



NOTICE OF MEETING

A MEETING OF THE FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY WILL BE HELD ON TUESDAY, 21 JUNE 2011, IN LARBERT POLICE OFFICE, 3 CENTRAL BOULEVARD, CENTRAL BUSINESS PARK, LARBERT, FK5 4RU, AT 9.30 AM

13 June 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 held on 15 March 2011 (Pages 1 - 10)

Please Note: The Authority is asked to approve the Recommendations contained in Paragraphs CJA271 to CJA276 of the Minute. The relevant Reports were circulated with the Agenda for the meeting held on 15 March 2011.

5 CRIMINAL JUSTICE SOCIAL WORK GRANT ALLOCATION 2011-2012

Report by Anne Pinkman, Chief Officer (Pages 11 - 22)

6 FFV CJA COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES

Report by Alex Torrance, FFV CJA Finance Officer (Pages 23 - 26)

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

Report by Alex Torrance, FFV CJA Finance Officer (Pages 27 - 40)

8 FFV CJA RISK REGISTER

Report by Anne Pinkman, Chief Officer (Pages 41 - 46)

9 FFV CJA ACTION PLAN 2010-2011: QUARTER 4 UP-DATE

Report by Chris Anderson, Research and Information Officer (Pages 47 - 64)

- 10 FFV CJA LOCAL PERFORMANCE FRAMEWORK 2010-2011: QUARTER 4 UP-DATE**
Report by Chris Anderson, Research and Information Officer (Pages 65 - 72)
- 11 FFV CJA SCHEDULE OF MEETING DATES 2011-2012**
Submitted Schedule of Meeting Dates (Pages 73 - 74)
- 12 NATIONAL AND LOCAL PRISON POPULATION**
Joint Report by Anne Pinkman, Chief Officer and Chris Anderson, Research and Information Officer (Pages 75 - 81)
- 13 PRESENTATION: HMI PRISONS INSPECTION REPORT- HMP AND YOI CORNTON VALE**
Presentation by Teresa Medhurst, Governor, HMP and YOI Cornton Vale

PART 2

- 14 PARTNER PARTICIPATION**
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INFORMATION BULLETIN

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

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

**MINUTE of MEETING of the FIFE AND FORTH VALLEY COMMUNITY JUSTICE
AUTHORITY, held on 15 MARCH 2011, IN DUNFERMLINE CITY CHAMBERS,
KIRKGATE, DUNFERMLINE, KY12 7ND, AT 9.30 AM**

PRESENT:

Councillor Neil Benny, Stirling Council
Councillor Jim Burke, Fife Council (substitute for Councillor Joe Rosiejak)
Councillor Margaret Kennedy, Fife Council (**Convenor**)
Councillor Bill McCulloch, Fife Council
Councillor Alistair McNeill, Falkirk Council
Councillor Paul Owens, Stirling Council
Councillor Lizz Mogg, Fife Council (substitute for Councillor Alfred Patey)

IN ATTENDANCE:

Chris Anderson, FFV CJA
Claire Bernard, Victim Support
Rosie Bolton, Falkirk Council
Ian Campbell, Fife Constabulary
Cameron Cavin, Central Scotland Police
Alistair Gaw, Fife Council
Moira Graham, Visiting Committee, HMP and YOI Cornton Vale
Iain Grant, Fife Council
Mike Inglis, HM YOI Polmont
Jim King, SPS
Stefan Kromker, Serco
Stuart Landels, Clackmannanshire Council
Kerry Page, Sacro
Anne Pinkman, Fife and Forth Valley CJA
Tim Richley, Sacro
Alistair Smillie, Stirling Council
Sharon Stirrat, Falkirk Council
Grant Sugden, Circle Scotland
Alex Torrance, Clackmannanshire Council
Katy Fearon, Minutes

APOLOGIES RECEIVED - Partners:

Deirdre Cilliers, Clackmannanshire Council
Margaret Collins, Fife Council
David Fraser, Scottish Courts
Dan Gunn, HMP Glenochil
Rona King, NHS Fife
Carolyn McLeod, Scottish Courts
Shiona Strachan, Stirling Council

CJA261 APOLOGIES RECEIVED AND SUBSTITUTIONS NOTIFIED

Apologies were received from Councillor George Matchett, Deputy Convenor, Clackmannanshire Council, Councillor Billy Buchanan, Falkirk Council, Councillor Alfred Patey (Councillor Lizz Mogg substituted for Councillor Alfred Patey) and Councillor Joe Rosiejak (Councillor Jim Burke substituted for Councillor Joe Rosiejak).

The apologies from partners were as listed above.

CJA262 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There was no urgent business brought forward.

CJA263 DECLARATIONS OF INTEREST

There were no declarations of interest.

CJA264 MINUTE OF PREVIOUS MEETING

The Minute of the meeting held on 4 October 2010 was agreed as a correct record with one amendment: CJA254, Decision (2), to read '*... prisoners located in HMP Glenochil' (not three Forth Valley prisons).*

Minute Actions/Up-Date

The Chief Officer confirmed a response had been received from SPS HQ regarding the low number of FFV CJA prisoners located in HMP Glenochil stating that numbers would begin to increase as the establishment adjusted to the transfer of prisoners from HMP Peterhead.

CJA265 WELCOME

The Convenor welcomed Cameron Cavin, Central Scotland Police, Claire Bernard, Victim Support and Mike Inglis, HM YOI Polmont.

CJA266 PRESENTATION – WOMEN OFFENDERS

The Convenor introduced Grant Sugden, Circle Scotland, who gave a presentation on women offenders.

The Convenor introduced Tim Richley, Sacro, who gave a presentation on women offenders.

The Convenor thanked Grant and Tim for their presentations and confirmed copies of the presentations would be available on request.

A question and answer session followed, with questions on, for example:

Q: What % of the population within HMP and YOI Cornton Vale are parents?

A: It was confirmed that in February 2010, there were approximately 29 women in custody from the FFV CJA area. It is known that 50-60% of women are sole carers but also that some women do not disclose that they have children.

Q: How is Mentoring Service publicised?

A: Mostly by signposting from other organisations or word-of-mouth.

Q: Is funding and sustainability an issue?

A: The work with Fife and Forth Valley CJA is built into existing, well-established programmes with core funding from the Robertson Trust.

CJA267

WOMEN OFFENDERS

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 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.

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

Decision

The Authority agreed to:

- 1 Endorse the contents of this report.
- 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.

CJA268

COMMUNITY PAY BACK ORDERS

The Criminal Justice and Licensing (Scotland) Act 2010 introduced a range of new measures to make communities safer. Each of the four Fife and Forth Valley Local Authorities have made arrangements to ensure the successful introduction of the CPO.

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.

Regular Reports have been provided to the FFV CJA Board outlining how the additional funds allocated to improve speed and immediacy have been utilised. 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.

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. Fife and Forth Valley CJA will assist in facilitating an annual consultation event where all representatives from all key agencies will be invited. The first event is arranged for 23 March 2011.

Each Local Authority is required to produce an Annual Report on Community Payback and preparation for the production of the Annual Reports will assist Fife and Forth Valley CJA in the monitoring of CPOs and unpaid work.

The Service Manager, Falkirk CJS, highlighted that 'unpaid activity' also includes literacy skills, employability etc.

Councillor Bill McCulloch suggested it would be helpful if the figures presented could include a breakdown of percentage of CPOs completed and percentage breached.

The Chief Officer confirmed an attempt would be made to capture actual number of hours completed each week.

Councillor Jim Burke suggested it would be helpful for Elected Members to have a central contact point to which CPO project referrals for their Ward could be submitted for consideration.

The Chief Officer agreed and stated that, with the introduction of 'Cash Back to Communities', it will be even more important to consider project referrals and promote the CPO work undertaken in each of the FFV CJA areas.

Councillor Neil Benny confirmed the information provided was useful, however, included in the information should be, for example, the figure for how long on average to complete an Order, excluding breaches, as this affects speed immediacy, rather than the amount of Orders completed.

The Chief Officer confirmed discussions are taking place with Service Managers CJS to improve reporting mechanisms, and the Audit of Community Service and Annual Reports will concentrate the focus on capturing this information.

Decision

The Authority agreed to:

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

CJA269

CRIMINAL JUSTICE SOCIAL WORK GRANT ALLOCATION 2011-2012

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. The total amount allocated for 2011-2012 is £12,079,285.

On 1 February 2011 the Cabinet Secretary for Justice announced that an additional £4million is to be provided to support unpaid work. 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.

Elected Members stated that there was a lot of good work being done within 'non core services' and the importance of continued funding in these areas.

The Chief Officer confirmed meetings have taken place with Service Managers and Finance Officers CJS and information is being gathered to help inform decisions and a range of options will be submitted to Board Members at the next meeting of the Authority.

Officers raised their concerns regarding the changes to the allocation of Grant, eg removal of 20% cap on virement and the allocation of funds to a single-line budget header as opposed to, for example, three distinct areas of funding, eg CSOGP, Caledonian and Constructs.

The Chief Officer agreed to write to the Scottish Government, on behalf of Board Members, to raise concerns regarding the issues raised.

Decision

The Authority agreed to:

- 1 Note the Grant Allocation for the provision of Criminal Justice Social Work Services for 2011-2012.
- 2 Apply the moratorium on the formula to determine allocation of Grant to the four Fife and Forth Valley Local Authorities.
- 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.
- 4 The Chief Officer to write to the Scottish Government, on behalf of the Board, to raise concerns regarding the changes to Grant Allocation.

CJA270

FFV CJA COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES

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.

The draft final position is an anticipated full spend of the allocation. Any underspend in Grant will be returned to the Scottish Government.

The Scottish Government, in their letter dated 23 February 2011, has 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.

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.

Board Members expressed their concerns regarding the need for FFV CJA to pay VAT and the negative impact this will continue to have on the Administration Grant allocation. It was agreed that the Chief Officer, on behalf of Board Members, should write to the Scottish Government regarding this issue.

Decision

The Authority agreed to:

- 1 Approve the draft financial position at end of December 2010 regarding Fife and Forth Valley CJA Administration Grant.
- 2 Approve the Fife and Forth Valley CJA Administration Grant Allocation for 2011-2012.
- 3 The Chief Officer to write to the Scottish Government, on behalf of Board Members, to raise concerns regarding the need for FFV CJA to pay VAT.

INQUORATE

Councillor Alistair McNeil left the meeting at 11.30 am; as there were now only six Board Members present, the meeting was declared inquorate.

The Convenor, with the approval of Board Members, continued the meeting and confirmed that Recommendations would be submitted to the Board for approval at its next meeting.

CJA271 FIFE AND FORTH VALLEY CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2010-2011

A total expenditure outturn of £416,492 over grant allocation is projected.

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

Recommendation(s)

It was recommended that the Authority agree to:

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

CJA272 FFV CJA LOCAL PERFORMANCE FRAMEWORK 2010-211: QUARTER 3

The Local Performance Framework contains statistical data derived primarily from the four Criminal Justice Social Work Services in Fife and Forth Valley and from the Scottish Prison Service.

The framework is made up of many indicators that in turn relate to a number of outcomes, both local and national.

The Convenor thanked Chris Anderson for the hard work involved in compiling and completing the Framework. Also, to partners for their contribution and continued support towards creating safer communities and promoting public protection.

Councillor Neil Benny raised his concerns regarding the high figure of remanded individuals not convicted. The Chief Officer shared these concerns and confirmed that these figures would continue to be closely monitored.

Recommendation(s)

It was recommended that the Authority agree to:

- 1 Note the contents of the Fife & Forth Valley CJA Local Performance Framework.
- 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.

CJA273**FFV CJA ACTION PLAN 2010-2011: PROGRESS REPORT**

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, eg the recently introduced Criminal Justice and Licensing Act 2010.

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.

The Chief Officer thanked partners for their contribution towards the progress made in regard to the Action Plan.

Recommendation(s)

It was recommended that the Authority agree to:

- 1 Endorse the achievements to-date in addressing the Fife and Forth Valley Community Justice Authority Action Plan for 2010-2011.

CJA274**FFV CJA ACTION PLAN 2011-2012**

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.

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.

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.

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

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 Convenor and Chief Officer thanked partners for their contribution towards the drafting of the FFV CJA Action Plan.

Councillor Neil Benny raised his concerns regarding the use of 'ongoing' within the Action Plan and suggested a completion date should be included against all Actions. Also, would like to see clear measurement of progress towards identified objectives and gave the example of Local Authority Single Outcome Agreements. It was suggested a meeting between Councillor Benny and the Chief Officer to discuss this matter further may prove helpful.

Recommendation(s)

It was recommended that the Authority agree to:

- 1 Note that an Action Plan to take forward the National Priorities is to be developed in partnership with CJAs, Scottish Prison Service, CoSLA, ADSW (Association of Directors of Social Work).
- 2 Request a copy of the National Action Plan to be submitted to the Board once completed.
- 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.
- 4 Request progress reports on the Action Plan to be submitted to each FFV CJA Board meeting.

CJA275 INSPECTION OF PRISON BASED SOCIAL WORK SERVICES

The Chief Officer referred to the submitted Report and an amendment to Paragraph 2.2, was noted: '*SWIA produced a national report earlier this year ...*'

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.

SWIA published a report on the findings of their national inspection in February 2011.

The three Forth Valley Local Authorities are currently considering the Service Level Agreements produced by the SPS for the prisons in their respective areas.

The Governor, HM YOI Polmont, confirmed that extensive work has been carried out on the SLA, however, local discussions and negotiations are ongoing and national discussions are to take place.

Recommendation(s)

It was recommended that the Authority agree to:

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

CJA276 CALEDONIAN SYSTEM: PROGRESS REPORT

Fife and Forth Valley CJA was one of four Community Justice Authorities across Scotland to receive funding in 2010 to deliver the Caledonian System (an integrated approach to domestic abuse) 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.

The local implementation of the system is co-ordinated by the Forth Valley Caledonian Implementation Group which meets monthly. This is chaired by the Service Manager from Falkirk Council Criminal Justice Service.

In Forth Valley the system will be coordinated by the Forth Valley Accredited Programmes Team (FVAPT) based in Falkirk.

The Convenor suggested it would be helpful to submit a progress report following the first six months of operation (as opposed to 12 months) and the Service Manager CJS confirmed this would be possible.

Recommendation(s)

It was recommended that the Authority agree to:

- 1 Note the contents of this Report.
- 2 Request a further progress report to be submitted to FFV CJA Board following the first 6 months of operation.

CJA277 INFORMATION BULLETIN

The Convenor confirmed that all reports for information will now be submitted through the Information Bulletin available on the Homepage of the FFV CJA Website – www.ffvcja.co.uk.

January 2011 Bulletin Contents:

- Community Payback Orders
- Presumption Against Short-Term Prison Sentences
- FFV CJA Area Plan 2011-2014
- FFV CJA Website
- Mappa Annual Reports 2009-2010
- Young Offenders
- Community Service – Snow Clearing
- Audited Accounts
- Play – Behind the Vale

The Convenor stated that comments on the new format for Information Reports would be welcomed.

CJA278 PARTNER PARTICIPATION

The Convenor thanked partners for their attendance and continued support.

Close of Business

VIEWING OF 'BEHIND THE VALE'

After close of business, Board Members and partners were invited to a viewing of a DVD recording of 'Behind the Vale', a play written by Jim King, SPS CJA Liaison Manager.

The Convenor thanked Jim King on behalf of Board Members and partners.

| | |
|----------------------------------------------------------------|------------------------------------------------------------|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 5 ON THE AGENDA |
| 21 June 2011 | NOT CONFIDENTIAL |
| CRIMINAL JUSTICE SOCIAL WORK GRANT ALLOCATION 2011-2012 | |

1 RECOMMENDATION(S)

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

- 1.1 Approve the funding for Drug Testing and Treatment Services at the same level as that allocated by the Scottish Government.
- 1.2 Approve the level of funding for Employment Services.
- 1.3 Approve the allocation of the non-centrally initiated funding to each of the four Local Authorities as outlined in Table 5 with the requirement that the grant allocation is invested in the priorities identified by each of the Criminal Justice Services.
- 1.4 Request each Local Authority CJS provide the FFV CJA Board with a Report outlining their achievements in delivering against their priority areas.
- 1.5 Request that a Report is submitted to FFV CJA Board in relation to the application Apex will make for European Social Funding.
- 1.6 Approve the allocation of the £100,000 grant allocation for women offenders.

