



Letter No 3

Peter Allan  
Community Planning Manager  
21 City Square  
DUNDEE  
DD1 3BY

Nancy  
Farrcott  
Policy officer  
lead on  
SCVO  
equalities  
lead.

Ms Lawrie Matthew  
Eighteen & Under  
1 Victoria Road  
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DD1 1EL

If calling please ask for **Mr Peter Allan**  
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e-mail [peter.allan@dundeecity.gov.uk](mailto:peter.allan@dundeecity.gov.uk)  
Our Ref: PA/AR DCC15.9  
Your Ref:  
Date: **14 January 2009**

Note  
Edin  
C.V.D.R.G.

D.V.A.  
Sandy Matthews  
Chair  
SCVO.

\* TIM  
Hopkins  
- equalit  
Network

Dear Ms Matthew

**Fairer Scotland Fund - Eighteen & Under**

Thank you for your letter of 5 January 2009 and the material you enclosed. I understand that you are to meet Gordon Sharp of the Fairer Scotland Team on 23 January 2009. Before then, I'd be grateful if you could provide us with the following information:

- a) a copy of your constitution or Memorandum & Articles
- b) the names of your Chair and Board members and their relationship to staff
- c) a copy of your employment application form
- d) copies of your policies on confidentiality; child protection; grievance and discipline for staff/volunteers
- e) details of the support service you offer to individual children and young people
- f) list of individuals and/or organisations referring clients to your project over the last year
- g) details of your procedures for screening volunteers
- h) details of the training programme you deliver to volunteers providing face to face support
- i) detail of the VIP sessions and the schools in which they are taking place

Thanks for your assistance.

Yours sincerely

Peter Allan  
Community Planning Officer

[www.dundeepartnership.co.uk](http://www.dundeepartnership.co.uk)

pa/ar/letters/311-matthew

The Dundee Partnership promotes Dundee as a desirable location for investment, a centre of excellence for education and innovation and a thriving employment, shopping and service centre sustaining a vibrant cultural and visitor economy.

