



Policy name: Community Accommodation Service – Tier 2 (CAS – 2) Policy Framework

Reference: N/A

Re-issue Date: 11 October 2023

Implementation Date: 1 October 2022

Replaces the following documents (e.g., PSIs, PSOs, Custodial Service Specs) which are hereby cancelled:

- Bail Accommodation and Support Service (BASS) Policy Framework 2018

Introduces amendments to the following documents (e.g., PSIs, PSOs, Custodial Service Specs): None.

Action required by:

<input type="checkbox"/>	HMPPS HQ	<input checked="" type="checkbox"/>	Governors
<input checked="" type="checkbox"/>	Public Sector Prisons	<input checked="" type="checkbox"/>	Heads of Group
<input checked="" type="checkbox"/>	Contracted Prisons	<input type="checkbox"/>	HMPPS-run Immigration Removal Centres (IRCs)
<input checked="" type="checkbox"/>	Probation Service	<input type="checkbox"/>	Youth Custody Estate
<input checked="" type="checkbox"/>	HMPPS Rehabilitation Contract Services Team	<input type="checkbox"/>	Women's Estate
<input checked="" type="checkbox"/>	Other providers of Probation and Community Services		

Mandatory Actions: All groups referenced above must adhere to the Requirements section of this Policy Framework, which contains all mandatory requirement actions. Groups are expected to:

- Make timely and appropriate referrals to the service.
- By the implementation date, Governors¹ of Public Sector Prisons and Contracted Prisons, and Probation leads must ensure that their local procedures achieve the required standards and comply with the requirements and constraints.
- The Policy Framework provides governors with greater empowerment to innovate and develop local policies to meet the needs of their population. Subject to complying with the Policy Framework, Governors can prioritise and choose when and if to develop a local policy.

For Information:

The Community Accommodation Service, Tier 2 (CAS-2) will continue the service of the former Bail, Accommodation and Support Service (BASS). As such any other policies and processes that refer to BASS should now be regarded as applicable to CAS-2, with the exception of referral eligibility which shall be as set out below.

¹ In this document the term Governor also applies to Directors of Contracted Prisons and Controllers

The Community Accommodation Service, Tier 2 (CAS-2) provides support to courts and prisons in achieving the best use of custody through the provision of suitable accommodation in a variety of locations in England and Wales, to following groups in the following priority:

1. *Bailees.
2. *Individuals subject to Home Detention Curfew.
3. *Individuals referred because of risk to Recall to prison due to loss of accommodation; or those who could be re-released following recall if they had suitable accommodation.
4. Individuals who are referred from Approved Premises.
5. Individuals referred due to being homeless at their conditional release date.

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).

It is important to note that the CAS-2 service is a separate contract to the Commissioned Rehabilitation Service (CRS) which is currently procured as part of the Dynamic Framework.

*** Core eligibility group**

Audit/monitoring: Contract Management Team, Contract Management Plan and Internal Audit.

Resource impact: The cost for delivering bail services within prisons and probation is already awarded within services commissioned by the MoJ Commissioner and is therefore funded. CAS-2 referrals support this delivery by providing a suitable address option for people on bail or licence who do not have a suitable abode. The arrangements for referral to CAS-2 do not require additional resources over and above those already allocated for bail services and HDC.

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Approved by OPS for publication: Sarah Coccia/Ian Barrow, Joint Chairs, Operational Policy Sub-board August 2022

Revision

11 October 2023	Change to para 6.7 of the User Guidance
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1. Purpose

- 1.1 The Community Accommodation Service Tier 2 (CAS-2) provides suitable accommodation for those who would otherwise be held in prison. This helps to reduce pressure on the custodial estate through the provision of accommodation in the community. CAS-2 can provide a suitable accommodation address for Bailee's and those eligible for Home Detention Curfew (HDC), who might only be remanded or not released due to a lack of suitable accommodation. It also provides an option for people on licence who lose their accommodation whilst subject to licence in the community. This is specifically where the level of risk cannot be managed in the community and they would otherwise be subject to a Recall to custody. Lastly, it provides an option for people moving on from Approved Premises, who meet the eligibility criteria for the service as outlined in Annex A to this document.
- 1.2 On occasion and where there is insufficient demand for the service from the core groups listed above, the service eligibility may be expanded to those due to be released from prison without accommodation.

