

*Gloucestershire  
Probation Area*

# *Information For Beneficiaries*



**Community  
Payback**

## *What is a Community Payback Work Scheme*

The Community Payback scheme is an Unpaid Work Court Order made on an offender requiring him or her to undertake unpaid Community work as directed by the Gloucestershire Probation Area Community Payback Team. Two types of work occur, GROUP placements supervised by Community Payback Team supervisor and INDIVIDUAL placements supervised by the organisation receiving the assistance (the beneficiary).



## *Types Of Community Payback Work*

A wide variety of tasks in the Community are undertaken including painting and decorating, gardening projects and clearance, as well as assisting in local day centres lunch clubs and working on charity events and activities.

The Community Payback Team will consider any request for help. However, organisations using Community Payback offenders must realise that although a reasonable standard of work is normally achieved, the offenders are not professionally trained in general DIY skills.

## General Communication

Progress on supervised work projects will be consistently reviewed throughout their duration and beneficiaries are asked to provide a contact name so that developments can be hastily addressed. Urgent issues should be referred to the Community Payback Team Office and a swift response can be expected. Equally, concerns, queries or observations about individual placements should be directed to the Community Payback Team office. All communications should be directed to either **Allan Thompson (Manager)** or **Steve Hanson (Co-ordinator)** on **01452-389223/389229**



## Public Liability Insurance

The Probation Board is indemnified for its legal liability to third parties (including all beneficiaries of Community Payback Team work and members of the Community Payback Team work group) in respect of death or personal injury or loss or damage to third party property as a result of negligence on the part of the Probation Board, or its employees arising out of or in the course of the agreed works. Beneficiaries should note that, in certain circumstances, they may have a legal liability to pay compensation to third parties (such as members of the Community Payback work group) for injuries sustained or damage to third party property as a result of the beneficiaries' negligence.

It is very much in the interests of the beneficiaries to insure themselves against such risks by affecting a public liability policy. Beneficiaries are advised to satisfy themselves on this point before instructing the Community Payback Team to commence with any work. Beneficiaries of Community Payback projects should also note that the Probation Board accepts no responsibility in connection with completed projects.

*It is very much in the interests of the beneficiaries to insure themselves against any risks by affecting a public liability insurance policy.*



## General Cost

*Labour is provided free of charge. Beneficiaries are responsible for the cost of all materials and specialist equipment although specific arrangements should be made with regard to their purchase. Basic tools are supplied by the Community Payback Team as is any protective clothing where necessary.*



*Beneficiaries are required to supply all materials for their project, including the following if required:*

- 1. Painting & decorating accessories*
- 2. Specialist equipment & Hire Tools*

## General Supervision

Offenders involved in group projects will be supervised by trained Community Payback Team supervisors. For individual offenders on placement, supervision is provided by the host organisation or 'agency'. The agency is required to record the hours worked on the Community Payback Worker's feedback sheet and send a copy to the Community Payback Team Office on every occasion that work takes place, or when the offender fails to report for work. Please contact the appropriate probation office, immediately if the offender does not report for work.

Occasionally, but only rarely, members of voluntary organisations will be called upon to give evidence in Court.



*"The agency is required to record the hours worked by the offender on the Community Payback Workers feedback time sheet"*

## Equal Opportunities

We ask that placement providers behave in a responsible and pro social fashion towards offenders on work placements.

We expect offenders to be treated with respect, regardless of their age, gender, race or any other aspect of their lifestyles.

We expect that offenders will not make or encounter any prejudicial remark or attitude and that individual needs and values of offenders, placement providers and Community Payback staff, will be respected .





**Community Payback Team**  
**Bewick House**  
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**Gloucester, GL1 3HW**

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gsx.gov.uk**

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**GLOUCESTERSHIRE  
PROBATION AREA**

## Valuables and Money

Please ensure that nothing of value is left around such as money, handbags or keys. It is the beneficiaries responsibility to place valuable items in a secure place before work starts on the project. If you believe that property has been stolen or damaged, the Community Payback Team will contact the local police and ask them to investigate the incident.

## Beneficiaries Project Visits

*As part of the rehabilitation process for the Unpaid Work offenders, Gloucestershire Probation Area would strongly encourage all beneficiaries to visit their project on a regular basis in order to foster good pro-social role modelling and to thank the offenders for the work they are doing on their project for the benefit of the local Community.*

## Health & Safety

All work must be carried out in accordance with the current Health and safety legislation. Beneficiaries will be advised of any Risks arising from our works which may affect them or the general public and any control measure which are in place. If the beneficiary becomes aware of any risk which may significantly affect Community Payback Team staff or offenders they have a duty to inform the Community Payback Team as soon as possible, alternately they should inform the Community Payback Supervisor on the day that work will be conducted at your location on your behalf.

Should you have any concerns regarding Health and Safety on your project you are advised to contract **Allan Thompson (Manager) (01452- 389223)** at the Community Payback Unit Immediately. Or write to:

**Community Payback Team**  
**Bewick House**  
**1 Denmark Road**  
**Gloucester, GL1 3HW**

