



NOTICE OF MEETING

Glasgow Community Justice Authority

Agenda

**Tuesday 10th June 2008
at 1400 hours**

- 1 CJA Consultation with Families – Presentation by Shirley Henderson of Blake Stevenson.
- 2 Minutes of 19th February 2008 – Submitted for approval (attached).
- 3 Financial Report 2007-08 (attached).
- 4 Mental Health Services (attached).
- 5 Audit of Offender Supported Accommodation. (attached).
- 6 Community Service Visibility Project (attached).
- 7 Annual Reporting Arrangements (attached).
- 8 Code of Conduct (attached).
- 9 Audit of Glasgow Community Justice Authority (attached).
- 10 Recruitment of Chief Officer (attached).

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GLASGOW COMMUNITY JUSTICE AUTHORITY

Glasgow, 19th February 2008.

- Present: Elaine McDougall (Chair), Stephen Curran, James Dornan, Archie Graham and Mary Paris.
- Apologies: Kathleen Caskie, Anne Connolly, Jean McFadden, John McKenzie, Catriona Renfrew and William O'Rourke.
- Attending: L Sclater (Clerk); Gillian Little (Glasgow CJA); David Crawford, Coleen McDermott and Raymund McQuillan (Social Work Services); Alan Murray (Strathclyde Police); Lorna Kelly (GG & C NHS Board), Heather Keir and Norrie Flannagan (Scottish Prison Service), George McNeilly (Crossreach); Gavin Hamilton (Apex Scotland), Marnie Hodge (Turning Point Scotland) and Jennie Bew (SACRO).

Minutes of previous meeting approved.

1 The minutes of the previous meeting of 27th November 2007 were submitted and approved subject to the addition in the sederunt to indicate that Shona Hamilton (SACRO) was present.

SACRO – Presentation noted.

2 The authority heard and noted a presentation by Jennie Bew, SACRO detailing the services they provide throughout Scotland, and in particular those services available in Glasgow in relation to Criminal Justice services.

Criminal Justice Services – Allocation of grant for 2008-09 noted.

3 There were submitted a report by the Chief Officer regarding the grant allocation for 2008-09, detailing

- (1) in the appendix to the report, the grant allocation for 2008-09 compared to that of last year; and
- (2) that there had been no new monies for additional services/pilot projects allocated to Glasgow CJA for 2008-09, which would present a challenge to the service to deliver its statutory and support services.

After consideration, the authority noted

- (a) the grant allocation for criminal justice services for 2008-09; and
- (b) the challenges that such a tight settlement may bring to the service with regards to delivering its statutory and support services.

Development of a Structured Deferred Sentence Option for Glasgow – Proposals approved.

4 There was submitted a report by Raymund McQuillan, Head of Criminal Justice Services Social Work regarding proposals for a new structured deferred sentence model, detailing

- (1) that the Scottish Government had invited bids for an additional £190,000 each year for 3 years for each CJA;
- (2) that the bids must relate directly to priorities outlined in the Area Plan and must demonstrate added value in relation to existing funding and service developments;
- (3) Glasgow's proposals, which would be to target young persistent offenders and deliver the plan commitment to develop an innovative structured deferred sentence model (SDS); and
- (4) that the target group for the SDS would be persistent young offenders between the ages of 16 and 21.

After consideration, the authority approved

- (a) further development of proposals for a structured deferred sentence for Glasgow;
- (b) the proposed outline model as detailed in the report; and
- (c) that the model be used as Glasgow CJA's bid to the Scottish Government for additional funding.

Mental Health Services – Submission to Scottish Government approved.

5 There was submitted a report by Gillian Little, Glasgow CJA regarding the progress made on work in relation to Mental Health Services for Glasgow, detailing

- (1) that Glasgow CJA had been asked by the Scottish Government, Offender Mental Health Working Group to bring the key local agencies together to scope out local models of working with offenders with mental health problems;
- (2) that the CJA had to report back to the working group with examples of good practice and/or proposals for improving current practice; and
- (3) the consultation process to be undertaken.

After consideration, the authority

- (a) noted the work undertaken by Glasgow CJA on mental health services for offenders in response to the Scottish Government request;
- (b) approved the submission of the report on mental health services to the Scottish Government by 1st April 2008, which would be subject to approval at a future CJA meeting; and

- (c) requested that further reports be submitted in the future, on the priority area of mental health over the period of the Area Plan 2008-11.

Date of next meeting.

- 6** Tuesday 13th May 2008 at 1400hours.



Report to: Glasgow Community Justice Authority

Report by: Chief Officer, Anne Connolly

Date: 10 June 2008

Contact: Anne Connolly, 0141 287 5787

<p style="text-align: center;">COMMUNITY JUSTICE SOCIAL WORK SERVICES FINANCIAL OUTTURN REPORT – 2007/2008</p>

<p>Purpose of Report:</p> <p>To advise the Community Justice Authority of the financial outturn position for 2007/08 in respect of Criminal Justice Social Work Services which are funded by the Scottish Government S27 grant. To recommend that a budget briefing is held for members to discuss their specific governance role in relation to the budget and to discuss this year's settlement.</p>

<p>Recommendation:</p> <p>The Community Justice Authority is asked to:</p> <ul style="list-style-type: none">• Note the contents of this report.• Agree to a members' budget briefing session.
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1. Purpose of Report

- 1.1 The purpose of this report is to advise the Authority of the financial outturn position for 2007/08 in respect of Criminal Justice Social Work Services which is funded by the Scottish Government S27 grant.
- 1.2 Elected Members of the GCJA have a specific role in relation to the governance and monitoring of this budget. As is noted in this report and in the finance report to the CJA in February 2008, the settlement for 2008-2009 is challenging. It is recommended that a briefing session is held of members, preferably before the summer recess, to explore this governance role and to discuss the allocation for 2008-2009.

2. Background

- 2.1 Criminal Justice Social Work Services are split into “core” and “non- core “ services. Core services are, in general, statutory services such as Probation and Community Service, where availability occurs on a Scotland wide basis. Non-core services are, in general, support services such as Supported Accommodation and pilot services such as Drug Treatment and Testing Orders (DTTO).
- 2.2 The Scottish Government provides 100% funding for these services. For the financial year 2007/08, the original funding allocated to Glasgow City Council was as follows: -

Core funding	£9,888k
Non-core funding	£7,611k
Total	£17,499k

3. Budget Management

- 3.1 The rules in respect of the grant allow budgets to be moved within the various service headings that constitute core funding, but not from the core block to the non-core block. Within non-core funding, budgets can again be moved across the various service headings. In addition, if an underspend looks likely within non-core funding, application can be made to the Scottish Government for approval to vire up to 20% of overall non-core funding to the delivery of core services. These rules allow for the fact that the allocation of grant over various headings does not necessarily mirror the way in which authorities either deliver services or record expenditure.
- 3.2 The Scottish Government provided authorisation for Glasgow to move £282,000 from non-core funding to core funding in 2007/2008, resulting in revised allocations as follows:-

Core funding	£10,170k
Non-core funding	£7,329k
Total	£17,499k

4. Outturn Position

- 4.1 The Outturn position for 2007/08 is attached at Appendix 1. The total spend for 2007/08 (inclusive of the 8% admin fee) is £16,734k, which results in an underspend of just over £764k. This is the equivalent 4% of the total budget allocation.
- 4.2 This overall variance includes a number of large underspends and overspends over various headings. Within core funding, there is an overspend of £41k, whilst non-core funding shows an underspend of £806k.
- 4.3 The conditions of grant state that there is no provision for any underspend of S27 grant to be carried forward to the following financial year.

