

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT



Ministry
of Justice

Service Specification for

Approved Premises: Public Protection and Regimes

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

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

Version Control Table		
Version No.	Reason for Issue / Changes	Date Issued
P1.0	Preview publication	01-09-2010
P2.0	Go-Live Publication	07-02-2011
AFP1.0	<p>Available for Planning Purposes version. Prepared for MOJ website to assist with forward planning. Standard editorial amendments made to strategic context to align with the Transforming Rehabilitation strategy document. No significant changes made to key outcomes or outputs.</p> <ul style="list-style-type: none"> • Strategic context : Historic information deleted • Output row 14 (provision of management data) reworded for consistency to refer to 'authority approved format'. • Output rows 25 and 41 reworded to reflect split in the offender manager and rehabilitation service delivery • Output 27 (equivalence of healthcare): policy theme amended from 'Alcohol and Substance Misuse Pathway' to the more comprehensive: 'Offender health policy'. • Titles of dependent service specifications updated in line with changes to Directory of Service. • References to operating model deleted 	10-03-2014
P3.0	Go live version. No significant changes made. Mandatory references: updated.	03-06-2014
P3.1 IP	Version prepared for internal publication only, in line with pre-election publication guidance.	01-04-2015

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

	National Minimum Outputs: Row 43 (diverse needs): References to PI 11/2015 Adult Social Care and DH Care and Support Statutory Guidance added in column for 'Detailed Mandatory Instructions'. Social Care added as policy theme.	
P3.1	Post-election publication version. No new changes made.	18-05-2015
P3.2	MOJ Community Commissioner review of policy reference documents. Policy documents changed during this review are as follows: PI 11/2015 / AI 10/2015 – Replaced with PI 06/2016 / AI 06/2016 to include Wales. Removal of reference to NOMS Equalities Annual Report 2011-12.	25-10-2017

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

Introduction to Approved Premises: Public Protection and Regimes Specification

1.	Service Name	Approved Premises: Public Protection and Regimes
2.	Key Outcome(s) for Service	<p>Public Protection: residents restricted to secure premises under curfew at night and subject to rules at all times.</p> <p>Reduced Reoffending: residents participate in a positive regime of constructive interventions and services to reduce the factors linked to their offending.</p> <p>Offender Resettlement: residents prepared for ‘move-on’ so they can live safely and independently in the community.</p>
3.	Definition of Service	<p>Approved Premises offer an enhanced level of public protection in the community for offenders assessed as posing significant risk of harm to the public. They are used primarily for high and very high risk of serious harm offenders released on licence from custodial sentences.</p> <p>Approved Premises provide residential supervision for offenders that allows for a range of controls and surveillance (for example, curfews, CCTV and drug testing) not available in other community facilities. They also provide a structured environment to support rehabilitation and resettlement in the community, acting as a base from which residents take full advantage of community facilities for work, education, training, treatment and recreation.</p> <p>Approved Premises will link with ‘Through the Gate’ and community based Rehabilitation Providers to ensure that a broad range of services are available for offenders.</p>
4.	Service Elements In Scope	All aspects of delivery of the Approved Premises regime and the management of offenders within the Approved Premises are in scope.
5.	Out of Scope Service Elements	<ul style="list-style-type: none"> Approved Premises: Catering and Domestic Arrangements <p><i>N.B. The independently managed Approved Premises sector is not part of the national facilities management contract and is locally responsible for the provision of the out of scope elements identified above.</i></p>

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

6.	<i>Dependent Service Elements</i>	<p>Offender manager's role in relation to Approved Premises:</p> <ul style="list-style-type: none"> • Identifying the need for a residence requirement • Selecting and making timely referrals to the most appropriate Approved Premises • Developing the sentence plan • Enforcement and recall decisions <p>These are covered in other specifications, namely:</p> <ul style="list-style-type: none"> • Assessments & Reports Pre-Sentence • Manage the Sentence for a Community Order or Suspended Sentence Order • Manage the Custodial & Post Release Periods • Deliver Statutory Post-Release Supervision
----	--	---

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

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, offender management of MAPPA/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. In particular, appropriate information about this intervention should be made available to Sentencing Courts, and information about the management of an offender's risk of serious harm and compliance must be communicated to the offender manager.</p> <p>The Approved Premises and High Risk Offender Accommodation Strategy was published in 2004. The Strategy stipulated that the Approved Premises estate should be used primarily as a public protection resource, providing accommodation and enhanced supervision for offenders assessed as posing a significant risk of harm to the</p>
----	--------------------------	--

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

		<p>public.</p> <p>The Strategy endorsed an existing long term trend towards the use of the estate for high-risk offenders, notably those released on licence from custodial sentences.</p> <p>Approved Premises also have to provide a positive regime of constructive interventions for residents to reduce the factors linked to their offending. The period of residence is an opportunity to move an offender towards resettlement so they can eventually take their place safely and independently in the community.</p> <p>This Service Specification places a significant emphasis on the delivery of a proactive and enhanced regime, as recommended in the Inspectorate reports and the Service Review.</p> <p>Equalities</p> <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. 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 on 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 and NOMS continue to work with the Home Office on its Ending Violence Against Women and Girls annual action plan.</p>
8.	Flexibility	All the outputs in this specification are mandatory – referred to as the National Minimum .
9.	Reference to Supporting Documents	To be determined.

