
To: North Strathclyde Community Justice Authority

On: 13th March 2015

Report by: Chief Officer

**Heading: North Strathclyde Community Justice Authority
Administration Grant 2015/16**

1. Summary

- 1.1** The Scottish Government have advised the Chief Officer in a letter dated 9th February 2015 (Appendix 1) that the Administration Grant for 2015/16 will be £224,909.
- 1.2** Overall, the grant has been increased by 1% from the previous year and is given with a condition that NSCJA adheres to the financial guidelines detailed in the Management Statement / Financial Memorandum issued by the Scottish Government in April 2008 and recently updated.
- 1.3** In addition and for this year only, we have been given an extra £30,000 in relation to maternity leave cover. This brings the total grant for 2015/16 to £254,909.

2. Recommendations

- 2.1** The Authority is asked to note the content of this report.
- 2.2** Request that the Chief Officer constructs an appropriate budget for the administration of NSCJA.
- 2.3** Request that an Administration Grant Revenue Budget Monitoring Report is submitted to the September, December and March meetings of the Authority.

3. Background

- 3.1** Since the introduction of the Management of Offenders etc (Scotland) Act 2005 the Scottish Government has provided Community Justice Authorities with an annual administration grant to meet all reasonable administration costs for the Authority. Funding is provided under Section 4 (6) of the Act.

Implications of the Report

Equality & Human Rights

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Authorities website.

Author Jim Hunter, Chief Officer, North Strathclyde CJA
Tel: 0141 887 6133, email: jim.hunter@renfrewshire.gsx.gov.uk

T: 0131-244 4349
E: stephen.harper@scotland.gsi.gov.uk

Jim Hunter
North Strathclyde CJA
Unit 905
Mile End Mill
12 Seedhill Road
Paisley
PA1 1JS

9 February 2015

Dear Mr Hunter

**COMMUNITY JUSTICE AUTHORITY:
ADMINISTRATION GRANT ALLOCATIONS 2015-16**

I am writing to inform you of the administration grant for your Community Justice Authority (CJA) for 2015-16 financial year.

I am pleased to inform you that your grant allocation will be increased by 1% to £224,909 for financial year 2015/16 and will be paid to your CJA to meet all reasonable administrative costs incurred during that financial year.

An additional £30,000 has been allocated to your CJA to cover costs reasonably and properly incurred in relation to maternity leave cover for one full time member of staff in 2015/16, bringing your total allocation to £254,909. The funding is provided under Section 4(6) of the Management of Offenders etc (Scotland) Act 2005.

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

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

The Management of Offenders etc. (Scotland) Act 2005 (Members' Remuneration and Supplementary Provisions) Order 2008 (SSI 2008130) establishes the statutory basis for annual accounts. The statutory accounts for the CJA should include income and expenditure relating to both administration of the CJA and to criminal justice social work services. The

governing framework under which Audit Scotland will undertake audit of CJAs is the Public Finance and Accountability (Scotland) Act 2000.

Audit Scotland will appoint external auditors to undertake the audit of CJA statutory accounts. CJAs must submit their accounts to their respective external auditor as soon as practicable following the end of the financial year, and by 30 September at the latest. A copy of the accounts should be sent to Community Justice Division at the same time. The external auditors are required to complete their audit by 31 October. Audit Scotland must then send the audited accounts to Ministers in time to be laid before the Scottish Parliament by 19 December.

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

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

Yours sincerely

Stephen Harper