5. Reasons

- 5.1 Within core, the various service headings should not be examined in isolation. The Criminal Justice service does not have individual staff dedicated to probation, social enquiry reports, throughcare etc. Expenditure is captured in total and then allocated across the various headings based on workload. Core services are traditionally overspent due to their statutory nature.
- 5.2 For non-core services, a number of the service headings, again, cannot be considered individually. For example, the Drugs Court and DTTO are essentially a joint service with expenditure incurred on that basis. Similarly, the addiction services funded through this grant, namely Arrest Referral, Arrest Referral Treatment, Mandatory Drug Testing of Arrestees and Throughcare Addiction need to be considered in total.
- 5.3 The main area of underspend is the addiction services strand, which shows a variance of £557k. This is mainly due to the fact that a significant element of this allocation was new funding received in 2007/08 and, therefore, lead-in time was required to recruit staff etc, following a realignment of the service.
- 5.4 The main areas of overspend are linked to employee costs, due to a combination of inflationary pressures as a result of pay awards exceeding the grant settlement allowance, and the additional costs arising from the Workforce Pay and Benefits Review.
- 5.5 It is anticipated that this underspend will not be repeated in 2008/09. The extremely tight financial settlement and increased spend on addiction services, among other things, will require strict operational and budget management in 2008/09.

6. Recommendations

- 6.1 The Authority is asked to note the contents of this report and to agree to a members' budget briefing session .

Appendix 1

Service	2007/08 Allocation	Net Total Expend excl overheads	Overheads @ 8%	Outturn figure	Outturn figure Allocation
Core					
Probation	£1,850,708	£2,462,988	£197,039	£2,660,027	£809,320
Community Service	£1,965,844	£1,382,976	£110,638	£1,493,614	-£472,230
Social Enquiry Reports	£2,058,584	£1,418,377	£113,470	£1,531,847	-£526,737
Throughcare (Includes HDC)	£2,086,115	£2,433,850	£194,708	£2,628,558	£542,443
HCR	£83,227	£0	£0	£0	-£83,227
SAO	£411,373	£364,241	£29,139	£393,381	-£17,992
HDC		£2,910	£233	£3,143	£3,143
Mandatory SAOs	£634,728	£453,978	£36,318	£490,296	-£144,432
Diversion	£67,603	£22,378	£1,790	£24,168	-£43,434
Bail	£209,681	£290,233	£23,219	£313,452	£103,771
Court Services	£520,000	£622,901	£49,832	£672,733	£152,733
MOVEMENT FROM NON CORE	£282,000			£0	-£282,000
Total	£10,169,861	£9,454,831	£756,387	£10,211,218	£41,357
Non Core Services					
Supported Accommodation~	£845,486	£559,022	£44,722	£603,744	-£241,742
218 Time Out	£1,736,863	£1,556,727	£124,538	£1,681,265	-£55,598
DTTOs	£350,733	£8	£1	£8	-£350,725
Drug Courts	£1,204,350	£1,550,760	£124,061	£1,674,821	£470,471
Arrest Referral *	£953,175	£823,162	£65,853	£889,014	-£64,161
Arrest Referral Treatment	£130,000	£0	£0	£0	-£130,000
Mandatory Drug Testing of Arrestees	£416,000	£213,105	£17,048	£230,153	-£185,847
Support Programmes					
Glasgow Council on Alcohol Groupwork	£33,601	£48,000	£3,840	£51,840	£18,239
Racially motivated offending intervention module	£36,972	£34,233	£2,739	£36,972	-£0
Sex Offenders Project (Includes Clyde Quay Project)	£274,588	£199,492	£15,959	£215,452	-£59,136
Constructs PSSO/Groupwork	£724,492	£447,470	£35,798	£483,268	-£241,224
Drug and Alcohol Programmes	£236,498	£250,507	£20,041	£270,548	£34,050
Young Women Offenders Project	£32,623	£30,206	£2,416	£32,622	-£1
Throughcare Addiction Services	£321,500	£133,858	£10,709	£144,567	-£176,933
Bail Pilot* (6 Months Funding)	£61,539	£46,683	£3,735	£50,417	-£11,122
Visor Administration	£50,909	-£0			-£50,909
Throughcare - Supervision of Sex Offenders	£58,102	£53,798	£4,304	£58,102	-£0
MAPPA - Co-ordinator and Administrator	£83,318	£52,900	£4,232	£57,133	-£26,185
Delivery of the National Training Programme for Criminal Justice Social Work Services	£60,000	£40,000	£3,200	£43,200	-£16,800
MOVEMENT TO CORE	-£282,000			£0	£282,000
Total Non Core Services	£7,328,749	£6,039,930	£483,194	£6,523,125	-£805,624
Overall Total	£17,498,610	£15,494,761	£1,239,581	£16,734,343	-£764,268



Report to: Glasgow Community Justice Authority

Report by: Chief Officer, Anne Connolly

Date: 10 June 2008

Contact: Gillian Little, 0141 287 0153

Mental Health Services

Purpose of Report:

This report provides an update on the work being undertaken by partners on mental health services in Glasgow. Mental health is a priority area for the CJA in the Area Plan 2008-11.

The Scottish Government asked each CJA for a local report on mental health services including good practice and/or recommendations for improving current practice by 1 April 2008.

Information was collated through a questionnaire and an event held on 10 March 2008. A report based on this was discussed at the CJA Lead Officers group on 17 April 2008. This was submitted in draft to the Scottish Government subject to discussion and approval at the CJA Board.

This and other work on Mental Health will provide the basis for practical steps to meet the objectives of the 2008-11 Area Plan.

Recommendations:

The CJA is asked to:

- Consider and note the work of the CJA on mental health services for offenders in response to the Scottish Government request.
- Approve the findings and actions summarised in this report on mental health services in Glasgow as those submitted in draft to the Scottish Government on 31 March 2008.
- Note that further reports on the priority area of mental health will be presented to a future meeting.

1 Background

- 1.1 Mental health is a key action area in the CJA Area Plan 2008-11. The aim is to **'ensure greater consistency and continuity in referrals and treatment for mental health services between in prison and in the community'**. We are developing a number of specific health actions to pursue over the coming years and have engaged in practical dialogue with partners about priorities and good practice.
- 1.2 As part of this work we were asked by the Scottish Government, Offender Mental Health Working Group, to bring the key local agencies together to scope out local models of working with offenders with mental health problems, especially at the lower end of the spectrum, and to report back to the Government with examples of good practice and/or proposals for improving current practice.
- 1.3 As a result of the work, a paper will then be submitted to the National Advisory Body on Offender Management (NABOM) for its consideration. In this way there is the opportunity for the CJAs to help shape the future direction of policy, building on local practice and experience.
- 1.4 In order to undertake this work we were required to gather additional information and facilitate discussion with a range of specialist and non-specialist services across the City.