2 CONSIDERATIONS

- 2.1 At the meeting of Fife and Forth Valley CJA Board on 15 March 2011, a Report on the Scottish Government Grant Allocation for the provision of Criminal Justice Social Work Services for 2011-2012 was considered. Board Members requested that the Chief Officer submit a Report to the Board at its meeting today, 21 June 2011, outlining options for investment of the non-centrally initiated funding for 2011-2014.
- 2.2 In developing the options for non core funding, the Chief Officer has consulted with all four Fife and Forth Valley Local Authorities and other partners where appropriate.

Funding for 2011-2012

2.3 The total amount allocated for 2011-2012 is **£12,059,285**.

| | |
|---------------------------|--------------------|
| Core Allocation | 8,853,076 |
| Non Core Allocation: | |
| • Centrally Initiated | 1,822,708 |
| • Non-Centrally Initiated | 1,283,501 |
| Women Offenders | 100,000 |
| Total: | £12,059,285 |

Table 1

2.4 The £20,000 difference in the funding allocation and that noted in Table 1 relates to £20,000 funding allocated to meet costs of terminating projects funded by the new Service Development funding allocated for 2008-2011.

Centrally Initiated Non Core Funding

2.5 As reported previously to the FFV CJA Board, the funding for centrally initiated non core funding requires to be allocated in full to support specific areas of work. For Fife and Forth Valley funding, these areas are:

- Caledonian System
- Delivery of the National Training Programme
- Drug Courts (Fife)
- Mappa
- Constructs
- CSOGP (sex offender programme)

Groupwork Programmes

2.6 There are two established programme delivery Teams within the FFV CJA area, one in Fife and one in Forth Valley. Both Teams are funded by the centrally initiated non core funding to deliver the accredited programmes listed above. Additional non core funding is also used to supplement the costs. In Fife additional programmes, namely domestic abuse and anger management, are also delivered. In Forth Valley, an allocation previously granted for Intensive Probation, £63,747, was used in the costings to establish the Accredited Programmes Team. It is intended that this same amount is used from the total non-centrally initiated allocation for Forth Valley. Even with this small additional amount added, the projected costs for programme delivery in Forth Valley exceeds the amount allocated.

| | |
|------------------------------------------------|----------------|
| Forth Valley Accredited Programmes Team | |
| Projected costs 2011/12 | £806,071 |
| Allocation 2011/12 | £751,178 |
| Shortfall | £54,893 |

Table 2

- 2.7 The Forth Valley Local Authorities propose to work together to reduce the costs for the Forth Valley Accredited Programmes Team. Vacancy management is expected to reduce overall costings and discussions are to take place with Fife CJS to examine opportunities to work together in the delivery of some common programmes. In the longer term, further discussions will take place with the three Forth Valley prisons to develop opportunities for the shared delivery of common programmes across the prisons and Fife and Forth Valley communities.

Non-Centrally Initiated Non Core Funding

- 2.8 In previous years, Fife and Forth Valley CJA received funding for a range of services:

- Drug Testing and Treatment Orders
- Employment Services
- Fast Track
- Intensive Probation
- Supported Accommodation
- Young Offenders
- Substance Relating Offending
- Forensic Mental Health

- 2.9 Funding for DTTOs, Drug Testing and Treatment Orders has, this year, been transferred to core funding. The amount allocated remains the same.

- 2.10 This year, non-centrally initiated funding has been allocated as a single lump sum, £1,283,501. As reported to the FFV CJA Board in March 2011, the intention is to allow the CJA the opportunity to change funding priorities in accordance with the national and local priorities contained within the FFV CJA Area Plan for 2011-2014. This flexibility is welcome.

FFV CJA AREA PLAN PRIORITIES

National Priorities

- 2.11 The national priorities, agreed by all eight CJAs in Scotland, in consultation with SPS, CoSLA and ADSW are:

- Improve joint working practices;
- Improve information sharing;
- Improve community integration;
- Improve the shared management of resources and policy development.

Local Priorities

- 2.12 In consultation with all our partners, Fife and Forth Valley CJA agreed that its local priorities for 2011-2014 are:

- Introduction of the Criminal Justice & Licensing (Scotland) Act;
- Young offenders;
- Substance use, especially alcohol;
- Transfer of health responsibility from SPS to local Health Boards;
- Domestic abuse.

NON-CENTRALLY INITIATED NON CORE FUNDING

Substance Use

- 2.13 Board Members will be aware that the Scottish Government undertook a review of the Drug Courts in Fife and Glasgow. The decision was to continue funding to March 2012 on condition that local partners continue to work with the Scottish Government to achieve cost savings and, where possible, 'divert resources into more effective interventions'. This work is continuing, cost savings have been made primarily in reducing staff numbers. Fife Drug Court continues to operate with the same funding levels provided since its introduction in 2002. The funding for the Drug Court is included within the centrally initiated non core funding
- 2.14 Fife Drug Court costs are provided through two allocations within the overall Grant.

| | |
|---------------------------------------------|-------------------|
| Fife Drug Court centrally initiated funding | 689,061 |
| DTTO core funding | 547,057 |
| Total: | £1,236,118 |

Table 3

- 2.15 Forth Valley likewise receives two allocations that funds the Forth Valley Criminal Justice Drug Treatment Service.

| | |
|--------------------------------------------|----------------|
| Fast Track non centrally initiated funding | 305,078 |
| DTTO core funding | 324,077 |
| Total: | 629,155 |

Table 4

- 2.16 After consultation with Criminal Justice Service Managers and NHS partners and Fife and Forth valley Alcohol and Drug Partnerships (ADP's), and reviewing the numbers of offenders involved in substance use, it is proposed that investment in Drug Treatment Services continues at the level of grant allocation provided.
- 2.17 The introduction of Community Payback Orders, which include separate conditions of alcohol and drug treatment may also result in an increase in offenders requiring assessment and/or treatment from the Fife Drug Court Team and Forth Valley Criminal Justice Drug Treatment Services.

Employment Services

- 2.18 Historically, the three Forth Valley Local Authorities have received an allocation of £78,399 for Employment Services. This allocation has always been used to purchase Employment Services from Apex Scotland. It is proposed that this same amount is allocated to Apex this year: Apex is able to use this sum to attract additional European Social Funding for the provision of Employment Support for offenders. Apex will be able attract an additional £44,509, the equivalent to an additional 45% of funding for operational costs.
- 2.19 Discussions between Apex and Forth Valley CJS' are currently ongoing to maximise use of this funding and agree associated outcomes. This will include training, education, vocational profiling as well as job search support and support to offenders obtaining employment.

- 2.20 Fife and Forth Valley CJS', are in discussion with Apex to seek similar additional ESF match funding of the women offender grant. If successful, the additional money will be used to address the particular education, employment and training needs of women offenders.

Notwithstanding the discussions with Apex for women offenders, Fife CJS have agreed new provision for education, employment and training for offenders for 2011/12 with Fife Council. This service will incur no costs to Fife CJS. The amount previously allocated to Fife CJS, £76,425, will continue but Fife CJS will invest this allocation in other non core services.

Additional Non Core Service Investments

- 2.21 In determining how the remainder of the non-centrally initiated funding be allocated across the four Fife and Forth Valley Local Authorities, it became apparent in discussions with the four Criminal Justice Service Managers that there were variations in the priorities for investment across the Local Authorities. This is not surprising given the different profiles and resources available within each of the four Fife and Forth Valley Local Authority areas. Added to this, was an acknowledgement that the overall grant allocation for non-centrally initiated non core services has, to all intent and purposes, remained at the same level for at least 8 years.
- 2.22 Each Local Authority CJS has developed proposals as to how they wish to invest their non-centrally initiated non core allocation. In doing so, each Criminal Justice Service has taken cognisance of the CJA local priorities and included within their proposals outlines of how these proposals fit with the FFV CJA local priorities.
- 2.23 The amounts available to each Local Authority Criminal Justice Service for the provision of non core service are detailed in Table 5 below including, where appropriate, the specific funds allocated for Forth Valley-wide services.
- 2.24 The amounts have been determined by application of the Scottish Government grant formula for core Criminal Justice Social Work Services.

| Local Authority | Allocation for Forth Valley Wide Service | Allocation for Sole use of Local Authority | Total |
|------------------------|-------------------------------------------------|---------------------------------------------------|-------------------|
| Fife | | 483,182 | 483,182 |
| Clackmannanshire | 78,399 (APEX) | 86,546 | 164,945 |
| Falkirk | 63,747 (Intensive Probation) | 169,931 | 233,678 |
| Stirling | 305,078 (Fast Track) | 96,617 | 401,695 |
| Total: | £447,224 | £836,276 | £1,283,500 |

Table 5

Fife Criminal Justice Service

2.25 The local priorities identified by Fife CJS are:

| | Cost |
|-----------------------------------------------------------------------------------------------------------|------------------|
| Groupwork: Sex Offending and CSOGP Sex Offending – Deliveries Domestic Abuse Anger Management | 322,592 |
| Public Protection Team | 229,979 |
| Young Offenders | 179,651 |
| Supported Accommodation | 105,000 |
| SubTotal: | £837,222 |
| Less amount allocated within centrally initiated non core funding | £250,210* |
| Total: | £587,012 |
| Amount Allocated: | £483,182 |
| Shortfall: | +£103,830 |

Table 6 *£117,161 for Groupwork and £132,449 for Mappa

2.26 As indicated in Table 6 above, the amount Fife Council intends to invest in non core services exceeds the non-centrally initiated funding allocated to Fife CJS but the cost of the Groupwork Programme and Public Protection Team are assisted by the use of funding provided in centrally initiated funding for Groupwork and Mappa.

2.27 Fife Council propose to meet this overspend through:

- Vacancy management;
- Working in new ways, eg introducing mobile and flexible work styles and customer management;
- Re-aligning staff and teams to meet the challenges of new legislation.

Falkirk Criminal Justice Service

2.28 Falkirk CJS allocation for non-centrally initiated funding includes an allocation for Groupwork Programme for Forth Valley. This allocation is combined with the centrally initiated funding for Programmes. The amount of non core allocation specifically for Falkirk CJS is, therefore, £169,931.

2.29 The priorities for Falkirk CJS are:

| | |
|--------------------------|-----------------|
| Young Offenders | 64,695 |
| Supported Accommodation | 111,500 |
| Total: | £176,195 |
| Amount Allocated: | £169,931 |
| Shortfall: | +£6,264 |

Table 7

Falkirk Council propose to meet this overspend through vacancy management.

Stirling Criminal Justice Services

2.30 Stirling CJS receive an allocation of £305,078 for the provision of the Fast Track Service. This allocation is used along with the Forth Valley allocation for DTTO to provide the Forth Valley Criminal Justice Drug Treatment Service. The amount of non core allocation specifically for Stirling CJS is £96,617.

2.31 The local priorities for Stirling CJS are:

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Accommodation: Housing Support to Ex-Prisoners Housing Support for High Risk Offenders (provided by Sacro) | 16,500 29,900 |
| Young Offenders: Support to Young People in Custody Support to Young Offenders in Community (provided by Barnardos, Fraegarrach) | 16,500 18,000 |
| Women Offenders Additional sum required for women offenders support service* Contribution for Circle* | 6,557 3,323 |
| Total: | £90,780 |
| Amount Allocated: | £96,617 |
| Surplus: | £5,837 |

Table 8

*see Table 11

Clackmannanshire Criminal Justice Service

2.32 Historically, Clackmannanshire Council have received, as lead authority for the three Forth Valley Local Authorities, an allocation of £78,399 for Employment Services. As outlined in Paragraph 2.18 above, it is intended to continue the allocation to Apex for 2011/12. The amount of non core allocation specifically for Clackmannanshire CJS is £86,635.

2.33 The key priorities for Clackmannanshire CJS relate to:

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Accommodation: Housing Support Housing Support for High Risk Offenders (provided by Sacro) | 16,000 19,933 |
| Young Offenders: Support to Young People in Custody and at risk of custody Support to Young Offenders in Community (provided by Barnardos, Fraegarrach) | 17,000 18,000 |
| Education , employment and training support for young offenders | £6,234 |
| Women Offenders(additional investment, Wish Project) | 9,468 |
| Total: | £86,635 |
| Amount Allocated: | £86,635 |

Table 9

Fit with FFV CJA Local Priorities

- 2.34 The proposals from each of the four Local Authority CJS do each specifically include young offenders as a priority matching the FFV CJA local priorities. Fife and Forth Valley CJS' are also each investing in domestic abuse, another of the FFV CJA local priorities. These investments should also strengthen the outcomes required for the successful introduction of the new Community Payback Orders.
- 2.35 There is no mention of substance use as a specific local priority within any of the four Local Authority CJS. There is, however, investment in the Fife Drug Court and the Forth valley Criminal Justice Drug Treatment Service, as outlined above at Paragraphs 2.13 to 2.18. In addition to this, FFV CJA and Local Authorities are all represented on the Fife and Forth Valley ADPs and work to ensure offenders achieve fair and equitable access to alcohol and drug support and treatment services in their communities, including on release from custody.

Evidencing outcomes

- 2.36 Each Local Authority has outlined outcomes to evidence efficient and effective use of the grant allocation for their respective local priorities. A performance reporting framework will be agreed for each of the local priority areas and each Local Authority will be required to submit a report to FFV CJA detailing their success.

Women Offenders

- 2.37 Board Members are aware that the Scottish Government provided each CJA with £100,000 in 2010-2011 to address the particular needs of women offenders. The same level of funding has been provided for 2011-2012.
- 2.38 In 2010-2011, the funding was used in the following way:

| | |
|-------------------------------------------------------------------------|-----------------|
| Fife – Sacro Women's Mentoring Service | 28,606 |
| Fife and Forth Valley – Circle Support to Women Offenders with Children | 30,000 |
| Falkirk/Clackmannanshire – Dedicated Women Offender Worker | 27,384 |
| Stirling - Women Offenders support service | 14,010 |
| Total: | £100,000 |

Table 10

Proposals for 2011-2012

| | Amount Requested | Allocation if Grant Formula Applied | Difference | % Cost for Circle | Overall Cost | Overall Difference |
|----------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------|---------------------------------------------|----------------------------------------------|----------------------------------------------|
| Fife – Sacro Women’s Mentoring Service | 48,411 | 49,390 | -979 | 11,854 | 60,265 | +10,875 |
| Fife and Forth Valley – Circle | 24,000 | | | | | |
| Falkirk/ Clackmannanshire - Dedicated Women Offender Worker | 23,346 (Falkirk) 11,564 (Clacks) £34,910 total | 24,350 (Falkirk) 12,420 (Clacks) | -1004 (Falkirk) -856 (Clacks) | 5,844 (Falkirk) 2,979 (Clacks) | 29,190 (Falkirk) 14543 (Clacks) | +4840 (Falkirk) +2,123 (Clacks) |
| Stirling - Women Offenders Support Service | 20,397 | 13,840 | +6,557 | 3,323 | 23,720 | +9880 |
| Clackmannanshire – Wish Project | 9,468 | | | | | |
| Total: | £127,718 | £100,000 | +£3,718 | £24,000 | £127,718 | £27,718 |

Table 11

- 2.39 As table 11 illustrates, the proposals submitted by each of the four Local Authorities are in excess of the £100,000 allocated. Add to that the cost of continuing with Circle and the projected overspend is £27,718.
- 2.40 Board Members are familiar with the work of Circle and their success in engaging with women in custody that have children who traditionally chose not to engage with statutory services. It is recommended that funding for Circles continues. When the cost of Circle is allocated nominally across the four Local Authorities the amounts are not significant.
- 2.41 It is recommended that the proposals outlined above are approved and Local Authorities required to manage overspends through vacancy management and efficiency savings in their overall budgets.
- 2.42 The projected overspend in Stirling CJS will be met within their non core allocation outlined in Table 8.
- 2.43 Clackmannanshire CJS intend to invest £9,468 in a local project, Wish, for women offenders. This is being funded from Clackmannanshire’s allocation for non core services and has not been included in the allocation of the dedicated Women Offender grant.

