

***JERSEY PROBATION AND AFTER-CARE SERVICE***

***Annual Report for 2011 and Business Plan 2012***

**Jersey Probation and After Care Service**  
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## **Probation Board**

The Probation and After-Care Service is a department of Jersey's Judiciary. The Probation Board is appointed by the Bailiff on behalf of the Royal Court to oversee the work of the Service and consists of five Jurats (elected Judges of the Royal Court of Jersey).

### **Probation Board – January 2012**

#### **Chairman of Probation Board**

*Jurat J M Clapham - Lieutenant Bailiff*

*Jurat S J Le Cornu: Jurat G W Fisher: Jurat P Nicolle: Jurat C Crill*

### **Probation Board Chairman's Foreword**

I took over as Chairman of the Board from Jurat John de Veulle, Lieutenant Bailiff, who retired in April 2011. Jurat de Veulle, during his long term of office, made a huge contribution to the judicial process in the island in so many spheres and brought the same keen judgment and dedication to the Probation Service during the fifteen years he served on the Board. It is a pleasure to be a member of such a committed and cohesive team. On meeting them it is apparent that everyone, in whatever capacity, strives for best practice and constant improvement in the service offered to clients, who are sometimes difficult and not always appreciative. In this respect an internal inspection to review key areas of practice was carried out in November by the Chief Probation Officer and the Assistant Chief Probation Officer assisted by two senior practitioners from Guernsey and by Jurat Le Cornu from the Board. The findings of this inspection were impressive but quite rightly it also engendered some recommendations for minor improvements in certain areas and an action plan has been prepared. I have every confidence that it will be pursued.

It is very encouraging to note that most of the objectives set out in the Business Plan for the past year have been achieved.

The service has been as busy as ever, though it is of interest to note that there has been a decrease in work with children. There have been less children coming before the Youth Court and one of the reasons for this must be the different approach now taken by the agencies involved with offending youth, following the Youth Justice Review in 2010. Early intervention is paramount and the new strategies appear to be working.

The Jersey Family Court Advisory Service is now fully fledged with two new *delégues* being sworn in recently. This service provides invaluable help to the Court in determining cases of public and private law and reduces the need and considerable expense of employing UK social workers for the purpose, which was previously the practice.

Community Service and the Restorative Justice programme continue to develop successfully. Community Service is not always viewed in a favourable light by the general public but the statistics on outcome and reoffending show it to be an effective tool in dealing with some offenders.

Probation has an establishment of some forty staff and volunteers, all committed to their work and to the mutual support which is so necessary in this kind of work. On a recent holiday flight I fell into conversation with a fellow traveller who had taken early retirement from the UK Probation service mainly because he felt the profession had changed dramatically from the one he had enthusiastically joined many years before. He felt it had become an increasingly bureaucratic, box-ticking and risk assessment exercise with little room for the human touch and for any sustained engagement with the troubled and challenging souls who find themselves subject to a Probation Order. I was very proud to be able to tell him that that is not the case in Jersey. Although the service is very much in the 21<sup>st</sup> century with its professional standards and methods there are still genuine, lasting and productive relationships between officer and client. The officers do know their clients; they invariably go the extra mile with them and real success is often achieved.

This is a flagship service which is of great credit to the Island.

Jurat J M Clapham  
**Lieutenant Bailiff**

## ***Glossary of Abbreviations***

ACPO	Assistant Chief Probation Officer
APO	Assistant Probation Officer
BASS	Building a Safer Society; interagency strategy approved by the States of Jersey in 2004.
BOTO	Bound Over: Treatment Order
BOYAT	Bound Over: Youth Action Team.
CAFCASS	Statutory body working with children and families in Family Court proceedings in England and Wales
CEP	European Probation Organisation
CMA	Case Management Assistant
CPG	Children's Policy Group of Ministers
CPO	Chief Probation Officer
CREDOS	an international group of academics and senior managers researching Probation effectiveness
CSO	Community Service Order
CSR	Comprehensive Spending Review; States of Jersey resource allocation process
DAISy	Data Analysis and Information System - computerised case management and management information system
ESC	Education Sport and Culture Department of the States of Jersey
CSR	Comprehensive Spending Review; States of Jersey resource allocation process
HCR20	assessment used with violent offenders
HA	Home Affairs Department of the States of Jersey
H and SS	Health and Social Services Department
HMIP	Her Majesty's Inspectorate of Probation
ICT	Information and Communications Technology
"J" category staff	staff recruited from outside of Jersey, given temporary Population Office consent to occupy certain properties
JFCAS	Jersey Family Court Advisory Service
JMAPPA	Jersey Multi Agency Public Protection Arrangements
JLIB	Jersey Legal Information Board
JPACS	Jersey Probation and After Care Service
Jurat	Royal Court Judge of fact
KPI	Key Performance Indicator

