

## LIST OF PROBATION CIRCULARS ISSUED IN 2004

### PURPOSE

This circular lists all the probation circulars issued in 2004.

### ACTION

This circular is for information only.

### SUMMARY

None

### RELEVANT PREVIOUS PROBATION CIRCULARS

None

### CONTACT FOR ENQUIRIES

Jay Das

Tel: 020 7217 0653

Email: [Jayesh.das@homeoffice.gsi.gov.uk](mailto:Jayesh.das@homeoffice.gsi.gov.uk)

## Probation Circular

### REFERENCE NO:

01/2005

### ISSUE DATE:

4 January 2005

### IMPLEMENTATION DATE:

Immediate

### EXPIRY DATE:

January 2010

### TO:

Chairs of Probation Boards  
Chief Officers of Probation  
Secretaries of Probation Boards

### CC:

Board Treasurers  
Regional Managers

### AUTHORISED BY:

George Barrow – Head of  
Communications

### ATTACHED:

N/A

| <b>PC No.</b> | <b>Date</b> | <b>Title</b>  | <b>Authorised By:</b>        |
|---------------|-------------|---|------------------------------|
| PC01/2004     | 06/01/04    | List of Probation Circulars Issued in 2003  | Sue Marsh                    |
| PC02/2004     | 06/01/04    | Deaths of Approved Premises' Residents  | Liz Hill                     |
| PC03/2004     | 07/01/04    | Offending Behaviour Programmes: Operational Programme Management Strategy and Revised Post-Programme Report | Meg Blumsom                  |
| PC04/2004     | 13/01/04    | Introduction of Internet Behaviour and Attitudes Questionnaire (IBAQ)                                       | Liz Hill                     |
| PC05/2004     | 19/01/04    | Offending Behaviour Programmes: Cognitive Skills Booster and CALM Programmes                                | Meg Blumsom                  |
| PC06/2004     | 22/01/04    | Drug Treatment & Testing Orders 2004/05: Targets, Performance Measures and Pooled Budget Advice             | Claire Wiggins               |
| PC07/2004     | 23/01/04    | Intermittent Custody – Addendum to PC61/2003  | Alison Foulds                |
| PC08/2004     | 27/01/04    | Remuneration for Board Members  | Tony Woolfenden              |
| PC09/2004     | 30/01/04    | Race & Ethnic Monitoring – Offender Ethnicity Data  | Diane Baderin                |
| PC10/2004     | 28/01/04    | Invoicing Threshold between Boards and NPD  | Mike DuBock                  |
| PC11/2004     | 02/02/04    | Basic Skills Monitoring   | Roger McGarva                |
| PC12/2004     | 12/02/04    | Learning and Skills Provision for Offenders in the Community: Operational Guidance                          | Martin Copsey                |
| PC13/2004     | 13/02/04    | Victim Contact Work: Guidance on contact work outside England and Wales                                     | Alison Foulds                |
| PC14/2004     | 16/02/04    | New H1 Monthly Statistical Form for use by Approved Premises from April 2004                                | Liz Hill                     |
| PC15/2004     | 18/02/04    | Trainee Forensic Psychologists – Pay  | Richard Cullen               |
| PC16/2004     | 18/02/04    | Profile of Delivery: Offending Behaviour Programmes   | Meg Blumsom<br>Roger McGarva |
| PC17/2004     | 23/02/04    | Enforcement: Offender Additional Information Sheet  | Steve Limpkin                |
| PC18/2004     | 30/03/04    | Deaths of Approved Premises' Residents - Investigations by the Prison and Probation Ombudsman               | Liz Hill                     |
| PC19/2004     | 01/04/04    | Notification of Critical Public Protection Cases  | Liz Hill                     |
| PC20/2004     | 07/04/04    | National Scheme for transfer of Public Protection Cases   | Liz Hill                     |
| PC21/2004     | 14/04/04    | Learning and Skills provision for Offenders in the Community: Draft Policy Framework                        | Martin Copsey                |

