Integrated Offender Management (IOM)

Nottingham and Nottinghamshire

Operating Manual – Version 1.4

June 2017
Nottinghamshire (City & County) Integrated Offender Management (IOM) Scheme Strategy 2017/18

What is IOM?
A multi-agency strategic and operational process for managing offenders of most concern to our local communities, we manage those offenders who pose the highest risk of harm and the highest risk of reoffending identified jointly by our partners working together. They are managed using pooled local resources to offer rehabilitative support for those who engage and swift justice for those who continue to offend.

Our Vision:
Reduce the risk of harm posed to the public, reduce reoffending, hold perpetrators to account, reduce the impact of domestic abuse on survivors and their children, increase social inclusion of offenders and their families and improve the public's confidence in the Criminal Justice System.

How?
By working in partnership, making best use of existing programmes, we will manage offenders together and support access and engagement with the appropriate services to reduce reoffending. Through intelligence led enforcement we will ensure that offenders who refuse to engage or that intelligence suggests are actively offending will be swiftly caught and convicted.

Our Initiatives:
1) Domestic Abuse IOM Cohort
2) IOM Cohort

Our Team:
Police Officers, Probation Officers, IDVA, Fit For Work, Offender Supervisors, Through The Gate workers, Substance Misuse Support, Housing Support, ETE Support

Our Partners:
Notts Police, Police and Crime Commissioner, NPS, DLNR CRC, CGL, Clean Slate, Youth Offending Service, HMPPS, Women's Aid Integrated Services, Notts Women’s Aid, City & County Councils, East Midlands Reform Prisons Group

Our Governance:
1) IOM Governance Board
2) IOM Design and Delivery Group
3) IOM Selection Meeting
4) IOM Case Management Meeting

Proportionate Case Management Approach:
Using a dynamic risk based approach and considering the three strands to IOM (Prevent & Deter, Catch & Convict, Rehabilitate & Resettle) to inform the management of offenders, we ensure that enforcement and rehabilitative responses are balanced and proportionate based on each individuals engagement and risk level.

How do we know we are being effective?
We can demonstrate a reduction in risk based on an overall reduction in the number of convictions and arrests.
Contents

