



Individual CFO assessment

Version 13 Oct CW

Assessment to be completed by the lead officer and ratified by the Manager responsible by 11 November 2005

Portfolio of Evidence – source material for assessment

- Application and attachments
- Artistic evaluations for three years (as appropriate)
- Annual returns for three years (in Report Card format)
- Board papers for previous year and current year
- Annual reports (AGMs)
- Management and annual accounts previous/current year
- Funding Agreements for three years

SAC guidance

- Corporate plan 2004-2009 – 3 Aims and Policy development areas
- Published strategies, policies, statements
 - i.e. audience, education, cultural diversity, relevant artforms
- Be mindful of current legislations:
 - i.e. Sex Discrimination Acts 1975 and 1986, Disability Discrimination Act 1995 and amendments, the Race Relations Act 1976, amendment 2002
- APA (Taking Part) Survey

Word limit: do not exceed more than 250 words per commentary box

Criteria (Definitions):

High

Is an organisation which fully meets the performance criteria and in some instances may exceed and be an example of best practice

Medium

Is an organisation which meets the performance criteria but where a small number of development areas are identified

Low

Is an organisation which partially meet the performance criteria but a significant number of areas of development areas are identified

Once lead officer has made this judgement it will be formally ratified by the Manager responsible. The Managers will then place these organisations within their sector ecosystem using the following criteria which will then translate in to their planning scenarios.

Essential

Is an organisation which makes a nationally significant and evidenced based contribution to the Council's aims which can be seen to be unique and/or internationally significant. They are considered to be essential to the development of the artform (practice and distribution) and have an integrated and corporate commitment to serving audiences and offering opportunities for learning where appropriate.

Important

Is an organisation which makes a significant and demonstrable contribution to the Council's aims. They are considered to be important to the development of the artform (practice and distribution) and have an integrated and corporate commitment to serving audiences and offering opportunities for learning.

Partial

Is an organisation which has a limited match to the Council's aims and priorities. They may be competent and effective in relation to their own stated aims and the interests of other stakeholders but they only partially contribute to our objectives.

CFO name:	Reference number (GMS):
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Stage 1 Assessment of the application to be completed by the lead officer			
Meeting the criteria : Strategic			
Organisation's Artistic Vision			
<p>Please summarise the applicant's background, the scope and purpose of their work and their track record:</p> <p>Word limit: do not exceed more than 250 words per commentary box</p>			
<p>Please give details of who has been consulted about this application and give a summary of their comments. If not relevant please mark N/A</p> <p>Note: This will ensure a clearly considered and absolutely consistent approach</p> <ol style="list-style-type: none"> 1. Ensure that those organisations whose programme straddles different areas of interest get a fair hearing across those areas 2. Expertise in Audience Development, Education, Policy Development areas, Financial and Governance 			
Artistic Vision and how it meets SAC aims			
Assess to what extent the organisation's artistic vision contributes to the Scottish Arts Council's aims.			
Aim 1 To increase participation in the arts	High	Med	low
<p>Performance criteria (PC) 1 The organisation's integrated and corporate commitment to serving and increasing audiences</p>			
<p>PC2 Performance of the organisation in relation to engaging new audiences from under represented groups in particular from minority ethnic communities and people with disabilities</p>			

Aim 2 To support artists in Scotland to fulfil their creative and business potential	High	Med	low
PC3 The development of art form practice and/or support for individual artists			
PC4 Distinctive and leadership role in the art form and/or their area of activity			
PC5 Profile nationally and internationally ■			
Aim 3 To place the arts, culture and creativity at the heart of learning	High	Med	low
PC 6 Range of provision of learning experiences ■			
PC 7 The integration of education into the core business			
Policy Development Areas			
Assess to what extent the organisation's artistic vision contributes to the Scottish Arts Council's current policy areas (where appropriate). This may already have been covered above.			
Creative Industries	High	Med	low
Indicate if this is not applicable			
International	High	Med	low
Indicate if this is not applicable			
Traditional	High	Med	low

Indicate if this is not applicable			
Equalities	High	Med	low
Indicate if this is not applicable			
Planned Programme New Developments			
<p>The following section does not require a High/Medium/ Low categorisation. Use the comments to inform the overall H/M/L recommendation</p> <p>Planned Programme Comment on the fit between the planned programme, and the stated contribution that the organisation proposes they will make to SAC aims.</p> <p>Comment on the degree of risk involved in achieving the programme targets in relation to the critical success factors, and the organisations capabilities and capacity.</p> <p>New Developments Comment on the potential impact, in scale and quality, of new development in relation to SAC aims</p> <p>Comment on the levels of investment required to achieve these proposals for new developments.</p>			
Budget Detailed 06/07 Outline 07/08 & 08/09			

The following section does not require a High/Medium/Low categorisation. Use the comments to inform the overall H/M/L recommendation

Detailed Budget 06/07

Comment on whether the budget is viable and realistic.
Does it reflect the planned programme the organisation says that they can deliver.

Outline budget 07/08 & 08/09

Comment on the impact of the standstill and optimum budgets on the organisation – as presented by them.
For example, does the standstill include reduced activity.
Is there capacity within the organisation to achieve the optimum.

