



National Offender
Management Service

National Offender Management Service

Agency Framework
Document

March 2015

National Offender Management Service

Agency Framework Document

March 2015

Contents

1. Introduction	2
2. Aims and Objectives	4
3. Roles, responsibilities and governance	5
4. Accountability to Parliament	10
5. Finance, performance and reports	11
6. Staff working within the NOMS Agency	16
7. Audit and assurance	18
8. Provision of corporate services	20
Annex – Compliance with government-wide corporate guidance and instructions	23

1. Introduction

- 1.1 The National Offender Management Service ('the NOMS Agency') is an executive agency of the Ministry of Justice ('the Department'), created in 2008.
- 1.2 The NOMS Agency has responsibility, on behalf of the Secretary of State for Justice ('the Secretary of State')¹, for commissioning and providing prison and probation services for England and Wales in line with the levels of capacity required by the Department.
- 1.3 This Framework Document sets out the arrangements for the governance, accountability, financing, staffing and operation of the NOMS Agency, agreed between the Secretary of State and the Chief Executive of NOMS ('the Chief Executive'), and approved by the Chief Secretary to the Treasury.
- 1.4 The Departmental Operating Model places increasing emphasis on grouping and sharing corporate service resources to meet agreed priorities and supporting frontline delivery. This Framework Document reflects that model and the commitment towards continuous improvement.
- 1.5 This Framework Document will be reviewed formally every three years under arrangements agreed between the Secretary of State and the Chief Executive, but may be reviewed at any other time if they so wish.
- 1.6 Any amendments to this Framework Document must be agreed by the Secretary of State and the Chief Executive, and by Her Majesty's Treasury (HMT).
- 1.7 Any departure from the provision of this Framework Document must be agreed in writing on a case-by-case basis between the Secretary of State, or delegate, and the Chief Executive, and an HMT Minister if appropriate.
- 1.8 Copies of this Framework Document and any subsequent amendments will be placed in the libraries of both Houses of Parliament. Copies will be available on the Department's website.

1. The principal statutes for Prisons and Probation are the Prison Act 1952, Criminal Justice and Court Services Act 2000, Criminal Justice Act 2003, Offender Management Act 2007 and the Offender Rehabilitation Act 2014

- 1.9 Any questions concerning the interpretation of this Framework Document will be resolved, if possible, by agreement between the Chief Executive and the Permanent Secretary of the Department and, in default of agreement, will be referred for decision to the Secretary of State.

2. Aims and Objectives

- 2.1 The NOMS Agency role is to commission and provide offender management services in the community and in custody ensuring best value for money from public resources. The NOMS Agency works to protect the public and reduce reoffending by delivering the punishment and orders of the courts and working with offenders under its supervision to change their lives through reform, rehabilitation and reparation to help build safer communities.
- 2.2 The NOMS Agency will work collaboratively with providers and partners to deliver a justice system making communities safer, preventing victims and cutting crime.
- 2.3 In delivering offender management services, the NOMS Agency will:
- commission services;
 - manage public sector prisons;
 - manage the National Probation Service;
 - liaise with the Welsh Government on devolved matters (especially health and education) to ensure effective delivery of offender services in Wales;
 - manage contracts with our private/third sector providers including contractually managed prisons and Community Rehabilitation Companies;
 - deliver central system-wide operational services.

3. Roles, responsibilities and governance

Ministerial Responsibilities

- 3.1 The Secretary of State will account for the NOMS Agency's business in Parliament.

Permanent Secretary

- 3.2 The Permanent Secretary is the Departmental Sponsor of the NOMS Agency.
- 3.3 The Permanent Secretary advises the Secretary of State on how well the NOMS Agency is performing in achieving its strategic objectives and whether it is delivering value for money.
- 3.4 The Permanent Secretary's responsibilities include:
- endorsing NOMS Agency impact indicators and Business Plans before they are submitted to the Secretary of State;
 - ensuring the NOMS Agency conforms to departmental policy and has the resources, delegations and authorities necessary for effective delivery and continuous improvement.
- 3.5 The Permanent Secretary is also the Principal Accounting Officer (PAO) of the Department. The PAO is accountable to Parliament for the public funds delegated to

the Chief Executive of the NOMS Agency. The PAO also advises the Secretary of State on:

- how the NOMS Agency's strategic aims and objectives contribute to the Department's wider strategy and priorities; and
- a budget sufficient to allow the NOMS Agency to meet its aims and objectives in light of the Department's overall public expenditure priorities.

