



Probation News

August 2021- issue 41

Foreword by Hannah Meyer, Executive Director Reducing Reoffending, Partnerships & Accommodation

Welcome to the latest edition of Probation News. I hope you have been able to have some well-deserved time off recently to enjoy the good weather and the opportunity to get back to a form of normality following the lifting of restrictions in England on 19 July, as well as for staff in Wales this week, who moved to Level 0 on the 7 August. Following the UK and Welsh Government announcements, we have continued to review the latest position for Exceptional Delivery Models (EDMs) and have already seen the South West move to Green status across all EDMs – you can read more on where we are up to with our probation recovery work in this issue.

It is a particularly exciting time for myself and my directorate with the publication of the [Regional Reducing Reoffending Plans this week](#). These plans highlight our strong commitment to partnership working and showcase what each of our twelve probation regions will be doing in partnership to reduce reoffending across their communities – cutting crime and helping people on probation to make a positive contribution to society. Find out more in this issue.

[Another recent announcement we were really pleased about was the launch of CAS3](#), a new community accommodation scheme for prison leavers in five probation regions: Yorkshire and the Humber, the North West, Greater Manchester, East of England and Kent, Surrey and Sussex. This scheme will help to develop a strong foundation for prison leavers, providing the

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housing support to reduce the likelihood of reoffending and a base from which to find a steady job, good health and free from substance misuse. The scheme will look to provide basic, transitional housing for up to 84 nights for people on probation who are at risk of homelessness. We hope to be in a position to roll this out nationally from next financial year, depending on the Spending Review. If you want to find out more, please contact: **CommunityRASS@justice.gov.uk** with your questions.

Probation Day is fast approaching with a week of activities commencing on Monday 16 August across Approved Premises and Probation Contact Centres. There are further updates to the Live Event calendar for the week which culminates in Probation Day - marking of the 114th Anniversary of the Probation of Offenders Act 1907 on Saturday 21 August. If you haven't already, make sure to take a look on the [Welcome Hub](#) for full details.

I look forward to celebrating a fantastic week with you all.

Thank you

Hannah Meyer,
Executive Director Reducing Reoffending, Partnerships & Accommodation

Probation Day update:

We've got some really exciting events happening in the lead up to Probation Day, with great speakers covering a range of topics. Further details, including the links you will need to join are set out below. As well as this there will be a range of materials available 'on demand' for you to access at your convenience.

Monday 16 August, 14:00-15:00: Launching our week of celebrations

Hear more about the week ahead, why there's lots to celebrate and some memorable milestones from our history. We are pleased to welcome Antonia Romeo, Jo Farrar, Amy Rees, Kilvinder Vigurs and Roz Hamilton to this session. [Join the event](#)

Tuesday 17 August, Restorative Justice, 12:30pm *New event added*

Hear two key practitioners reflect on nearly 40 years of RJ development in probation and their hopes for the future. [Registration for this event is via Eventbrite](#), Password: ProbationDay

Wednesday 18 August, 10:30-11:15: Celebrating our staff *New session time/speaker*

Amy Rees and Ian Barrow will be recognising some great examples of the work of probation staff. [Join the event](#)

Thursday 19 August, 10:30-11:30, Hear from Justin Russell, Chief Inspector of HMI Probation

Hear reflections on HMI Probation inspection work and learn more about products the inspectorate has developed to support probation practice. [Join the event](#)

Friday 20 August, 10:00-10:45, Working in partnership *Extra time added*

Hear more about our work with partners through Commissioned Rehabilitative Services and how getting the best outcomes for people on probation. [Join the event.](#)

Regional Reducing Reoffending Plans Update

Regional Reducing Reoffending Plans have now been published for each of the 12 Probation Regions. These plans look to enable RPDs to take the lead alongside their Prison Group Director counterpart in bringing together partners to reduce reoffending in their area - cutting crime, making communities safer and helping people on Probation to make a positive contribution to society.

The plans provide the opportunity for Probation to further develop our partnership working on a regional basis, enabling RPDs to partner and commission services which meet the needs of the local community. The plans will be renewed annually allowing Prison and Probation along with regional partners to focus on achieving common goals.

To find out more about the [Reducing Reoffending Plans and the plan for your region on GOV.UK](#)

Probation Reform, Workforce & Recovery Programmes

Please note that for ease of reference where you see communications encased in a **purple box** these are specifically for staff who have transferred.

