



## Internal Monitoring of Flexible Funding Process

### 1. Overall Assessment Process

- 1.1 The overall quality and robustness of the assessment process is of concern to the Scottish Arts Council.
- 1.2 In order to ensure consistency of practice within the organisation, all assessing officers have received Assessment Training in October and November 2007.
- 1.3 It is expected that Heads of Departments will control quality within their departments, as usual, in this process. Any concerns as to use of language, or lack of evidence to support a statement, needs to be picked up and addressed by Heads of Departments, with amendments to assessments made as required by the Officer concerned.
- 1.4 Anyone reading an assessment should be empowered to question any unclear language around the recommendation or decision, to ensure clear communication with the applicants.

### 2. Consistency of Approach

- 2.1 However, in order to ensure consistency of approach to the FX applications across departments, it is proposed that 10-15 assessments (including the application and business plan) are sampled across art forms in mid-December, depending on the volume of applications. This will allow time to address any concerns raised through the sampling and to address them before all assessments are completed, thereby increasing consistency of practice between departments. The sample will be reviewed by an internal panel (the FX sub-group) on Monday 17 December and any inconsistencies uncovered in this process will be fed back to Officers and Managers as a matter of urgency to inform future assessments. Any disputes will be managed by the Officer's Line Manager and Co-Director of Arts.

### 3. Specialist Advisor Comments

- 3.1 Specialist advisors comments and recommendations should be recorded during the meeting by Artform Administrators. It is the Specialist Advisors responsibility to ensure that their views are accurately recorded [.././././Planning and Communications/Quality/Guidance for Specialist Advisor meetings re FX process.doc](#). In order to ensure consistency in minute taking, minute taking training for all minute takers involved in this process will be set up by HR.

### 4. Recording of decisions

- 4.1 To ensure consistency of recording decisions made by Managers, Directors and the Joint Board, the Quality & Process Development Officer will have the sole responsibility of recording all the decisions. The Quality & Process Development Officer will also check that recommendations are dated and the appropriate signatures scanned into the document.

## 5. Final Assessment

- 5.1 Final assessments should also be sampled to ensure a consistent approach. Again 10-15 should be chosen randomly and checked by the FX sub-group before the final decisions are passed to Grants Administration and the organisations themselves.
- 5.2 Letters will be generated through GMS informing applicants of the decisions and signed by the Acting Chief Executive
- 5.3 To ensure consistency between the letter and the decision, letters will be cross-checked with assessments by the Quality & Process Development Officer and Compliance Officer.

## 6. Informing Applicants

- 6.1 On a set date, when all Lead Officers are in the building, Lead Officers will inform applicants by telephone of the decision before noon.
- 6.2 Letters will be generated through GMS informing applicants of the decisions and signed by the Acting Chief Executive and sent out by email on the same day. The records of decisions will be cross checked with the assessment forms by the Quality & Process Development Officer and the Compliance Officer.
- 6.3 Press will be informed of the decisions in the afternoon/next morning.

		<b>Responsibility for Quality Monitoring during FX application process</b>
Stage 1	Assessment and recommendation by officers	<ol style="list-style-type: none"> <li>1. Heads of Departments review officers' assessments</li> <li>2. Internal sample for evaluation by FX sub-group</li> </ol>
Stage 2	Heads of Departments prioritise applications with advice from Specialist Advisors	<ol style="list-style-type: none"> <li>1. Specialist Advisors agree comments recorded on assessment form</li> <li>2. Group Heads review comments made by individual Heads of Department</li> </ol>
Stage 3	Heads of Department make recommendations to Directors (Acting Chief Executive, Depute Chief Executive, Co-Directors of Arts and Director of Finance)	<ol style="list-style-type: none"> <li>1. Directors will review previous comments by Group Heads</li> <li>2. Quality &amp; Process Development Officer will have the sole responsibility of recording all the decisions and ensuring decisions dated and signed</li> </ol>
Stage 4	Directors make recommendations to Joint Board	<ol style="list-style-type: none"> <li>1. Joint Board review Director's comments</li> <li>2. Quality &amp; Process Development Officer will have the sole responsibility of recording all the decisions and ensuring decisions dated and signed.</li> </ol>
Stage 5	Joint Board make final decisions on funding	<ol style="list-style-type: none"> <li>1. Sample reviewed by FX sub-group</li> <li>2. Letters generated cross checked with assessments by Quality &amp; Process Development Officer and Quality Lead Officer</li> </ol>

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 Updated 6 Feb 2008