

## Partnership Agreement for prison based services (2018 version)

**Name of Service / Project:**

Social Engagement Initiative

### Third Sector Partner Details

**Name of lead third sector organisation:** NGage

**Contact person for third sector partner:** John Doe

**Contact details (e-mail address and telephone number):**

[John.Doe@Ngage.org](mailto:John.Doe@Ngage.org)

0987 654 321

**Charity number (if applicable):** 99999999

**Registered Office Address:** 1 Main Street, The Town, Postcode

### Prison Details

**Name of prison:** HMP Local

**SPS Contact Person (Head of Offender Outcomes):** Joe Bloggs

**Direct Line Telephone number:** 0123 456 78910

**Contact E-mail address:** [Joe.Bloggs@pnn.sps.gov.uk](mailto:Joe.Bloggs@pnn.sps.gov.uk)



## Introduction to the Partnership Agreement

### ***What is the purpose of the Partnership Agreements?***

The purpose of the Partnership Agreement is to:

- provide a structured set of questions to prompt discussion about potential new services
- capture the agreed actions from both SPS and the external partner in relation to what is required to deliver the service successfully (having this in place can be particularly important when staff move on to new roles)
- improve data collection to inform the design and delivery of services across the prison estate
- give funders confidence to fund services where there is an identified need for the service.

### ***When should the Partnership Agreements be used?***

This Partnership Agreement applies to third sector organisations that are seeking to deliver services in prisons which are independently funded (i.e. are not funded by the SPS or other statutory bodies). The Partnership Agreement needs to be fully completed where a third sector organisation has secured funding to deliver services for those in and leaving SPS's care.

The Partnership Agreements do not apply to:

- Services that are procured by SPS
- Services that are procured by other statutory bodies
- Prison Visitor Centres (Third Sector organisations that are located within Prison Visitor Centres and delivering services across the secure line should complete a Partnership Agreement)
- Services that are not delivered by third sector organisations.

These services are commonly funded by the delivery organisation or by independent trusts and foundations. The funding landscape is complex and may require different approaches, depending on individual funder's requirements. Governors should follow the guidance provided in the SPS Financial Policy and Guidance manual. Funding may therefore not have been secured prior to the outline proposal being submitted but should be in place before the service commences.

### ***Who should complete the Partnership Agreements?***

The Partnership Agreements should be completed with inputs from both the third sector organisation and the Head of Offender Outcomes for the relevant prison. The following colour coding is used throughout the Partnership Agreement to clarify which organisations should be involved with completing each stage.

Task to be completed by the  
third sector organisation

Task to be completed by  
the prison

Both parties to  
contribute to the task

If a service is to be delivered in multiple prisons, then a separate Partnership Agreement should be signed off for each prison, with any relevant changes to arrangements made for each individual establishment.

## STAGE 1: Outline Proposal

*(To be completed by the lead third sector organisation, ahead of funding being secured)*

*Before starting to complete this Partnership Agreement, it is suggested an informal discussion takes place between the Head of Offender Outcomes in the relevant prison and the third sector organisation, to see if the type of service being proposed is likely to fit with the prison's current needs.*

1. What service are you proposing to deliver in the prison? What activities will you deliver?

We are proposing to deliver a social engagement initiative. We will offer the following activities within the prison:

- One-to-one support available to prisoners on an appointment basis
- Two, one hour sessions per week designed to improve social and emotion management skills.

Once liberated, prisoners will be able to continue to improve and practice their social and emotional management skills in the community through the provision of a community-based structured programme.

2. Have you discussed this proposal with any staff members at this prison? If so, please specify e.g. Chaplains, Link Centre Staff, Head of Operations etc.

Yes, discussed with Head of Operations.

3. Who do you expect to use your service? Are there any criteria that an individual must meet in order to be referred to the service?

### **Evidence for selecting appropriate target groups**

Risk, Needs and Responsivity (RNR) principals suggest that offenders with a mediumhigh risk of reoffending are most likely to benefit from structured interventions compared with those who are low-risk or very high risk. Offenders who are a high risk of reoffending tend to have the following characteristics:

- They have a number of prior convictions
- They are serving short term sentences
- They have multiple criminogenic needs.

Data on the Scottish prison population provided by the Scottish Government confirms that prisoners serving short term sentences (6 months or less) who have multiple prior convictions have the highest reconviction rate out of all prisoner groups. Approximately 70% of prisoners under 30 serving under 6 months with more than 10 prior reconvictions were reconvicted within a year compared with 50% of all prisoners serving short term sentences.

### **Which target group will we reach?**

This project will therefore target the most prolific male prisoners who are:

- Serving sentences of under 6 months
- Have over 10 prior convictions

The total number of prisoners across the whole estate who should be eligible for the service per annum is based on figures for 2010-11 cohort which

suggests 1264 prisoners would fall into this category. As this is an intensive service, which requires considerable time spent with prisoners, we aim to target 30 offenders per annum.