LSI-R, LSI CMI, NOMS	Risk assessment systems used or under consideration by the JPACS National Offender Management Service incorporating Probation in England.
OASyS	Risk Assessment and Case Management system used by the National Probation Service
OINTOC	Offending Is Not the Only Choice – skills based cognitive behavioural programme for offenders, used by JPACS
PO	Probation Officer
RAMAS	Risk Assessment Management and Audit Systems; an interagency method for assessing and managing those people most likely to harm themselves or others
RJ	Restorative Justice
RISK Matrix 2000, SAO7	Assessment tools used with sex offenders
SER	Social Enquiry Report
VS	Voluntary Supervision

## **KEY PIECES OF LEGISLATION**

**The key pieces of legislation giving authority to the Jersey Probation and After-Care Service are as follows:**

Loi (1937) sur l'atténuation des peines et sur la mise en liberté surveillée. (Probation Law)

Criminal Justice (Community Service Orders) (Jersey) Law 2001

Criminal Justice (Young Offenders) (Jersey) Law 1994

Children (Jersey) Law 2002

Matrimonial Causes (Jersey) Law 1949

Adoption (Jersey) Law 1961

Sex Offenders (Jersey) Law 2010

## **Annual Report for 2011 and Business Plan for 2012**

### **Chief Probation Officer's Report**

Chairman and Members of the Probation Board of the Royal Court, I have the pleasure of submitting the Jersey Probation and After Care Service (JPACS) Annual Report for 2011 and the Business Plan for 2012.

#### **Workload**

Whilst the overall workload of the service remained similar to 2010, in a number of areas there were significant changes. For example a welcome development has been a continued decrease in criminal justice work involving children. Whilst some of this can be explained by demographics some of the decrease can be attributed to changes in practice by agencies involved in the Youth Justice Review in 2010.

#### **Jersey Family Court Advisory Service**

2011 marked the first full year of operations for the Jersey Family Court Advisory Service (JFCAS) which provides the Royal Court with advice and reports concerning the best interests of children in both Private and Public Law matters. This new section of JPACS has already proved its value both through the resource efficiencies it has achieved and most importantly through the outcomes being achieved for children.

#### **Transfer of prisoners and community orders**

Work on reforming and improving transfer arrangements between jurisdictions for those subject to community orders such as Probation and Community Service and for those who have been sentenced to imprisonment has progressed during this year in conjunction with the Home Affairs Department of the States of Jersey. This work is important for a number of reasons. Primarily it will ensure that the Courts and the prison can comply with their obligations under international conventions to treat those who offend equally and provide offenders with the same level of service regardless of their nationality or place of residence in the jurisdiction where they have the greatest prospect of successful rehabilitation. Secondly these arrangements will allow JPACS to meet its savings targets under the Comprehensive Savings Review (CSR) in 2013 without a reduction in effectiveness.

In 2011 The States of Jersey approved the Repatriation of Prisoners Law which empowers Jersey to enter into bilateral agreements with other non British jurisdictions to repatriate foreign national prisoners. This will be an improvement on the present arrangements which rely on an initial transfer to the United Kingdom with the associated cost and delay.

Progress on the nature of prisoner transfers between Jersey and the United Kingdom jurisdictions was also made. It is this change which will have the greatest impact on the work of JPACS at Jersey prison. It is anticipated that the necessary changes which do not require legislation but do need a Ministerial decision will be made during 2012; without these changes the effectiveness of the service offered to prisoners in Jersey will be compromised due to the reduction in Probation Officer numbers in 2013.



Jersey has worked closely with Guernsey and the Isle of Man in 2011 to place the transfer of people subject to community orders such as Probation or Community Service between the British Jurisdictions and Europe onto a statutory footing. Currently the position is that transfers from or to any of the Island jurisdictions have to be on a voluntary basis albeit with the option in Jersey's case of pursuing non compliance with an arrest warrant if the transfer is within the British Isles. It was hoped to dovetail local legislation with pending United Kingdom legislation and a way forward was agreed at officer level. However, the islands were subsequently informed by the United Kingdom that this legislative opportunity was not yet available, but that the insular authorities would be advised when it became possible.

