

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012



National Offender  
Management Service

## Service Specification for

# Rehabilitation Services – Deliver 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.

<b>1. Service Specification Document</b>	2. Operating Model	3. Direct Service Costs & Assumptions Document	4. Cost Spreadsheet
--	--------------------	--	---------------------

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

<b>Version Control Table</b>		
<b>Version No.</b>	<b>Reason for Issue / Changes</b>	<b>Date Issued</b>
P1.0	Preview publication.	23-11-2011
P2.0	Go live publication. Changes since preview: Rewording of key outcomes for greater clarity. Reference to supporting probation instruction added.	30-03-2012
P2.1	Supporting documents: reference to operating model, cost spreadsheet and direct service costs and assumptions removed, as these are now outdated.	15-01-2014

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

## Introduction to Rehabilitation Services - Deliver Activity Requirement Specification

1.	<b>Service Name</b>	<b>Rehabilitation Services - Deliver Activity Requirement</b>
2.	<b>Key Outcome(s) for Service</b>	<ul style="list-style-type: none"> <li>• The Activity Requirement is completed</li> <li>• Offenders' identified rehabilitation needs are addressed</li> <li>• The seriousness, frequency and volume of reoffending is reduced</li> <li>• Risk of serious harm is reduced</li> </ul>
3.	<b>Definition of Service</b>	<p>The Community Order (CO) and Suspended Sentence Order (SSO) were created by sections 177 and 189 of the Criminal Justice Act (CJA) 2003. An order must contain at least one requirement (section 177 and 189) and a requirement cannot be made without an order. One such requirement is the Activity Requirement.</p> <p>Section 201 of the CJA 2003 defines the Activity Requirement as a requirement that the offender must do either or both of the following: (a) present himself to a specified person, at a specified place, for a certain number of days, (b) take part in specified activities for a certain number of days. The specified activities may consist of or include activities whose purpose is that of reparation, such as activities involving contact between offenders and persons affected by their offences.</p> <p>An Activity Requirement may also include such tasks as receiving help with learning, skills and employment, or group work on social problems. It is used to provide structured and targeted interventions delivered both in groups and individually to meet a variety of locally defined rehabilitative needs. The content of Activity Requirements can be tailored to meet the needs of individual offenders. Section 201(5) states that the maximum number of days of activity is 60. The length of a day is not specified. The CJA 2003 also defines the places in which Activity Requirements can be undertaken.</p>
4.	<b>Service Elements In Scope</b>	<ul style="list-style-type: none"> <li>• Offender engagement to promote rehabilitation</li> <li>• The Offender Manager is supported in the discharge of his/her functions</li> <li>• Stakeholders are consulted and informed</li> <li>• Activity Requirement provision and delivery</li> </ul>
5.	<b>Out of Scope Service Elements</b>	<ul style="list-style-type: none"> <li>• Work undertaken to assess suitability for an Activity Requirement within a court report (see Assessment &amp; Reports Pre-Sentence specification)</li> <li>• Interventions accredited by the Correctional Services Accreditation Panel (CSAP) (see Deliver</li> </ul>

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

		<p>Accredited Programmes specification)</p> <ul style="list-style-type: none"> <li>• Work carried out in the community to enforce any breach of the requirement (see Manage the Sentence for a Community Order or Suspended Sentence Order specification).</li> <li>• General management tasks and responsibilities.</li> <li>• Activities required to commission or develop Activity Requirements</li> <li>• Staff training, except where this is required (and agreed by NOMS) to deliver the Activity Requirement</li> </ul>
6.	<b>Dependent Service Elements</b>	<ul style="list-style-type: none"> <li>• Rehabilitation Services - In the Community specification: this defines the outputs for a range of rehabilitative services which NOMS may fund. An Activity Requirement is one way in which these services can be delivered</li> <li>• Manage the Sentence for a Community Order or Suspended Sentence Order specification: the Activity Requirement forms part of the sentence plan which is managed by the Offender Manager</li> <li>• A Supervision Requirement may be imposed together with an Activity Requirement to provide general and practical support to the offender whilst undertaking their Community Order, or to address multiple needs. In these cases, the delivery of the Activity Requirement will need to be coordinated with the work undertaken as part of the supervision requirement</li> <li>• Strategic engagement with partners in relation to local reducing reoffending strategies, service level agreements and contracts.</li> <li>• Management activity relating to the development of Activity Requirements</li> </ul>
7.	<b>Strategic Context</b>	<p>This specification defines the activities required to deliver an Activity Requirement. The content, focus and delivery methods of Activity Requirements may vary. The specification has been developed as part of the Rehabilitation Services specifications. Consequently when implementing this specification, reference should be made to the Rehabilitation Services - In the Community specification.</p> <p>This specification, and the related Rehabilitation Services - In the Community specification, support NOMS' overarching statement of purpose and its aim of reducing reoffending and helping offenders to reform their lives. The specifications have been prepared within the context of the 2010 Green Paper 'Breaking the Cycle: Effective Punishment, Rehabilitation and Sentencing of Offenders', the Government response to consultation on the Green Paper (June 2011), and the development of new NOMS commissioning guidance in relation to rehabilitation services. Activity Requirements are one way in which the rehabilitative needs of offenders can be addressed.</p> <p>A broad range of rehabilitative work is undertaken with offenders in the community, either as part of a</p>

