



Summary Justice Reform

Delivering a Unified Courts Administration in the Sheriffdom of South Strathclyde Dumfries and Galloway

28 November 2008

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DELIVERING A UNIFIED COURTS ADMINISTRATION IN THE SHERIFFDOM OF SOUTH STRATHCLYDE DUMFRIES AND GALLOWAY

1. Introduction

In March 2005, the Scottish Governments “*Smarter Justice, Safer Communities, Summary Justice Reform – Next Steps*” paper was published. This paper outlined the Scottish Executive’s plans to unify the administration of the summary criminal courts in Scotland under the management of the Scottish Court Service (SCS).

The Criminal Proceedings etc. (Scotland) (Reform) Act 2007 was unanimously passed by the Scottish Parliament in January 2007. This act contains the legislative provisions that authorise the replacement of District Courts with Justice of the Peace Courts and unifies the administration of these courts under the management of SCS.

The unification of the administration of courts will be completed on a phased basis over the six Sheriffdoms in Scotland. Two of the Sheriffdoms, Lothian and Borders and Grampian, Highlands and Islands, successfully unified in 2008. The remaining Sheriffdoms will unify over the next twelve month period, with the Sheriffdom of South Strathclyde Dumfries and Galloway unifying on 29 June 2009.

This consultation document details SCS proposals for the future configuration of Sheriff and Justice of the Peace Courts and arrangements for delivery of court related services within the Sheriffdom of South Strathclyde Dumfries and Galloway.

In formulating this plan, SCS has been guided by the benefits outlined in the *Next Steps* paper. The paper recognized that summary criminal courts will work most effectively under a unified administration, one body not 32 local authorities providing:

- Effective service integration
- One IT system
- Consistency of standards
- Greater simplicity and accountability
- Unitary management of the court estate.

Court unification is part of the wider programme of Summary Justice Reform. The overall package of reforms is intended to result in fewer people having to attend court at all, and where court attendance is necessary, court users such as victims and witnesses aren’t required to appear as frequently.

SCS used a range of factors to inform the proposals, including - ,

- business levels,
- value for money
- standard of existing facilities
- the mix of more serious business to be dealt with,

and of course:

- local access to justice and the proximity of other courts.

SCS established Court working groups covering the Sheriff Court Districts in the Sheriffdom of South Strathclyde Dumfries and Galloway namely Airdrie, Hamilton, Lanark, Ayr, Stranraer, Dumfries and Kirkcudbright. The groups have been established specifically for the unification process and include representation from the local authorities, local criminal justice partners and stakeholders. In addition, a series of meetings and road shows were held earlier in the unification process for District and Sheriff Court staff to provide them with information about SCS and the planned changes.

Written comments are sought on the consultation proposals contained within this paper. Following the conclusion of the consultation period, SCS will prepare a report for the Scottish Government on the final proposals and recommend the future shape of the court provisions within the Sheriffdom of South Strathclyde Dumfries and Galloway. SCS looks forward to implementing the unification of courts administration in this area and will continue to involve the Judiciary, stakeholders, partners, staff and community in this process.

Please send your comments on this consultation paper by **2 March 2009** to:

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2. FUNCTIONS AND STRUCTURE

2.1 Functions

Following unification of the administration of the summary criminal courts in South Strathclyde Dumfries and Galloway, SCS will be responsible for:

- Supporting the Judiciary in the Sheriff and Justice of the Peace summary criminal courts;
- Administering court services in all summary criminal courts;
- Managing and providing legal and administrative staff;
- Providing legal support in court to Justices of the Peace;
- Providing legal and administrative support to the Justice of the Peace Committees;
- Collecting and enforcing all criminal fines and financial penalties;

SCS is adopting Cabinet Office guidance on public sector staff transfers and is working on the basis that those District Court staff who dedicate 50% or more of their time to District Court duties will transfer to SCS. SCS will ensure that all staff transferring to SCS are managed and supported in a way that enables them to give of their best and that they are provided with the skills needed to meet the increased expectations of court users.

Staff transferring to the SCS will be provided with a Personal Development Plan and training, which will include induction and job skills training. Staff will also be provided with opportunities to undertake new areas of work within the unified administration as well as a wide range of new career opportunities.

Details of administrative and legal staff locations are contained in parts 5 and 6 of this paper.