2 Consultation Activities

- 2.1 We conducted a survey of Glasgow based services which have contact with offenders or ex-offenders with mental health needs. In total 18 services returned questionnaires from the 30 issued (1 service indicated the questionnaire was not appropriate). This included large city wide organisations including the NHS Forensic Service, 3 Prison establishments accommodating Glasgow prisoners, 3 Criminal Justice Social Work Services Teams, 2 specialist social work projects and 9 voluntary sector providers working in the area of mental health or offending.
- 2.2 Eleven of the 18 said they dealt exclusively with offenders with a further 3 dealing mainly with offenders or ex-offenders. The remainder provided mental health, addictions, accommodation or employment services. All services recognised the issue of mental health among their client groups but the focus on this varied according to the type of organisation.
- 2.3 We followed this work up with a half day event on 10 March 2008. This was held jointly with North Strathclyde CJA in the City Chambers. Selected practitioners and managers from the range of services already described were invited to the event to discuss the 'offender journey' between services, what good practice there is in the City and how this could be improved.
- 2.4 Twenty Eight individuals attended from Health, Scottish Prison Service and HMI Inspectorate of Prisons, the Voluntary Sector, Social Work Services and the CJAs.
- 2.5 Participants were asked to consider a number of issues including: *What works well, Gaps or frustrations, Sentencing and mental health, Specific Needs and Priorities for action.*
- 2.6 Reports from both these activities were prepared and a summary report highlighting the main themes and possible actions for partners. These reports were sent to the Scottish Government by 1 April 2008 as a draft, subject to final approval at the CJA Board on 10 June 2008. These issues and actions are summarised below.

3 Issues and Actions

- 3.1 Both the questionnaire responses and event flagged a number of areas for further action. These were also discussed at the Lead Officers Meeting on 17 April 2008.
- 3.2 Joint working and multi-disciplinary working are strongly supported. Models that bring different disciplines and services together on one site are highlighted as models of good practice.
- 3.3 People are positive about improvements in information sharing and joint working but are clear that more needs to be done. This includes improvements in awareness about what services are available, how they are accessed and the relative roles and responsibilities of different services.
- 3.4 There was much discussion of the often complex nature of offender needs. Often underlying mental health and addictions issues are of such significance in offending behaviour that treatment of these issues may be a priority. This poses questions for the management of these individuals within a Criminal Justice setting when a health or community care based setting may be more successful in tackling their needs.
- 3.5 There was a recognised need for ongoing staff training. Basic mental health awareness appears to be widely available but more specialist training, delivered jointly may be of benefit.
- 3.6 Accommodation issues for clients are identified as a key resource gap and one that hinders the co-ordination of other services around an offender. Related to this is the need for better continuity between custody and the community to help people engage with services in their communities.
- 3.7 Specific resource gaps were identified for Personality Disorder and those with alcohol misuse issues.
- 3.8 There was discussion of the benefits of the integration of support services with the court process. Specialist facilities that can provide assessment and advice to court were seen as a benefit but barriers to access may exist. As a result of this discussion, the CJA will convene a meeting between the Court Service and Community Psychiatric Nurses within the Courts. This will discuss current service provision and explore areas for improvement.

4 Actions

- 4.1 The following actions from this early work highlight how the CJA can deliver its commitment in the Area Plan. Some practical steps include:
 - A shared strategy statement including agreed definitions and potential offender pathways
 - Review of mental health screening in non specialist services. Development or adoption of core assessment tool to identify mental health issues.
 - Joint training sessions for different groups of staff
 - Link to accommodation work to ensure consideration of mental health issues
 - Individual instances of good practice or barriers to working to be reported back through the CJA for dissemination and or resolution.
 - Discuss with Courts the needs of sentencers
 - Ensure new alcohol service funding includes offenders as a priority target group.
- 4.2 It is recommended that these practical actions supplement the commitments to mental health in the Area Plan 2008-11 and form the basis of an action plan to identify how we take this agenda forward with partners.



Report to: Glasgow Community Justice Authority

Report by: Chief Officer, Anne Connolly

Date: 10 June 2008

Contact: Gillian Little, 0141 287 0153

Audit of Offender Supported Accommodation

Purpose of Report:

This report provides an update on the work being undertaken by partners on Offender Supported Accommodation Services in Glasgow. Accommodation is a priority area for the CJA in the Area Plan 2008-11.

The National Strategy for the Management of Offenders requires each CJA to audit provision of supported accommodation for offenders. In addition the Scottish Government have posed a number of questions about the provision of accommodation and the aspirations of the City in developing this. The attached report will be submitted to the Scottish Government subject to CJA Board approval.

An Accommodation Working Group has been convened that brings together partners from the CJA, Homelessness Services, GHA and the RSL sector. There is much work to be done in this area and this report is an initial step towards building a work plan for the coming year in order to meet the objectives in the Area Plan.

We are also planning a practitioner seminar to be hosted by HMP Barlinnie. This will look in detail at current practice and make recommendations for improvement.

Recommendations:

- The CJA is asked to consider and note the work of the CJA on Accommodation Services for Offenders.
- Approve the attached report and allow this to be submitted as the CJA's response to the Scottish Government.
- Further reports on the priority area of Accommodation will be presented to a future meeting.



Glasgow

Community
Justice
Authority

COMMUNITY JUSTICE ACCOMMODATION SERVICES

Report to Scottish Government Justice Department

May 2008

1 Background

- 1.1 The National Strategy for the Management of Offenders requires each CJA to conduct an audit of supported accommodation for offenders and ex-offenders.
- 1.2 The purpose of the audit is to update an earlier national review completed in 2001 to look at opportunities to reshape services.
- 1.3 In the context of the audit, supported accommodation means *'the provision of appropriate accommodation and housing resources available in the community able to meet the assessed needs and risks of accused on bail, offenders subject to community disposals and ex-prisoners on statutory supervision or receiving voluntary assistance'*.
- 1.4 *'Appropriate'* is defined as accommodation which the offender can live in, manage successfully and sustain and which makes maximum possible contribution to the reduction of re-offending and risks posed to the community.
- 1.5 The audit posed a number of questions for CJAs. These are:
 - **What type of accommodation might be required, specifically:**
 - The need for a specialist 24hour staffed residential unit
 - A cluster of supported accommodation
 - Access to a range of social housing arrangements
 - Attention to the needs of young offenders and women offenders
 - Provision for exceptionally high risk offenders
 - **The joint assessment processes and tools in place**
 - **The use of protocols**
 - **How the CJA plans to take this work forward**

2 CJA Response

Types of Accommodation Required

- 2.1 It is the considered view of partners that our aspiration would be to utilise as far as possible mainstream housing provision and we are unconvinced of the benefits of a dedicated residential facility or core/cluster provision for high risk offenders. Both of these options are difficult to locate and can pose management problems when used for high risk individuals, including sex offenders. Glasgow instead supports the use, wherever possible, of mainstream housing provision with any necessary monitoring /supervision and support provided on the assessed risk or need of the individual.
- 2.2 We recognise the need to look at the use of specialist accommodation provision and ensure this is targeted only at those who require it.
- 2.3 In line with the research and government recommendations, criminal justice supported accommodation provision is targeted only at those who have needs related to offending and it should not be used to simply provide housing for offenders in the absence of mainstream options¹. We do recognise the ongoing issues in accessing more mainstream options for offenders and are working with the RSL sector to ensure that offenders are able to access these options where appropriate.
- 2.4 There are three specialist Criminal Justice projects providing supported accommodation to offenders. These are the Dick Stewart Project, a 13 bed supported accommodation unit; The 218 Project, which has the capacity to accommodate 14 women in the residential unit, and up to 60 Temporary Furnished Flats (TFFs) with a floating support service provided by SACRO.
- 2.5 We recognise the potential for growth of supported accommodation for this group and will consider this as part of the future work of the CJA.
- 2.6 We must continue to look at accommodation and support issues together rather than the provision of accommodation in isolation.
- 2.7 We recognise the need to look at how support for those with alcohol misuse issues is improved and developed. The CJA will engage with partners to access new funding streams to develop alcohol services.
- 2.8 Structural issues including funding through Housing Benefit pose a barrier to securing accommodation for those offenders before they leave prison and through work outlined in the Area Plan 2008-11, the CJA is committed to costing the shortfall in Housing Benefit.