#### 4. What difference do you expect this service to make to the people who access it (intended outcomes)?

This service aims to:

- Develop supportive and trusting relationships between the staff and the participants
- Improve individual's social skills – Participants will learn techniques to deal with social situations
- Improve individual's emotion-management skills – Participants will learn techniques to improve their emotional management skills. They will be supported to hold conversations and express ideas and feelings in a controlled way. By the time they leave the service they will be able to demonstrate increased ability to deal with stressful situations and to control anger and impulsive behaviour.
- Support people to develop a pro-social identity and to move away from offending peers
- Increase engagement with community support
- Smooth reintegration into the community on release
- Reduce the risk of an individual reoffending

The community-based part of the intervention will also encourage those who have been liberated to join sports and leisure groups which should help them to build relationships with pro-social networks.

#### 5. What evidence is there that your proposed approach is likely to work? (This could include evidence from evaluations, academic research, literature reviews, statements from (potential) service users etc.)

##### **Evidence on what factors contribute to reducing reoffending**

The findings from international systematic reviews of 'what works' to reduce reoffending provide strong and consistent evidence that in order to reduce reoffending services need to target criminogenic needs which have consistently found to be correlated with reoffending.

A systematic review published by the Ministry of Justice identified several robust studies which found a clear association between poor social and emotion management skills and reoffending, therefore they are both justifiable targets for interventions aimed at reducing reoffending. Other dynamic criminogenic needs have been found to be criminal peers, drug use and criminal attitudes.

##### **Evidence on effective techniques to improve social skills and emotional Management**

There is strong and consistent evidence from systematic reviews that show Cognitive Behavioural Therapy (CBT) is the most effective technique at improving social skills, managing aggression and reducing reoffending

##### **Evidence for linking this intervention with existing throughcare process.**

Although there is a lack of controlled experimental studies which show that throughcare

reduces reoffending, there is a growing body of evidence that throughcare plays an important role in helping short term prisoners reintegrate back into the community and that throughcare can enhance the effectiveness of prison-based interventions. With particular relevance to social skills and emotion management, some research studies have shown that throughcare can enable prisoners to practice skills they have learned once they return back to their communities which will help them deal with real life situations, seek work, control aggression and engage positively with non-offending peers.

As there are existing throughcare processes, we have designed this intervention to align with the processes and with the main tenets of effective throughcare which are listed below. According to an international review of throughcare published in 2013 by SCCJR,

- Throughcare should start as early as possible following sentencing
  - Pre-release planning is important and prisoners should be involved in devising these plans
  - There should be continuity of provision through the gate
  - Supporting prisoners to practice their skills in the community embeds more positive behaviour.

There is fairly strong evidence that better outcomes are achieved if the services are holistic, well structured and continue after release.

6a. Will people be able to access your service when they leave prison?

Yes ☒

No ☐

6b. If 'Yes', in which local authority area(s) will the service be available?

We provide this service across Scotland.

<b>7. Provision of evidence of due diligence</b>	<b>Included with Stage 1 proposal - Yes/ No</b>
Please also indicate whether you have provided evidence of the following along with your stage 1 proposal:	
i) Track record of delivery, including any references (from, for example, prisons you have worked in previously; funders/organisations you have completed work for)?	Yes (track record attached)
ii) A likely source of funding for the proposed delivery period?	Yes – Funder X has indicated an interest in this project
iii) Evidence of awareness of GDPR (General Data Protection Regulations) requirements and the Data Protection Act 2018?	Yes – Copy of our Privacy Policy is attached.
iv) Any good practice measures are in place in relation to cyber-security? <ul style="list-style-type: none"> <li>• For example, is the organisation accredited to Cyber Essentials or Cyber-Essentials Plus standard?</li> <li>• If not, do you intend to do so?</li> <li>• If not, what measures exist to protect the organisation's IT system and electronic records relating to the services from cyber-attack?</li> </ul>	No accreditation currently in place. No current plans for accreditation. Copy of our data protection and cyber resilience policy is attached.

## Stage 2. Service Demand and Due Diligence

*(To be completed by the Head of Offender Outcomes)*

Once you have completed this section, you should send this Partnership Agreement to the Head of Offender Outcomes (HOO) in the relevant prison.

1a. Does this service meet an identified need within your prison population?

*N.B. SPS is not in a position to formally endorse individual funding applications to charitable and other funders, as technically that would constitute 'endorsement by Scottish Ministers'. Nevertheless, SPS can provide funders with commentary on whether there is demand in the system for the type of service being proposed by the individual Third Sector Organisation.*

Yes ☒ No ☐

2a. Are there other third sector providers who are providing similar services in your prison?

Yes ☐ No ☒

2b. If 'Yes', (i) please provide details.