Competency Based Framework (CBF events)

The competency based pay progression framework (CBF) will replace contractual pay progression, bringing the Probation Service in line with other Civil Service departments. Transferring staff from CRCs who are now on Probation Service terms and conditions are beginning to use the CBF and have the opportunity to trial the process for twelve months before it is linked to pay progression. Pay progression, linked to CBF, will happen for the first time for all Probation Service staff on 31 March 2023. There have been 3 briefings recently to help transferring staff understand the Competency Based Framework.

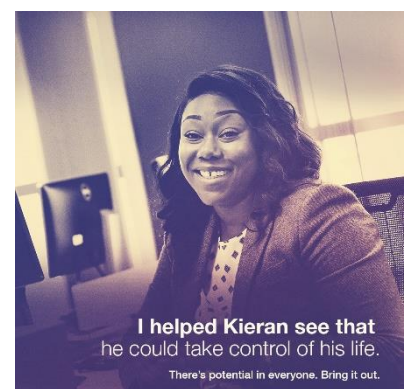
You can access a [recording of the staff event](#).

You can access a recording of the [line manager event](#).

Understanding different internal paths to becoming a PQiP

The internal routes created to make it easier for employees to train as Probation Officers (PQiPs) are:

- **Already a PSO**
 - PSO Progression with or without a degree
 - No change to existing salary
 - Runs for 15 months
- **An employee of the Ministry of Justice or one of its Agencies or Arms-Length Bodies (ALBs)**
 - Working at any grade
 - Runs for 15 or 21 months (see detail link below)
- **An employee who would like to pursue a Part-time route** to becoming a Probation Officer



- Must be degree qualified
- Runs for 21 or 30 months

Please access details on any of the above options.

The current internal recruitment campaign closes on the 15 August.

For more information on becoming a trainee probation officer or to apply, please go to our PQiP recruitment websites: [PSO PQiP Applications](#) or [Other PQiP Applications](#) (other grades/wider MoJ).

July Payroll Success

The July payroll has generally been successful. Mitigating steps were taken in advance to support staff potentially affected by data issues relating to tax information and unsocial hours allowances. Queries into Shared Services (SSCL) on pay day remained at a consistent and manageable volume normally seen throughout the week. SSCL remain the point of contact for working through individual pay queries and related questions including pensions, allowances and repayment of hardship advances.

Pay can be complicated and issues can be worrying, but please be assured that individual queries about pay will be dealt with. There is plenty of helpful information about pay on the [Welcome Hub](#) and colleagues are encouraged to check this first before contacting SSCL.

Staff Transfer Letter Functional Mailbox Closure

The [Staff Transfer Letter](#) functional mailbox (FMB) transferletterqueries@justice.gov.uk closed on Wednesday 4 August at 5pm. Any existing queries submitted to the mailbox will be dealt with. We have been prioritising pay affecting queries ahead of the July payroll but will respond to existing queries very shortly and appreciate your patience.

From Thursday 5 August, for all new queries about staff transfer or your pay, please contact SSCL who will be help you with your query. New queries submitted to the FMB after the deadline will need to be redirected to SSCL - they will not be auto-forwarded. When contacting SSCL, you will need your employee number (found on your payslip) to verify your identity. There are more details on how you can contact SSCL below:

Contacting SSCL

Shared Services Connected Limited (SSCL) Customer Contact Services are open from 8am to 6pm Monday to Friday.

Email: MoJ-hr-enquiries@gov.sscl.com

Tel: SSCL on 0345 241 5351 (Option 1)

Service Request (SR) on SOP: The most efficient way to get support and answers to your specific questions is by raising a Service Request (SR) using the 'My Service Request' responsibility under 'Activities' on the left-hand side of the SOP homepage. You can raise an SR at any time including outside the Contact Centre's operating hours, and it will be picked up the next time the Centre is open.

During Contact Centre opening hours you can also use [LiveChat](#) on myHub to get real time responses to your queries.

If you are contacting SSCL to request a password reset, please ensure you provide your SOP username which may be different to your employee number.

Please note this does not impact the FLprobation@justice.gov.uk mailbox that will remain open until further notice.

Pension Enrolment



Over the past couple of weeks we have received a number of pension queries relating to auto enrolment and the different pension schemes.

