

Services to be provided

1. *Planning programmes of work*

1.1 On an annual basis both parties will jointly agree a programme of work for the following year, this will be agreed and prioritised at September's SLA review meeting. The programme of work agreed for 2016-17:

- The annual children and young people in custody survey and annual children and young people in custody report (YOIs);
- The annual children and young people in custody survey and annual children and young people in custody report (STCs);
- Completion of the on-going thematic inspection (*Distance from Home*);
- New thematic inspection.

1.2 This work will be timetabled as part of the annual planning process.

2. *The Children and Young People in Custody Survey and annual reports*

The survey

2.1 The survey, developed by HMIP aims to capture the views and experiences of young people following their appearance at court to their release from custody, and includes information on:

- Their sentence
- Courts, transfers and escorts
- Their first few days after arrival
- Daily life
- Relationships with staff
- Health services
- Applications & complaints
- Rewards and sanctions and discipline
- Safety
- Activities
- Keeping in touch with family & friends
- Preparation for release
- Overall impressions

2.2 Both parties must agree any changes to the content of the survey in time to be introduced at the start of the next reporting period.

Methodology

- 2.3 The survey is to be administered at each YOI with beds commissioned by the YJB, to a random sample of young people. The baseline for each sample size will be calculated using a robust statistical formula provided by a government department statistician. Essentially, the formula indicates the sample size that is required and the extent to which the findings from a sample of that size reflect the experiences of the whole population. Use of this formula will ensure that robust enough numbers are captured for valid results to be gathered.
- 2.4 The sample will be as far as possible representative of the population at the establishment at the time of the visit.
- 2.5 Young people will be informed upon receiving the questionnaire that results will remain confidential unless child protection issues are disclosed.
- 2.6 For those with literacy difficulties additional support is to be provided from within the HMIP research team to ensure their views are not excluded from the survey and the questionnaire is completed adequately.

Reporting

- 2.7 Following surveys at each establishment an individual report will be produced. These will be shared and published in line with agreed procedures. Surveys linked to an inspection will be published alongside their respective inspection reports. In the case where an inspection has not been carried out, the survey will be published within 6 weeks of the survey being completed.
- 2.8 An overall report will also be produced, which presents the findings across the estate. It will include comparisons made across different establishments and different groups of young people (e.g. male and female, and different ethnic minority groups). Issues for further consideration or development will be highlighted, in addition to recognising where improvements have been made. The annual report for surveys completed in each SLA year will be provided to the YJB in September of the following financial year – e.g. surveys carried out between April 2014 and March 2015 will be reported on in an annual report received by the YJB in September 2015.

STC annual report

- 2.9 An overall report will also be produced, which presents the findings from STCs, all of which are surveyed during the year. It will include comparisons made across different establishments and different groups of young people (e.g. male and female, and different ethnic minority groups – sample sizes permitting). Issues for further consideration or development will be highlighted, in addition to recognising where improvements have been made. The annual report will be provided to the YJB in September of the following financial year – e.g. surveys carried out between April 2015 and March 2016 will be reported on in an annual report received by the YJB in September 2016.

3. *Information sharing and communication*

3.1 Effective communication and information sharing will be critical to effective working relationships and the effective operation of the estate. The following tables set out the information sharing responsibilities of both parties in relation to the inspection of establishments;

3.2 Before an inspection:

Information Provided by HMIP	Information Provided by YJB
<ul style="list-style-type: none"> ▪ Dates and details on announced inspections ▪ Dates and details on unannounced inspections on the Monday of an inspection ▪ Date and time for debrief 	<ul style="list-style-type: none"> ▪ Briefing on performance and partnerships ▪ Any additional intelligence deemed to be relevant

3.3 After an inspection:

Information Provided by HMIP	Information Provided by YJB
<ul style="list-style-type: none"> ▪ Debrief notes from inspections ▪ Draft inspection reports ▪ Final inspection reports ▪ Survey of young people 	<ul style="list-style-type: none"> ▪ Clarification of factual inaccuracies in draft reports

3.4 HMIP and the YJB will keep each other informed of developments and share information (within statutory limitations) in order to minimise burdens upon establishments for requests for information and enable greater efficiency and effectiveness in relation to our respective roles.

3.5 In sharing information, HMIP and the YJB will adhere to the requirements of relevant legislation, in particular, the Crime and Disorder Act 1998 and the Data Protection Act 1998. In accordance with Section 115 of the Crime and Disorder Act 1998, all information on offenders will be aggregated.

3.6 The Lead Inspector - Children in Custody and the Head of the Performance Management team at the YJB undertake to communicate as appropriate on all strategic matters of mutual interest. This exchange will usually take place through Quarterly SLA Review Group.

3.7 Each organisation will respect and maintain the confidential nature of documents and information provided to them.

4. Handling of Reports

- 4.1 HMIP will send a draft report to the establishment, the Deputy Director of Custody, the Independent Monitoring Board and the Youth Justice Board for factual accuracy checks. Amendments to the report will be made at the discretion of HMIP.
- 4.2 The final published report will include recommendations for change and any areas of good practice.
- 4.3 Commissioned reports will be formally published with a press release. HMIP will produce a draft press release prior to publication; the YJB will receive a copy of this.
- 4.4 The YJB will manage their own communications and Ministerial responsibilities around publication of reports.
- 4.5 Departure from the above publication process will be negotiated at the planning stage for each report. Any changes will be at the discretion of HMIP.