3. Have you completed the following due diligence on the applicant organisation and are you satisfied that they are appropriately experienced to deliver the proposed service?

Yes ☒ No ☐

Due diligence checklist	Yes/ No
Does the information available from the Third Sector Organisation provide evidence of:	
i) Track record of delivery, including any references (from, for example, prisons they have worked in previously; funders/organisations they have completed work for)?	Yes
ii) A likely source of funding for the proposed delivery period?	Yes
iii) Evidence of awareness of GDPR (General Data Protection Regulations) requirements and the Data Protection Act 2018?	Yes
iv) Are good practice measures are in place in relation to cyber-security? <ul style="list-style-type: none"> <li>For example, is the organisation accredited to Cyber Essentials or Cyber-Essentials Plus standard?</li> <li>If not, do they intend to do so?</li> <li>If not, what measures exist to protect the organisation's IT system and electronic records relating to the services from cyber-attack?</li> </ul>	Yes

4. Do you support the introduction/development of this type of service in your establishment?

Yes ☒ No ☐



4b. On the basis of what evidence have you made this decision? (Please reference sources)

The outline proposal is strongly supported by researched evidence. We have a high number of short-term repeat offenders in this establishment and this particular service may fill a gap in our interventions portfolio.

*Once you have completed this section, you should return it to the relevant third sector organisation explaining whether or not the proposed service fits with your prison's needs.*

*If it does fit with your prison's needs, a meeting should be arranged to further discuss the proposed service and complete the next section of the Partnership Agreement.*

### STAGE 3: Agreeing Project Details

*(To be jointly completed by the Head of Offender Outcomes and the third sector organisation representative after funding has been confirmed).*

If, in Stage 2, the prison has indicated an interest in entering into further dialogue about the proposal, then a meeting (or series of meetings) should be arranged between the Head of Offender Outcomes and the third sector organisation representative to further discuss the proposed service in more depth.

The purpose of meeting is:

- to establish whether the prison's needs and expectations and the third sector's proposed services are well matched
- to discuss the practicalities of what will be required to deliver the service effectively within a secure environment.
- to have an open and frank discussion about the proposed service, to work through any differences, agree on the detail, and record specific information about the proposed project.

If, following the meeting(s), either party feels that the proposed services and the needs of the prison are not aligned, you are under no obligation to proceed with the partnership. If you do not wish to continue, you should let the other party know your reasons for this decision as soon as possible.

If funding has been confirmed but not yet received, then some specific details (e.g. exact start date, names of staff etc) may not yet be available. In these instances, relevant questions may be left blank, and partners can update the Partnership Agreement at a later date, as soon as the specific details have been confirmed.

#### 1. Brief description of the agreed project/service

*(Please record any changes made to the original proposal in section 1 after discussions with SPS and funders).*

Engage prisoners with a high risk of reoffending with a view to providing 2 x 1 hour peer learning sessions per week using CBT methods. In addition to this, provide one-to-one support on on-going, appointment basis.

In terms of developing supportive transitional arrangements, it is intended to deliver six community-based sessions aimed at improving social skills, emotion management skills. This service will also include linking ex-prisoners into sport and leisure activities in the community.

#### 2. Agreed timeframes for the full project

*Project start date*

15/01/19

*Expected project end date*

14/01/20

*What days/ hours will the service be available?*

Monday, Wednesday and Fridays  
10am – 12noon

#### 3. Participation

*(Who will use our service? What criteria must an individual meet in order to be referred to the service? How many people do you expect to work with?)*

Short term male prisoners servicing less than 6 months with more than 10 prior convictions.

We expect to work with up to 30 participants p.a.

#### 3b. Service promotion and sign up

- (i) How will the service be promoted to (a) prison staff (b) potential service users?
- (ii) How will people sign up to the service?

i.a. Highlighted on noticeboards in the Link Centre, Publicised on the prison radio station.  
 i.b. Highlighted on noticeboards in the Link Centre, Publicised on the prison radio station.  
 ii. Through the Link Centre Manager.

#### 4. Agreed outcomes

Question	Comments
What difference do you expect this service to make in the short term? (i.e. what outcomes can this service directly influence?)	<ul style="list-style-type: none"> <li>Throughcare team are aware of the new service and understand what it delivers.</li> <li>Prisoners learn techniques to deal with social situations and improve their emotional management skills</li> <li>Prisoners feel supported and develop trusting relationships</li> <li>More prisoners learn how to apply their skills to real-life situations</li> <li>More prisoners forge relationships with non-offending peers</li> </ul>
What difference do you expect this service to make in the longer term (i.e. What other outcomes is this service expected to contribute to in the medium/longer term?)	<ul style="list-style-type: none"> <li>Increasing number of referrals to the service and number engaging with the service also increases</li> <li>More prisoners can demonstrate increased ability to deal with stressful situations, control anger and impulsive behaviour and express ideas and feelings in a controlled way</li> <li>More prisoners stay engaged with the programme</li> <li>More prisoners engage in proactive activities and can control their aggression</li> <li>More ex-prisoners develop a pro-social identity and move away from offending peers</li> <li>Risk of reoffending reduced</li> <li>Smoother reintegration into the community on release</li> </ul>

