



**FXO Process  
Instructions for Heads of Departments/Chairs of Panels**

**1. Background**

- 1.1 During the mediation process on 19 - 21 February 2008 ([notes](#)), it became clear that the 'Group Heads Review' section of the process had not been completed. It is this part of the process which included the internal quality checks. Process documentation was consulted ([Quality Framework paper dated 5 November 2007](#), [FXO process timeline- updated October 2007](#)) and it was confirmed that this element had not been built into the timeline.

**2. Outcome/Amendment to Process**

- 2.1 The Chairman of the Joint Board was consulted and he agreed that the FXO decisions could be taken to the Joint Board meeting, 24 April 2008, which would allow time to complete the Group Heads Review section, ensuring consistency of assessment across the organisation and allowing for fair comparison between applicants.
- 2.2 At their meeting on 5 March 2008, the Heads of Department agreed to complete this process and add an additional level of monitoring/quality check of peer assessment (see below for detail). The peers will consist of Heads who have not been directly involved in Stages 1 and 2.
- 2.3 In order to achieve consistency across the assessments, Heads of Dept/Chairs of Specialist Advisor panels are asked to do the following with respect to the applications that were considered under their artform, or the cross-artform panel.

**Stage One**

- Check the officer's assessment for consistency, accuracy and use of language
- Any concerns to be raised with the officer for amendment by the officer.
- Amendment must be signed off by Head of Department
- Head of Department must check the officer has signed and dated the assessment.

**To be completed by 5pm on Thursday 20 March 2008**

**Stage Two**

- Peer Assessors will be carrying out a review of all Specialist Advisor sections within the assessments, to ensure that all the recorded comments reflect the criteria on which Specialist Advisors were asked to comment and that there is consistency of approach and language. Any concerns will be raised by the Peer Assessor directly with the Head of Department. Any amendments should relate to the tone or layout of the comments and should not alter the meaning of the Specialist Advisors' advice.

**To be completed by Thursday 20 March 2008.**

**3. Format of Head of Department Comment within Assessment Template**

3.1 At the Quality Group meeting on Friday 29 February 2008, it was agreed that the format below is to be applied to the following sections within the assessment template.

3.2 Heads of Department are asked to copy into each assessment template the following formats:

<b>Stage 2: Heads of Departments prioritise applications with advice from Specialist Advisors</b>	
1. What were the strengths and weaknesses of the application identified by the Specialist Advisors? Please summarise their comments below. What were their ratings of the importance of the application in being supported?	
Comments:	
2. Summarise the role of the organisation within the infrastructure of the sector. Assess to what extent the organisation's vision will contribute to the department's and to Scottish Arts Council's aims: (to fulfil artists' potential, to increase participation, to place creativity at the heart of learning)	
Comments:	
<ul style="list-style-type: none"> <li>1. Fit with FXO criteria: <ul style="list-style-type: none"> <li>1.1 Excellent artistic vision and leadership; role within sector/support to artists</li> <li>1.2 Improving your engagement with the public</li> <li>1.3 Good practice in the governance and management</li> <li>1.4 Practical implementation of your equal opportunities policy; widening access</li> <li>1.5 Raising other income at least 25%</li> </ul> </li> <li>2. Fit with Departmental priorities</li> <li>3. Fit within Scottish Arts Council aims</li> </ul>	
3. Based on the lead officer's assessment and the subsequent meeting with Specialist advisors, please rate the application (High, medium, low) summarise your reasons for assessing the application as you have (drawing out the strengths and weaknesses of the organisation and highlighting any specific risks)	
Comments:	
<ul style="list-style-type: none"> <li>1.1 Application rating</li> <li>1.2 Reasons for assessing at this rating</li> <li>1.3 Strengths of application</li> <li>1.4 Weaknesses of applications</li> <li>1.5 Specific risks associated with the application</li> <li>1.6 Development areas identified</li> <li>1.7 Recommended level of support</li> </ul>	
4. Please comment on the geographic reach of the programme	
Comments:	
<ul style="list-style-type: none"> <li>1.1 Where will the activity/programme take place?</li> <li>1.2 Where will the audience come from?</li> </ul>	
<b>Head of Department's overall priority recommendation</b>	<b>Select:</b>

Head of Department's signature:		Date:
Print name:		

**Ensure that all relevant signatures/dates are completed on the assessment.**

- 3.3 All Stage 2 Assessments must be completed by Wednesday 26 March 2008.
- 3.4 All Heads' assessments will be checked for consistency. (By whom, tbc)
- 3.5 Stage 3 Mediation will occur on 2 April 2008. This will be an all day meeting and the scheduled time for the Heads of Department meeting will be used for this.

There is a [checklist](#) available.

A more detailed timeline will be provided early next week.

David Taylor and Susan Hay  
7 March 2008