



Partnership Agreements for developing prison based services – Frequently Asked Questions

Responses to common questions about the Partnership Agreements

1. When should the Partnership Agreement documents 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.

2. How will the information in the Packs be stored, used and shared?

Copies of each completed pack will be held at each establishment and by the third sector partner. An electronic copy of the pack will also be held on SPS Sharepoint. In the spirit of the Partnership Development Initiative, the principles of trust and reasonable behaviour will apply.

HOO in each establishment will be responsible for ensuring this information is kept up-to-date. Aggregated information from the packs will be used by SPS HQ to monitor outcomes being delivered by voluntary sector providers within prisons, to map service provision across establishments and to help identify any service gaps. This aggregated information will also be shared with the CJVSF and the Partnership Development Initiative steering group.

3. How will use of the Packs be monitored?

Once packs are completed and signed, Heads of Offender Outcomes (HOOs) will upload a copy of the final version to SPS SharePoint to allow the tracking of Partnership Review Dates and the collation of management information. Reviews of the Partnership will then take

place at the agreed dates between the Head of Offender Outcomes and the relevant third sector organisation contact.

Management Information Reports will be run quarterly and available to Senior SPS Managers, Heads of Offender Outcomes and CJVSF staff.

4. What should voluntary organisations do if the SPS contact does not respond at the relevant stages of the Pack?

If no response is received, voluntary organisations should contact the CJVSF who will then follow up with the SPS Representatives on the Partnership Development Initiative Steering Group.

5. What arrangements/processes are in place for supporting links between voluntary sector providers and SPS operational staff when the VS organisation is providing an NHS commissioned service?

The Partnership Packs should not be used for commissioned services (this includes Reducing Reoffending Change Fund PSPs, services commissioned by the SPS and services commissioned by the NHS for delivery in prisons). Commissioned services are expected to go through the relevant procurement route. Where appropriate, Standard Operating Procedures will be developed to support the operational aspects of commissioned services within prisons.

6. Should funding be secured from an external funding agency prior to submitting an outline proposal to SPS?

No, in most instances, the third sector organisation should first approach the relevant SPS prison, to establish whether or not there is a need for the service, before contacting external funding agencies.