MIGRANT WORKERS INITIATIVE
WELCOME TO ANGUS
Welcome to Angus

This booklet is a guide to the wide range of services available in Angus. Please use it to understand the help and guidance described in each of the Sections.

The purpose of providing this information is to help you develop more knowledge about Angus community life.

Your contribution to our communities is greatly valued and we wish you a safe and enjoyable time during your stay in Angus.

Mai Hearne
Convenor
Migrant Workers Initiative (MWI) AAVO

© Spring 2006

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- Angus Association of Voluntary Organisations

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- Angus Council Housing Dept; Angus Community Planning Partnership; Angus Presbytery; Angus College; NHS Tayside and community groups throughout Angus; The Scottish Executive, Scotland is the Place.

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DISCLAIMER: The Angus Welcome booklet has been produced by the Migrant Workers Initiative [the ‘MWI’] which is a partnership of various statutory and voluntary sector agencies in Angus and Tayside, some of which are listed in the booklet.

While reasonable care has been taken to ensure that the information contained in the booklet is accurate at the time of publication (Spring 2006), the MWI and its contributors cannot guarantee that it does not contain errors or omissions or that circumstances will not change and so will not be responsible for any actions taken in reliance upon it. If you decide to take any action or make decisions based on information contained in the booklet you are advised to consult with the appropriate agency before proceeding.
If you are a British citizen or a national from the European Economic Area (EEA) you do not need permission to work in the UK. Nationals from eight of the new member states of the European Union (Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary and the Czech Republic) who are employed need to register with the Worker Registration Scheme (www.workingintheuk.gov.uk).

If you are from one of these new member states and you are going to be self-employed you do not need to register with the scheme.

If you are from outside the EEA you might still be able to work in the UK if you are eligible for a Work Permit or you meet the criteria laid down within one of the schemes available to people wanting to come to the UK. Your passport will be stamped to indicate whether or not you will be permitted to work here.

For further information refer to:
www.scotlandistheplace.com
www.workingintheuk.gov.uk
Tel: 0870 606 7766.

Worker Registration Scheme

In order to register you will need a copy of a letter from your employer which confirms that you are working, two passport sized photographs and your current passport or ID card. There is a payment of £70 for this service which must be paid on application. When your application has been processed you will be sent a registration card and certificate.

Failure to apply to register within one month, means your employment would be illegal.

Within your first year of being in the UK, you need to re-register if you change your job, or take a second job. However you only need to submit another WRS Form. No additional payment will be necessary.

During the 12 months under the WRS, to have a year of continuous employment you must not be out of work for more than a maximum of 30 days. After a year of continuous employment, you do not need to register with the WRS and, if you wish, you may apply for a residence permit. This requires an EEC1 form available from www.ind.homeoffice.gov.uk.

Paid Employment

In Scotland, most employees are paid on a monthly basis, although some may be paid weekly.

Employees in the UK must be paid at least the statutory National Minimum Wage. The rates applicable (October 2005) are:

- Main rate for employees aged 22 and over: £5.05 per hour
• Development rate for employees aged 18-21 inclusive: £4.25 per hour
• The development rate can also apply to employees aged 22 and over who are receiving accredited training during their first six months in a new job with a new employer.

All employees receive an itemised statement of how much they have been paid from their employer. This includes both gross (before tax) and net (after tax) earnings, with amounts and reasons for all of the deductions. These may include tax, social security contributions, pension contributions etc.

Some employers also offer a variety of extra benefits. Such benefits may include a company car, share options, private medical insurance and contributions towards the cost of public transport.

Finding a Job

Employment opportunities can be found through many sources:
• local newspapers
• private employment agencies
• by word of mouth from friends
• by visiting a government operated Jobcentre Plus office

In Angus, Jobcentres can be found at:
2 Chalmers Street, Arbroath:
Tel: 01241 466600
Service Road, Forfar: Tel: 01307 452800
4 Castle Place, Montrose: Tel: 01674 623900

Careers Scotland is a free, government funded service which provides information and advice to help you to find a job. Information is available on the skills and qualifications required for jobs, training and learning opportunities and where you may be able to access funding for training. Tel: 0845 502502
www.careers-scotland.org.uk

Income Tax

If you are in employment, Income Tax will be deducted directly from your wages. This is called Pay As You Earn (PAYE).

You will be treated as a UK resident for tax purposes if:
• You are in the United Kingdom for 183 days or more in the tax year, or
• You visit the United Kingdom regularly and your visits average 91 days or more a tax year over a period not exceeding 4 years, or
• You come to the UK for a purpose that will mean you are in the UK for at least two years.

The tax year runs from April 6 to April 5.

All EU countries have arrangements so that you are not taxed twice on the same income.

Your nearest tax office will probably be the HM Revenue and Customs office in Dundee at:
Caledonian House, Greenmarket
Dundee DD1 4QX

Rates of deductions can be found on the HM Revenue and Customs website: www.hmrc.gov.uk/rates/index.htm

You can earn a certain amount of income in a tax year without paying income tax. This is your tax allowance. You will be notified of your personal allowance by HM Revenue and Customs. If your income does not exceed the amount of your allowance, you will not pay any income tax.

There are many different allowances for different people, but everyone receives a personal allowance. This allowance varies from person to person

If you are self-employed, you need to register with the HM Revenue and Customs. Tax returns are completed using a self-assessment system whereby you provide all the necessary information and calculate your earnings etc.

The HM Revenue and Customs will then check this information and tell you how much tax you owe.

For general information about tax go to:
www.hmrc.gov.uk
www.scotlandistheplace.org.uk

National Insurance

If you are employed and aged 16 to 65 for men, or 16 to 60 for women, you must pay National Insurance contributions (NICs) on your earnings. It is deducted directly from your salary.

Based on contributions from employers and employees, it provides payments to the sick, unemployed and retired people as well as medical services.

There are six different categories of contributions, for example employed people pay class 1 contributions.

There are different rules if you are self-employed. Further information is available from HM Revenue and Customs at: http://www.hmrc.gov.uk/applying-for-a-national-insurance-NI-number

If you do not already have an NI number you must apply for one as soon as you start work or you or your partner claims a benefit.

