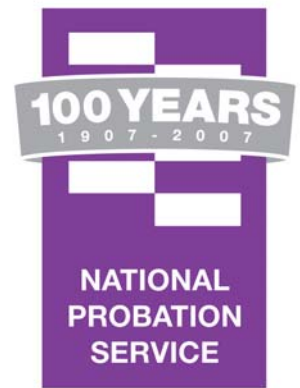


# Probation Circular



## PC07/2007 – INTRODUCTION OF NEW SERVICE LEVEL AGREEMENT FOR 2007-08 BETWEEN NOMS AND LANGLEY HOUSE TRUST

**IMPLEMENTATION DATE:** 1 April 2007

**EXPIRY DATE:** 31 March 2008

**TO:** Chairs of Probation Boards, Chief Officers of Probation, Secretaries of Probation Boards

**CC:** Board Treasurers, Regional Managers

**AUTHORISED BY:** John Scott, Head of Public Protection and Licensed Release Unit

**ATTACHED:** Annex A: Available on request

Annex B: Performance reporting framework

Annex C: Equality Impact Assessment Form

### RELEVANT PREVIOUS PROBATION CIRCULARS

PC09/2003

### CONTACT FOR ENQUIRIES

[Mike.tennant@homeoffice.gsi.gov.uk](mailto:Mike.tennant@homeoffice.gsi.gov.uk) or 020 7217 8226

## PURPOSE

To advise Areas of the introduction of a new Service Level Agreement (SLA) between NOMS Public Protection Unit (PPU) and Langley House Trust (LHT) for 2007-08.

## ACTION

Chief Officers are asked to note the contents of this Circular; to ensure it is distributed to all relevant members of staff, including Offender Managers and others who may make referrals to Langley House Trust projects; and to ensure it is brought to the attention of local police and other MAPPA partners.

## SUMMARY

A new SLA has now been agreed between PPU and LHT, replacing the SLA introduced by PC 9/2003. Under the terms of the new SLA, LHT will provide 100 places for MAPPA Level 2 and Level 3 offenders, giving priority to those moving on after a period of residence in Approved Premises. LHT will also continue to offer additional places for non-MAPPA cases. The placement of MAPPA offenders will need to take account of what public protection measures and other resources each project can offer.

## Background

1. Since 2003 the National Probation Service has had in place a Service Level Agreement with Langley House Trust (LHT). Under the terms of the SLA, details of which were set out in Probation Circular 9/2003, the Trust was funded to provide bed spaces for offenders subject to NPS supervision, and for other non-statutory cases where appropriate. Many offenders placed with LHT have posed a significant risk of harm to others, including some who were managed under the Multi Agency Public Protection Arrangements (MAPPA). In the time that has elapsed since the SLA was established, a number of significant improvements have been made to the Approved Premises Estate in order to strengthen its ability to manage high risk of harm offenders. These include the introduction of double waking night cover, the delivery of a risk of harm training package specifically geared to the needs of Approved Premises staff and the installation of CCTV and various other security measures in a great many premises. In light of these developments, we have reviewed the supported accommodation offered by LHT and reappraised how that provision as it stands should be utilised. The new SLA, agreed between NOMS PPU and LHT, has emerged from that review process.
2. The vast majority of LHT beds are provided in what might be called 'mainstream' projects. This SLA is applicable only to those projects. It does not apply to the Enhanced Supervision Beds, now located at a single project and reserved for the placement of very high risk offenders, with serious mental health problems, who are registered as Critical Public Protection Cases (CPPCs). The use of those beds is dealt with under the revised CPPC Circular.

## The new SLA

3. The new SLA is for one year only in the first instance. It will be reviewed jointly by PPU and LHT during the second half of 2007-08, taking account of any relevant developments in NOMS commissioning arrangements, LHT services and other matters affecting the provision of supported accommodation for offenders.
4. Under the terms of the new SLA, LHT will make available a minimum of 100 beds for offenders being managed at MAPPA Level 2 and Level 3. Priority will be given to offenders released from custody who have completed an initial period of residence on licence in Approved Premises. The use of LHT beds as a planned move-on option for high risk offenders who have completed a period of residence in Approved Premises has been the key driver in developing the new SLA. Additionally, LHT will make available a significant number of beds for a range of offenders being managed by probation, but not subject to the MAPPA.

## Placements for MAPPA cases

5. Offenders being released from custody, who will be managed initially at MAPPA Level 3, should not be placed in an LHT project in the first instance. The only exception to this rule is the ESB project referred to above, which will continue to take MAPPA Level 3 referrals directly. This exception apart, MAPPA Level 3 offenders who require placement in managed accommodation should normally be referred to Approved Premises. MAPPA Level 2 offenders may be placed directly in any LHT project on release, if the assessment of risk and need suggests that they do not require the level of oversight and enhanced supervision offered by Approved Premises.

6. LHT projects can be considered as a suitable move-on option for all MAPPA offenders placed initially in Approved Premises. In all cases where offenders are being managed at MAPPA Level 3 or Level 2, planning for initial and second-stage accommodation should involve the relevant panel. LHT managers should be invited to contribute to panel discussions when referral to an LHT project is under consideration, and will advise the panel on the contribution a placement could make to the risk management plan.

### **Targeting and suitability**

7. LHT has a variety of projects, many of them offering valuable specialised rehabilitation. The projects vary with regard to regime, staffing arrangements, security measures and exclusions. The placement of MAPPA cases in particular requires a careful individual assessment of the offender's risk and criminogenic needs, taking account of the public protection measures and rehabilitative work the project under consideration can provide.
8. Annex A provides some detail on each LHT project and what it can offer. Further information on what is provided at each project should be obtained from LHT when a referral is being considered.