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|-----------|----------|---|-----------------------------|
| PC22/2004 | 22/04/04 | Health & Safety: National Health & Safety Policy Manual   | Richard Cullen              |
| PC23/2004 | 21/04/04 | Quality Management of Accredited Programmes   | Roger McGarva               |
| PC24/2004 | 30/04/04 | National Standards Monitoring   | Roger McGarva               |
| PC25/2004 | 05/05/04 | Guidance for Promoting Programme Completions through Restarts and Catch-Up Sessions   | Meg Blumsom                 |
| PC26/2004 | 10/05/04 | Drink Impaired Drivers Programme: Implementation of Revised Programme Materials for female offenders  | Meg Blumsom                 |
| PC27/2004 | 10/05/04 | Revisions to the Grant Payment Process  | Mike DuBock                 |
| PC28/2004 | 26/05/04 | Criminal Justice and Court Services Act 2000: Drug Testing as a Licence Condition and Further Guidance on Licence Procedures for Short Term Offenders | Claire Wiggins              |
| PC29/2004 | 26/05/04 | Information, Advice and Guidance (IAG) Arrangements   | Martin Copsey               |
| PC30/2004 | 27/05/04 | Learning and Skills for Offenders in Wales: Targets and Funding 2004-05   | Martin Copsey               |
| PC31/2004 | 02/06/04 | Quality Management of Enhanced Community Punishment   | Sarah Mann<br>Roger McGarva |
| PC32/2004 | 02/06/04 | What Works: Literacy and General Offending Behaviour Programmes   | Sarah Mann                  |
| PC33/2004 | 08/06/04 | Guidance on the handling of medication of Residents of Approved Premises  | Liz Hill                    |
| PC34/2004 | 10/06/04 | Parole Assessment Reports   | Liz Hill                    |
| PC35/2004 | 11/06/04 | Enhancing Public, Staff and Residents' security in Approved Premises  | Liz Hill                    |
| PC36/2004 | 16/06/04 | Interim Accredited Programme Software (IAPS)  | Meg Blumsom<br>Paul Duffin  |
| PC37/2004 | 18/06/04 | Annual National League Table for Occupancy in Approved Premises   | Liz Hill                    |
| PC38/2004 | 02/07/04 | Revised Targeting Strategy  | David Perry                 |
| PC39/2004 | 13/07/04 | Intensive Control and Change Programme (ICCP) & Prolific and Other Priority Offender (POPO) Strategy  | Sarah Mann                  |
| PC40/2004 | 16/07/04 | Strategy for Preventing Sudden Deaths in Approved Premises  | Liz Hill                    |
| PC41/2004 | 20/07/04 | Initial Guidance for the Prolific and Other Priority Offender Strategy: Catch and Convict Framework   | David Perry                 |

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|-----------|----------|--|----------------|
| PC42/2004 | 20/07/04 | Criminal Justice and Court Services Act 2000 (Amendment) Order 2004: Extension of Trigger Offences for Drug Testing Licence Conditions | Claire Wiggins |
| PC43/2004 | 22/07/04 | Managing Compliance and Enforcement of Community Penalties   | Roger McGarva  |
| PC44/2004 | 28/07/04 | Re-Launch of Accredited Programme Evaluation Measures (Psychometrics)  | Meg Blumsom    |
| PC45/2004 | 12/08/04 | Parole Board: Oral Hearings of Offenders' Representations Against Recall   | Liz Hill       |
| PC46/2004 | 05/08/04 | Information on Building on New Deal  | Martin Copsey  |
| PC47/2004 | 06/08/04 | Guidance on Funding of Substance Misuse Partnerships and the Criminal Justice Interventions Programme (CJIP)                           | Claire Wiggins |
| PC48/2004 | 20/08/04 | Reducing Re-offending National Action Plan   | Sarah Mann     |
| PC49/2004 | 23/08/04 | Guidance for Joint Working of CJIT and PPO Schemes   | Claire Wiggins |
| PC50/2004 | 10/09/04 | ECP Placement Provider Research  | Martin Copsey  |
| PC51/2004 | 15/09/04 | Supplementary Guidance for the PPO Strategy: Rehabilitation & Resettle Framework   | Claire Wiggins |
| PC52/2004 | 17/09/04 | Case Transfer Instructions   | Liz Hill       |
| PC53/2004 | 22/09/04 | Pre-Sentence Reports and OASys   | David Perry    |
| PC54/2004 | 14/10/04 | MAPPA Guidance   | Liz Hill       |
| PC55/2004 | 05/11/04 | DTTOs/DRRS Advice and information about changes and future arrangements  | Claire Wiggins |
| PC56/2004 | 09/12/04 | PPOs: Additional Licence Conditions for Drug Testing & Addressing Problems with Drugs  | Claire Wiggins |
| PC57/2004 | 16/12/04 | Quality Management of Enhanced Community Punishment  | Sarah Mann     |
| PC58/2004 | 23/12/04 | Area Business Plans 2005-06  | Roger McGarva  |
| PC59/2004 | 23/12/04 | Revisions to the Enhanced Community Punishment Scheme  | Martin Copsey  |
| PC60/2004 | 30/12/04 | Race & Ethnic Monitoring – Achieving Quality Data and Effective Implementation of 2001 16+1 Census Categorisation                      | Roger McGarva  |