**Specification**

Issued on behalf of

The Mayor’s Office of Policing and Crime (MOPAC)

**ITQ Title: Transitions to Adulthood Pilot – Meaningful Activities**

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1. Organisational Overview
   1. The Mayor’s Office for Policing and Crime (MOPAC) invites you to bid for the requirements detailed below in accordance with the conditions outlined within this document.
   2. The Mayor’s Office for Policing and Crime (MOPAC) was established in 2012 and is the Police and Crime Commissioning body for London. MOPAC works in partnership across agencies at a local and national level to ensure there is a unified approach to preventing and reducing crime. MOPAC is responsible for delivering the Mayor of London’s Police and Crime plan through a range of grants and contracts. The provision of general and specialist services to victims of crime is a key element of this spending, as MOPAC has a statutory responsibility in this area, and MOPAC also funds a range of programmes focused on reducing re-offending and crime reduction.
   3. London’s Violence Reduction Unit, which was established in 2018, is a separate unit within MOPAC that brings together specialists from health, police, local government, probation and community organisations to tackle violent crime and the underlying causes of violent crime.
2. Introduction
   1. The Youth to Adult Hub is a community-based trauma-informed pilot service for 18-25-year-olds on probation in Newham and 17-year-olds transitioning from the Youth Offending Service to adult probation. The Hub aims to provide wrap-around support tailored to young adults’ distinct needs and informed by an understanding of maturity in order to reduce reoffending, improve mental health and support young adults to make positive life choices.
   2. MOPAC is seeking a supplier/s to provide a range of purposeful and meaningful activities for young adults accessing the service, enriching their experience at the hub and supporting the rehabilitation process.
   3. This work has a value of £42,000 for six months, with the potential to extend for nine months at a value of £42,000. This sets the maximum value of the contract at £84,000 over the two financial years of 2021/2022 and 2022/2023.
   4. This document sets out the context and scope of this programme and provides details on:

* National and regional context
* Scope of the project and requirements
* Governance, reporting and evaluation

**3. Background and context**

* 1. Legislative and regulatory frameworks
     1. The project is funded by the Government’s Shared Outcomes Fund which funds pilot projects to test innovative ways of working across the public sector. The lead government department responsible for the pilot is the Ministry of Justice, with MOPAC acting as programme manager and lead commissioner.
     2. The Probation Service has a statutory requirement to manage all adult offenders sentenced to custodial sentences, released from prison on licence and on community sentences.
  2. Current service delivery
     1. Young adults serving community sentences or on licence are currently managed by the Probation Service.
     2. 17-year-olds serving Detention and Training Orders or Youth Rehabilitation Orders whose order ends after their 18th birthday are eligible to transfer to adult probation upon turning 17 years and 9 months. The Probation Service seconds a probation officer to local Youth Offending Teams to manage transition cases.
     3. Research from a range of disciplines demonstrates that young adults are a distinct group with needs that differ from both children and older adults, underpinned by the developmental maturation process. The typical adult male brain is not fully formed until at least the mid-20s, meaning that young adult males typically have more psychosocial similarities to children than to older adults.
     4. The Justice Select Committee’s (JSC) 2018 report on young adults in the Criminal Justice System concluded that the Criminal Justice System’s approach to managing young adults is not working and that a clear and effective strategy is needed.
     5. In addition, there is a lack of rehabilitative services available to meet the distinct needs of young adults in the criminal justice system, with generic adult services often not tailored to the particular needs of 18–25-year-olds. Young people transitioning from youth to adult services often face a cliff-edge in terms of the support available to them, with support services dropping off at the age of 18.
     6. The Ministry of Justice in their response to the JSC ‘s report highlighted a number of measures that were already in place to respond to the issues affecting this cohort and made a commitment to continue to develop its approach to addressing the distinct needs of young adults.
     7. As part of probation reforms being taken forward, The Probation Service has developed new ways of working with young adults on release and under community supervision. When implemented, this will include improved support for young adults during the transition between youth and adult systems.
     8. In response to evidence that young adults (18 – 25-year-olds) continue their development of psychosocial maturity well into their mid-twenties (up to 25), Her Majesty’s Prisons and the Probation Service (HMPPS), has developed an evidence -informed maturity screening tool. This tool is available across prisons and probation to assess young adult males who are still maturing neurologically in order to identify those most in need of support. A resource pack is also available to help staff work with those identified.
     9. The new Offender Management in Custody (OMiC) model in prisons means that young adults will have more consistent key worker support. The Youth Custody Service (YCS) is working in partnership with HMPPS to develop a national transitions pathway that will ensure more efficient and timely transfers for all young people being transitioned to the young adult estate. This will be underpinned by a transitions policy framework to bring consistency and alignment in the approach taken across the children and young people secure estate.