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

	<p>requirement or as part of the sentence plan. NOMS is developing new guidance for commissioners in relation to rehabilitation services which, together with guidance in relation to Offender Management, will provide a clearer approach to the targeting of resources. The approach is designed to strike the right balance between central direction and local flexibility, and to ensure that services are appropriately targeted.</p> <p>The Rehabilitation Services - In the Community specification describes the context within which core and additional rehabilitation services will be provided. Activity Requirements will be commissioned as part of these additional services, within the framework provided by NOMS commissioning intentions and guidance.</p> <p>The targeting of Activity Requirements should be considered within the sentencing framework (that is, number of days proportionate to seriousness and total impact on restriction of liberty). Under the Criminal Justice Act 2003, the number of days and the activities must be specified in the relevant order. The legislation allows for a range of provision and does not specify content or the length of a 'day'. It is critical however, that the design and delivery of Activity Requirements are based on 'What Works' principles and outcomes are recorded to measure their effectiveness.</p> <p>The purpose of an Activity Requirement is not clearly defined within the CJA 2003, although reparation is stated as a particular aim. Since their introduction, Activity Requirements have primarily been focused on rehabilitation. The majority of Activity Requirements are delivered via structured interventions which are similar in some respects to programmes accredited by CSAP.</p> <p>Over recent years there has been an increase both in the number and variety of Activity Requirements and in the number of Activity Requirements made without a Supervision Requirement. Until recently, the majority of Activity Requirements addressed education, training and employment (ETE) needs. However, they are now being used to deliver a wider range of interventions not accredited by CSAP (including for example, hate crime and domestic violence interventions) and usually targeted at risk and need levels outside the target groups for accredited programmes.</p> <p>Probation Trusts have developed a wide range of innovative Activity Requirements, delivered either in groups or individually to offenders, including Activity Requirements designed to address multiple rehabilitative needs through helping the offender to engage with local community resources.</p> <p>Sentencing guidance relates the length of the Activity Requirement to offence seriousness and, in line with CJA Implementation Guidance contained in PC 25/2005, suggests that a Supervision Requirement should also be made to support the learning. However, some Trusts have developed stand-alone Activity Requirements (i.e. without a Supervision Requirement) which are used to address rehabilitative needs.</p>
--	--

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

		Many Activity Requirements are made alongside a Supervision Requirement to reinforce the offender's rehabilitation and provide additional support. However, this is not always necessary as support may be provided by the deliverer of the Activity Requirement and by referral to community based resources. There is time allocated within the offender management specifications to support the offender under an Activity Requirement without a Supervision Requirement.
8.	<b>Flexibility</b>	All the outputs in this specification are mandatory – referred to as the National Minimum.
9.	<b>Reference to Supporting Documents</b>	None.
10.	<b>Example Measurement/ Assurance Method for Commissioners</b>	<p>The specification identifies examples of methods for Commissioners to measure / obtain assurance on the delivery of the outputs/output features. Where an output or output feature does not have Performance Indicator(s) or Management Information associated with it, then it is proposed that it should be covered by Assurance Statements and Contract/SLA Management and/or more specific audits of the service.</p> <p>Assurance Statements will be one of the means by which Commissioners can get assurance that providers are delivering outcomes and outputs of the Service Specification. Contract/SLA Management refers to the Commissioner, under the terms of the Contract/SLA, exercising appropriate oversight and monitoring of Contract/SLA compliance against the service as a whole. Audit may refer to individual reviews of compliance commissioned by Commissioners or to service wide reviews, by MOJ Internal Audit and Assurance, of a key process contributing to the delivery of an outcome in a Service Specification.</p>
11.	<b>References for Detailed Mandatory Instructions</b>	<ul style="list-style-type: none"> <li>• Probation Instruction (PI) 06/2012 Rehabilitation Services – In the Community and Deliver Activity Requirement</li> <li>• PI xx/20xx The Approval and Management of Effective Interventions with Offenders (in preparation)</li> <li>• National Implementation Guide for the Criminal Justice Act 2003 (Edition 2 Version 5F May 2005 – Annexed to Probation Circular 25/2005) including Annex B – Unpaid Work and Annex C – Employment, Training and Education in Community Orders Guidance</li> <li>• Probation Circular (PC) 42/2006 Development of Effective Activity Requirements in the NPS</li> <li>• PC 27/2006 National Probation Service Skills for Life</li> <li>• Children's Act 2004</li> <li>• Equalities Act 2010</li> </ul>