### Effective practice

JPACS continues to receive invitations to present at conferences and meetings outside of Jersey due to its reputation for being at the forefront of effective practice. During 2011 members of the staff team presented papers at international conferences in Vilnius and in Lisbon. The Chief Probation Officer assisted the United Kingdom Ministry of Justice and the Foreign and Commonwealth Office at a meeting with the Governors of the British Overseas Territories in London. JPACS longstanding research partnership with Swansea University continued, generating a checklist for the observation and development of practitioners' skills which has also been provided to a number of other Probation Services in the British Isles and further afield.

Locally, an increased awareness of the part oral language acquisition plays in subsequent child development and the over representation of children with deficits in this area led to a partnership with the speech and language therapy department. Continued training and consultancy in work with sex offenders from Dr David Briggs, has resulted in Probation staff developing considerable expertise in this difficult area of work.

### Concluding remarks

My work as Chief Probation Officer is made easier by the support and governance provided by the Probation Board. The Board is composed of Jurats who bring a wealth and variety of experience to their role. During 2011 Jurat P J de Veulle, OBE, Lieutenant Bailiff, Chairman of the Probation Board and Jurat LJ King MBE retired from the Probation Board the former having been a Board member for 15 years. I am equally fortunate to have a committed and highly skilled team of staff and volunteers who ensure that clients receive a consistently high quality of service. Their response to the changes needed as a result of the CSR in particular was exemplary. I am grateful to them all.

Brian Heath  
**Chief Probation Officer**

26 March 2012

## **2011 Performance**

**Aim: To provide an effective and efficient social work service to the criminal justice system and the family division of the Jersey Royal Court.**

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The following objectives are those contained in the 2011 States of Jersey Business Plan.

### **Objective 1: To provide an efficient and effective verbal and written report service to Parish Halls, Courts and Prisons**

#### ***Success criteria:***

- (i) A minimum of 95% of reports will be provided within the agreed deadlines

*Achieved*

- (ii) The Family Court Welfare Service will assume responsibility for the management of social work guardians in Public Law proceedings by the end of April 2011.

*Achieved*

- (iii) All reports continue to be peer-reviewed to ensure consistent quality and in particular that Royal Court Reports will be peer-reviewed by a member of the management team.

*Achieved*

***Strategic Plan Priorities: 7, 8 and 9***

### **Objective 2: To provide community supervision which reduces re offending, allows offenders to make restitution and protects the public from further offending**

#### ***Success criteria:***

- (i) To maintain a statistically significant reduction in Probationers' risk of re-offending at more than a 5% confidence level, using locally calibrated measures.

*Achieved*

- (ii) To achieve an average work rate of at least three hours per week in Community Service cases.

*Achieved*

- (iii) To place at least one third of Community Service cases in individual placements, subject to satisfactory risk assessments being completed.

*Not achieved.*

- (iv) To act upon recommendations arising from the review of Youth Justice commissioned by the Children's Policy group and the emerging findings from the SWIA inspection into looked after children.

*Partially achieved – to be completed in 2012*

- (v) To continue to drive efforts to provide for the transfer of community penalties between Jersey, the other crown dependencies and EU member states.

*Not achieved*

***Strategic Plan Priorities: 7, 8 and 9***

**Objective 3: To work with the prison to provide integrated sentence planning and supervision programmes for prisoners**

***Success criteria:***

- (i) To achieve a statistically significant reduction at more than a 5% confidence level in prisoners risk of re-offending post release compared to time of sentence.

*Result not known due to low numbers and other practical difficulties in data collection*

- (ii) Each prisoner to have an integrated sentence plan which reduces their risk of re-offending and increases their chance of successful rehabilitation.

*Achieved*

- (iii) To support the Home Affairs Department in efforts to provide for the transfer of prisoners between Jersey, the other crown dependencies and EU member states.

*Achieved*

***Strategic Plan Priorities: 7 and 8***

**Other Departmental targets for 2011**

- (i) To ensure the measures necessary to implement the CSR savings required in 2012 are in place by the end of 2011.

*Achieved*

- (ii) To have achieved an agreed sustainable governance structure for the DAISy case management and management information system.

*Partially achieved but further work required.*

## **Objectives and Performance Indicators for 2012**

### **Objective 1: To provide an efficient and effective verbal and written report service to Parish Halls, Courts and Prisons.**

#### ***Success criteria:***

A minimum of 95% of reports will be provided within the agreed deadlines;

The Family Court Welfare Service will provide social work guardians in Public Law proceedings, only using Guardians from outside of Jersey when this is in the best interests of the child.

All reports continue to be peer-reviewed to ensure consistent quality and in particular that Royal Court Reports will be peer-reviewed by a member of the management team.

To develop in conjunction with Government House and the Customs and Immigration Department a template for Probation Service reports to assist H.E the Lt Governor in deportation matters.

