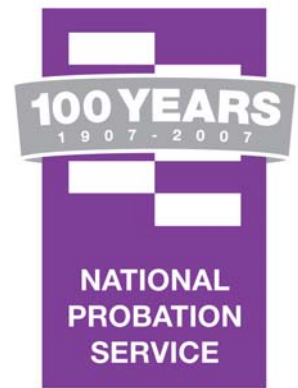


Probation Circular



PC14/2007 – ANNUAL REPORTS AND ACCOUNTS 2006-07

IMPLEMENTATION DATE: 6 June 2007

EXPIRY DATE: May 2008

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

CC: Board Treasurers, Regional Managers

AUTHORISED BY: Paris Mikkides, Head of NOMS Performance Management Unit

ATTACHED: Annex A – Format and Content of the Annual Report and Accounts

Annex B – Probation Area Targets for 2006-07

Annex C – Annual Report Template

Annex D – Equality Impact Assessment Form

RELEVANT PREVIOUS PROBATION CIRCULARS

PC14/2006

CONTACT FOR ENQUIRIES

Ed.Stradling@justice.gsi.gov.uk or 020 7035 6145

PURPOSE

To inform areas of the content, format and timetable for submission of annual reports and accounts for 2006-07

ACTION

Areas should prepare their annual reports and accounts in accordance with framework set out within this circular and the guidance supplied by the NOMS Finance Unit.

Areas should send a single copy of the audited annual report and accounts in hard copy to NOMS Finance Unit by 6th July 2007 and in electronic format to Ed Stradling, NOMS Performance Management Unit, by the same date (Ed.Stradling@justice.gsi.gov.uk).

SUMMARY

The format for annual reports for 2006-07 takes account of the requirement to adhere to the principles outlined within the Treasury Financial Reporting Manual for 2006-07 (FReM). These stipulate that a management commentary should henceforth replace the former Operating and Financial Reviews referred to in the 2005-06 FReM and encompass both reporting elements within a single document. Details of the requirements in terms of content are attached at Annex A.

A report template is attached at Annex C, should areas wish to use it.

FORMAT AND CONTENT OF THE ANNUAL REPORT AND ACCOUNTS

In accordance with current Treasury guidelines, the annual report and accounts for 2006-07 will comprise a single document made up of two parts:

- Part 1 will contain the Management Commentary upon performance. As in previous years, the targets are arranged under the EFQM Excellence Model results headings, and the emphasis is on reporting against the key targets identified rather than all of the indicators. These are set out below and in the subsequent annexes.
- Part 2 will comprise the Management Commentary upon finance, together with the audited statement of accounts, which must be produced using the Statement of Accounts 2006-07 template supplied by NOMS Finance and in accordance with the guidance contained within the foreword and paragraphs 7.2.9. - 7.2.19 of the Government Financial Reporting Manual (FReM). This may be found at: <http://www.financial-reporting.gov.uk/2006-07%20FReM.pdf>

In addition to the full report, areas may also wish to produce a condensed version with a summary of accounts for circulation to other organisations and stakeholders that might not wish to see the full statement (though areas can make arrangements for the full statement to be made available to those that request it). However, **the summary must not replace the full annual report, which must contain the unabridged accounts as required by the Treasury.**

Areas should send a further copy of their full annual report to each of the following:

Kay Wood (a single hard copy only)
NOMS Finance
3rd Floor Fry, NW Quarter
2 Marsham Street
London SW1P 4DF

Beverley Folkes
HMI Probation
2nd Floor
Ashley House
2 Monck Street
London
SW1P 2BQ

The Regional Manager
The Regional Offender Manager

Areas are also asked to send a copy of the summary report (or the full report if no summary is produced) to NOMS Communications Team, 1st Floor, Abell House.

To assist in production of the finished document areas can use the electronic template as has been available in previous years.

Content of the Report

Areas should include the following sections in the report:

INTRODUCTION

Aims of the National Probation Service

MANAGEMENT COMMENTARY PART 1: OPERATIONAL AND PERFORMANCE REVIEW

A. Enablers:

*A commentary upon the operating environment during 2006-07 in respect of Leadership, Policy & Strategy, People Management (including actions to comply with the National Health and Safety Policy), Partnerships & Resources and Processes **which enabled the aforementioned results to be achieved.***

In completing this section areas may find it helpful to refer to the examples of 'areas to address' given in the *Guide to the Use of the EFQM Excellence Model ® in the National Probation Service.*

Areas should refer specifically to how they have addressed the improvement priorities identified in their area plan for 2006-07.