#### 5. Resources for delivering the service

##### 5a. Funding for the project

Question	Response
a. How is the project financed?	Independent Funder X has agreed to fully fund the project
b. How long is the project funded for?	12 months
c. What is the budget for this project?	£75k

##### 5b. Supporting service delivery

	Comments
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Within the prison establishment, where will the service be delivered?	In the Link Centre
What support will SPS need to provide to third sector staff (e.g. escort staff, referrals, promotion of service, photocopying) to enable the service to be delivered? Please provide details.	<ul style="list-style-type: none"> <li>Room access within the Link Centre (1 small interview room)</li> <li>Escort to and from the Main Gate area</li> <li>Referrals from Link Centre Manager</li> <li>Visual observation during the sessions</li> </ul>

### 5c. IT and information sharing

Any information sharing agreements will need to be compliant with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

A signed Information Sharing Agreement must be in place prior to any Personal Data or Sensitive Personal Data being shared with the partner organisation.

	Comments
i. Will third sector staff have access to PR2 (the Prisoner Records System)	Yes
ii. What other IT and information systems (if any) are required to deliver this service in the establishment?	None in the prison. NGage will use own IT and information systems in their offices in the community for recording relevant data and service information.
iii. Has an Information Sharing Agreement been completed? Third Sector Organisations should ensure they complete an Information Sharing Agreement (available from SPS Sharepoint site).	Yes
iv. Is there a standard consent form that will be used? If not, third sector organisations will need to complete a Consent form, regarding the sharing of information with each individual that they are working with. The form must be signed by each individual (prisoner or service user) prior to engagement.	Yes – Copy attached.
v. Who will own and have responsibility for the records generated during the service? Both IT and any physical files.	NGage
vi. What do the parties intend for the records at the end of the service delivery period, particularly where these contain Personal Data about prisoners, or service users? Consider retention periods, who retains, and the record destruction process. If the service is being continued by another party, consider whether the transfer of 'live' records is appropriate.	Data will be retained for 24 months after the end of the service, to allow follow-up evaluation activities to be undertaken.  Following this period, records will be securely destroyed with a certificate of destruction available on request.

### 5d. Security / Prohibited Item in Prisons

<i>Has the Third Sector organisation been made aware of the prison security / searching provisions including the range of items prohibited in prisons?</i>			
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>Has Third Sector organisation communicated this information to the prospective staff group?</i>			
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## 5ei. Staffing for the service

*If this is a new service, and staff have not yet been recruited for it, please provide as much information as is currently available (e.g. Number of staff, proposed roles etc).*

Staff name	Job title	Organisation	Role and responsibilities	Telephone number	E-mail address	Do they have appropriate and up-to-date level of security clearance (Standard/Enhanced disclosure or PVG Scheme membership)*
Staff Member 1	Service Manager	NGage	<ul style="list-style-type: none"> <li>Overall responsibility for the delivery of the service</li> <li>Line management responsibility for the service delivery staff</li> </ul>	XXX XXX XXXX	<a href="mailto:XXXXXXXX@XX.X.com">XXXXXXXX@XX.X.com</a>	Yes
Staff Member 2	Senior Project Worker	NGage	<ul style="list-style-type: none"> <li>Planning and monitoring the service within the prison and the community</li> <li>Delivering CBT sessions</li> <li>Liaising with SPS about the delivery of the service</li> </ul>	XXX XXX XXXX	<a href="mailto:XXXXXXXX@XX.X.com">XXXXXXXX@XX.X.com</a>	Yes
Staff Member 3	Project Worker	NGage	<ul style="list-style-type: none"> <li>Providing one-to-one support</li> <li>Delivering CBT sessions</li> </ul>	XXX XXX XXXX	<a href="mailto:XXXXXXXX@XX.X.com">XXXXXXXX@XX.X.com</a>	Yes

*5eii. Are there any health & welfare issues known to the Third Sector organisation which may:*

- *Suggest 'reasonable adjustments' may be required in the workplace;*
- *Where an individual may have a health condition that may affect their ability to complete breakaway / personal protection training.*

*Discuss generally in terms of new existing or new staff.*

No known issues.

