



Letter 1

Conf, Room B

2nd floor reception

Laurie Matthew
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If calling please ask for

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Our Ref	PA/FB DCC15.9
Your Ref	
Date	30th December, 2008

POLICE
DCC
21 CITY SQ
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PLAN MGR.

Dear Ms Matthew

Fairer Scotland Fund - 18 and Under Project

I write to inform you that Dundee City Council has received information outlining concerns regarding matters relating to procedures and practice within the above project.

After careful consideration of the concerns raised, it is our intention to undertake further investigation into those concerns which we feel fall under the terms and conditions of our contractual and partnership arrangement.

As you would no doubt expect, Dundee City Council is obliged under corporate governance policies to investigate any concerns raised in relation to an organisation it funds and to make appropriate decisions in terms of the outcomes of such investigations. I can assure you that the investigation will be carried out in a fair manner and we will give your organisation every opportunity to participate.

The first concern relates to recruitment and selection. I would be grateful if you could provide:

- (a) Names of all paid project staff;
- (b) Details of any relationships between staff members and between staff members and committee members;
- (c) A copy of your recruitment and selection policy and procedure;
- (d) Confirmation that all staff recruitment met required standards of transparency and equal opportunities.

The second concern relates to professional boundaries between project staff and clients. I understand that you have been made aware of initial concerns raised by colleagues in the Social Work Department. We expect that all staff volunteers engaged in service provision in organisations funded through the Council will work to appropriate standards. I would, therefore, be grateful if you could provide:

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- (a) A copy of your code of conduct for staff and volunteers engaged in delivering your service to young people;
- (b) A breakdown of the ages and number of children and young people the project is currently working with in group or one-to-one sessions;
- (c) The names and addresses of the persons and agencies referring children and young people to the service over the last year.
- (d) The referral criteria that you use.
- (e) A copy of your supervision/support and training policy for staff and volunteers.

I would ask that you provide me with this information by 19th January, 2009. My colleague, Gordon Sharp, of the Fairer Scotland Fund Implementation Team will contact you separately to set up a meeting to discuss these issues.

I would like to thank you in anticipation of your co-operation and hope that we can conclude this matter as soon as possible.

Yours sincerely

Bin Findlay

PP.

Peter Allan