

Scottish  
Sentencing  
Council



Scottish Sentencing Council

# Annual Report 2019-20

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## Chair's foreword

Rt Hon Lady Dorrian, Lord Justice Clerk, Chair of the Scottish Sentencing Council



This is the Scottish Sentencing Council's fifth annual report. It covers the period 1 April 2019 to 31 March 2020 and details the Council's activities and key achievements during the year.

This report does not cover activity which took place during the Covid-19 pandemic or the effect it had on our work, as the consequent disruption arose only towards the end of the reporting period. As with many organisations and stakeholders across the criminal justice system, and indeed society as a whole, the pandemic has had a significant impact on our work. We have been unable to convene and carry out our work in the usual manner. And in common with others, over the course of the year we have been exploring, and adjusting to, new ways of working, with virtual meetings likely to be the norm for some time to come.

We embarked on two public consultations during the year 2019-20, with the consultation exercise on our draft sentencing process guideline concluding in September 2019 and a consultation on our proposed sentencing young people guideline launching in February 2020. These events represent significant progress towards the finalisation of each of these guidelines, which will both be submitted to the High Court for approval once consultation responses have been considered and any final revisions made. These exercises were conducted using our new online consultation platform, which we moved to in order to bring efficiencies to the process and improve the consultation experience for respondents.

Work on other guidelines has continued. Drafting of a guideline addressing offences of causing death by driving commenced under the auspices of a dedicated committee and will be subject to testing by sentencers in due course. We announced in summer 2019 our intention to pause development of an environmental and wildlife crime guideline in light of the Scottish Government's plans to review penalties for wildlife crimes (now legislated for in the Animals and Wildlife (Penalties, Protections and Powers) (Scotland) Act 2020) and to allow us to give greater priority towards the development of guidelines on sexual offences. Accordingly, we have begun research and stakeholder engagement to assist with the preparation of guidelines on rape, sexual assault and indecent images, which will be overseen by our Sexual Offences Committee.

In September 2019 we were pleased to publish a report on a national survey, carried out on our behalf by Ipsos MORI, on public perceptions and understanding of sentencing in Scotland. An encouraging finding from the survey, the first of its kind in the Scottish context, was that when presented with detailed case scenarios, members of the public generally choose a sentence which is in line with the actual sentence which would have been imposed in court.

A wide range of other research has been carried out, including literature reviews on sentence discounting, youth offending and sentencing, and a systematic review of the available evidence on cognitive maturity in young people, which has informed the proposals contained in our draft sentencing young people guideline.

In furtherance of our statutory objective to promote awareness and understanding of sentencing we have continued to develop our online presence and to pursue other avenues for improving knowledge of sentencing. Our website, as a resource for information about sentencing, continues to grow. We have seen a 26% increase in the number of visitors to the site, which includes explanatory information on sentencing in a variety of formats including videos and 'If You Were the Judge' case studies. Building on this we launched a YouTube channel in July 2019 with the aim of making some of our resources more accessible to the public and to those working with people involved in the criminal justice system.

We are committed to operating openly and transparently and to engaging appropriately with those with an interest in our work. In addition to participating in events and holding meetings with stakeholders on a variety of issues, we held a roundtable event dedicated to the consideration of sentencing people with mental welfare difficulties.

We will soon be turning to the preparations for our next business plan, for the period 2021-24. As well as reviewing the progress made on our current work programme, we will consider in particular the need for a guideline on domestic abuse and the outputs from our mental health roundtable event.

The Council has seen several changes in membership over the course of the past year. Council members are volunteers and the positions are unremunerated. Many of our members have been, and continue to be, directly involved in the wider response to the pandemic. I am extremely grateful to all Council members, past and present, for their generosity of time and their contribution to the Council's work, especially during these challenging times.

**Rt Hon Lady Dorrian**  
**Lord Justice Clerk and Chair of the Scottish Sentencing Council**

# Introduction



# Introduction

The Scottish Sentencing Council was established on 19 October 2015 under Part 1 of the [Criminal Justice and Licensing \(Scotland\) Act 2010](#) (“the 2010 Act”).