*\*If appropriate and up-to-date security clearance is not in place, then it needs to be obtained before the service commences.*

5f Head of Offender Outcomes (Main contact)

<i>Name</i>	Joe Bloggs
<i>Role and responsibilities within the project</i>	<ul style="list-style-type: none"> <li>• Liaising with NGage about the delivery of the service</li> <li>• Facilitating access to the establishment</li> <li>• Providing support to access PR2</li> <li>• Arranging relevant SPS training for NGage</li> </ul>
<i>Contingency contact (if HOO is unavailable, who should the third sector partner contact for queries in relation to this service? (Please provide contact details)</i>	Jim Bloggs (Unit Manager)

## 6. Minimum standards of policies and procedures

*The third sector organisation must have appropriate policies and procedures in place, covering the following areas. Copies of these must be provided if requested by Head of Offender Outcomes. Responsibility for the quality and content of these policies lies with the third sector organisation, but it is advisable for the prison to be aware of the content and ensure that it is relevant to a secure environment.*

<b>Policy / Procedure</b>	<b>Does the third sector org. have this policy in place?</b>	<b>Have staff been trained about this policy?</b>
• <i>Child Protection and Protection of Vulnerable Adults</i>	✓	✓
• <i>Complaints Procedure</i>	✓	✓
• <i>Data Protection policy and practices which support compliance</i>	✓	✓
• <i>Cyber Resilience procedures or accreditation</i>	✓	✓
• <i>Equality and Diversity policy and training which support compliance</i>	✓	✓
• <i>Health and Safety (including Risk Assessment)</i>	✓	✓
• <i>Other(s) – please specify</i>	<input type="checkbox"/>	<input type="checkbox"/>

### **Insurance Policies**

*The third sector organisation must confirm that they have or will commit to obtain prior to the commencement of the Agreement, the following levels of Insurance Cover. HOOs should validate if the insurance is in place.*

• <i>Employer's Liability Insurance in accordance with any legal requirements for the time being in force.</i>	Yes, we confirm we have this in place.
• <i>Public liability insurance for such sum and range of cover as the third sector organisation deems to be appropriate but, at minimum, covering the death of or bodily injury to any person or loss, or damage to property resulting from an action or failure to take action by the third sector organisation to the level of £1million in respect of each claim, without limit to the number of claims</i>	Yes, we confirm we have this in place.

## 7. Risk assessment and risk management

*\*\* Organisations that will be escorted whilst they are in the prison do not need to complete this question \*\**

The SPS Risk Assessment and Management Process should be used to identify potential hazards and to manage these. This process will be undertaken by the local prison. The risk assessment will be shared with the third sector organisation. It will consider:

- Access and egress arrangements
- Supervision and the Health & Safety of workers within the prison
- The necessary training required by workers (e.g. Personal Protection Training)

i. *Has a risk assessment been conducted?* ☐

ii. *Has a risk mitigation strategy been agreed?* ☐

## 8. Monitoring, review and continual improvement



*Please see Annex A for further information about the review process for the Partnership Agreements.*

a. What monitoring data will be collected for this service by (i) the third sector partner (ii) SPS staff (This could include, for example, feedback from SPS colleagues about the service that the HOO will provide to the third sector partner)?

**Inputs:** *(To be collected via SPS HR training records and NGage staff survey)*

- All required staff are in place
- Induction training completed
- Referral criteria and process understood and implemented by staff

**Outputs (Participation):** *(NGage to maintain records of referrals and participation)*

- Number of prisoners referred
- Number of prisoners who go on to participate in the service
- Number of prisoners who maintain contact within the community

**Outputs (Activities):** *(Data to be recorded via NGage internal delivery records)*

- 2 x 1 hour sessions completed per week
- 6 sessions take place within the community
- Number of 1:1 sessions
- Number of sports and leisure activities engaged with in the community

**Outcomes (short term):** *(Data to be recorded via (i) Staff survey, (ii) Course outcome reports for each participant (iii) Participant survey)*

- Proportion of staff that are aware of the service
- Number of new skills attained
- Proportion of participants that:
  - report to feeling supported and would describe relationships as more trusting
  - are assessed as capable as being able to apply their new skills
  - have formed relationships with non-offending peers
- Increase in demand for access to the service

**Outcomes (medium term):** *(To be followed up in the community, for those that remain engaged with the service. For those who do not engage, if a return to custody occurs, SPS will refer for follow up interview with NGage staff)*

- Proportion of participants that are able to demonstrate an increased ability to deal with situations and to control anger and impulsivity

**Outcomes (long term):** *(SPS will provide data from PR2 history)*

- Reduction in offending frequency
- Reduction in severity of offending
- Desistance from crime

b. How often will progress review meetings between the partners occur?

Every 3 months.