Please note that a foreword on behalf of the Chief Officer is no longer required.

B. Results

A report of the area's achievements in 2006-07.

This should include results for the specific Performance Targets and Performance Measures set out below under each results section plus any local targets from the area plan for 2006-07. Areas are encouraged to be selective in relation to Performance Measures. For ease of reference, individual area targets are shown in Annex B.

Performance Targets and Performance Measures 2006-07:

Customer Results

Reference:	Description of Target/ Measure:
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PT 2	Victim contact: victim or victim's family to be contacted within National Standard of 8 weeks from sentence in 85% of cases involving serious sexual or other violent offence where offender is sentenced to 12 months or more.
PT 8	Number of Skills for Life referrals achieved against target.
PT 9	Number of unemployed offenders gaining employment against target.
PM 6	Number of offenders placed in employment that is retained for four weeks against target.

People Results

Reference: Description of Target/ Measure:

- PT 12** Contribution to achieving regionally set employment targets for minority ethnic staff.
- PT 13** Proportion of race and ethnic monitoring data on (a) staff and (b) offenders which is returned on time and using the correct (Census 2001) classifications (Target = 95%).
- PT 14** Reduce sickness absence in the National Probation Service to an average of 9 days per member of staff per year.

Society Results

Reference: Description of Target/ Measure:

Any local targets which apply.

Key Performance Results

Reference: Description of Target/ Measure:

- PT1** 90% of risk assessments, risk management plans and OASys sentence plans are completed on high risk offenders completed within 5 working days of the commencement of the order or release into the community.
- PT 3** 90% of risk assessments and OASys sentence plans are completed on Prolific and Other Priority Offenders (PPOs) completed within 5 working days of the commencement of the order or release into the community.
- PT 4** 90% of PSRs to be completed within the required time, i.e.
- on the day requested for fast delivery PSRs to magistrates' courts;
 - within 15 working days for standard delivery PSRs to magistrates' courts, except where the offender is remanded in custody in which case the timescale is 10 working days;
 - by the date set by the commissioning court for Crown Courts.
- PM 1** 40% of PSRs for Magistrates' Courts to be fast delivery
- PT 5** Number of successful completions of Unpaid Work against target.
- PT 6** Initiate breach proceedings in accordance with National Standards within 10 working days in 90% of cases.
- PT 7** Compliance: the proportion of arranged appointments which the offender attends in the first 26 weeks. (Target = 85%)
- PM 2** Compliance: the proportion of cases that reach the six months stage without requiring breach action (no second unacceptable failure to comply with an order, no third unacceptable failure to comply with a licence). (Target = 70%)
- PM 3** Compliance: the average number of acceptable failures to attend appointments in orders and licences during the first 26 weeks.

PM 4	Compliance: the proportion of orders and licences that terminate successfully.
PT 10	Number of successful DTTO/DRR completions against target.
PM 7	Number of DTTO/DRR commencements against target
PM 8	90% of first contacts on DTTOs/DRRs arranged with (a) the probation service for within one working day and (b) the treatment provider for within two working days
PT 11	Number of accredited programme completions against target, including contribution to regional targets on sex offender treatment programme completions and domestic violence programme completions.
PM 9	Percentage of offenders starting an accredited programme out of the total number of programme requirements.
PM 10	Percentage of offenders completing an accredited programme out of the total who attend the first session.

C. Workload and Activity Statistics

- Commencements by type of order/ licence.
- Caseload at 31.03.07 compared to 31.03.06 by type of order/ licence.
- Reports produced by Unpaid Work hours ordered/worked (incl. CPO and CPRO).
- Victims: the total number contracted within 8 weeks of sentence.
- To include trends over previous five years (where available)

D. Names of Board Members & Official Contact Address

MANAGEMENT COMMENTARY PART 2: FINANCIAL REVIEW & REMUNERATION REPORT 2006-07

(Using the 2006/07 template and guidance forwarded to Boards by NOMS Finance)

- Part 2 will comprise the Management Commentary upon finance and will contain the audited statement of accounts, which must be produced using the Statement of Accounts 2006-07 template referred to above
- **Full supplementary guidance on issues which should be covered when reporting on annual accounts may be found in *Section 7.2, The Annual Report of the Government Financial Reporting Manual (FReM)* and may be accessed via the attached hyperlink. <http://www.financial-reporting.gov.uk/2006-07%20FReM.pdf>**