Version Control and Review Process .................................................................................................................. 5
Glossary of Terms ........................................................................................................................................... 6
1. Introduction .................................................................................................................................................. 8
2. Introduction to Integrated Offender Management (IOM) in Nottingham and Nottinghamshire 9
   2.1. What is IOM? ........................................................................................................................................... 9
   2.2. IOM in Nottingham and Nottinghamshire ............................................................................................. 9
   2.3. Funding Arrangements .......................................................................................................................... 9
   2.4. Governance .......................................................................................................................................... 10
   2.5. Strategic Priorities ............................................................................................................................... 11
   2.6. Delivery Infrastructure ........................................................................................................................ 12
   2.7. Young Offenders .................................................................................................................................. 14
   2.8. Information Sharing ............................................................................................................................. 14
3. The IOM Scheme ........................................................................................................................................ 16
   3.1. Core Principles ..................................................................................................................................... 16
   3.2. Selection Criteria ................................................................................................................................. 16
   3.3. Nomination Process ............................................................................................................................. 17
4. The Domestic Abuse IOM Scheme ................................................................................................................ 19
   4.1. Aim ....................................................................................................................................................... 19
   4.2. Core Principles ..................................................................................................................................... 19
   4.3. The Priority Perpetrator Identification Tool (PPIT) ............................................................................. 19
   4.4. Selection Criteria ................................................................................................................................ 20
   4.5. Nomination Process ............................................................................................................................. 20
5. The De-selection Process ............................................................................................................................... 21
6. The IOM Selection & Deselection Meeting .................................................................................................. 22
7. The IOM Flag/Register ................................................................................................................................. 23
8. IOM Classification Levels ........................................................................................................................... 24
9. IOM and MAPPA/MARAC Interface ........................................................................................................... 25
   9.1. IOM and MAPPA ................................................................................................................................. 25
   9.2. IOM and MARAC ................................................................................................................................. 25
10. IOM Case Management Approach ........................................................................................................... 27
    10.1. Lead Worker ................................................................................................................................. 27
    10.2. MAIT Daily Briefing ......................................................................................................................... 27
    10.3. Case Management Meetings ........................................................................................................... 27
10.4 ECINS ......................................................................................................................... 28
10.5 IOM Case Management .............................................................................................. 28
10.6 Domestic Abuse IOM Case Management .................................................................... 29
10.7 The IOM IDVA ............................................................................................................ 30
10.8 Pathways .................................................................................................................... 31
11. IOM Cases in Custody (including End to End Management) ........................................ 32
  11.1 Core Principles ....................................................................................................... 32
  11.2 The IOM Co-ordinator ......................................................................................... 32
  11.3 Identification of IOM Cases in Custody (including DA IOM) ................................... 32
  11.4 Identification of IOM Specialists within Custody ................................................... 33
  11.5 Sentence Planning ................................................................................................. 33
  11.6 Resettlement Planning .......................................................................................... 33
  11.7 A Coordinated Response to Recall ...................................................................... 34
12. IOM Performance ......................................................................................................... 35
  12.1 IOM - Performance ............................................................................................... 35
  12.2 DA IOM - Performance ...................................................................................... 36
  12.3 Areas for Further Development of Performance Measures .................................. 36
Appendices ...................................................................................................................... 38
  Appendix A - IOM Governance Group ...................................................................... 38
    Terms of Reference .................................................................................................... 38
  Appendix B - IOM Design and Delivery Group ......................................................... 40
    Terms of Reference .................................................................................................... 40
  Appendix C - IOM Operational Group ....................................................................... 42
    Terms of Reference .................................................................................................... 42
  Appendix D - IOM Selection and Deselection Meeting .............................................. 44
    Terms of Reference .................................................................................................... 44
  Appendix E - IOM Case Management Meeting ......................................................... 46
    Terms of Reference .................................................................................................... 46
  Appendix F – finalised ISA ....................................................................................... 48
  Appendix G - IOM Matrix ......................................................................................... 48
  Appendix H - Probation IOM Nomination/Research Form ........................................ 49
  Appendix I - IOM and Domestic Abuse IOM Nomination Form ................................ 51
  Appendix J – IOM Police Nomination Process ........................................................... 54
  Appendix K – IOM Partner Agency Nomination Process ........................................... 55
  Appendix L – IOM Probation Nomination Process ..................................................... 56
  Appendix M - Domestic Abuse IOM – Priority Perpetrator Identification Tool (PPIT) .... 57
Appendix N – DA IOM Any Agency Nomination Process ................................................................. 63
Appendix O – IOM Generic De-selection Process ........................................................................ 64
Appendix P - MAPPA Guidance ................................................................................................ 65
Appendix Q – Domestic Abuse IOM ECINS Protocol – Version 2 .............................................. 66
Appendix R – BBR Suitability .................................................................................................... 69
Appendix S - IOM End to End Case Management Custody Specialists ........................................ 72
Appendix T - Integrated Offender Management Selection (IOMS) Meeting - Code of Conduct... 73
Appendix U - CF03 – Case Worker Contact List ....................................................................... 74
### Version Control and Review Process

<table>
<thead>
<tr>
<th>Version</th>
<th>Owner</th>
<th>Details of Change</th>
<th>Date</th>
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<td>1.1</td>
<td>JW</td>
<td>1st Draft presented to IOM Governance Board on 16/05/2017</td>
<td>08/05/2017</td>
</tr>
<tr>
<td>1.2</td>
<td>JW</td>
<td>Updates made: Pathways, IOM Co-ordinator, PPIT Threshold and YOT cases</td>
<td>23/05/2017</td>
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<tr>
<td>1.3</td>
<td>JW</td>
<td>Contents completed, paragraph regarding CF03 added, feedback from IOM D&amp;D included</td>
<td>27/06/2017</td>
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<tr>
<td>1.4</td>
<td>JW</td>
<td>Response to feedback from NWA and WAIS following individual consultation. Remote sign off from IOM Governance Board.</td>
<td>30/07/2017</td>
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This manual will be reviewed and updated every six months. The IOM Design and Delivery Group will hold responsibility for completing the updates. Any changes will be proposed and agreed upon at an IOM Design and Delivery Group.