## 9. Exit Strategy

a. When (if at all) would the third sector organisation expect to apply for and obtain confirmation of funding continuity, or the rejection thereof?	November 2019
b. If funding is not sustained or continued, how much prior notice are staff likely to have to phase down the service?	2 months

<p>c. How will people using the services be advised that the project is coming to a close and any alternative arrangements that may be put in place?</p>	<p>NGage staff will work with service users on a one-to-one basis to advise them if the project is coming to a close. NGage staff, the HOO and the relevant Personal Officer will work together with individual service users to ensure that appropriate alternative arrangements are put in place for them.</p>
<p><b>Agreeing an exit strategy for the service</b>          If funding is not renewed and/or the decision is taken to stop delivering the service, an exit strategy will need to be agreed between SPS and the third sector organisation and put in place, based on the above.</p>	

## STAGE 4: Partnership Agreement Sign Off

**Stage 3 (Project Details) of this document sets out the agreed terms of service delivery.**

**Once the Project Details in Stage 3 have been agreed, this Partnership Agreement should be signed off by the Governor in Charge (or an SPS Director) and the Third Sector Partner.**

Copies of the agreed Partnership Agreement will be held by the Head of Offender Outcomes (HOO) and the Chief Executive of the third sector organisation. The HOO should upload a copy to the appropriate SPS SharePoint site.

The information from Partnership Agreements may be used by:

- the third sector organisation and the prison to agree the terms of service delivery and to monitor and review the service;
- SPS to monitor the range, quality and effectiveness of services delivered by third sector organisations within Scottish prisons;
- the Criminal Justice Voluntary Sector Forum (CJVSF) to collate evidence of the contribution that the third sector makes to delivering positive outcomes for people in prison and families affected by imprisonment;
- the third sector organisation and grant funder in terms of informing discussions around the achievements provided from the grant funded services or to support an application for payment by the grantee from the grant funder; and
- some independent funders as part the funding bid assessment process.

The parties acknowledge the general intent for this agreement and the *[insert the title of the services]* to operate for the term of the agreement. The grant funded period for these services is from *[insert date]* to *[insert end date]*.

*As this is an externally grant funded service, the presumption is that the third sector organisation and the services provided will comply with the grant conditions, and that the services will end after the fixed term grant if there is no funding continuity or a relevant transfer of the services to another grantee.*

*SPS has no ongoing liability or obligation in terms of funding the service itself, nor for the employment of the third sector staff concerned or for any redundancy or reorganisation which may arise due to the expiry of the grant funding.*

*SPS also has no liability for the re-payment of any grant or sums to the Grantor arising from any default under the terms of the grant by the sector organisation.*

The third sector organisation shall ensure that in relation to the services and the project / programme subject to the grant, that they and anyone acting on their behalf shall comply with the relevant laws, for the time being in force in Scotland. In certain circumstances, it may be appropriate for case loads to be transferred to another provider. The third sector organisation shall not assign, sub-contract or otherwise transfer its rights or obligations under this agreement without the prior consent of the SPS.

### **Ending the partnership before the stated partnership agreement end date**

If either party wishes to withdraw from the partnership before the stated partnership agreement end date, they are required to provide a minimum of 1 months' notice of this in writing, stating their reason for withdrawing.

