



GLOUCESTERSHIRE



Gloucestershire
Probation Board

NOMS National Offender
Management Service
Working together to reduce re-offending

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Introduction

Gloucestershire Probation Area rose magnificently to the challenges of 2007-08, which included very tight financial restrictions, the Gloucestershire floods, reducing staff numbers and restructuring to meet public protection priorities within budget.

This has been an extremely successful year and we want to thank staff, agency and community partners for their phenomenal work, with special commendation for the achievement of all the key targets despite the tight budgetary situation. The whole organisation united to make major efficiency savings and to maintain the highest standard of operations, producing impressive results in this very difficult year.

Last year's flood crisis took the whole country by surprise and had a huge impact on Gloucestershire. Our Head Office lost power for several days and running water supplies for more than two weeks but

staff responded quickly to the crisis, pulling together brilliantly to keep the service going despite extraordinary circumstances at home and work. Offenders at the Approved Premises were rehoused appropriately; supervision of high risk offenders was uninterrupted and resources were managed in innovative ways. The Community Payback team was also deployed to provide assistance to Gloucestershire residents in need.

The high quality of our work is reflected in our excellent scores in the Offender Management Inspection Report. All staff can feel justifiably proud of the evidence of increasing

effectiveness shown in the downward trend of reoffending whilst under supervision. Our willingness to change and improve practice has also been welcomed by the courts with the enhanced provision of a court service with Fast Delivery Reports to boost organisational efficiency.

This year's improved score in the European Excellence Model assessment is due largely to our willingness to engage in innovative projects to deliver a better service as evidenced, for example, through excellent results on multi-agency working and interventions audits. Organisational excellence is also demonstrated by clear and timely communication of

performance data, very good data quality control by Administrative staff and embedding new processes to enhance efficiency and add value. A comprehensive programme of stress training for all staff and implementation of the Stress Management Plan have helped reduce sickness levels keeping GPA at a high level of productivity.

None of this would have been possible without the strong financial control and new HR systems implemented by the relevant teams. They have managed the installation of key systems whilst keeping day to day business running and their commitment and professionalism in dealing with this challenge is

highly commended.

The commitment and expertise of staff and partners have ensured GPA is well placed for the move to Trust status, to implement the 08/09 Service Level Agreement with the Regional Offender Manager, perform to a consistently high standard and, most importantly to reduce re-offending. We greatly appreciate all you have done over the past year and very much look forward to continuing this good work together through 08/09.

Yvette Ball
Chief Officer

Tony FitzSimons
Chair, GPA Board

NOMS Statement of Purpose:

NOMS protects the public and assists the courts, holding securely and managing humanely the people sent to us. In delivering punishments imposed by the courts, we help offenders turn away from crime, make reparation to their victims and contribute to their communities.

The aims of the NPS are: NOMS goals are:

- **Protecting the public**
 - **Reducing re-offending**
 - **The proper punishment of offenders in the community**
 - **Ensuring offenders' awareness of the effects of crime on victims and communities**
 - **The rehabilitation of offenders**
- Protecting the public by running safe and secure prisons and reducing the risk of harm by offenders managed in the community
 - Supporting the courts in imposing suitable sentences for appropriate offences and implementing those sentences
 - Firm and fair punishment, increasing compliance with community sentences and treating all offenders decently
- Helping to cut crime through seamless offender management to reduce re-offending, working with a range of partners at local, regional and national level
 - Contributing to communities and society by increasing visible payback to the community and by supporting the victims of serious offences, and engaging local communities in the management and resettlement of offenders
 - A requirement to achieve value for money. Its work in organising and supporting delivery contributes to ensuring the cost-effectiveness of the services it commissions and provides.

Management Commentary Part 1: Operational and Performance Review

A. Enablers

GPA Senior Management Team

Charlie Baker leads on business excellence, information systems, process development, Community Payback and Programmes.

Darrill Bennett oversees Finance.