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 across Fife and Forth Valley for 2011-2012 is £12,059,285.
- 4.2 Projected spend for the non core service provision across the four Local Authorities does exceed the grant available. This is summarised in an Appendix to this Report on page 21. The Local Authorities are confident that the overspends can be managed through vacancy management, working together in new ways and other efficiency savings.


5 BACKGROUND PAPERS

- 5.1 Allocation of Grant letter from the Scottish Government, dated 4 February 2011.
- 5.2 FFV CJA Board Report: Criminal Justice Social Work Grant Allocation 2011-2012, dated 15 March 2011.

Author(s)

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

Approved by

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

Date 9 June 2011

Reference 20110621CJSWGrantAllocation

Fife and Forth Valley Community Justice Authority 2011/12 Non Core Grant Allocation Summary

| Classification | Allocation 2011-12 | Projected Expenditure | Defecit/(Surplus) |
|------------------------------------|--------------------|-----------------------|-------------------|
| Fife Centrally Initiated | 999,271 | 1,096,801 | 97,530 |
| FV Centrally Initiated | 687,431 | 687,431 | 0 |
| Falkirk Centrally Initiated | 647,431 | 647,431 | 0 |
| Stirling Centrally Initiated | 20,000 | 20,000 | 0 |
| Clacks Centrally Initiated | 20,000 | 20,000 | 0 |
| Total Centrally Initiated | 1,686,702 | 1,784,232 | 97,530 |
| Fife Programmes | 117,761 | 322,592 | 204,831 |
| FV Programmes | 751,178 | 806,071 | 54,893 |
| Falkirk Programmes | 711,178 | 766,071 | 54,893 |
| Stirling Programmes | 20,000 | 20,000 | 0 |
| Clacks Programmes | 20,000 | 20,000 | 0 |
| Total Programmes | 868,939 | 1,128,663 | 259,724 |
| Fife Substance Use | 689,061 | 689,061 | 0 |
| FV Substance Use | 305,078 | 305,078 | 0 |
| Falkirk Substance Use | 0 | 0 | 0 |
| Stirling Substance Use | 305,078 | 305,078 | 0 |
| Clacks Substance Use | 0 | 0 | 0 |
| Total Substance Use | 994,139 | 994,139 | 0 |
| Fife Employment Services | 76,425 | 0 | (76,425) |
| FV Employment Services | 78,310 | 78,310 | 0 |
| Falkirk Employment Services | 0 | 0 | 0 |
| Stirling Employment Services | 0 | 0 | 0 |
| Clacks Employment Services | 78,310 | 78,310 | 0 |
| Total Employment Services | 154,735 | 78,310 | (76,425) |
| Fife Other NCI (Excl Employment) | 406,757 | 284,651 | (122,106) |
| FV Other NCI | 353,183 | 353,610 | 427 |
| Falkirk Other NCI (Excl Groupwork) | 169,931 | 176,195 | 6,264 |
| Stirling Other NCI | 96,617 | 90,780 | (5,837) |
| Clacks Other NCI (Excl Employment) | 86,635 | 86,635 | 0 |
| Total Other NCI | 759,940 | 638,261 | (121,679) |

| | | | |
|-------------------------------------------------------------------------------------|------------------|------------------|----------------|
| Fife Non Core Total (Excl Women Offenders & New Service Development) | 1,482,454 | 1,586,284 | 103,830 |
| FV Non Core Total (Excl Women Offenders & New Service Development) | 1,623,755 | 1,679,075 | 55,320 |
| Falkirk Non Core Total (Excl Women Offenders & New Service Development) | 881,109 | 942,266 | 61,157 |
| Stirling Non Core Total (Excl Women Offenders & New Service Development) | 421,695 | 415,858 | (5,837) |
| Clacks Non Core Total (Excl Women Offenders & New Service Development) | 320,951 | 320,951 | 0 |
| Total Non Core (Excl Women Offenders & New Service Development) | 3,106,209 | 3,265,359 | 159,150 |

| | |
|--------------------------------------------------------------|------------------------------------------------------------|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 6 ON THE AGENDA |
| 21 June 2011 | NOT CONFIDENTIAL |
| COMMUNITY JUSTICE AUTHORITY ADMINISTRATION MONIES | |

1 RECOMMENDATION(S)

- 1.1 To approve the draft final financial position at end of March 2011 regarding Fife and Forth Valley CJA Administration Grant.

2 CONSIDERATIONS

- 2.1 Fife and Forth Valley Community Justice Authority received £207,316 in 2010/11 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 was paid to Clackmannanshire Council as lead authority on Finance.
- 2.2 The Appendix to this Report contains a breakdown of the projected spend against this budget for 2010/11. The draft bottom line position is that we spent our full allocation. Any underspend in Grant would be returned to the Scottish Government.

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.


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 19 May 2011

Reference 20110621ffvcjaadministrationMonies

APPENDIX

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

| | Budget £ | Projection £ | Variance £ |
|------------------------------------------|----------------|-----------------|------------------|
| | | | () = Underspend |
| Chief Officer | 76,910 | 80,174 | 3,264 |
| <i>Admin/PA</i> | <i>25,820</i> | <i>25,803</i> | <i>(17)</i> |
| <i>Planning Officer</i> | <i>44,340</i> | <i>46,028</i> | <i>1,688</i> |
| Support Staff/Agency Staff | 70,160 | 71,831 | 1,671 |
| TOTAL STAFFING | 147,070 | 152,005 | 4,935 |
| <i>Rent</i> | <i>8,010</i> | <i>6,926</i> | <i>(1,084)</i> |
| Property Costs | 8,010 | 6,926 | (1,084) |
| <i>Staff Travel</i> | <i>4,000</i> | <i>4,504</i> | <i>504</i> |
| <i>Purchase of Equipment</i> | <i>1,000</i> | <i>410</i> | <i>(590)</i> |
| <i>Hospitality</i> | <i>1,000</i> | <i>1,571</i> | <i>571</i> |
| <i>Printing</i> | <i>2,000</i> | <i>4,008</i> | <i>2,008</i> |
| <i>Stationery</i> | <i>2,000</i> | <i>1,892</i> | <i>(108)</i> |
| <i>Professional Fees/Consultancy</i> | <i>1,000</i> | <i>0</i> | <i>(1,000)</i> |
| <i>Audit Fees</i> | <i>5,110</i> | <i>4,919</i> | <i>(191)</i> |
| <i>Telephones</i> | <i>1,000</i> | <i>446</i> | <i>(554)</i> |
| <i>Computer Equipment</i> | <i>500</i> | <i>210</i> | <i>(290)</i> |
| Office Expenses | 17,610 | 17,959 | 349 |
| <i>Training</i> | <i>1,500</i> | <i>20</i> | <i>(1,480)</i> |
| <i>Conferences</i> | <i>2,000</i> | <i>1,732</i> | <i>(268)</i> |
| <i>Members Expenses</i> | <i>6,000</i> | <i>3,297</i> | <i>(2,703)</i> |
| Conferences & Training | 9,500 | 5,049 | (4,451) |
| <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 |

| | |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 7 ON THE AGENDA |
| 21 June 2011 | NOT CONFIDENTIAL |
| FIFE AND FORTH VALLEY – CRIMINAL JUSTICE SOCIAL WORK SERVICES BUDGET MONITORING 2010/11 | |

1 RECOMMENDATION(S)

- 1.1 To approve the draft final outturn position for financial year 2010-11 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 Approval was sought, and given by Scottish Government for a £181k virement from the non-core to core services allocation. This should ensure that Fife & Forth Valley CJA receive the maximum allocation available in 2010-11.
- 2.3 The Appendices shows a total projected expenditure outturn of £55,565 over grant allocation.
- 2.4 In Fife Council the projected expenditure outturn is £233,990 over grant allocation. Overheads for Fife are £692,000, approx 11% of the total expenditure. Fife Council allocate the full grant to the service and the overheads are absorbed by the Council.
- 2.5 In Falkirk Council the projected expenditure outturn is £180,400 under grant allocation. Core budget is expected to spend £2,089 under the grant allocated. Non-core is expected to spend £182,489 under grant allocated. The main reason for the underspend in the Non Core is the delay in starting the Caledonian project.
- 2.6 In Stirling Council the projected expenditure outturn is £704 over grant allocation. The Core is expected to be £50,136 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 £49,432 in total. This is due to an accrual from last year in Supported Accommodation which will not be needed and the delay in the Caledonian Project.

2.7 In Clackmannanshire Council the projected expenditure outturn is £1,271 over grant allocation. The Core is expected to be £1,091 over in total. Non Core is expected to be over allocation by £180 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.

2.8 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 CJSWS Budget Monitoring Report to end March 2011.

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 11 June 2011

Reference 20110621FFVCJSWSBudgetMonitoring

FIFE & FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

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

| Service | 2010/11 Allocation | DRAFT YEAR END SPEND | YEAR END VARIANCE |
|--------------------------------------------------------------------|-----------------------|-------------------------|----------------------|
| Core | | | |
| Probation | £1,615,751 | £1,632,471 | £16,720 |
| Community Service | £2,524,757 | £2,548,696 | £23,939 |
| Social Enquiry Reports | £1,737,185 | £1,772,375 | £35,190 |
| Throughcare | £939,500 | £961,022 | £21,522 |
| Home Detention Curfew | £35,406 | £45,859 | £10,453 |
| SAO | £442,487 | £452,455 | £9,968 |
| Diversion | £94,682 | £112,826 | £18,144 |
| Bail | £196,140 | £219,441 | £23,301 |
| Court Services | £525,531 | £572,902 | £47,371 |
| Total Core Services | £8,111,439 | £8,318,047 | £206,608 |
| Non Core | | | |
| Centrally Initiated Funding: | | | |
| Caledonian | £301,971 | £125,840 | (£176,131) |
| Delivery of the National Training Programme | £60,000 | £60,659 | £659 |
| Drug Courts | £689,061 | £693,080 | £4,019 |
| MAPPA | £268,455 | £309,247 | £40,792 |
| Throughcare Addiction Services | £51,500 | £52,538 | £1,038 |
| Funding for Non-Centrally Initiated Areas of Work: | | | |
| Development of Forensic Mental Health Service | £18,486 | £0 | (£18,486) |
| DTTO | £871,134 | £871,329 | £195 |
| Employment Services | £154,735 | £152,554 | (£2,181) |
| Fast Track Drugs Assessment & Treatment | £275,078 | £274,437 | (£641) |
| Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation) | £629,030 | £676,510 | £47,480 |
| SER Pilot | £10,000 | £8,519 | (£1,481) |
| Substance Related Offending | £13,474 | £6,800 | (£6,674) |
| Supported Accommodation | £257,512 | £228,949 | (£28,563) |
| Young Offenders | £257,395 | £257,542 | £147 |
| Women Offenders | £100,000 | £110,309 | £10,309 |
| Intensive Support Packages | £118,762 | £117,122 | (£1,640) |
| New Service Development Funding | | | |
| Extension of CSOGP/Domestic Violence groupwork | £111,400 | £106,911 | (£4,489) |
| Supported Accommodation Services - 3 Support Workers | £61,965 | £56,569 | (£5,396) |
| High Risk Offender Management Lead Officer | £10,000 | £0 | (£10,000) |
| Total Non Core | £4,259,958 | £4,108,915 | (£151,043) |
| Overall Total | £12,371,397 | £12,426,962 | £55,565 |

Overhead Included in Figures Above

£1,131,186

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 | DRAFT YEAR END SPEND | YEAR END VARIANCE |
|--------------------------------------------------------------------|-----------------------|-------------------------|----------------------|
| Core | | | |
| Probation | £846,923 | £864,518 | £17,595 |
| Community Service | £1,282,696 | £1,284,493 | £1,797 |
| Social Enquiry Reports | £876,621 | £885,151 | £8,530 |
| Throughcare | £484,221 | £487,217 | £2,996 |
| Home Detention Curfew | £19,455 | £30,000 | £10,545 |
| SAO | £191,135 | £200,075 | £8,940 |
| Diversion | £37,509 | £57,989 | £20,480 |
| Bail | £63,300 | £89,025 | £25,725 |
| Court Services | £263,095 | £319,779 | £56,684 |
| Total Core Services | £4,064,955 | £4,218,247 | £153,292 |
| Non Core | | | |
| Centrally Initiated Funding: | | | |
| Caledonian | £0 | | £0 |
| Delivery of the National Training Programme | £58,000 | £58,859 | £859 |
| Drug Courts | £689,061 | £693,080 | £4,019 |
| MAPPA | £132,449 | £177,117 | £44,668 |
| Throughcare Addiction Services | £25,407 | £25,407 | £0 |
| Funding for Non-Centrally Initiated Areas of Work: | | | |
| Development of Forensic Mental Health Service | £9,120 | £0 | (£9,120) |
| DTTO | £547,057 | £547,057 | £0 |
| Employment Services | £76,336 | £52,964 | (£23,372) |
| Fast Track Drugs Assessment & Treatment | £0 | | £0 |
| Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation) | £179,833 | £248,155 | £68,322 |
| SER Pilot | £6,667 | £6,667 | £0 |
| Substance Related Offending | £6,647 | £0 | (£6,647) |
| Supported Accommodation | £108,533 | £109,741 | £1,208 |
| Young Offenders | £126,982 | £127,743 | £761 |
| Women Offenders | £0 | | £0 |
| Intensive Support Packages | £0 | | £0 |
| New Service Development Funding | | | |
| Extension of CSOGP/Domestic Violence groupwork | £49,600 | £49,600 | £0 |
| Supported Accommodation Services - 3 Support Workers | £20,693 | £20,693 | £0 |
| High Risk Offender Management Lead Officer | £0 | | £0 |
| Total Non Core | £2,036,385 | £2,117,083 | £80,698 |
| Overall Total | £6,101,340 | £6,335,330 | £233,990 |

Overhead Included in Figures Above

£692,000

11.34%

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 | DRAFT YEAR END SPEND | YEAR END VARIANCE |
|--------------------------------------------------------------------|--------------------|----------------------|-------------------|
| Core | | | |
| Probation | £343,035 | £343,547 | £512 |
| Community Service | £633,239 | £634,046 | £807 |
| Social Enquiry Reports | £376,212 | £376,778 | £566 |
| Throughcare | £192,543 | £192,818 | £275 |
| Home Detention Curfew | £6,516 | £6,531 | £15 |
| SAO | £136,685 | £136,316 | (£369) |
| Diversion | £23,887 | £23,922 | £35 |
| Bail | £55,182 | £55,265 | £83 |
| Court Services | £108,485 | £108,650 | £165 |
| Total Core Services | £1,875,784 | £1,877,873 | £2,089 |
| Non Core | | | |
| Centrally Initiated Funding: | | | |
| Caledonian | £261,971 | £110,840 | (£151,131) |
| Delivery of the National Training Programme | £0 | £0 | £0 |
| Drug Courts | £0 | £0 | £0 |
| MAPPAs | £25,000 | £22,432 | (£2,568) |
| Throughcare Addiction Services | £12,440 | £13,435 | £995 |
| Funding for Non-Centrally Initiated Areas of Work: | | | |
| Development of Forensic Mental Health Service | £0 | £0 | £0 |
| DTTO | £0 | £0 | £0 |
| Employment Services | £0 | £0 | £0 |
| Fast Track Drugs Assessment & Treatment | £0 | £0 | £0 |
| Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation) | £449,197 | £428,355 | (£20,842) |
| SER Pilot | £3,333 | £1,852 | (£1,481) |
| Substance Related Offending | £0 | £0 | £0 |
| Supported Accommodation | £69,675 | £71,450 | £1,775 |
| Young Offenders | £62,173 | £60,982 | (£1,191) |
| Women Offenders | £27,384 | £25,509 | (£1,875) |
| Intensive Support Packages | £73,762 | £73,762 | £0 |
| New Service Development Funding | | | |
| Extension of CSOGP/Domestic Violence groupwork | £61,800 | £57,311 | (£4,489) |
| Supported Accommodation Services - 3 Support Workers | £20,786 | £19,104 | (£1,682) |
| High Risk Offender Management Lead Officer | £0 | | £0 |
| Total Non Core | £1,067,521 | £885,032 | (£182,489) |
| Overall Total | £2,943,305 | £2,762,905 | (£180,400) |