2. Outcomes

2.1 CAS-2 seeks to:

- **Make efficient use of Custody:** Provides Courts with an alternative to remanding in custody; Prisons with the option of release on Home Detention Curfew (HDC) for those who meet the criteria; and Probation Practitioners with an alternative to recall accommodation option.
- **Monitor and report compliance with Order or Licence:** People on bail or licence comply with their Bail Order or licence requirements.
- **Provide a platform for Resettlement:** CAS-2 users address individual needs and are prepared for move-on to strengthen rehabilitation activity.

3. Requirements

Required actions for Prison Governors, Directors Contracted Prisons and Controllers

- 3.1 Prison Governors must ensure that the following staff are made aware of this Policy Framework and the CAS-2 Stakeholder User Guidance at Annex A; and that it supports existing deployment of Bail Information, and Home Detention Curfew:
- All staff in prisons involved in the delivery of bail information and/or referral to bail accommodation services
 - All staff involved in supporting video link courts in prisons
 - All staff involved in considering and processing applications for HDC
 - All staff involved in the discharge of prisoners from prisons
 - All staff involved in the provision of accommodation for prisoners on reception and on release

Required actions for the Probation Service (PS)

- 3.2 Probation Regional Directors must ensure that the following staff are made aware of this policy framework and the CAS-2 Stakeholder User Guidance at Annex A:
- All staff in prisons and courts involved in the delivery of bail information and/or referral to bail accommodation services
 - All staff involved in considering and processing applications for HDC
 - All staff involved in the provision of accommodation for people on probation and for prisoners on release
 - All staff managing prison leavers on HDC and general licence, and for those defendants on bail who are also under statutory supervision.
 - All staff involved in considering and processing Recall
All Homeless Prevention Team Leads for each region
- 3.3 Probation Practitioners (PP) must be made aware that the CAS-2 provider's responsibility for accommodation, and or support to a person under probation supervision, ends after the HDC Licence period, or any agreed residency period in accordance with their licence or order and the rules of CAS-2; whilst the Probation Service responsibility continues to the end of the whole licence term including the period on CAS-2. The only exception being for the period of any extension into the residence period, authorised by the CAS-2 contract management team. Whilst the Supplier will provide accommodation management to an individual, they will be expected to take all necessary means to remove an individual from the property where the individual has overstayed their period of residency, and this includes legal proceedings where required.
- 3.4 Support for moving the individual on into settled accommodation from CAS-2, is the responsibility of the PP and all efforts to collaboratively work with the CAS-2 Supplier to achieve this, should be in place at the early stages of residency. At the expected date of departure, Probation is asked to actively progress and direct a suitable alternative address if this is identified. In some cases, where suitable move-on accommodation has been proposed prior to the expected departure date; the PP may consider a licence variation to support move-on earlier; and therefore, it should not be a default position to reside for the entire period should there be suitable and available progressive options available.
- 3.5 In conjunction with the Supplier's own contractual support delivery, it is expected that all supervised individuals are reporting in line with the latest version of Probation National Standards.
- 3.6 It is important that local links are formed between the CAS-2 Supplier, CAS-2 Contract Management Team and Homeless Prevention Team (HPT) leads in each region. This will promote access to local resources; specific oversight on regional CAS-2 managed cases; and an opportunity to address any local issues with sourcing move-on.

Custodial Services and Probation Service responsibilities

3.7 For Bail referrals to CAS-2 (Court and Prison based), it is imperative that the following rules apply, to maximise efficiency with this cohort:

- The Judiciary and eligible defendants (and their representatives) are made aware of the CAS-2 provision.
- Prospective referrals are screened for suitability.
- Referrals deemed eligible and suitable are made to the CAS-2 provider.
- Courts are informed as to the availability of CAS-2 placements.
- Court decisions on applications/proposals are communicated to the CAS-2 provider.
- Defendants and prisoners are provided with required information and assisted in securing resources (e.g., travel warrant from PECS staff) to travel to CAS-2 accommodation.

(For Bailees who are bailed to CAS-2 Accommodation away from their home area, the CAS-2 provider shall pay for the travel costs of the Bailee's required further attendance and return from court, where the Bailee would have to travel more than 1.5 hours by public transport to attend court from the Accommodation.)

(Where the Bailee has additional needs as defined by the Equality Act, where provision of this support could be a "reasonable adjustment", the CAS-2 provider shall pay for the travel costs of the Bailee's required attendance and return from court regardless of location of the Accommodation).

3.8 HDC Referrals to CAS-2:

- Eligible prisoners are made aware of CAS-2 provision.
- Applications are screened for eligibility and assessed for suitability.
- Referrals, if provisionally approved for HDC, are made to CAS-2 and EM providers.
- Local suitability checks in relation to the use of CAS-2 for HDC are processed within required timescales as outlined within the HDC Policy Framework.
- HDC decisions on accepted referrals are communicated to CAS-2 providers.
- Released prisoners are provided with required information/resources to travel to CAS-2 accommodation, (2.29 of [PSI 72/2011 Discharge](#), refers).