This annual report, which covers the period 01 April 2019 – 31 March 2020, describes the Council’s work in relation to the development of sentencing guidelines, its key achievements and work in progress, its expenditure, and other information relating to its work over the course of the year.

## Statutory objectives and functions

The Council is an independent advisory body with the following **statutory objectives**:

- to promote consistency in sentencing practice
- to assist the development of policy in relation to sentencing
- to promote greater awareness and understanding of sentencing policy and practice

The Council’s **functions** include:

- preparing sentencing guidelines for the Scottish courts

- publishing guideline judgments issued by the Scottish courts
- publishing information about sentences imposed by the courts

The Council also has powers to **publish information** about, and **conduct research** into, sentencing and to **provide advice and guidance** of a general nature on sentencing matters.

## Sentencing guidelines

The Council must prepare sentencing guidelines for the consideration of the High Court of Justiciary, Scotland’s supreme criminal court. If the High Court approves the guidelines, it may do so in whole or in part, and with or without modifications.

Guidelines do not have effect unless approved by the Court.

The Council has **broad discretion** as to the format and subject matter of sentencing guidelines. In particular, guidelines may cover:

- the principles and purposes of sentencing
- sentencing levels
- the particular types of sentence that are appropriate for particular offences or offenders
- circumstances in which guidelines may be departed from

## Membership



The Scottish Sentencing Council is made up of a maximum of **12 members**. The categories of membership are provided for in the 2010 Act.

Four changes in membership took place during 2019-20. Summary Sheriff Jillian Martin-Brown's membership ceased on her appointment as a sheriff in September 2019. A recruitment exercise to find her replacement began in early 2020.

The tenures of Neil Hutton and Stephen O'Rourke ended in October 2019, and Chief Constable Iain Livingstone's membership period ended in November 2019. Following a recruitment exercise, Dr Hannah Graham and Deputy Chief Constable Will Kerr were appointed as, respectively, the Council's new lay and constable members in December 2019. Both have been appointed for 5 year terms and will serve until 2024.

Council membership during 2019-20 is set out at pages 9-10.

## Staff

During 2019-20, the Council's secretariat comprised the following posts:

- Secretary
- Principal Legal Officer
- Principal Research Officer
- Senior Policy Officer
- Communications Officer
- Business Manager



| Category   | Position  | Title   |
|--|---|---|
| <b>Chair</b>   | The Lord Justice Clerk, by virtue of that office                          | The Rt Hon Lady Dorrian                                     |
| <b>Judicial members</b><br><br><b>Appointed by the Lord Justice General, having consulted the Scottish Ministers</b> | One first instance High Court judge                                       | The Rt Hon Lord Turnbull                                    |
|  | One sheriff   | Sheriff Norman McFadyen                                     |
|  | Two persons holding the office of summary sheriff or justice of the peace | Summary Sheriff Jillian Martin-Brown (until September 2019) |
|  |   | Susan Fallone JP  |
|  | One further eligible judicial member or a sheriff principal               | Sheriff Principal Ian R Abercrombie QC                      |

| Category  | Position  | Title   |
|---|---|---|
| <b>Legal members</b><br><br><b>Appointed by the Lord Justice General, having consulted the Scottish Ministers</b> | One prosecutor  | David Harvie<br>Crown Agent for Scotland  |
|   | One advocate  | Stephen O'Rourke QC<br>(until October 2019)   |
|   | One solicitor   | Krista Johnston   |
| <b>Lay members</b><br><br><b>Appointed by the Scottish Ministers, having consulted the Lord Justice General</b>   | One constable   | Chief Constable Iain Livingstone (until November 2019)<br><br>Deputy Chief Constable Will Kerr (from December 2019) |
|   | One person with knowledge of victims' issues                        | Sue Moody   |
|   | One other person who is not qualified as a judicial or legal member | Professor Neil Hutton (until October 2019)<br><br>Dr. Hannah Graham (from December 2019)                            |

## Committees

The Council has two types of committee: standing committees and working group committees. Standing committees are established on a long term basis to handle particular areas of ongoing work. Working group committees are established for a defined period of time and will generally focus on the development of a particular guideline, lasting only until this work is finished.

### Standing committees

The Council's two standing committees, the Communications Committee and the Research Committee, were established in 2016.