To receive a number, contact your nearest Job Centre to make an appointment for an ‘evidence of identity’ interview. You will need to take proof of identity (e.g. passport) and evidence that you are working.

You must give your National Insurance Number to your employer. This is a unique personal number which is used as a reference number for all matters relating to social security. This number allows accurate recording of your NI payments.

www.scotlandistheplace.org.uk

Employment Rights

Employment law in the UK can be complicated. Qualification for certain benefits e.g. sick pay and maternity pay depend on many factors such as how long you have been resident in the UK, how long you have been in employment and how much National Insurance you
State Benefits
State benefits are money paid to you by the state and include income support, child benefit, job seeker’s allowance, disability benefit, housing benefit and council tax benefit.

Whether you are entitled to state benefits is a complicated issue and depends on individual circumstances. The general rule is if you have come to Scotland and are not working (even if you are EEA national), you should be able to support yourself without having to claim public funds.

Find out more about State Benefits at:
www.scotlandistheplace.org.uk

Money and Banking
When you move to Scotland you will usually need a bank account so that you can be paid by your employers, obtain cash and pay others. The British Banking Association produces leaflets which will help you understand how to open a bank account:

www.bba.org.uk/content/1/c4/39/71/Op
eningbankaccountleaflet2004.pdf

To open a bank account, you must provide the following information:

- proof of identity (passport, national identity card or national driving licence)
- proof of UK address (tenancy agreement or letter of confirmation from your employer)
Emergency Services

Police

The emergency telephone number in the United Kingdom is 999. The emergency services include Police, Fire Brigade, Ambulance and Coastguard. Calls to the emergency services are free, even from mobile phones. You will be connected to the operator who will check the number you are calling from and then connect you to the service you require. If you are unsure which one to contact ask for the Police. To contact your local Police Station for non-emergency enquiries telephone 01382 223200 and ask to be put through to the station you require.

If you are not proficient in English, all Scottish Police Forces have access to interpreters and translation services providing coverage 24 hours a day, 365 days a year. No matter what language you speak we will be able to assist you by quickly accessing telephone interpreters. Whether you are a victim of crime or just need some advice the service is available to you. If you commit a crime and the Police arrest you, you will be taken to a Police Station where you will be informed of your rights which includes free access to a lawyer who can provide you with independent legal advice. If the offence is serious an interpreter will be provided for your court appearance.

It is important that you understand some aspects of the law in Scotland as these may be different from your own country. However most laws are universal in nature and you will know what is right or wrong.

Knives

We would discourage you from carrying any type of knife. There are specific types of knives that are banned from being carried and the laws in relation to this are strictly enforced. There have in the past been incidents involving knives among the migrant worker population which have led to injuries.

Illegal Drugs

The illegal drug culture in Scotland is prevalent in some areas. We would advise that you stay clear of any type of experimentation with any type of illegal drug. Some of our dealers are known to target the migrant worker population in an effort to create new addicts.

Remember no drugs supplied in this way are free and you will face health as well as legal consequences. It is also illegal to drive while under the influence of drugs.

Alcohol

Scotland has a very relaxed attitude towards the consumption of alcohol by adults. It can be bought every day of the week from supermarkets and other outlets. Licensed premises selling alcohol are often open until late at night particularly at weekends. The owners of these premises are answerable for the actions of their customers. It is an offence for them to sell alcohol to drunken persons. They often employ door stewards to maintain order in the premises and these stewards may use force to eject customers from the building who are causing a problem.

If you consume alcohol to the extent that you are breaching the peace of the neighbourhood, the Police may be called and you could find yourself taken into Police custody. Similarly if you are found drunk and incapable of looking after yourself you may be taken into Police custody.

It is an offence for an adult to buy or supply alcohol to anyone under the age of 18. Some youths gather outside shops asking adults to purchase alcohol for them. The Police will deal strongly with anyone found purchasing or supplying alcohol to young people.

Shoplifting

In the past, a small number of migrant workers have been caught stealing items from shops. Many shops have sophisticated detection methods involving store detectives and electronic surveillance both covert and overt. Those caught shoplifting will be reported to the Police, taken into Police custody and presented before a court to be punished. Many employers will reconsider employing anyone who has been in trouble with the Police.

Drink Driving

It is illegal to drive a vehicle in the UK while under the influence of alcohol. Our advice is not to drink and drive. This is the most common offence the Police in Angus deal with involving migrant workers. We would also advise that you never get into a vehicle with a driver who has been drinking alcohol. If you are unsure, take a taxi or walk home. Drunk driving is considered a serious offence, you face prosecution and imprisonment if caught.

Road Safety

Remember, in the UK vehicles are driven on the left.

Walk on pavements if there is one.

If not, walk on the side of the road facing the traffic.

If in a large group, walk in single file.

Don’t block the road.

Wear light coloured clothing or something reflective to be seen.

Always check both ways for traffic before starting to cross the road.

Use designated crossing places if possible.

Never cross behind or in front of a bus. Wait until it drives away so that you can see in both directions.

Drivers

Before you consider buying a car, seek advice from your employer or local Police.

You must hold a valid driving licence.

Purchase only from a reputable car dealer or garage.

You need an MOT and Excise Licence.
You need car insurance – bought from an Insurance Broker.
Do not drink and drive.
Driving while under the influence of drugs is dangerous and illegal.
It is illegal to use a mobile phone while driving.
You must wear seat belts as drivers or passengers.
If you are involved in an accident – YOU MUST STOP and inform the Police. Remember, the Police operate a translation service to assist you.

Passengers
Never get in a vehicle if the driver has been drinking or taking drugs.
Wear your seat belt.

Cyclists
Ensure your bike is fit to be on the road. Check tyres and brakes before you use it.
The law requires you to have a red rear reflector on your bike and amber reflectors on your pedals. You will also require a steady white front and red rear light for use during the hours of darkness or in dull weather.
Make sure other road users can see you by wearing reflective outer clothing.
Wear a cycle helmet.
Give clear signals when turning left or right.
Obey the Highway Code.