### **Objective 2: To provide community supervision which reduces re-offending, allows offenders to make restitution and protects the public from further offending.**

#### ***Success criteria:***

To maintain a statistically significant reduction in Probationers' risk of re-offending using locally calibrated measures;

To achieve an average work rate of at least three hours per week in Community Service cases;

To place at least one third of Community Service cases in individual placements, subject to satisfactory risk assessments being completed;

To review the implementation of recommendations arising from the review of Youth Justice commissioned by the Children's Policy group and the SWIA inspection into looked after children;

To implement a skills development programme for Probation staff incorporating the use of direct observation or videotaped interviews using the checklist developed by Swansea University and JPACS;

To continue to drive efforts to provide for the transfer of community penalties between Jersey, the other crown dependencies and EU member states.

### **Objective 3: To work with the prison to provide integrated sentence planning and supervision programmes for prisoners.**

#### ***Success criteria:***

To develop and implement a measure which demonstrates the effectiveness of Probation involvement in prisoner resettlement;

Each prisoner to have an integrated sentence plan which reduces their risk of re-offending and increases their chance of successful rehabilitation;

To review the Probation service involvement at HMP La Moye and implement any changes necessary.

To provide any assistance required by the Minister for Home Affairs in implementing a change from restricted to unrestricted transfer of prisoners to other British jurisdictions where this is in the best interests of the prisoner and the community.

# JPACS

## Annual Statistical Summary 2011

### Court Reports

**Social Enquiry Reports** - The total number of SERs produced for the courts remains very much on a par with last year:

	<b>Social Enquiry Reports</b>				
<b>Court</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Youth Court	87	70	51	53	47
Magistrate's Court	243	267	242	221	248
Royal Court	164	125	143	137	119
<b>Total</b>	<b>494</b>	<b>462</b>	<b>436</b>	<b>411</b>	<b>414</b>

The year-on increase in the use of stand-downs in the Magistrate's court has stabilised with overall figures similar to last year:

	<b>Stand-downs</b>				
<b>Court</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Youth Court	19	21	17	21	15
Magistrate's Court	60	48	71	86	89
<b>Total</b>	<b>79</b>	<b>69</b>	<b>88</b>	<b>107</b>	<b>104</b>

**Other reports:** A total of 16 retrospective Sex Offender Notification reports were completed last year although 7 of these are pending final hearing.

### Probation Supervision

There has been a slight increase (4%) in the overall number of new orders imposed compared to 2010:

	<b>New Probation Orders</b>				
<b>Court</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Youth Court	46	40	56	35	29
Magistrate's Court	103	94	108	94	113
Royal Court	21	20	26	25	18
<b>Total</b>	<b>170</b>	<b>154</b>	<b>190</b>	<b>154</b>	<b>160</b>

The rise however is attributable to Probation Orders imposed in the Magistrate's Court with a decrease in both Youth Court (17%) and Royal Court (28%) Orders.

The main offence types committed by those placed on Probation, in order of frequency, are for offences of violence, drugs, larceny, public order, road traffic law and break and entry.

## **Community Service Orders**

The increased use of Community Service orders has been maintained with similar overall numbers to last year:

	<b>New Community Service Orders</b>				
<b>Court</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Youth Court	23	13	16	20	9
Magistrate's Court	112	110	152	161	182
Royal Court	44	33	50	38	27
<b>Total</b>	<b>179</b>	<b>156</b>	<b>218</b>	<b>219</b>	<b>218</b>

Within these figures however there is a marked decrease in the number of CS orders from Youth Court (55%) and Royal Court (29%).

The main offence group continues to be those committed under the Road Traffic Law followed by violence, drug and larceny offences.

There has been a slight decrease in the total number of CS hours ordered (9%) compared to 2010 but the high trend seen over the previous two years has largely continued:

<b>CS Orders</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Hours ordered	11467	23682	23587	21546
Hours worked	no data	17211	20577	20151
Average order length	97	107	106	98

40% of orders were in the 51-100 hour bracket, compared to 61% in 2010 (44% in 2009).