Summary of Strategic criteria	High	Med	low
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Summarise the key points of your assessment and draw out the strengths and weaknesses of the application taken together with any comments you have received from source evidence (portfolio of evidence/ internal / external consultation) Highlight any specific risks

Note: The amount of information you provide here should be sufficient for the decision maker to reach a decision. As with all previous commentary boxes please do not exceed 250 words

Meeting the criteria : Operational			
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Governance	High	Medium	Low
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**PC 8
Effective Board**

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Financial	High	Medium	Low
<p>PC 9 Effective financial management and clear financial reporting</p> <p>PC10 Success in achieving fund raising targets</p> <p>PC11 Commitment to increasing income from non- public sources</p>			
Managerial	High	Medium	Low
<p>PC 12 Effective management</p>			
Summary of Operational criteria	High	Med	low
<p>Summarise the key points of your assessment and draw out the strengths and weaknesses of the application taken together with any comments you have received from source evidence (portfolio of evidence/ internal / external consultation) . Highlight any specific risks</p> <p>Note:The amount of information you provide here should be sufficient for the decision maker to reach a decision. As with all previous commentary boxes please do not exceed 250 words</p>			
Lead officer's recommendation			
<p>Summarise your reasons for assessing the application as you have (drawing out the strengths and weaknesses of the proposal and highlighting any specific risks):</p> <p>The recommendation should clearly reflect the assessment.</p>			
Assessment:	High	Medium	Low
<p>Areas of concern:</p> <p>Identify areas of concern drawn from the assessment which will inform the funding agreement for 2006/7 and future agreements / 12 month development plan (as applicable)</p>			

Development issues:

Identify development issues drawn from the assessment which will inform the funding agreement for 2006/7 and future agreements / 12 month development plan (as applicable)

Lead Officer:

Date:

Print name:

Lead officer to complete the monitoring information for GMS at the end of this template before passing to Manager for assessment ratification

Once lead officer has made this judgement it will be formally ratified by the Manager responsible by 11 November. The Managers will then place these organisations within their sector ecosystem using the Essential Important Partial criteria which will then translate in to their planning scenarios.

Stage 2**Decision and authorisation**

CFO name:

Reference number (GMS):

Stage 2: Head of Department recommendation within the context of the sector ecosystem**Category for support****Essential****Important****Partial**

Based on the lead officer's assessment and match with the department ecosystem, summarise your reasons for assessing the application as you have (drawing out the strengths and weaknesses of the organisation and highlighting any specific risks). Identifying development areas.

The recommendation should clearly reflect the assessment.

Decision authorised:

Head of Department
Print name:

Date

By 11 November 2005

End of individual assessment process

Next stages*:

Stage 3: Department Heads sector scenarios and record of Essential / Important / Partial CFOs (see separate template)

Stage 4: Group Heads mediation to develop national scenarios from sector scenarios

Stage 5: Committee (Creative Arts / Performing Arts) ratification

Stage 6: Council decision on national scenario.

(*reference Process Flow chart S/CFO /general)

To be completed by the Lead officer

Monitoring information to be completed by lead officer

For GMS information only

To help us identify and quantify what we support and refuse in relation to our corporate objectives and policy areas

1. Scottish Arts Council has targets for under-represented groups (as defined by the Scottish Executive): please tick the group(s) which you think this project will specifically target . You may tick as many boxes as you think appropriate.			
Children <16 years old		Young people 16 – 24 years old	
People from minority ethnic groups (using the Scotland Census of populations) ¹		Other Ethnic background (see below) ²	
Older people defined as > 65 years old		People living in rural areas	
Disabled people		People living in SIP areas ³	
Notes:			
¹ Minority Ethnic Groups			
Asian, Asian Scottish or Asian British: <ul style="list-style-type: none"> ▪ Indian ▪ Pakistani ▪ Bangladeshi ▪ Chinese ▪ Any other Asian background 	Black, Black Scottish, Black British: <ul style="list-style-type: none"> ▪ Caribbean ▪ African ▪ Any other Black background 	Mixed: <ul style="list-style-type: none"> ▪ Any Mixed background 	
² Other Ethnic Background - Any other background			
³ SIP Areas: please refer to www.sipatlas.co.uk			

2. Scottish Arts Council policy areas: please tick the policy areas where you think this project will have an impact. You may tick as many boxes as you think appropriate.			
Creative Industries		Arts and health	
Developing Scotland as an international centre for excellence for participation in the arts ¹		Gaelic arts	
Increasing opportunities for the filming/broadcasting of arts events		Promoting artists' achievements through awards	
Audience Development		Traditional arts	
Professional development/training for artists		Scots language	
Arts for children and young people < 24 in school/College		Life-long learning (excluding artists' professional development)	
Arts for children and young people < 24 out of school/college		Volunteer-led arts	
Cultural Diversity		Arts and tourism	
International		Arts and Disability	
¹ <i>This should only be ticked, if the project is, in your view, taking an innovative and developmental approach)</i>			

3. Scottish Arts Council aims: please tick the one Aim which this project primarily meets	
Aim 1: To increase participation in the arts	One aim only
Aim 2: To support artists in Scotland to fulfil their creative and business potential	One aim only
Aim 3: To place the arts, culture and creativity at the heart of learning *	One aim only

4. Artform: please tick one box only	
Architecture	Film/Video
Art Centres	Literature General
Crafts	Literature Publishing
Conferences/Seminars	Literature - Storytelling
Cross Media	Music - All Other Contemporary Music
Dance – Ballet	Music - Classical Music
Dance General	Music - Contemporary Popular Music
Dance - Traditional Dance	Music - Opera
Drama General	Music - Traditional Music
Drama New Writing	New Media
Drama - Puppetry	Research
Design	Training
Festivals	Visual Arts