John Bensted supervises the Offender Managers through two area managers, the prison offender management and oversees MAPP - Multi Agency Public Protection Arrangements.

Naomi Cryer has responsibility for Human Resources, training, estates and administration.

Garry Holden leads on External Business, Ryecroft Hostel, Drugs Intervention Programmes, and Education, Training and Employment.

Leadership

Public protection was the top priority of Gloucestershire Probation Area in 2007-08 and maintained at a high level through extremely challenging circumstances.

Our outstanding performance in risk assessment and risk management was achieved by hard work, embedding the Offender Management model at local level and the professionalism of staff.

Sampling by HM Inspectorate of Probation confirmed that GPA achieved excellent results: in 74% of cases Gloucestershire offenders had no convictions whilst on supervision with us. Latest information from the Ministry of Justice shows national overall re-offending rates have dropped by 11.4%.

We are particularly proud of our achievement during the major flooding in Gloucestershire in July 2007, when strong leadership enabled the organisation to maintain public protection in extreme circumstances.

- Nearly 200 staff members re-deployed to concentrate on public protection priorities.
- Contact focused on 300 high risk and prolific offenders.
- Court reports and long arm supervision continued with the normal 2000 caseload.
- Offenders from the Ryecroft Approved Premises evacuated to neighbouring premises in the South West maintaining continuity of supervision and activity.
- Treatment and education programmes maintained despite limited facilities.
- Medication for drug users continued to minimise the potentially life threatening risks of sudden withdrawal.

- Community Payback team provided water to homes for the elderly and needy members of the community.

Throughout the year, value for money was achieved through strong leadership to manage a budget shortfall. GPA managed a headcount reduction without the disruption of staff redundancies and exercised tight financial control. The management team produced an innovative strategic approach to deliver increased efficiency through restructuring of staff roles and the use of streamlined procedures. Working with the courts to increase the use of fast delivery and oral reports where appropriate made a key contribution to this excellent result.

GPA is a lead partner in regional and local multi-agency forums such as the South West Shared Services Human Resources and Finance project. Locally we have worked closely with Criminal Justice Board and

Safer Communities partners in rolling out the Multi-Agency Risk Assessment Conferences to protect victims of domestic abuse.

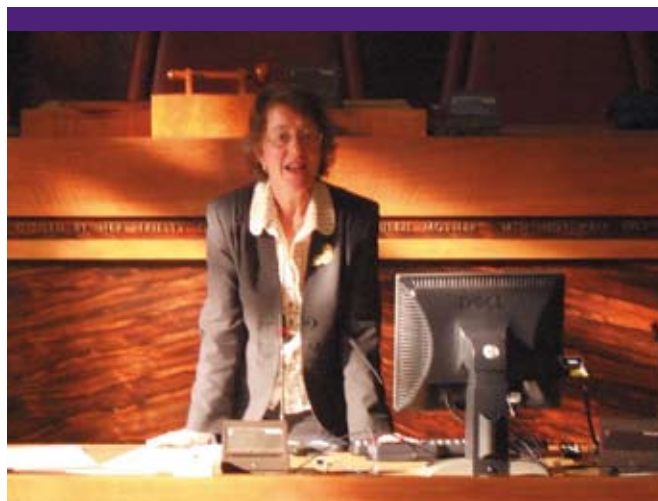
Our drive to achieve high quality work has produced impressive results, validated by external audits of Unpaid Work, Ryecroft Approved Premises and treatment programmes. HM Inspectorate of Probation rated GPA at 74% in Offender Management practice in the Offender Management Inspection.

