

NEW H1 MONTHLY STATISTICAL FORM FOR USE BY APPROVED PREMISES FROM APRIL 2004

PURPOSE

This Circular introduces the new H1 form to be used by approved premises from April 2004, and explains the reasons behind making these changes.

ACTION

All approved premises must use the new form (attached) from 1 April 2004 (i.e. the first new forms will be sent to NPD in May 2004).

SUMMARY

The current H1 form only provides limited information. It has become necessary for NPD to collect further information so as to be better able to measure the performance of approved premises over the wide range of work that they currently do.

RELEVANT PREVIOUS PROBATION CIRCULARS

PC54/2002 (29 August 2002)

CONTACT FOR ENQUIRIES

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Probation Circular

REFERENCE NO:

14/2004

ISSUE DATE:

16 February 2004

IMPLEMENTATION DATE:

Immediate

EXPIRY DATE:

February 2005

TO:

Chairs of Probation Boards
Chief Officers of Probation
Secretaries of Probation Boards
Chairs of Voluntary Management
Committees
Approved Premises Managers

CC:

Board Treasurers
Regional Managers

AUTHORISED BY:

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Unit

ATTACHED:

Annex A - New H1 Form
Annex B - Instructions for
completion of new H1 form

BACKGROUND

1. There are currently 100 approved premises in England and Wales, providing around 2,240 places. The revenue grant alone for approved premises for the financial year 2004-2005 is likely to be in the region of £49.5m. Approved premises are therefore a scarce and expensive resource. It is therefore all the more important that we obtain as much management information as possible, to be able to measure the performance of approved premises across a number of different activities of work.
2. As well as measuring occupancy, the new form attached seeks additional information about the number of referrals received, monthly information about the ethnic origin of residents, monthly information on the number of MAPPA registered cases, and reasons for departures. On ethnicity, we wish to make it clear that all that we are asking for in the new H1 form is a snapshot, as at a single day each month, and this information will be maintained and monitored within the Public Protection Unit. Therefore, all approved premises must continue to complete the quarterly REM 13 Race and Ethnic Monitoring form, as required by Research, Development and Statistics Directorate (RDS) of the Home Office. The REM 13 form measures ethnicity and completions data, and it is important that this is still completed every 3 months as required. These REM 13 forms should be sent directly to RDS (Contact details - Mr David Clemas, RDS, Room 820, Abell House, John Islip Street, London SW1P 4LH)
3. We are conscious of the risk of imposing unnecessary additional work on staff, but are satisfied that this additional information in the new H1 form will help to better measure the effectiveness of approved premises, and we believe that most of this information should be readily available from the Daily Register.
4. Also attached is an Annex giving brief instructions on completing the new form.