2.2 Local Authority Areas and District Courts

There are thirteen District Courts sitting in the five Local Authority commission areas within the Sheriffdom of South Strathclyde Dumfries and Galloway – North Lanarkshire, South Lanarkshire, East Ayrshire, South Ayrshire and Dumfries and Galloway. Currently three of the District Courts use Sheriff Court accommodation for Court sittings.

2.3 Sheriff Courts

There are seven Sheriff Courts sitting in the Sheriffdom of South Strathclyde Dumfries and Galloway – Airdrie, Hamilton, Lanark, Ayr, Dumfries, Stranraer and Kirkcudbright. Each Sheriff Court District has at least one District Court sitting in the area.

Details of the current Sheriff and District Court locations within South Strathclyde Dumfries and Galloway are set out in the table below:

Current Locations of Sheriff and District Courts

| Local Authority Commission Area | District Court Sitting Location | Sheriff Court Sitting Location | District Court Sits in Sheriff Court Premises |
|---------------------------------|---------------------------------|--------------------------------|---|
| North Lanarkshire | Coatbridge | No Sheriff Court | No |
| | Cumbernauld | No Sheriff Court | No |
| | Motherwell | No Sheriff Court | No |
| South Lanarkshire | Hamilton | Hamilton | No |
| | East Kilbride | No Sheriff Court | No |
| | Lanark | Lanark | No |
| South Ayrshire | Ayr | Ayr | No |
| | Girvan | No Sheriff Court | No |
| East Ayrshire | Cumnock | No Sheriff Court | No |
| Dumfries and Galloway | Dumfries | Dumfries | Yes |
| | Annan | No Sheriff Court | No |
| | Stranraer | Stranraer | Yes |
| | Kirkcudbright | Kirkcudbright | Yes |

2.4 Future arrangements for Courts and Services

SCS proposes that Sheriff and Justice of the Peace Courts and supporting services will be based in Sheriff Court houses where there is suitable available accommodation, where Sheriff and District Courts are in the same town and where there is a Sheriff Court within reasonable travelling distance of the current District Court location.

SCS believes that this is the most efficient and cost effective way to provide the service, but more importantly it will benefit court users by providing:

- Modern secure court facilities and accommodation;
- Improved service integration - a single service and contact point for court enquiries and services;
- Greater clarity in terms of management and accountability;

This arrangement will also provide benefits for staff, and facilitate their integration into the wider court service.

2.5 Location of the new Justice of the Peace Courts

The configuration of courts which SCS proposes in South Strathclyde Dumfries and Galloway is set out in the table on page 7. Details of specific court arrangements are set out in part 3 of this paper.

Proposed Court Locations following Court Unification

| Sheriff Court District | Present District Court Location | Post Unification JP Court Location |
|-------------------------------|--|---|
| Airdrie | Coatbridge | Coatbridge (in present location) |
| | Cumbernauld | Cumbernauld (in present location) |
| Hamilton | Hamilton | Hamilton (in present location) |
| | East Kilbride | Hamilton JP Court |
| | Motherwell | Motherwell (in present location) |
| Lanark | Lanark | Lanark Sheriff Court |
| Ayr | Ayr | Ayr (in present location) |
| | Girvan | Ayr JP Court |
| | Cumnock | Ayr JP Court |
| Dumfries | Dumfries | Dumfries Sheriff Court |
| | Annan | Dumfries JP Court |
| Stranraer | Stranraer | Stranraer Sheriff Court |
| Kirkcudbright | Kirkcudbright | Kirkcudbright Sheriff Court |

3. LOCATIONS OF JUSTICE OF THE PEACE COURTS AND OFFICE SERVICES

3.1 LANARKSHIRE

Lanarkshire has five District Courts sitting in two Local Authorities, namely North Lanarkshire Council and South Lanarkshire Council

North Lanarkshire

3.1.1 Coatbridge

Coatbridge District Court and its administration is split over two sites approximately one mile apart. Fines and financial penalties payment and collection are carried out in the Council Offices, Kildonan Street, Coatbridge. The District Court sits in the Court building, Main Street, Coatbridge.

The District Court sits twice per week on a Monday and Thursday. Custody cases are dealt with at Coatbridge District Court on court sitting days and on non-sitting days are dealt with at either Cumbernauld or Motherwell District Court.