The Chief Executive

- 3.6 The Chief Executive is appointed by the Permanent Secretary of the Department, using the usual civil service recruitment processes, and is accountable through the Permanent Secretary to the Secretary of State for performance of the NOMS Agency. The Chief Executive's remuneration will be agreed in accordance with the performance and reward arrangements for members of the Senior Civil Service.
- 3.7 The Chief Executive is responsible for the leadership of the NOMS Agency and its day to day management.
- 3.8 The Chief Executive's responsibilities include ensuring:

- efficient and cost-effective management of the NOMS Agency;
- effective leadership of the staff of the NOMS Agency;
- the preparation of the NOMS Agency's strategy and business plans;
- the development of structures which assign responsibilities and accountabilities in such a way that the NOMS Agency can effectively deliver its separate commissioning and delivery responsibilities;
- robust financial planning and a full understanding of the costs of the NOMS Agency's activities;
- the NOMS Agency and the providers it commissions comply fully with all relevant legislative and corporate governance requirements.
- recommendations addressed to the NOMS Agency in reports from the Committee of Public Accounts, Justice Select Committee or National Audit Office are responded to, addressed and acted upon in a timely manner. This includes recommendations made to the NOMS Agency in Management

Letters attached to the Audit Completion Report from its external auditors.

- 3.9 The Chief Executive will advise the Secretary of State on matters relating to adult offender services including the operation of prisons and probation services. The Chief Executive will retain a standing right of access to the relevant Minister. Any urgent matters or difficulties arising in the relationships or responsibilities between the Department and the NOMS Agency will be escalated, as appropriate, for discussion between the Permanent Secretary and the Chief Executive.
- 3.10 The Chief Executive will consult the Secretary of State and the Permanent Secretary on the handling of operational matters which could give rise to substantial public, Ministerial, Parliamentary or media concern.
- 3.11 The Chief Executive is designated as Agency Accounting Officer (AO) by the Principal Accounting Officer of the Department and is accountable to that person and to Parliament for those responsibilities.

- 3.12 As AO, the Chief Executive's responsibilities to Parliament include:
- signing the accounts and ensuring they are prepared according to the requirements set out in this document
 - signing a Statement of Accounting Officer's responsibilities and a Governance Statement for inclusion in the NOMS Agency annual report and accounts.
- 3.13 The designation and cessation of prisons is the responsibility of the Secretary of State under the Prison Act 1952 and will be delegated to the Chief Executive.
- 3.14 The Chief Executive is responsible for certifying that the operational prison estate is fit for purpose.

The Agency Board

- 3.15 The Chief Executive will establish and chair an Agency Board. Terms of reference and membership will be approved by the Permanent Secretary, who will also appoint Non-Executive Directors, on the recommendation of the Chief Executive, to bring external experience and challenge to strategic decision making.

- 3.16 The Agency Board will provide support and advice to the Chief Executive regarding strategic direction of the Agency. The day to day management will be the responsibility of an executive management committee and the Agency Board will receive reports as appropriate.

- 3.17 The Board's responsibilities include:
- defining the vision and strategy of the NOMS Agency and aligning the values of the NOMS Agency with those of the Civil Service code (Integrity, Honesty, Objectivity and Impartiality);
 - agreeing appropriate Governance and internal controls;
 - ensuring sound financial management and good value for money;
 - managing financial and performance risks;
 - supporting the executive management team.