**Next review date: 28/02/2018**
Glossary of Terms
BBR – Building Better Relationships Programme – current mandatory perpetrator programme
CDP – Crime and Drug Partnership
CGL – Change Grow Live - Substance Misuse Service (County)
Cleanslate - Substance Misuse Service (City)
DA – Domestic Abuse
DASH – RIC - SafeLives risk checklist for the identification of high risk cases of domestic abuse
DLNR CRC – Derbyshire Leicestershire Nottinghamshire Rutland Community Rehabilitation Company
– provider of Probation Services
DVDS – Domestic Violence Disclosure Scheme
DVPN – Domestic Violence Prevention Notification
DVPO - Domestic Violence Prevention Order
ECINS – multi agency case management IT solution
EQUATION - Local domestic abuse experts and provider of Survivor Support Services
ETE – Education Training Employment
HMPPS – Her Majesties Prison and Probation Service
IDAP – Integrated Domestic Abuse Programme – previous mandatory perpetrator programme
IDVA – Independent Domestic Violence Advocate/Advisor
IOM – Integrated Offender Management
MAIT – Multi Agency Intelligence Team
MAPPA – Multi Agency Public Protection Arrangements
MARAC – Multi Agency Risk Assessment Conference
NICHE – Police IT system
NOMIS – National Offender Management Information System
NPS Midlands – National Probation Service Midlands – provider of Probation Services
NWA – Nottinghamshire Women’s Aid - local domestic abuse experts and provider of Survivor Support Services
OASys – Offender Assessment System
OMU – Offender Management Unit - NPS and HMPS combined team based within a prison managing offenders subject to a custodial sentence.
PCC – Police and Crime Commissioner
RESPECT - Respect is the UK membership organisation for work with domestic violence perpetrators, male victims and young people
SafeLives – Since 2005, SafeLives has worked to stop domestic abuse, and make more victims safe. They set out to find common-sense, cost-effective answers that the whole country could use.

SARA – Spousal Assault Risk Assessment
SNB – Safer Nottinghamshire Board
SV – Sexual Violence
TTG – Through the Gate Team – CRC Team based within custody.
WAIS – Women’s Aid Integrated Services – local domestic abuse experts and provider of Survivor Support Services
YOS – Youth Offending Service (County)
YOT – Youth Offending Team (City)
1. Introduction

This operating manual has been compiled primarily for operational managers and other professionals working within the local Integrated Offender Management programme. However, sections of the manual can be extracted and used to brief external staff or to provide the basis for briefings and training.

It is the responsibility of operational managers to ensure compliance with the processes and practices outlined throughout the manual. Importantly, these do not replace the responsibilities and standards of practice of each agency but rather draw together the additional expectations of working together within our local IOM programme.

IOM practice in Nottinghamshire is consistently developing and therefore this manual will be formally reviewed on a regular basis (see Version Control and Review).
2. Introduction to Integrated Offender Management (IOM) in Nottingham and Nottinghamshire

2.1. What is IOM?

Nationally, Integrated Offender Management (IOM) is viewed as an overarching framework that allows local partner agencies to come together to ensure that the offenders whose crimes cause most damage and harm locally are managed in a co-ordinated way. The Home Office and Ministry of Justice provide 6 key principles:

1. All partners manage offenders together
2. Delivering a local response to local problems
3. All offenders potentially in scope
4. Offenders face up to their responsibility or face the consequences
5. Making best use of existing programmes and governance
6. Supporting desistance from crime

The Home Office and Ministry of Justice are clear that local areas should develop the IOM approach in a way that reflects local priorities.

2.2. IOM in Nottingham and Nottinghamshire

2.3. Funding Arrangements

IOM in Nottingham and Nottinghamshire is embedded in local partnership arrangements. The programme is funded from a variety of sources.

Nottinghamshire Police Force, the National Probation Service Midlands (NPS) and the Derbyshire Nottinghamshire Leicestershire and Rutland Community Rehabilitation Company (DLNR CRC) provide resources through the allocation of dedicated IOM staff.

Specialist IOM IDVA posts have been funded by the Nottinghamshire Office for the Police and Crime Commissioner (OPCC) via the Safer Nottinghamshire Board and the Crime and Drug Partnership Board.

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The Nottinghamshire OPCC and the DLNR CRC co-funded a temporary post for an IOM Project Manager. This post commenced in November 2016 and curtailed in July 2017 with the culmination being the agreement and implementation of the contents of this manual. The OPCC has also funded the use of ECINs.

However, contributions to IOM extend beyond these formal funding arrangements with a variety of agencies contributing their resources to the delivery of IOM across the sub-region.

2.4. Governance
The governance for IOM is provided through the local IOM Governance Board which in turn reports to the Crime and Drug Partnership (CDP) Board and the Safer Nottinghamshire Board (SNB). Senior Managers from a range of relevant organisations, including those mentioned above, sit on the IOM Governance Board and agree the strategic priorities of the local IOM programme. They are also responsible for overseeing the Delivery Plan.

The IOM Design and Delivery Group is responsible for the design and delivery of the plan outlined by the governance board. In time the IOM Design and Delivery Group will become the IOM Operational Group. This will mark the transition of IOM from development to business as usual.