Public Safety
Scotland has an extensive system of public cameras linked to the police recording 24 hours a day in every town and city. Every town in Angus has a network of these cameras providing information to the police in assisting with public safety. In general they are located in main streets. They assist with problems caused by drunkenness, driving and parking, missing persons shoplifters and fights outside licensed premises. They are designed to protect law abiding citizens.

Personal Security
Every year, people become victims of crime, particularly theft. It is not a good idea to keep large amounts of money in your accommodation or on you. Many employers will keep money for you or transfer your funds to a bank account. Do not bring valuables with you unless it can’t be avoided. If you do, keep them safe and secure at all times. Don’t drink too much as you put yourself at risk. Avoid illegal drugs at all costs. If a violent confrontation looks like developing, walk away or call the Police. Do not take matters into your own hands.
The Police in Angus are here to help all members of the public. If you need to speak to the Police about any matter regarding your personal safety or require advice about any of the points in this leaflet, please call at any Police Station or speak to a Police Officer. Your enquiries will be treated in confidence.

Although the above advice may seem daunting, it is based on experience of problems that some from the migrant worker population have encountered over the last few years. The vast majority of visitors to this area never have any cause to speak to the Police, however we want to ensure that your stay here in Angus is safe and crime free.

Fire Safety
If a fire occurs in your accommodation, your chances of survival will depend on how quickly and safely you are able to get out. The following information gives you advice on how to prevent a fire and how to protect yourself should one occur.

**FIRE ACTION PLAN**
You need to plan to get out quickly and safely if fire starts.

Be prepared – plan ahead.

- Work out the escape route from each room in your accommodation to the outside. [on the ground floor this may include going through windows.]
- Extinguish all candles.
- Keep these escape routes clear of obstructions and stored items – ensure that any keys required are close to locks in doors, windows etc.
- Ensure you know how to call the Fire Brigade by dialling ‘999’ once you are outside [from a mobile phone, nearby house or a call box].
- As a group, discuss what you would do if fire broke out or the smoke alarm sounded through the night.

Plan today – tomorrow may be too late.

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**BEDTIME ROUTINE**
The worst time for a fire to happen is during the night so establishing a safety routine before going to bed is essential.

- Check round each room and switch off all electrical appliances that are not designed to be left on continuously.
- Extinguish all candles.
- Ensure kitchen appliances are properly switched off.
- If there is a smoker in your accommodation, make sure all cigarette ends are properly extinguished and ash trays are emptied into a metal bin – this bin should then be put outside.
- Close internal doors as this will prevent any outbreak of fire spreading rapidly, and prevent you being met by thick smoke and flames as you try to escape.

Remember: Your life is your most precious possession. Your accommodation can be replaced – you can’t!

Take time to make sure your accommodation is safe before going to bed.
SMOKE ALARMS

Ensure your accommodation has a smoke alarm. This is a piece of equipment designed to give an audible warning if a fire starts. Properly fitted and maintained it will provide a warning when smoke is present and allow you time to escape from an outbreak of fire.

Maintaining your smoke alarm:

- Press the test button on the alarm once weekly.
- Change the battery once yearly or when the warning bleep sounds.
- Vacuum round the alarm when changing the battery.

Never remove the battery from your alarm. It is vital to maintain your alarm.

If in any doubt contact the provider of your accommodation such as the farmer, caravan site manager or landlord.

If you are trapped by Fire:

- Go to a room as far away from the fire as possible- preferably one with a phone.
- Close the door and block up any gaps around it using pillows, duvets, etc
- Phone the Fire Brigade and tell them your exact location in your accommodation.
- Stay by an open window and try to attract attention – shout ‘FIRE’!
- Only as a LAST RESORT and ONLY if you are not above the FIRST FLOOR should you try to exit your accommodation through the window. If you have to do this, first throw out soft things such as a mattress or duvet to break your fall, then lower yourself from the window and drop – DO NOT JUMP!

HOUSING

If you are homeless or threatened with homelessness, Angus Council can:

- Offer guidance relating to your personal circumstances.
- Provide you with emergency accommodation while your application is considered.
- Advise you about alternative housing options in your area.
- Provide information, advice and assistance on your legal rights.
- Refer you, with your permission, to agencies that may be able stop you becoming homeless.

If you are homeless, or think that you are threatened with homelessness, you should contact your local ACCESS Office, and ask to speak to the Special Needs Officer.

Arbroath Area: Tel: 01241 876221
Brechin, Carnoustie, Monifieth & Montrose Areas: Tel: 01674 673280
Forfar & Kirriemuir Areas: Tel: 01307 464966

Outside office hours, you should contact Angus Council’s ACCESSLine: (08452 777 778), who will transfer you to the on-call Special Needs Officer.

TYPES OF ACCOMMODATION

Housing can be accessed in the following ways:

- Provided by your employer
- Rented from a private landlord
- Rented from a housing association

PRIVATE RENTED HOUSING

Private rented housing is available across Angus. Information on properties which are available to rent can be obtained from the local press, solicitors, estate agents, the free Tayside Solicitors Property Centre guide, and adverts in shops and supermarkets.

Many properties can be rented either furnished or unfurnished. As a guide, rent is normally paid monthly in advance. Most landlords will request a deposit that you can recover at the end of your rental period – this can be as much as an additional months rent.

You should note that it is an offence for accommodation or letting agencies to levy a charge for putting your name on a list. It also an offence for your landlord to levy any form of premium on the rent.

From April 2006, all private landlords in Angus must be registered with Angus Council. For your own safety, you should not rent a property from a private landlord who is not registered with the Council.

HOUSES IN MULTIPLE OCCUPATION

Any property shared by three or more unrelated persons is legally referred to as a House in Multiple Occupation (HMO). All HMO’s need to be licensed by the local authority (Angus Council) to ensure that certain safety standards are met. If you live in an HMO, it should be licensed by Angus Council. For your own
safety you should not accept shared housing that does not have an HMO licence.

HOUSING ASSOCIATION
If you intend to stay in Angus for some time, you may wish to apply for housing from a local Housing Association. Housing Associations provide housing to meet the needs of a wide range of different groups.