Relationship with the Department and other bodies

- 3.18 The Department develops strategic policies under the direction of Ministers. Those developing policy in the Department will consult the Chief Executive or appropriate Director on the operational and financial impact of strategic policy changes that may affect the operation and delivery of services directly managed or contracted by the NOMS Agency. Similarly, the Chief Executive will consult with the Department on operational decisions with implications for the wider strategic objectives of the Department or that may impact upon public confidence in the Agency.
- 3.19 It is the responsibility of the Chief Executive to implement the strategic policy set by the Department in the most effective manner.
- 3.20 The NOMS Agency will work collaboratively and openly with all bodies, including other government departments, that have an interest in its work and with which the NOMS Agency can engage to deliver an efficient and effective service that protects the public and reduces reoffending.

Regulation

- 3.21 The NOMS Agency will report on progress against agreed objectives to the Departmental Board which is chaired by the Secretary of State.
- 3.22 The NOMS Agency will comply with best practice guidance and relevant reports of the Efficiency and Reform Group within the Cabinet Office, as well as the National Audit Office in its conduct of commissioning and competition activities. This is to ensure transparent commissioning decisions, competitive neutrality between providers from all sectors and the even-handed application of comparative cost and performance benchmarks.
- 3.23 The Secretary of State receives reports from Her Majesty's Chief Inspector of Prisons on their independent inspections of prison establishments and from Her Majesty's Chief Inspector of Probation on their independent inspections of offender management. The Chief Executive will act in accordance with the protocol for the handling of the Chief Inspectors' reports.

- 3.24 The Secretary of State will appoint an Independent Monitoring Board (IMB) for every prison establishment. Each IMB will provide an independent assessment as to the humane and just treatment of those held in custody and the range and adequacy of the programmes preparing them for release. The Secretary of State receives an annual report from each IMB and the designated Minister will respond to such reports after taking advice from the Chief Executive.
- 3.25 The Secretary of State also appoints a Prisons and Probation Ombudsman (PPO) to consider complaints from prisoners and offenders either in custody or the community once internal procedures have been exhausted. The Secretary of State receives an annual report from the PPO which the Secretary of State must lay before Parliament. The PPO also has a standing commission to investigate and report on any death of a prisoner or a resident of any Approved Premises. The Chief Executive will respond to recommendations from the PPO.

4. Accountability to Parliament

Parliamentary Select Committees

- 4.1 The Chief Executive and the Permanent Secretary or their delegates may be asked to appear before the Committee of Public Accounts concerning their respective Accounting Officer responsibilities.
- 4.2 Invitations received from other parliamentary committees relating to the NOMS Agency will be considered by the Chief Executive who will consult and advise the Permanent Secretary as appropriate.

Parliamentary Commissioner for Administration

- 4.3 The NOMS Agency is subject to the jurisdiction of the Parliamentary Commissioner for Administration (PCA).
- 4.4 The Permanent Secretary is the Principal Officer of the Ministry of Justice for the purposes of PCA referrals, but will normally delegate responsibility for handling any matters concerning offender management services to the Chief Executive.

Parliamentary Questions and Parliamentary Correspondence

- 4.5 The Chief Executive will advise Ministers as required in respect of Parliamentary Questions and Parliamentary correspondence addressed to Ministers on those offender management matters which are the responsibility of NOMS. The Chief Executive and other NOMS Agency staff may also respond direct to correspondence addressed to the NOMS Agency from an MP or peer on matters concerning delivery of offender management services.

5. Finance, performance and reports

The Department's requirements

- 5.1 Unless otherwise agreed by the Department and, as necessary, HM Treasury, the NOMS Agency shall follow the principles, rules, guidance and advice in Managing Public Money.
- 5.2 In particular, the NOMS Agency shall comply with the requirements placed on the Department by HMT and Cabinet Office Spending Controls as though they were addressed directly to it.

Budgeting procedures

- 5.3 Each year, in light of decisions by the Department on the updated annual Business Plan, the Department will send to the NOMS Agency:
- a formal statement of the annual budgetary provision allocated by the Department and of any forecast income approved by the Department. This budget allocation will set out the NOMS Agency's net expenditure limits within:
 - a) Resource Departmental Expenditure Limits (DEL) (split by administration and programme)

- b) Capital DEL
- c) Resource Annually Managed Expenditure (AME)
- d) A limit will also be set on cash spend
- e) A statement of any planned change in policies affecting the NOMS Agency.