In the meantime periodic Operational Forums will be arranged allowing operational leads the opportunity to address any issues related to service delivery.

The Terms of Reference for the IOM Design and Delivery Group and the IOM Governance Board can be located in Appendix A and B.
2.5. Strategic Priorities

The IOM Governance Board has agreed the following strategic priorities for the local IOM programme for 2017:

1. To develop the existing IOM scheme so that it targets those ‘priority offenders’ who pose the highest risk of harm and/or reoffending and harm.

2. To develop a scheme informed by IOM principles for the integrated management of domestic abuse perpetrators.

3. Develop the MAIT to ensure it has access to available data from all relevant agencies (including addressing the loss of the Probation post), refine the targeting matrix and the selection process.

4. An appraisal of the current co-located team and alternative models in line with the evidence of effectiveness.

5. A cost-benefit analysis, including a limited pilot of the use of E-Cins to facilitate efficient joint working.
6. Agree measures of success (to include progress against pathways and reductions in reoffending and harm) and design a Performance Framework for the scheme utilising I-DIOM (and potentially E-Cins) if appropriate.

2.6 Delivery Infrastructure

The IOM structure has been re-designed to enable delivery against the above strategic priorities.

The current structure of the IOM Operational Staff and the Multi Agency Intelligence Team (MAIT) is outlined in the structural charts below:

Figure 2: IOM Structural Charts (Operational and MAIT)
The local IOM programme is co-managed by managers from the Police, NPS, CRC, Survivor Support Services and Substance Misuse Services. They are responsible for ensuring the scheme continues to develop in line with the strategic priorities. As indicated within the above chart managers from each of these agencies are also responsible for the operations of the teams within the IOM programme. In summary there are three teams with the following functions:

**Multi Agency Intelligence Team (MAIT):** A multi-agency co-located team comprising Police, Probation (NPS and CRC) and Electronic Monitoring Services. The MAIT is responsible for coordinating the nomination process, providing administrative support to the selection meetings and maintaining agency records. The MAIT will be based at Oxclose Lane Police Station from May 2017.

**The IOM Team:** A multi-agency co-located (across three sites) service delivery team comprising police, NPS, CRC and Substance Misuse staff. The IOM team is responsible for the day-to-day management of all offenders who have been classified as IOM.

**The Domestic Abuse IOM Team:** A multi-agency co-located (across three sites) service delivery team comprising Police, NPS, CRC, IDVA and Substance Misuse staff. The Domestic Abuse IOM team is
responsible for the day-to-day management of all offenders who have been classified as Domestic Abuse IOM.

There are three co-located sites at Castle Gate House (Nottingham City), Arrival Square (Mansfield) and Crown House (Worksop).

The managers of each team are responsible for ensuring the on-going development and efficient operations of each area of business.

2.7 Young Offenders
Probation Services (CRC and NPS) deal with cases when they reach the age of 18 years old. Cases aged under 18 years old are managed by the Youth Offending Services. These cases can be nominated and selected for IOM. They are not worked with by Probation Services unless the Youth Offending Team/Youth Offending Services ask for a transfer to the Probation Services up to 6 months prior to the cases 18th birthday. The YOT Pathways Police officer will take the lead in IOM work for those aged under 18 referring them to relevant agencies and liaising with the Youth Offending Team.

2.8 Information Sharing
An Information Sharing Agreement exists between the various agencies that contribute to IOM. This is a detailed summary of the legislation that governs information sharing but does not in itself give any additional legal permissions.

In the course of their business, each agency acquires and retains information about the people they manage and treatment of this information is governed by the Data Protection Act (DPA). The DPA restricts when information may be released and requires a lawful purpose, plus proportionality and necessity of doing so.

In order to effectively manage offenders, it is necessary for agencies to share information that enables the effective management of the individuals and this is permitted by the DPA, provided it meets certain criteria. The lawful purpose is provided by various acts of parliament, most notably the Offender Management Act 2007 and the Crime and Disorder Act 1998.

Section 115 (a) and (b) of the Crime and Disorder Act 1998 confers a power on any person to disclose information to a relevant authority (which are the police, local authority, health authority and probation service or to any other person acting on behalf of such authority) which is necessary or expedient to help implement the provisions of the Act.
The Police Force also adhere to the Management of Police Information (MoPI).

Within the work of IOM, the relevant issues to consider are that data is shared in order to prevent or detect crime, which effective management of individual offenders is intended to do.