### **Referrals and admissions**

9. All referrals to LHT projects should provide, as a minimum, the following documentation:
  - A completed LHT application form (obtainable from any LHT project, regional office or head office)
  - An up to date list of previous convictions
  - The most recent full OASys assessment and Sentence Plan
  - The most recent Pre-Sentence Report
10. Additionally, the following should be provided where available and relevant:
  - The most recent Parole Reports
  - The proposed licence conditions
  - Other relevant reports on the offender's behaviour, progress, treatment etc whilst in prison
  - Medical reports
  - Reports from accredited programmes
  - MAPPA panel minutes (or the Executive Summary of the minutes)
  - The Single Care Plan for offenders subject to the Care Programme Approach
11. Referrals should be sent to LHT well in advance of the proposed date of admission. A minimum two month lead-in time is ideal, though it is acknowledged that in exceptional circumstances this may not be possible.
12. All referrals will be subject to careful assessment and consideration by LHT. The preferred model is a face-to-face interview between the offender and an LHT manager, though again this may not always be achievable. Offender Managers making out-of-area referrals will ensure that case transfer arrangements are in place with the receiving area before final acceptance is confirmed. Additionally, both Offender Managers and LHT will ensure that information about out-of-area referrals on MAPPA-managed offenders is shared with relevant partner agencies, particularly the police, and that those agencies are involved in the decision on whether or not to accept the referral. LHT will ensure that decisions on referrals are timely, and communicated to referrers as soon as practicable.

### **Offender management**

13. For all probation-managed residents in LHT projects, responsibility for managing the case rests with the Offender Manager. This includes assessment, sentence planning, review, evaluation and enforcement. These responsibilities can never be delegated to LHT. However, LHT staff will be expected to contribute to the delivery of the Sentence Plan, including the provision of relevant information about the offender's behaviour and contributions to any enforcement action that may be necessary. The Sentence Plan should specify the interventions that LHT will provide, for example, help with literacy/numeracy, the development of independent living skills or assistance with long-term resettlement.

### **Performance reporting**

14. LHT will report to PPU on a monthly basis against a range of performance measures. These include data on referrals, admissions, interventions and outcomes. Annex B shows the full list of performance measures.

## Reporting Framework

Reporting Period:

Indicator		Total	Contracted Residents
PI 1	Number of referrals from AP		
PI 2	Number of referrals from Non AP		
PI 3	Number of MAPPA 2 Admissions ( From AP)		
PI 4	Number of MAPPA 2 Admissions (From other than AP)		
PI 5	Number of MAPPA 3 Admissions (From AP)		
PI 6	Number of MAPPA 3 Admissions (From other than AP)		
PI 7	Number of non-MAPPA Admissions subject to Probation management		
PI 8	Number of MAPPA managed residents accommodated by LHT		
PI 9	Number of residents undertaking constructive interventions		
PI 10	Number of successful departures (planned moves to more independent accommodation)		
PI 11	Number of evictions for breach of Tenancy / Residential Licence		
PI 12	Number of residents recalled during the period		
PI 13	Number reconvicted whilst resident		

**A. INITIAL SCREENING**

**1. Title of function, policy or practice (including common practice)**

*Is this a new policy under development or an existing one?*

- **PC07/2007 – Introduction of new service level agreement for 2007-08 between NOMS and Langley House Trust**
- Replacement of existing policy

**2. Aims, purpose and outcomes of function, policy or practice**

*What is the function, policy or practice addressing? What operational work or employment/HR activities are covered? What outcomes are expected?*

The Circular advises of the introduction of a new SLA with LHT, replacing the SLA that has been in place since 2003. It provides specific guidance on:

- The placement of MAPPA-managed offenders
- Targeting and suitability
- Referrals and admissions
- Offender management
- Performance reporting

Annex A contains a list of LHT projects, Annex B a list of performance measures.

**3. Target groups**

*Who is the policy aimed at? Which specific groups are likely to be affected by its implementation? This could be staff, service users, partners, contractors. For each equality target group, **think about possible positive or negative impact, benefits or disadvantages**, and **if negative impact is this at a high medium or low level**. Give reasons for your assessment. This could be existing knowledge or monitoring, national research, through talking to the groups concerned, etc. If there is possible negative impact a full impact assessment is needed. The high, medium or low impact will indicate level of priority to give the full assessment. Please use the table below to do this.*

<b>Equality target group</b>	<b>Positive impact – could benefit</b>	<b>Negative impact - could disadvantage</b>	<b>Reason for assessment and explanation of possible impact</b>
Women	Yes	NA	The SLA requires LHT, inter alia, to provide facilities, a regime and a staff team that are accessible to all relevant offender groups and cater for their diverse needs.
Men	Yes	NA	
Asian/Asian British people	Yes	NA	
Black/Black British people	Yes	NA	
Chinese people or other groups	Yes	NA	
People of mixed race	Yes	NA	
White people (incl Irish people)	Yes	NA	
Travellers or Gypsies	Yes	NA	
Disabled people	Yes	NA	
Lesbians, gay men & bisexual people	Yes	NA	
Transgender people	Yes	NA	
Older people over 60	Yes	NA	

Young people (17-25) & children	Yes	NA	
Faith groups	Yes	NA	

**4. Further research/questions to answer**

As a result of the above, indicate what questions might need to be answered in the full impact assessment and what additional research or evidence might be needed to do this.

None required.

**Initial screening done by: Mike Tennant**

**Position: Head of Approved Premises**

**Date: 20 March 2007**