SCS propose to continue to operate Coatbridge Justice of the Peace Court within its existing location in the medium term. This will be an interim measure until future expansion at Airdrie Sheriff Court enables the Coatbridge Justice of the Peace Court to be accommodated there. Immediately on unification, Justice of the Peace Courts will continue to sit within the existing Coatbridge District Court building but administrative business and fines collection will be conducted from Airdrie Sheriff Court. All administrative staff transferring over will relocate to Airdrie Sheriff Court.

The court programme will not be altered at this stage. Custody cases will be dealt with at Coatbridge Justice of the Peace Court on scheduled sitting days (Monday and Thursday). On non-sitting days they will be dealt with at Cumbernauld Justice of the Peace Court (Tuesday and Friday). Neither Coatbridge nor Cumbernauld court is scheduled to sit on a Wednesday. SCS therefore proposes that Wednesday custody cases will be dealt with at Cumbernauld District Court.

3.1.2 Cumbernauld

Cumbernauld District Court is located within the Civic Centre, Bron Way, Cumbernauld. The administrative offices are on the ground floor and the witness rooms, and courtroom are on the first floor.

The court sits twice per week, Tuesday and Friday. Custody cases are dealt with at Cumbernauld on sitting days. On non-sitting days, custody cases are dealt at either Coatbridge or Motherwell District Courts.

SCS propose Cumbernauld District Court continues to operate from its current location. The court programme will not be altered at this stage, other than to programme a custody court to sit in Cumbernauld each Wednesday, if required, to deal with fresh custody cases and warrants arising from Coatbridge or Cumbernauld. Custody cases will be dealt with at Cumbernauld District Court on scheduled sitting days (Tuesday and Friday). On non-sitting days they will be dealt with at Coatbridge District Court (Monday and Thursday). Neither Coatbridge nor Cumbernauld District Court is scheduled to sit on a Wednesday. SCS therefore proposes that Wednesday custody cases will be dealt with at Cumbernauld District Court.

The administrative staff will remain at their present location. They will be fully integrated SCS staff and there will be opportunities to work at Airdrie Sheriff Court.

3.1.3 Motherwell

Motherwell District Court is situated on the ground floor of a larger Civic Centre complex for the Local Authority. The District Court sits Monday to Friday with custody cases being dealt with each day.

SCS propose that Motherwell District Court continues to sit at its current location. The court programme will not be altered at this stage. Custody cases will continue to be dealt with on a daily basis. The administrative staff will initially remain at their present location. They will be fully integrated SCS staff and there will be opportunities in the future to work at Hamilton Sheriff Court.

South Lanarkshire

3.1.4 East Kilbride

East Kilbride District Court is located within the Civic Centre. The court operates five days per month. However, there has been a significant reduction in business and recent discussions between justice partners suggest a reduction to an initial four days per month, with the business being closely monitored. In line with South Lanarkshire commission area practice, the court is available on a further two days per month to deal with any other South Lanarkshire custody cases, if required. On any days other than these, East Kilbride custody cases are dealt with in Hamilton District Court.

There is a detention room which can be used to house a prisoner as and when required. Prisoners are taken from the Reliance van, up through the main stairwell and into the detention room.

The administrative staff are based in the District Court Licensing and Registration offices in another part of the Civic Centre. There is only administrative support in the District Court on court sitting days.

Although East Kilbride District Court accommodation is adequate to deal with summary criminal business, it is a low volume court. As a result of this, taken together with security issues identified, such as taking prisoners through the public staircase, SCS proposes to disestablish East Kilbride District Court on unification and absorb the court business into Hamilton Justice of the Peace Court programme. Hamilton District Court has ample capacity to deal with the additional court business and Hamilton District Court is a short travel distance from East Kilbride with a good public transport link - see table below:

It is seven miles by car from East Kilbride to Hamilton. The following table provides public transport information from East Kilbride to Hamilton.

| EAST KILBRIDE | BUS | TRAIN |
|----------------------|------------------------------------|----------------|
| FREQUENCY | Every 10 minutes | Not applicable |
| JOURNEY TIME | 30 minutes | Not applicable |
| COST | £ 2.90 single/£3.20 all day travel | Not applicable |

3.1.5 Hamilton

Hamilton District Court is a purpose built court room, located adjacent to the police station. The District Court sits three days per week. Custody cases are dealt with at Hamilton District Court on scheduled sitting days and on non-sitting days custody cases are dealt with in East Kilbride District Court .

The administrative staff are based in the Town Hall, Cadzow Street, Hamilton and only attend the District Court building on court days.