Funding Allocation to the NOMS Agency

- 5.4 The gross spending of the NOMS Agency is funded by:
- (i) delegated budget (net of income) from the Department;
 - (ii) allowable income from other commissioners, and;
 - (iii) allowable income from sources other than commissioning.
- 5.5 The Department will provide an annual budget allocation to the NOMS Agency in line with agreed outcomes and levels of service. Where possible the Department will also provide provisional budget allocations for future years to inform forward planning.
- 5.6 The Permanent Secretary will, through consultation, reach agreement with the Chief

Executive in respect of the allocation and on any significant in-year adjustments to the NOMS Agency allocation. The Chief Executive will present any in-year changes in the NOMS Agency Budget to the Board.

- 5.7 The Chief Executive may put forward proposals to the Permanent Secretary to seek additional funding above the financial allocation in exceptional circumstances.
- 5.8 At every stage of the allocation process the Department and the NOMS Agency staff will act openly and transparently, ensuring that the Chief Executive and the Permanent Secretary are fully apprised of all aspects of the plans for allocation, both prior to and after allocation by HMT to the Department.
- 5.9 The NOMS Agency shall provide the Department with such information about its operations, performance, individual projects or other expenditure as the Department may reasonably require.
- 5.10 There will be, as the Department reasonably requires, reviews on in-year spending and forecasting held between the Chief Executive of the NOMS Agency and the

Department's Director General, Finance. This will include options to agree additional funding above the financial allocation where levels of demand or new pressures on the NOMS Agency require it.

Financial Management

- 5.11 The NOMS Agency has responsibility for financial and management accounting and will provide information on its expenditure and its income to the Department and to HMT at such times, and in such manner, as is reasonably required.
- 5.12 The NOMS Agency will also share information with its delivery partners where appropriate.

Financial Delegations

- 5.13 The Principal Accounting Officer (PAO) of the Department will delegate responsibility for all financial matters relating to the delivery of adult offender management services in writing to the Chief Executive.
- 5.14 The NOMS Agency will operate within the limits confirmed in the written delegations and authorities for spend, which will be reviewed at least annually and set out in a formal delegations

letter. The NOMS Agency's delegated thresholds and Financial Transaction Limits are set out in the prevailing Budget Allocation Letter and its annexes. The NOMS Agency shall obtain the Department's written approval before exceeding or varying any of the delegations or Financial Transaction Limits.

- 5.15 The Chief Executive is accountable for expenditure incurred within the NOMS Agency and for income it receives. The NOMS Agency shall comply with Managing Public Money regarding novel, or contentious payments or repercussive proposals.
- 5.16 The Chief Executive, as the NOMS Agency AO, has the right to approve all items of expenditure, use receipts (subject to departmental guidance), write off losses and make special payments which are within the provision of this Framework Document and are consistent with the NOMS Agency strategic and business plans. This is subject to the financial delegations, controls and approval processes set by the Department, HM Treasury and the Cabinet Office. All potential expenditure that is likely

to exceed these limits should be referred to the Department.

- 5.17 The Chief Executive has responsibility for ensuring that the NOMS Agency can account for its assets.
- 5.18 The NOMS Agency change programmes will have effective governance arrangements agreed by the Chief Executive and the Department, through which expenditure on those programmes is managed.

Cash holding

- 5.19 The NOMS Agency will use the services of the Government Banking Service (GBS) for all banking requirements unless the service required is not provided by GBS.

General Accounting Rules

- 5.20 The NOMS Agency is subject to the rules and policies laid down by HMT in Managing Public Money, Consolidated Budgeting Guidance, the Corporate Governance Code, the Financial Reporting Manual and other accounting instructions that are issued from time to time.

