

## ITEM 3.2: ANNUAL REPORT 2015-16

### Purpose

1. To provide the Council with the final Annual Report 2015-16 [**Paper 3.2A**] for approval.

### Background

2. Under section 13 of the Criminal Justice and Licensing (Sc) Act 2010, the Council must, as soon as practicable after the end of each financial year, prepare and submit to the Scottish Ministers a report on the carrying out of its functions during the year.
3. A draft Annual Report for 2015-16 was provided at 20 June meeting and no comments were received from members.

### Discussion

4. **Paper 3.2A** is the final Annual Report 2015-16. Members are advised that there are some minor drafting notes relating to the date of submission to the Scottish Ministers and ISBN number, both of which will be updated prior to submission. Minor drafting amendments may also be made to the text, primarily for formatting. In the draft Annual Report provided at the last meeting, approximate figures were provided for staff costs. The figures contained in the table at p.23 of **Paper 3.2A** are actuals.
5. The Council agreed at the 07 March meeting that the Business Plan and Annual Report should be submitted to the Scottish Ministers in September, as the Annual Report must contain details of some matters that will be subject to the Council's consideration in the development of the business plan. Dates for publication will be agreed with the Scottish Ministers and subject to the Chair's final approval.
6. The final Annual Report 2015-16 will be published on the Council's website alongside the Business Plan 2015-18. A news release will be issued at the time of publication.

### Recommendation

7. **Members are invited to approve the final Annual Report 2015-16 [Paper 3.2A] for submission to the Scottish Ministers alongside the Business Plan, in September.**