

Information Sharing

The Criminal Justice Social Work Service is part of the administration of justice. As such Criminal Justice Social Work Service will report assessment and supervision information to:-

- The Courts
- The Parole Board
- The Police

Criminal Justice Social Work Services will also gather and exchange information from other agencies to allow informed judgments to be made in relation to supervision and assessment, such agencies include:-

- Health
- Local Authorities
- Scottish Prison Service
- Voluntary Agencies

Should you require further information regarding Data Protection, please speak with your Case Manager.

Failure to Comply

Should you fail to comply with your Community Payback Order without reasonable explanation, your Case Manager may use up to two formal warnings on your failure to comply. The third unacceptable failure to comply is followed by the Case Manager reporting the breach to Court.

If the Court finds you guilty of breaching your order it can implement one of the following:-

- Sentence you to custody
- Vary your Community Payback Order
- Add a Restriction of Movement Order (TAG) to your Community Payback Order.

Cause for Complaint?

If you are unhappy about the service you receive you have a right to complain. Criminal Justice Social Work Services has a comprehensive complaints procedure which is described in a leaflet available from the member of staff you have contact with.

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Criminal Justice Service,
Glebe Hall, Burgh Mews,
Alloa. FK 10 1HS

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This leaflet has been produced by Criminal Justice Social Work Services so you, as a service user, know about our services.

If you have any suggestions on how we could improve our services, please get in touch and we will do our best to listen to your comments.

Your views on our services matter.



Clackmannanshire
Council

www.clacksweb.org.uk



Community
Payback

Unpaid Work and
Other Activity

Breaking the cycle of re-offending

What is Unpaid Work and other Activity?

Unpaid work is your opportunity to payback to the community in practical work for the offences you have committed.

- Unpaid work can be imposed on anyone aged 16 and over.
- **Level 1**, 20-100 hours must be completed within 3 months (this is also available to Justice of the Peace Court)
- **Level 2**, 101-300 hours must be completed within 6 months
- You will be allocated an Unpaid Work Case Manager to plan, manage and monitor your performance
- If your Case Manager identifies areas such as literacy, employment or training, with which you need support, this may be included as part of your Unpaid Work Requirement. This will not exceed 30 hours or 30% of the hours imposed on you.

What kind of work will I do?

Unpaid work can include:-

- Environmental work such as ground clearance, planting, pruning, general forestry work.
- Environmental improvements-such as laying slabs, putting up fences, making paths etc.
- Working in individual placements such as assisting at a charity shop.
- Snow clearing during periods of adverse weather.

This is not a complete list of the activities you may be asked to undertake. For further information please speak to your Case Manager.

What must I do?

- You must report for work on the right day at the right time every week and work as instructed.
- When asked to attend an office interview or to be at your home for interview, you must make yourself available.
- If you change your address, however temporarily, you must let us know straight away.
- If you change the times or days of your regular employment you must let us know straight away.

Expenses, meals and Travel

It is your responsibility to get to and from your placement /pick up point. If you have difficulties you should speak to your Unpaid Work Case Manager. You have to provide your own lunch while on placement.

What must the service do?

The service will treat you with respect. We will support you to complete your Unpaid Work Requirement and provide you with all necessary safety equipment.

Child and Adult Protection

Child and Adult protection is at the centre of the work we do. We will share all relevant information with Child and Adult Protection agencies when it is necessary to do so. This is in line with Local Authority Child and Adult Protection Guidelines.