Policy and Strategy

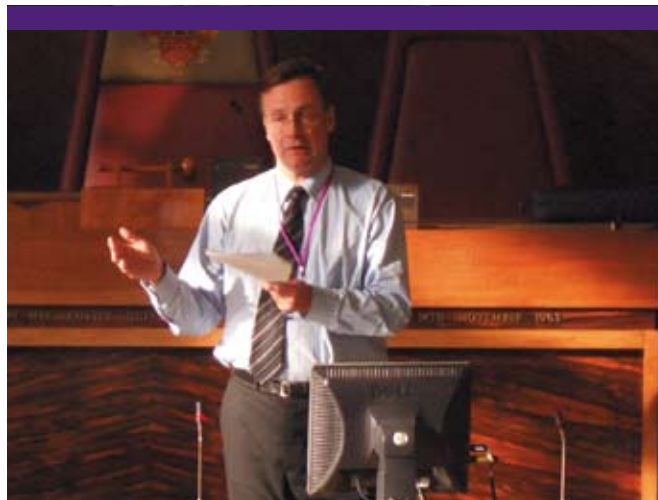
The drive to improve Performance has continued throughout the year with GPA now being amongst the top performers across Probation Areas in England and Wales.

Liaison with Sentencers is essential if Courts are to have confidence in Community Penalties and we have established a range of new ways of liaising with magistrates, including a regular Newsletter and a new monthly discussion forum between Magistrates and Probation staff.

Public Protection is always one of our top priorities and we have worked with colleagues in the South West in contributing to a Public Protection Strategy which has informed our own local developments. Additionally we have been involved in the Gloucestershire Police's review of their Public Protection work which will be further developed in the coming year and ensure an even close working partnership.



Chief Officer Yvette Ball, addressing Gloucestershire Magistrates.



John Benstead.

People Management

An Accreditation Strategy for training new Probation Service Officers has been implemented to provide the processes and structures for effective staff development. This offers PSO staff the chance to gain accreditation and NVQ3 in Criminal Justice, which provides the underpinning skills and knowledge to ensure that they are equipped to work with offenders and also write and develop Fast Delivery Reports in Court.

Follow-up actions from the Stress audit in 2007 have been to ensure managers and staff receive training on combating stress at work. A total of 11 workshops have been run for staff during 2007 with 159 staff attending.

In order to further improve MAPPA responsibilities we have appointed a Deputy MAPPA manager to work with the Police and other agencies to ensure that we direct our resources at the most dangerous offenders in order to protect the public. We have reviewed our middle management structure which has led to a reduction of 3 manager posts and consequent increase of Offender Managers to supervise offenders.

Additionally we have increased the number of trained staff to work with sex offenders, some of whom are piloting a new approach to the assessment of sex offenders to improve effective supervision.

Partnerships and Resources

The Human Resources Department has worked with the South West Human Resources group to achieve a regional approach to the provision of an Employee Assistance Programme. This provides an improved service to staff support at a reduced cost, due to the size of the contract let.

The implementation of a new HR database has provided the foundation for the development during 2008 of a self-service system for staff which will contain leave, expenses and sickness information.

GPA participates in a range of key Gloucestershire partnerships to ensure appropriate resources are used to reduce re-offending and there are joined up strategic delivery plans. Partnership meetings that GPA attends include the ;

- Gloucestershire Criminal Justice Board
- Multi Agency Public Protection Arrangements
- Local Area Agreement
- Supporting People

- Adult Treatment Commissioning Board
- District Crime and Disorder Partnerships
- Domestic Violence
- Prolific and Priority Offender Board.

Representation by GPA ranges from Board level to Chief Officer to Operational managers.

In the South West Probation Region, the Area is represented at a range of meetings that are focused on enabling the improvement of service delivery and informing the development of resources and policy. Meetings that GPA attend include those on Offender Management, Accredited Programmes, MAPPA, Approved Premises, HR, Finance, Employment Training and Education, Business Development, Domestic Violence and Offender Accommodation.

Membership of the groups vary according to the requirements of the meeting, being drawn from all five probation areas in the South West and key regional organisations including the Regional Offender Manager,

Prison Service, Government Office South West and the Learning and Skills Council.

Processes

Process work continues to develop within GPA. The Process Improvement Manager has successfully demonstrated efficiency savings in four main areas of work and continues to advise and manage a number of improvement projects. A particular improvement has been seen in the Community Payback operational processes.