5.21 The NOMS Agency shall submit timely quarterly accounts to the Department, and comply with the Department's year-end accounts consolidation timetable.

Transparency Framework

5.22 The Chief Executive will work with the Department and other government department officials to agree input and impact indicators, cost and the performance data for the NOMS Agency, which will be made available to ensure principles of transparency are met.

5.23 The Chief Executive will put in place and maintain appropriate management systems that hold all providers accountable for delivering outcomes within agreed resources.

Risk

5.24 The NOMS Agency will maintain a risk management process in accordance with the guidance in HMT Managing Public Money and Management of Risk – Principles and Concepts. It will also comply with other official guidance that may be issued from time to time, and which is consistent with the Department's risk management policy, escalating risks as necessary.

5.25 The NOMS Agency will maintain robust contingency and business continuity plans and will review and test these on a regular basis.

Business Plan, Annual Report and Accounts

5.26 The NOMS Agency plans will be set within the context of the wider Departmental corporate strategy and the Transparency Framework to deliver objectives and outcomes set by the Secretary of State. Reporting against Business Plans will be consistent with reporting in the rest of the Department.

5.27 The Chief Executive is responsible for the development of the NOMS Agency's long term corporate plan and for ensuring that the NOMS Agency has integrated planning and performance arrangements in place.

5.28 Within the strategic direction set by this plan, the detailed activities for the NOMS Agency will be published in an annual business plan.

5.29 Each annual business plan will be approved by the Secretary of State following endorsement by the Permanent Secretary.

- 5.30 The Chief Executive will prepare the Annual Report and Accounts for the NOMS Agency, in accordance with the guidance and accounts direction set out by HMT and the Cabinet Office, to a timetable agreed with the Department.
- 5.31 The Annual Report and Accounts will be submitted to the Secretary of State following endorsement by the Permanent Secretary and audited by the Comptroller and Auditor General of the NAO. The NOMS Agency annual report and accounts will also be consolidated into the Departmental Accounts.
- 5.32 The Secretary of State will lay the Annual Report and Accounts in the House of Commons and House of Lords.

6. Staff working within the NOMS Agency

- 6.1 The Chief Executive will have delegated responsibility to set terms and conditions of employment and procedures which will apply to the civil servants working within the NOMS Agency (other than Senior Civil Servant (SCS) grades).
- 6.2 The Permanent Secretary will give the Chief Executive the freedom to appoint to SCS pay band 1 but within a maximum number of SCS pay band 1 posts agreed each year. If additional posts are required above this limit, the Permanent Secretary's approval will be sought.
- 6.3 The Chief Executive will have delegated authority for pay bargaining for NOMS Agency staff up to and including NOMS Fair & Sustainable Band 11 or Probation Band D (the equivalent of former Unified Grade 6/ MoJ Band A), following HMT guidelines and requirements. The NOMS Agency will submit evidence to the Prison Service Pay Review Body (which is independent of Government, NOMS/HM Prison Service and trade unions) as applicable and implement pay changes in line with the Government's response to the Prison Service Pay Review Body's recommendations.
- 6.4 The Chief Executive will ensure that the pay and grading arrangements best meet the needs of the NOMS Agency, within any constraints outlined by Cabinet Office and HMT and taking into account repercussive impacts on the wider Department. The Public Sector Pay Committee will be consulted as appropriate.
- 6.5 The Chief Executive will ensure that the NOMS Agency will:
- maintain a workforce plan for offender services which includes ensuring all providers and staff meet appropriate competency levels and standards;
 - have a working environment in which diversity is recognised and valued. It will also comply with the requirements placed on it by law. Equality and Diversity policies will support business needs and objectives;
 - discharge all statutory health and safety requirements imposed on employers by relevant legislation and statutory bodies including Health and Safety and fire safety requirements.

- 6.6 The Chief Executive is responsible for ensuring that the necessary arrangements are in place for consultation with the Trade Union Sides at a national level and the appropriate local level and with other staff associations on issues affecting their membership.