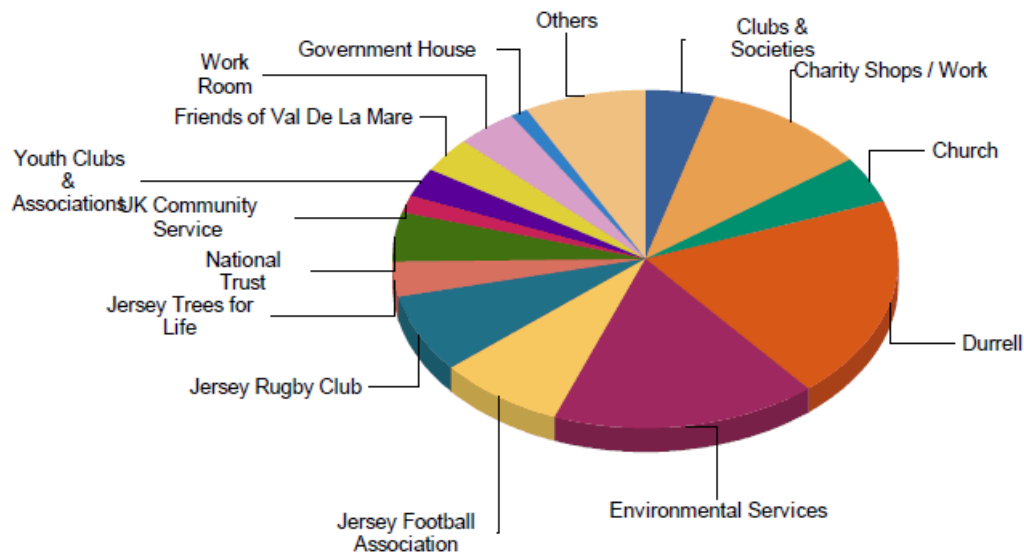
29% of community service orders were placed on individual placements; this includes those who perform light duties in the Probation workroom.

**Hours worked by project:**

Location	CS Hours worked				
	2007	2008	2009	2010	2011
Clubs & Societies	1885.50	746.00	1217.00	553.00	560.50
Charity Shops / Work	1846.50	868.00	2348.00	2267.00	2098.00
Church (new cat. previously 'Others')	-	-	-	-	932.50
Durrell	938.50	1013.50	1666.00	2797.50	5026.00
Environmental Services	949.00	2118.00	3711.00	4290.00	2583.00
Friends of Val de la Mare	0.00	0.00	385.00	887.00	381.00
Government House	190.00	313.00	95.00	219.50	202.50
Jersey Football Assoc.	1306.75	1993.00	2038.00	1524.00	1714.00
Jersey Rugby Club	583.00	621.50	923.50	1321.00	1646.50
Trees for Life	1356.00	986.00	584.00	474.00	857.00
National Trust	625.00	579.50	796.00	1246.50	675.00
Parish & Community Facilities	245.00	233.00	0.00	40.00	15.00
Residential Charities	590.50	120.25	274.00	0.00	90.00
Scouts	160.00	200.00	291.00	0.00	0.00
UK Community Service	395.00	0.00	160.00	0.00	298.50
Youth Clubs & Associations	765.00	347.50	449.00	1030.00	414.00
CS Workroom	0.00	0.00	1071.00	938.50	684.00
Others	1979.50	2740.50	745.00	2625.50	1766.50
<b>Total</b>	<b>14,286.75</b>	<b>12,997.75</b>	<b>17,131.00</b>	<b>20,446.00</b>	<b>19,944.00</b>

The 'Others' category includes some large projects such as at Gigoulanne Mill (360 hrs); Green Fingers (475hrs); Oasis Centre (301hrs) and at Pont Marquet Woods (490.50hrs).

## Hours Worked 2011 by project



## Other forms of community supervision:

### **Children:**

- Binding Over Orders with a condition to attend YAT fell by 71% from 28 in 2010 to 8 in 2011.
- 5 Binding Over Orders with a condition to undertake Restorative Justice (RJ) were imposed in 2011 (not used in 2010).
- Binding Over Orders with a Treatment Option have stayed at a very low level, only 1 order being made during both years.
- 4 deferred decisions from Youth Court were made in 2011 compared to 1 in 2010.
- According to our data, 26 cases were sent direct to Youth Court from PHQ, in contrast to 56 cases in 2010. This compares favourably with previous years of 26 in 2009 and 23 in 2008.

### **Adults:**

- 2 Binding Over Orders with a condition to undertake RJ were imposed in 2011; (not used in 2010).
- Binding Over Orders with a Treatment Option has stayed at a similar level for both years, 9 orders in 2011 and 8 in 2010.
- 1 Restraining Supervision Order under the Sex Offender 2010 (Jersey) Law was imposed in 2011.
- There has been an increased use of the option of Voluntary Supervision by adult clients; 16 compared to 8 in 2010.
- 2 Suspended Sentence Supervision Orders were imposed in 2011 (3 in 2010).



