



**Lanarkshire  
Community Justice  
Authority**

## **Funding Developments Evaluation Form**

### **About your project**

#### 1. Project name

What is the name of your project?

Inside Out Project

#### 2. Project summary

Tell us about your project, what you planned to do and what you spent the money on.

The Project provides a holistic advice service for prisoners' families in Lanarkshire delivered through HMP Addiewell, nine CABx and their outreach facilities and home visits where appropriate.

The key areas of the service we planned to provide are:

- Benefits – initial check/ income maximization; benefit application and appeals
- Housing – ensuring security of tenure;
- Specialist services – e.g. money advice, employment, in –court and kinship care
- Financial Education + links to Credit Unions
- Links to community services and support

#### **Phase 1 July – December 2009**

Recruitment and induction of Project Co-ordinator; gathering research and baseline data; establishing key relationships; agreeing operational delivery across the CABx network in Lanarkshire. During this time offering a low level service though HMP Addiewell Link Centre

#### **Phase 2 January – June 2010**

Formal launch of the Project; pilot service in Hamilton Sheriff Court; establish an Advisory Group to provide strategic steer; promotion of service through key partners; negotiate referral protocols with key partners; maintain an appropriate level of service in HMP Addiewell

### 3. Your outcomes

Briefly describe what difference your project made by listing its outcomes (the difference your project made to the people who used it)

Four strategic outcomes were agreed with LCJA:

- Statutory and Voluntary Organisations working in criminal justice field and Lanarkshire CABx will understand each others' roles and responsibilities and the services they provide and referral protocols will be in place – *CAB is now an established service within HMP Addiewell Link Centre with clear understanding among prison staff and other agencies of the specific service we offer and its value. Similar understanding is being developed within Hamilton Sheriff Court – police, Solicitors Faculty and court administration staff. Building relationships with key voluntary organisations – e.g. Families Outside and Circle Scotland*
- Prisoners and their families will have a greater awareness of CAB services and how to access the service at HMP Addiewell and in their local community – *service is promoted in a targeted way and beginning to reach prisoners families through HMP Addiewell and Hamilton Sheriff Court and local solicitors evidenced through steady rise in referrals.*
- Number of Prisoners' families in the target group will have received a service and experience more stability in their lives - NB Target group initially identified as 'revolving door prisoners' – phase 1 of project will help to identify priority group(s) and realistic targets  
*Data collected during phase 1 and early phase 2 indicates that reaching families through HMP Addiewell will take time. The majority of contacts are single men. However as the service has become more established contact with families has increased and this is encouraging. At present there are no criteria for access to the service other than 'prisoners' families' while we establish who we are dealing with and identify their needs. See attached summary of contacts and enquiries*
- LCJA and CABX have an increased understanding of prisoners' families needs and the issues affecting them, evidenced by social policy, statistical and client profile information

*Summary of profiles and advice enquiries provided from phase 1 provided at Launch of Project in February 2010 and to the LCJA LEAF meeting in early March – both of which were attended by partners and stakeholders; statistics to end of March 2010 appended.*

### 4. Target Group

(E.g. young offenders, women offenders, specific social needs, people at a particular stage in the criminal justice process)

Prisoners' families

## 5. Contribution to LCJA priorities

(How did this project contribute to reducing reoffending and the priorities set by the CJA in the area plan 2008-11)

National Strategy: C7; O6 & 7; S2
LCJA Outcomes:
<ul style="list-style-type: none"> <li>To maintain / improve relationships with families, peers and the community</li> </ul> <p><i>Providing advice and assistance with housing, relationship, money, benefit problems; working with both offender and family where possible; providing information, advice and support to families on rights and services support available. Using the information gathered to influence social policy for improvement of services for families and communicating the needs of families to partners and community.</i></p> <ul style="list-style-type: none"> <li>Effectively re-establish those leaving prison into their local community in a way which encourages them to lead a law abiding life including the ability to access and sustain community support including financial advice/ education</li> </ul> <p><i>Service aims to ensure stability for offender and family from earliest point of entry to system until resettled in community by offering a holistic advice service.</i></p>

## 6. Project Costs

Please give detailed costs for the project

Salaries	26542
Other Employment Costs	
Recruitment Costs	200
Rent	3685
Rates	
Service Charge	2161
Insurance	320
Repairs and Maintenance	
Heating and Lighting	
Cleaning	
Equipment Leases/Maintenance	620
Training Expenses	263
Travel Expenses	665
Care Expenses	
Postage	
Stationery and Office Supplies	323
Telephone	
Publicity & Advertising	678
Information Services	425
Conferences	280
Membership Fee	15
Sundries	<b>36377</b>
Other relevant costs (specify) <i>Management fee</i>	3819
<b>Total</b>	<b>39996</b>

## About your organisation

### 7. Organisation name

Hamilton Citizens Advice Bureau

### 8. Contact for the project

Maureen Chalmers

### 9. organisation type

Company limited by Guarantee; Charity Registered with the OSCR;  
Purpose: Provision of Advice and social policy work

### 10. Signatory

Name:

Position:

Date:

Signature:

Counter  
Signature:

Position: