Scottish Courts & and Tribunals Service



Quarterly Fines Report 29 – Quarter 4 2015/16

An Official Statistics Publication for Scotland

Fines and financial penalties imposed or registered up to 31 March 2016, as at 11 July 2016

This Report presents information on fines and other financial penalties as at 11 July 2016. The report covers the financial years - 2012/13, 2013/14, 2014/15 and 2015/16.

Sheriff Court Fines Summary

Reporting on the most recent full three year period, as at 11 July 2016, 87% of the value of Sheriff Court fines imposed over the period 1 April 2012 to 31 March 2015 has either been paid or is on track to be paid through instalments. This is on par compared with the value paid as at 11 April 2016.

Of the number of fines imposed over these three financial years, 83% have been fully paid as at 11 July 2016. This is an increase of 2 percentage points on these fines fully paid for the same period as at 11 April 2016.

As at 11 July 2016, 84% of the value of Sheriff Court fines imposed over the period 1 April 2015 to 31 March 2016 has either been paid fully or is on track to be paid through instalments. For this same period, the number of fines fully paid is 51%.

For fines imposed in 2014/15, 71% of the value has been paid as at 11 July 2016. This is an increase of 2 percentage points compared with 69% of the value paid as at 11 April 2016.

For fines imposed in 2013/14, 90% of the value has been paid as at 11 July 2016. This is an increase of 2 percentage points compared with 88% of the value paid as at 11 April 2016.

For fines imposed in 2012/13, 91% of the value has been paid as at 11 July 2016. This is an increase of 1 percentage point compared with 90% of the value paid as at 11 April 2016.

Justice of the Peace (JP) Court Fines Summary

For JP Court Fines imposed in the financial year 2015/16 for the period 1 April 2015 to 31 March 2016, 82% of the value has been paid or is on track to be paid by instalments as at 11 July 2016. For this same period, the number of fines fully paid stands at 66%.

For JP Court Fines imposed in the financial year 2014/15, 84% of the value has been paid as at 11 July 2016. For this same period, the number of fines fully paid stands at 80%.

For JP Court Fines imposed in the financial year 2013/14, 89% of the value has been paid as at 11 July 2016. For this same period, the number of fines fully paid stands at 87%.

For JP Court Fines imposed in the financial year 2012/13, 92% of the value has been paid

or is on track to be paid by instalments as at 11 July 2016. This is an increase of 1 percentage point compared with 91% of the value paid as at 11 April 2016.

Of the number of JP Court Fines imposed in 2012/13, 89% have been fully paid as at 11 July 2016. This is an increase of 1 percentage point on the rate as at 11 April 2016.

Fiscal Direct Penalties Summary

For Fiscal direct penalties registered in 2015/16 for the period 1 April 2015 to 31 March 2016, 60% of the value has been paid or is on track to be paid by instalments as at 11 July 2016. For this same period, the number of fines fully paid stands at 38%.

For Fiscal direct penalties registered in 2014/15, 63% of the value has been paid as at 11 July 2016. This is an increase of 4 percentage points compared with 59% of the value paid as at 11 April 2016.

For the Fiscal direct penalties registered in 2013/14, 73% of the value has been paid as at 11 July 2016. This is an increase of 3 percentage points compared with 70% of the value paid as at 11 April 2016.

For Fiscal direct penalties registered in 2012/13, 80% of the value has been paid or is on track to be paid by instalments as at 11 July 2016. This is an increase of 2 percentage points on the rate as at 11 April 2016.

Of the number of Fiscal direct penalties registered in 2012/13, 74% have been fully paid as at 11 July 2016. This is an increase of 2 percentage points on the rate as at 11 April 2016.

Police Antisocial Behaviour Fixed Penalties Summary

For Police Antisocial Behaviour Fixed Penalties registered in 2015/16 for the period 1 April 2015 to 31 March 2016, 60% of the value has been paid or is on track to be paid by instalments as at 11 July 2016. For the same period, the number of fines fully paid stands at 64%.

For Police Antisocial Behaviour Fixed Penalties registered in 2014/15, 66% of the value has been paid as at 11 July 2016. This is an increase of 2 percentage points compared with 64% of the value paid as at 11 April 2016.

For Police Antisocial Behaviour Fixed Penalties registered in 2013/14, 74% of the value has been paid as at 11 July 2016. This is an increase of 2 percentage points compared with 72% of the value paid as at 11 April 2016.

For Police Antisocial Behaviour Fixed Penalties registered in 2012/13, 80% of the value has been paid or is on track to be paid by instalments as at 11 July 2016. This is an increase of 1 percentage points on the rate as at 11 April 2016.

Of the number of penalties registered in 2012/13 81% have been fully paid as at 11 July 2016. This is an increase of 1 percentage point on the previous rate of 80% of the number of fines fully paid as at 11 April 2016.

Enforcement Action

All outstanding fines and financial penalties for which SCTS is responsible are being pursued. Enhanced tracing facilities make it easier to use the full range of enforcement actions which include benefit deductions, freezing bank accounts, arresting wages and seizing cars. The information included in this report relates to fines collection up to 11 July 2016, although for some enforcement actions there may be a time lag between the enforcement action being applied and subsequent payments being received.

Other enforcement measures include using tracing facilities to ensure that defaulters are identified quickly and to speed up enforcement action. The tracing facilities provide information on aliases, employment history, bank accounts, and credit cards. Sheriff Officers also help to target persistent defaulters who are ignoring payment demands. Deducting payments from benefits is now an automated process and a new online payment facility is increasing electronic payments. All these measures ensure that offenders cannot avoid the penalty and are encouraged to make prompt payment.

Summary of enforcement Action (covering Sheriff Court fines, Justice of the Peace (JP) Court fines, Fiscal penalties and Police Antisocial Behaviour Fixed Penalties:

- At 11 July 2016 469,860 enforcement orders had been granted by the courts (20,457 of these granted within the 3 months prior to 11 July 2016). This is the initial step required to pursue enforcement action.
- Fines Enforcement Officers have agreed revised payment terms in 112,547 accounts (over 6,385 of these agreed within the 3 months prior to 11 July 2016), helping individuals maintain payments.
- Over 120,250 benefit deduction orders have been granted, and 25,990 earnings arrestment orders have been issued (including 7,345 granted and 1,690 issued respectively within the 3 months prior to 11 July 2016).
- Where people are unable to pay, courts have imposed supervised attendance orders on 961 people as an alternative punishment (where 5 of these were imposed within the 3 months prior to 11 July 2016).
- 4,677 Community Payback Orders have been issued as an alternative where people are unable to pay. (331 of these were imposed within the 3 months prior to 11 July 2016).

An Enforcement Order is an order made by the court setting out the payment rate of a fine, explaining what will happen if the fine isn't paid, and giving the Fines Enforcement Officer (FEO) the power to take action.

A Deduction from Benefits Order is an order made by the court which allows the Department of Work and Pensions (DWP) to deduct money from an offender's benefits and pay it directly towards their fine.

An Earnings Arrestment Order is an order made by the court instructing an employer to make regular deductions from an employee's wages which are paid directly towards the employee's fine.

Supervised Attendance Orders and Community Payback Orders are orders made by the Court for Sheriff or JP Court Fines as an alternative to imprisonment if the offender defaults in payment of their fine. The offender must attend a place of supervision and carry out instructions given by their Supervising Officer as part of a SAO or carry out other requirements, such as unpaid work, as specified by the Court as part of a CPO.

Value of Fines¹ (£m) as at 11 July 2016

Tatal	Value		
Value To Be Paid ⁶ (£m)	Value Paid To Date ⁷ (£m)	Value with Payments On Track ⁷ (£m)	Value In Arrears ⁷ (£m)
33.7	28.1	1.3	4.3
	83.3%	3.8%	12.9%
11.6	10.5	0.2	0.9
	<i>90.6%</i>	1.7%	7.7%
10.1	9.1	0.3	0.8
	<i>89.5%</i>	2.5%	<i>8.0%</i>
12.0	8.5	0.8	2.6
	71.0%	7.0%	22.0%
10.9	6.9	2.2	1.7
	<i>63.8%</i>	20.6%	<i>15.6%</i>
6.0	5.4	0.1	0.5
	91.0%	1.1%	7.9%
4.5	3.5	0.1	0.9
2.3	77.9%	2.0%	20.1%
	1.8	0.0	0.5
	78.7%	1.2%	20.1%
6.9	6.1	0.1	0.7
	<i>88.5%</i>	<i>1.8%</i>	9.7%
4.3	3.1	0.1	1.1
2.5	72.6%	2.7%	24.8%
	1.8	0.0	0.6
	73.8%	1.7%	24.5%
7.7	6.4	0.2	1.0
	<i>84.0%</i>	3.2%	<i>12.9%</i>
3.7	2.3	0.2	1.2
	63.3%	4 8%	<i>31.</i> 9%
2.0	1.3	0.1	0.6
	65.9%	2.6%	31.5%
6.8	4.8	0.7	1.2
	71.1%	11.0%	17.9%
3.9	1.7	0.6	1.6
1.4	44.5%	15.3%	40.2%
	0.8	0.0	0.6
	57.9%	1.8%	40.3%
	Be Paid ⁶ (£m) 33.7 11.6 10.1 12.0 10.9 6.0 4.5 2.3 6.9 4.3 2.5 7.7 3.7 2.0 6.8 3.9	Value To Be Paid ⁶ Paid To Date ⁷ (£m) 33.7 28.1 83.3% 11.6 11.6 10.5 90.6% 10.1 9.1 89.5% 12.0 8.5 71.0% 10.9 6.9 63.8% 6.0 5.4 91.0% 4.5 3.5 77.9% 2.3 1.8 78.7% 6.9 6.1 88.5% 4.3 3.1 72.6% 2.5 1.8 73.8% 7.7 6.4 84.0% 3.7 2.3 63.3% 2.0 1.3 65.9% 6.8 4.8 71.1% 3.9 1.7 44.5% 1.4 0.8	Value To Be Paid ⁶ (£m)Paid To Date ⁷ (£m)Payments On Track ⁷ (£m)33.728.1 83.3% 1.3 3.8% 11.610.5 90.6% 0.2 90.6% 11.610.5 90.6% 0.2 90.6% 10.19.1 9.1 0.3 89.5% 12.08.5 8.5 0.8 71.0% 10.96.9 6.8 71.0% 2.2 63.8% 6.05.4 91.0% 0.1 91.0% 10.96.9 9.22 63.8% 20.6\%6.05.4 91.0% 0.1 91.0% 10.96.9 9.22 63.8% 0.1 2.0% 6.05.4 91.0% 0.1 1.1% 4.5 3.5 0.1 77.9% 2.0\% 2.0% 6.96.1 71.7% 0.1 88.5% 6.9 6.1 0.1 72.6% 2.7\% 2.7% 2.5 1.8 0.0 0.1 73.8% 0.2 3.7% 7.7 6.4 0.2 84.0% 0.2 3.2% 6.8 4.8 2.0 4.8% 2.6% 6.8 4.5% 4.8 1.7% 6.8 4.5% 0.06.8 44.5% 0.0

Source: Scottish Courts and Tribunals Service, Management Information & Analysis Team - COP2 Data Extraction.

Notes:

- 1. Figures include fines against both persons and companies. The figures relate to the value of fine accounts. An account may contain more than one fine if an offender receives more than one fine on a single day.
- 2. Includes Sheriff Court Fines, Compensation Orders and Confiscation Orders.
- 3. Includes JP Court Fines and Compensation Orders.
- 4. Includes Fiscal Fines, Fiscal Compensation Offers and the monetary amount of Fiscal Combined Offers.
- 5. The Police Anti-social Behaviour Penalty figures include Police Fines and those that, if unpaid, become Registered Fines. "Total Value to be paid" is consequently the sum of Police Fines paid (£40 each) and Registered Fines (£60 each), minus discharges. The payment percentages relate to proportions of "Total Value to be Paid". "Total Value to be Paid" and "Value Paid To Date" also sum payments received from both Police Fines and Registered Fines.
- 6. This figure is the total fines imposed minus any discharges. Fines may be discharged for a number of reasons. These include a sheriff or JP imposed alternative sentence, imprisonment or death of a defaulter. Discharges include both full discharges and fines which have been discharged following part-payment. The values of unpaid £40 Police Fines are discharged when they become £60 Registered Fines to avoid double counting.
- 7. Percentages are presented as a proportion of "Total Value to be Paid".

Other notes: Values and percentages may not add up to their constituent subtotals and totals due to rounding. Values of £0.0m in the table denote values of less than £50,000 that have been rounded down.

Number of Fines¹ as at 11 July 2016

as at 11 July 2016		1		Nhumber	Number	Nhumber
		Number	Number	Number With	Number With	Number With No
		To Be	Fully	Payments	Payments	Payment
		Paid ⁶	Paid ⁷	On Track ⁷	In Arrears ⁷	Received ⁷
		Faiu	Faiu	OIT HACK	III Allears	Received
3 Year Total	Sheriff Court Fines ²	58,542	48,709	1,077	5,662	3,094
2012/13 to 2014/15			83.2%	1.8%	9.7%	5.3%
FY 2012/13	Sheriff Court Fines ²	19,151	17,166	206	1,219	560
		,	89.6%	1.1%	6.4%	2.9%
FY 2013/14	Sheriff Court Fines ²	19,347	16,345	307	1,747	948
		10,017	84.5%	1.6%	9.0%	4.9%
FY 2014/15	Sheriff Court Fines ²	20,044	15,198	564	2,696	1,586
		20,044	75.8%	2.8%	13.5%	7.9%
FY 2015/16	Sheriff Court Fines ²	20,271	10,393	1,992	4,491	3,395
		20,271	51.3%	9.8%	22.2%	16.7%
FY 2012/13	JP Court Fines ³	31,324	28,018	198	1,754	1,353
			89.4%	0.6%	5.6%	4.3%
	Fiscal Direct Penalties ⁴	42,980	31,943	651	3,421	6,965
			74.3%	1.5%	8.0%	16.2%
	Police Antisocial Behaviour Penalties ⁵	45,702	37,105	430	1,022	7,145
			81.2%	0.9%	2.2%	15.6%
FY 2013/14	JP Court Fines ³	37,351	32,347	384	2,352	2,268
		,	86.6%	1.0%	6.3%	6.1%
	Fiscal Direct Penalties ⁴	42,558	28,655	918	4,166	8,818
		,	67.3%	2.2%	9.8%	20.7%
	Police Antisocial Behaviour Penalties ⁵	49,402	37,768	649	1,548	9,436
		10,102	76.5%	1.3%	3.1%	19.1%
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FY 2014/15	JP Court Fines ³	37,328	29,980	594	3,612	3,142
	Fiscal Direct Penalties ⁴	04.005	80.3%	1.6%	9.7%	8.4%
	Fiscal Direct Penalties	34,935	20,132	1,214	3,992	9,597 27.5%
	Police Antisocial Behaviour Penalties ⁵	20.202	57.6%	3.5% 759	11.4%	27.5%
		39,290	27,518 70.0%	1.9%	1,190 <i>3.0%</i>	9,823 25.0%
FY 2015/16	JP Court Fines ³	31,225	20,559	1,454	4,474	4,738
			65.8%	4.7%	14.3%	15.2%
	Fiscal Direct Penalties ⁴	34,626	13,198	1,917	5,240	14,271
			38.1%	5.5%	15.1%	41.2%
	Police Antisocial Behaviour Penalties ⁵	28,191	17,954	364	712	9,161
			63.7%	1.3%	2.5%	32.5%

Source: Scottish Courts and Tribunals Service, Management Information & Analysis Team - COP2 Data Extraction.

Notes:

- 1. Figures include fines against both persons and companies. The figures relate to the number of fine accounts. An account may contain more than one fine if an offender receives more than one fine on a single day.
- 2. Includes Sheriff Court Fines, Compensation Orders and Confiscation Orders.
- 3. Includes JP Court Fines and Compensation Orders.
- 4. Includes Fiscal Fines, Fiscal Compensation Offers and the monetary amount of Fiscal Combined Offers.
- 5. The Police Anti-social Behaviour Penalty figures include Police Fines and those that, if unpaid, become Registered Fines. "Number to be Paid" is consequently the sum of Police Fines paid (£40 each) and Registered Fines (£60 each), minus discharges. The payment percentages relate to proportions of "Number to be Paid". "Number to be Paid" and "Number Fully Paid" also sum payments received from both Police Fines and Registered Fines.
- 6. This figure is the total fines imposed minus any discharges. Fines may be discharged for a number of reasons. These include a sheriff or JP imposed alternative sentence, imprisonment or death of a defaulter. Discharges include both full discharges and fines which have been discharged following part- payment. The numbers of unpaid £40 Police Fines are discharged when they become £60 Registered Fines to avoid double counting.
- 7. Percentages are presented as a proportion of "Number to be Paid".

Other notes: Numbers and percentages may not add up to their constituent subtotals and totals due to rounding.

Data Tables

This link **QFR 29 Tables** provides an Excel workbook showing the value and number tables as at 11 July 2016.

Background

This is the latest in a series of quarterly reports on fines collection. Previous quarterly reports can be viewed within the 'Statistics' section of webpage http://www.scotcourts.gov.uk/about-the-scottish-court-service/reports-data.

Revisions and corrections

None to report.

What's New in this report

A recent addition to the Quarterly Fines Report is the introduction of the reporting of Community Payback Orders. More information about Community Payback Orders can be found here:

http://www.gov.scot/Resource/Doc/925/0110081.pdf

Fines Collection Process

The Scottish Courts and Tribunals Service (SCTS) is responsible for collecting Sheriff Court Fines, Justice of the Peace Court Fines, Fiscal penalties and Antisocial Behaviour Fixed Penalty Notices.

Court imposed fines are either due for payment immediately or by agreed terms at the point of imposition. The majority of fines imposed include an enforcement order which tells the offender how the fine should be paid and what will happen if it is not paid. The enforcement order allows the Fines Enforcement Officer to implement a range of sanctions including deduction from benefit, arrestment of earnings and bank accounts and seizure of vehicles.

Fiscal direct penalties are issued by the Crown Office and Procurator Fiscal Service (COPFS), in the form of a conditional offer. The alleged offender may refuse the offer within 28 days in recognition that prosecution will be the next likely stage. Alternatively, the alleged offender can accept the offer by making payment. If the conditional offer is ignored and payment not made, the responsibility for enforcement passes to the SCTS Fines Enforcement Officer, who will seek an enforcement order from the court.

Antisocial Behaviour Fixed Penalty Notices are issued by each police force in Scotland and the money is due within 28 days and is collected by the SCTS. If the penalty is not paid within 28 days, the amount due is increased by 50 per cent and the penalty is converted to a registered fine with responsibility for enforcement passing to the SCTS Fines Enforcement Officers, who will seek an enforcement order from the court. Figures for value and number of Police Antisocial Behaviour Fixed Penalty Notices paid therefore include both payments made to original police fines and payments made to registered fines.

Money collected by the SCTS for criminalised parking fines is subject to different procedures and is not covered in this publication.

Shaping Scotland's Court Services

As part of <u>Shaping Scotland's Court Services</u> work, a number of courts closed with relevant live business transferring to receiving courts.

For fines accounts, this has meant the transfer only of accounts requiring further payments or action, as opposed to transferring all accounts including those fully paid and closed requiring no action or payment. This may have an impact on the reported fine collection rates of the receiving courts but will have no impact on Sheriffdom or National rates.

Footnotes have been added to all background tables to indicate closing and receiving courts.

Closed Court	Receiving Court		
End of November 2013			
Annan JP Court	Dumfries JP Court		
Cumbernauld JP Court	Coatbridge JP Court		
Dornoch Sheriff and JP Court	Tain Sheriff and JP Court		
Irvine JP Court	Kilmarnock JP Court		
Kirkcudbright Sheriff and JP Court	Dumfries Sheriff and JP Court		
Motherwell JP Court	Hamilton JP Court		
Portree JP Court	Portree Sheriff Court		
Rothesay Sheriff Court	Greenock Sheriff and JP Court		
Stornoway JP Court	Stornoway Sheriff Court		
Wick JP Court	Wick Sheriff Court		
End of May 2014			
Arbroath Sheriff and JP Court	Forfar Sheriff and JP Court		
Cupar Sheriff and JP Court	Dundee Sheriff and JP Court		
Stonehaven Sheriff and JP Court	Aberdeen Sheriff and JP Court		
End of April2015			
Dingwall Sheriff and JP Court	Inverness Sheriff and JP Court		
Duns Sheriff and JP Court Haddington Sheriff and JP Court	Jedburgh Sheriff and JP Court Edinburgh Sheriff and JP Court		
Peebles Sheriff and JP Court	Selkirk Sheriff and JP Court		

Guidance on definitions and data

The data source is a management information data extract from COP2 (the SCTS operational system used in all Sheriff and Justice of the Peace Courts).