Meaningful activities for people on probation

* + 1. People on probation have access to meaningful activities commissioned by The Probation Service or delivered by local VCS organisations.

London pilot

* + 1. Police and Crime Plan (2017-2021): One of the priority areas in the Mayor’s Police and Crime Plan is a better criminal justice service for London. In particular, there is a commitment to “work with our partners to deliver a specific approach to young adults across all criminal justice agencies that is focused on continuing and integrating services, particularly at the transition point between youth and adult services”. Following the reelection of the Mayor in May 2021, the Police and Crime Plan for this mayoral term is currently being developed. The Mayor included a commitment in his manifesto to pilot the hub.
    2. The Transitions to Adulthood pilot is a partnership between MOPAC, the Ministry of Justice, The Probation Service, the Youth Justice Board, Department of Health and Social Care and Ministry of Housing, Communities and Local Government.
    3. The Ministry of Justice secured funding for the pilot from Her Majesty’s Treasury via the Shared Outcomes Fund, which was announced in July 2020, with the London Borough of Newham selected as the pilot location in January 2021.
    4. There is a higher-than-average level of violence and drug offences amongst young adults on probation in Newham. There is also a disproportionate number of young adults from Black, Asian and Minority Ethnic communities on probation in Newham, accounting for 66% of the cohort. Aggregate data on the ethnicity and religion of the current caseload is included at annex 4.

1. Overview of the Service
   1. Service aims
      1. By providing meaningful and purposeful activities for young adults accessing the Y2A Hub, the Service aims to improve young adults’ wellbeing and support them to build social and wider skills.
      2. The Service aims to enrich the experience of young adults accessing the Y2A Hub by supporting them to discover new passions and offering opportunities for constructive use of spare time.
      3. Meaningful activities should support rehabilitation.
   2. **Pilot objectives**
      1. The aims of the Transitions to Adulthood pilot are to:
2. Reduce reoffending amongst young adults on probation in Newham (frequency and severity)
3. Increase compliance with probation and reduce breaches
4. Improve mental health, emotional wellbeing, resilience, thinking skills and attitudes
5. Support health improvements, including substance misuse desistance
6. Reduce homelessness, rough sleeping and access to stable accommodation
7. Improve support networks and personal relationships
8. Increase employment rates, educational attainment and employment-related skills
9. Improve partnership working and information sharing between agencies
   * 1. A logic model detailing the activities, outputs, outcomes and impacts for the London Transitions to Adulthood pilot can be found in Annex 1.
     2. Young adults in the Hub will have access to tailored specialist services, including but not limited to mental health support and accommodation support.
     3. While this Service is not directly linked to any of the outcomes, the Service may have indirect impacts on many of these outcomes.
10. Service Requirements
    1. Scope
       1. The supplier/s is required to provide flexible, meaningful and purposeful activities for young adults accessing the Youth 2 Adult (Y2A) Hub.
       2. Activities should aim to improve participants’ wellbeing, build confidence and skills and support rehabilitation.
       3. Beyond these objectives, there is no prescription on the type of activities offered, however some suggestions include:

* Music
* Creative writing
* Arts and crafts
* Sports, physical or outdoor activities
* Drama
* Photography
* Film production
  + 1. Bids from supplier/s who can provide access to different meaningful and purposeful activities are welcome in order to cater to the varied interests of young adults on probation, but this is not essential.
    2. Activities must be designed with young adults’ needs, characteristics and interests in mind.
    3. It is expected that most activities will be delivered in groups, however 1-2-1 activities will also be considered.
    4. The supplier/s will liaise with The Probation Service to ensure young adults’ suitability for the activities are assessed and necessary risk assessments are completed.
    5. Activities may take the form of programmes or courses delivered over a number of sessions. Or alternatively may provide opportunities for longer term engagement.
    6. There is no prescription on the period of time for engagement, however programmes must be long enough to achieve the service aims and should consider the needs and characteristics of young adults on probation who may be difficult to engage.
    7. Activities will be offered to young adults accessing the Youth to Adult Hub on a voluntary basis and will not be mandatory.
    8. The supplier/s is responsible for publicizing the activities and encouraging uptake. This may include producing promotional materials or engaging young adults in person in the hub.
    9. The supplier/s is responsible for supporting young adults to continue to engage in the activity.
    10. The supplier/s should set out in their bid how many programmes or sessions they intend to deliver and how many young adults they intend to support across the pilot duration.

Profile of young adults accessing the Service

* + 1. The Supplier/s will work predominantly with young men. Bids are welcome from supplier/s who can also offer activities for young women and demonstrate a gendered approach to their work. The number of young women on probation in Newham is low in comparison to the number of young men (roughly 25 young women and 300 young men), therefore activities offered to young women would be on a smaller scale.
    2. The Supplier will work predominantly with 18-25-year-olds but may also be required to work with 17-year-olds due to transition from the Youth Offending Service to adult probation.
    3. It is estimated that approximately 550 young adults will access the Y2A Hub over the duration of the pilot (6 September 2021 – end of March 2023).