More information is available via: www.angus.gov.uk/atoz/housingguide.cfm

Angus Council’s ACCESSLine: 08452 777 778 can also provide you with contact details for Housing Associations in Angus.

Email: accessline@angus.gov.uk

COUNCIL HOUSING
If you intend to stay in Angus for some time, you may wish to apply for housing from Angus Council. Council housing is in short supply in Angus, and priority is often given to those with particular needs e.g. those who are homeless or families with dependant children.

More information is available via: www.angus.gov.uk/atoz/housingguide.cfm

Angus Council’s ACCESSLine: 08452 777 778 can also provide you with contact details for your local ACCESS or Housing Office.

Email: accessline@angus.gov.uk

CARAVANS/MOBILE HOMES
Caravans and Mobile Homes are not subject to the same laws as other forms of housing. Caravans and Mobile Homes are not covered by the Houses in Multiple Occupation legislation, and private landlords who rent-out caravans do not need to be registered with Angus Council.

General Information

RENT - As a guide, rent is normally paid monthly in advance. Most landlords will request a deposit that you can recover at the end of your rental period – this can be as much as an additional month’s rent.

BINS - The domestic refuse collection service provided to householders in Angus is based on a wheeled bin system. Each household is entitled to one grey wheeled bin for general waste which should be put out at the kerbside for collection.

A kerbside recycling scheme is being rolled out across the towns [and some villages] of Angus, and in these areas householders will have a grey bin and a green bin (for compostable waste), emptied on alternate weeks. A green recycling box for recyclable items is emptied weekly. Where the kerbside scheme is not in operation the grey bin will be emptied weekly.

To find out what day your bin is uplifted please contact the ACCESSLine on: 08452 777 778

Email: accessline@angus.gov.uk

FURNITURE - Should you require any furniture for your accommodation there are a number of community-based organisations that sell second hand furniture.

Forfar Resource Store: Tel: 01307 469370

Furniture Recycling Project Angus (Arbroath: Tel: 01241 437438

Montrose Area Furniture Recycling & Distribution: Tel: 01674 671777

COUNCIL TAX – Whatever type of accommodation you choose to live in, you will almost certainly have to pay council tax.

Council tax is payable to your local council – make sure you find out if this applies to your current situation. It is an offence not to pay your council tax.

For information, call Angus Council’s ACCESSLine: 08452 777 778

Email: accessline@angus.gov.uk

INSURANCE - Whilst resident in the area you should ensure that your possessions are properly insured if you consider them of any value.

TV LICENCE - If you use a TV or any other device to receive or record TV programmes (for example, a VCR, DVD recorder or PC with a broadcast card) - you need a TV Licence. You are required by law to have one.

As a guide in January 2006, a colour TV Licence cost £126.50 and a black and white licence cost £42.00.

The easiest way to pay this is to visit your local Post Office or visit www.tvlicensing.co.uk for more information.

TELEPHONES – There are a number of different telecom providers in the area. However all of these have a standard line rental included in addition to the cost of their calls. It may prove more economical to use a mobile phone.

ELECTRICITY AND GAS – When renting your accommodation you will need to check if your gas and electricity bills are included as part of the rent. If they aren’t, you will need to contact a utilities provider and ensure that the bill is placed in your name. You will also need to ensure that you let your provider know when you leave your accommodation so that you are not liable for any additional costs.

More information is available via: www.angus.gov.uk/atoz/housingguide.cfm

In the event of an emergency involving the electricity supply to your home contact Scottish Hydro Electric: Tel: 0800 300 999

In the event of an emergency involving the gas supply to your home contact National Grid Gas: Tel: 0800 111 999

HOUSING

FILING - If you are a tenant it is important to keep all your correspondence and other records in a safe place. If you are a property owner and have other people living in your property then you should ensure that they are properly insured if you consider them of any value.

Rental costs and procedures

If you are renting you will need to be aware of your legal obligations. It is important that you get advice from your solicitor or tenant advisor.

More information is available via: www.angus.gov.uk/atoz/housingguide.cfm

Furniture Recycling Project Angus

Address: Forfar Resource Store: Tel: 01307 469370

Montrose Area Furniture Recycling & Distribution

Address: Tel: 01674 671777

Scottish Hydro Electric

Address: Tel: 0800 300 999

National Grid Gas

Address: Tel: 0800 111 999
Health

Access to Health Services

NHS 24

If you or someone you know is unwell and needs medical advice or needs health information, you can call NHS 24 and speak to a nurse advisor or health information advisor.

NHS 24 is available 24 hours a day, 7 days a week.

Telephone Number – Tel: 08454 24 24 24

GENERAL PRACTITIONER SERVICES

General Practitioners (GPs) are the first point of contact for people seeking the help of a doctor. They provide a wide range of personal medical care and refer patients to specialist services when they need them.

GPs also do a lot of work previously done in hospitals such as blood pressure monitoring, minor surgery, care of people with diabetes, asthma and other long-term illnesses.

When you need to see the doctor you will have to telephone or go to the practice to make an appointment.

If you are to be here for up to 3 months you can attend the doctor as a temporary resident without having to register. It is advisable to take your passport with you.

If you are to be here for more than 3 months you should go to the practice to be registered. It is advisable to take your passport when you register as you may be asked to show this to the receptionist.

If you are from a country outwith the European Union you may be asked to pay to see the doctor and for any medicines you need.