7. Audit and assurance

Internal Audit

7.1 The Chief Executive is responsible for making arrangements for the provision of internal audit services for the NOMS Agency in accordance with Public Sector Internal Audit Standards and best practice set by HMT. Under the MoJ Operating Model this will be carried out by the Department as a shared service via a Service Level Agreement and in accordance with an annual plan agreed with the Chief Executive and the NOMS Agency Audit and Risk Committee. The service is expected to transfer fully to the Government Internal Audit Agency (GIAA) from April 2016 and GIAA will provide internal audit services to the NOMS Agency and the MoJ from that date.

The Audit and Risk Committee

7.2 The NOMS Agency Board will appoint an Audit and Risk Committee as a sub-committee of the Board, in accordance with standards and best practice set by HMT, to support the Chief Executive as NOMS Agency Accounting Officer and advise on the NOMS Agency's corporate governance and risk and control systems.

7.3 The Audit and Risk Committee will be chaired by a non-executive director.

7.4 The Chair of the NOMS Agency Audit and Risk Committee will ensure that effective arrangements for communication with the Department's Audit and Risk Committee are maintained.

External Audit

7.5 The Comptroller and Auditor General of the NAO audits and reports on the NOMS Agency Annual Report and Accounts, giving an opinion on the truth, fairness and proper preparation of the accounts, on the regularity of the NOMS Agency's income and expenditure, and on consistency within the annual report.

7.6 The Comptroller and Auditor General sends copies of all management letters and correspondence relating to those letters to the NOMS Agency Director of Finance and Analysis, who draws issues of significance to the attention of the NOMS Agency Board. The NOMS Agency Board will escalate issues of particular importance to the Department.

- 7.7 The Comptroller and Auditor General of the NAO has access to the NOMS Agency books and records under the National Audit Act 1983, for the purposes of carrying out examinations into the economy, efficiency and effectiveness with which the NOMS Agency has used its resources and discharged its functions.

8. Provision of corporate services

- 8.1 The NOMS Agency will work collaboratively with a range of the Department's corporate functions.
- 8.2 A number of support functions are provided as a shared service across the Department reflecting the MoJ operating model. The range of services provided under this model will increase as service provision shifts to centres of expertise that will provide improved quality of service and value for money.
- 8.3 The operation of these services will be supported by a Memorandum of Understanding or Service Level Agreement that sets out shared expectations of how the arrangements will work for efficient and effective delivery. Where expectations are not met, the Chief Executive and the Department's relevant Directors will discuss and agree action.
- 8.4 When there is a significant change to the way services are delivered or provided then the Secretary of State and the Chief Executive will be consulted, and this Framework Document will be updated.
- 8.5 The NOMS Agency will be responsible for developing its Estates requirements and for prioritising applications for investment.
- 8.6 The Department will provide facilities for the NOMS Agency's headquarters from within its corporate estate.
- 8.7 The Department will manage the supply of the prison and probation estate and is responsible, in liaison with the NOMS Agency, for its resourcing, investment, development and maintenance ensuring it is fit for purpose to deliver the NOMS Agency's business objectives.
- 8.8 The NOMS Agency will be responsible for minor capital works and routine maintenance of the prison estate within the parameters of the funding provided by the Department as part of the overall financial allocation. The Department is responsible for major capital works.
- 8.9 The NOMS Agency and the Department will work in partnership regarding the use of the prison and probation estate and will collaborate with other agencies in achieving the best use of resources and delivering services that meet the needs of the justice system and predicted demand levels.

Estates

- 8.5 The NOMS Agency will be responsible for developing its Estates requirements and for

Communications

- 8.10 The Department will set its wider communication strategy and the NOMS Agency will formulate its communications strategy in line with this.
- 8.11 Within this wider strategy, the Chief Executive will be responsible for communications issued to NOMS Agency staff, providers and stakeholders.
- 8.12 Media requirements and news handling will be managed by the Department's Press Office, with appropriate delegations to the Chief Executive in line with devolved responsibility.
- 8.13 NOMS Agency branding will be consistent and integrated with the Department's guidelines.