Offence types and needs

* + 1. The Supplier may be required to work with young adults who have committed the following offences or who display the following needs:
* Young adults convicted of sexual offences;
* Young adults convicted of arson offences;
* Young adults at risk of domestic abuse or serious group offending;
* Young people with extremist views;
* Young adults with substance misuse needs;
* Those with physical and mental health issues, including those being released from hospital, and including those with a diagnosis or traits of personality disorders;
* Those where there are public protection concerns including MAPPA Level 2 and 3 cases;
* Care Leavers;
* Foreign National Offenders;
* Those who are or have been subject to Criminal Behaviour Orders or Knife Crime Prevention Orders.
  1. **Key Attributes** 
     1. The Supplier will deliver meaningful and purposeful activities to young adults accessing the Y2A Hub.
     2. The Supplier will liaise with the Probation Service to ensure risk assessments are undertaken, including for any group activities, and to assess the suitability of young adults to partake in activities.
     3. The Supplier will assess each young adult accessing the service, to ensure the activities offered are catered to an individual’s interests, capabilities and needs as well as considering what will best support their rehabilitation.
     4. The Supplier will publicise the offer of these activities, outlining the benefits to young adults in their participation.
     5. The Supplier will be responsible for encouraging the young adult to continue with the programme of activity, whilst understanding that participation is on a voluntary basis.
  2. **High-Level Delivery Model**

The Supplier must develop their own delivery model. A suggested delivery model includes:

1. The supplier publicizes meaningful activities across the Y2A hub.
2. The Supplier works with the Probation Service to assess young adults’ suitability for participation in activities including risk assessments.
3. The Supplier contacts the young adult within 5 working days to explain the activity and its benefits and to encourage uptake.
4. The Supplier supports the young adult to engage in the activity.
5. The Supplier delivers the activity.
6. The Supplier provides feedback to the Probation Service and other hub services where relevant.
   1. **Service Eligibility**
      1. Any service user accessing the Y2A hub is eligible for this Service.
      2. The eligibility criteria for the Y2A Hub is:

* 17-year-old males and females due to transition from the Youth Offending Service to adult probation in Newham;
* Young adult males and females aged 18-25 years old serving a community sentence or on licence in Newham for any offence type.
  1. **Operating times** 
     1. The Service will operate within the probation office opening hours:

Monday 9am–5pm

Tuesday 9am–5pm

Wednesday 9am–7pm

Thursday 9am–7pm

Friday 9am–5pm

* + 1. The above opening times may change and/or require flexibility by the Supplier to meet the needs of individual service users.
  1. **Delivery Locations** 
     1. Depending on the activity, the Supplier will deliver these activities either within the Y2A Hub or at an alternative location. In either case, delivery should take place within or close to the Borough of Newham. The Supplier may also be required to deliver services remotely, depending on the activity and service user needs.
     2. The Y2A Hub is located within Newham probation office:

134-138 Romford Rd

London

E15 4LD

* + 1. The dedicated reporting location for young women is a women’s centre in Stratford, where the Supplier will be required to meet young women.

1. Minimum Service Levels
   1. **General**
      1. The Supplier will maintain a complete and correct set of records pertaining to all activities relating to the Service and the obligations under the Contract.
      2. The Supplier will maintain all records in line with Data Protection laws and regulations, including using only approved IT systems to store and record personal and sensitive information, including on health conditions, protected characteristics and previous convictions.
      3. The Supplier is required to submit an invoice and monitoring return in accordance with the deadlines and procedure set out in the Contract.
   2. Referral and assessment
      1. Young adults will be offered the opportunity to participate in these activities. Upon expressing interest, the Supplier and the Probation Service will work together to assess a case’s suitability for a specific programme of activity
      2. The Supplier is required to make contact with young adults within five working days to discuss available activities.
   3. Governance and management of the services
      1. The Supplier/s is required to identify a contract manager for the Service.

MOPAC governance

* + 1. MOPAC and the Transitions Operational Group will be responsible for monitoring the progress of the service to ensure effective delivery and value for money. At an operational level, the service will directly report to MOPAC.
    2. The membership of the Transitions Operational Group includes: MOPAC (chair), MoJ, the Probation Service and LB Newham.
    3. This Group will provide updates to the Transitions Programme Board, chaired by the Director of Commissioning and Partnerships at MOPAC and the Director of Youth Justice and Offender Policy at MoJ.
    4. The project reports into MOPAC’s Reducing Reoffending Board which is part of the multi-agency governance structure that oversees delivery of the Police and Crime Plan.

