

To: Chief Social Work Officers and Justice Social Work Managers

Dear Colleagues,

Community Payback Order: Annual Reporting 2023-24, Template for returns

- Please ensure this email is shared with the appropriate people within your local authority, including those who will complete the report template -

Please find attached a template to capture details about your local authority's delivery of Community Payback Orders (CPOs) in the period 1 April 2023 to 31 March 2024. We would be grateful if you would complete and return the template by close of play on Friday 27 September 2024 as detailed below. This is part of annual reporting requirements.

As you will be aware, local authorities' reports are subject to potential release under the Freedom of Information (Scotland) Act 2002. We therefore ask that no personal or sensitive data, or any information that could lead to the identification of a person (other than the author or counter-signatory), be included in your report.

The Scottish Ministers may issue directions¹ to local authorities about the content of their reports, and local authorities must comply with any such directions. This email and template constitute 'directions'.

Submission and timing

The completed template should be sent to Community Justice Scotland (CJS), and copied to the Scottish Government, by close of play on Friday 27 September 2024. If this date is problematic, please discuss alternative submission arrangements directly with CJS, as it collates the summary report.

Please submit the completed template by email to CJSimprovement@communityjustice.scot and copy to the Scottish Government at cpo@gov.scot.

It would be helpful if you could rename the document to include your Local Authority's name, i.e. 'CPO Annual Report 2023-24 Local Authority'.

Duty to complete report – background

The requirement for 'annual reports on community payback orders' is outlined in section 227ZM of the Criminal Procedure (Scotland) Act 1995 (the 1995 Act).

Each local authority must, as soon as practicable after the end of each reporting year, prepare a report on the operation of CPOs within their area during that reporting year, and send a copy of the report to CJS. The "reporting year" means a year ending with 31 March.

¹ Under section 227ZM(2) of the Criminal Procedure (Scotland) 1995 Act

Preparation of overall summary report by Community Justice Scotland

Once all the CPO annual reports (i.e. completed templates) are received, CJS will prepare a summary report, to be published online. The summary report will be laid in Parliament by 31 March 2025, in accordance with the 1995 Act. You will be updated by CJS about when the summary report will be laid and published.

Local authorities may separately make arrangements to publish or share the contents of their local CPO annual reports at any time.

Provision of statistical information

In addition to the direction above, we ask that local authorities also continue to provide statistics on the operation of CPOs to Scottish Government Justice Analytical Services, in the usual way.

I would be grateful if you could confirm receipt of this email.

If you believe you have received this email in error, please let me know.

Do let us know if you have any questions.