List of GP Practices in Angus:

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<td>Abbey Health Centre</td>
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<td>East Abbey Street</td>
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<td>Arbroath</td>
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<tr>
<td>DD11 1EN</td>
<td>Tel: 01241 872692</td>
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<td>Springfield Medical Centre</td>
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<td>30 Ponderlaw Street</td>
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<td>Arbroath</td>
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<td>DD11 1ES</td>
<td>Tel: 01241 870311</td>
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<td>East Practice</td>
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<td>West Practice</td>
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<td>Tel: 01241 870307</td>
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<tr>
<td>The Medical Centre</td>
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<td>7 Hill Place</td>
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<td>Arbroath</td>
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<td>The Health Centre</td>
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<td>Westgate</td>
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<td>Frockheim, By Arbroath</td>
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<td>DD11 4TX</td>
<td>Tel: 01241 828444</td>
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<td>Brechin</td>
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<td>DD9 7AN</td>
<td>Tel: 01356 624411</td>
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<td>Carnoustie</td>
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<td>Parkview Primary Care Centre</td>
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<td>Barry Road</td>
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<td>Carnoustie</td>
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<td>DD7 7RB</td>
<td>Tel: 01241 859888</td>
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<td>Edzell Health Centre</td>
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<td>High Street</td>
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<td>Edzell</td>
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<td>DD9 7TL</td>
<td>Tel: 01356 648209</td>
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FORFAR

Academy Medical Centre
Academy Street
Forfar
DD8 2HA                     Tel: 01307 462316
Ravenswood Surgery
New Road
Forfar
DD8 2AE                     Tel: 01307 463558
Lour Road Surgery
3 Lour Road
Forfar
DD8 2AS                     Tel: 01307 463122

KIRRIEMUIR

The Health Centre
Tannage Brae
Kirriemuir
DD8 4ES                     Tel: 01575 573333

MONIFIETH

Monifieth Health Centre
Victoria Street
Monifieth
DD5 4LX                     Tel: 01382 534301

MONTROSE

Castlegait Surgery
Links Health Centre
Frank Wood Way
Montrose
DD10 8TY                     Tel: 01674 672554
Annat Bank Practice
Links Health Centre
Frank Wood Way
Montrose
DD10 8Y                      Tel: 01674 673400
Townhead Practice
Links Health Centre
Frank Wood Way
Montrose
DD10 8TY                     Tel: 01674 676161

MINOR INJURIES UNITS (M.I.U)

If you are unwell when your GP practice is closed in the evening or at night you can call NHS 24 or attend one of the Minor Injury Units.

If you have a accident or any injury you can attend your nearest MIU, which is open 24 hours per day, 7 days per week.

Details of MIU in your area

<table>
<thead>
<tr>
<th>Address</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Minor Injury Unit</td>
<td></td>
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<tr>
<td>Arbroath Infirmary</td>
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<tr>
<td>Rosemount Road</td>
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<tr>
<td>Arbroath</td>
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<tr>
<td>DD11 2AT</td>
<td>Tel: 01241 822529</td>
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<tr>
<td>Minor Injury Unit</td>
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<tr>
<td>Brechin Infirmary</td>
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<tr>
<td>Infirmary Street</td>
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<tr>
<td>Brechin</td>
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<tr>
<td>DD9 7AN</td>
<td>Tel: 01356 666076</td>
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<tr>
<td>Minor Injury Unit</td>
<td></td>
</tr>
<tr>
<td>Links Medical Centre</td>
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<tr>
<td>Frank Wood Way</td>
<td></td>
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<tr>
<td>Montrose</td>
<td></td>
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<tr>
<td>DD10 8PY</td>
<td>Tel: 01674 832170</td>
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<tr>
<td>Minor Injury Unit</td>
<td></td>
</tr>
<tr>
<td>Whitehills Health &amp; Community Care Centre</td>
<td></td>
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<tr>
<td>Station Road</td>
<td></td>
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<tr>
<td>Forfar</td>
<td></td>
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<tr>
<td>DD8 3DY</td>
<td>Tel: 01307 468052</td>
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<tr>
<td>(For Kirriemuir area also)</td>
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<tr>
<td>Minor Injury Department</td>
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<tr>
<td>Parkview Primary Care Centre</td>
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<tr>
<td>Barry Road</td>
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<tr>
<td>Carnoustie</td>
<td></td>
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<tr>
<td>Mon – Fri 9am – 5pm only</td>
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<tr>
<td>DD7 7RB</td>
<td>Tel: 01241 859888</td>
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</tbody>
</table>
Dental Services
If you have toothache you can be seen at a Community Dental department as detailed below:

**ARBRORATH**
Springfield Medical Centre
30 Ponderlaw Street
Arbroath
DD11 1ES Tel: 01241 432481

Monday – Friday
You can also be seen by a final year Dental student, if you agree, on a Tuesday, Thursday or Friday.

**FORFAR**
Whitehills Health & Community Care Centre
Station Road
Forfar
DD8 3DY Tel: 01307 475040

Monday, Tuesday, Wednesday and Friday

**BRECHIN**
Brechin Health Centre
Infirmary Street
Brechin
DD9 7AN Tel: 01356 666024

Wednesday and Thursday

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**MONTROSE**
Links Health Centre
Frank Wood Way
Montrose
DD10 8PY Tel: 01674 667087

Tuesday and Friday
Appointments are Limited
You should telephone early for an emergency appointment between 08.30 – 09.00

**Harm Reduction**

**NXS ANGUS OUTREACH**
Harm Reduction
Constitution House
55 Constitution Road
Dundee Tel: 01382 424533
DD1 1LB Mobile No. 0771 5001621

Email. N.xs@tpct.scot.nhs.uk

Mondays and Thursdays 9 – 5pm
Provides the Angus area with advice and information on the prevention of HIV and HCV and other blood borne infections through offering a mobile needle exchange service and harm reduction advice and information on safer drug use and safer injecting. This service is anonymous and confidential.

People wishing to access this service can telephone either our base number or mobile phone and we will meet them at a mutually convenient place in Angus.

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**Sexual Health**
Advice on contraception is available at the following locations. You may be able to get condoms free of charge.

**ARBROATH/ FRIOCKHEIM**
Tuesday
2 – 6pm, Abbey Health Centre, Young People’s Family Planning Drop-in

Wednesday
1 – 2pm, Arbroath Infirmary, Outpatients department, Area B, Health Drop-in by Young People’s Health Worker
9.30 – 11.30am, Abbey Health Centre, Family Planning Clinic (Appointment only Tel: 01241 430303)

Thursday
9 – 11.30am, Abbey Health Centre, Family Planning Clinic (Appointment only Tel: 01241 430303)

**BRECHIN/ EDZELL**
Monday
5 – 6pm, Brechin Infirmary, Minor Injuries Unit, Health Drop-in by Young People’s Health Worker

Tuesday
4.15 – 5pm, Edzell Health Centre, Health Drop-in by Health Visitor

Wednesday
4 – 5pm, Damacre Centre, Damacre Road, Brechin Health Drop-in by Young People’s Health Worker

GPs & Primary Healthcare Team - Brechin Health Centre Tel: 01356 624411
Edzell Health Centre Tel: 01356 648209
The Web Project
29b Canmore Street
Forfar
DD8 3HT
Tel: 01307 460101
Email: webangus@btconnect.com

Monday 9-5pm, Tuesday 9-5pm, Wednesday 1-9pm, Thursday 1-9pm, Friday 9-5pm
Drop-in or contact office for more details. Meet workers during street work (sessions on Tuesday, Wednesday, Thursday and Friday). A youth led project, which is confidential. The project allows young people opportunity to access information, advice and support relating to drug use, contraception, pregnancy and sexual health.