Process work has developed further with the regional and national pathways in relation to GPA's ability to evidence 'Best Value'. Future work will include more robust activity costings in relation to performance and process management in order to demonstrate further GPA as a competitive organisation. This work will play an integral part in GPA's move to trust status.

A corner stone of GPA partnership work is Unpaid Work in Gloucestershire. The service works with voluntary, community and faith based groups, as well as local and parish councils and the Forestry Commission at Westonbirt in undertaking a range of community based activities where the offender makes reparation to society, particularly through civic and community improvement work.



(Above) Community Payback teams working at Westonbirt Arboretum and Cheltenham Luncheon Club



(Above) Work being undertaken at Dean Forest Railway and Rococo Gardens



Gloucestershire Probation Area has had great success with its Programmes and Interventions, such as the Drug Intervention Programme; Employment, Training and Education and Think First.

Think First Programme

The Think First programme is targeted at offenders aged 18 - 40, often with repeated offences, deemed to be at medium to medium high risk of re-offending. The aim is to tackle the attitudes and behaviours that make lead to further offences by making offenders more aware of the consequences of their actions for their victims, their families and themselves and by developing skills in problem solving, social interaction and self management.

It is not suitable for first time offenders, sexual offences, domestic violence or those with mental health problems.

The programme outline

Think First is a general offending programme, and comprises 4

components focused on factors influencing offence behaviour. Within this structure is a sequence of exercises designed to teach the participants a number of social problem solving skills; these are then applied to the participants offences and the situations in which they occur. The 4 components are drawn from 4 principal aspects of Cognitive Behavioural work. In all aspects of the programme, offenders must be prepared to openly discuss and work upon their offending not only in individual written work but in open group discussions and skills practice exercises.

Problem Solving

This aspect of the programme occurs from session 1 through to session 13, and uses a range of training exercises designed to teach a number of thinking skills. These skills include;

problem awareness, problem definition, information gathering, the ability to distinguish between facts, opinions and guesses, alternative thinking, means end thinking, consequential thinking, decision making and perspective taking. Session 14 is a review session.

Self Management

This aspect of the programme occurs in session 15 and 16. Emphasis being made in these sessions upon the impact of how thoughts and feelings drive and influence behaviour. These sessions specifically ask the offender to complete written exercises designed to explore the thoughts and feelings that have influenced their offending. It also explores the concept of self instructional training as a method of self management.

Social Interaction training

This aspect of the programme occurs at sessions 17 and 18. Acknowledging that most offending occurs in an interpersonal context, and a proportion is a result of individual's limited skills for dealing with certain 'encounters' in a functional/effective/ socially acceptable way. These sessions therefore provide an opportunity to bring together the problem solving skills already gained, alongside the participants exploring a range of social interaction scenarios where they have or may encounter difficulty. They then have the opportunity with their peers, to 'skills practice' identified scenarios, and receive feedback of their performance of these skills.

Values Education

This comprises the final sessions of the programme, and

through a number of exercises/ group discussions explores the values, attitudes and belief systems that have underpinned the participants offence behaviour.

Targeting

- Medium to medium high risk offenders
- OGRS of 41 minimum (OASYS 56)
- Offenders who have a history of offending
- Age range 18 - 40 years
- Suitable for repetitive property offenders, burglary, criminal damage, theft, shoplifting etc

Exclusion criteria

- Index offence of a sexual nature
- Index offence of domestic violence
- First time offenders
- Mentally disordered offenders

Here are some of the comments from offenders who successfully completed the course:

"I do consider alternatives to situations that arise, mainly due to sorting out my personal life and addictions, things are a lot clearer".

"I've learned to think of others feelings and beliefs before I judge them, and also, to go about my business with an open-minded approach."

"I have learned to take responsibility for my actions in any situation".

"I've learned a lot; to think ahead about others and myself; and a lot about my offending and how to think of other ways to do things".