¹ Criminal Justice Accommodation Services, A review and consultation paper, Scottish Executive (2001)

2.9 Provision of appropriate accommodation for young people remains a significant concern and work is ongoing to develop better options for this group.

Joint Assessment

2.10 We recognise the multiple assessment tools and ways of assessing accommodation needs that exist between partners. We plan to develop a shared tool or toolkit that can be utilised and understood across agencies. This will be part of the work of the Accommodation Working Group detailed below.

Protocols

A joint protocol for accommodating offenders is in place. The City Council, Social Work Services, in conjunction with the GHA, has commissioned a consultant to review this protocol and to include participation by RSLs across the city. This is on target to be completed by June, when a new document will go out to RSLs for consultation and agreement. The CJA will continue to monitor the operation of this protocol through the working group to ensure it is fit for purpose.

How the CJA will take this work forward

2.11 The GCJA Area Plan 2008 -11 identifies housing and accommodation as a key priority. The aspiration is to ensure that no-one, with an identified housing need, leaves prison homeless, by;

- Developing a joint assessment tool to identify the housing needs of offenders in custody and the community,
- Costing the shortfall in housing benefit for those leaving custody and looking at ways of bridging this gap,
- Supporting the ongoing dialogue with RSLs around housing and accommodation issues for offenders; and
- Putting in place appropriate housing partnership arrangements between the CJA and Glasgow Housing Sector.

2.12 The CJA has set up an Accommodation Working Group (See Annex 1 for details of remit and membership).

2.13 An inaugural meeting of this Group was held in February 2008 and information has been collated or provided by partners in relation to:

- Numbers of those involved in the criminal justice system who may be in need of accommodation support
- The use of Criminal Justice Supported Accommodation Projects
- Inspection Reports on these projects
- MAPPA developments
- Homelessness presentations

- 2.14 Data is still limited on the actual numbers requiring accommodation support and their access to this beyond specific criminal justice services. Next steps for the group will be to come together to look at the processes an individual offender may go through, particularly in the transition from prison to the community. This will identify practical areas for improvement and highlight any areas for enhancing current data collection.
- 2.15 The Governor of Barlinnie Prison has offered to host a workshop that will bring together practitioners in order to 'walk through' the processes experienced by a prisoner on release. This level of engagement will promote a problem solving approach to any gaps or barriers to provision and we anticipate a practical action plan for services will be a product of this event.
- 2.16 This report, as far as possible, highlights the issues we feel need to be addressed nationally in order to improve offender accommodation outcomes and reports on the local actions we plan to take to achieve our area plan objectives. It should be seen as a work in progress as we recognise that we need to invest significant attention in this area of work.

3 National Action

- 3.1 One of the most significant issues facing us in improving supported accommodation for offenders is the barriers to maintaining and securing tenancies due to Housing Benefit funding rules. We would argue that investment in keeping tenancies open for those entering prison and ensuring that ex-prisoners have secured, identified accommodation to go to on release would be a significant step forward in both offender rehabilitation and community safety.
- 3.2 We currently estimate the costs of doing this at around £250,000 pa. This is likely to be a conservative estimate. In addition, any proposed expansion of offender supported accommodation as suggested above would need to be accompanied by specific funding commitments, given the limitations on both S27 and supporting people funding streams.
- 3.3 The responsibilities on partners for the risk management of offenders are increasing through initiatives like MAPPA and ICM. Accommodation is a vital component of any management plan and is recognised as a need in the profile of those coming through MAPPA processes. Any expansion of these processes (e.g. inclusion of violent offenders) without a corresponding level of funding would put pressure on agencies delivering these services.

ANNEX 1

GCJA Accommodation Working Group Membership and Remit

Housing and Accommodation Working Group Remit Agreed by CJA Board 27 November 2007

Purpose of Report:

To seek the Authority's agreement on the membership and remit of an officers' Housing and Accommodation Working Group to progress the Area Plan commitments and establish stronger links to the housing sector.

The Area Plan 2008 -11 identifies housing and accommodation as a key priority. The intended outcome is to ensure that no-one, with an identified housing need, leaves prison homeless, by;

- Developing a joint assessment tool to identify the housing needs of offenders in custody and the community,
- Costing the shortfall in housing benefit for those leaving custody and looking at ways of bridging this gap,
- Reviewing supported accommodation provision, by April 2008
- Supporting the ongoing dialogue with RSLs around housing and accommodation issues for offenders; and
- Putting in place appropriate housing partnership arrangements between the CJA and Glasgow Housing Sector.

It is proposed that an officers' working group is set up to take forward the work of the CJA in relation to accommodation issues. This would include representatives from:

- Glasgow Community Justice Authority
- GCC, Criminal Justice Social Work
- Scottish Prison Service
- Glasgow Homelessness Partnership
- Glasgow Housing Association
- Registered Social Landlord sector
- SACRO
- Victim Support

It is anticipated that the group will meet 6 weekly from December 2007 and be responsible for planning and executing the work for the audit and for timetabling and developing the work to deliver the Area Plan commitments from April 2008. The CJA agreed the remit and membership.

ITEM 6

10th June 2008



**Glasgow
Community
Justice
Authority**

Report to: Glasgow Community Justice Authority

Report by: Chief Officer, Anne Connolly

Date: 10 June 2008

Contact: Gillian Little, 0141 287 0153

Community Service Visibility Project

Purpose of Report:

To inform members that the Scottish Government has called for bids to a challenge fund to ensure greater community awareness and involvement in community service projects in their local area.

Recommendations:

The CJA is asked to:

- Note the broad terms of the Community Service Visibility challenge fund
- Agree that a bid based on work with each of the Community Planning Partnerships in Glasgow is developed and submitted.

1 Background

- 1.1 CJAs have been invited to submit a proposal for engaging with local communities to raise the profile and credibility of Community Service (CS) and to encourage community involvement. The amount of funding available has not been revealed and it is likely that only one or two CJA areas will be successful in their bids.
- 1.2 The project has the following three objectives:
 - To raise the profile and credibility of CS among communities
 - To underline the scope for local solutions to local problems
 - To give CJAs a clear role and an opportunity to demonstrate that they can deliver as effective local co-ordinating bodies.
- 1.3 Proposals are required by 30th June when successful CJAs will be provided with funding for a 6 month implementation phase. The CJA Lead Officers Group discussed the proposal on 17th April and agreed to submit a bid.
- 1.4 This is in line with the GCJA Area Plan 2008-11 in both modernising community sentences and communicating and consulting with communities about the work of community justice agencies.

2 Context

- 2.1 The focus on reviewing current community service arrangements follows recommendations in both the National Strategy for the Management of Offenders and Government Review of Community Penalties. These reports both emphasise the need to engage with the public to provide information on the content and benefits of community sentences.
- 2.2 With a view to supporting the Glasgow CJA proposal, CJSW has undertaken a review of Community Service in Glasgow, including the type and range of placements in regular use and also a rough 'snapshot' of usage for March 2008. This highlighted the substantial contribution to local communities provided by Community Service, offering a great deal of scope for enhancing visibility and credibility within the local community.
- 2.3 At the time of the review over 500 offenders were on squad placements via the Community Service Industry team – this represented over 75% of community service orders across the city. Squad placement duties involve a range of skills, and all are of clear, direct benefit to the community. These include:
 - Painting and decorating for individual local residents;
 - Painting and decorating, gardening and joinery for local community centres and churches;
 - Clearing areas of refuse, gardening and landscaping as part of the Clean Glasgow campaign; and
 - Charity shop uplifts and deliveries.