Condom distribution and pregnancy testing as part of Tayside Condom Initiative

GPs & Primary Healthcare Team -
Kirkconnell Health Centre
Tel: 01575 673333

CARNoustie
GPs & Primary Healthcare Team -
Parkview Primary Care
Tel: 01241 859888

Mon 9am – 12.30pm, Whitehills health and Community Care Centre, Family Planning Clinic (Appointment only) Tel: 01307 475266

The Web Project
29b Canmore Street
Forfar
DD8 3HT
Tel: 01307 460101
Email: webangus@btconnect.com

Monday 9-5pm, Tuesday 9-5pm, Wednesday 1-9pm, Thursday 1-9pm, Friday 9-5pm
Drop-in or contact office for more details. Meet workers during street work (sessions on Tuesday, Wednesday, Thursday and Friday). A youth led project, which is confidential. The project allows young people opportunity to access information, advice and support relating to drug use, contraception, pregnancy and sexual health.

Condom distribution and pregnancy testing as part of Tayside Condom Initiative

GPs & Primary Healthcare Team -
Lour Road, Forfar
Tel: 01307 463122
Academy Medical Centre, Forfar
Tel: 01307 462316
Ravenswood Medical Centre
Tel: 01307 463558

KIRRIEMUIR
GPs & Primary Healthcare Team -
Kirriemuir Health Centre
Tel: 01575 673333

MONTROSE
Monday
1 - 2pm, Links Health Centre,
Outpatients department, Health Drop-in by Young People’s Worker

Tuesday
2 – 4pm, Links Health Centre, Outpatient department, Family Planning Clinic
(Appointment only, Tel: 01674 675115)

GPs & Primary Healthcare Team -
Townhead Practice
Tel: 01674 676161
Casltlegait Practice
Tel: 01674 672554
Annat Bank Practice
Tel: 01674 673400

H.I.V. Services
Gay Men’s Health Tayside
Specialist Health Promotion Service
Kings Cross
Dundee
DD3 8EA
Tel: 01382 525255
Email:
admin@gaymenshealthtayside.com
www.gaymenshealthtayside.com

Exists to promote the sexual health of gay and bisexual men living in Angus, Dundee and Perth & Kinross, reduce the spread of HIV within those communities and challenge the discrimination that can be faced by gay and bisexual men, including those infected and affected by HIV.

Immuno Deficiency Service
Ninewells Hospital
East Block
Level 4, Ninewells
Dundee

Out Patient Appointments: Pre and Post Test Counselling and Testing Appointment
Tel: 01382 496456

This service provides in patient and out patient care including supervision or combination anti HIV therapies throughout Tayside. It comprises of Medical staff, Nursing staff both ward based and community based, Dietician, Physiotherapist, Occupational Therapist, Clinical Psychological and Social Work/ care Management Team.

Out patients clinics are at Ninewells Hospital. Team members will also see patients at home or at locations preferred by the patient.

A Confidential Accelerated [next day results] Pre and Post Test, Counselling and Testing Services are available.

National AIDS Helpline
(24 hour FREEPHONE) Tel: 0800 56 71 23

BLOOD BORNE VIRUS TEAM
Providing a specialist service to people, their carers, families and friends where HIV and Hepatitis C is impacting on their health or social setting. They provide counselling, support and information as well as an advocacy service.

BBV Team
Social Work and Health
Gowanlea
12-14 Seaton Grove
Arbroath
DD11 5DX
Tel: 01241 437200

L.G.B.T
Diversitay (Lesbian Gay Bisexual Transgender Group)
P.O. Box 53
Dundee
DD1 3YG
Tel: 01382 202620
(Switchboard)
Tel: 01382 229622
(General enquiries)
Email: contact@diversitay.org.uk
www.diversitay.org.uk

Opening Times – Switchboard Helpline
Mondays 7-10pm
Self Referral.

Provide support and counselling for those who are LGBT or unsure of their sexuality or those affected by such issues.
School Education

Your child’s education is paid for by taxation and administered through Angus Council Education Department. All children must attend school from age 5-16. You must register your child for both primary and secondary school. Angus Council will tell you which school your child can attend and give you guidance on what to do next.

Tel: 08622 777 778
Email: accessline@angus.gov.uk

Children attend:
- Pre-school from age three to four
- Primary School from age five to twelve
- Secondary School from twelve to sixteen

If your child needs help with learning English this is called an ‘additional support need’ and will be provided. www.scotlandisetheplace.org.uk

Post School Education

Once children are over the age of 16, they may choose to go to college e.g. Angus College or university. The nearest universities are the University of Dundee, the University of Abertay Dundee, The University of Aberdeen, and Robert Gordon’s University in Aberdeen.

From the summer of 2005, all overseas students graduating from a Scottish university or college with an HND, undergraduate degree, masters or PhD can apply to stay on and work in Scotland for an additional two years under the government’s Fresh Talent: Working in Scotland scheme.

Further Education and Training

There are many opportunities for adults to access training and education in Angus. Advice on choices available can be found from Learn Direct (www.learndirect-advice.co.uk). This is a national database which will help you to find training and put you in touch with the education and training providers. Two specific providers are described below.

**ANGUS COLLEGE**

Angus College, based in Arbroath. It provides a range of full-time programmes, as well as extensive and expanding part-time vocational and leisure learning opportunities for everyone. Courses run at the main campus in Arbroath and also at learning centres in Brechin, Forfar, Kirriemuir and Montrose.