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

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	<p>Probation Instruction 32/2014 Approved Premises</p> <p>The national Approved Premises Manual (derived from the Approved Premises Handbook) reflects the mandatory outputs and output features of this Service Specification. It is comprehensive and encompasses both mandatory and non-mandatory guidance.</p> <p>PI 09/2009 Medication in Approved Premises</p> <p>Care and Support Statutory Guidance Issued under the Care Act 2014; Chapter 17. Prisons, approved premises and bail accommodation (DH, October 2014)</p> <p>PI 06/2016 (PSI 15/2015 – AI 16/2016) Adult Social Care, now includes Wales.</p>
12.	References for Non-Mandatory Guidance	<p>The Approved Premises Manual encompasses both mandatory and non-mandatory guidance.</p> <p>Enhanced Regime Guidance (National Approved Premises Association, 2008)</p>
13.	Review Cycle	Review cycle to be determined

Specification

National Minimum

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
-----	-----------------	-------------------------	---------------------------	--------------	--	--	--------------------------------------

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

1.	Premises are secure and safe, and restrictions enforced.	Residents' presence, behaviour and wellbeing within the Approved Premises (AP) are monitored through staff interaction, security tours, room checks and CCTV.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part A 1	Approved Premises Manual, Part A 1
2.	Premises are secure and safe, and restrictions enforced.	Access to the AP is controlled and/or monitored to ensure restrictions/controls on residents (and visitors) are adhered to.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part A 2	Approved Premises Manual, Part A 2
3.	Premises are secure and safe, and restrictions enforced.	The AP is kept secure from unmonitored intrusion/departure without compromising health and safety of staff and residents.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part A 3	Approved Premises Manual, Part A 3
4.	Premises are secure and safe, and restrictions enforced.	Communication and handover systems are in place to ensure necessary information about residents is recorded and known by all staff.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part A 4	Approved Premises Manual, Part A 4

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
5.	Premises are secure and safe, and restrictions enforced	Arrangements are in place to ensure AP staff have 24 hour access to a duty manager who can provide advice and/or instruction, including physical presence where required.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part A 5	Approved Premises Manual, Part A 5

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

6.	Public protection arrangements in place	The AP is integrated into local Multi-Agency Public Protection Arrangements (MAPPA) procedures, including written protocols regarding information sharing and confidentiality.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part B 6	Approved Premises Manual, Part B 6
7.	Public protection arrangements in place	The AP has collaborative working arrangements for liaison and information sharing with Police Public Protection Units.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part B 7	Approved Premises Manual, Part B 7
8.	Public protection arrangements in place	The AP has communication and liaison systems with relevant offender management units to ensure rapid and appropriately authorised recall decisions can be made, including arrangements for out of office hours recalls.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part B 8	Approved Premises Manual, Part B 8

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
9.	Public protection arrangements in place	Required information is immediately accessible at the AP to expedite emergency recall and arrest procedures agreed with local police, and is known to all staff on duty.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part B 9	Approved Premises Manual, Part B 9

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

10.	Public protection arrangements in place	Contingency/evacuation plans agreed with the police and other agencies to ensure business continuity in the event of an emergency.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part B 10	Approved Premises Manual, Part B 10
11.	Premises are managed	AP staff are competent, supported and trained for the work they undertake.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part C 11	Approved Premises Manual, Part C 11
12.	Premises are managed	The AP's practice and procedures ensure the health and safety of residents and staff.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part C 12	Approved Premises Manual, Part C 12
13.	Premises are managed	National Probation Service, custodial services, the Parole Board and courts are provided with information regarding the facilities, resources and referral criteria for the AP, to inform their assessment of suitability.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part C 13	Approved Premises Manual, Part C 13

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
14.	Premises are managed	Data (including residents' survey data) is provided as required for performance monitoring and statistical returns in an authority approved format.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part C 14	Approved Premises Manual, Part C 14

