

Service	Deliver Rehabilitation Activity Requirement	Version	P1.0
Document	Service Specification	Sign-off Complete	ISAB 08-10-2013



National Offender
Management Service

Service Specification for

Deliver Rehabilitation Activity Requirement

Service Specification Document

This document defines the service, including the required outcome(s) and outputs. As part of an SLA or Contract, the national minimum outputs in this document are mandatory for all providers. The document can also contain optional outputs that are available for Commissioners to commission.

1. Service Specification Document	2. Operating Model	3. Direct Service Costs & Assumptions Document	4. Cost Spreadsheet
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Version Control Table		
Version No.	Reason for Issue / Changes	Date Issued
P1.0	Go live publication. First publication.	28/03/2014

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Introduction to Deliver Rehabilitation Activity Requirement Specification

1.	Service Name	Deliver Rehabilitation Activity Requirement
2.	Key Outcome(s) for Service	<ul style="list-style-type: none"> • The sentence of the court is delivered • Reoffending is reduced • The public is protected
3.	Definition of Service	<p>The Rehabilitation Activity Requirement will be delivered to all offenders sentenced to such a requirement by the Courts as part of a Community Order or Suspended Sentence Order. The Rehabilitation Activity Requirement requires offenders to obey any instructions issued by their supervisor to attend appointments or participate in activities.</p> <p>Any appointments or activities must support the rehabilitation of the offender, although they can deliver other purposes in addition (for example, reparation to victims or others affected by an offence).</p> <p>When imposing the Rehabilitation Activity Requirement, the Court will set a maximum number of days during which providers of the service will be able to instruct the offender to attend appointments or participate in activities.</p> <p>Supervisors can instruct offenders to participate in activities or attend appointments for all of this period, or for only some of it, subject to the aims of the requirement being met.</p> <p>Activities or appointments can take place at any point during the Community Order or SSO.</p>
4.	Service Elements In Scope	<ul style="list-style-type: none"> • Contact with the offender to promote rehabilitation • The offender manager is supported • Stakeholders consulted and informed
5.	Out of Scope Service Elements	<ul style="list-style-type: none"> • Any order which is the responsibility of the Youth Justice Board to implement • Pre-sentence assessment, report preparation and court work, including the preparation of court reports for offenders under supervision who reoffend • Initial allocation of cases to providers at Court • Prosecution of breaches

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		<ul style="list-style-type: none"> Organisational management responsibility, including the strategic management of special arrangements such as Multi-Agency Public Protection Arrangements (MAPPA), Prolific and other Priority Offenders (PPO) and Integrated Offender Management (IOM) schemes, except where providers of Rehabilitation Activity Requirement are required to do so. Victim liaison work Staff training and supervision
6.	Dependent Service Elements	<ul style="list-style-type: none"> Manage the Sentence for a Community Order or Suspended Sentence Order Assessments and Court Work
7.	Strategic Context	<p>The specification aligns with the Ministry of Justice (MOJ) <i>Transforming Rehabilitation: A Strategy for Reform</i> document published in May 2013. This outlines the services to be provided by the National Probation Service and prisons, and the services to be delivered by contracted providers.</p> <p>The National Probation Service holds responsibility for advice to courts, and offender management of MAPPA and high risk of serious harm and other public interest offenders. For low and medium risk of serious harm cases, the National Probation Service must also respond to information from the contracted provider and staff working in prisons that suggests that there may be a potential escalation to high risk of serious harm, undertake renewed risk assessments and take on the responsibility for the management of any cases in which risk of serious harm has become high.</p> <p>This specification requires effective working arrangements between the National Probation Service, prisons and providers of services.</p> <p>The Rehabilitation Activity Requirement was introduced by the Offender Rehabilitation Act 2014. The Act amended the Criminal Justice Act 2003, repealing the Supervision and Activity Requirements and replacing them with a single new Requirement that gives greater flexibility for providers of probation services to determine the rehabilitative interventions delivered to offenders. This greater flexibility is intended to support the reforms set out in the Government Response to the Transforming Rehabilitation consultation.</p> <p>The Criminal Justice Act 2003 provides for various functions related to Community Orders and Suspended Sentence Orders to be the responsibility of a 'responsible officer'. These include delivery of Requirements of the Order and ensuring that offenders comply with them. (The Offender Rehabilitation Act separated these out from functions related to dealing with breaches of both kinds of Orders, which will in the future be the responsibility of an enforcement officer).</p> <p>Equalities</p>