There are a wide range of full and part-time programmes including:
- Care
- Tourism
- Construction
- Computing
- Hairdressing
- Agriculture
- Art and Design
- Engineering
- Sport & Leisure
- Cookery
- Social Sciences
- Animal Care
- Gardening
- Interior Design
- Office
- Administration
- Business
- Beauty
- Motor Vehicle
- Complementary
- Therapies

**ENGLISH CLASSES**

Angus College offers evening classes in English for Speakers of Other Languages (Mondays and Wednesdays) from beginners to upper intermediate level and also Friday afternoons for intermediate levels. You may work towards qualifications through the Scottish Qualifications Authority.

Alternatively, if you work in Angus, you may be able to access English language training through your employer. Please ask your employer to contact the College for details.

Angus College will run a full-time ESOL (English for Speakers of Other Languages) course from September 2006.

**STUDENT SUPPORT**

The Advice Centre located in the Isla Building can provide advice on financial assistance issues and help you with any necessary funding applications.

**PROGRESSION TO UNIVERSITY**

If you wish to study at university, there are a number of full and part-time courses to help you prepare. Our English language courses may help you to meet the university entrance requirements.

**FURTHER INFORMATION**

If you’d like further information, please contact Sonja Cargill on Tel: 01241 432622 or visit the website at www.angus.ac.uk.

**COMMUNITY LEARNING AND DEVELOPMENT**

Community Centres throughout Angus offer a wide range of basic learning and personal development opportunities for all in their local communities including help for speakers of other languages, developing computing skills and literacy and numeracy skills. They also provide youth club facilities, outdoor education and have offices throughout the Angus area. To find out more about the services close to where you live, contact:

Community Learning & Development Service
Education Department
Angus Music Centre
Montrose Road
Forfar DD8 2HT
Tel: 01307 473951
Email: accessline@angus.gov.uk

**DIVERSE ROUTES**

An information booklet written for foreign nationals, migrant workers, asylum seekers and refugees, “Diverse Routes into Higher Education in Scotland”, contains valuable information about accessing further and higher education through a number of different routes. There is clear information on funding and how previous study can be recognised in the UK. It is available in print and on-line.

www.routes.co.uk
Tel: 01908 858787
Angus Council – Local Government

Angus Council is responsible for delivering the local authority services in the area.

In addition to the services and facilities provided in your own area such as schools, libraries and recycling centres - information about all of your council services is available online at www.angus.gov.uk/services, by telephone via ACCESSLine or at your local ACCESS office.

ACCESSLine: 08452 777 778 is your direct line for council services. It is a one-stop number, there to offer an easy way for you to contact the council and make any general enquiries, comments or formal complaints. It operates on a lo-call number from 8am-6pm, Monday – Friday.

As there are a large number of Council services available, detailed below are a selection of the services that may be of interest.

You may also wish to visit www.angusahead.com for additional information regarding local services and events in the area.

SOCIAL WORK AND HEALTH

In Angus, Social Work and Health provides a wide range of services to support individuals, families and carers. For information, advice and to access social work services: Phone Angus Council’s ACCESSLine: 08452 777 778

For emergency contact after 5pm and before 8.45am, weekends and public holidays: Tel: 01382 436430.

Library Services

LIBRARY FACILITIES

There are library facilities located in all of the main burgh area’s [towns] of Angus. These facilities are open Monday - Saturday in Arbroath, Forfar, Montrose, Kirriemuir, Monifieth, Brechin and Carnoustie.

All operate different opening times, however as a guide they are open by 10am.

There are also facilities with restricted opening hours in Edzell, Friockheim, Letham, Newtyle and a mobile library that supports the rural communities across Angus.

WHAT YOU CAN BORROW

All libraries stock a wide range of books, CDs, DVDs, videos and spoken word tapes. All borrowers are restricted to a maximum of 12 items on loan at any given time.

HOW TO REGISTER

It is only possible to borrow items from your library if you can provide two proofs of identity - one of which must have both your name and address, the other must have a signature. An example of these could be a signed credit card and an electricity statement or a driving licence.

INTERNET AND E-MAIL ACCESS

Free Internet and e-mail access is available to users in all libraries. The main burgh area libraries offer a visitor registration scheme to all overseas visitors. This will allow 1hour free internet access per session. It is possible to book these sessions in advance.

Leisure Services – Wet and Dry

There are wet and dry facilities located in all of the main towns of Angus.

These facilities offer a wide range of services e.g.

- Aerobics/Aqua Aerobics
- Badminton
- Basketball
- Fitness Suites
- Freeweights
- Indoor Football
- Martial Arts
- Outdoor Courts
- Short Tennis
- Squash
- Swimming
- Swimming Lessons
- Yoga

For further information on opening times and library locations contact the Angus Council ACCESSLine: 08452 777 778

Email: accessline@angus.gov.uk

www.angus.gov.uk (A-Z of services)

LEISURE CARD – ROUTES TO LEISURE

If you wish to use the facilities on a regular basis why not apply for a “Routes to Leisure” Card? This card offers users the opportunity to access a range of services and regular promotions which are available within the Angus Council Indoor Leisure facilities.

For more information please contact your local centre/swimming pool or contact ACCESSLine: 08452 777 778

Email: accessline@angus.gov.uk

www.angus.gov.uk (A-Z of services)
Community

Angus Association of Voluntary Organisations – AAVO

AAVO is the Council for Voluntary Service in Angus. It is funded by the Scottish Executive to provide practical and strategic support to community and voluntary groups. We provide free advice and guidance to groups on a wide range of subjects, from funding to charitable status. We also provide advice for organisations with support and development needs. AAVO holds contact information for key service providers in health, welfare and social care in Angus. Our website is: www.aavo.org.uk or you can email us at info@aavo.org.uk

Volunteer Centre Angus - VCA

VCA is the Local Volunteer Centre in Angus. It is funded by the Scottish Executive to provide volunteering opportunities to people in communities throughout Angus. VCA also provides support and development to volunteers and volunteer managers. Volunteering is made much easier with the help of Volunteer Centre Angus.

