



*Independent inspection of  
adult and youth offending work*

**HM Inspectorate of Probation**

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25<sup>th</sup> July 2012

Dear Colleague,

**Arrangements for the Inspection of Youth Offending Work**

This is an update on developments since I last wrote to you in the spring. We have now piloted our Full Joint Inspection (FJI) and have plans to pilot the short quality screenings in the autumn. However, this letter focuses on the FJIs.

The FJIs are risk proportionate inspections, targeted at a small number of youth offending teams (YOTs). The majority of the YOTs selected for the inspection will be those whose performance – based primarily on the three youth justice outcome measures with other information, such as recent inspections - is of significant concern. We have, however, in response to consultation, decided also to inspect a well performing area. This will enable us to establish a benchmark of good practice. We expect to undertake six FJIs each year.

By Friday 24<sup>th</sup> August, the inspection documents relating to the FJI will be placed on our website (<http://www.justice.gov.uk/about/hmi-probation>) so that you can access them. Documents will include the Inspection Framework and Criteria with the Guidance to Inspected Areas – detailed information about what you need to know before we arrive.

Any YOT subject to an FJI will receive two weeks notice of our intention to inspect. This letter briefly alerts you to the actions that you would find helpful to have in place in case you are selected for the inspection.

**Full Joint Inspection (FJI) dates**

For the remaining 2012-13 period FJIs will take place on the following weeks commencing:

**2012**

Monday 17<sup>th</sup> September & 1<sup>st</sup> October

Monday 19<sup>th</sup> November & 3<sup>rd</sup> December

**2013**

Monday 21<sup>st</sup> January & 4<sup>th</sup> February

Monday 25<sup>th</sup> February & 11<sup>th</sup> March

Each inspection consists of two separate weeks with a gap of a week in between. You will be notified two weeks before the first week above.

We are retaining our methodology of assessing cases and interviewing case managers as we think (and you thought), that this was a good basis on which to assess practice. This will take place in Week 1. For this week we will continue to invite YOT staff outside the area to join us as Local Assessors – information relating to this will be circulated shortly.

Week 2 involves health, social care, police, and the learning & skills inspectorates too and will explore themes arising from week 1, including interviews with victims, children & young people and parents & carers, discussions with staff and strategic managers and providers of services.

## Planning for an inspection – what to have set up

In case you have an inspection it would be helpful for you to be 'inspection ready' by doing the following:

- ❖ **Identify two liaison members of staff** – a manager who will liaise with our lead inspector and an administrator who can work with our Manchester based inspection support staff
- ❖ **Have available two organisational charts** – one showing the YOT or its equivalent with posts and names, and a second which illustrates how youth justice fits into the various partnership structures
- ❖ **Be ready to allocate confidential workspaces with access to the IT system (YOIS/Careworks)** on a read only basis that can be used for the inspection – likely to be four staff on week 1 (slightly more if you are a bigger YOT)
- ❖ **Ensure you have easy access to plans, policies and procedures** that we might request (existing documents) as context for the inspection

Shortly after notification we will arrange a telephone planning meeting with the above personnel and on the first Monday afternoon on site we will undertake a briefing meeting with the strategic and operational staff to explain how the inspection will work.

Should you have queries, Julie Fox, the lead Assistant Chief Inspector would be happy to answer your questions - please contact her at [julie.fox@hmiprobation.gsi.gov.uk](mailto:julie.fox@hmiprobation.gsi.gov.uk) or on 07973 264412. Please note that Julie is on leave from Friday 27<sup>th</sup> July, back in work on Monday 13<sup>th</sup> August. Alternatively, contact our Manchester office: 0161 869 1300.

With best wishes,

*E. G. Calderbank*

**Liz Calderbank**  
HM Chief Inspector

Cc YOT Managers, Association of YOT Managers (Cymru and England), Local Authority Chief Executives, YOT Board Chairs, Directors of Children's Services, Local Government Association, Association of Directors of Children's Services, Association of Directors of Social Services (Wales), partner inspectorates.

**Appendix attached re business plans and thematic inspections**

## Appendix

One of our 'Information Bank' pieces of evidence will be business plans. We will be looking at whether the local area has implemented the recommendations from our previous thematic inspections. We expect areas to read our reports and undertake an assessment against the practice and recommendations and then include any improvements in the business plan for youth offending. Just to remind you of what they are, they are available on our website (<http://www.justice.gov.uk/about/hmi-probation>).

**The management of gang issues among children and young people in prison custody and the community** (led by HMI Prisons) 2010

**Message in a Bottle** – a joint inspection of Youth Alcohol Misuse and Offending (led by the Care Quality Commission) 2010

**A Joint Inspection of Youth Crime Prevention** (led by HMI Constabulary) 2010

**Not making enough difference** – a joint inspection of youth court work and reports 2011

**To get the best results** – a joint inspection of Offending Behaviour, Health and Education, Training and Employment interventions in England and Wales 2011

**Who's looking out for the children?** A joint inspection of Appropriate Adults provision and children in detention after charge (led by HMI Constabulary) 2011

**To be published in due course are: *Transitions*** (youth to adult services), ***Looked After Children*** out of area who offend and Children & Young People who sexually offend.