Under the 2008 Pensions Act, all employers are required by legislation to enrol their employees into a workplace pension scheme and then offer them the option to opt out of the scheme if they so wish to.

Individuals have the right to opt out of the pension scheme, and this should be done via the forms available on the GMPF (LGPS members) [What are your options when opting out, leaving or transferring - GMPF](#) or Civil Service Pension (CSPS members) [Civil Service Pensions : Opting out of your Civil Service pension \(civilservicepensionscheme.org.uk\)](#) websites.

The pension scheme within the Probation Service is the Local Government Pension Scheme (LGPS), administered by the Greater Manchester Pension Fund (GMPF) and access to this scheme is dependent on the role the individual is undertaking. If the role is 50% probation based work, then staff will be enrolled into the LGPS. Those colleagues who were in corporate functions (e.g. HR, Finance, L&D) and not a member of the LGPS before the transfer date, were enrolled into the Civil Service Pension Scheme (CSPS).

Information about the different pension schemes can be found on the [Welcome Hub](#)

Mileage Buyout Appeals

In Probation News issue 39, we advised that some of you who transferred from a CRC to the Probation Service may be eligible for a mileage buyout payment if you were considered an essential car user by your previous employer. If you were eligible, you would have received a payment in your July pay.

If you have not received a payment but believe you are entitled to one, you are able to submit an appeal up until 20th August. The appeal form, criteria and supporting evidence details are available on the [Mileage Buyout Scheme page](#) on the Welcome Hub.

Staff Engagement Events - QA and Recordings



In Probation News issue 40, we reminded you about the recordings and Q&A from the staff engagement events held in June for those of you who transferred from CRCs, Parent and Supply chain organisations.

We apologise that the links to the recordings and Q&A were not included in the article. You can access these on the [staff engagement event page](#) on the Welcome Hub.

Recovery Update

Work continues at pace to drive recovery further forward, while retaining safety for staff, people on probation and those we work with. Probation Regions continue to progress towards Green delivery status on their Exceptional Delivery Models (EDMs). The South West region moved into Green status on 19 July, across all EDMs. This is excellent news. Other regions are currently risk assessing their ability to increase delivery levels, which will support their ongoing progress into Green status. Regions still moving forward are being assisted via a board chaired by the Chief Probation Officer in order to ensure that all possible support is made available to the areas concerned.

Meaningful engagement with Public Health teams, Health and Safety teams and trade unions remains in place to ensure support and inform progress. While we move cautiously, we do so resolutely with the clear aim of returning to National Standards.

Our partnership with Volunteering Matters and Clinks, to provide additional help to the most vulnerable during the COVID pandemic, has been an important aspect of our approach to supporting people on probation and has now completed 2800 successful calls. We appreciate the work they continue to do. We also thank you for your continued support of the Recovery Programme.

Changes to Workplace Testing in the Probation Service

Following a review of testing by the Department of Health and Social Care (DHSC), the workplace testing offer for Probation Contact Centres (PCC) came to an end as of 31 July. This applies to England and Wales.

PCC sites will no longer be able to order any workplace collect testing kits, but any existing workplace collect kits can still be issued until the stock has been depleted. Any unused kits staff may have at home should continue to be used. After this, staff should access the community-based testing options available for free which include ordering for home delivery or from your local chemist.

Further information on how to access free testing kits in the community is available via the below links:

[Order rapid lateral flow home test kits on GOV.UK](#). You can order 1 home testing kit (7 tests) at a time. Delivery takes 1 to 2 days.

You can also collect testing kits in person. [Find your nearest collection point and opening times \(on nhs.uk\)](#).

This will not affect Approved Premises and they will continue with their current testing model.

Testing remains important. This just changes the way in which we access the testing kits. Data shows that we are already identifying positive tests both through workplace testing and community-based testing.

The most important thing is that these cases are being identified. This lets us take appropriate actions to keep ourselves, colleagues and family safe. As we learn to live with this virus and continue to return to normal, twice-weekly testing remains key and we recommend probation staff continue to test.

Changing Places

We have some vacancies so please do apply if any of the below sound interesting to you.

[Band 8 - National Commissioning Skills and Coordination Manager](#) - 2x vacancies, closing on **Monday 30 August**

Please feel free to share external links with friends or family. Internal applicants are required to inform their Line Manager before applying. Please see Sonia Flynn's note on this in Probation News 37 – [Permission for Secondments or Loans](#).