Overhead Included in Figures Above

£183,309 6.23%

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 (Stirling)

| Service | 2010/11 Allocation | DRAFT YEAR END SPEND | YEAR END VARIANCE |
|--------------------------------------------------------------------|-----------------------|-------------------------|----------------------|
| Core | | | |
| Probation | £211,942 | £209,081 | (£2,861) |
| Community Service | £314,962 | £335,464 | £20,502 |
| Social Enquiry Reports | £283,319 | £308,564 | £25,245 |
| Throughcare | £191,430 | £210,101 | £18,671 |
| Home Detention Curfew | £6,251 | £6,400 | £149 |
| SAO | £35,716 | £36,494 | £778 |
| Diversion | £15,827 | £13,762 | (£2,065) |
| Bail | £22,123 | £19,535 | (£2,588) |
| Court Services | £87,796 | £80,101 | (£7,695) |
| Total Core Services | £1,169,366 | £1,219,502 | £50,136 |
| Non Core | | | |
| Centrally Initiated Funding: | | | |
| Caledonian | £20,000 | £0 | (£20,000) |
| Delivery of the National Training Programme | £0 | | £0 |
| Drug Courts | £0 | | £0 |
| MAPPA | £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 | £324,272 | £195 |
| Employment Services | £0 | | £0 |
| Fast Track Drugs Assessment & Treatment | £275,078 | £274,437 | (£641) |
| Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation) | £0 | | £0 |
| SER Pilot | £0 | | £0 |
| Substance Related Offending | £0 | | £0 |
| Supported Accommodation | £31,242 | £0 | (£31,242) |
| Young Offenders | £36,067 | £36,644 | £577 |
| Women Offenders | £14,010 | £20,800 | £6,790 |
| Intensive Support Packages | £45,000 | £43,360 | (£1,640) |
| New Service Development Funding | | | |
| Extension of CSOGP/Domestic Violence groupwork | £0 | £0 | £0 |
| Supported Accommodation Services - 3 Support Workers | £10,243 | £6,772 | (£3,471) |
| High Risk Offender Management Lead Officer | £0 | | £0 |
| Total Non Core | £762,933 | £713,501 | (£49,432) |
| Overall Total | £1,932,299 | £1,933,003 | £704 |

Overhead Included in Figures Above

£148,124

7.67%

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 | DRAFT YEAR END SPEND | YEAR END VARIANCE |
|--------------------------------------------------------------------|-----------------------|-------------------------|----------------------|
| Core | | | |
| Probation | £213,851 | £215,325 | £1,474 |
| Community Service | £293,860 | £294,693 | £833 |
| Social Enquiry Reports | £201,033 | £201,882 | £849 |
| Throughcare | £71,306 | £70,886 | (£420) |
| Home Detention Curfew | £3,184 | £2,928 | (£256) |
| SAO | £78,951 | £79,570 | £619 |
| Diversion | £17,459 | £17,153 | (£306) |
| Bail | £55,535 | £55,616 | £81 |
| Court Services | £66,155 | £64,372 | (£1,783) |
| Total Core Services | £1,001,334 | £1,002,425 | £1,091 |
| Non Core | | | |
| Centrally Initiated Funding: | | | |
| Caledonian | £20,000 | £15,000 | (£5,000) |
| Delivery of the National Training Programme | £2,000 | £1,800 | (£200) |
| Drug Courts | £0 | | £0 |
| MAPPAs | £111,006 | £109,698 | (£1,308) |
| Throughcare Addiction Services | £6,437 | £6,480 | £43 |
| Funding for Non-Centrally Initiated Areas of Work: | | | |
| Development of Forensic Mental Health Service | £9,366 | | (£9,366) |
| DTTO | £0 | | £0 |
| Employment Services | £78,399 | £99,590 | £21,191 |
| Fast Track Drugs Assessment & Treatment | £0 | | £0 |
| Programme Delivery (Incl Constructs, CSOGP, & Intensive Probation) | £0 | | £0 |
| SER Pilot | £0 | | £0 |
| Substance Related Offending | £6,827 | £6,800 | (£27) |
| Supported Accommodation | £48,062 | £47,758 | (£304) |
| Young Offenders | £32,173 | £32,173 | £0 |
| Women Offenders | £58,606 | £64,000 | £5,394 |
| Intensive Support Packages | £0 | | £0 |
| New Service Development Funding | | | |
| Extension of CSOGP/Domestic Violence groupwork | £0 | £0 | £0 |
| Supported Accommodation Services - 3 Support Workers | £10,243 | £10,000 | (£243) |
| High Risk Offender Management Lead Officer | £10,000 | £0 | (£10,000) |
| Total Non Core | £393,119 | £393,299 | £180 |
| Overall Total | £1,394,453 | £1,395,724 | £1,271 |

Overhead Included in Figures Above

£107,753 7.73%

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

Fife & Forth Valley Criminal Justice Authority - March 2011**APPENDIX****Criminal Justice - Fife & Forth Valley - as at 31st March 2011**

| | 2010/11 | 2010/11 | 2010/11 | |
|------------------------------|---------------------|----------------------|-------------------|----------------|
| DESCRIPTION | Annual Budget | Draft Year End Spend | Year End Variance | |
| EMPLOYEE COSTS | 9,259,986 | 8,709,362 | (550,624) | 69.58% |
| PREMISES-RELATED EXPENDITURE | 415,929 | 401,937 | (13,992) | 3.21% |
| SUPPLIES & SERVICES | 502,243 | 571,198 | 68,955 | 4.56% |
| TRANSPORT CHARGES | 311,559 | 293,707 | (17,852) | 2.35% |
| THIRD PARTY PAYMENTS | 1,407,243 | 1,367,746 | (39,497) | 10.93% |
| SUPPORT CHARGES | 474,437 | 1,172,821 | 698,384 | 9.37% |
| TOTAL EXPENDITURE | 12,371,397 | 12,516,771 | 145,374 | 100.00% |
| GOVT AGENCY REIMBURSEMENTS | (12,371,397) | (12,371,397) | 0 | |
| OTHER INCOME | 0 | (89,809) | (89,809) | |
| TOTAL INCOME | (12,371,397) | (12,461,206) | (89,809) | |
| NET EXPENDITURE | 0 | 55,565 | 55,565 | |

| | |
|----------------------------------------------------------------------------|------------------------------------------------------------|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 8 ON THE AGENDA |
| 21 June 2011 | NOT CONFIDENTIAL |
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY RISK REGISTER | |

1 RECOMMENDATION(S)

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

- 1.1 Approve the Fife and Forth Valley Community Justice Authority (FFV CJA) Risk Register.
- 1.2 Request that the Risk Register be reviewed at regular intervals by the Chief Officer and any changes submitted to the FFV CJA Board every six months.
- 1.3 Request that a copy of the National CJA Risk Register be provided to FFV CJA Board Members, for information, once completed.

2 CONSIDERATIONS

2.1 The Scottish Government Criminal Justice Directorate Note 2, Management Statement/Finance Memorandum issued in April 2008 included a requirement that *'a system of risk management is embedded in the CJA to assist in achieving objectives and targets'*. These are captured in our Area Plan for 2011-2014.

2.2 The Fife and Forth Valley CJA Board has consistently monitored the performance of FFV CJA and its partners in achieving objectives and targets as outlined in the FFV CJA Area Plan and Annual Plans through regular submission of reports to FFV CJA Board on:

- Local Performance Framework
- Progress on Annual Plans
- Annual Reports

Risk Register

2.3 A Risk Register has now been prepared which identifies the risks to Fife and Forth Valley CJA Board in failing to achieve its objectives.

- 2.4 Within the context of a Risk Register, risks can be events or actions which can interfere with the achievement of objectives, can disrupt service, can lead to financial difficulties or can affect the credibility or reputation of an agency.
- 2.5 Risks are evaluated according to the likelihood of:
- Severity or Impact
 - Likelihood
 - Proximity
- 2.6 Each risk is given a score of 1 to 5 and then multiplied to give a Risk Rating Score. A copy of the Fife and Forth Valley CJA Risk Register is attached as an Appendix to this Report. Definitions of the three scoring categories are included on the last page.
- 2.7 The Risk Register also details actions that are in place, or are required to mitigate risk.

Fife and Forth Valley CJA Risk Register

- 2.8 The Fife and Forth Valley CJA Risk Register identifies 10 key risks. These risks are wide-ranging and include areas such as the long term absence of FFV CJA staff, failure to deliver the national and local priorities outlined in our Area Plan, failure of IT systems and failure to produce our Annual Report. As mentioned above, actions to mitigate against each risk are also included.

National CJA Risk Register

- 2.9 FFV CJA Board Members are aware that the Convenor and Chief Officer work closely with the seven other CJA Convenors and Chief Officers across Scotland. This allows CJAs to work more efficiently and effectively on a national basis with key partners, especially the Scottish Government, SPS and CoSLA to:
- Influence national policies and practices
 - Raise the profile of CJAs
- 2.10 The CJA Area Plans for 2011-2014 each include national priorities developed and agreed by SPS and CoSLA/ADSW for that planning period.
- 2.11 CJA Convenors and Chief Officers are now completing a National CJA Risk Register. This will be provided to FFV CJA Board members once finalised.

3 CONSULTATION

- 3.1 Consultation has taken place with an Officer from Fife Council and other CJAs.

4 RESOURCE IMPLICATIONS

- 4.1 It is intended that the Chief Officer review the Risk Register on a regular basis and report any changes to FFV CJA Board on a six-monthly basis.


5 BACKGROUND PAPERS

- 5.1 None.

Author(s)

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

Approved by

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

Date 23 May 2011

Reference 20110621RiskRegister

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

APPENDIX

RISK MATRIX

Key: S = Severity or Impact : L = Likelihood : P = Proximity : RR = Risk Rating Score

Date: May 2011

| ID | RISK DESCRIPTION | S | L | P | RR S x L x P | RISK MITIGATION | OWNER |
|----|-------------------------------------------------------------------------------------------------------------|---|---|---|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1 | Failure to deliver National and Local Priorities outlined in FFV CJA Area Plan 2011-2014. | 4 | 1 | 3 | 12 | Evidence provided: <ul style="list-style-type: none"> FFV CJA Action Plan FFV CJA Annual Report FFV CJA Performance Framework Reports to FFV CJA Board FFV CJA business meeting minutes FFV CJA Newsletter | Chief Officer/Convenor/Deputy Convenor |
| 2 | Failure to maintain staffing levels of FFV CJA Office. | 4 | 1 | 3 | 12 | Provide interim arrangements to cover long-term absence of: <ul style="list-style-type: none"> Chief Officer PA to Chief Officer Research and Information Officer In event of staff leaving: <ul style="list-style-type: none"> Recruitment of replacement staff to be initiated swiftly. SLA HR Support Services is in place with Fife Council. | Convenor/Deputy Convenor Chief Officer Chief Officer Convenor/Deputy Convenor/Chief Officer Chief Officer |
| 3 | Potential for significant change in FFV CJA Board membership following Local Government Elections May 2012. | 3 | 2 | 3 | 18 | <ul style="list-style-type: none"> Induction Plan for new Board Members prepared. | Chief Officer/Convenor |
| 4 | Disengagement of statutory partners. | 4 | 1 | 3 | 12 | Maintain partner involvement and commitment to: <ul style="list-style-type: none"> FFV CJA Board. FFV CJA Area Plan 2011-2014. Delivery of FFV CJA Action Plan. Involvement in FFV CJA business meetings. Monitor performance of partners through FFV CJA Performance Framework. | Convenor/Chief Officer Chief Officer Chief Officer Chief Officer Chief Officer |

| ID | RISK DESCRIPTION | S | L | P | RR S X L X P | RISK MITIGATION | OWNER |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 5 | Failure to Manage Finance. | 4 | 1 | 3 | 12 | <ul style="list-style-type: none"> Structures are in place to allocate and manage resources, including annual Audit SLA for provision of Financial Support Services to be completed. | Chief Officer Chief Officer |
| 6 | Failure of IT systems and data management systems. | 5 | 2 | 5 | 50 | <ul style="list-style-type: none"> Server in place with procedures in place for safe retention of back-up files SLA for provision of IT Support Services to be developed. | Chief Officer Chief Officer |
| 7 | Failure to produce Annual Report. | 4 | 1 | 3 | 12 | <ul style="list-style-type: none"> Regular business meetings held with partners Partner contributions to Annual Report gathered continuously throughout the year. | Chief Officer Chief Officer |
| 8 | Failure to undertake duty to promote good practice locally and nationally. | 3 | 1 | 3 | 9 | <ul style="list-style-type: none"> Communication Protocol established to endorse and publicise positive work and its outcomes. | Chief Officer |
| 9 | Failure to issue directions/make recommendations in any respect of evidence of any of the four Fife and Forth Valley Local Authorities or SPS complying with the Area Plan(as defined within Management of Offenders etc (Scotland) Act Sections 5/6. | 4 | 1 | 3 | 12 | <ul style="list-style-type: none"> Performance Framework in place which monitors contribution of Local Authorities and SPS. Regular meetings held with Chief Officers, Local Authorities Senior Officers and Governors and Offender Outcome managers of three Forth Valley prisons. | Chief Officer Chief Officer |
| 10 | Failure to promote FFV CJA. | 3 | 1 | 3 | 9 | <ul style="list-style-type: none"> Communication Protocol in place. Local and National links established with all relevant partners and agencies. Convenor and Chief Officer work with CJAs nationally to promote CJAs. FFV CJA website promotes work of FFV CJA and its partners. Regular Newsletters produced. | Chief Officer/Convenor Chief Officer/Convenor Chief Officer/Convenor Chief Officer Chief Officer |

| Severity | Likelihood | Proximity |
|------------------|------------|------------------------|
| 1 = Negligible | 1 = Low | 1 = Tolerable |
| 2 = Minor | 2 = Medium | 2 = Low Priority |
| 3 = Moderate | 3 = High | 3 = Review Annually |
| 4 = Major | | 4 = Review Six-Monthly |
| 5 = Catastrophic | | 5 = High Priority |

| | |
|--------------------------------------------------------------|------------------------------------------------------------|
| FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY | THIS REPORT RELATES TO ITEM 9 ON THE AGENDA |
| 21 June 2011 | NOT CONFIDENTIAL |
| FFV CJA ACTION PLAN 2010-2011: QUARTER 4 UPDATE | |

1 RECOMMENDATION(S)

Fife and Forth Valley Community Justice Authority 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 2010/11, attached as an Appendix to this Report.

2 CONSIDERATIONS

- 2.1 The Action Plan notes, in the column headed status/update, the progress for each action.
- 2.2 Of the total 63 actions, 53 have been completed and 10 were outstanding due to changed priorities or practicality of undertaking the task.
- 2.3 The Action Plan was laid out under 8 sections:

Setting Priorities

- 2.3.1 FFV CJA promoted effective use of community based disposals as an alternative to short term prison sentences at a national level via involvement with the Scottish Government's Reducing Reoffending Programme work-streams and Community Payback Order (CPO) Implementation Board. Much was done locally to promote the work of offenders undertaking unpaid work in their communities with some very positive press coverage, especially in relation to the snow clearing last winter. FFV CJA also hosted a CPO consultation event on behalf of the four constituent Local Authorities.

Area of Improvement - Reintegration and Rehabilitation of Prisoners into the Community

- 2.3.2 The aim of HMP Glenochil being a 'community facing prison' for the local area faced a major challenge with the transfer of prisoners from HMP Peterhead in late 2010.