The **Communications Committee** leads on promotional and public awareness work. A key part of this involves engaging with organisations and individuals to raise awareness and understanding of sentencing, and to encourage participation in the Council's work.

The committee's membership during 2019-20 was as follows:

- Sheriff Norman McFadyen (Chair)
- Krista Johnston
- Sue Moody
- Dr Hannah Graham (from December 2019)

The **Research Committee** advises the Council on the commissioning, progress, and dissemination of research projects.

Its membership during 2019-20 was as follows:

- Neil Hutton (Chair, until October 2019)
- The Rt Hon Lord Turnbull (until December 2019)
- Susan Fallone JP
- Dr Hannah Graham (from December 2019)

### Working group committees

These committees support the development of specific sentencing guidelines, including making recommendations to the Council as to the scope, content, and approach of its work, reviewing draft guidelines, supporting engagement with relevant stakeholders, and overseeing the guideline consultation process.

Working group committees are currently in place to support the Council's work to develop guidelines on the sentencing process, sentencing young people, causing death by driving, and environmental and wildlife offences.

The membership of each committee during 2019-20 was as follows:

### **Sentencing Process Committee**

- The Rt Hon Lord Turnbull (Chair)
- Sheriff Norman McFadyen

### **Sentencing Young People Committee**

- Sheriff Principal Ian Abercrombie QC (Chair)
- David Harvie
- Krista Johnston
- Sue Moody
- John Scott QC (advisor)

### **Death by Driving Committee**

- David Harvie (Chair)
- Sheriff Norman McFadyen
- DCC Will Kerr (from December 2019)

### **Environmental and Wildlife Crime Committee**

- Stephen O'Rourke QC (Chair, until October 2019)
- Susan Fallone JP
- DCC Will Kerr (from December 2019)

### **Sexual Offences Committee**

- The Rt Hon Lord Turnbull (Chair)
- Krista Johnston
- Sue Moody

# Sentencing guidelines



# Sentencing guidelines

Under the 2010 Act, the High Court and the Sheriff Appeal Court may require the Council to prepare or review sentencing guidelines when issuing a guideline judgment under the relevant provisions of the Criminal Procedure (Scotland) Act 1995.

The Scottish Ministers may request that the Council consider preparing or reviewing sentencing guidelines. The Council must have regard to such a request but is not obliged to comply with one.

No statutory requests for guidelines were made of the Council in the period to 31 March 2020.

## Guideline development

During 2019-20, we consulted publicly on two draft sentencing guidelines, one on the sentencing process and the other on the sentencing of young people.

The consultation on the sentencing process draft guideline was carried out in summer 2019. This guideline explains the steps to be taken by courts when they decide what sentence should be imposed, and the various [factors](#) that they consider. We

are now considering carefully all of the consultation responses, and we are also testing the guideline against early drafts of offence guidelines. Once that has been done we will submit the guideline to the High Court for its consideration.

The consultation on the sentencing young people draft guideline launched in February 2020, and remained open until August 2020.

Before the consultation got under way, we carried out a range of consultation and research to inform development of the draft guideline. We held workshops and discussions with stakeholders, consulted members of the judiciary, and engaged with young people – including young people with experience of the criminal justice system – to seek their views of youth offending and the issues to be considered in sentencing.

We also commissioned extensive research into how young people develop physically and psychologically. In particular, we considered research into the age at which the brain reaches full maturity in order to inform our decision about how a young person should be defined in the guideline.

## Methodology for guideline development

Since its establishment, the Council has given considerable thought to how guidelines should be developed, taking into account experience in other jurisdictions and lessons learned during the development of the “Principles and purposes of sentencing” guideline.

One of the key tasks contained in our first business plan was the development of a methodology setting out how we will take forward the work to prepare individual guidelines. This was published in October 2018 and is now available on our [website](#).

The methodology sets out the process for guideline preparation, and explains the various steps the Council takes to ensure guidelines are robust, evidence based, and useful to both the public and the judiciary.

The guideline development process commences with consideration of possible guideline topics. Once the Council has agreed to proceed with a guideline, we will engage with stakeholders and those with an interest or expertise in the area.