SCS propose to retain Hamilton District Court. The court programme will not be altered at this stage other than dealing with custody cases on a daily basis.

All administrative duties will be carried out in the Sheriff Court building, Hamilton.

3.1.6 Lanark

Lanark District Court sits within a multifunction room within South Lanarkshire Council offices. The District Court sits one day per week and the room is set up by the Council caretaker depending on the daily use of the room. There is no cell accommodation. There is a detention room which can be used to house prisoners if required.

The administrative staff are based in a secure part of the building and do not have a direct interface with customers.

The District Court is within a very close proximity to the Sheriff Court building, approximately 0.4 miles.

Taking into account the close proximity of the Sheriff and District Court buildings and the fact that the Sheriff Court is a recently refurbished two court complex which can accommodate the District Court business, SCS propose to re-locate Lanark District Court and the administrative support into the Sheriff Court building. SCS Estates department will consider options to allow for additional administrative staff.

3.2 AYRSHIRE

Ayrshire has three District Courts which sit in two Local Authority Commission areas, South Ayrshire and East Ayrshire.

South Ayrshire

3.2.1 Ayr

Ayr District Court is located on the ground floor of the Town Hall. The administrative offices are located at the rear of the building. The court sits nine days per month for scheduled business. On non-scheduled sitting days, custody cases are dealt with by a Justice of the Peace and Legal Adviser on stand-by.

There is a detention room, but Reliance do not use this due to lack of observation facilities. Prisoners are kept in the Reliance van until dealt with in Court. SCS recognise there is a need to upgrade the facilities within Ayr District Court and will consider this post unification.

Ayr Sheriff and District Court buildings are in close proximity, approximately one mile apart. Ayr Sheriff Court does not have adequate accommodation facilities to accommodate the Justice of the Peace Court sittings into the building; therefore SCS proposes Ayr District Court continues to operate court sittings from its existing location.

The administrative support will, however, be relocated within Ayr Sheriff Court building.

3.2.2 Girvan

Girvan District Court sits in part of the old Town Hall and sits two days per month. Girvan District Court does not deal with custody cases and all custody cases are dealt with in Ayr District Court. There is no administrative support at Girvan; all administrative staff are based in Ayr District Court.

SCS consider that the District Court accommodation is not suitable for summary criminal court business. To retain a court facility in Girvan, SCS would require to find alternative accommodation or fund the construction of a new building. No alternative accommodation has been identified. The SCS view is that the funding of a new build,

estimated at £0.8M, is not justified due to the low volume of business. Therefore SCS propose to disestablish Girvan District Court and the court business will be absorbed into Ayr Justice of the Peace Court.

It is twenty miles by car from Girvan to Ayr. The following table provides public transport information from Girvan to Ayr:

| GIRVAN | BUS | TRAIN |
|---------------------|------------------|--|
| FREQUENCY | Every 30 minutes | Infrequent – 6.40am, 8.01am, 10.52am and 11.40am |
| JOURNEY TIME | 1 hour | 30 minutes |
| COST | £4.60 return | Cheap day £4.60/Standard day £6.45 return |

East Ayrshire

3.2.3 Cumnock

Cumnock District Court is located adjacent to the Police Station. The District Court sits four days per month for scheduled court business. On non-sitting days, custodies are dealt with by a Justice of the Peace and Legal Adviser on stand-by.

The building has no cell or detention room accommodation and only one witness room. The access route for leading prisoners from a Reliance van to court is through the tea room/agents room. There is no administrative support or office space.

All administrative staff are based in the Council Offices, Kilmarnock, and provide support to both Cumnock and Kilmarnock District Courts. Kilmarnock District Court is within the Sheriffdom of North Strathclyde which is not due to unify until October 2009.

Due to the lack of suitable and sufficient accommodation and the low volume of court business, SCS proposes to disestablish Cumnock District Court and absorb the court business into Ayr Justice of the Peace Court. The transfer of the administrative support will be deferred until North Strathclyde unifies in October 2009.

It is fifteen miles by car from Cumnock to Ayr. The table below provides public transport information available from Cumnock to Ayr:

| | BUS | TRAIN |
|---------------------|---------------------------|----------------|
| FREQUENCY | Every 30 minutes | Not applicable |
| JOURNEY TIME | 1 hour | Not applicable |
| COST | £3.20 single/£5.80 return | Not applicable |

3.3 DUMFRIES AND GALLOWAY

3.3.1 Dumfries, Stranraer and Kirkcudbright

SCS propose that the existing arrangements whereby the District Court sits in the Sheriff Court at these locations will continue with no alteration to the court programme.