This transfer impacted immediately on the numbers of local prisoners within the establishment, however, by March 2011, the numbers of local prisoners had stabilised at 25%. FFV CJA has worked with SPS to develop structures that enable the three prisons in Forth Valley to be more community facing. Examples include developing links with local enterprise companies and addressing travel difficulties for prisoners' families.

- 2.3.3 FFV CJA leads responsibility for Throughcare arrangements as part of prisoner health care transfer from SPS to NHS. This is co-ordinated via the FFV CJA Health & Wellbeing Group and an Action Plan has been drawn up which will direct this process into the next year. The Chief Officer has also influenced the development of substance misuse services for prisoners via membership of both Fife and Forth Valley's Alcohol & Drug Partnerships.
- 2.3.4 The Housing and Homelessness Protocol was implemented in April 2010 and is monitored on an ongoing basis via FFV CJA's Accommodation Group.

Priority Groups of Offenders

- 2.3.5 In developing the literacy of prisoners, the FFV SPS CJA Liaison Manager has maintained links with Lifelong Learning and literacy partnerships via regular meetings with the national literacy group Learning Connections and close links with SPS national LSE Manager, Open University and Scottish Offender Learning Association. A literacy links worker is in post and has established protocols with each of the Forth Valley prisons.
- 2.3.6 In developing employability, FFV CJA has supported closer links between the local business community and local prisons.
- 2.3.7 **Young Offenders:** A major piece of analysis into young persons in the criminal justice system in Fife & Forth Valley was undertaken by the FFV CJA Research & Information Officer. Completed in May 2010 this report has influenced CJA discussions with partners regarding provision of services for young offenders and an Action Plan has been drawn up for progress in the next year. FFV CJA has regular contact with HMYOI Polmont and has supported the development of Barnardos' Plan-B scheme for 16-17 year olds at that establishment.
- 2.3.8 **High-risk Offenders:** In terms of high risk offenders, FFV CJA maintains an overview of MAPPA processes via the Chief Officer's membership of both Fife and Forth Valley's MAPPA strategic management groups. FFV CJA is also involved in ensuring compliance with recommendations of the thematic inspection of high risk offenders carried out by HMIP, SWIA and HMIC.
- 2.3.9 **Introduction of Caledonian System for Domestic Abuse:** The FFV CJA bid was partly successful in that funding was provided for Forth Valley. Substantial work has been undertaken to prepare for the introduction of the system in 2011.

- 2.3.10 **Women Offenders:** The additional grant allocation for women offenders allowed for the creation of dedicated services for women offenders across Fife and Forth Valley. These services and women prisoner trends are monitored on a monthly basis by the FFV CJA Research & Information Officer via statistics provided direct from SPS.

Working Together in New Ways

- 2.3.11 FV CJA has supported joint local working arrangements across Fife & Forth Valley, improving and developing information sharing protocols and systems across CJA partners, such as MAPPA processes, and promoting a CJA presence on community planning and safety partnerships across the area - links with all four Community Planning Partnerships (CPPs) are established and the Chief Officer is now a member of Falkirk CPP.
- 2.3.12 Development of 'offender tracking services' in the form originally planned proved impractical due to the range of systems involved and access restrictions. However, tracking of a more limited sample of women and young offenders will be scoped and undertaken in 2011/12.

Developing & Supporting the Workforce

- 2.3.13 The FFV CJA Training & Development Officer provided training plans, an Annual Report and arranged an annual training seminar for partners. All relevant staff have been trained for the introduction of the Community Payback Order.

Communication Strategy

- 2.3.14 The FFV CJA Communication Strategy was developed in 2008 and will now be reviewed in 2011.
- 2.3.15 FFV CJA has continued to promote the work undertaken by offenders on Community Service Orders, particularly via the media and to increase the level of community engagement in determining unpaid work projects – the first annual CPO consultation event, hosted by FFV CJA, took place on 23 March 2011.
- 2.3.16 The FFV CJA website was re-developed and launched in December 2010. It provides a range of information about the role of FFV CJA, the work of statutory partners, and news about various projects being undertaken throughout the area. The facility for providing 'e-newsletters' is being developed to raise awareness for partners and members of the public.
- 2.3.17 The FFV CJA Annual Report for 2009/10 was approved by the CJA Board and published in December 2010. The Annual Report relating to the equivalent year of this Action Plan (2010/11) will be written by the Research & Information Officer and placed before the Board in September 2011.

Performance Framework

2.3.18 Quarterly management reports were provided to the Board throughout the year with a range of statistical data provided by statutory partners. The format of these reports has been reviewed in line with the introduction of CPOs and the new Area Plan 2011-14. New data requirements have been agreed with CJSW.

2.3.19 From 2011/12, FFV CJA will have a revised Action Plan, relevant to the objectives set out in the Area Plan. The new Action Plan will contain statistical data relevant to the five local priorities. There will no longer be a separate Local Performance Framework.

Finance & Resources

2.3.20 FFV CJA has ensured efficient and effective use of the Criminal Justice Social Work grant and other resources via regular monitoring and production of quarterly financial management reports for the FFV CJA Board and Scottish Government. Allocation of resources was undertaken as per the FFV CJA review of core and non-core services.

Monitoring

2.4 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 3/06/2011

Reference 20110621FFVCJAActionPlan20102011

THEMES

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

Objectives

Setting Priorities

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

Area of Improvement

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

Priority Groups of Offenders

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

Working Together in New Ways

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

Developing & Supporting the Workforce

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

Communication Strategy

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

Performance Framework

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

Finance & Resources

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

Fife and Forth Valley CJA-Action Plan 2010/11

| Theme | Objective | Action No. | Action | Lead | Timescale | NSMO Outcome | National Outcome | Planning Group | Status/Update | Date |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|----------------|------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. Setting Priorities | | | | | | | | | | |
| Promote effective use of community based disposals as an alternative to short term prison sentences | Ensure fair allocation of resources for the delivery of an effective and efficient criminal justice social work services | 1.1 | Continue to implement the findings of review of core and non-core services. | Chief Officer | Completed | 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 | Completed | C1, C2, C3, S1 | N11 | Strategic | Chief Officer involved in the Scottish Government's project implementation board for CPOs. CPOs were introduced on 1st Feb 2011. In first two months of operation 70 CPOs were imposed in Fife & Forth Valley, all by Sheriff Courts. | |
| | | 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 | Completed | C1, C2 | N9, N11, N15 | Strategic | Chief Officer contributing to RRP guidance documents and other outputs from RRP workstreams, such as the Diversion from Prosecution Working Group. CJAs are working with RRP to define the role of CJAs in terms of local monitoring and implementation of RRP outputs. | |
| | | 1.4 | Ensure continuation of the Community Service Visibility Project. | CJSW Managers | Completed | C2, C3 | N11 | Strategic | Continuous efforts by CJS to engage with local media and communities. CPO consultation event took place on 23rd March 2011 and was attended by a wide cross section of partners involved in the criminal justice system. | |

Fife and Forth Valley CJA-Action Plan 2010/11

| 2. Area of Improvement-specifically relates to the reintegration and rehabilitation of prisoners into the community. | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------|-------------------------------|-----------|----|---------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For HMPs Glenochil, Polmont and Cornton Vale to become community facing prisons. | 2.1 | Continue to increase, strengthen and develop links with community partners and businesses. | SPS Offender Outcome Managers | Completed | S2 | N2, N11 | Governors & Offender Outcome Managers | Clackmannan community links project have presented to the partner's forum at HMP & YOI Cornton Vale. Further meetings have been arranged to take forward the project at the establishment. |
| | 2.2 | Increase the numbers of Fife and Forth Valley prisoners located within HMP Glenochil. | Governor, HMP Glenochil/SPS | Completed | C1 | N15 | Governors & Offender Outcome Managers | The transfer of sex offenders from HMP Peterhead had the effect of reducing the proportion of HMP Glenochil's population to 18% in November 2010. However, by March 2011 this had returned to the 2009/10 average of 25%. |
| | 2.3 | Continue to develop and improve prisoners access to the full range of health care services | CJA Health & Well-being Group | Completed | 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. A CJA Action for Throughcare Arrangements for 2011/12 has been drawn up. Workshop took place on 4th Feb. |
| | 2.4 | Continue to develop substance misuse services for prisoners | CJA Health & Well-being Group | Completed | O3 | N6 | Governors & Offender Outcome Managers | 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 Forum. CJA has lead responsibility for Throughcare, as above at 2.4. |

Fife and Forth Valley CJA-Action Plan 2010/11

2. Area of Improvement

Develop services where all prisoners have a seamless transition from prison to community.

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| 2.5 | Support the development of arrangements for transfer of Health Care services from SPS to NHS. | CJA Health & Well-being Group | Completed | 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 Forum. CJA has lead responsibility for Throughcare, as above at 2.4. | |
| 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 | Completed | 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 | Completed | O1, S2 | N7, N15 | CJA Accommodation Group | Housing and homelessness protocol implemented April 2010. | Apr-10 |
| 2.8 | Continue to improve literacy levels during detention for all prisoners serving a minimum of 12 months in prison. | SPS Liaison Officer | Completed | 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. | Apr-10 |
| 2.9 | Review and monitor number of prisoners leaving prison with pre-arranged interviews with Job Centre Plus. | Lead Officer, Job Centre Plus | Outstanding | O2, S2 | N2 | Governors & Offender Outcome Managers | Not undertaken due to changed priorities. | |
| 2.10 | Review and monitor numbers of Young Offenders engaging with Careers Scotland. | Lead Officer, Careers Scotland | Outstanding | O2, S2 | N2 | Research & Information Group | Not undertaken due to changed priorities. | |
| 2.11 | Have 12 employers visit Forth Valley prisons each year. | Lead Officer, Job Centre Plus | Outstanding | O2, S2 | N2 | Governors & Offender Outcome Managers | Not undertaken due to changed priorities. | |

Fife and Forth Valley CJA-Action Plan 2010/11

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| 2.12 | Improve provision of support for prisoners families. | SPS Liaison Officer | Completed | O5 | N15 | Governors & Offender Outcome Managers | Following discussions with Families Outside and FFVCJA, 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. Family attendance at ICMs at HMP Glenochil have improved from 4% in 09/10 to 9% in 10/11. | |
| 2.13 | Continue to develop and improve transport links to the Forth Valley prisons. | SPS Liaison Officer | Completed | S2, O4 | N15 | Governors & Offender Outcome Managers | Discussions have taken place to explore the possibilities of utilising Clackmannanshire Council vehicles to transport families to HMP Glenochil for weekend visits. | |
| 2.14 | Monitor the transport plans of the three Forth Valley prisons. | SPS Liaison Officer | Completed | S2, O4 | N15 | Governors & Offender Outcome Managers | SPS Liaison Officer provides updates to CJA Governor & Offender Outcome Managers meeting. | |
| 2.15 | Continue to improve quality and attendance at integrated case management meetings. | SPS Offender Outcome Managers / CJSW Managers | Completed | 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. Family attendance has improved at HMP Glenochil. Across the CJA more ICMs were held compared to last year (+32), and CJSW attended more ICMs (+21), however the proportion attended actually reduced by 2% to 92%. | |
| 2.16 | Develop joint training for SPS & CJSW. | CJA Training & Development Officer / SPS Offender Outcome Managers | Completed | 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. The TDO has completed roll out of CPO (179 staff), NOS (177staff) and CJSWRW (116 staff) training to all appropriate staff with numbers and feedback sent to EPU for analysis. | Jan' 11 |

Fife and Forth Valley CJA-Action Plan 2010/11

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| 3. Priority Groups of Offenders | Improve education / employment provision for all offenders. | 3.1 | Support the Fife & Forth Valley Offender Employment Forum | Chief Officer / Lead Officer, Job Centre Plus | Completed | O2, S2 | N2 | Strategic | Links established with existing employability forums across Fife & Forth Valley. | |
| | | 3.2 | Maintain links with Lifelong Learning & literacy partnerships. | SPS Offender Outcome Managers | Completed | O2, S2 | N3 | Governors & Offender Outcome Managers | FFV 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. | |
| | Reduce numbers of women being remanded into custody and receiving short prison sentences. | 3.3 | Continue to monitor and analyse numbers of women remanded in its custody and receiving prison sentences. | CJA Research Officer | Completed | C1, S1 | N9 | Research & Information Group | Women prisoner trends are monitored on a monthly basis via statistics provided by SPS. | |
| | Increase the provision of specialist programmes for women offenders. | 3.4 | Monitor the development of accredited programmes for women offenders. | CJA Research Officer | Outstanding | O5, S4 | N8, N9 | Research & Information Group | Not undertaken due to changed priorities. | |
| | To extend the delivery of offence focused interventions to address re-offending across the CJA. | 3.5 | Introduction of new accredited programme for domestic abuse (Caledonian Project). | CJSW Managers | Completed | O5, S4 | N8, N9 | CJSW Managers | Funding provided for Forth Valley area only, Recruitment process commenced. | |
| | Ensure all offenders are provided with a service that is commensurate with the level of risk of re-offending and/or harm they present. | 3.6 | Maintain an overview of MAPPA processes across the FFVCJA area. | Chief Officer | Completed | C1, C2, S1 | N9, N11 | Strategic | Chief Officer is a member of both Fife and Forth Valley's MAPPA Strategic management groups. | |
| | | 3.7 | Continue to monitor MAPPA arrangements for offenders. | MAPPA Co-ordinators in Fife and Forth Valley. | Completed | 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. | Outstanding | C1, S1, S3 | N9 | Fife & Forth Valley MAPPA Strategic Mgt Groups | Scottish Government have not agreed a date for introduction of violent offenders into MAPPA. | |
| | | 3.9 | Ensure compliance with recommendations of the thematic inspection of high risk offenders | MAPPA Co-ordinators in Fife and Forth Valley. | Completed | 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 |

Fife and Forth Valley CJA-Action Plan 2010/11

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| | 3.10 | Provide Annual Report of MAPPA. | MAPPA Co-ordinators in Fife and Forth Valley. | Completed | C1, S1, S3 | N9 | Strategic | Mappa Annual Report for Fife & Forth Valley published on 15th November 2010. | |
| Improve opportunities for Young Offenders. Ensure all offenders have fair and equitable access to mainstream resources. | 3.12 | Review provision of services for young offenders. | CJSW Managers | Completed | 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 | Completed | C1, S2, S4 | N9, N15 | Strategic | Regular contact with HMYOI Polmont. | |
| Promote fair and equitable access to assessment and treatment services for those offenders with substance misuse problems. | 3.14 | Undertake review of offenders access to education, employment, training. | CJA Research Officer | Outstanding | O1, O2, O3, O4, O5, S4 | N15 | Research & Information Group | Not undertaken due to changed priorities. | |
| | 3.15 | Maintain links with Fife and Forth Valley Alcohol and Drug Partnerships | Chief Officer | Completed | 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. | Completed | 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. | |
| Invest in Supported Accommodation Services for offenders. | 3.17 | Consider and implement recommendations of national review of Supported Accommodation Services. | Chief Officer / CJA Strategic Management Group | Outstanding | O1, S2, S4 | N8, N15 | Strategic | Review not yet published. | |