"I feel the group has given me the power to reach my goals and I wish them all the best in the future. If it wasn't for this group I wouldn't be able to move on. Thank you everyone".

B. Results

Customer Results

Reference:	Description of Target/ Measure:	GPA Annual Figure
R&C 1	85% of victims to be contacted within eight weeks of an offender receiving 12 months or more for a serious sexual or violent offence	95%
R&S 12	480 referrals to LSC (in the community) in accordance with identified needs	499 Referrals
R&S 2	109 offenders under supervision who achieve and sustain employment for 4 weeks	113
R&S16	60% of offenders living in settled and suitable accommodation at the end of their order or licence (broken down by type of settled accommodation)	69%

People Results

Reference:	Description of Target/ Measure:	GPA Annual Figure
	(Minority Ethnic representation in the area workforce (contribution to regional target) Retention / Resignation (Percentage represents staff turn over)	5.1%
	Retention / Resignation (Percentage represents staff turn over)	16.9%
	Career progression by grade and ethnic group (contribution to national target)	1.5%
	Reduce sickness absence to an average of 9 days per staff year	10.9

Key Performance Results/SLA Metrics

Reference:	Description of Target/ Measure:	GPA Annual Figure
DoJ1	The percentage of arranged appointments which the offender attends in the first 26 weeks of the order or licence to be no fewer than 85%	91%
DoJ13	To maintain at below 5% the proportion of unpaid work offender days which are lost because of stand-downs - either on the day or notified in advance	3%

Key Performance Results/SLA Metrics

Reference:	Description of Target/ Measure:	GPA Annual Figure
DoJ15	344 completions of unpaid work requirements	370
DoJ4	The percentage of cases that reach the six month stage without requiring breach action to be no fewer than 70%	70%
DoJ5	Initiation of breach proceedings: (a) For Tier 1 and Tier 2 offenders within 10 working days of the relevant unacceptable failure to comply in at least 90% of cases (b) For Tier 3 and Tier 4 offenders within 4 working days of the relevant unacceptable failure to comply in at least 90% of cases	94%
DoJ6	Achieve an average of 35 working days from the relevant unacceptable failure to comply to resolution of the case; and to resolve 60% of breaches of community penalties within 25 working days of the relevant unacceptable failure to comply. (CJS measure)	56% 41 Days
DoJ8 A	Magistrates Court PSRs to be completed within agreed timescales by LCJB: (a) FDR's within timescales agreed by LCJB (b) SDR's (not remanded in custody) within timescales agreed by LCJB (c) SDR's when remanded in custody within timescales agreed by LCJB	100%
DoJ8 B	SDR's requested by Commissioning Court within timescales agreed by LCJB	100%
DoJ9	70% of orders and licences successfully completed	66%
OM1	At least 90% of OASys assessments must be completed or updated within the appropriate timescales (X days following sentence or release on licence for all Tier 1 (where appropriate), Tier 2 and Tier 3 cases (excluding PPO cases). An assessment should comprise of the Risk of Reconviction (Sec 1-13), Risk of Serious Harm Screening and, if necessary Risk of Serious Harm Full Analysis & Risk Management Plan and Sentence Plan).	72%
PP1	At least 90% of OASys assessments (assessment, screening &, if appropriate, full risk of harm analysis and sentence plan) must be completed or updated within 5 days following sentence or release on licence for all Tier 4 risk of harm cases (excluding PPOs).	100%

Key Performance Results/SLA Metrics

Reference:	Description of Target/ Measure:	GPA Annual Figure
R&S13	135 number of accredited offending behaviour programmes completed by offenders	138
R&S18	22 number of accredited sex offender treatment programmes completed by offenders	24
R&S20	22 number of accredited healthy relationship programmes for domestic violence completed by offenders	30
R&S6	75% of offenders are retained in DRR/DTTO for 12 weeks	85%
R&S7	110 offenders start a Drug Rehabilitation Requirement (DRR) or Drug Treatment and Testing Order (DTTO)	180
RR2	At least 90% of OASys assessments (assessment, screening &, if appropriate, full risk of harm analysis and sentence plan) must be completed or updated within 5 days following sentence or release on licence for all PPO cases	94%