- 2.4 Referrals for squad placements come from a range of sources including:
- Social Workers
 - Voluntary Organisations
 - Community groups
 - Churches
 - Individuals
 - Elected Members
- 2.5 Feedback is often received and is almost always positive. However this is not currently done for all such work and there is scope to improve on the current arrangements to provide better stakeholder feedback.
- 2.6 At the time of the review around 170 offenders were on personal placements across Glasgow, accounting for around 25% of CSOs. Over 80 placement sites across the city are in regular use. The largest number of these are in local community projects or resource centres, where placements involve a range of duties including café/lunch club work, domestic and caretaker/handyman work. The next most common placement type is charity shop work, including shop assistant, back of shop and clerical tasks. Several placements are within day-care or residential homes for the elderly, again involving a range of duties. There are also a number of placements in projects for young people and church initiatives.

3 The Proposal

- 3.1 We would propose that the project be driven through engagement with Glasgow's 10 local Community Planning Partnership Areas (CPPs). This will be led by local CS teams with support from the CJA and other partner agencies. We would hope that this would help develop a sustainable consultation and feedback loop to ensure that CS is responsive to local communities, is targeted on local needs and priorities and its successes are highlighted and communicated widely.
- 3.2 The detail of the project will be developed and agreed amongst partners but it is anticipated that it will include the following elements:
- Initial discussions with CPPs on existing services and awareness raising
 - Consultation with community to set priority work areas
 - Publicity when work is completed
 - Media engagement to promote the service and encourage engagement at local level
- 3.3 Monitoring and evaluation of public perceptions will be done by using baseline data on perceptions of community sentencing from Glasgow's Household panel (due to report May 2007). These questions are the same as those asked in the Scottish Crime and Justice Survey which will report annually in the autumn and will provide CJA level data and allow us to track of views over time. In addition we would run a small number of focus groups in autumn 2009.
- 3.4 We would also propose to introduce a structured feedback mechanism for projects. This would take the form of standard questions on the quality and organisation of the work, the appropriateness of the project and views on improvements. This feedback loop will directly help to improve CS on an ongoing basis.

4 Sustainability and Outcomes

- 4.1 The pilot will be funded for 6 months but we would anticipate that this could be sustained using the links built up between CPPS and CS teams.
- 4.2 The project will also provide a bank of materials for each area that can be used by CS and CPPs to promote the service. This will include:
 - Portable signage to identify where work has been completed by CS
 - A video highlighting both residents views and offender activity
 - Leaflets explaining what CS is and how to influence locally
 - Feedback facility (web based/reply paid postcards) for projects to measure satisfaction with the work
- 4.3 The anticipated outcomes of the model will include:
 - Improved community understanding of CS
 - High levels of satisfaction with CS work
 - CS work tailored to local priorities
 - Enhanced engagement between CS providers and other Community Justice Agencies and Glasgow CPP structures.



Report to: Glasgow Community Justice Authority

Report by: Chief Officer, Anne Connolly

Date: 10 June 2008

Contact: Anne Connolly, 0141 287 0916

Annual Report Arrangements

Purpose of Report:

This paper sets out the approach to approving the annual report. The CJA is required to publish an annual report covering its first year of operation 2007-2008 by 1 September 2008.

CJAs received guidance on the publication requirements for the annual report on 14 April 2008. It includes the requirement to submit an annual performance report by 4 July 2008 for consideration by the National Advisory Body and thereafter make the report public by 1 September 2008. Members will note that the timescale for initial submission falls in the recess.

Given the timescales, it has not been possible to finalise the report for the last CJA meeting before the summer recess. A draft report is being collated with input from partner organisations. It will cover the areas as required in the national guidance. It is proposed to complete this draft by the initial deadline, agree the draft with the Convenor and circulate to members for information and comment before submission.

The full report will be presented to the first meeting of the CJA after the recess for approval before the 1 September publication date.

Recommendations:

The GCJA is asked to;

- Note the requirement to publish an annual report.
- Note the timescales and the submission date that falls in the summer recess.
- Agree that a draft will be submitted by 4 July 2008, after circulation to members.
- The full report will be agreed at the first meeting of the CJA after the recess.



Glasgow
Community
Justice
Authority

Report to: Glasgow Community Justice Authority

Report by: Chief Officer, Anne Connolly

Date: 10 June 2008

Contact: Anne Connolly, 0141 287 5787

Code of Conduct

Purpose of Report:

The GCJA is required to approve a revised code of conduct for devolved public bodies. This replaces the code of conduct for elected members adopted in the shadow year at the meeting of 1 June 2006. The principles and requirements mirror those approved in the earlier code.

Recommendations:

The GCJA is asked to approve the revised code of conduct as its approved code.



Glasgow
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GLASGOW COMMUNITY JUSTICE AUTHORITY MEMBERS' CODE OF CONDUCT

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SECTION 1: INTRODUCTION TO THE CODE OF CONDUCT

1.1 The Scottish public has a high expectation of those who serve on the boards of public bodies and the way in which they should conduct themselves in undertaking their duties for the public body. You must meet those expectations by ensuring that your conduct is above reproach.

1.2 The Ethical Standards in Public Life etc. (Scotland) Act 2000 provides for new Codes of Conduct for local authority councillors and members of relevant public bodies; imposes on Councils and relevant public bodies a duty to help their members to comply with the relevant code; and establishes a Standards Commission for Scotland to oversee the new framework and deal with alleged breaches of the codes.

1.3 This Code covers members of the Glasgow Community Justice Authority. As a Member, it is your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Code of Conduct.

Guidance on the Code of Conduct

1.4 You must observe the rules of conduct contained in this Code. It is your personal responsibility to comply with these and review regularly, and at least annually, your personal circumstances with this in mind, particularly when your circumstances change. You must not, at any time, advocate or encourage any action contrary to the Code of Conduct.

1.5 The Code has been developed in line with the key principles listed in Section 2 and provides additional information on how the principles should be interpreted and applied in practice. The Standards Commission may also issue guidance. No Code can provide for all circumstances and if you are uncertain about how the rules apply, you should seek advice from the Community Justice Authority. You may also choose to consult your own legal advisers, and on detailed financial and commercial matters, to seek advice from other relevant professionals.

Enforcement

1.6 Part 2 of the Ethical Standards in Public Life etc. (Scotland) Act sets out the provisions for dealing with alleged breaches of the Code and for the sanctions that will be applied if the Standards Commission for Scotland finds that there has been a breach of the Code. In respect of Members, those sanctions are set out in Annex A.

SECTION 2: KEY PRINCIPLES OF THE CODE OF CONDUCT

2.1 The general principles upon which this Code of Conduct is based are:

Duty and Public Service

You have a duty to act in accordance with the core tasks and in the interests of the Community Justice Authority of which you are a member.

Selflessness

You have a duty to take decisions solely in terms of the public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

Integrity

You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

Objectivity

You must make decisions solely on merit when carrying out public duties.

Accountability and Stewardship

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others, and you must ensure that the Community Justice Authority uses its resources prudently and in accordance with the law.