Fife and Forth Valley CJA-Action Plan 2010/11

| 4. Working Together in New Ways | | | | | | | | | |
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| 4. Working Together in New Ways | Maintain and improve joint local working arrangements across Fife and Forth Valley, at all levels. | 4.1 | Continue to review existing co-location arrangements. | CJSW Managers / Lead Officer, Police | Completed | S1 | N15 | CJSW Managers / Police | Co-location of Lead Officers (Police) in Fife and Forth Valley is complete. |
| | | 4.2 | Monitor new SLAs between SPS and 3 FV LAs for provision of CJSW to 3 prisons. | CJSW Managers | Outstanding | 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 | Completed | S1 | N15 | Strategic | Links with 4 CPPs established. Chief Officer now a member of Falkirk CPP. CJA is not a member of all CPPs in the area. |
| | | 4.4 | Continue to improve and develop information sharing protocols and systems across CJA partners. | Chief Officer | Completed | S1, S2 | N15 | Strategic | Relevant systems and protocols are in place. |
| | | 4.5 | Expand provision of offender 'tracking' services. | CJA Research Officer | Outstanding | S1, S4 | N15 | Research & Information Group | Development of 'offender tracking services' in the form originally planned proved impractical due to the range of systems involved and access restrictions. However, tracking of a more limited sample of women and young offenders will be undertaken in 2011/12. |
| | | 4.6 | Monitor the implementation of the Court Unification process in Fife and Forth Valley Courts. | CJA Research Officer / Strategic Management Group | Completed | S1 | N15 | Strategic | Regular monitoring through CJA performance framework and local Criminal Justice Boards. |
| Share Best Practice | 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 | Completed | S1 | N15 | Research & Information Group | Ongoing via COG and the national Planning Officers Group. | |
| Develop consistent strategic policies to reduce reoffending with CPPs, CJBs and ADPs. | 4.8 | Strengthen links with Community Planning Partnerships, local Criminal Justice Boards and Fife and Forth Valley Alcohol and Drug Partnerships. | Chief Officer | Completed | 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. | |

Fife and Forth Valley CJA-Action Plan 2010/11

| 5. Developing & Supporting the Workforce | | | | | | | | | |
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| 5. Developing & Supporting the Workforce | To provide training opportunities for the full range of our staff, jointly with partners where appropriate, to ensure a confident and effective workforce. | 5.1 | Arrange an annual seminar for all our partners | CJA Training & Development Officer | Completed | S1 | N15 | Strategic | Completed. |
| | | 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 | Completed | S1 | N15 | Strategic | Completed. |
| | | 5.3 | Provide Training Plans and Annual Report of training. | CJA Training & Development Officer | Completed | 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 | Completed | 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. | Chief Officer | Completed | C2, C3 | N15 | Research & Information Group | Information bulletins now produced and E newsletters to be developed via functions of the FFV CJA website. |
| | | 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 | Completed | C2, C3, C4 | N15 | Research & Information Group | Annual Report approved by CJA Board Oct 2010. Report published in December 2010. |
| | | 6.4 | Continue to promote the work undertaken by offenders on Community Service Orders. | Chief Officer / CJSW Managers | Completed | 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. | CJSW Managers | Completed | C1, C2, C3, C4 | N11, N15 | Strategic | Continuous efforts by CJS to engage with local media and communities. CPO consultation event took place on 23rd March. |
| | | 6.6 | Review CJA Communication Strategy | Chief Officer / CJA Research Officer | Outstanding | C1, C2, C3, C4 | N11, N15 | Strategic | To be undertaken 2011/12 |
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Fife and Forth Valley CJA-Action Plan 2010/11

| 7. Performance Framework | | | | | | | | | |
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| 7. Performance Framework | 7.1 | Produce quarterly management reports to the CJA Board. | Chief Officer | Completed | 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. | Chief Officer / CJA Research Officer | Completed | S1 | N15 | Strategic | Undertaken on a quarterly basis. | |
| | 7.3 | All partner agencies to provide locally and nationally agreed performance management information on a quarterly basis. | All partner agencies | Completed | S1 | N15 | All planning groups | Information provided by partners on a monthly/ quarterly basis where available. | |
| | 7.4 | Review Performance Framework following introduction of CJ & L Act | Chief Officer / CJA Research Officer | Completed | S1 | N15 | Strategic | The Criminal Justice & Licensing Act introduced a large number of changes to the criminal justice system. From 2011/12 the CJA will have a revised Action Plan, relevant to the objectives set out in the Area Plan 2011-14. The new Action Plan will contain statistical measures relevant to local priorities. There will no longer be a separate Local Performance Framework. | |
| | 7.5 | Successful introduction of revised national standards for criminal justice social work across the 4 Fife and Forth Valley Local Authorities | CJSW Managers | Completed | S1, S3 | N15 | Strategic | This is being led at a national level and supplemented by local authority CJSW staff. All relevant staff have now been trained-see above at 2.6 | |
| | 7.6 | Work with other CJAs and all CJA partners to produce the 2011-2014 CJA Area Plan. | Chief Officer | Completed | S1, S3 | N15 | Strategic | Completed. Area Plan submitted to Scottish Government May 2010. | May-10 |
| | Evidence the delivery of effective and efficient community based criminal justice services | | | | | | | | |
| | Provide future a Area Plan that will contribute to the creation of safer communities and reduce re-offending rates. | | | | | | | | |

Fife and Forth Valley CJA-Action Plan 2010/11

| 8. Finance & Resources | | | | | | | | | |
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| 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 | Completed | S1, S2 | N15 | Strategic | SLAs are now in place for Legal Services and HR. SLA for Financial services to be finalised. |
| | | 8.2 | Produce quarterly financial management reports to the CJA Board and Scottish Government. | CJA Finance Officer | Completed | 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 | Completed | S1 | N15 | Strategic | Allocation undertaken as per agreement |
| | | 8.4 | Monitor spend on community service. | Chief Officer / CJA Finance Group | Completed | 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 10 ON THE AGENDA |
| 21 June 2011 | NOT CONFIDENTIAL |
| FFV CJA LOCAL PERFORMANCE FRAMEWORK 2010/11: QUARTER 4 UPDATE | |

1 RECOMMENDATION(S)

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

- 1.1 Endorse the contents of the Fife & Forth Valley CJA Local Performance Framework, updated to include Quarter 4 2010/11 data and which now provides full year statistics for 2010/11.

2 CONSIDERATIONS

- 2.1 The performance figures for the full year 2010/11 are attached as an Appendix to this report. It should be noted that CJSW statistics have been provided on a quarterly basis and are not derived from the Aggregate Returns which are not yet available and which may differ slightly. Trends that are of particular interest are noted below. Trends are compared against the figures recorded for 2009/10. Commentary has been provided for the overall trends evident for the Fife & Forth Valley CJA area, however, the individual Local Authorities may have differing trends.

Social Enquiry Reports

- 2.2 The total number of Social Enquiry Reports (SERs) submitted to courts by the four CJSW services in Fife & Forth Valley reduced by 3.5% compared to the previous year, from 5690 reports in 2009/10 to 5487 reports in 2010/11. This reduction is a positive outcome. There was also an improvement in the percentage of SERs submitted to court by the due date, an increase from 97.73% in 2009/10 to 98.46% in 2010/11.
- 2.3 Conversion rates (i.e. the comparison of the sentences issued by sentencers with sentencing recommendations made by CJSW staff in SERs) show improvement for both CSOs and S229s. Over the year 54.64% of SERs recommending a CSO were converted by sentencers - an improvement of 2.2% on last year. And 34.39% of SERs recommending an S229 were converted by sentencers - an improvement of 1.89% on last year-although it should be noted that actual conversion rates in the four local authorities varied widely with some months recording 100% and some months showing 0%.

Probation and Community Service Orders

- 2.4 The number of Probation Orders imposed (including S229s) reduced by 7%, from 1191 in 2009/10 to 1104 in 2010/11. Likewise the numbers of Community Service Orders reduced by 8%. However, these reductions should be seen against the background of reducing crime figures, the 11% reduction in SERs and the introduction of the new Community Payback Order on 1st February 2011.
- 2.5 In terms of the percentage of successfully completed community orders the picture is mixed. The percentage of successfully completed CSOs across the CJA increased from 67.97% in 2009/10 to 74.82% in 2010/11, with all Local Authorities in the CJA showing a positive increase. However, the percentage of successfully completed Probation Orders across the CJA reduced, from 61.80% in 2009/10 to 56.79% in 2010/11, with all Local Authorities showing a reduction.
- 2.6 The percentage of initial probation interviews completed within one week reduced slightly this year, however this followed a significant increase in the previous year. This is a marginally negative outcome. In 2008/09 77.75% of initial interviews took place within one week of the order being made. In 2009/10 this increased to 91.6% and has now reduced slightly to 89.43%. Of the four Local Authorities, only Fife and Stirling had reductions for this measure. Fife's measure continues to be significantly lower than the Forth Valley Local Authorities.
- 2.7 The time taken to complete CSOs has reduced from 3.8 hours per week in 2009/10 to 3.7 hours per week in 2010/11. This is a marginally negative outcome. However, not all Local Authorities showed reductions-Fife and Falkirk actually improved.

Prison Liberations

- 2.8 There was a 4% increase in the number of liberations from remand sentences into the Fife & Forth Valley area. Overall, 1002 persons were liberated from remand in 2010/11, compared to 964 in the previous year. This is a negative outcome.
- 2.9 However, there was a slight reduction in the number of liberations from short-term sentences (less than 6 months) into the CJA area. Overall, 412 offenders were liberated from such sentences to the CJA area, compared to 416 offenders in the previous year.

Integrated Case Management (ICM)

- 2.10 There was a slight reduction in the percentage of ICM case meetings attended by CJSW staff. Overall, CJSW staff attendance was still very credible with attendance at 92% of ICM case conferences. However, not all Local Authorities showed reductions-Clacks and Stirling actually improved.
- 2.11 There was a relatively large increase in the percentage of ICM case meetings at HMP & YOI Cornton Vale being attended by family members-an increase of 6% to 19% of meetings. There was also an increase in family attendance at HMP Glenochil, up 5% to 9% of meetings. There is still clearly the need for more families to be encouraged, and assisted, to attend these meetings.

Support Services

- 2.12 The number of offenders receiving supported accommodation services reduced this year from 416 offenders in 2009/10 to 348 in 2010/11-a reduction of 16% and an apparent negative outcome. However, this should be seen in the context of a huge increase in such support in the previous year-only 189 offenders in 2008/09.
- 2.13 Referrals to APEX reduced this year by 8% to 491 referrals-this is a negative outcome but should be seen in the context of the reduction in SERs. Stirling and Clacks actually showed increases in the number of referrals, however there were large reductions in Falkirk (-46) and Fife (-17).

Drug Testing and Treatment Orders

- 2.14 There are positive outcomes for DTTOs this year, contrasting with the negative outcomes recorded last year. 158 DTTOs were imposed this year, an increase of 7 on the previous year. However, more importantly the number of successfully completed DTTOs increased from 35 last year to 85 this year.

Throughcare Addiction Services

- 2.15 The number of prisoners receiving voluntary Throughcare Addiction Services via CJSW increased from 206 prisoners in 2009/10 to 233 prisoners in 2010/11, an increase of 13%. This is a positive outcome for the CJA and follows an increase of 49% recorded last 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 2010/11 (document attached).

Author(s)

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

Approved by

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

Date 24 May 2011

Reference 20110621LocalPerformanceFramework

FIFE & FORTH VALLEY CJA
LOCAL PERFORMANCE FRAMEWORK 2010/11 Quarter 4 Update

| NATIONAL OUTCOMES | INDICATOR | NPF Tier | Source Organisation | Source Document | Collection Timeframe | Local Authority /Area | OUTTURN | OUTTURN | OUTTURN 2010/11 | | | | CJA Expected Trend | CJA Actual Trend | Statistical Note |
|-----------------------------------------------|-------------------------------------------------------------------------------------|-------------|---------------------|-------------------------|----------------------|-----------------------|---------------|---------------|-----------------|---------------|---------------|---------------|--------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| | | | | | | | Full Year | Cumulative | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | | | |
| | | | | | | | 2009/10 | 2010/11 | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | | | |
| A5 | % of summary criminal cases dealt with in 26 weeks (caution charge to verdict) | 3 | CJB | NCJB Performance System | Monthly | Central | 78.19% | 80.09% | 77.14% | 81.12% | 82.30% | 79.80% | ↑ | ↑ | |
| | | | | | | Fife | 76.86% | 75.73% | 72.60% | 75.63% | 76.30% | 78.40% | ↑ | ↓ | |
| A1 | Total Number of SERs submitted by SWD to Court (inc. SSERs and Section 203 reports) | 2 | CJSW | Agg Rtn SER1 | Quarterly | Clacks | 835 | 1092 | 297 | 234 | 285 | 276 | ↓ | ↓ | CJA Total is a sum total. |
| | | | | | | Falkirk | 1244 | 956 | 266 | 247 | 195 | 248 | | | |
| | | | | | | Stirling | 916 | 678 | 230 | 166 | 148 | 134 | | | |
| | | | | | | Forth Valley | 2995 | 2726 | 793 | 647 | 628 | 658 | | | |
| | | | | | | Fife | 2695 | 2761 | 821 | 688 | 596 | 656 | | | |
| | | | | | | CJA | 5690 | 5487 | 1614 | 1335 | 1224 | 1314 | | | |
| | Percentage of SERs & SSERs, letters etc submitted to court by due date. | 2 | CJSW | SPis 6b | Quarterly | Clacks | 95.05% | 96.98% | 95.80% | 96.70% | 98.20% | 97.20% | ↑ | ↑ | CJA percentage calculated from average of percentages of individual local authorities. |
| | | | | | | Falkirk | 99.00% | 99.50% | 99.00% | 99.00% | 100.00% | 100.00% | | | |
| | | | | | | Stirling | 98.82% | 99.16% | 100.00% | 98.19% | 99.32% | 99.13% | | | |
| | | | | | | Forth Valley | 97.62% | 98.55% | 98.27% | 97.96% | 99.17% | 98.78% | | | |
| | | | | | | Fife | 98.85% | 98.22% | 98.10% | 98.48% | 97.16% | 99.15% | | | |
| | | | | | | CJA | 97.73% | 98.46% | 98.07% | 97.70% | 98.38% | 98.22% | | | |
| | CSOs-SER Conversion Rate to Preferred Option | 2 | CJSW | Agg Rtn SER5a& | Quarterly | Clacks | 46.25% | 56.60% | 45.20% | 59.50% | 64.10% | 57.60% | ↑ | ↑ | CJA percentage calculated from average of percentages of individual local authorities. |
| | | | | | | Falkirk | 47.75% | 52.75% | 45.00% | 55.00% | 61.00% | 50.00% | | | |
| | | | | | | Stirling | 64.00% | 59.93% | 61.10% | 40.00% | 60.00% | 78.60% | | | |
| | | | | | | Forth Valley | 52.67% | 56.43% | 50.43% | 51.50% | 61.70% | 62.07% | | | |
| Fife | | | | | | 51.75% | 49.25% | 48.00% | 47.00% | 49.00% | 53.00% | | | | |
| CJA | | | | | | 52.44% | 54.64% | 49.83% | 50.38% | 58.53% | 59.80% | | | | |
| S229s-SER Conversion Rate to Preferred Option | 2 | CJSW | Agg Rtn SER5a& | Quarterly | Clacks | 53.50% | 61.23% | 52.30% | 71.70% | 60.60% | 60.30% | ↑ | ↑ | CJA percentage calculated from average of percentages of individual local authorities. | |
| | | | | | Falkirk | 0.00% | 32.25% | 0.00% | 0.00% | 38.00% | 91.00% | | | | |
| | | | | | Stirling | 52.00% | 36.83% | 14.30% | 0.00% | 33.00% | 100.00% | | | | |
| | | | | | Forth Valley | 35.17% | 43.44% | 22.20% | 23.90% | 43.87% | 83.77% | | | | |
| | | | | | Fife | 24.50% | 7.25% | 29.00% | 0.00% | 0.00% | 0.00% | | | | |
| | | | | | CJA | 32.50% | 34.39% | 23.90% | 17.93% | 32.90% | 62.83% | | | | |
| A1 | Number of Probation Orders imposed (inc. S229s) | 3 | CJSW | Agg Rtn PO1a | Quarterly | Clacks | 185 | 154 | 52 | 40 | 27 | 35 | ↑ | ↓ | CJA Total is a sum total. |
| | | | | | | Falkirk | 240 | 260 | 69 | 75 | 53 | 63 | | | |
| | | | | | | Stirling | 160 | 158 | 61 | 39 | 28 | 30 | | | |
| | | | | | | Forth Valley | 585 | 572 | 182 | 154 | 108 | 128 | | | |
| | | | | | | Fife | 606 | 532 | 162 | 143 | 127 | 100 | | | |
| | CJA | 1191 | 1104 | 344 | 297 | 235 | 228 | | | | | | | | |
| | Number of CS Orders and S229s imposed | 2 | CJSW | Agg Rtn CSO1a | Quarterly | Clacks | 155 | 134 | 38 | 41 | 24 | 31 | ↑ | ↓ | CJA Total is a sum total. |
| | | | | | | Falkirk | 321 | 294 | 78 | 80 | 66 | 70 | | | |
| | | | | | | Stirling | 164 | 111 | 42 | 21 | 14 | 34 | | | |
| | | | | | | Forth Valley | 640 | 539 | 158 | 142 | 104 | 135 | | | |
| Fife | | | | | | 605 | 609 | 179 | 160 | 126 | 144 | | | | |
| CJA | 1245 | 1148 | 337 | 302 | 230 | 279 | | | | | | | | | |