As the Council is committed to an evidence-based approach to guideline development, we will also gather information about the guideline topic.

This might include new research, evidence about current sentencing practice, or a review of research and information available from other sources.

Development of a draft guideline then takes place, based on the information gathered.

Thereafter, the Council seeks the views of judges, and once the draft guideline has been further adjusted we will consult widely on its terms. The Council has made a commitment to carry out a full public consultation on each of its guidelines, and is keen to hear from all those who wish to comment on a guideline. We must also, by law, consult the Scottish Ministers and the Lord Advocate. When the consultation has finished, the Council will analyse the responses and carefully consider what changes need to be made to the guideline.

The Council’s guidelines only take effect if they have been approved by the High Court. So once a guideline has been finalised, it will be submitted to the High Court, together with an assessment of the guideline’s anticipated impact on the criminal justice system. And if the High Court approves a guideline we will publish it, and the impact assessment, as soon as we can, together with details of when the guideline is to come into force.

Once a guideline is in force all Scottish courts must have regard to it when sentencing in a case to which the guideline applies. The Council will review each of its guidelines from time to time.

Although this process takes time, it is essential in ensuring that guidelines are fit for purpose and that they do not have any unintended or unhelpful consequences for the criminal justice system.

The various steps in the guideline development process are summarised in the table on page 17.

In order to increase the transparency of the Council's work, the stage which each of the guidelines currently under development is at is [indicated on our website](#).



### **Stage 1 – Initial consideration of the guideline topic**

We will agree the aims and scope of a guideline and a plan for its development. We will also establish a committee to oversee the work involved.

### **Stage 2 – Development of a draft guideline**

We will focus on stakeholder engagement and evidence gathering when developing early drafts of the guideline.

### **Stage 3 – Seeking the views of judges**

We will seek the views of judges on current sentencing practice and any areas of difficulty in which guidance would be helpful. This will help to ensure that the guideline is useful and that potential impacts are identified.

### **Stage 4 – Consulting on the guideline**

We will take a broad range of views into account in developing guidelines. To that end, we will carry out public consultation on all our guidelines. We are also required to consult the Scottish Ministers and the Lord Advocate.

### **Stage 5 – Finalising the guideline**

We will take into account what we have heard during consultation, and make any necessary revisions to the draft guideline and accompanying impact assessment.

### **Stage 6 – Submitting the guideline for approval**

The High Court requires to approve our guidelines before they can take effect. When approving a guideline, the High Court will also specify when it is to come into force.

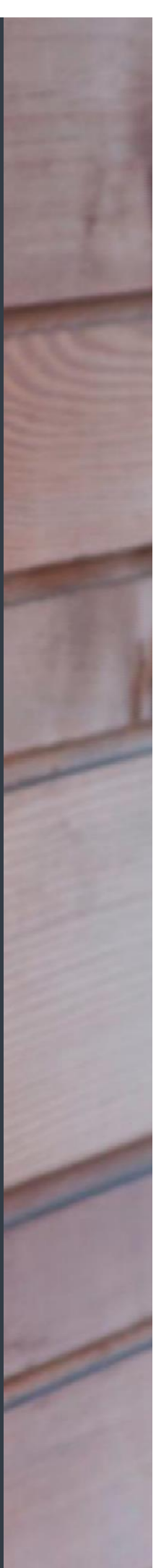
### **Stage 7 – Raising awareness about the guideline**

We will take steps to raise awareness of each new guideline once it has been approved. We will work to ensure that all those who have an interest in, or are affected by, a guideline are prepared for it.

### **Stage 8 – Monitoring and review**

We must review each guideline from time to time. We will monitor the operation of guidelines to help us decide whether we need to review or update the terms of the guideline.

# Key achievements and work in progress



# Key achievements and work in progress

The Council's [second business plan](#) (covering the period 2018-21) was laid in the Scottish Parliament on 29 October 2018 and published on 30 October 2018.

In developing this business plan, we engaged with a wide variety of stakeholders to discuss the Council's work to date and what areas we might focus on over the next 3 years. We also, as required by the 2010 Act, consulted with the Scottish Ministers, the Lord Justice General, and the Lord Advocate.