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

15.	Premises are managed	Financial and administrative procedures are completed as required.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part C 15	Approved Premises Manual, Part C 15
16.	Premises are managed	The AP engages collaboratively with providers of contracted out services (for example facilities management and night security where a contractor is used) to facilitate contract delivery.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part C 16	Approved Premises Manual, Part C 16
17.	Premises are managed	The AP monitors service delivery of contracted-out provisions and, in respect of national contracts, communicates complaints and concerns by the agreed formal process.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part C 17	Approved Premises Manual, Part C 17
18.	Written policies, procedures, and strategies in place	There is a written referral and admissions policy and procedures in place, in line with regional and national priorities.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part D 18	Approved Premises Manual, Part D 18

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
19.	Written policies, procedures, and strategies in place	Procedures are in place for the recording and handling of residents' property on admission and departure.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part D 19	Approved Premises Manual, Part D 19

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

20.	Written policies, procedures, and strategies in place	The AP's policies and procedures in respect of vulnerable residents (for example suicidal, selfharming, victims of bullying) are known to and followed by all staff on duty.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part D 20	Approved Premises Manual, Part D 20
21.	Written policies, procedures, and strategies in place	The AP's policies and procedures in respect of health care and medication handling are aligned with national policy and are known to and followed by all staff on duty.	All residents	Offender Health Pathway	Contract Management and/or Audit	Approved Premises Manual, Part D 21 PI 09/2009 Medication in Approved Premises	Approved Premises Manual, Part D 21
22.	Written policies, procedures, and strategies in place	The AP's policies and procedures in respect of drugs and alcohol (including criteria for testing) are aligned with national policy and are known to and followed by all staff on duty.	All residents	Alcohol and Substance Misuse Pathway	Contract Management and/or Audit	Approved Premises Manual, Part D 22	Approved Premises Manual, Part D 22
23.	Written policies, procedures, and strategies in place	The AP has a written strategy on preventing deaths of residents including arrangements for reporting all such deaths.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part D 23	Approved Premises Manual, Part D 23

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
------------	------------------------	--------------------------------	----------------------------------	---------------------	---	---	---

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

24.	Purposeful and pro-social regime provided	Staff interaction with residents is fair, consistent and based on the principles of decency and pro-social modelling, to promote desired outcomes of compliance and rehabilitation.	All residents	Attitudes, thinking and behaviour pathway	AP residents survey	Approved Premises Manual, Part E 24	Approved Premises Manual, Part E 24
25.	Purposeful and pro-social regime provided	A programme of interventions and purposeful activity informed by Offender Pathways is available for AP residents either within the AP or in alternative suitable locations (the content to be negotiated with the commissioning authority).	All residents		Contract Management and/or Audit	Approved Premises Manual, Part E 25	Approved Premises Manual, Part E 25 Enhanced Regime Guidance (NAPA, 2008)
26.	Purposeful and pro-social regime provided	The diversity plan for the AP covers residents' access to interpreting and translation services and minority-orientated community facilities.	Vulnerable, disabled, aged and infirm, Black and Minority Ethnic (BME) and female residents	Diversity	AP residents survey	Approved Premises Manual, Part E 26	Approved Premises Manual, Part E 26

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
------------	------------------------	--------------------------------	----------------------------------	---------------------	---	---	---

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

27.	Purposeful and pro-social regime provided	Protocols are developed with Primary Care Trusts and/or GPs to facilitate access to the same standard of treatment for residents as that available to other members of the community (for example, primary health facilities, mental health services and local drug and alcohol provision).	All residents	Offender health policy	Contract Management and/or Audit	Approved Premises Manual, Part E 27	Approved Premises Manual, Part E 27
28.	Community engagement strategy in place	The AP has a written strategy on engagement with the local community and briefing key local stakeholders (for example, MPs and local councillors) on developments at the AP.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part F 28	Approved Premises Manual, Part F 28
29.	Community engagement strategy in place	There is a specific process in place for learning from and responding to neighbours' concerns and complaints, including senior management oversight.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part F 29	Approved Premises Manual, Part F 29
30.	Community engagement strategy in place	There is an agreed arrangement for liaison and intelligence exchange with local community police officers regarding neighbourhood concerns about the AP.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part F 30	Approved Premises Manual, Part F 30

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
------------	------------------------	--------------------------------	----------------------------------	---------------------	---	---	---

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

31.	Residents are inducted	Offenders are assessed and accepted/rejected in line with the written referral and admissions policy and procedures.	All residents		HMPPS Management Information Data	Approved Premises Manual, Part G 31	Approved Premises Manual, Part G 31
32.	Residents are inducted	Prospective residents are prepared for arrival via prerelease liaison with prisoners and information exchange with custodial service staff.	All licences		AP residents survey	Approved Premises Manual, Part G 32	Approved Premises Manual, Part G 32
33.	Residents are inducted	The diverse needs of residents, including their personal safety and health needs, are identified as part of the referral and induction processes.	Vulnerable, disabled, BME and female residents	Diversity	AP residents survey	Approved Premises Manual, Part G 33	Approved Premises Manual, Part G 33
34.	Residents are inducted	Residents are introduced/inducted to the AP with particular emphasis on ensuring their understanding of the rules and conditions, their responsibilities, the support and help available, and the procedure for complaints.	All residents		AP residents survey	Approved Premises Manual, Part G 34	Approved Premises Manual, Part G 34
35.	Risk of harm is managed	The AP's contribution to the risk management of each resident (including 'moveon' arrangements) is clearly defined in the Offender Manager Risk Management Plan and Sentence Plan.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part H 35	Approved Premises Manual, Part H 35