C. Workload and Activity Statistics

Commencements by type of order/ licence (2007-8)

Automatic Conditional Release	53
CJA Adult Custody	293
CJA Community Orders	(1215)
With Supervision requirement	767
With UPW requirement	521
CJA Deferred Sentence	23
CJA Extended Sentence	11
CJA Indeterminate Public Protection	16
CJA Suspended Sentence	(317)
With Supervision requirement	223
With UPW requirement	131

Commencements by type of order/ licence (2007-8)

Community Punishment Orders	11
Community Punishment & Rehabilitation Orders	6
Community Rehabilitation Order	9
Custody Extended Supn Sex	11
Discretionary Conditional Release	10
Life/Detention S53	2
Youth Custody <= 12 months	44
Youth Custody; 12 months +	95
TOTAL Orders/Requirement Commencements:	<u>2227</u>

Reports produced (SDRS, FDRs) by court type	
CJS/SDRs/PSRs	1140
CJF/FDRs	458
Orals	120
TOTAL:	<u>1718</u>

Community Punishment hours ordered/worked (UPW Requirements, CPO and CPRO)	
Hours Ordered	77,495
Hours Completed	49,759

Victims: the total number contracted within 8 weeks of sentence	130
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Caseload - as of 31st March 2008	
Automatic Conditional Release	138
CJA Adult Custody	354
CJA Community Order	(1032)
With Supervision requirement	753
With UPW requirement	365
CJA Deferred Sentence	5
CJA Extended Sentence	25
CJA Indeterminate Public Protection	42
CJA Suspended Sentence	(328)
With Supervision requirement	239
With UPW requirement	106
Comm Pun/Rehab Order – Punish	7
Comm Pun/Rehab Order – Rehab	12
Community Punishment Order	10
Community Rehabilitation Order	27
Custody Extended Supn Sex	26
Custody Extended Supn Violence	5
Discretionary Conditional Release	21
Extended Supervision (Sex Offenders)	1
Life Imprisonment/detention S53(1)	45
Youth Custody <= 12 months	14
Youth Custody; 12 months +	58
TOTAL Orders/Requirements:	<u>2246</u>

D. Names of Board Members & Official Contact Address

National Probation Service - Gloucestershire

Board Members

Mr Tony FitzSimons, Chairman

Mr Mike Howe, Vice-Chairman

Mrs Yvette Ball, Chief Officer

Mr Mark Blockley

Mr Robert Burns

Ms Christine Ellson

Mrs Sheila McGrath

His Hon Judge Picton, QC

Mr Sidney Pritchard

Ms Jude Robinson

Mr Colin Youngson

Mr Graham Limbrick, Board Secretary

Mrs Darrill Bennett, Treasurer

Mrs Liz Riches-Jones, Board Administrator

Contact Details

Bewick House, 1 Denmark Road, Gloucester, GL1 3HW

Tel: **01452 389200**

Fax: **01452 541155**

Email: **headoffice@gloucestershire.probation.gsi.gov.uk**

Management Commentary Part 2: Financial Review & Remuneration Report

Statutory Background: The National Probation Service for England and Wales was established by the Criminal Justice and Court Services Act 2000. Local probation boards were established in accordance with the police areas to implement the functions conferred on them through the Act. Each board is a corporate body, which came into existence on 1st April 2001.

Accounts

Each board is required under Schedule 1, paragraph 16(1) of the Act to make a report to the Secretary of State on the performance of its functions during each financial year, and prepare in respect of each financial year a statement of accounts.

Under Schedule 1, paragraph 16(2) of the Act, the Secretary of State has given direction as to:

- The information to be given in the report and the form, in which it is to be given;
- The time by which the report is to be made, and

The form and manner in which the report is to be published.