Openness

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

Honesty

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of the Glasgow Community Justice Authority and its Members in conducting public business.

Respect

You must respect fellow members and employees of the Community Justice Authority and the role they play, treating them with courtesy at all times.

2.2 You should apply the principles of this Code to your informal dealings with fellow members of the Community Justice Authority and its employees.

SECTION 3: GENERAL CONDUCT

Relationship with Authority Employees (Including those employed by contractors providing services to the Glasgow Community Justice Authority)

3.1 You will treat staff employed by the Community Justice Authority with courtesy and respect. It is expected that employees will show you the same consideration in return.

Allowances

3.2 You must comply with the rules of the Community Justice Authority regarding remuneration, allowances and expenses.

Gifts and Hospitality

3.3 You must never ask for gifts or hospitality.

3.4 You are personally responsible for all decisions connected with the acceptance of gifts or hospitality offered to you and for avoiding the risk of damage to public confidence in the Community Justice Authority. As a general guide, it is usually appropriate to refuse offers except:

(a) isolated gifts of a trivial character or inexpensive seasonal gifts such as a calendar or diary or other simple items of office equipment of modest value;

(b) normal hospitality associated with your duties and which would reasonably be regarded as appropriate; or

(c) civic gifts received on behalf of the Glasgow Community Justice Authority.

3.5 You must not accept any offer by way of gift or hospitality which could give rise to a reasonable suspicion of influence on your part to show favour or disadvantage to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term “gift” includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public.

3.6 You must record details of any gifts and hospitality received and the record must be made available for public inspection.

3.7 You must not accept any offer of a gift or hospitality from any individual or organisation who is an applicant awaiting a decision from the Authority or who is seeking to do business or to continue to do business with the Council. If you are making a visit to inspect equipment, vehicles, land or property, then as a general rule you should ensure that the Community Justice Authority pays for the cost of these visits.

Conduct in the Chamber or in Committee

3.8 You must respect the chair, your colleagues, Authority employees and any members of the public present within the Chamber during Authority or Committee meetings or other formal proceedings of the Community Justice Authority. You must comply with rulings from the chair in the conduct of the business of the Community Justice Authority.

Confidentiality Requirements

3.9 There may be times when you will be required to treat discussions, documents or other information relating to the Glasgow Community Justice Authority in a confidential manner.

You will often receive information of a private nature which is not yet public or which perhaps would not be intended to be public. There are provisions in legislation on the categories of confidential and exempt information and you must always respect and comply with the requirement to keep such information private.

3.10 It is unacceptable to disclose any information to which you have privileged access, for example derived from a confidential document, either orally or in writing. In the case of other documents and information, you are requested to exercise your judgement as to what should or should not be made available to outside bodies or individuals, in any event, such information should never be used for the purpose of personal or financial gain, or used in such a way as to bring the Community Justice Authority into disrepute.

Use of Public Body Facilities

3.11 Members of the Community Justice Authority must not misuse facilities, equipment, stationery, telephone service or use them for political or campaigning activities. Use of such equipment and services, etc must be in accordance with the Community Justice Authority policy and rules on their usage.

Appointments to Partner Organisations

3.12 You may be appointed or nominated by the Community Justice Authority as a member of another body or organisation. If so, you will be bound by the rules of conduct of these organisations and observe the rules of this Code in carrying out the duties of that body.

3.13 Members who become directors of companies as a nominee of the Community Justice Authority will assume personal responsibilities under the Companies Acts. It is possible that a conflict of interest may arise for you as between the company and the Community Justice Authority. In such cases it is your responsibility to take advice on your responsibilities to the Community Justice Authority and to the company. This will include questions of declarations of interest.

SECTION 4: REGISTRATION OF INTERESTS

4.1 The following paragraphs set out the categories of interests, financial and otherwise, which you have to register. These are "Registerable Interests". You must, at all times, ensure that they are registered, when you are elected and whenever your circumstances change in such a way as to require change or an addition to your entry in the Community Justice Register.

4.2 This Code sets out the categories of interests which you must register. Annex B contains key definitions and explanatory notes to help you decide what is required when registering your interests under any particular category. These categories are listed below with explanatory notes designed to help you decide what is required when registering your interests under any particular category.

Category One: Remuneration

4.3 You have a registerable interest where you receive remuneration by virtue of being:

- employed;
- self-employed;
- the holder of an office;
- a director of an undertaking;
- a partner in a firm; or
- undertaking a trade, profession or vocation, or any other work.

4.4 In relation to 4.3 above, the amount of remuneration does not require to be registered and remuneration received as a member does not have to be registered.

4.5 If a position is not remunerated it does not need to be registered under this category. However, unremunerated directorships may need to be registered under category two "Related Undertakings".

4.6 If you receive any allowances in relation to membership of any organisation the fact that you receive such an allowance must be registered.

4.7 When registering employment, you must give the name of the employer, the nature of its business and the nature of the post held in the organisation.

4.8 When registering self-employment, you must provide the name and give details of the nature of the business. When registering an interest in a partnership, you must give the name of the partnership and the nature of its business.

4.9 Where you otherwise undertake a trade, profession or vocation, or any other work, the detail to be given is the nature of the work and its regularity. For example, if you write for a newspaper, you must give the name of the publication and the frequency of articles for which you are paid.

4.10 When registering a directorship, it is necessary to provide the registered name of the undertaking in which the directorship is held and detail the nature of its business.

4.11 Registration of a pension is not required as this falls outside the scope of the category.

Category Two: Related Undertakings

4.12 You must register any directorships held which are themselves not remunerated but where the company (or other undertaking) in question is a subsidiary of, or a parent of, a company (or other undertaking) in which you hold a remunerated directorship.

4.13 You must register the name of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which you are a director and from which you receive remuneration.

4.14 The situations to which the above paragraphs apply are as follows:

- you are a director of a board of an undertaking and receive remuneration – declared under Category one – and

- you are a director of a parent or subsidiary undertaking but do not receive remuneration in that capacity.

Category Three: Contracts

4.15 You have a registerable interest where you (or a firm in which you are a partner, or an undertaking in which you are a director or in which you have shares of a value as described in paragraph 4.20 below) have made a contract with the Community Justice Authority of which you are a member:

- (i) under which goods or services are to be provided, or works are to be executed; and
- (ii) which has not been fully discharged.

4.16 You must register a description of the contract, including its duration, but excluding the consideration.

Category Four: Houses, Land and Buildings

4.17 You have a registerable interest where you own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation of the Community Justice Authority.

4.18 The test to be applied when considering appropriateness of registration is to ask whether a member of the public acting reasonably might consider any interests in houses, land and buildings could potentially affect your responsibilities to the organisation to which you are appointed and to the public, or could influence your actions, speeches or decision making. If in doubt, you may consult with the Standards Commission.

Category Five : Interest in Shares and Securities

4.19 You have a registerable interest where you have an interest in shares which constitutes a holding in a company or organisation which may be significant to, of relevance to, or bear upon, the work and operation of the Community Justice Authority. You are not required to register the value of such interests.

4.20 The test to be applied when considering appropriateness of registration is to ask whether a member of the public acting reasonably might consider any interests in shares and securities could potentially affect your responsibilities to the organisation to which you are appointed and to the public, or could influence your actions, speeches or decision-making.

Category Six: Non-Financial Interests

4.21 You may also have a registerable interest if you have non-financial interests which may be significant to, of relevance to, or bear upon, the work and operation of the Community Justice Authority. It is important that relevant interests such as membership or holding office in public bodies, companies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described.