COVID19 update:

Visit the [COVID-19 page](#) to find all internal and external advice and guidance . These pages are frequently updated with the latest relevant news about COVID-19.

All staff should ensure they are familiar with the information which is being issued on COVID-19 through their teams and centrally and follow this guidance. Please do speak to your line manager.

One Civil Service Creating an Inclusive Workplace for all event

A diversity and inclusion conference presented by the Morse Family from this year's Future Leaders Academy, is open to the whole of the Civil Service. There are two events to choose from:

- Tuesday 14 September from 09:30 – 14:30 – Recommended for Senior Leadership

at G7 and above

- Thursday 16 September from 09:30 – 14:30 – Recommended for Operational Staff at grades below G7

The agenda is full of inspirational and informative speakers on key diversity and inclusion topics of the moment as well as speakers covering characteristics of the Equality Act.

Speakers include Dr Jo Farrar, HMPPS Chief Executive Officer, Jacqui Gavin BEM - Britishvolt, Frank Munro – PROUD Network, and Sir Patrick Vallance – Government Scientific Advisor.

Each day will also involve a panel session in the afternoon.

Please direct any queries to Hebe.Adams@naturalengland.org.uk or Alison.Woodgate@phe.gov.uk

Please register for the event of your choice

Deaths Under Probation Supervision and the Prison and Probation Ombudsman

Changes are being implemented to the way we record, notify and review deaths of individuals who have died while subject to probation supervision. It is therefore important that you check Equip each time you are notified about a death to keep abreast of any changes as they are introduced: Equip Keyword – Death Under Supervision.

Please ensure that a Death Under Supervision form is completed and sent to your divisional death under supervision administrator in **all instances** when a person on probation has died in the community and enter the apparent type of death and date of death into Delius. The form is generated through the Death Under Supervision NSI. Please do not use old or saved copies of these forms. The form and associated PI outlines that this form is required in all instances, although a “full review” by the SPO may not always be. The EQUIP process contains more information including explanatory guidance detailing email addresses for each division.

The prevalence of deaths of individuals on licence is higher following release from prison than later time periods, particularly for self-inflicted harms and drug related deaths. We want to understand how such individuals are supported during this vulnerable period and explore the operation of processes when individuals have died shortly after release. For this reason, the Prison and Probation Ombudsman(PPO) will be taking a greater role in reviewing the deaths of individuals recently released from prison. PPO staff will speak to prison and probation staff and are keen to understand your experiences of supervising such individuals and where necessary, will make recommendations to prevent future deaths.

The Prison and Probation Ombudsman currently review all deaths in custody and those involving AP residents and has discretionary powers to review deaths of individuals released from prison. It therefore brings a wealth of experience in assisting us to understand deaths of individuals in the criminal justice system. Relevant staff will be contacted directly and provided additional information when the PPO are reviewing specific deaths.

Gareth Hole (Deaths Under Probation Supervision Lead)
Karen Slade (Strategic Lead for Deaths Under Supervision)

Top tips – How to access the Media Notification Template

Want to make the Ministry of Justice press office aware of a case that may receive media attention and need their advice. A new, updated, streamlined media notification template has been created and is now available on [EQuIP](#)

Interim process for gaining approval for publishing or disseminating knowledge externally

[Updated guidance](#) has been produced for probation staff who wish to disseminate or publish content externally, for example journal/magazine articles, podcasts, research papers. This is an update to [PI 38/2014](#) which is due for a wider policy review next year.

HMPSS is keen to support staff to who wish to conduct research or publish articles in professional journals as part of their continuous professional development. The aim of the guidance is to provide clarity to staff and managers on the necessary approvals that are required so that we can ensure that a consistent process is applied across the Probation Service.

Most journal and magazine publications will offer support on writing good quality articles. Additional support is also on offer from the Effective Probation Practice Research Forum (co-ordinated by EPSIG) (EffectiveProbation.Practice@justice.gov.uk)

InsightsOnline – September tickets available don't miss out

InsightsOnline still has [tickets available for some amazing events](#) during September. There are a whole array of learning and development opportunities for you to seize.

