to the men's children;
 - multi-agency protocols to promote practice that reduces risk and increases the women and children's safety.
- 2.3 The Effective Practice Unit and the Equality Unit of the Scottish Government convene a Caledonian Implementation Group attended by senior managers from each of the Community Justice Authorities that were awarded funding for the system. This Group coordinates the national project plan for the system.
- 2.4 The Government employs two professional advisers in relation to the system and two trainers (1 WTE). The advisers provide high levels of consultation, support and assistance to each of the areas.

The trainers have assisted in the screening of staff and are in the midst of delivering training to staff groups from the Forth Valley and Lothian areas. The limitations in terms of trainers time has had an impact on the amount of training being delivered.

Project Up-date

- 2.5 The local implementation of the system is coordinated by the Forth Valley Caledonian Implementation group which meets monthly. This is chaired by the Service Manager from Falkirk Council Criminal Justice Service and has representatives from Stirling and Clackmannanshire CJS, Central Scotland Police Force, Childcare Social Work and Falkirk Council Human Resources. This group has produced a project plan, which is reviewed at each meeting.

Staffing

- 2.6 In Forth Valley the system will be coordinated by the Forth Valley Accredited Programmes Team (FVAPT) based in Falkirk. This Team currently delivers Constructs: PSSO and the Community Sexual Offending Group work programme. After a long period of negotiation between SACRO and Falkirk Council it was decided that the Caledonian system will be delivered by FVAPT in partnership with SACRO group work services. As such SACRO staff will remain SACRO employees and be subject to SACRO terms and conditions. These arrangements are currently being negotiated and will be outlined in a revised Service Level Agreement.

- 2.7 In Forth Valley the system will be delivered by the following group of staff:

- 1 systems manager (FVAPT Team Manager)
- 1 delivery manager (vacancy)
- 5 group workers (2 from SACRO)
- 4 women's Services workers (2 from SACRO)
- 1.5 FTE Children's Services Workers (1 from SACRO)
- 2 Administrative workers (1 from SACRO)

- 2.8 Recruitment for new workers and screening of existing workers began in October 2010. This was a resource intensive process due to the demands of the accredited screening process. In relation to existing workers (SACRO and the three Local Authorities) four Group Workers, five Case Managers, two Women's Workers and one Children's Worker passed the screening to progress onto the training.

- 2.9 Attempts to recruit externally were disappointing but not surprising given that the posts offered were for short term contracts: funding for 2011-12 had not been confirmed.

- 2.10 Currently, there are a number of vacancies in relation to the system including one Delivery Manager, 2.5 Group Workers, one Women's Worker, one FTE Children's Worker. It is important that these posts are filled, especially the Delivery Manger post, which is a key post.
- 2.11 If the system is to function adequately across Forth Valley it is essential that there is an increase in the numbers of Case Managers in Stirling and Clackmannanshire Criminal Justice Services. The systems manager is liaising with senior managers in each of these Authorities to ask them to resolve this issue.

Training

- 2.12 Training for managers, all front line staff and women and children's workers has taken place over various periods since October 2010. Further training for new staff is planned for June/July 2011.

Communication Strategy

- 2.13 The communication strategy has been implemented. There has been one reference group involving managers and staff from multi agency partners across Forth Valley in June 2010. Another reference group is being planned for late March. A practitioner forum has been convened and is meeting on a bi-monthly basis.
- 2.14 The Systems Manager is attending a variety of multi-agency meetings across Forth Valley to inform partners about the system. He has also delivered presentations on the system to a meeting of the Tayside, Fife and Forth Valley Sheriffs; approximately 20 Sheriffs attended.
- 2.15 An official launch of the system will be planned when the date of implementation of the system has been agreed. Leaflets for clients and other agencies will be printed and available by the end of March 2011.

Information Sharing Protocols

- 2.16 The Systems Manager has been liaising with Central Scotland Police and child care colleagues to develop the above protocols. The Police protocol is nearing completion and the child care protocol will be agreed by the end of March. It is envisaged that these protocols will lead to improved information sharing and joint working.

Data Collection Systems

- 2.17 FVAPT await the Government supplying the data collection tool to be used to report progress to the Government. The Systems Manager is working with the three Authorities to develop a process for collating and reporting on this data.
- 2.18 The Systems Manager is liaising with appropriate personnel in Stirling, Clackmannanshire and Falkirk Councils to negotiate SACRO staff access to Local Authority information systems.

Accommodation

- 2.19 FVAPT staff and SACRO staff will be co-located in the Falkirk Council Brockville office. This is seen as a preferred option to encourage integration of the staff teams.
- 2.20 Initially it is planned that Caledonian group sessions will be delivered from the group work rooms in Falkirk and Clackmannanshire Criminal Justice Services. Efforts are still being made to find a group work facility within the Stirling area. The Systems Manager is negotiating the provision of safe meeting places where women's workers can meet with women away from the family home when needed.

Programme Delivery

- 2.21 The revised project plan for implementation of the system indicates that the first referrals could be taken by April 2011 and the first group could run by August 2011.

3 CONSULTATION

- 3.1 Consultation continues to take place with a wide variety of partners including Police, Crown Office and Procurator Fiscal Service, Local Authority Children's Social Work Services, Health, Forth Valley Domestic Abuse Policy Co-ordinators, Sheriffs, the three local Child Protection Committees, the lead officers for Adult Protection, Housing Services, Education Services and a wide range of voluntary groups.

4 RESOURCE IMPLICATIONS

- 4.1 In the first phase of implementation the funding for the project was allocated up to March 2011. The Scottish Government only recently confirmed that funding for the system would be renewed, to the same level, until March 2012. As indicated the short term nature of the funding may have impacted on our ability to recruit into all the posts.
- 4.2 The Scottish Government recently requested an estimate of the under spend for 2010-2011. There is still expenditure in relation to the project being finalised prior to the end of the financial year. At present, the estimated under spend is in the region of £140,000.


5 BACKGROUND PAPERS

- 5.1 None.

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Date 15 February 2011

Reference 20110315CaledonianSystemProgress