



Letter No. 3

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

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

Nancy
Farrall
Policy officer
lead on
SCVO
equalities
lead.

If calling please ask for **Mr Peter Allan**
Direct Dial 01382 434465
e-mail peter.allan@dundeecity.gov.uk
Our Ref: PA/AR DCC15.9
Your Ref:
Date: **14 January 2009**

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

Thanks for your assistance.

Yours sincerely

Peter Allan

Peter Allan
Community Planning Officer

www.dundeepartnership.co.uk

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