In that plan, we announced our intention to develop sentencing guidelines on sexual offences and sentence discounting, in addition to continuing work on guidelines relating to the sentencing process, sentencing young people, and causing death by driving.

We also noted our intention to carry out preparatory work on domestic abuse to inform a decision on whether to prepare a guideline in future, and to hold initial discussions with relevant stakeholders in relation to sentencing people with mental welfare difficulties,

with a view to considering what, if any, activity the Council may undertake in this area.

## Sentencing guidelines

One guideline is in effect, and **eight further guidelines** are planned.

Our guideline on the **principles and purposes of sentencing** has been in effect since October 2018. It has been well received, and has been referred to in decisions of the Court of Appeal.

The **sentencing process** guideline has been the subject of judicial and public consultation. We are presently considering the responses we received, and we will also test the guideline against early drafts of offence guidelines. We will thereafter finalise the guideline for submission to the High Court.

The **sentencing young people** guideline has also been the subject of judicial and public consultation, and once the responses have been analysed and considered it will be submitted to the High Court for its approval.

A guideline on **offences of causing death by driving** is in an early draft form. It will be tested with judges in due course.

A Sexual Offences Committee has been established and is overseeing the development of guidelines addressing **rape, sexual assault and indecent images of children**.

Some initial research and stakeholder engagement has been carried out and the Committee will soon embark on more in-depth research on all of these topics, including engagement with the judiciary.

Work has begun on a **sentence discounting** guideline: a literature review was completed this year and data-gathering will be carried out thereafter.

After careful consideration, we took the decision to defer development of our **environment and wildlife crime** guideline in order to give greater priority to our work on sexual offences. This was also to allow the Scottish Government to complete its review of the law relating to wildlife crime, and for any consequent changes to the law to take effect.

Now that the Domestic Abuse (Scotland) Act 2018 has been brought into force and information is becoming available on how **domestic abuse** offences are being sentenced, we will give consideration during 2020/21 to the case for preparing a guideline.

## Research and information



The Council has commissioned and published a wide range of research during the 2019-20 financial year. One of the most significant pieces of work was a **national survey on public perceptions and understanding of sentencing in Scotland** carried out on our behalf by Ipsos MORI. The [report](#) was published on 02 September 2019. The survey explored multiple topics, including two short scenarios on sexual offences (indecent images and rape). Findings suggest that public expectations for sentencing on indecent images may be more severe than current practice, but that rape sentencing is roughly in line with expectations.

In addition to this general work, the Council has commissioned a number of **offence specific studies** focussing on sexual offences and death by driving offences. This work has informed the Council's guideline development process.

The Council has undertaken a number of **in-house research projects** to further inform the development of its guidelines, including work on sentencing factors in death by driving and indecent images cases, public

perceptions focus groups on youth offending, and judicial engagement on sexual offences.

The Council has also **commissioned and published literature reviews** on [youth offending and sentencing](#) in general, [cognitive maturity in young people](#), and a further review on sentence discounting which is in press.

We moved to utilising the Citizen Space consultation platform for public consultations and launched two public consultations during the year. We have also begun the process to establish a long-term consultation analysis contract with a number of independent research organisations. These steps will ensure the Council can run reliable, independent public consultations with increased efficiency and at lesser cost to the public purse.

## Promoting awareness and understanding

Throughout the year, we have continued to promote awareness and understanding of sentencing, primarily through the ongoing development of the Council's website and through engagement activity. In all of its communications work, the Council is supported by the Communications Committee.

## Ongoing website development

Our website continues to be updated and developed to make it an engaging and user friendly resource for people wanting to find out more about sentencing and our work.

In July we launched a [YouTube channel](#) featuring the videos from our website, which we hope will make them more accessible to the public.

The number of visitors to our website continues to grow, with over 81,000 people accessing the site from April 2019 up to end of March 2020. This is a 26% increase on the previous year. The most popular pages were those on prison sentences, sentences and appeals, community payback orders, and the 'If You Were the Judge' case studies.

## Openness and engagement

We made an early commitment to demonstrate transparency and to work productively with others.

To raise awareness of the Council's work and encourage engagement with interested parties, meetings have been held with a wide variety of stakeholders over the course of the year, especially in connection with the public consultations on the sentencing process and sentencing young people guidelines.