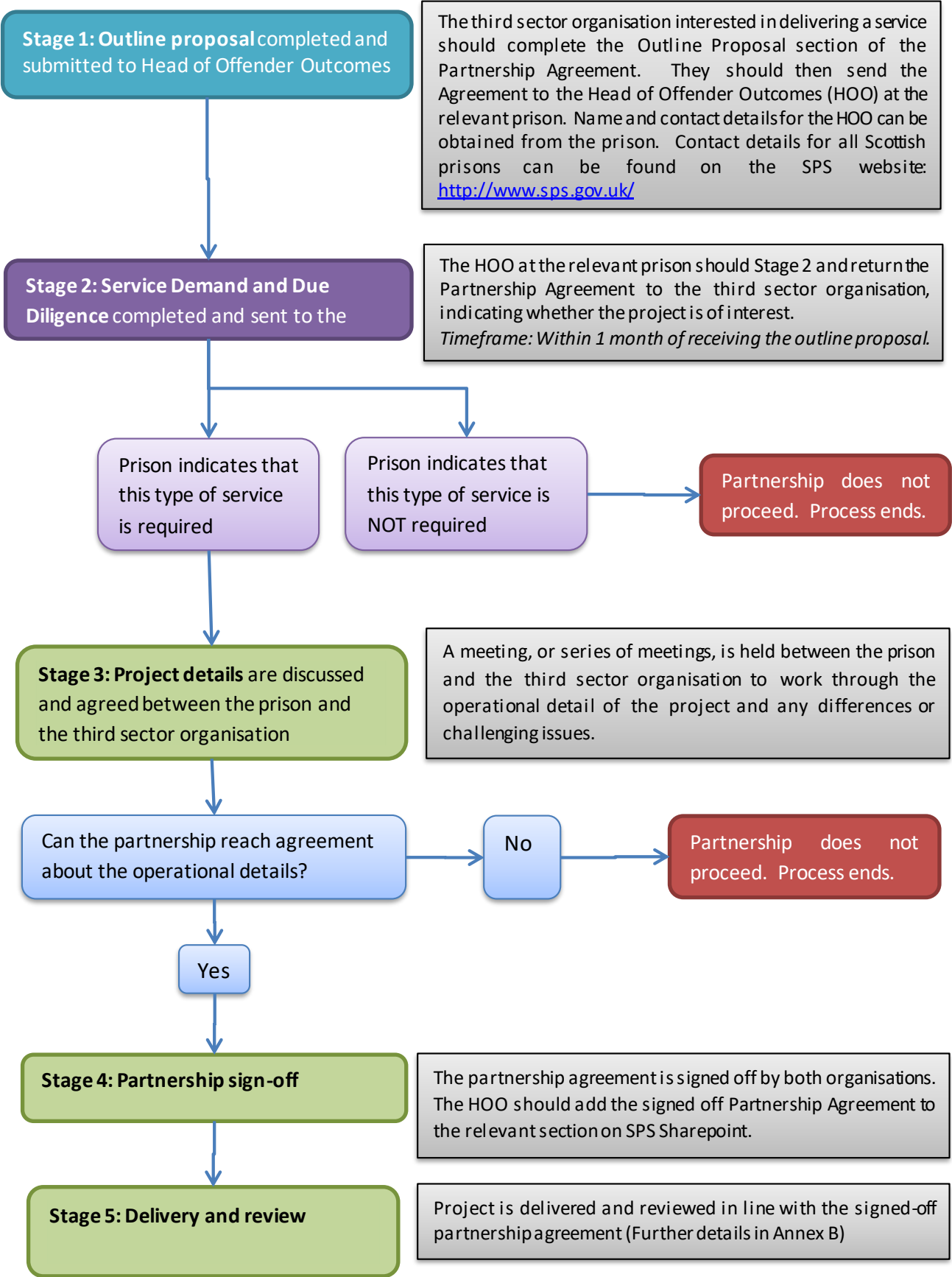
The SPS may also serve notice to end this agreement if the third sector organisation commits a material Default of this agreement, the services are not satisfactory, or the third sector organisation is in breach of the grant conditions and the Grantor suspends, withholds or terminates the grant. Similarly, the third sector organisation may service notice to end this agreement if the SPS commits a material Default of this agreement.

### **Commitment to the agreed Partnership**

*I confirm that all sections of this Partnership Agreement have been completed and I have read and agreed to all of the conditions of service delivery set out in Stage 3 (Project details).*

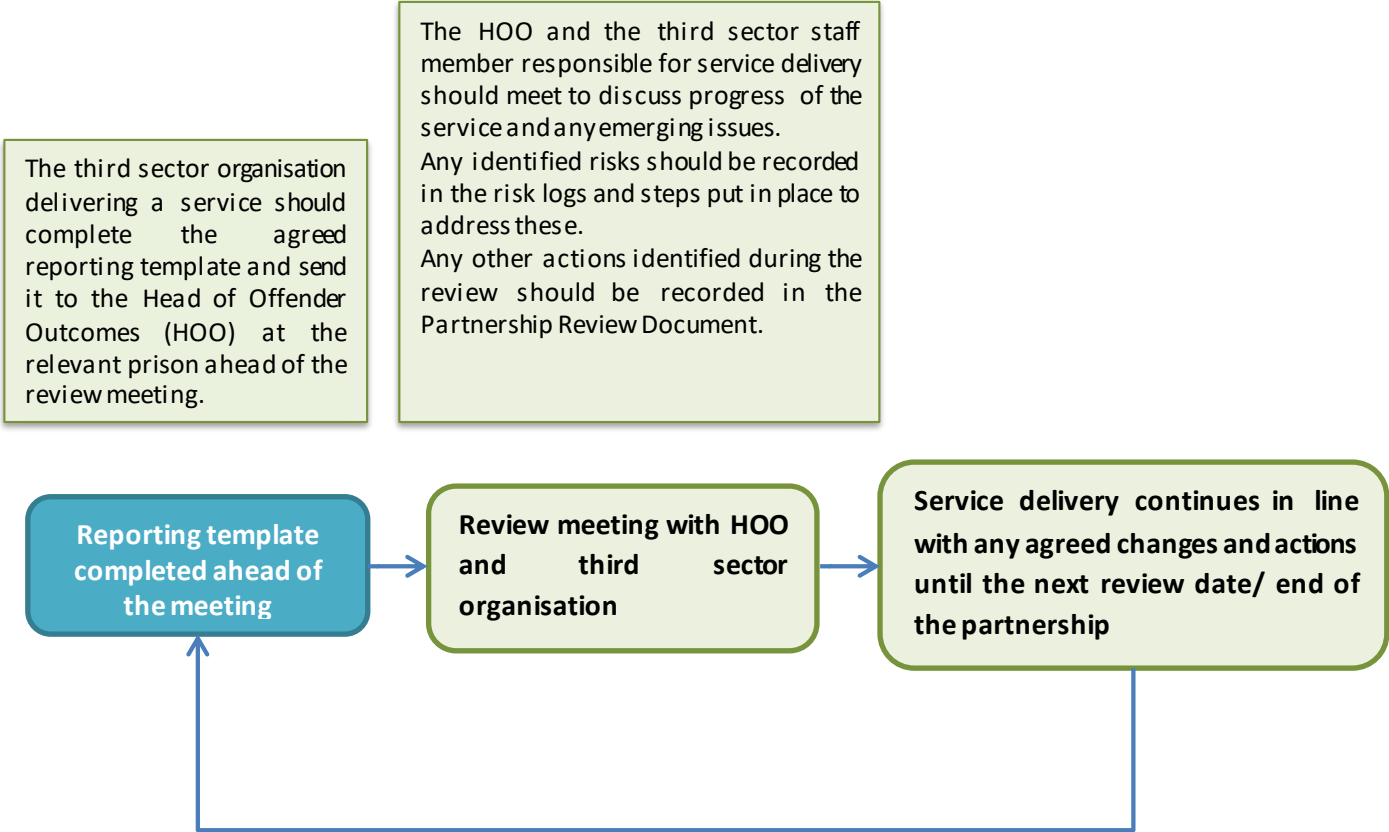
<b>The Partnership Agreement must be signed off by:</b>	<b>Name</b>	<b>Signed</b>	<b>Date</b>
<i>Third Sector Chief Executive (or Director)</i>	<i>A. Chief Exec</i>	<i>XXXX</i>	<i>12/12/18</i>
<i>Organisation Name</i>	<i>NGage</i>	<i>Company/ Charity Registration no:</i>	<i>99999999</i>
<i>Registered Office Address:</i>	<i>1 Main Street, The Town, Postcode</i>		
<i>SPS Governor-in-Charge (or Director)</i>	<i>A. Governor</i>	<i>XXXXX</i>	<i>12/12/18</i>
<i>Prison Address:</i>	<i>HMP Local, Town, Postcode</i>		