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
36.	Risk of harm is managed	Offender managers are provided with timely information regarding offender's behaviour, risk indicators and relevant progress in respect of the Risk Management Plan.	All licences and community orders		HMPSS Management Information Data	Approved Premises Manual, Part H 36	Approved Premises Manual, Part H 36
37.	Risk of harm is managed	MAPPA meetings are informed about residents' progress and behaviour in the AP.	MAPPA cases,		Contract Management and/or Audit	Approved Premises Manual, Part H 37	Approved Premises Manual, Part H 37
38.	Risk of harm is managed	The AP engages collaboratively with other agencies (for example, police, mental health, electronic monitoring providers) regarding residents who require additional controls and services as defined by the offender manager	Residents deemed to pose a risk requiring additional controls		Contract Management and/or Audit	Approved Premises Manual, Part H 38	Approved Premises Manual, Part H 38
39.	Risk of harm is managed	Approved contact with dependent children and families is maintained, subject to safe and appropriate arrangements.	All residents	Children and Families Pathway	Contract Management and/or Audit	Approved Premises Manual, Part H 39	Approved Premises Manual, Part H 39

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

40.	Residents engaged in purposeful and pro-social activity	Each resident is assigned a staff member in the AP who undertakes the offender supervisor (key worker) role and liaises with the offender manager about delivery of the AP's contribution to the Sentence Plan.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part I 40	Approved Premises Manual, Part I 40
-----	---	---	---------------	--	----------------------------------	-------------------------------------	-------------------------------------

Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
41.	Residents engaged in purposeful and pro-social activity	Each resident has a personal programme of interventions and purposeful activity that is agreed and reviewed with the resident, the provider of rehabilitation services and the offender manager	All licences and community orders			Approved Premises Manual, Part I 41	Approved Premises Manual, Part I 41
42.	Residents engaged in purposeful and pro-social activity	Residents are proactively motivated and encouraged to engage positively with the Sentence Plan, and are required to complete a daily diary of their planned activities.	All licences and community orders		Contract Management and/or Audit	Approved Premises Manual, Part I 42	Approved Premises Manual, Part I 42

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

43.	Residents engaged in purposeful and pro-social activity	Diverse needs of residents, and particularly potentially vulnerable residents, are monitored and addressed.	Vulnerable, disabled, BME and female residents	Diversity Social Care	AP residents survey	Approved Premises Manual, Part I 43 Care and Support Statutory Guidance, Chapter 17 (DH 2014) PI 06/2016 Adult Social Care	Approved Premises Manual, Part I 43
44.	Residents engaged in purposeful and pro-social activity	Case records of the AP's engagement with residents are maintained and shared with offender managers.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part I 44	Approved Premises Manual, Part I 44
Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for NonMandatory Guidance
45.	Residence conditions and rules are managed and enforced	Compliance with AP rules, licence conditions, and court requirements is proactively monitored (including use of room checks and room searches).	All residents		Contract Management and/or Audit	Approved Premises Manual, Part J 45	Approved Premises Manual, Part J 45
46.	Residence conditions and rules are managed and enforced	Residents are tested in respect of drug and alcohol misuse as specified by the commissioning authority.	All residents	Alcohol and Substance Misuse Pathway	NOMS Management Information Data	Approved Premises Manual, Part J 46	Approved Premises Manual, Part J 46
47.	Residence conditions and rules are managed and enforced	Offender managers or duty on-call manager are informed within prescribed timescales when rules or conditions are not complied with.	All licences and community orders		Contract Management and/or Audit	Approved Premises Manual, Part J 47	Approved Premises Manual, Part J 47

Service	Approved Premises: Public Protection and Regimes	Version	P3.2
Document	Service Specification	Sign-off Complete	MCB-OCT

48.	Residence conditions and rules are managed and enforced	Where appropriate, breach action is instigated within prescribed timescales.	All bailees		Contract Management and/or Audit	Approved Premises Manual, Part J 48	Approved Premises Manual, Part J 48
49.	Residence conditions and rules are managed and enforced	AP staff provide relevant information for formal hearings and, where required, attend court/parole/oral hearings to give evidence.	All residents		Contract Management and/or Audit	Approved Premises Manual, Part J 49	Approved Premises Manual, Part J 49