In June 2019, we held a roundtable discussion with stakeholders on the sentencing of people with mental welfare difficulties. We announced in our current [business plan](#) that we were interested in exploring this subject as a high proportion of offenders have experienced difficulties with mental health or mental illness. The aim of the discussion was to learn more about issues that can arise when people with mental welfare difficulties are sentenced.

We have published a [report](#) summarising the views of those who attended.

In September, we again welcomed a delegation of judges from Taiwan to discuss our experiences in establishing the Council. The Chair of the Council also visited Taiwan later that month to discuss the establishment of the Council and our work on sexual offences.

We again had a stand at Parliament House Doors Open Day which took place on Saturday 28 September 2019. A total of 1553 visitors came through the doors. There was a constant stream of visitors to our stand with many keen to find out more about the Council, our work programme and to discuss various sentencing related issues.

## Media

We continue to engage with the media in order to inform people about our work. During the year we responded to a number of media enquires including on the Management of Offenders (Scotland) Bill, whole life sentences, the report we commissioned from Ipsos MORI on public perceptions of sentencing, as well as our work on the sentencing of young people, the sentencing process guideline, and sexual offences guidelines.

## Presentations, conferences, seminars, and visits

The following details some of the presentations delivered and conferences, seminars, and visits attended by Council members or staff:

| <b>Presentations, conferences, seminars, and visits</b>   | <b>Date</b>    |
|---|----------------|
| Attendance at 'From Care to Crime...Breaking the Cycle', Glasgow & West of Scotland branch of SASO                                | May 2019       |
| Speech at the Four Jurisdictions Conference   | May 2019       |
| Attendance at Youth Justice Summit 2019: Children in the Criminal Courts  | May 2019       |
| Attendance at Howard League Scotland 40 <sup>th</sup> Anniversary Conference  | May 2019       |
| Keynote speech at the Centre for Youth and Criminal Justice National Youth Justice Conference                                     | June 2019      |
| Attendance at the 'Methods and Data in Sentencing Research' workshop, Centre for Criminological Research, University of Sheffield | July 2019      |
| Visits to Hamilton Sheriff Court to view the structured deferred sentence court   | August 2019    |
| Visit by delegation of judges from Taiwan   | September 2019 |
| Delivery of Apex Scotland Annual Lecture 2019   | September 2019 |
| Visit to Taiwan to deliver presentation about the work of the Council   | October 2019   |
| Presentation and discussion at the Tayside, Central, and Fife sheriffdom conference   | October 2019   |
| Consultation workshop with members of the Scottish Youth Parliament on the sentencing of young people                             | October 2019   |
| Attendance at the annual conference of the Scottish Association for the Study of Offending (SASO)                                 | November 2019  |

| Presentations, conferences, seminars, and visits   | Date          |
|--|---------------|
| Attendance at Scottish Government consultation event on extending the scope of the victim statement scheme   | November 2019 |
| Presentation and discussion at the South Strathclyde, Dumfries and Galloway sheriffdom conference  | November 2019 |
| Attendance at 'Transforming Offender Management: Rehabilitation, Reintegration, and Reducing Reoffending' event                                      | November 2019 |
| Attendance at Howard League Scotland 2019 Memorial Drummond Hunter Lecture, 'Against Rehabilitation – Is Rehabilitation Really for the Public Good?' | December 2019 |
| Attendance at information event about the Shine Women's Mentoring Service  | December 2019 |
| Attendance at 'Next Steps Towards a Victim Centered Justice' event   | January 2020  |
| Attendance at Centre for Youth and Criminal Justice symposium 'Rights Respecting? Scotland's approach to children in conflict with the law'          | January 2020  |
| Attendance at Centre for Youth and Criminal Justice event on 'Future-proofing youth justice in Scotland'   | February 2020 |
| Attendance at the Scottish Government's Victim-Centred Approach Seminar  | February 2020 |
| Attendance at roundtable conference considering research into jury decision making, Law Society and Rape Crisis Scotland                             | March 2020    |
| Attendance at meeting of Victims Organisations Collaboration Forum Scotland  | March 2020    |
| Attendance at Community Justice Scotland National Event 2020   | March 2020    |



## Assisting policy development

One of the Council's statutory objectives is, in carrying out its functions, to seek to assist the development of policy in relation to sentencing. Our views on what this role involves are set out on the [Council's website](#).