## **Custodial Supervision**

New custodial supervisions are very much on a par with last year:

	2008		2009		2010		2011	
	Adult	Youth	Adult	Youth	Adult	Youth	Adult	Youth
Youth Court	0	4	0	2	0	4	0	3
Magistrate's Court	5	0	7	3	16	1	16	2
Royal Court	57	11	66	15	70	15	72	9
<b>Sub total</b>	<b>62</b>	<b>15</b>	<b>73</b>	<b>20</b>	<b>86</b>	<b>20</b>	<b>88</b>	<b>14</b>
<b>Grand total</b>	<b>77</b>		<b>93</b>		<b>106</b>		<b>102</b>	

Note: Youth custodial supervision applies to those aged 21 and under

115 prison releases were recorded during 2011 (for sentences of over 6 months for adults; 4 months for Youths) compared to 99 in 2010. Of these, 27 accepted the offer of Voluntary After Care (23%), a similar number to last year. 13 were released on YOI Licence and 12 on Home Curfew Licence, a total of 22%. This compares to 14 and 17 respectively for last year.

The month end case load as at 31.12.11 shows 36 adult and 3 youth custodial transfers to the UK.

## **Releases and assessments**

There has been a 16% decrease overall in pre-release reports compared to last year:

Report type:	2008	2009	2010	2011
ROTL	76	58	60	55
TRMS	33	35	n/a	n/a
Home Curfew	-	-	26	17
<b>Total</b>	<b>109</b>	<b>93</b>	<b>86</b>	<b>72</b>

## **LSI-r profiles: (the LSI-R measures likelihood of re offending)**

Probation orders – 14% of new orders made were in the low band, 39% medium and 41% high (6% no data).

This compares to figures for 2010 of 16%, 39% and 40% respectively (5% no data).

CS orders – 48% of new orders made were in the low band compared to the usual profile of just over 50%. 20% scored in the medium band, 18% high (14% no data).

## **Restorative Justice**

The yearly summary reveals RJ officer involvement in relation to 72 clients across the spectrum of supervision types and pre-court sentencing. This includes 14 face to face direct apologies plus 2 additional meetings with victims, one involving a witness and one an offender's mother. Several victims have declined the offer of meeting their perpetrator even though the offender was willing to proceed. There have been a total of 50 other RJ Initiatives which include the involvement of secondary schools, letters of apology and work with other States departments. As per the Youth Justice Review recommendations we are trying to encourage Education to implement RJ across the secondary schools and also involving children's homes and other agencies.

### Parish Hall Enquiries attended

There has been a slight increase (4.5%) in the overall number of Parish Hall cases compared to last year, but numbers are still generally down on previous years:

	2007	2008	2009	2010	2011
PHE - Grouville	6	6	3	7	5
PHE - St. Brelade	33	29	29	22	16
PHE - St. Clement	35	24	40	22	30
PHE - St. Helier	326	259	234	153	170
PHE - St. John	4	2	4	0	4
PHE - St. Lawrence	16	12	15	4	14
PHE - St. Martin	6	6	6	5	4
PHE - St. Mary	2	2	2	0	2
PHE - St. Ouen	2	1	7	10	3
PHE - St. Peter	19	20	17	8	5
PHE - St. Saviour	48	40	42	55	45
PHE - Trinity	8	5	1	2	3
<b>Total</b>	<b>505</b>	<b>406</b>	<b>400</b>	<b>288</b>	<b>301</b>

168 of Parish Hall cases were first offenders (55%), a similar number to last year. The main offence groups are motoring (56%); public order (21%); larceny (7%); violence (6%) and malicious damage (5%). This compares to 37%, 18%, 18%, 6% and 7% respectively for 2010.

6 cases were sent from Parish Hall to Youth Court during 2011 (7 in 2010).

Restorative Justice and Alcohol & Drug Education sanctions are on a par with 2010, but Voluntary Supervisions have fallen by 45%, giving an overall decrease of 18%. This may be partly explained by an increase in the use of straight deferred decisions by 34%, from 44 in 2010 to 59 in 2011, plus a shift in offence type as detailed above.

<b>Supervision type:</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Deferred dec with RJ	15	16	17
Deferred dec with VS	20	22	12
Deferred dec with Alc & Drug Education	6	6	7
<b>Total</b>	<b>41</b>	<b>44</b>	<b>36</b>

### **Programme intervention**

The following table details the various programmes which ran over the year in either a group setting or on a one-to-one basis as part of Probation supervision:

<b>Programme Type</b>	<b>2010</b>		<b>2011</b>	
	<b>No. of attendees</b>	<b>Total no. of sessions attended</b>	<b>No. of attendees</b>	<b>Total no. of sessions attended</b>
Aggression Control Training	8	100	18	111
ADAPT (see DV for 2010)	-	-	17	239
Alcohol Study Group	29	151	16	79
Domestic Violence 1:1 (included ADAPT for 2010)	18	270	2	13
Offending is not the only choice	20	168	29	350
Only Pictures	-	-	1	1
Self-Management and Rational Thinking	17	346	20	387
Sex Offender Programme	4	28	8	38
Family Problem Solving	10	19	7	21

*NB. 2010 figs have also been updated following new data collection process*

Our Substance Misuse Officer recently introduced a new programme called Dialectical Behaviour Therapy Skills Training. This is a 24 session programme for clients of Probation, Alcohol and Drug Service and the Mental Health Service who experience difficulties dealing with emotions. The first course started in December 2011 with 10 clients currently attending, 4 of which are on Probation.

### **Caseloads**

Including all supervision categories, month end caseload figures for 2011 reveal an average of 465 cases based on an average of 360 individual clients. This compares with 499 cases in 2010 and 502 in 2009.

## **PROBATION SERVICE STAFF - January 2012**

### **Chief Probation Officer**

Mr Brian Heath

### **Assistant Chief Probation Officer/Community Service Manager**

Mr Michael Cutland

#### **Team Leader**

Mr David Trott

### **Support Services Manager**

Mrs Karen Pallot

### **Probation Officers**

Mrs Natalie Austin – part time

Ms Susan Brown – part time

Ms Sarah Baudains

Mrs Lisa Lister – part time

Mr James Lynch

Mr Chay Pike

Ms Janette Urquhart

Mrs Sarah Barrowcliffe

Mrs Jane Christmas – part time

Mr Christopher Langford

Ms Emma Luce

Ms Adelaide Ormesher (JMAPP)

Mr Robert Taylor

### **Assistant Probation Officers**

Mrs Nicky Allix (Court Officer)

Mrs Chantelle Rose – part time

Mrs Barbara Machon - part time

Ms Maurilia Veloso

### **Trainee Probation Officers**

Mrs Barbara Machon (part time)

Ms Maurilia Veloso

### **Court Liaison Officer**

Mr Mark Saralis

### **Case Management Assistants**

Mrs Norah Child-Villiers

Miss Lauren Hamill – part time

Mrs Gillian Gosselin - part time

Ms Melanie Dowinton

### **Jersey Family Court Advisory Service**

#### **Team Leader**

Mrs Jane Ferguson

### **Senior Practitioners**

Mrs Elsa Fernandes

Ms Eleanor Green

### **Administrator**

Ms Nicki Rosier

### **Assistant Community Service Managers**

Mr Andy Le Marrec;

Mrs Nicky Allix (also Court Officer) part time

### **Community Service Supervisors**

Mr Peter Bisson

Mr John Lennane

Mr Trevor Renouf

Mr Rui de Abreu

Mr Philip Matson

Mr Terry Saussey

Mr Philip Hague

Mr Chic McHendry

## **Jersey Probation and After Care Service**

### **Statement on Internal Control**

#### **Scope of Responsibility**

As the Chief Probation Officer I have been appointed as the Accounting Officer for the Probation and After Care Service (JPACS) under the provisions of the Public Finances (Jersey) Law 2005. The duties of the Accounting Officer are laid out in the Treasury Financial Direction 2.2.

In summary as the accounting officer for the Probation and After Care Service I am responsible for ensuring the proper financial management of the Service in line with the Public Finance (Jersey) Law 2005 and Treasury Financial Directions.

One of the duties of an accounting officer is to produce an annual Statement on Internal Control.

#### **Purpose of Internal Control**

Systems of internal control are necessary to ensure that expenditure and income are properly accounted for in line with States of Jersey legislation, policies and procedures. These processes are designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; they can therefore only provide reasonable and not absolute assurance of effectiveness.

#### **Capacity to handle risk**

Risk management is a key feature of Probation work. In a financial setting the Chief Probation Officer is actively involved in all significant financial transactions and uses the support and professional expertise available in the Treasury to assist his decision making.

Regular meetings are held with Treasury support staff to keep up to date with best practice in this area.

#### **Risk and control framework**

The total revenue budget allocated to the Jersey Probation and After Care Service in 2011 was £1.7 million. The Service is reliant upon the controls exercised by the Treasury Department payroll section and the Human Resources and Information Services Departments of the Chief Ministers Department for the majority of its support functions.