Staff should consider proportionality and necessity when sharing information, particularly when dealing with sensitive issues such as treatment information and domestic abuse.

Treatment staff operate within this information sharing agreement and will share appropriate information relating to service users progress in treatment and test results along with any concerns. Clinical information such as medication and dosage, blood borne virus status and pharmacy details will not be shared unless there is a significant risk reason to do so and it is proportionate and necessary to do so. Information relating to appointment time or location may be shared to aid collaborative working or risk management only. In the event of doubt, a manager of the organisation holding the information should be consulted. Clinical information should not be recorded on “nDelius” by any staff under any circumstances.

IDVA staff operate within the information sharing agreement and will share appropriate information regarding survivors of domestic abuse. Any information regarding a survivor, regardless of the source, should not be shared with any external parties without the consent of the source of the information. An assessment of the likely impact on the risk of harm posed to the survivor(s) of the disclosure should be key to this decision. In the event of doubt, a manager of the organisation holding the information should be consulted.
3. The IOM Scheme

3.1 Core Principles
The IOM scheme is based on the following core principles:

1. All offenders assessed as posing an increased risk of serious harm/reoffending (defined below) are in scope for IOM.

2. Offenders classified as IOM will remain subject to management regardless of their legal status (e.g. non-statutory offenders and serving prisoners will continue to be tracked and managed through the scheme).

3. The interventions and tactics deployed will be consistent with evidence of effectiveness and with the overall aim of protecting the public and reducing reoffending. Professionals should consistently seek to strike a balance between rehabilitative, restrictive and protective measures as appropriate.

3.2 Selection Criteria
For the purposes of IOM the key tool for selection is the IOM Matrix (Appendix G). The Matrix and the scores it generates provide an indication of the level of harm and imminence of this risk. The offences contained within the Matrix and the weighted scores attached reflect those which pose the highest risk of serious harm. They are also a reflection of current local priority offences.

The Matrix is used to generate two scores for each case which is nominated. The first score will reflect the number of convictions the case has received within the previous 5 years that they have spent at liberty for the offences listed. The second score will reflect the number of arrests the case has incurred within the previous 12 months for the offences listed. It should be noted that the arrest score is related to the previous 12 months of actual time therefore an IOM case serving a custodial sentence will naturally incur a reduced score in this area. Furthermore it is also noted that a custodial sentence may have been the best option to manage the risk posed to the public at this point and should not necessarily be viewed as a negative outcome.

Probation Case Managers can use indicators from their own assessments to guide their thinking around suitable referrals. This would include the assessed level of risk of serious harm, the Offender Group Reconviction Score (OGRS) and offence type. The ‘Probation IOM Nomination/Research Form’ (Appendix H) guides their thinking.

It is paramount to note that a compelling intelligence argument from any agency can override the IOM Matrix Scoring.
3.3 Nomination Process
The Nomination Process for IOM will vary depending on the source of the nomination. Any agency can nominate a case for IOM.

Police/Non Probation Generated Nomination
Police Officers and Non Probation professionals generate an IOM nomination using the ‘IOM and Domestic Abuse IOM Nomination Form’ (Appendix I). The form is completed and submitted to the MAIT who will complete a further assessment of the case.

Referrals are submitted to - MAIT@nottinghamshire.pnn.police.uk
The MAIT will generate two scores based on the IOM Matrix. The outcomes of the referral, based upon the scoring is indicated in the table below.

**Figure 3: IOM Scoring Outcomes**

<table>
<thead>
<tr>
<th>Score</th>
<th>RAG rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>20+</td>
<td>Red</td>
</tr>
<tr>
<td>15-20</td>
<td>Amber</td>
</tr>
<tr>
<td>0-14</td>
<td>Green</td>
</tr>
</tbody>
</table>

The below table shows what action is taken for each RAG rating

<table>
<thead>
<tr>
<th>Column Colours</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green/Green</td>
<td>Rejected for inclusion at IOMS Meeting</td>
</tr>
<tr>
<td>Green/Amber</td>
<td>Taken to IOMS with intelligence package</td>
</tr>
<tr>
<td>Amber/Amber</td>
<td>Taken to IOMS with intelligence package</td>
</tr>
<tr>
<td>Amber/Red</td>
<td>Taken to IOMS (only produce intelligence package if a top tester/2yr watch list)</td>
</tr>
<tr>
<td>Red/Red</td>
<td>Taken to IOMS (only produce intelligence package if a top tester/2yr watch list)</td>
</tr>
</tbody>
</table>

The MAIT will screen the case against the Probation Services Caseload. If the case is a current Probation Case the MAIT will request a case update and opinion regarding the cases suitability for IOM from the case manager. This will be completed using the ‘Probation IOM Nomination/Research Form’.
Depending on the scores the nomination will either be rejected or forwarded to the IOM Selection Meeting (discussed below). Those cases that are discussed at the meeting should be accompanied by a minimum of the scoring however some cases will also include a Police Intelligence Pack. Those cases that are current to Probation Services should also include a contribution of information from Probation.