We noted in our first business plan that any policy issues considered would be noted in our annual reports.

During 2019-2020, three substantive policy matters were considered.

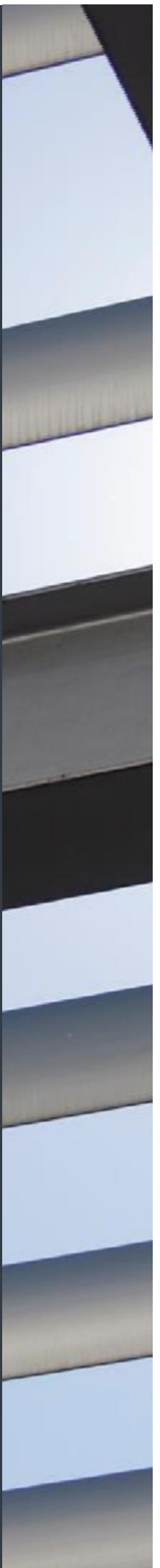
We provided a written submission to the Scottish Parliament's Justice Committee on the Scottish Government's proposed extension of the presumption against short sentences from 3 to 12 months. Representatives from the Council then gave evidence to the Justice Committee in June 2019. The official report of this evidence session is available on the [Scottish Parliament website](#). Our consideration of this topic will continue into 2020-21, particularly with regard to how the extended presumption may affect offence guidelines.

We also provided [views](#) in response to a public consultation exercise by Liam Kerr MSP on a proposal for a Member's Bill to introduce whole life sentences.

In February 2020, we responded to a Scottish Government consultation on

youth justice standards, insofar as the proposed standards relate to sentencing matters.

# Expenditure



# Expenditure

The Scottish Courts and Tribunals Service (SCTS) has the statutory function of providing, or ensuring the provision of, the property, services and staff for the Council, under section 62 of the Judiciary and Courts (Scotland) Act 2008 and The Scottish Courts and Tribunals Service (Administrative Support) (Specified Persons) Order 2015. As such, the costs of the Council are borne by the SCTS and its budget is determined by the SCTS Board, which is chaired by the Lord President.

The Council was allocated a direct expenditure budget of **£196,637** for the year 2019-20. Actual expenditure is detailed on the table on page 28.

The Council's staffing budget is administered by the SCTS. Staffing costs during the year were **£351,681**.

| <b>Expenditure 2019-20*</b>           |  |                |
|---------------------------------------|--|----------------|
| <b>Category</b>                       | <b>Description</b>   | <b>£</b>       |
| General office expenditure            | Printing costs, stationery etc.  | <b>589</b>     |
| Meetings and events                   | Venue hire, catering and conference costs  | <b>3,721</b>   |
| Training and expenses                 | Members' and staff travel & subsistence and costs of training associated with Council business | <b>6,949</b>   |
| Promoting awareness and understanding | Website development, publications, and educational resources                                   | <b>1,347</b>   |
| Research                              | Commissioned projects, consultation analysis etc.  | <b>162,296</b> |
| <b>Total</b>                          |  | <b>174,902</b> |

\*All category figures are rounded to the nearest pound and the total provided is the sum of those rounded amounts.

## SCTS associated costs

Costs relating to services and accommodation provided by SCTS are not included in the table, such as shared overheads, telephone charges, judicial travel and subsistence, and provision of data relating to sentencing.

Correspondence,  
freedom of  
information, and  
complaints



# Correspondence, freedom of information, and complaints

The following table provides information on the number of requests received under the Freedom of Information (Scotland) Act 2002 (FOISA) and the Scottish Public Services Ombudsman Act 2002 (the SPSO Act), along with the number of items of correspondence received.

The Council is obliged to report on its complaints handling performance information, under schedule 2 to the SPSO Act. There were no complaints received during the period.

| Category                | Number |
|-------------------------|--------|
| FOISA requests          | 0      |
| Complaints              | 0      |
| Items of correspondence | 61     |

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