



Ministry  
of Justice



HM Prison &  
Probation Service

**Policy name:** HMPPS Finance Manual

**Reference:**

**Re-issue Date:** 3 November 2020 **Implementation Date:** 1 October 2019

**Replaces the following documents (e.g. PSIs, PSOs, Custodial Service Specs) which are hereby cancelled:** PSI 2013-37 / AI 2013-15 - NOMS Finance Manual

**Introduces amendments to the following documents:**

**Action required by:**

<input checked="" type="checkbox"/>	HMPPS HQ	<input checked="" type="checkbox"/>	Governors
<input checked="" type="checkbox"/>	Public Sector Prisons	<input checked="" type="checkbox"/>	Heads of Group
<input type="checkbox"/>	Contracted Prisons	<input type="checkbox"/>	Contract Managers in Probation Trusts
<input checked="" type="checkbox"/>	National Probation Service	<input type="checkbox"/>	Community Rehabilitation Companies (CRCs)
<input checked="" type="checkbox"/>	HMPPS Rehabilitation Contract Services Team	<input checked="" type="checkbox"/>	HMPPS-run Immigration Removal Centres (IRCs)
<input type="checkbox"/>	Other providers of Probation and Community Services	<input checked="" type="checkbox"/>	Under 18 Young Offender Institutions

**Mandatory Actions:** All groups referenced above must adhere to all of the mandatory actions in this Policy Framework, as set out in the attached Manual.

**For Information:** By the implementation date Governors<sup>1</sup> of Public Sector Prisons and Contracted Prisons must ensure that their local procedures do not contain the following: references to the old Finance Manual.

Governors must ensure that any new local policies that they develop because of this Policy Framework are compliant with relevant legislation, including the Public-Sector Equality Duty (Equality Act, 2010).

**How will this Policy Framework be audited or monitored?** All elements of financial regularity are monitored via the Statement of Financial Control, which is overseen by FRT&G Compliance Team.

**Resource Impact:** The policy is simply a revision of an existing policy that has been embedded within HMPPS for many years, the updated version provides the up to date guidance. As this document is BAU there should be no resource implications.

**Contact:** policy.finance@justice.gov.uk

<sup>1</sup> In this document the term Governor also applies to Directors of Contracted Prisons.

**Deputy/Group Director sign-off:** Caroline Patterson, July 2019

**Approved by OPS for publication:** Sonia Crozier, Michelle Jarman-Howe, Joint Chairs,  
Operational Policy Sub-board, July 2019

### Revisions

Date	Changes
16 January 2020	Contact email address updated
31 January 2020	References to IEP have been changed to the Incentives Policy Framework (IPF), which came into force on 13 January 2020
3 November 2020	Chapter 12 and 13 revised to reflect the amendments to PSI 01/2012

**1. Purpose**

This Finance Policy Manual is intended as a single central source for financial policies and procedures within Her Majesty's Prison and Probation Service (HMPPS). It applies the guidance contained within HM Treasury's (HMT) Managing Public Money and reminds staff of the need for propriety and regularity in the control of all government expenditure and income.

**2. Evidence**

N/A

**3. Outcomes**

All parts of the business following the correct financial procedures and protocols, thus avoiding sanctions from HM Treasury and legal proceedings against the Agency.

**4. Manual (Requirements and Guidance)**

The Finance Manual can be found on the [finance manual policy framework](#) intranet page.

All mandatory requirements are clearly identifiable.