4.22 The test to be applied when considering appropriateness of registration is to ask whether a member of the public acting reasonably might consider any interests in shares and securities could potentially affect your responsibilities to the organisation to which you are appointed and to the public, or could influence your actions, speeches or decision-making.

SECTION 5: DECLARATION OF INTERESTS

Introduction

5.1 The key principles of the Code, especially those which specify integrity, honesty and openness are given further practical effect by the requirement for you to declare certain interests in proceedings of the Community Justice Authority. Together with the rules of registration of interests, this ensures transparency of your interests which might influence, or be thought to influence, your actions.

5.2 Public bodies inevitably have dealings with a wide variety of organisations and individuals and this Code indicates the circumstances in which a business or personal interest must be declared. Public confidence in the Community Justice Authority and its members depends on it being clearly understood that decisions are taken in the public interest and not for any other reason.

5.3 In considering whether to make a declaration in any proceedings, you must consider not only whether you will be influenced but whether anybody else would think that you might be influenced by the interest. You must keep in mind that the test is whether a member of the public, acting reasonably, might think that a particular interest would influence you.

5.4 If you feel that, in the context of the matter being considered, your involvement is neither capable of being viewed as more significant than that of an ordinary member of the public, nor likely to be perceived by the public as wrong, you may continue to attend the meeting and participate in both discussion and voting. The relevant interest must however be declared. It is your responsibility to judge whether an interest is sufficiently relevant to particular proceedings to require a declaration and you are advised to err on the side of caution. You may also seek advice from the Standards Commission.

Interests which Require Declaration

5.5 Interests which require to be declared may be financial or non-financial. They may or may not cover interests which are registerable under this Code. Most of the interests to be declared will be your personal interests but, on occasion, you will have to consider whether the interests of other persons require you to make a declaration.

Financial Interests

5.6 Any financial interest which is registerable must be declared. If under any of the categories prescribed in Section 4 of this Code, you have registered an interest as a Councillor where the Council has appointed you as a Member of the Community Justice Authority you do not, for that reason alone, have to declare that interest.

Shares and Securities

5.7 You may have to declare interests in shares and securities, over and above those registerable under category five of Section 4 of this Code. You may, for example, in the course of employment or self employment, be engaged in providing professional advice to a person whose interests are a component of a matter to be dealt with by a board.

5.8 You have a declarable interest where an interest becomes a direct relevance to a matter before the body on which you service and you have shares comprised in the share capital of a company or other body and the nominal value of the shares is:

- (i) greater than 1% of the issued share capital of the company or other body; or
- (ii) greater than £25,000.

5.9 You are required to declare the name of the company only, not the size or nature of the holding.

Houses, Land and Buildings

5.10 Any interest in houses, land and buildings which is registerable under category four of section 4 of this Code must be declared, as well as any similar interests which arise as a result of specific discussions or operations of the Community Justice Authority.

Non-Financial Interests

5.11 If you have registered a non-financial interest under category six of Section 4 you have recognised that it is a significant. There is, therefore, a very strong presumption that the interest will be declared where there is any link between a matter which requires your attention as a member of the Community Justice Authority and the registered interest. Non-financial interests include membership or holding office in other public bodies (but not in the Council which has appointed you to the Community Justice Authority), clubs, societies, trade unions and organisations including voluntary organisations. They become declarable if and when members of the public might reasonably think they could influence your actions, speeches or votes in the decisions of the Community Justice Authority.

5.12 You may serve on other bodies as a result of express nomination or appointment by the Community Justice Authority or otherwise by virtue of being a Member of the Community Justice Authority. You must always remember the public interest points towards transparency and, in particular between different public authorities.

5.13 You will also have other private and personal interests and may serve, or be associated with, bodies, societies and organisations as a result of your private and personal interests and not because of your role as a Member. In the context of any particular matter you will have to decide whether to declare a non-financial interest.

You should declare an interest unless you believe that, in the particular circumstances, the interest is irrelevant or without significance. In reaching a view you should consider whether your interest (whether taking the form of association or the holding of office) would be seen by a member of the public acting reasonably in a different light because it is the interest of a person who is a Member as opposed to the interest of an ordinary member of the public.

The Interests of Other Persons

5.14 The Code requires only your financial interests to be registered. You may, however, have to consider whether you should declare an interest in regard to the financial interests of your spouse or cohabitee which are known to you. You may have to give similar consideration to any known non-financial interest of a spouse or cohabitee. You have to ask yourself whether a member of the public acting reasonably would regard these interests as effectively the same as your interests in the sense of potential effect on your responsibilities as a Member.

5.15 The interests known to you, both financial and non-financial, of relatives and close friends may have to be declared. This Code does not attempt the task of defining “relative” or “friend”. Not only is such a task fraught with difficulty but is also unlikely that such definitions would reflect the intention of this part of the Code. The key principle is the need for transparency in regard to any interest which might (regardless of the precise description of relationship) be objectively regarded by a member of the public, acting reasonably, as potentially affecting your responsibilities as a Member of the Community Justice Authority.

Making a Declaration

5.16 You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether agendas for meetings raise any issue of declaration of interest. Your declaration of interest must be made as soon as practicable at a meeting where that interest arises. If you do identify the need for a declaration of interest only when a particular matter is being discussed you must declare the interest as soon as you realise it is necessary.

5.17 The oral statement of declaration of interest should identify the item or items of business to which it relates. The statement should begin with the words "I declare an interest". The statement must be sufficiently informative to enable those at the meeting to understand the nature of your interest but need not give a detailed description of the interest.

Effect of Declaration

5.18 Declaring a financial interest has the effect of prohibiting any participation in discussion and voting. A declaration of non-financial interest involves a further exercise of judgement on your part. You must consider the relationship between the interests which have been declared and the particular matter to be considered and relevant individual circumstances surrounding the particular matter.

5.19 In the final analysis the conclusive test is whether, in the particular circumstances of the item of business, and knowing all the relevant facts, a member of the public acting reasonably would consider that you might be influenced by the interest in your role as a Member of the Community Justice Authority and that it would therefore be wrong to take part in any discussion or decision making. If you are not confident about the application of this objective yardstick, you should play no part in discussion and should leave the meeting room until discussion of the particular item is concluded.

Dispensations

5.20 In very limited circumstances dispensations may be granted by the Standards Commission in relation to the existence of financial and non-financial interests which would otherwise prohibit you from taking part and voting on matters coming before your public body and its committees. Applications for dispensations will be considered by the Standards Commission and should be made as soon as possible in order to allow proper consideration of the application in advance of meetings where dispensation might be sought. You should not take part in the consideration of the matter in questions until the application has been granted.

SECTION 6: LOBBYING AND ACCESS TO MEMBERS

6.1 In order for the Community Justice Authority to fulfil its commitment to being open, accessible, and responsive to the needs of the public, it needs to encourage appropriate participation by organisations and individuals in the decision-making process. Clearly however, the desire to involve the public and other interest groups in the decision-making process must take account of the need to ensure transparency and probity in the way in which the Community Justice Authority conducts its business.

6.2 You will need to be able to consider evidence and arguments advanced by a wide range of organisations and individuals in order to perform your duties effectively. Some of these organisations and individuals will make their views known directly to individual Members or CJA Board meetings. The rules and standards in this Code set out how you should conduct yourself in your contacts with those who seek to influence you.