Administrative support and Sheriff and Justice of the Peace Court fines collection and enforcement will be based in the appropriate Sheriff Court, as will the staff transferring to SCS.

3.3.2 Annan

Annan District Court sits twice per month within the Council Chambers in the Town Hall. The council caretaker arranges the layout of the room depending on what it is being used for. There is no cell or detention facility; all custodies are dealt with at Dumfries District Court.

The administrative staff are based on the first floor in a secure part of the building and do not have a direct customer interface. Customers are dealt with at the Council's Customer Service Centre on the ground floor.

SCS view the accommodation as unsuitable for summary criminal court business. To continue to provide a court service in Annan, SCS would have to identify an alternative building or fund the construction of a new build at a cost of approximately £0.8M. SCS have not identified alternative accommodation and believe funding a new build is not justified due to the minimal court business. SCS propose to disestablish Annan District Court on unification and absorb the court business into Dumfries Justice of the Peace Court.

The administrative staff will be based within the Sheriff Court building, Dumfries.

It is sixteen miles by car from Annan to Dumfries. The table below details the public transport available:

| | BUS | TRAIN |
|---------------------|---------------------------|---|
| FREQUENCY | 1 per hour | Infrequent – 6am and 6.31am thereafter every 2 hours until 14.42 and 1 hour thereafter. |
| JOURNEY TIME | 48 minutes | 16 minutes |
| COST | £4.15 single/£7.25 return | £3.80 |

4. JUSTICE OF THE PEACE COURT SITTING ARRANGEMENTS

4.1 Current Arrangements

The current planned South Strathclyde Dumfries and Galloway District Court programme is as detailed in the table below:

| District Court | Frequency | Planned Sitting Days per Year | Unplanned Business(Custodies) |
|-----------------------------------|--|-------------------------------|-------------------------------|
| LANARKSHIRE | | | |
| Coatbridge | 2 days per week Fines Enquiry – 1 day per fortnight | 128 | As required |
| Cumbernauld | 2 days per week | 104 | As required |
| Motherwell | Every Day | 260 | Every day |
| Hamilton | 3 days per week | 156 | As required |
| East Kilbride | 5 days per month - additional 2 days per month for custodies only | 84 | As required |
| Lanark | 1 day per week | 52 | As required |
| AYRSHIRE | | | |
| Ayr | 8 days per month Fines enquiry – additional 1 day per month | 108 | As required |
| Girvan | 2 days per month | 24 | No Custodies |
| Cumnock | 4 days per month Fines enquiry – additional 4 days per year | 52 | As required |
| DUMFRIES AND GALLOWAY | | | |
| Dumfries | 1 day per week Fines enquiry – additional 1 day per month | 64 | As required |
| Annan | 2 days per month Fines enquiry – additional 2 days per year | 26 | No Custodies |
| Stranraer | 2 days per month Fines enquiry – additional 2 days per year | 26 | As required |
| Kirkcudbright | 1 every four weeks | 14 | No Custodies |
| TOTAL PLANNED SITTING DAYS | | 1098 | |

4.2 Future Arrangements

The integration of Cumnock, Girvan and Ayr District Courts into a single Justice of the Peace Court, and the similar integration of Dumfries and Annan District Courts, and Hamilton and East Kilbride District Courts provides scope for an integrated court programme, thereby realising efficiencies in terms of the number of planned sitting days.

The future planned South Strathclyde Dumfries and Galloway Justice of the Peace Court programme is as detailed in the table below:

