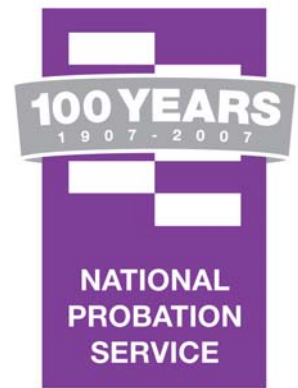


Probation Circular



PC15/2007 – APRIL 2007 SUB-CONTRACTING RETURN

IMPLEMENTATION DATE: 1 June 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: Roger Hill, Director of National Probation Service

ATTACHED: Annex A: Sub-Contracting Return

Annex B: Equality Impact Assessment Form

RELEVANT PREVIOUS PROBATION CIRCULARS

PC33/2006; PC07/2006

CONTACT FOR ENQUIRIES

Anton.Obholzer@homeoffice.gsi.gov.uk or 020 7217 2016

Avril.Hall4@homeoffice.gsi.gov.uk or 020 7217 5892

PURPOSE

To request submission of the bi-annual sub-contracting return required under PC07/2006; and to request that Areas notify NOMS Commercial and Competitions Unit of contracts to be let.

ACTION

Area Board Treasurers to make the attached return – reporting the value of sub-contracts and grants in 2007 and the value of those in place on 1st April 2007 in 2007-08 – to Avril Hall, Assistant Project Manager, Value for Money Project (Avril.Hall4@homeoffice.gsi.gov.uk) by 18 June 2007. And Area Board Treasurers to notify NOMS CCU when they are putting a contract out to tender, or consulting with providers on doing so, in order that providers registered with the National Provider Network can be alerted.

SUMMARY

Public Value Partnerships set Boards the target of sub-contracting 5% of the value of services to the Private and Third Sector in 2006-07 and 10% in 2007-08. Boards have been advised to use this target to develop the skills and relationships necessary to being Lead Providers as described in PC33/2007.

Notes on Sub-Contracting

Introduction

1. The position on sub-contracting has not changed since PC33/06 was issued:
 - a. The target for 2006-07 was 5% and is 10% for 2007-08
 - b. There is currently no target beyond April 2008
 - c. The measurement rules are unaltered
 - d. Sub-contracting must represent value-for-money.
2. Any development of this position will follow in the form of a circular.

Templates

3. Please complete the returns. One worksheet is for reporting achievement in 2006-07, the other for reporting the 2007-08 value of contracts in place on 1st April 2007.
4. Returns must be agreed by the ROM/DOM before being submitted.

Measurement

5. In line with commissioning having greater involvement in the development of sub-contracting, the Director of the Commissioning and Contestability Programme has decided that the current measurement rules should be unchanged. These unchanged measurement rules are detailed in the completion notes to the templates.

Transparency

6. The 2007-08 returns will be shared with all Areas and ROMs to support the spreading of best practice. Therefore Areas are encouraged to include whatever information in the Description of Service box they believe may be helpful to other Areas. This version of the returns for sharing will not contain any financial data to avoid concerns about commercial sensitivity.

VAT

7. NOMS Finance has informed Treasurers of the beneficial change to VAT rules on sub-contracts.

Union Consultation

8. Areas are reminded to consult with their unions at the earliest appropriate opportunity about their sub-contracting plans. Experience from Areas has shown that a partnership

approach has improved the experience for all parties and avoided unnecessary conflict.

Notifying NOMS National Provider Network of Contracts

9. Areas are asked to notify the National Provider Network when they are going to let a contract or going to consult the market about doing so. This will ensure that the very many subscribers to the National Provider Network are alerted and so improve the Area's prospects of securing strong bids.
10. Such notifications should be sent to (NPNinfo@homeoffice.gsi.gov.uk) as a Word document five days before the date to be circulated to NPN subscribers.

Area Sub-Contracting Reporting Template Completion Notes

Please read these notes before completing the template

Introduction

In Public Value Partnerships, published in August 2006, Ministers set Boards the target of sub-contracting 10% in 2006-07.

In order that achievement against this target can be reported to Ministers, and to support the spreading of best practice, returns are being collected by the VfM Project of the Probation Change Programme on behalf of NOMS Commission.

Areas were advised in PC33/06 to use the sub-contracting target as an opportunity to build their skills and experience. Value for money can be secured.

The Templates

The first sheet "2006-07 Actual" is to report the level of sub-contracting actually achieved in 2006-07.

The second sheet "2007-08" is to report the value in 2007-08 of sub-contracts which were in place on 1st April 2007.