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		<p>Under the Equality Act 2010, the Ministry of Justice has an ongoing legal duty to pay 'due regard' to the need to: eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct; advance equality of opportunity between different groups (those who share a protected characteristic and those who do not); and, foster good relations between different groups. Providers are required to act in accordance with this duty, as well as the more general provisions of the Equality Act. Historically, there have been unequal patterns of outcomes, with some groups of offenders with shared protected characteristics faring better than others (see NOMS Equalities Annual Report 2011-12). The MOJ is committed to address this disproportionality.</p> <p>Female Offenders</p> <p>Female offenders are a minority grouping within the offender cohort and often exhibit complex needs which must be addressed if their risk of reoffending is to be reduced. The government published its Strategic Objectives for Female Offenders in March 2013, which is integral to the delivery of offender management services. Needs in relation to domestic violence, sexual violence, and abuse are highly prevalent among female offenders. The MOJ is working with the Home Office on its Ending Violence Against Women and Girls: action plan 2013. Given the different needs of female offenders compared to those of male offenders, the MOJ has published [<i>Thinking Differently About Female Offenders</i>] which identifies effective ways of working with women.</p>
8.	Flexibility	All the outputs in this specification are mandatory – referred to as the National Minimum
9.	Reference to Supporting Documents	Supporting documents to be determined.
10.	Example Measurement / Assurance Method for Commissioners	Delivery under this specification is subject to the requirements set out in the NPS SLA; the CRC Contract (Schedule 9 - Service Levels and Service Credits) and Schedule 21 Management Information; and NOMS Performance Reports. These documents include information about key performance measures, equalities data, management information, quality assurance and inspection activities.
11.	References for Detailed Mandatory Instructions	National Standards for the Management of Offenders (2011)
12.	References for Non-Mandatory Guidance	National Standards for the Management of Offenders (2011)
13.	Review	Review cycle to be determined.

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Specification

National Minimum

<i>Row</i>	<i>Service Element</i>	<i>Outputs/Output Features</i>	<i>Applicable Offender Types</i>	<i>Policy Theme</i>	<i>Example Measurement / Assurance Method for Commissioners</i>	<i>References for Detailed Mandatory Instructions</i>	<i>References for Non-Mandatory Guidance</i>
1.	Contact with the offender to promote rehabilitation	Appointments are given in line with National Standards requirements at times, dates and locations which maximise the likelihood of compliance. Appointments are arranged as required.	All offenders subject to Rehabilitation Activity Requirement	Compliance	HMI Probation OMI reports Contract Management, SLA assurance and Audit	National Standards 2011	
2.	Contact with the offender to promote rehabilitation	The timing and location of appointments and the conduct of interviews take account of the diverse needs and circumstances of offenders.	All offenders subject to Rehabilitation Activity Requirement	Diversity	HMI Probation OMI reports Contract Management, SLA assurance and Audit	Equality Act 2010	

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Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for Non-Mandatory Guidance
3.	The offender manager is supported in the discharge of his/her functions	The offender's attendance, attainments, performance, behaviour and risk issues regarding the Rehabilitation Activity Requirement (including information that may be relevant to risk of serious harm) are recorded and communicated to inform sentence planning, decision making and risk management.	All offenders subject to Rehabilitation Activity Requirement	Rehabilitation Reducing Reoffending Offender Management Safeguarding Public Protection Partnership Working	Contract Management, SLA assurance and Audit	National Standards 2011 PI 20/2010 Handling of Sensitive Information by Criminal Justice Agencies	
4.	Stakeholders are consulted and informed	Other stakeholders (including sentencers and pre-sentence report writers, and any relevant local partner agencies) are informed about the content, purposes and assessment criteria of the Rehabilitation Activity Requirement.	All offenders subject to Rehabilitation Activity Requirement	Offender Management Court Services	Contract Management, SLA assurance and Audit	National Standards April 2011: 'Courts are provided with information to support their decision making'	
5.	Contact with the offender to promote rehabilitation	Instructions are given to attend appointments or participate in activities with a view to promoting offender rehabilitation.	All offenders subject to Rehabilitation Activity Requirement	Rehabilitation			