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

		<ul style="list-style-type: none"> <li>• National Standards for the Management of Offenders (April 2011)</li> <li>• Probation Instruction (PI) 20/2010 Handling of Sensitive Information by Criminal Justice Agencies</li> <li>• National Framework for Working with Women Offenders</li> <li>• Ofsted<sup>1</sup> Common Inspection Framework</li> <li>• Estyn<sup>2</sup> Common Inspection Framework</li> <li>• Specified Activity Requirement Approval: Policy and Guidance for Regional Managers Community (NOMS, March 2011)</li> </ul>
12.	<b>References for Non-Mandatory Guidance</b>	<ul style="list-style-type: none"> <li>• Practice Framework - National Standards for the Management of Offenders 2011 (Draft Version 1 – to be updated)</li> <li>• NOMS Offender Management Model (NOMS, June 2006)</li> <li>• Reducing Prisoner Reoffending (National Audit Office, January 2002)</li> <li>• Through the Prison Gate: A joint thematic review by HM inspectorates of prisons and probation (HMIP, 2001)</li> <li>• Reducing re-offending by ex-prisoners (Social Exclusion Unit, July 2002)</li> <li>• Handbook for the inspection of community-based offender learning and employability skills (Ofsted, 2010)</li> <li>• The Corston Report (Home Office, 2007)</li> <li>• Working with Women Offenders Guide (publication pending)</li> <li>• Motivational Skills Toolkit</li> </ul>
13.	<b>Review Cycle</b>	Review cycle to be determined.

<sup>1</sup> Ofsted is the Office for Standards in Education, Children's Services and Skills.

<sup>2</sup> Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

## Specification

### National Minimum

<b>Row No.</b>	<b>Service Element</b>	<b>Outputs/Output Features</b>	<b>Applicable Offender Types</b>	<b>Policy Theme</b>	<b>Example Measurement / Assurance Method for Commissioners</b>	<b>References for Detailed Mandatory Instructions</b>	<b>References for Non-Mandatory Guidance</b>
1.	Offender engagement	Offenders are encouraged and supported to participate fully in the Activity Requirement.	All offenders subject to Activity Requirement	Rehabilitation  Reducing Reoffending	Contract Management  MoJ Internal Audit and Assurance	National Standards April 2011: 'The sentence plan is implemented'  PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement	Practice Framework – National Standards for Management of Offenders 2011  Motivational skills toolkit
2.	Offender engagement	The offender's engagement with community-based resources is encouraged and supported.	Offenders subject to Activity Requirements which aim to maximise community integration	Reducing Reoffending  Rehabilitation  Community Integration	Contract Management  MoJ Internal Audit and Assurance	National Standards April 2011: 'Engagement with community resources is promoted as an integral part of implementing the sentence plan'  PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement	Reducing Re-Offending Action Plan  Reducing Re-offending of Ex-Prisoners (Social Exclusion Unit, 2002)  Breaking the Cycle Green Paper



Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

<b>Row No.</b>	<b>Service Element</b>	<b>Outputs/Output Features</b>	<b>Applicable Offender Types</b>	<b>Policy Theme</b>	<b>Example Measurement / Assurance Method for Commissioners</b>	<b>References for Detailed Mandatory Instructions</b>	<b>References for Non-Mandatory Guidance</b>
3.	Offender engagement	The offender's anti-social attitudes, thinking and behaviours are addressed by staff through pro-social interaction and engagement.	All offenders subject to Activity Requirement	Rehabilitation  Reducing Reoffending  Equality Community Integration	Self/Independent Assessment  MoJ Internal Audit and Assurance	PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement	
4.	The Offender Manager is supported in the discharge of his/her functions	All communications take place in time to support effective offender management and delivery of services.	All offenders subject to Activity Requirement	Rehabilitation  Reducing Reoffending  Risk Management  Offender Management  Partnership Working	Contact management  MoJ Internal Audit and Assurance	PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement  National Standards April 2011: 'Records are kept safely and securely and are accessible to appropriate parties'  PI 20/2010 – Handling of Sensitive Information by Criminal Justice Agencies	

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

<b>Row No.</b>	<b>Service Element</b>	<b>Outputs/Output Features</b>	<b>Applicable Offender Types</b>	<b>Policy Theme</b>	<b>Example Measurement / Assurance Method for Commissioners</b>	<b>References for Detailed Mandatory Instructions</b>	<b>References for Non-Mandatory Guidance</b>
5.	The Offender Manager is supported in the discharge of his/her functions	The offender's attendance, attainments, performance, behaviour and risk issues are recorded and communicated to inform sentence planning, decision making and risk management.	All offenders subject to Activity Requirement	Rehabilitation  Reducing Reoffending  Offender Management  Partnership Working	Contract Management  MoJ Internal Audit and Assurance	PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement  National Standards April 2011: 'Contacts with or with reference to the offender are kept securely using designated recording systems'. 'Records are kept safely and securely and are accessible to appropriate parties'  PI 20/2010 – Handling of Sensitive Information by Criminal Justice Agencies	NOMS Offender Management Model
6.	The Offender Manager is supported in the discharge of his/her functions	The risk management of the offender is informed by contributions from the provider as required.	All offenders subject to Activity Requirement	Risk management  Safeguarding  Public Protection MAPPA	Contract Management  MoJ Internal Audit and Assurance	PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement  Children Act 2004 and Safeguarding Children	

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

<b>Row No.</b>	<b>Service Element</b>	<b>Outputs/Output Features</b>	<b>Applicable Offender Types</b>	<b>Policy Theme</b>	<b>Example Measurement / Assurance Method for Commissioners</b>	<b>References for Detailed Mandatory Instructions</b>	<b>References for Non-Mandatory Guidance</b>
7.	Stakeholders are consulted and informed	Offender Managers and report writers are kept informed about the content, eligibility and suitability criteria for the Activity Requirement and updated about changes.	All offenders subject to Activity Requirement	Offender Management	Contract Management  MoJ Internal Audit and Assurance	PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement  National Standards April 2011: 'Courts are provided with information to support their decision making'	
8.	Stakeholders are consulted and informed	Other key stakeholders (e.g. sentencers and partner agencies) are informed about the content, purpose and assessment criteria of the Activity Requirement.	All offenders subject to Activity Requirement	Offender Management  Court Services	Contract Management  MoJ Internal Audit and Assurance	PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement  National Standards April 2011: 'Courts are provided with information to support their decision making'	

Service	Rehabilitation Services - Deliver Activity Requirement	Version	P2.1
Document	Service Specification	Sign-off Complete	SDWG 07-02-2012

<b>Row No.</b>	<b>Service Element</b>	<b>Outputs/Output Features</b>	<b>Applicable Offender Types</b>	<b>Policy Theme</b>	<b>Example Measurement / Assurance Method for Commissioners</b>	<b>References for Detailed Mandatory Instructions</b>	<b>References for Non-Mandatory Guidance</b>
9.	Activity Requirement provision and delivery	The Activity Requirement is delivered and completed as specified and to the timescale agreed by the Offender Manager.	All offenders subject to Activity Requirement		Contract Management  MoJ Internal Audit and Assurance	PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement  National Standards April 2011: 'The offender is prepared for the Activity Requirement; the offender undertakes the Activity Requirement.'	
10.	Activity Requirement provision and delivery	The Activity Requirement is delivered to agreed quality levels.	All offenders subject to Activity Requirement		Contract Management  MoJ Internal Audit and Assurance	PI The Approval and Management of Effective Interventions with Offenders (in preparation)  PI 06/2012 Rehabilitation Services - In the Community & Deliver Activity Requirement Process to be advised  Specified Activity Requirement Approval: Policy and Guidance for Regional Managers Community (NOMS, March 2011)	