Principal Activities

Gloucestershire Probation Board covers the Gloucestershire police area, as defined in Schedule 1 of the Police Act 1996, serving a population of almost 573,000. During the year, the board employed some 187 full time staff that worked from eight buildings and one hostel across the area.

Each board is to initially provide assistance to the courts in determining the appropriate sentences to pass, and making other decisions in respect of persons charged with or convicted of offences, and to assist in the supervision and rehabilitation of such persons.

The discharge of policies as established by the Ministry of Justice, are designed to ensure:

- The protection of the public
- The reduction of re-offending
- The proper punishment of offenders
- Ensuring offenders' awareness of the effects of crime on the victims of crime and the public
- The rehabilitation of offenders

The Chief Officer (CO) is a statutory office holder appointed by the Secretary of State. The CO is the Accountable Officer for the board and is accountable to the Director of Probation in his position as the Principal Accountable Officer (PAO) for the Probation Services. The PAO, in turn, is accountable to the Accounting Officer of the Ministry of Justice,

who is directly accountable to Parliament for safeguarding public funds.

Pension Liabilities

Employees of the board are members of the Local Government Pension Scheme. Details of pension arrangements are set out in Note 3 to the Accounts.

Appointments

The Chair, the Chief Officer, and other members of the board were all appointed by the Secretary of State in line with the Commissioner for Public Appointments 'Guidance on Appointments to Public Bodies'. The emoluments of these persons are paid for through Ministry of Justice funds.

The Lord Chancellor appointed Judge M Picton to the board from among judges of the Crown Court. The emoluments of this appointee are paid from the Lord Chancellor's Department.

Public Interest

The board operates a policy of equal opportunities, regardless of gender, race, disability, or sexuality.

The board observes the principles of the CBI "Prompt Payment" Code and aims to pay all approved invoices within 30 days. In 96.2% of undisputed invoices were paid within 30 days (comparative: 94.2%).

Management

The operational management throughout the year was carried out by the management board, which consisted of the following members:

Mrs Yvette Ball (Chief Officer),
Mr Tony FitzSimons (Chair), and
Mr Mark Blockley,
Mr Robert Burns,
Ms Christine Ellson,
Mr Mike Howe,
Ms Sheila McGrath,
Judge Martin Picton,
Mr Sid Pritchard,
Ms Jude Robinson and
Mr Colin Youngson
(as members).

The Remuneration Report contains information about the management boards' remuneration.

External Accountability

Under paragraphs 16-17 of Schedule 1 of the Criminal Justice and Court Services Act 2000, the board is required to send to the Secretary of State a report on the discharge of its functions during the year and its audited accounts. The Annual Report and Accounts will comply with the specific accounts directions issued by the Secretary of State with the consent of HM Treasury.

The Audit Commission has appointed the District Auditor as the external auditor for the Gloucestershire Probation Board. Their Certificate and Report is included in the financial accounts.

Prior Year Restatement

The 2006/07 accounts have been restated. Notably, the present value of pension scheme liabilities for 2006/07 (note 3c) has been found to contain an element relating to pensioners accounted for in the early retirement provision (note 11). The 2006/07 figure has, therefore, been amended from £26.478m to £25.963m which has resulted in a reduction in the net scheme liability (notes 3c and 3g) from £9.123m to £8.608m.

Post Balance Sheet Events

There were no material events after the balance sheet date.

Financial Accounts

**Financial Accounts are not included in this report. Should you wish to see the Financial Accounts please contact:
Liz Riches-Jones on 01452 389232 or email
liz.riches-jones@gloucestershire.probation.gsi.gov.uk**

Conclusion on Arrangements for Securing Economy, Efficiency and Effectiveness in the Use of Resources

Accountable Officer's Responsibilities

The Accountable Officer is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in the probation board's use of resources, to ensure proper stewardship and governance and to review regularly the adequacy and effectiveness of these arrangements.