Data may subsequently change over time due to additions or modifications to cases on COP2.

The 'as at' date used throughout the report is the date the fines data is extracted and used to calculate totals for arrears, payments and discharges made, etc.

Figures on fines and other financial penalties are presented on a three financial-year basis to reflect payment cycles and enforcement action taken. This recognises that penalties are levied throughout each year and that arranged instalment payments or enforcement action can mean some may take two or more financial years to be fully paid.

Payment rates for recent years will therefore initially be lower than those for previous years. Estimates of in-year payment figures indicate a broadly consistent collection pattern over time.

Collection rates for Police Antisocial Behaviour Fixed Penalties cover both payments for the Police Fixed Penalty within the initial 28 day period and payments made once the unpaid Fixed Penalty becomes a registered fine with a value 50% higher than the original fixed penalty. Registered fines are enforced by the SCTS.

Explanation of categories used in this report:

Value of Fines Imposed	The value of fines imposed within the periods specified.
Value Discharged	This is the value of fines which have been discharged
	(the value which is not now payable). This can arise in
	a variety of ways for example where a fine is discharged
	by a subsequent penalty of a Supervised Attendance
	Order or Imprisonment, or where the accused dies.
	Also for Fiscal Penalties it covers instances where the
Total Value to be Paid	Fiscal Penalty is refused, recalled or withdrawn.
Total value to be Paid	This is the total value of fines imposed minus the value discharged, and so is the total value of fines which are
	payable.
Value of Fines Paid to	This is the total amount which has been paid to date,
Date	and will relate to both fully-paid and part-paid fines.
Value with Payments On	This is the total amount which has not been paid as yet,
Track	but for which future instalments are on track to be paid
	(the fine is not in arrears).
Value in Arrears	This is the total amount which has not been paid as yet
	and for which the fine is in arrears. A fine is in arrears if
	a payment date has been missed.
Number of Fines	The number of fines imposed within the periods
Imposed	specified after any court discharges have been
Number Discharged	deducted.
Number Discharged	This is the number of fines which have been discharged
	(i.e. the fine is <u>not</u> now payable). This can arise in a variety of ways, for example where a fine is discharged
	by a subsequent penalty of a Supervised Attendance
	Order or Imprisonment, or where the accused dies.
	Also, for Fiscal Penalties, it covers instances where the
	Fiscal Penalty is refused, recalled or withdrawn.
Number to be Paid	This is the total number of fines imposed minus the
	number discharged, and so is the total number of fines
	which are payable.
Number Fully Paid	This is the number of fines which have been fully paid.
Number With Payments	This is the number of fines which are being paid in
On Track	instalments and are not in arrears.
Number With Payments	This is the number of fines which are being paid in
In Arrears	instalments and are currently in arrears.
Number With No	This is the number of fines which have had no payment
Payments Received	received and are currently in arrears.

Notes: The 'value' categories do not directly correspond to the 'number' categories. This is because a single fine can have a portion of its value which has been paid and a portion which has not. In this instance, the values would be split between two value categories, however, the fine itself would only be counted once within a number category.

The discharge categories cover situations where there has been no payment prior to discharge, and also instances where there has been a part-payment prior to discharge.

Contacts

Press enquiries on the contents of this bulletin should be directed to the Scottish Courts and Tribunals Service communications office

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Other enquiries about these statistics should be directed to the Management Information Analysis Team of the Scottish Courts and Tribunals Service:

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Further information about Official and National Statistics in Scotland is available from http://www.gov.scot/Topics/Statistics/producingstats

Access to official statistics in their final form before they are published is restricted. The following list details who received pre-release access to the statistics in their final form within the maximum period of 5 working days before publication:

Chief Operations Officer, Court and OPG Operations, SCTS Chief Finance Officer, Corporate Services, SCTS Head of Corporate Communications, SCTS Media Officer, Corporate Communications, SCTS National Fines Enforcement Manager, SCTS Web developer, Information Technology Unit, SCTS Head of Delivery: Criminal Justice and Parole, Scottish Government Courts Reform Bill - Team Leader, Scottish Government

The next quarterly fines report will be published in November 2016. The exact date of the report will be announced via the Scottish Government's Forthcoming Publications Schedule - <u>http://www.gov.scot/Topics/Statistics/ForthcomingPubs</u> at least 4 weeks in advance.