An Annual Report and Business Plan is produced which provides the formal vehicle for the Chief Probation Officer and the Probation Board to report the Jersey Royal Court, the States of Jersey and other stakeholders. The report contains Departmental objectives, progress on which are monitored via monthly staff supervision, weekly management meetings, quarterly statistical reports and management review. This provides for the active management of risks associated with the Plan. Six members of staff are authorised to agree expenditure within their areas of responsibility. In all cases payment of this expenditure is authorised in writing by the Chief Probation Officer or in his absence the Assistant Chief Probation Officer, neither of whom may authorise their own spending. All staff who are authorised expenditure have been made aware of the relevant financial directions and practices.

Policies are in place regarding travel expenditure (within and outside of Jersey); the control of overtime; the use of suppliers with whom the States of Jersey has negotiated discounted prices.

Departmental expenditure is reviewed monthly by the Manager Support Services and the Chief Probation Officer with a Treasury accountant, and progress against the budget monitored. Monthly budget reports are produced and provided by the Treasury. An asset register is maintained which lists all States of Jersey owned furniture and other items of equipment. This is reviewed annually.

A risk register has been produced in line with Treasury's Financial Direction 2.7 and is reviewed quarterly by the management team. Written Health and Safety policies are in place to cover all relevant parts of professional practice and administration.

### **Review of Effectiveness**

The significant workload increase seen in Community Service in 2009 and 2010 continued in 2011, nonetheless the Service managed this increase within the new reduced staff structure established during 2009. There was an overall underspend against budget of some £160,000 achieved as a result of close attention to costs during 2009 and 2010 and planned CSR savings being achieved ahead of the target date. The new Jersey Family Court Advisory Service (JFACS) has worked with the Registrars of the Family division to reduce the number of cases requiring full reports resulting in an indefinite postponement of further Social Worker recruitment during the year.

Academic papers and presentations on Probation Service practice in Jersey resulting from our partnership with Swansea University continued to demonstrate that the Jersey Service is at the forefront of effective practice. The Chief Probation Officer continues to receive invitations to present at international conferences on Jersey's success in this area.

### **Significant control issues**

The JPACS cannot regulate its workload which is dependant on levels of crime and disorder, trends in separation, divorce and parenting and the use of its services by the Courts. Therefore with a revenue budget which is primarily devoted to staffing and other fixed costs, there is always the possibility of an unforeseen surge in demand resulting in an over spend. This risk is managed by targeting resources to risk and need; by monitoring crime and sentencing trends and by maintaining contact with former employees who may be prepared to undertake sessional work.

In recent years the Service has become more dependent on recharged income for services provided to other States Departments. Posts funded under the Building a Safer Society Strategy is funded by the Home Affairs Department and the seconded Prison Probation Officer is funded by the Prison. JPACS would be unable to provide the key services supported by the Strategy from within its existing cash limit as the total staff expenditure in 2011 amounted to more than the Service's cash limit of £1.7 million. This situation was highlighted by KPMG in their audit during 2008 but at the time of writing, despite requests to the Treasurer of the States the situation remains unresolved. This results in an obvious financial vulnerability for the JPACS.

JPACS has no dedicated financial expertise "in house" being reliant upon the services provided by the Treasury. Whilst this support is readily available and of a high standard, there is small risk that potential issues remain unidentified for longer than would otherwise be the case. This risk is judged to be an acceptable one and the staff team are encouraged to use the specialist expertise available from the Treasury if they have any concerns. However, it is increasingly difficult to be satisfied completely that all Financial Directions are being complied with; to do so would require an unacceptable shift of resources from core business activity. This concern has also been raised by other small Departments and is being looked at by the Treasury. The risk has been mitigated by replacing the office manager post with that of Manager - Support Services. The Post holder is required to have qualifications and or significant experience in States of Jersey financial procedures and was successfully recruited from within the public sector in 2011.

The States of Jersey processes for capital bids disadvantages small departments and results in Revenue to Capital transfers. This is only possible when savings can be found in the Revenue Budget which given the financial situation is less likely than was previously the case.

**Closing statement**

To the best of my knowledge the internal control environment referred to above has been effectively operated during 2011.

Brian Heath  
**Chief Probation Officer**  
**Jersey Probation and After Care Service**

**27 January 2012**

### 2011 Expenditure and 2012 Budget

2011 Business Plan £	2011 Final Approved Budget £		2011 Actual £	2010 Actual £
225,000	225,000	Community Service by offenders	174,000	154,000
1,385,000	1,474,000	Information and Supervision Service	1,365,000	1,396,00

JPACS was successful in making the savings required by the CSR process in both 2010 and 2011 and is confident of achieving the savings targets in 2012 and 2013.

The revenue budget for 2012 is **£1,985,900**. This increase in revenue budget is due to the transfer of £291,481 funding for JFCAS from the Health and Social Services Department to JPACS.