Auditor's Responsibilities

I am required by the Audit Commission Act 1998 to be satisfied that proper arrangements have been made by the Probation Board for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires me to report to you my conclusion in relation to proper arrangements, having regard to the criteria for probation boards specified by the Audit Commission. I report if significant matters have come to my attention which prevent me from concluding that the Probation Board has made such proper arrangements. I am not required to consider, nor have I considered, whether all aspects of the Probation Board's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Conclusion

I have undertaken my audit in accordance with the Code of Audit Practice and having regard to the criteria for probation boards specified by the Audit Commission and published in December 2006, I am satisfied that, in all significant respects, Gloucestershire Probation Board made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2008.

Certificate

I certify that I have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Stephen Malyn, District Auditor

Audit Commission
Westward House
Lime Kiln Close
Stoke Gifford
Bristol BS34 8SR

27th June 2008

Gloucestershire Probation Board

Financial Statements 2007-08

To request details of Gloucestershire Probation Board financial statements, please contact Head Office.

Operating Cost Statement

Gloucestershire Probation Board

Financial Statements 2007-2008

Operating Cost Statement for the year ended 31 March 2008

	Notes	2007-2008		2006-2007	
		£000	£000	£000	£000
Administration Costs:					
Staff costs	2(a)	5,651		5,073	
Other administration costs	4(a)	1,620		1,689	
Operating income	6(a)	(222)		(138)	
Gross Administration Costs		7,049		6,624	
Add/(Less): finance charge/(income)	3(e)	213		268	
Net Administration Costs		7,262		6,892	
Programme Costs:					
Staff costs	5(a)	346		368	
Programme costs	5(b)	73		270	
Income	6(b)	(419)		(638)	
		0		0	
Net Operating Costs			7,262		6,892

All income and expenditure is derived from continuing operations.

Statement of Recognised Gains and Losses for the year ended 31 March 2008

	2007-2008		2006-2007
	Notes	£000	£000
Net gain/(loss) on revaluation of tangible fixed assets	7	(2)	0
Receipt of donated assets	13(b)	0	0
Actuarial gain/(loss) relating to the pension scheme	3(f)	1,390	(2,573)
Recognised gains and losses for the financial year		1,388	(2,573)

Balance Sheet

Gloucestershire Probation Board

Balance Sheet as at 31 March 2008

Financial Statements 2007-2008

	Notes	31 March 2008 £000	31 March 2007 £000
Fixed Assets:			
Tangible fixed assets	7	139	113
Debtors falling due after more than one year	8	0	0
Current Assets:			
Debtors	8	239	237
Cash at bank and in hand	9	215	164
		<u>454</u>	<u>401</u>
Creditors (amounts falling due within one year)	10	<u>(537)</u>	<u>(849)</u>
Net current assets/(liabilities)		<u>(83)</u>	<u>(448)</u>
Total assets less current liabilities		<u>56</u>	<u>(335)</u>
Creditors (amounts falling due after more than one year)	10	0	0
Provisions for liabilities and charges	11	<u>(490)</u>	<u>(509)</u>
Net assets/(liabilities) excluding pension liability		<u>(434)</u>	<u>(844)</u>
Pension Liability	3	<u>(7,323)</u>	<u>(8,608)</u>
Net assets/(liabilities) including pension liability		<u>(7,757)</u>	<u>(9,452)</u>
Taxpayers' equity:			
General fund	12	(7,763)	(9,460)
Revaluation reserve	13(a)	6	8
Donated asset reserve	13(b)	0	0
		<u>(7,757)</u>	<u>(9,452)</u>

Cash Flow Statement

Gloucestershire Probation Board

Financial Statements 2007-2008

Cash Flow Statement for the year ended 31 March 2008

	Notes	2007-2008 £000	2006-2007 £000
Net cash outflow from operating activities	14(a)	(7,638)	(7,034)
Capital expenditure and financial investment	14(b)	(98)	0
Financing	14(c)	7,787	7,023
Increase / (decrease) in cash in the period		<u>51</u>	<u>(11)</u>



Annual Report

07/08

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