- **9 September 2021 at 1pm: Research Update on People who have Sexually Offended**

Professor Kieran McCartan and Andrew Bates again join forces for the final event in their series on which the focus will be an update on ongoing research and practice with people who have sexually offended. It will focus on aetiology, risk assessment, treatment, and community reintegration. stay up to date and don't miss it! [Register for your free ticket at InsightsOnline](#)

- **13 September 2021 at 10am: The Impact of Inspection on Probation.** Join Sonia Flynn CBE (Chief Probation Officer) and a panel of guests from HM Inspectorate of Probation, HMPSS HQ and probation operations to discuss recent research by Jake Phillips (Sheffield Hallam University) on '[The impact of inspection on probation](#)'.

Following a brief presentation from Jake on the main findings from his research, the panel will discuss the implications for both the Inspectorate and the Probation Service, and also the benefits, challenges and realities of delivering and receiving inspections on the ground. There will be a focus on the importance of support and training for probation staff as part of the inspection process, and also a discussion around the steps we can take as an organisation to support the ongoing

development of an open learning culture.

We encourage active audience participation in the event, and would love to hear any questions you may have or, more importantly, any ideas or good practice examples you can share. You can submit these in advance by sending them to insights@justice.gov.uk. Please use 'Comments and questions for inspection event' in the email title. [Book your tickets now.](#)

- **14 September 2021 at 11am – 1pm: Virtual Visit to Parliament: MOJ Oral Session**
Join **Stephen Hubbard, Deputy Head, Briefing and Correspondence Team HMPPS**, for a virtual visit to see the Oral Justice questions at Westminster where ministers are held to account. Stephen will introduce you to the jargon and procedures before patching you in live to view the session. Stephen will be on hand to answer any questions.
[Get your free ticket for Virtual visit to Parliament - Oral Justice Questions](#)
- **17 September 2021 at 11:30: Exploring the Behaviour and Management of Ex-partner Stalking - a Professional Practice clinic**
Open to front line probation practitioners only. Please note that tickets will only be issued to justice.gov or CRC e mail account holders. Join two of HMPPS' stalking specialist forensic psychologists and an experienced Probation Deputy Head to explore the behaviour and management of ex-partner (rejected typology) stalkers. **Dr Rachael Wheatley and colleagues** will briefly discuss some of the headline stalking behaviours and approaches to managing those convicted of related offences. Following this, the presenters will host a Q&A and case discussion session, which may help individual practitioners better understand this phenomenon and carry good practice directly back to their own daily work with their clients.
[Get your free ticket for Exploring the behaviour and management of ex-partner stalking - a professional practice clinic](#)

For further information visit www.hmppsinsights.co.uk

Business Strategy & Change Division journey around the world

The Business Strategy & Change Division decided to focus on the four strands of the MoJ Be Well Strategy in each quarter of 2020/21, with the focus for April – June being 'Healthy Lifestyle'. The division also identified physical wellbeing as one of the things people in the team were struggling with during the lockdowns. So collectively, as a division they agreed to take part in the Civil Service Walking Challenge, which started on 11 May. The goal was to walk a combined total of 9,000 miles, which is the distance from London to Singapore. By the end of the journey the team have walked the equivalent steps to get all the way around the world.

Sixty colleagues signed up to participate, donned their trainers and walked/ran/cycled - an enormous 54,900km. The BSC division officially walked across Europe in 18 days and over 4.4 million steps.

Matt Wilson, Deputy Director of Business Strategy and Change said "The aim was never for it to be a competition, it was a team activity for us all to contribute and together we

have certainly achieved our goal. Our top walker is Jez Kaye with a truly inspiring 5,673,192 steps, Claire O in second place with 4,908,890 steps and in third place we have Eric Finch with 4,872,361 congratulations! “

“The BSC Journey Around the World was an opportunity for us all to increase our physical activity and get fitter and feel better as a result. It was a chance for the whole BSC division to come together to achieve a common goal and to raise some money for charity in the process”

A JustGiving page has been created for anyone who wishes to donate to MIND our chosen charity – mental health issues affect staff and people on probation.

<https://www.justgiving.com/fundraising/bsc-journey-around-the-world>

EQuIP update

EQuIP Briefing dates and recent updates can be found on the intranet [HMPPS EQuIP Group Page](#)

7 minute briefing – Acquired Brain Injury

The Effective Practice and Service Improvement Group have helpfully this week issued an updated 7-minute briefing on Acquired Brain Injury which contains an overview of the information and links to where you can read more. You can access this on [My Learning](#) or on [Equip](#). There is also a really good film available telling you more about [Acquired Brain Injuries](#).