FIFE & FORTH VALLEY CJA
LOCAL PERFORMANCE FRAMEWORK 2010/11 Quarter 4 Update

| NATIONAL OUTCOMES | INDICATOR | NPF Tier | Source Organisation | Source Document | Collection Timeframe | Local Authority /Area | OUTTURN | OUTTURN | OUTTURN 2010/11 | | | | CJA Expected Trend | CJA Actual Trend | Statistical Note |
|-------------------|----------------------------------------------------------------------------------------------------|----------|---------------------|-----------------|----------------------|-----------------------|---------------|---------------|-----------------|---------------|---------------|---------------|--------------------|------------------|----------------------------------------------------------------------------------------|
| | | | | | | | Full Year | Cumulative | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | | | |
| | | | | | | | 2009/10 | 2010/11 | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | | | |
| A1 | Percentage of successfully completed CSOs (inc. Revoked due to Review/ not inc. S229s) | 2 | CJSW | Agg Rtn CSO6 | Quarterly | Clacks | 53.50% | 67.73% | 56.25% | 70.00% | 73.68% | 71.00% | ↑ | ↑ | CJA percentage calculated from average of percentages of individual local authorities. |
| | | | | | | Falkirk | 73.25% | 82.25% | 78.00% | 84.00% | 83.00% | 84.00% | | | |
| | | | | | | Stirling | 69.35% | 74.80% | 84.20% | 75.00% | 60.00% | 80.00% | | | |
| | | | | | | Forth Valley | 65.37% | 74.93% | 72.82% | 76.33% | 72.23% | 78.33% | | | |
| | | | | | | Fife | 75.75% | 74.50% | 72.00% | 73.00% | 73.00% | 80.00% | | | |
| | | | | | | CJA | 67.97% | 74.82% | 72.61% | 75.50% | 72.42% | 78.75% | | | |
| | Percentage of successfully completed Probation Orders (inc. S229s and Early Discharge) | 2 | CJSW | Agg Rtn PO7 | Quarterly | Clacks | 61.93% | 56.02% | 47.00% | 57.80% | 57.57% | 61.70% | ↑ | ↓ | CJA percentage calculated from average of percentages of individual local authorities. |
| | | | | | | Falkirk | 59.00% | 57.00% | 57.00% | 49.00% | 60.00% | 62.00% | | | |
| | | | | | | Stirling | 65.00% | 54.13% | 81.80% | 46.70% | 50.00% | 38.00% | | | |
| | | | | | | Forth Valley | 61.98% | 55.72% | 61.93% | 51.17% | 55.86% | 53.90% | | | |
| | | | | | | Fife | 61.25% | 60.00% | 57.00% | 63.00% | 58.00% | 62.00% | | | |
| | | | | | | CJA | 61.80% | 56.79% | 60.70% | 54.13% | 56.39% | 55.93% | | | |
| A2 | Percentage of initial probation interviews completed within One Week (inc S229s) | 2 | CJSW | SPIs 7 | Quarterly | Clacks | 95.25% | 95.88% | 97.00% | 95.00% | 95.00% | 96.50% | ↑ | ↓ | CJA percentage calculated from average of percentages of individual local authorities. |
| | | | | | | Falkirk | 93.25% | 94.00% | 94.00% | 89.00% | 93.00% | 100.00% | | | |
| | | | | | | Stirling | 94.91% | 92.09% | 94.00% | 84.62% | 92.86% | 96.88% | | | |
| | | | | | | Forth Valley | 94.47% | 93.99% | 95.00% | 89.54% | 93.62% | 97.79% | | | |
| | | | | | | Fife | 82.92% | 87.90% | 85.00% | 84.00% | 86.00% | 48.00% | | | |
| | | | | | | CJA | 91.58% | 92.47% | 92.50% | 88.16% | 91.72% | 85.35% | | | |
| A2 | Average hours per week taken to complete Community Service Order (inc S229s) | 2 | CJSW | SPIs 8bi | Quarterly | Clacks | 4.72 | 3.34 | 3.14 | 3.61 | 3.28 | 3.32 | ↑ | ↓ | CJA average calculated from sum totals of individual local authorities. |
| | | | | | | Falkirk | 2.97 | 3.71 | 3.44 | 3.74 | 3.82 | 3.85 | | | |
| | | | | | | Stirling | 4.33 | 4.21 | 4.53 | 3.36 | 3.75 | 5.18 | | | |
| | | | | | | Forth Valley | 4.01 | 3.75 | 3.70 | 3.57 | 3.62 | 4.12 | | | |
| | | | | | | Fife | 3.16 | 3.55 | 3.3 | 3.6 | 3.9 | 3.4 | | | |
| | | | | | | CJA | 3.80 | 3.70 | 3.6 | 3.56 | 3.68 | 3.94 | | | |
| A1 | Number of liberations from remand to CJA area | 2 | SPS | CJA Pack | Monthly | Clacks | 112 | 125 | 30 | 36 | 24 | 35 | ↓ | ↑ | CJA Total is a sum total. |
| | | | | | | Falkirk | 258 | 261 | 89 | 53 | 52 | 67 | | | |
| | | | | | | Stirling | 125 | 164 | 33 | 44 | 38 | 49 | | | |
| | | | | | | Forth Valley | 495 | 550 | 152 | 133 | 114 | 151 | | | |
| | | | | | | Fife | 469 | 452 | 108 | 106 | 105 | 133 | | | |
| | | | | | | CJA | 964 | 1002 | 260 | 239 | 219 | 284 | | | |
| A1 | Number of liberations from short-term sentences up to 6 months (excl. Fine Defaulters) to CJA area | 2 | SPS | CJA Pack | Monthly | Clacks | 30 | 36 | 5 | 14 | 8 | 9 | ↓ | ↓ | CJA Total is a sum total. |
| | | | | | | Falkirk | 150 | 114 | 34 | 33 | 28 | 19 | | | |
| | | | | | | Stirling | 44 | 64 | 17 | 18 | 20 | 9 | | | |
| | | | | | | Forth Valley | 224 | 214 | 56 | 65 | 56 | 37 | | | |
| | | | | | | Fife | 192 | 198 | 58 | 49 | 58 | 33 | | | |
| | | | | | | CJA | 416 | 412 | 114 | 114 | 114 | 70 | | | |
| A6 | % of families involved in ICM at Cornton Vale, Glenochil and Polmont (averaged for CJA) | 2 | SPS | ICM Stats | Monthly | Cornton Vale | 13% | 19% | 27% | 11% | 15% | 24% | ↑ | ↑ | CJA percentage calculated from average of percentages of individual local authorities. |
| | | | | | | Glenochil | 4% | 9% | 3% | 17% | 7% | 9% | | | |
| | | | | | | Polmont | 17% | 16% | 15% | 11% | 17% | 18% | | | |
| | | | | | | CJA | 9% | 12% | 9% | 14% | 11% | 12% | | | |

FIFE & FORTH VALLEY CJA
LOCAL PERFORMANCE FRAMEWORK 2010/11 Quarter 4 Update

| NATIONAL OUTCOMES | INDICATOR | NPF Tier | Source Organisation | Source Document | Collection Timeframe | Local Authority /Area | OUTTURN | OUTTURN | OUTTURN 2010/11 | | | | CJA Expected Trend | CJA Actual Trend | Statistical Note |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------|-----------------------------------|----------------------|-----------------------|------------|------------|-----------------|------------|------------|------------|--------------------|------------------|----------------------------------------------------------------------------|
| | | | | | | | Full Year | Cumulative | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | | | |
| | | | | | | | 2009/10 | 2010/11 | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | | | |
| C1 | % of ICM meetings attended by CJSW Staff | 3 | SPS | ICM Stats | Monthly | Clacks | 84% | 91% | 88% | 91% | 100% | 92% | ↑ | ↓ | CJA Percentage calculated from sum totals of individual local authorities. |
| | | | | | | Falkirk | 93% | 89% | 83% | 92% | 83% | 100% | | | |
| | | | | | | Stirling | 92% | 93% | 83% | 100% | 100% | 92% | | | |
| | | | | | | Forth Valley | 90% | 91% | 85% | 94% | 94% | 95% | | | |
| | | | | | | Fife | 98% | 93% | 100% | 96% | 89% | 89% | | | |
| | | | | | | CJA | 94% | 92% | 92% | 95% | 89% | 92% | | | |
| B1 | Number of offenders currently receiving supported accommodation services | 3 | CJSW | Quarterly Rtn | Quarterly | Clacks | 73 | 53 | 9 | 9 | 24 | 11 | ↑ | ↓ | CJA Total is a sum total. |
| | | | | | | Falkirk | 85 | 85 | 10 | 25 | 18 | 32 | | | |
| | | | | | | Stirling | 61 | 27 | 6 | 6 | 8 | 7 | | | |
| | | | | | | Forth Valley | 219 | 165 | 25 | 40 | 50 | 50 | | | |
| | | | | | | Fife | 245 | 183 | 63 | 57 | 23 | 40 | | | |
| | | | | | | CJA | 464 | 348 | 88 | 97 | 73 | 90 | | | |
| B2 | Number of referrals to APEX | 3 | CJSW | Quarterly Rtn | Quarterly | Clacks | 81 | 86 | 32 | 15 | 11 | 28 | ↑ | ↓ | CJA Total is a sum total. |
| | | | | | | Falkirk | 104 | 58 | 17 | 5 | 11 | 25 | | | |
| | | | | | | Stirling | 42 | 59 | 19 | 12 | 22 | 6 | | | |
| | | | | | | Forth Valley | 227 | 203 | 68 | 32 | 44 | 59 | | | |
| | | | | | | Fife | 305 | 288 | 49 | 105 | 78 | 56 | | | |
| | | | | | | CJA | 532 | 491 | 117 | 137 | 122 | 115 | | | |
| B3 | Number of DTTO/ Fast Track Orders imposed (Fife includes Enhanced Probation Orders) | 3 | CJSW | Agg Rtn DDT01 (F/T Quarterly Rtn) | Quarterly | Clacks | 14 | 23 | 16 | 3 | 4 | 0 | ↑ | ↑ | CJA Total is a sum total. |
| | | | | | | Falkirk | 26 | 40 | 14 | 10 | 5 | 11 | | | |
| | | | | | | Stirling | 22 | 30 | 8 | 6 | 8 | 8 | | | |
| | | | | | | Forth Valley | 62 | 93 | 38 | 19 | 17 | 19 | | | |
| | | | | | | Fife | 89 | 65 | 18 | 14 | 14 | 19 | | | |
| | | | | | | CJA | 151 | 158 | 56 | 33 | 31 | 38 | | | |
| B3 | Number of DTTO/ Fast Track Orders successfully completed (EPO not available as a specific category from the aggregate returns dataset) | 2 | CJSW | Agg Rtn DDT07 (F/T Quarterly Rtn) | Quarterly | Clacks | 4 | 23 | 13 | 6 | 4 | 0 | ↑ | ↑ | CJA Total is a sum total. |
| | | | | | | Falkirk | 6 | 19 | 16 | 1 | 1 | 1 | | | |
| | | | | | | Stirling | 1 | 10 | 5 | 3 | 2 | 0 | | | |
| | | | | | | Forth Valley | 11 | 52 | 34 | 10 | 7 | 1 | | | |
| | | | | | | Fife | 20 | 33 | 10 | 8 | 11 | 4 | | | |
| | | | | | | CJA | 30 | 85 | 44 | 18 | 18 | 5 | | | |
| B3 | Number of prisoners receiving voluntary throughcare addiction service via CJS | 2 | CJSW | Quarterly Rtn | Quarterly | Clacks | 7 | 5 | 1 | 1 | 3 | 0 | ↑ | ↑ | CJA Total is a sum total. |
| | | | | | | Falkirk | 43 | 29 | 8 | 11 | 4 | 6 | | | |
| | | | | | | Stirling | 22 | 64 | 18 | 19 | 22 | 5 | | | |
| | | | | | | Forth Valley | 72 | 98 | 27 | 31 | 29 | 11 | | | |
| | | | | | | Fife | 134 | 135 | 33 | 32 | 29 | 41 | | | |
| | | | | | | CJA | 206 | 233 | 60 | 63 | 58 | 52 | | | |

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

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

SCHEDULE OF MEETINGS: 2011-2012

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

Dated: March 2011

| Deadline for Submission of Papers for Possible Inclusion in Agenda | Date of Issue of Pre-Agenda | Pre-Agenda Meeting (Convenor and Deputy Convenor only [and invited Officer(s)]) All Meetings Start at 9.30 am | Deadline for Submission of Final Papers | Date of Issue of Agenda | Date of Meeting All Meetings Start at 9.30 am |
|--------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 3 August | 9 August | Monday, 15 August 2011 New City House Room 18 Nethertown Broad Street Dunfermline | 25 August | 31 August | Thursday, 8 September 2011 Alva Parklands Centre 192 West Stirling Street ALVA Clackmannanshire FK12 5BG |
| 9 November | 15 November | Monday, 21 November 2011 New City House Room 18 Nethertown Broad Street Dunfermline | 2 December | 8 December | Friday, 16 December 2011 Dunfermline City Chambers Kirkgate Dunfermline KY12 7ND |
| 23 February | 29 February | Tuesday, 6 March 2012 New City House Room 18 Nethertown Broad Street Dunfermline | 12 March | 16 March | Monday, 26 March 2012 Raploch Community Campus Drip Road STIRLING FK8 1RD |
| 23 May | 29 May | Monday, 4 June 2012 New City House Room 18 Nethertown Broad Street Dunfermline | 11 June | 15 June | Monday, 25 June 2012 Scottish Prison Service College Newlands Road Brightons FALKIRK FK2 0DE |

| | |
|---------------------------------------------------------------------|--------------------------------------------------------------------|
| <p>FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY</p> | <p>THIS REPORT RELATES TO ITEM 12 ON THE AGENDA</p> |
| <p>21 June 2011</p> | <p>NOT CONFIDENTIAL</p> |
| <p>NATIONAL AND LOCAL PRISON POPULATION</p> | |

1 RECOMMENDATION(S)

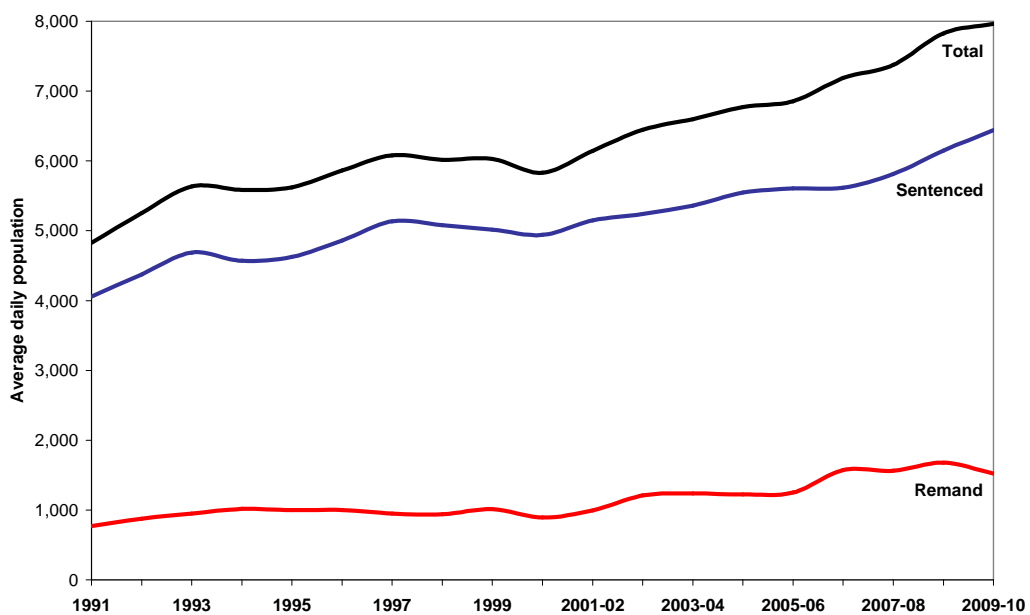
Fife and Forth Valley Community Justice Authority Board Members are asked to:

- 1.1 Note the national and local changes in the prison population.
- 1.2 Request an up-date on the female prisoner population at the next meeting of the FFV CJA Board in September 2011, outlining any implications for Fife and Forth Valley.
- 1.3 Request that an audit be undertaken to ascertain reasons for prisoners in Fife and Forth Valley being remanded into custody.