3.9 Working relationships are established by Probation Practitioners with CAS-2 support officers including arrangements for information exchange.

3.10 The CAS-2 contribution to the risk management of each participant (including move-on arrangements) is clearly defined in the Risk Management Plan and Sentence Plan.

3.11 Probation Practitioners provide CAS-2 Support Officers with timely information regarding behaviour, risk indicators and relevant progress in respect of the Risk Management Plan.

CAS-2 Provider responsibilities

- 3.12 Suitable furnished accommodation will be provided in locations to be agreed with the Authority (HMPPS).
- 3.13 Liaison is undertaken with key agencies in relation to property acquisition in line with contract requirements and national protocols.
- 3.14 Contingency plans exist for the provision of temporary accommodation within six hours of notice.
- 3.15 House Rules and a Behaviour and Risk Management Framework are developed and agreed with the Authority.
- 3.16 Properties are managed in accordance with the identified standards and the Property Management Procedures agreed with the Authority.
- 3.17 Repair and maintenance are undertaken in accordance with the identified standards. There are systems in place to receive and assess referrals from prisons and courts within prescribed timescales.
- 3.18 Participants are inducted to the Property on arrival, with particular emphasis in ensuring their understanding of the House rules, conditions of residence, and the Accommodation Agreement (signed by the Participant).
- 3.19 In the event of a proposed relocation, Participants are briefed, and necessary approval obtained, and notification given. The Supplier will prompt for the licence or bail order to be varied, whether that be via the Courts, Probation, or the Prison.
- 3.20 Working relationships are established by Support Officers with key local services. A Support Plan is agreed with the Participant and shared with the Probation Practitioner (PP) within 7 days of arrival. Support Plans are routinely reviewed every four weeks and where possible, this should be in conjunction with the PP to ensure alignment with the Sentence Plan and Risk Management Plan. As a minimum, these plans should be shared with the PP for consideration.
- 3.21 Participants are enabled through one-on-one support (minimum of weekly meetings totalling 2 hours per week) to live successfully within the community and comply with the conditions of their order/licence including statutory supervision post release.
- 3.22 Participants are motivated and supported to engage with key local services and EM providers as appropriate as identified in the Action Plan.
- 3.23 Potential non-compliance with House Rules and/or order/licence including statutory supervision conditions are monitored through visits (both planned and unplanned) and should be communicated to the Probation Practitioner.
- 3.24 Termination of the Accommodation Contract and/or non-compliance with order/licence, including statutory supervision post release conditions, are notified to appropriate enforcement authority within prescribed timescales.

- 3.25 Risks presented by service participants are identified and managed through active engagement and collaboration with other agencies.
- 3.26 Police and/or local authorities are informed about criminal and/or anti-social behaviour involving or affecting participants.
- 3.27 Issues and information that may suggest an increase in risk of serious harm are communicated to the Probation Practitioner who will reassess risk and refer to the appropriate risk authority as required.
- 3.28 In the event of medical need, participants are assisted in accessing medical care and necessary notification is given including liaison with the EM provider as required.
- 3.29 Single family unit accommodation and/or support services will be provided to enable children to be reunited with their parent subject to safeguarding procedures and approval.
- 3.30 Participants' potential risk to identified children and vulnerable adults is monitored and relevant information exchanged with appropriate agencies.
- 3.31 Participants are supported in finding move-on accommodation.
- 3.32 Participants are supported in accessing Education, Training and Employment.
- 3.33 Data is provided as required for performance and statistical returns in an authority approved format.
- 3.34 Accommodation provided in units with a maximum of four participants.
- 3.35 Female Participants receive a gender-specific service in respect of support and access to specialist services.
- 3.36 Wi-Fi installed in each individual property to be accessible for participants and staff.
- 3.37 Each participant will have access to their own basic smart phone throughout the duration of their stay.
- 3.38 The Supplier is contracted to deliver at least one accessible bedspace and one female property in each Probation region.
- 3.39 For those that are in/who find, employment, a financial assessment will take place to find an affordable rent charge.

4 **Guidance**

- 4.1 Comprehensive CAS-2 Stakeholder User Guidance, which is specific to the current CAS-2 Contract, is available as a separate, supplementary guidance document and requires reading in conjunction with this Policy Framework.