**Programme Specification: ‘Through the Gate’**

**Introduction**

The Probation Board for Northern Ireland (PBNI) seeks to appoint a single service provider to deliver the ‘Through the Gate’ programme on its behalf.

The programme aims to help reduce offending, improve community safety and – at an individual level – to improve resettlement and reduce the potential for return to custody for those transitioning from custody back into their community. Furthermore, it is intended to improve life management, motivational skills, health/lifestyle, and employment prospects for participants as well as support in reducing factors linked to re-offending.

Two of the plans key themes have particular relevance: reducing re-offending and reducing crime. Operationally the programme will evolve from the outgoing Transitions programme.

**Background**

The PBNI is a non-departmental public body established by the Probation Board (Northern Ireland) Order 1982. The core business of PBNI is:

1. The supervision of service users on a range of court orders, including Community Service, and licenses after release from custody; and
2. The risk assessment of service users to assist judges in determining appropriate sentences and Parole Commissioners in making decisions about release from custody.

The services provided by PBNI include:

• Providing reports to judges to assist them in sentencing;

• Working in prisons to help prisoners get ready for release;

• Providing reports to Parole Commissioners to assist them in deciding when prisoners should be released from custody;

• Supervising service users on court sentences, including Probation Orders, Community Service Orders and license from custody;

• Interventions to reduce further offending behaviour;

• Working in partnership with other criminal justice organisations;

• Providing information to victims of crime through our Victim Information Scheme.

**Outline of Requirements**

The ‘Through the Gate’ programme aims to help reduce offending, improve community safety and – at an individual level – to improve resettlement and reduce the potential for return to custody for those transitioning from custody back into their community. Furthermore, it is intended to improve life management, motivational skills, health/lifestyle, and employment prospects for participants as well as reducing factors linked to re-offending for example addiction and poor mental health.

Applicants must clearly demonstrate:

* Sound experience and a proven track record in outcomes-based performance;
* Strong motivational skills to engage service users supervised by PBNI;
* Awareness and understanding of factors linked to offending and community resettlement;
* Awareness of local statutory and community and voluntary sector services to aid resettlement.

**Targets**

The initial 2-year programme seeks to provide mentoring / ‘through the gate’ support services to a minimum of 60 participants per annum following their release from prison. Each participant will be provided with 12-week support periods during the transition from custody into the community. There is scope and flexibility for an additional 4-week duration of support where required.

Within the relevant sections of the application form, applicants must clearly demonstrate how key areas such as resettlement into the community, reduction in offending related risk factors, reduction in reoffending will all be achieved.

The programme will also be asked to report on progress/success under the Outcomes Based Accountability (OBA) model using information supplied in the application.

**Monitoring**

At a **project level**, the service provider will provide quarterly monitoring reports on project performance within one month of the end of the relevant quarter.

If more detailed quarterly information is required, this can be agreed between the service provider and the PBNI project manager.

In addition, approaching the end of each funding year, the service provider will be required to submit to PBNI a full report summarising the programme work undertaken during the year. This report should quantify what has been achieved by reference to the outputs, activities, milestones, targets and, where appropriate, showing the progress made on an exit strategy for the programme.

The service provider will also contribute to any post programme evaluation being undertaken by PBNI where appropriate.

At the **service delivery level**, the service provider will provide an Intervention Report to the supervising Probation Officer on service user performance and progress, based on referral requirements, at the end of the service user’s participation in the project.

In addition, after each engagement with the service user, the service provider will provide feedback to the supervising Probation Officer.

**Finance**

The maximum budget available for full delivery of the programme is £120,000 for an initial 2-year period.

The composition of the budget is at the discretion of the service provider, however full details must be provided within predetermined budget headings. Furthermore, there will be a mandatory flat rate overheads imposed which will be 15% of the total direct staff costs.

The budget template and example are available at Annex A.

**Duration**

The duration of the programme will be an initial 2 years, from 3 June 2024 to 2 June 2026. There is scope for the possibility of extension, subject to budget availability, determination of need and satisfactory performance of the service provider.

**Application Timeline**

Please note that the dates outlined below are subject to change.

|  |  |
| --- | --- |
| **Date** | **Action** |
| w/c 22 April 2024 | Advertise funding call |
| Thursday 16 May 2024 | Deadline for receipt of applications |
| w/c 20 May 2024 | Assessment panel convenes to evaluate applications |
| w/c 27 May 2024 | Decision notified to applicants |
| Wednesday 3 June 2024 | ‘Through the Gate’ Programme commences |

**Application Process**

Applications are to be submitted to the PBNI Procurement and Grants Manager at [Graham.Parkinson@probation-ni.gov.uk](mailto:Graham.Parkinson@probation-ni.gov.uk) by **no later than 12noon on Thursday 16 May 2024**. Late applications will not be accepted.

Evaluation will be undertaken and applicants notified thereafter as per timetable above.

**Termination**

Either party may terminate this agreement, giving reasons, by serving one month’s notice. If notice is served by PBNI it will not be obliged to pay for outstanding services identified in the contract.

**Annex A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Category** | **Year 1**  **(3 Jun 24**  **– 2 Jun 25)**  **£** | **Year 2**  **(3 Jun 24**  **– 2 Jun 26)**  **£** | **Total**  **£** |
|  |  |  |  |
| **Direct Staff Costs** |  |  |  |
| **Programme / Other Costs** |  |  |  |
| Training |  |  |  |
| Travel / Expenses |  |  |  |
| Supervision |  |  |  |
| Staff Management |  |  |  |
| Mobiles |  |  |  |
|  |  |  |  |
| **Overheads\*** |  |  |  |
| **Total** |  |  |  |

\*Overheads are calculated as a 15% flat rate of Direct Staff Costs. This budget category encompasses the following:

* Heat/Light/Power
* Rent/Rates
* Cleaning
* Stationery / Postage / Photocopying
* IT Services
* Insurance
* Telephone / Broadband
* Repairs / Renewals
* Bank Charges
* Sundries

Please note that this list is not exhaustive and is intended to give an indication as to the nature of costs to be classified as Overheads.

Verification or audit of documentation pertaining to Overheads will not be required for inspection nor will justification be requested.