2 CONSIDERATIONS

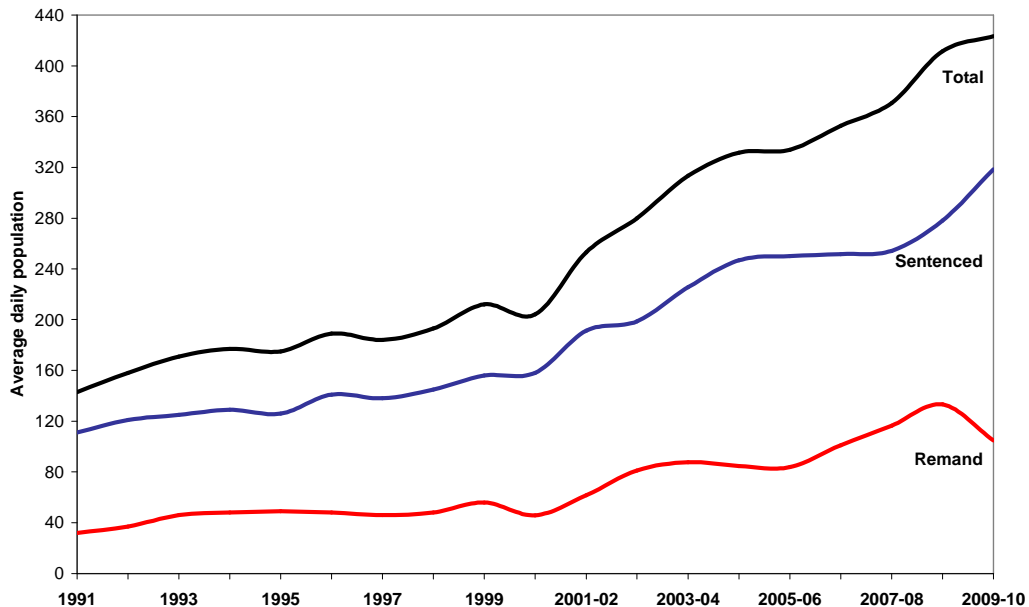
2.1 The Scottish Prison population has increased significantly over the past two decades. The diagram below clearly illustrates how the prison population has increased from less than 5,000 in 1991 to 8,000 in 2010.

Chart 1: Scottish Prison Population: 1991 to 2009-2010



- 2.2 This increase in prison numbers provides a stark contrast to overall crime reduction of 41% in the same period.
- 2.3 Female offenders currently constitute 5% of the prison population in Scotland and have shown a much sharper rate of growth, practically doubling in the past 10 years.

Chart 2: Scottish Prison Population (Women): 1991 to 2009-2010



- 2.4 The increase is due to both numbers of women being remanded and sentenced. More women are now being sentenced for drug-related crimes, common assault, breach of the peace and, to a lesser degree, other crimes of violence.

Projections

- 2.5 Despite the introduction of the Criminal Justice & Licensing (Scotland) Act 2010, which introduced Community Payback Orders and a presumption against short-term prison sentences of up to three months, Scottish Government statisticians still predict the Scottish prisoner population to increase to around 10,000 by 2020. Despite record investment in the Scottish Prison estate, including the opening of two new prisons, Low Moss in 2012 and Grampian Prison sometime after, the predicted prison numbers will not be able to be accommodated within our prisons and additional prisons will require to be constructed.

Location of Female Prisoners

- 2.6 As stated above, the number of women in prison is greater than ever. Figures for end of May 2011 show that 462 were in custody.

| | Remand | Convicted | Total |
|--------------|-----------|------------|------------|
| Cornton Vale | 73 | 312 | 385 |
| Greenock | - | 56 | 56 |
| HDC | - | - | 21 |
| Total | 73 | 368 | 462 |

- 2.7 The numbers of women at HMP and YOI Cornton Vale are such that the conditions and regime offered to female prisoners, both remand and convicted, is severely challenged. In his most recent Inspection of HMP and YOI Cornton Vale, Brigadier Monro, Her Majesty's Chief Inspector of Prisons was very critical.
- 2.8 In response to the need to reduce the number of women at HMP and YOI Cornton Vale and improve the opportunities provided for women in prison, SPS intend to transfer 116 women to a designated Hall in HMP Edinburgh. SPS are still determining which prisoners, and from what CJA area, are to be transferred to HMP Edinburgh. The Chief Officer is contributing to this.
- 2.9 It is likely that convicted female prisoners from Fife may be transferred to HMP Edinburgh. Whilst this may have implications for agencies from Fife delivering services to women offenders at HMP and YOI Cornton Vale, it should be easier for prisoners' families travelling to Edinburgh than Cornton, Stirling.

LOCAL PRISON NUMBERS

Average Daily Prison Population

- 2.10 In 2010-2011 the average daily prison population from Fife & Forth Valley was 726 prisoners, an increase of 4% (+28) on last year. In terms of the rate of prisoners per head of population, Fife & Forth Valley had 11 prisoners for every 10,000 people, slightly higher than the 10.7 prisoners last year but lower than the Scottish average of 15.1.

Chart 3: Average Daily Prison Population and Rate of Prisoners per Head of Population by Area: 2007-2008 to 2010-2011

| Area | Average Daily Prison population from Area | | | | Rate Per Head of Population (per 10,000) | | | |
|---------------------|-------------------------------------------|--------|---------|---------|------------------------------------------|--------|---------|---------|
| | 2007/8 | 2008/9 | 2009/10 | 2010/11 | 2007/8 | 2008/9 | 2009/10 | 2010/11 |
| Clacks | 74 | 80 | 81 | 80 | 14.8 | 15.8 | 16.0 | 15.8 |
| Falkirk | 153 | 162 | 182 | 182 | 10.2 | 10.7 | 11.9 | 11.9 |
| Stirling | 107 | 113 | 90 | 101 | 12.1 | 12.8 | 10.1 | 11.2 |
| Forth Valley | 334 | 355 | 353 | 363 | 11.6 | 12.2 | 12.1 | 12.4 |
| Fife | 370 | 381 | 344 | 363 | 10.3 | 10.5 | 9.5 | 9.9 |
| Fife & Forth Valley | 702 | 736 | 698 | 726 | 10.8 | 11.3 | 10.7 | 11.0 |
| Scotland | 7417 | 7870 | 7980 | 7887 | 14.5 | 15.2 | 15.4 | 15.1 |

Fife and Forth Valley Prisoner Locations

- 2.11 On average, 40% of Fife & Forth Valley's prisoners are held within the three prisons located in the FFV CJA area. The monthly averages for the year showed 153 prisoners in HMP Glenochil; 41 prisoners at HMP & YOI Cornton Vale; and 98 prisoners at HMYOI Polmont; with 292 prisoners held in the prison estate outside of Fife & Forth Valley.
- 2.12 The proportion of HMP Glenochil's population who are from the local Fife & Forth Valley area was significantly affected this year by the transfer of sex offenders from HMP Peterhead. Last year (2009/10) the average proportion of local prisoners in the prison was 25%. After the transfer took place this reduced to 18% in November 2010. Since then the proportion of local prisoners has again increased and in March 2011 was once again 25%.

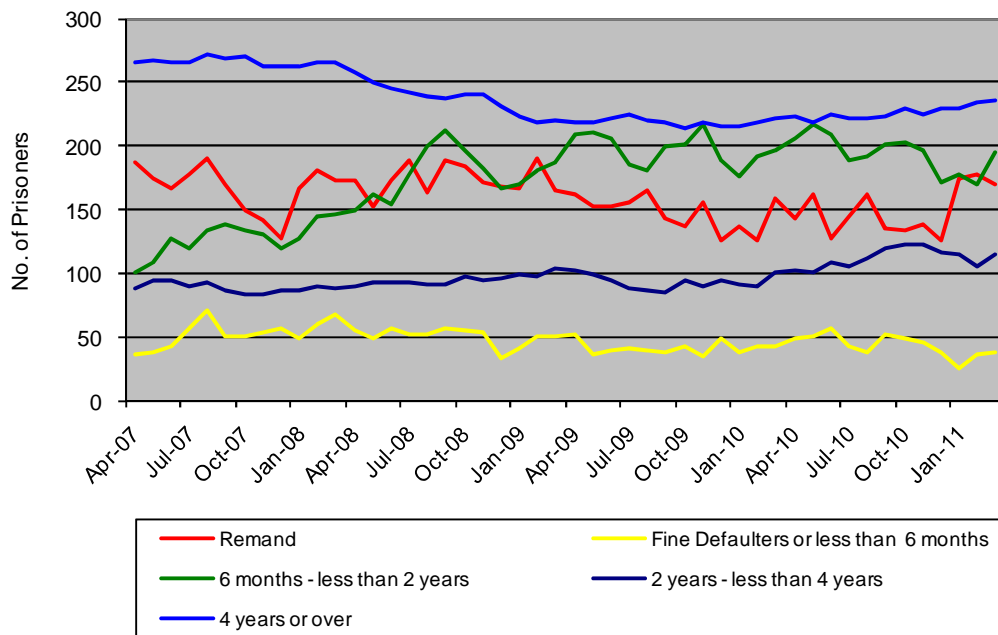
Forth Valley Prisoner Population

- 2.13 In terms of the average daily prisoner population from Fife & Forth Valley:
- 21% were being held on remand;
 - 6% were serving sentences of less than 6 months;
 - 27% were serving sentences between 6 months and less than 2 years;
 - 15% were serving sentences of 2 years to less than 4 years;
 - 31% were serving sentences of 4 years and over.

These proportions are similar to last year, except for sentences between 6 months and less than 2 years, which reduced by 1.6%, and sentences of 2 years to less than 4 years, which increased by 2%.

- 2.14 In 2010/11 the average number of persons on remand from Fife & Forth Valley was 149- 21 from Clackmannanshire, 45 from Falkirk, 24 from Stirling and 59 from Fife. Compared to last year, the average number of remand prisoners increased from Clacks by +2 and from Stirling by +10.
- 2.15 In 2010/11 the average number of prisoners from Fife & Forth Valley serving sentences of less than 6 months increased to 43, compared to 41 last year. The breakdown by Local Authority was: 4 from Clackmannanshire, 12 from Falkirk, 6 from Stirling and 21 from Fife.

Chart 4: Fife & Forth Valley prison population by Sentence Type: April 2007 to March 2011



2.16 The Criminal Justice and Licensing (Scotland) Act 2010 saw the introduction, on 1 February 2011, of the presumption against short-term sentences of up to three months. The numbers of prisoners serving sentences of less than six months will, therefore, be closely monitored throughout the coming year, especially the numbers receiving sentences of up to three months.

Fife and Forth Valley Prisoner Liberations

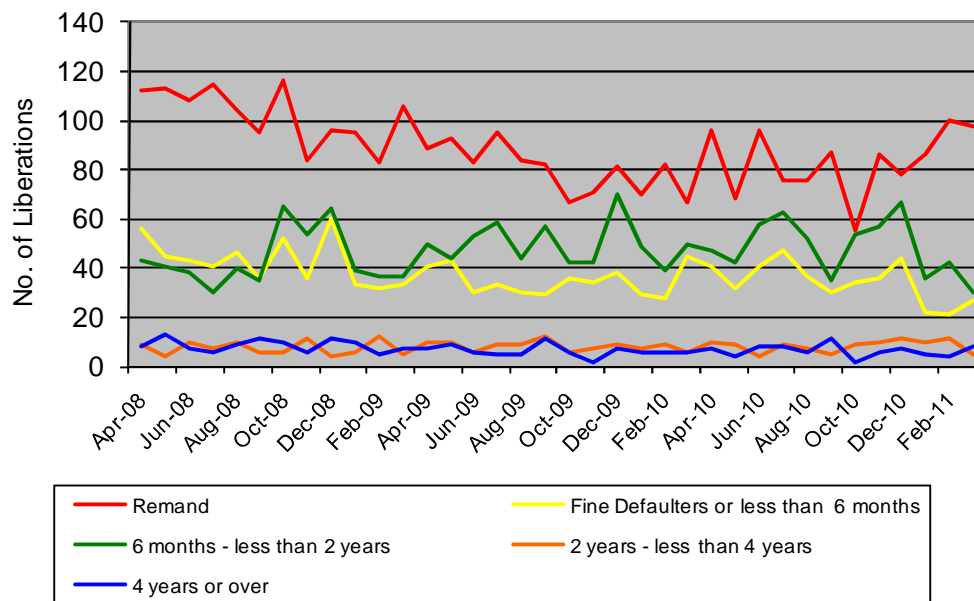
2.17 There were 2173 liberations into Fife & Forth Valley in 2010/11, 18 more than last year (+0.8%). The average number of liberations per month in 2010/11 was 181, again very similar to the average of 180 per month recorded last year. In terms of a breakdown of liberations by sentence, 46% were liberated from remand; 19% from sentences of less than 6 months; 27% from sentences between 6 months and less than 2 years; 4.6% from sentences of 2 years to less than 4 years; and 3.5% from sentences of 4 years or more.

2.18 The actual number of prisoners liberated from remand to Fife & Forth Valley in 2010/11 was 1002, or an average of 83.5 per month—an increase of 38 (+4%) prisoners compared to last year.

2.19 It is of concern that the numbers of prisoners from Fife and Forth Valley being liberated from remand have shown an increase in 2010-2011. The proportion of prisoners being liberated from remand had shown a downward trend over the previous three years. The proportions are still lower than in 2007-2008 and 2008-2009 but it is recommended that the audit undertaken in 2007-2008 to determine reasons for remand be repeated.

2.20 The number of prisoners liberated from sentences of less than 6 months to Fife & Forth Valley was 412, or an average of 34.3 per month—a reduction of 4 prisoners compared to last year.

Chart 5: Liberations to Fife & Forth Valley by Sentence Type: April 2008 to March 2011



Forth Valley Prisons – Average Prison Population

- 2.21 The average prison population of HMP Glenochil in 2010/11 was 653 prisoners, a reduction of 1.8% (-2) compared to last year.
- 2.22 The average prison population of HMP & YOI Cornton Vale in 2010/11 was 380 prisoners, an increase of 1% (+4) compared to last year.
- 2.23 The average prison population of HMYOI Polmont in 2010/11 was 733 prisoners, an increase of 1% (+8) compared to last year.

3 CONSULTATION

- 3.1 None.

4 RESOURCE IMPLICATIONS

- 4.1 There are no direct resource implications for FFV CJA if prison numbers increase, however, there are clear resource implications for the SPS and, indeed, the Scottish Government, should more prisons be required.


5 BACKGROUND PAPERS

- 5.1 None.

Author(s)

| Name | Designation | Tel No: |
|----------------|----------------------------------|--------------|
| Anne Pinkman | Chief Officer | 01259 727435 |
| Chris Anderson | Research and Information Officer | 01592 418819 |

Approved by

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

Date 9 June 2011

Reference 20110621NationalandLocalPrisonPop