1. Delivering the Service
   1. Complaints
      1. The Supplier is required to have a defined process for dealing with and resolving complaints. Formal complaints about the service should be reported to MOPAC within five working days of receipt.
   2. Staffing
      1. The Supplier is required to provide the staff necessary to deliver the activities on offer. Bidders should set out in their bid the proposed number of delivery hours per week.
      2. The Supplier may also provide additional volunteer support for the Service.
      3. Staff must have significant and varied experience delivering activities with young people in the criminal justice system. They should possess a strong understanding of the context in which offending occurs. Cultural humility and relatability are particularly important for this group of young adults and lived experience is welcome.
      4. The Supplier shall ensure that the Supplier personnel delivering the Services should have the following general skills:
      5. The ability to:

* listen and communicate effectively;
* motivate and promote young adults’ belief in their ability to change;
* work with young adults with varying complexity of needs and to understand the specific needs of young adults;
* work with young adults from diverse backgrounds;
* be skilled in conflict resolution;
* be alert and responsive to behaviour, information or other changes which could indicate a change in Risk of Serious Harm; and
* respond appropriately to challenging behaviour in order to de-escalate tension, enable a Service User to manage strong feelings and to ensure their own safety and that of others.
  + 1. Comply with policies/procedures - The ability to:
* Understand and follow policies and procedures appropriate both to the Supplier and to the probation sector generally.
  + 1. Staff are required to have a recent DBS check.
  1. Legislative parameters
     1. The Provider(s) and all staff members, paid or unpaid, shall be expected to work according to relevant National and local policies (including any amendments arising during the course of the contract), including but not limited to:
* Victims Code of Practice 2015
* Restorative Service Provider Framework
* Witness Charter 2013
* Domestic Violence, Crime and Victims Act 2004
* Human Rights Act 1998
* Data Protection Act 2018
* Race Relations (Amendment) Act 2000
* Equality Act 2010
  1. Information security
     1. The Provider(s) must ensure that the Service complies with the requirements of (i) the Data Protection Act 2018; UK GDPR; and (iii) any other applicable privacy and data protection legislation.
     2. “UK GDPR” means Regulation (EU) 2016/679 (General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, (including as further amended or modified by the laws of the United Kingdom or of a part of the United Kingdom from time to time)
     3. Detailed provisions on the Provider(s) obligations in relation to data protection are set out in the contract at Annex 2.
     4. The Supplier must work with the Probation Service to put in place an Information Sharing Agreement.

1. Reporting
   1. Management Information
      1. The Supplier is required to produce quarterly data reports for all funded activities detailed in the contract in a consistent format specified by the MOPAC; the format, data provided, and timing may be subject to change. However, any changes must be agreed and confirmed by MOPAC by email before the submission of the next report.
      2. MOPAC will conduct regular monitoring meetings with the Supplier to review progress against agreed outputs and outcomes in line with the requirements of the commissioned activities.
      3. Aggregate data will be collected from all commissioned services to support this. The information required from the Supplier includes:
   * Number of young adults participating in the activities, broken down by activity type (if more than one is offered)
   * Number of completions
   * Number of dropouts and reasons.
   * Record of activities
   * Number of promotional sessions held
   * Number of restarts
     1. Where possible, all data should be recorded alongside equalities information to allow for monitoring of disproportionality in the process.
   1. Information sharing
      1. A DPIA is required with MOPAC and MoJ and will be developed following the selection of a provider.
   2. Key Performance Indicators (KPIs)

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI Description** | **Measurement** | **When** | **Target** |
| Young adults expressing interest in the meaningful activities offer | Percentage of people choosing to participate in the additional meaningful activities within the Y2A Hub. | Quarterly  from the first quarter | 15% of total caseload |
| Young adults complete the full programme of meaningful activity. | Percentage of young adults who complete the programme of activity once begun. | Quarterly  from the first quarter | 70% |
| Young adults feel that taking part in activities was beneficial and worthwhile | Percentage of young adults with a positive reflection on the programme they have participated in. | Quarterly  from the first quarter | 80% |
| Young adults attend the sessions throughout their chosen programme of meaningful activity. | Percentage attendance of a young adult on their chosen programme of activity. | Quarterly  from the first quarter | 70% of sessions attended |

1. Partnership Working
   1. The Y2A hub is a multi-agency wrap-around service, therefore there is a requirement for partnership working. The Supplier is expected to work in partnership with the Probation Service and other hub services, such as the mentoring service. This will involve accepting referrals from the Probation Service and sharing relevant information.
2. Mobilisation
   1. The Supplier is required to mobilise the service to go live in November 2022. This will include attending an initial mobilisation meeting after contract award in October 2021.
3. Appendices

Annex 1- pilot logic model

Annex 2 – draft terms and conditions