In both templates please include contracts which the public sector has won in open-competition. Although these do not count towards the target, Ministers will be interested to know in how many instances the public sector has won contracts ahead of the private sector.

Please ensure that it is made clear in the Description of Service box whether the service is specifically for groups defined in the Act.

Measurement Rules

Measurement is on the basis that:

It is a percentage of the Area Main Grant.

To be counted, services must be:

- Offender-facing services delivered by the third or private sector (i.e. not the public sector or back-office services); and
- be within the control of the Area

Therefore, included are: Victim Contact, Court Work, Offender Management; Accredited Programmes, Unpaid Work, and other services.

And excluded are services where the funding is controlled by other organisations: OLASS (Education and Training in the Probation Service), Probation Authorities (Supporting People), and centrally provided (sub-contracted Approved Premises).

It should be noted that:

- Both grants and sub-contracts count;
- Services count where they are funded by the Board but are not part of the Area Main Grant, e.g. other funding which is used to fund services;
- Secondments to private or voluntary organisations delivering eligible services count to the extent the Board is not responsible for the funding.


Template Submission

Before being submitted templates must be cleared by the ROM/DOM.

Please submit the template electronically to Avril.Hall4@homeoffice.gsi.gov.uk by 18 June 2007.

If you have any queries about this template, please contact Anton Obholzer (020 7217 2016).

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icting 10% in 2007-08, building on the 5% target in 2006-07

ng of best practice, Areas are required to report bi-annually. These
MS Commissioning & Partnerships.

s and experience as lead providers, sub-contracting where greater

1 1st April 2007

ough these do not count towards achievement of the target,
d of the private and third sectors

y for groups defined by BME, gender or disability

fice services); and

s, Unpaid Work, and other services to offenders and victims.

and Training in England), DATs (drug services in England), Local

er funding which has been won

e Board is not reimbursec



Area Sub-Contracting Reporting Template: Value of Contracts and

Date Completed
Area
Partnership Manager
Phone
E-Mail

Area Main Grant **2006-07**

Name of Provider Organisation

Provider's E-Mail Address

Sector: Private,
Third, or Public

Grants in 2006-07

Contract or Grant	Start Date	End Date	Value (£)	Value in 06-07 (£)
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Description of Service (including volumes and details of target group)



Area Sub-Contracting Reporting Template: Value in 07-08

Area Main Grant 2007-08

Forecast Sub-Contracting at end of 07-08

Expected % of Q4 07-08 Grant Sub-Contracted

Name of Provider Organisation

Provider's E-Mail Address

of Contracts and Grants in place on 1st April 07

Sector: Private, Third, or Public	Contract or Grant	Start Date	End Date	Value (£)	Value in 07-08 (£)
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Any Supporting Notes on Forecast Sub-Contracting in 2007-08

Description of Service (including volumes and details of target group)



NPS EQUALITY IMPACT ASSESSMENT TEMPLATE

A. INITIAL SCREENING

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

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

Alliances Template: April'07 Return – (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?

Public Value Partnerships set Boards the target of sub-contracting 5% of the value of services to the Private and Third Sector in 2006-07 and 10% in 2007-08. Boards have been advised to use this target to develop the skills and relationships necessary to being Lead Providers as described in PC33/07. This PC aims therefore to request submission of the bi-annual sub-contracting returns stating what actions are required.

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.

At this stage, Area Board Treasurers will be affected as this is merely a PC requesting information to be fed back to the Probation Change Programme.

Equality target group	Positive impact – could benefit	Negative impact - could disadvantage	Reason for assessment and explanation of possible impact
Women	N/A	N/A	Filling in of template, no further action required at this stage that will have an impact on this group
Men	"	"	"
Asian/Asian British people	"	"	"
Black/Black British			"

NPS Race Equality Impact Assessment template

people	"	"	
Chinese people or other groups	N/A	N/A	"
People of mixed race	"	"	"
White people (including Irish people)	"	"	"
Travellers or Gypsies	"	"	"
Disabled people	Not known	Not known	Template has been completed before and no report has been received as to the impact on this group.
Lesbians, gay men and bisexual people	N/A	N/A	Filling in of template required only at this stage. No further action needed that will have an impact on this group.
Transgender people	"	"	"
Older people over 60	"	"	
Young people (17-25) and children	"	"	"
Faith groups	"	"	"

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.

What changes will be made as a result of information inputted in template?

Initial screening done by: Avril Hall

Name/position: Assistant Project Manager

Date: 10.5.07