Volunteers

There may be restrictions on working as volunteer in the UK. If you are member of the European Union there are no restrictions on people volunteering – this freedom is also extended to nationals of Iceland, Norway and Liechtenstein. If you are coming from a non-European country then you need a work permit to take up employment (paid or unpaid) which includes volunteering. There are separate rules for refugees and asylum seekers. Working holiday makers are permitted to volunteer. Spouses of work permit holders are allowed to volunteer.

The Home Office has made an important concession to the general rule. The concession allows people from non-EU countries to volunteer if certain conditions are met:

- They volunteer with a registered charity
- Pocket money, board and accommodation may be provided, but no additional remunerations
- The volunteer’s work must be closely related to the aims of the organisation – they should be working with people rather than doing purely clerical, administrative or maintenance work (for which a work permit is required)
- The volunteer may be allowed to stay in the country for a maximum of 12 months
- The volunteers must not seek or take paid employment whilst they are here

Refugees

People who have refugee status or who have exceptional leave to remain, and family members, are allowed to do any type of work including voluntary work.

Asylum Seekers

Since April 2000, asylum seekers and family members are allowed to volunteer. This includes whilst they are appealing against a decision to refuse them asylum. As with other volunteers they can reimbursed for out of pocket expenses.

Source: Volunteer Edinburgh
www.volunteeredinburgh.org.uk/vols/foreignnational.htm
For further details or information on volunteering in Angus please contact Sandra or Gary on Tel: 01241 875525

Community Advice and Information

Angus Citizens Advice Bureau
Free, confidential and impartial advice on a range of subjects, including: Debt and Money advice; Benefits; Consumer issues; Housing; Legal Matters; Employment; Immigration and seeking asylum.

Arbroath: 11 Millgate Loan. Arbroath
Tel: 01241 870661

Forfar: 19 Queen Street, Forfar
Tel: 01307 467096

Montrose: 32 Castle Street, Montrose
Tel: 01674 673263 : www.cas.org.uk

Angus Welfare Rights Team is part of Angus Council Social Work. They provide free, confidential advice and information on a range of services, including Benefits, Homelessness, Money Advice and Employment. Phone to make an appointment.

Arbroath: Bruce House, Arbroath
Tel: 01241 435202

Forfar: Carseview Office, Forfar
Tel: 01307 474669

Social Housing

Angus Housing Association
Main Angus Office: 93 High Street, Arbroath
Tel: 01241 879537

Domestic Abuse

Angus Women’s Aid
Main Angus Office: 23 Market Place, Arbroath
Tel: 01241 439457

Mental Health Services

Augment – a service-user led agency
Main Angus Office: The Blue Hut, 24 Strathairlie Avenue, Arbroath
Tel: 01241 434405

Angus Mental Health Association
Main Angus Office: Lindsay St., Arbroath
Tel: 01241 873311

Youth Agencies and Projects

Café Project
Main Angus Location: Brothock Bridge, Arbroath
Tel: 01241 875200

The Attic
Main Angus Location: 19 Clerk St., Brechin
Tel: 01356 625099
Drugs Initiative Group
Angus Office: 1A Academy St., Forfar
Tel: 01307 467657

FURNITURE AND EQUIPMENT AGENCIES
Forfar Resource Store
Main Office: 9 Don Street, Forfar
Tel: 01307 469370

Furniture Recycling Project Angus
Main Office: Wardmill Works, Wardmill Rd Arbroath
Tel: 01241 437438

Montrose Area Furniture Recycling and Distribution (MAFRAD)
Main Office: 12 Lower Balmain Street, Montrose
Tel: 01674 671177

Starter Packs Angus
Main Office: Wardmill Works, Wardmill Road, Arbroath
Tel: 01241 875888

DRUGS AND ALCOHOL SUPPORT AGENCIES
ALCOHOL
Tayside Council on Alcohol
Main Office: 13 King Street, Dundee
Tel: 01382 223965

Alcoholics Anonymous (AA) Helpline
Tel: 0845 769 7555

DRUGS
Web Project
Main Angus Office: 29b Canmore Street, Forfar
Tel: 01307 460101

OTHER SUPPORT AGENCIES IN ANGUS
Victim Support Angus
Main Office: 15 Millgate, Arbroath
Tel: 01241 870096

Body Positive Dundee
Tel: 01382 461555

VCA
Volunteer Centre Angus
Main Office: 32-34 Guthrie Port, Arbroath
Tel: 01241 430349
www.volunteerangus.org.uk

AAVO
Angus Association of Voluntary Organisations
Main Office: 61 High Street, Arbroath
Tel: 01241 430349
www.aavo.org.uk

CHURCHES AND PLACES OF WORSHIP
All of the main churches are represented in Angus.

There are also a number of Places of Worship
Details of locations, services, current activity and contact information may be
had from a number of sources, including libraries, local newspapers, websites
and Angus Ahead.

Dundee has a wider range of Churches and Places of Worship, including most
faith groups. Details available from libraries, local newspapers, websites
and Angus Ahead.

Transport

Buses
Bus services operate throughout Angus. Each town has either a bus station, or a
main bus pick up point. Bus services are reduced at weekends and there is no
overnight service.

Trains
There are railway stations in Montrose, Arbroath, Carnoustie, Broughty Ferry
and Dundee. These connect to the entire rail network throughout the United
Kingdom. London by rail is within a 6 hour journey.

Air
Dundee Airport is located close to the
centre of Dundee. Direct flights to/from
London City Airport are available, as well
as other regional airports. The main
Scottish airports are located at
Aberdeen, Edinburgh and Glasgow.

Victim Support

Racist Incidents Multi-Agency Panel (RIMAP)
Are you a victim of racism?
Angus RIMAP is opposed to racism and racist abuse
Leaflets providing further information and contact details are available in
English, Arabic, Urdu, Polish, Russian
and Chinese from any of the RIMAP
agencies. Information in other
languages and formats can be made
available on request to

Angus Council
Tel: 08452 777778

Victim Support Angus
Tel: 01241 870096

Tayside Police
Tel: 01307 302200

NHS Tayside
Tel: 01382 424011
or call into your local police station.