Annex A. The Partnership Development Process



Annex B. The Review Process for Partnership Agreements

The review process for Partnership Agreements is as follows:



All Packs should be reviewed at least annually by Heads of Offender Outcomes and the third sector partner.

The template for discussion at review meetings is available to download from the SPS website (<http://www.sps.gov.uk/AboutUs/PartnershipWorking.aspx>). This template should be completed ahead of each review meeting.

**Where can I get further copies of this Partnership Agreement template?**

Electronic copies of this Partnership Agreement template can be found at: <http://www.sps.gov.uk/AboutUs/PartnershipWorking.aspx>

An example of a completed Partnership Agreement, and other resources to help with the completion of the Agreement, can be found on the Criminal Justice Voluntary Sector Forum's website: <http://www.ccpscotland.org/cjvsf/hot-topics/partnership-working-prisons/>

## Annex C. Other helpful resources for supporting Partnership Working

- **Scottish Prison Service (SPS) Corporate Position on Working with the Third Sector**

The SPS's Corporate Position sets out the arrangements for:

- SPS as a Grant Funder
- SPS as a Buyer of Services
- SPS as a partners with Third Sector Organisations that are funded by other funders to deliver prison services
- SPS as a community justice partner.

This is available to download from <http://www.sps.gov.uk/AboutUs/PartnershipWorking.aspx>

- **Guidance for developing outcomes and monitoring indicators**

You may find it helpful to use the [Scottish Government's 5 Step Approach](http://www.gov.scot/Resource/0047/00472843.pdf) to assist you with designing your service and identifying what information you will need to collect to monitor your service. It is available to download from: <http://www.gov.scot/Resource/0047/00472843.pdf>

- **Information Commissioner's Office (2017): Preparing for the General Data Protection Regulation (GDPR): 12 steps to take now**

The Information Commissioner's Office has produced a checklist which highlights 12 steps you can take to prepare for the General Data Protection Regulation (GDPR) which came in to effect on 25th May 2018. This is available to download from: <https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>

- **Serious Organised Crime Checklist**

Serious Organised Crime (SOC) can cause significant harm to the wellbeing of individuals and families as well as causing problems for organisations themselves. Third sector organisations have an important role to play in both helping to deter SOC and in reducing the harm it causes. This resource provides a starting point for managers, trustees and staff teams to discuss their organisation's own exposure to the risks posed by SOC and consider what can be done to address these risks. A copy of the resource is available to download from: <http://www.ccpscotland.org/cjvsf/resources/cjvsf-resource-reducing-risks-posed-serious-organised-crime-checklists/>