Deadlines for submission

6 July 2007 – Final Audited Annual report and accounts to NOMS Finance Unit.

20 July 2007 – Electronic version of above to Ed.Stradling@justice.gsi.gov.uk in NOMS Performance Management Unit.

PROBATION AREA TARGETS 2006-07

Area	Accredited Programmes	DTTO/DRR Commencements	DTTO/DRR Completions	ECP/Unpaid Work Completions	Skills for Life Referrals	Employment: Job Entries	Employment: Sustained
Avon & Somerset	439	378	129	1074	1134	354	283
Bedfordshire	171	159	49	480	478	149	120
Cambridgeshire	185	179	53	679	536	168	134
Cheshire	236	270	54	836	809	253	202
County Durham	234	217	51	526	651	204	163
Cumbria	157	148	35	555	445	139	111
Derbyshire	320	284	76	1016	852	266	213
Devon/Cornwall	461	392	112	1137	1177	368	294
Dorset	187	153	48	475	459	143	115
Dyfed/Powys	129	140	48	371	420	131	105
Essex	417	376	102	1215	1127	352	282
Gloucestershire	166	131	38	382	393	123	98
G.Manchester	1431	961	344	3578	2884	901	721
Gwent	202	211	68	598	632	198	158
Hampshire	496	458	99	1747	1375	430	344
Hertfordshire	192	215	65	660	645	202	161
Humberside	303	316	110	1020	949	297	237
Kent	370	412	125	1418	1235	386	309
Lancashire	586	475	165	1372	1425	445	356
Leicestershire	358	281	89	1097	842	263	210
Lincolnshire	284	170	59	509	510	159	127
London	2164	2426	813	7029	7278	2274	1819
Merseyside	686	579	197	1628	1737	543	434
Norfolk	234	215	48	747	646	202	161
North Wales	281	200	59	672	601	188	150
North Yorkshire	218	177	67	647	532	166	133
Northamptonshire	191	178	62	523	533	167	133
Northumbria	688	518	133	1332	1553	485	388
Nottinghamshire	261	366	144	1316	1099	344	275
South Wales	538	453	143	1464	1358	424	340
South Yorkshire	551	479	144	1443	1438	449	360
Staffordshire	360	313	97	957	939	293	235
Suffolk	186	166	35	552	497	155	124
Surrey	204	170	53	569	511	160	128
Sussex	381	337	100	1048	1011	316	253
Teesside	245	252	81	718	755	236	189
Thames Valley	452	439	164	1478	1316	411	329
Warwickshire	150	122	34	367	366	114	91
West Mercia	345	290	85	920	871	272	218
West Midlands	1062	1066	326	2978	3197	999	799
West Yorkshire	871	783	243	2452	2349	734	587
Wiltshire	109	145	53	415	435	136	109
England & Wales	17,500	16,000	5,000	50,000	48,000	15,000	12,000



xxxxxxx Probation Board

ANNUAL REPORT

2006-07

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A. INITIAL SCREENING

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

Probation Circular: Annual Reports and Accounts 2006-07.

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

To inform probation areas of the format, content and timescale for submission of their annual reports and accounts for 2006-07.

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.

The circular is aimed at probation staff with responsibility for producing the annual report and accounts for their area. The guidance it contains in respect of the annual report is structured around the EFQM Excellence Model, which provides a framework for pursuing organisational excellence on a number of fronts, including how the organisation ensures equality both as an employer and in relation to external stakeholders and wider society. The guidance also specifically requires areas to report on their performance against NPS equality targets.

Equality target group	Positive impact - could benefit	Negative impact - could disadvantage H/M/L	Reason for assessment and explanation of possible impact

Women	Yes	Nil	The annual report uses a framework that supports equality. This has the potential to benefit all groups.
Men	Yes	Nil	As above.
Asian/Asian British people	Yes	Nil	As above.
Black/Black British people	Yes	Nil	As above.
Chinese people or other groups	Yes	Nil	As above.
People of mixed race	Yes	Nil	As above.
White people (inc.Irish people)	Yes	Nil	As above.
Travellers or Gypsies	Yes	Nil	As above.
Disabled people	Yes	Nil	As above.
Lesbians, gay men ,bisexual people	Yes	Nil	As above.
Transgender people	Yes	Nil	As above.
Older people over 60	Yes	Nil	As above.
Young people (17-25) and children	Yes	Nil	As above.
Faith groups	Yes	Nil	As above.

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.

Initial screening done by:

Name/position: Ed Stradling, NOMS Performance Management Unit

Date: 11 May 2007