Finance

- 8.14 Finance policy and procedures are set by the Department and augmented by the NOMS Agency in detailed manuals and guidance documents that are business specific.
- 8.15 The finance function within the NOMS Agency will deliver financial control, long term and in-year business and financial planning and management.

Human Resources

- 8.16 The NOMS Agency should operate within the Civil Service HR framework with expert HR services being provided centrally across Government.
- 8.17 An HR function will remain in the NOMS Agency to deliver key business-specific services including Employee Relations Strategy, operational resourcing and succession planning, Organisation Development and change management, HR Business Partnering and operational training.

Shared Services Connected Ltd

- 8.18 The Department will obtain a range of services to support the Finance, Human Resources and Procurement functions through the Department's contract with Shared Services Connected Ltd. These services will be defined within the contract which will be managed by the MoJ Shared Services Client and Contract Management Function. The NOMS Agency will be represented on the shared services governance bodies.

Information, Communication and Technology Services

- 8.20 Digital software development, infrastructure, including desktop and mobile computing as well as support for business applications, are provided to the NOMS Agency by the Department.
- 8.21 An ICT function will remain in the NOMS Agency as the intelligent customer identifying NOMS ICT business strategy and requirements and providing internal customer service activity.
- 8.22 In developing the plans for IT, the NOMS Agency will collaborate as appropriate with other agencies with the objective of achieving agreement on arrangements for the common management and use of IT.

Procurement

- 8.24 Procurement authority is retained at Department level and all procurement policy and support activities are provided as a shared service.

Security and information assurance

- 8.25 The NOMS Agency is required to comply with Government and Departmental standards for the management of security and information risk, and reports on its compliance as necessary.

Freedom of Information and Data Protection

- 8.26 The NOMS Agency will carry out its obligations under the Freedom of Information Act, the Data Protection Act and the Environmental Information Regulations, including ensuring requests are handled in line with agreed Departmental processes. The NOMS Agency will respond to requests on matters related to the operational delivery of offender management. This will be carried out with assistance from the Department's Data Access and Compliance Unit.

Taxation

- 8.27 Taxation policy, advice and related services will be provided by the Department.

Annex – Compliance with government-wide corporate guidance and instructions

The NOMS Agency shall comply with the rules and instructions contained in the following documents:

Appropriate sections of Corporate Governance in Central Government
Departments: Code of Good Practice

<https://www.gov.uk/government/publications/corporate-governance-code-for-central-government-departments>

and 'Guidance' published alongside the Code

Managing Public Money (MPM)

<https://www.gov.uk/government/publications/managing-public-money>

Government Internal Audit Standards,

<https://www.gov.uk/government/publications/public-sector-internal-audit-standards>

Government Financial Reporting Manual(FReM),

<https://www.gov.uk/search?q=government+financial+reporting+manual>

Relevant Dear Accounting Officer letters

Regularity, Propriety and Value for Money,

http://webarchive.nationalarchives.gov.uk/20070402144837/http://www.hm-treasury.gov.uk/documents/public_spending_reporting/governance_public_risk/psr_governance_valueformoney.cfm


Consolidation Officer Memorandum, and relevant DCO letters

Relevant Freedom of Information Act, guidance and instructions (Ministry of Justice)

Other relevant guidance and instructions issued by Her Majesty's Treasury in respect of Whole of Government Accounts

Other relevant instruction and guidance issued by the central Departments

Specific instructions and guidance issued by the Department



Recommendations made by the Public Accounts Committee, or by other Parliamentary authority that have been accepted by the Government and relevant to the NOMS Agency.

The NOMS Agency shall refer to the following documents for general guidance:

Management of Risk: The Orange Book – Principles and Concepts:

<https://www.gov.uk/government/publications/orange-book>

Managing the Risk of Fraud: Tackling Internal Fraud

The Parliamentary and Health Service Ombudsman’s Principles of Good Administration –

<http://www.ombudsman.org.uk/improving-public-service/ombudsmansprinciples/principles-of-good-administration>



National Offender
Management Service