| District Court | Frequency | Planned Sitting Days per Year | Unplanned Business (Custodies) |
|-----------------------------------|--|-------------------------------|--------------------------------|
| LANARKSHIRE | | | |
| Coatbridge | 2 days per week Fines Enquiry – 1 day per fortnight | 128 | As required |
| Cumbernauld | 2 days per week | 104 | As required |
| Motherwell | Every Day | 260 | Every day |
| Hamilton | 3 days per week | 156 | As required |
| East Kilbride | Court sittings absorbed into Hamilton JP court | 0 | 0 |
| Lanark | 3 days per month | 36 | As required |
| AYRSHIRE | | | |
| Ayr | 12 days per month | 144 | As required |
| Girvan | Court sittings absorbed into Ayr JP Court | 0 | 0 |
| Cumnock | Court sittings absorbed into Ayr JP Court | 0 | 0 |
| DUMFRIES AND GALLOWAY | | | |
| Dumfries | 1 day per week Fines enquiry – additional 1 day per month | 64 | As required |
| Annan | Court sittings absorbed into Dumfries JP court. | 0 | 0 |
| Stranraer | 2 days per month Fines enquiry – additional 2 days per year | 26 | As required |
| Kirkcudbright | 1 every four weeks | 14 | No Custodies |
| TOTAL PLANNED SITTING DAYS | | 932 | |

SCS will continue to review and monitor both Sheriff and Justice of the Peace Court programmes to identify changes in business volumes as a result of the implementation of summary justice reforms. Any changes in court programmes will require the approval of the Sheriff Principal and be subject to consultation with Criminal Justice partners and stakeholders.

5. PROVISION OF LEGAL SUPPORT TO THE JUSTICE OF THE PEACE COURTS AND JUSTICES

5.1 New Posts

SCS has introduced the new post of Sheriffdom Legal Adviser (SLA) to be responsible for the management of all Legal Advisers in the Sheriffdom. The SLA for the Sheriffdom of South Strathclyde Dumfries and Galloway has now been recruited and is expected to be in post by November 2008.

The Sheriffdom Legal Adviser's main areas of responsibilities will be:

- Managing a team of Legal Advisers;
- Supporting the accurate and efficient delivery of justice in the Justice of the Peace Courts;
- Support the Justices in the execution of the judicial role;
- Oversee the organisation of the Justices' rota;
- Provide legal advice and support to the Sheriffdom Justices committees;
- Organise and deliver training to the Justices.

Legal Advisers' main areas of responsibilities will be:

- Providing legal and procedural advice to Justices in court and in chambers;
- Delivery of Justices training within the Sheriffdom;
- Support for the Justices committees.

5.2 Legal Resources for South Strathclyde Dumfries and Galloway Justice of the Peace Courts.

Taking into account the number of planned sitting days, the absolute minimum number of Legal Advisers required for the Sheriffdom is 5.2 full time posts. Currently there are 6.10 Legal Advisers liable to transfer to SCS under TUPE provisions. This will provide the relief capacity to cover unplanned business such as custodies, and to cover annual leave.

It is unknown at this stage if any Legal Advisers will transfer from Dumfries and Galloway as that Local Authority has still to provide final details of their own staffing analysis. Any additional Legal Advisers transferring will therefore have to be factored in to the final numbers available.

One of the Legal Advisers liable to transfer is employed by two Local Authorities in different Sheriffdoms (viz. South Lanarkshire Council which is under South Strathclyde Dumfries and Galloway and North Ayrshire which is under North Strathclyde).

6. ADMINISTRATIVE STAFF

In South Strathclyde Dumfries and Galloway there are 64 administrative staff and one part-time court support staff with District Court duties. Of the 65 staff, there are 24 staff expected to transfer to SCS under TUPE provisions. This includes four staff who will transfer to Kilmarnock Justice of the Peace Court in October 2009.

South Lanarkshire Council is currently reviewing their staff resources and will provide definitive information on staff transfer figures in by mid-November.

Dumfries and Galloway Council is currently carrying out a time analysis on the administrative staff. However they have provided initial information on staff resources that may transfer to SCS.

SCS will recruit staff to meet the shortfall in resources required in ample time to allow for the induction and training of staff before unification.

The table below summarises the numbers of administrative posts, and those expected to transfer to SCS on unification:

| District Court | Non-legal staff (full-time and part-time) | Approx no. of full-time equivalent (fte) | Potential transferees (those working 50% or more of their time on District Court duties) | Estimated Gap (including additional resources) (fte staff) |
|-----------------------|--|---|---|---|
| LANARKSHIRE | | | | |
| Coatbridge | 3 | 3 | 3 | 0.5 SGB 2 |
| Cumbernauld | 6 | 3.5 | 6 | 0.5 SGB 2 |
| Motherwell | 5 | 4 | 5 | 1 SGB 2 |
| Hamilton | 15 | Information not yet available ** | 0 | 4 admin and 1 SGB 2 |
| East Kilbride | 9 | Information not yet available ** | 0 | 1 |
| Lanark | 6 | Information not yet available ** | 0 | 1 admin and 0.2 SGB 2 |
| AYRSHIRE | | | | |
| Ayr | 6 | 5.2 | 6 | 0.8 SGB 2 |
| Girvan | See figures for Ayr | | | |
| Cumnock | 4 | 3 | 4* | Nil |