Rules and Guidance

6.3 You must not, in relation to contact with any person or organisation who lobbies, do anything which contravenes this Code of Conduct or any other relevant rule of the public body or statutory provision.

6.4 You must not, in relation to contact with any person or organisation who lobbies, act in any way which could bring discredit upon the Community Justice Authority.

6.5 The public must be assured that no person or organisation will gain better access to, or treatment by, you as a result of employing a company or individual to lobby on a fee basis on their behalf. You must not, therefore offer or accord preferential access or treatment to those lobbying on a fee basis on behalf of clients compared with that which you accord any other person or organisation who lobbies or approaches you. Nor should those lobbying on a fee basis on behalf of clients be given to understand that preferential access or treatment, compared to that accorded to any other person or organisation, might be forthcoming from another member of the Community Justice Authority.

6.6 Before taking any action as a result of being lobbied, you should seek to satisfy yourself about the identity of the person or organisation who is lobbying and the motive for lobbying. You may choose to act in response to a person or organisation lobbying on a fee basis on behalf of clients but it is important that you know the basis on which you are being lobbied in order to ensure that any action taken in connection with the lobbyist complies with the standards set out in this Code.

6.7 You should not accept any paid work

- (a) which would involve you lobbying on behalf of any person or organisation or any clients of a person or organisation.
- (b) to provide services as a strategist, adviser or consultant, for example, advising on how to influence the Community Justice Authority and its members. This does not prohibit you from being remunerated for activity which may arise because of, or relate to, membership of the Community Justice Authority, such as journalism or broadcasting or involvement in representative or presentational work, such as participation in delegations, conferences or other events.

6.8 If you have concerns about the approach or methods used by any person or organisation in their contact with you, you must seek guidance of the Community Justice Authority.

ANNEX A

SANCTIONS APPLIED TO THE STANDARDS COMMISSION FOR BREACH OF THE CODE

(a) Censure – the Commission may reprimand the member but otherwise take no action against them;

(b) Suspension - of the member for a maximum period of one year from attending one or more but not all of the following:

i) all meetings of the Community Justice Authority;

ii) all meetings of one or more committees or sub-committees of the Community Justice Authority;

iii) all meetings of any other body on which that Member is a representative or nominee of the Community

(c) suspension, for a period not exceeding one year, of the Member's entitlement to attend all meetings referred to in (b) above

(d) Disqualification - removing the Member from the Community Justice authority for a period not exceeding five years,

Where a Member has been suspended, the Standards Commission may direct that any remuneration or allowance received from membership of the Community Justice authority be reduced or not paid.

Where the Standards Commission disqualifies a Member of a Community Justice Authority, it may go on to impose the following further sanctions:

A) where the Member of the Community Justice Authority is also a councillor, the standards commission may disqualify that member (for a period of no more than five years) from being nominated for election as, or from being elected, a councillor. Disqualification of a councillor has the effect of disqualifying that member from the CJA and terminating membership of any committee, sub committee or joint committee, joint board or any other body on which that member sits as a representative of their local authority

B) direct that the Member be removed from membership, and disqualified in respect of membership, of any other devolved public body (provided the members' code applicable to that body is then in force) and may disqualify that person from office as the Water Industry commissioner.

Full details of this sanction are set out in Section 19 of the Act.

ANNEX B

DEFINITIONS

1. **“Remuneration”** includes any salary, wage, share of profits, fee, expenses, other monetary benefit or benefit in kind. This would include, for example, the provision of a company car or travelling expenses by an employer.

2. **“Undertaking”** means:
(a) a body corporate or partnership; or (b) an unincorporated association carrying on a trade or business, with or without a view to a profit.

3. **“Related Undertaking”** is a parent or subsidiary company of a principal undertaking of which you are also a director. You will receive remuneration for the principal undertaking though you will not receive remuneration as director of the related undertaking.

4. **“Parent Undertaking”** is an undertaking in relation to another undertaking, a subsidiary undertaking, if (a) it holds a majority of the voting rights in the undertaking; or (b) it is a member of the undertaking and has the right to appoint or remove a majority of its board of directors; or (c) it has the right to exercise a dominant influence over the undertaking
(i) by virtue of provisions contained in the undertaking’s memorandum or articles or (ii) by virtue of a control contract; or (d) it is a Member of the undertaking and controls alone, pursuant to an agreement with other shareholders or Members, a majority of the voting rights in the undertaking.

5. **“Group of Companies”** has the same meaning as “group” in section 262 (1) of the Companies Act 1985. A “group, within s262(1) of the Companies Act 1985, means a parent undertaking and its subsidiary undertakings.

6. **“Public Body”** means a developed public body listed in Schedule 3 of the Ethical Standards in Public Life etc (Scotland) Act 2000.

7. **“A person”** means a single individual or legal person and includes a group of companies.

8. **“Group of companies”** has the same meaning as “group” in section 262(1) of the Companies Act 1985, means a parent undertaking and its subsidiary undertakings.

9. **“Any person”** includes individuals, incorporated and unincorporated bodies, trade unions, charities and voluntary organisations.

10. **“Spouse”** does not include a former spouse or a spouse who is living separately and apart from you.

11. **“Cohabitee”** includes a person, whether of the opposite sex or not, who is living with you in a relationship similar to that of husband and wife.

11. **“Chair”** includes CJA Convener or any person discharging similar functions under alternative decision making structures.



Report to: Glasgow Community Justice Authority

Report by: Chief Officer, Anne Connolly

Date: 10 June 2008

Contact: Anne Connolly, 0141 287 5787

Audit of Glasgow Community Justice Authority

Purpose of Report:

All CJAs in Scotland will be subject to audit by Audit Scotland over the summer of 2008. The purpose of the audit is to:

- Audit the financial statements and provision of the CJA in relation to its administration budget and the Section 27 allocation to the local authority.
- Review and assess its governance arrangements.

The audit will focus on an assessment of the key challenges and risks to the CJA in delivering its business objectives. It is an early opportunity for us to systematically set out the governance arrangements which have been put in place and devise an action plan to deliver further governance as required by the recent financial memorandum for CJAs of April 2008 from the Scottish Government.

An initial planning meeting has been held with Audit Scotland and an audit plan agreed. The Audit will begin key information gathering over June and July 2008. In order for the audit to be concluded within the statutory timetable, the audit will be complete by 30th September 2008. It will then be laid before the Scottish Parliament by the end of December 2008 and made available to the CJA.

Recommendations:

The CJA is asked to note the arrangements for the audit and the reporting timescales.



Report to: Glasgow Community Justice Authority

Report by: Chief Officer, Anne Connolly

Date: 10 June 2008

Contact: Anne Connolly, 0141 287 5787

Recruitment of Chief Officer

Purpose of Report:

To inform members of the end of the fixed term secondment arrangements for the current Chief Officer and to approve arrangements for the appointment of another Chief Officer.

The current Chief Officer's secondment to the CJA ends on the 1 August 2008 and she will return to Glasgow City Council to take up other duties. The GCJA is required by the Management of Offenders etc. (Scotland) Act 2005 to appoint a Chief Officer. The funding for this post is provided by the Scottish Government.

The CJA requires to consider and agree the recruitment arrangements for the appointment and the terms and conditions for the post. Some additional HR advice is being gathered and will be presented orally to the Board in order to inform its discussion.

Recommendations:

The GCJA is asked to:

- note the end of the secondment of the current Chief Officer on 1 August 2008,
- agree, as required, to appoint a Chief Officer; and
- consider and agree the recruitment arrangements for the new appointment.