| DUMFRIES AND GALLOWAY | | | | |
|------------------------------------|---------------------------|-------------|-------------|----------------------------|
| Dumfries | 4 | 4 | 2 | 0 |
| Annan | 3 | 2.5 | 1.5 | 0 |
| Stranraer | 4 | 4 | 1 | 0 |
| Kirkcudbright | See figures for Stranraer | | | |
| <i>Total for Sheriffdom</i> | 64.5 | 28.2 | 24.5 | 6 admin and 4 SGB 2 |

- * This number includes a proportion of administrative resource for Kilmarnock District Court. All four administrative staff will transfer to Kilmarnock Justice of the Peace Court in October 2009.
- ** South Lanarkshire Council are currently reviewing administrative staff resources in the District Court.

7. FINES AND FINANCIAL PENALTIES

The new fines enforcement procedures which were implemented on 10 March 2008 will be fully extended to the Justice of the Peace Court fines and financial penalties.

On unification, fines and financial penalties can be paid in any Sheriff Court or unified court in Scotland.

Payments will be able to be made by cash, postal order, cheque or debit/credit card. Payment can be made either in person, by post or by telephone.

SCS are currently piloting various additional methods for paying fines and financial penalties including standing orders and payment cards, which if introduced, will be available to the Justice of the Peace Courts.

8. SUMMARY OF PROPOSALS FOR SOUTH STRATHCLYDE DUMFRIES AND GALLOWAY

SCS proposes that Justice of the Peace Courts are established as detailed below (also see section 3):

Court Locations following Court Unification

| Sheriff Court District | Present District Court Location | Post Unification JP Court Location |
|------------------------|---------------------------------|--|
| Airdrie | Coatbridge | Coatbridge at present location until accommodation at Airdrie Sheriff Court is expanded. |
| | Cumbernauld | Cumbernauld (in present location) |
| Hamilton | Hamilton | Hamilton (in present location) |
| | East Kilbride | No JP court |
| | Motherwell | Motherwell (in present location) |
| Lanark | Lanark | Lanark Sheriff Court |
| Ayr | Ayr | Ayr (in present location) |
| | Girvan | No JP Court |
| | Cumnock | No JP Court |
| Dumfries | Dumfries | Dumfries Sheriff Court |
| | Annan | No JP Court |
| Stranraer | Stranraer | Stranraer Sheriff Court |
| Kirkcudbright | Kirkcudbright | Kirkcudbright Sheriff Court |

The District Courts in Cumbernauld, Coatbridge, Motherwell, Hamilton and Ayr will remain sitting in their present locations and will be established as Justice of the Peace Courts.

Dumfries, Stranraer and Kirkcudbright Justice of the Peace Courts will continue to sit within the respective Sheriff Court buildings.

East Kilbride, Cumnock, Girvan and Annan District Courts will be disestablished. The reasons for reaching these decisions are contained in section 3. The court business from East Kilbride District Court will be transferred to Hamilton Justice of the Peace Court. The court business from Cumnock and Girvan District Courts will be transferred to Ayr Justice of the Peace Court and the court business from Annan will be transferred to Dumfries Justice of the Peace Court.

SCS proposes to retain Coatbridge District Court at its current location until it can be transferred into Airdrie Sheriff Court at a future date. The administrative staff will, however, relocate to the Sheriff Court building.

SCS believes that the proposals outlined in this paper provide the best option to effectively unify the administration of Sheriff and Justice of the Peace Courts in South Strathclyde Dumfries and Galloway. SCS believe these proposals will deliver an improved service to the public who use the courts and is the most efficient and cost effective way to provide the services in the Sheriffdom.

A team of Legal Advisers will provide legal support to the Justices. This team will be managed and supported by the Sheriffdom Legal Adviser who will have overall responsibility for supporting the Justices.

There are 24.5 administrative staff and one part-time Court Officer eligible to transfer to SCS under TUPE regulations. Where necessary, SCS will recruit administrative staff and Court Officers to provide support to the Justice of the Peace Courts.