This overall processes for Police and Non Probation Professional nominations are noted in Appendix J and K.

Probation Generated Nomination

Probation Professionals generate an IOM nomination using the ‘Probation IOM Nomination/Research Form’. The form is completed by the Case Manager and submitted to the MAIT who will complete a further assessment of the case.

Referrals are submitted to - MAIT@nottinghamshire.pnn.police.uk

The MAIT will again generate two scores based on the IOM Matrix. The information contained within Figure 3 again applies. Depending on the scores the nomination will either be rejected or forwarded to the IOM Selection Meeting (discussed below).

This overall process is noted in Appendix L.
4. The Domestic Abuse IOM Scheme

4.1 Aim
The overall aim of the DA IOM scheme is to reduce the risk of harm posed by priority perpetrators of domestic abuse to the related survivors. This will include previous, current and future survivors and their children.

4.2 Core Principles
The Domestic Abuse IOM scheme is based on the following core principles:

1. All offenders assessed as being priority domestic abuse perpetrators (defined below) are in scope for Domestic Abuse IOM.
2. Offenders classified as DA IOM will remain subject to management regardless of their legal status (e.g. non-statutory offenders and serving prisoners will continue to be tracked and managed through the scheme).
3. The interventions and tactics deployed will be consistent with evidence of effectiveness and with the overall aim of protecting the public and reducing reoffending. Professionals should consistently seek to strike a balance between rehabilitative, restrictive and protective measures as appropriate.
4. The voice of the survivor will be central to the interventions and tactics deployed.

4.3 The Priority Perpetrator Identification Tool (PPIT)
The PPIT has been designed by researchers at Cardiff University to help frontline practitioners identify a subset of domestic abuse perpetrators considered the most dangerous and thus priorities for multi-agency monitoring and management.

Following consultation with local experts and with the developers of the PPIT it has been decided that this tool will be used to prioritise domestic abuse perpetrators for DA IOM in Nottingham and Nottinghamshire.

The current version of the PPIT is version 10. A copy can be found in the ‘Domestic Abuse IOM – Priority Perpetrator Identification Tool (PPIT) Form’ (Appendix M).

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4.4 Selection Criteria
For the purpose of DA IOM the key tool for selection is the Priority Perpetrator Identification Tool (PPIT – Version 10).

Cases that score 10 or more on the PPIT will progress to be discussed at the IOM Selection Meeting.

4.5 Nomination Process
The Nomination Process for DA IOM is the same for all agency professionals. Any agency can nominate a case for DA IOM.

The nomination is made when the professional completes the ‘Domestic Abuse IOM – Priority Perpetrator Identification Tool (PPIT) Form’ and sends this along with the completed ‘IOM and Domestic Abuse IOM Nomination Form’ to the MAIT (MAIT@nottinghamshire.pnn.police.uk).

The MAIT will complete the IOM Matrix Scores although in respect of DA IOM nominations these are completed for information rather than to inform the progress of the nomination.

The case will then proceed to be discussed at the IOM Selection Meeting.

This overall proposed process is noted in Appendix N.

NB. It is noted that the DA IOM scheme is in its infancy. Having considered the finite nature of resources and the complexity of risk related to these cases it is not yet fully defined as to when and under what additional criteria (outside of the PPIT) cases will be selected and deselected onto DA IOM. This process will be informed by early experiences of working with this cohort, performance reporting and an independent academic evaluation. The IOM Deselection Meeting will be the ultimate decision maker. The initial cohort of 40 cases places the scheme at full capacity; the process for refreshing the cohort as new cases come into scope but current cases remain a priority is not defined.
5. The De-selection Process

The decision to De-select a case from IOM is initiated by the case management group. This might include the Probation Case Manager, the Police Case Manager, the IOM IDVA and the Substance Misuse Professional.

The nomination for De-selection should be made to the MAIT using the ‘IOM and Domestic Abuse IOM Nomination Form’.

For DA IOM cases the lead professional should complete an up to date PPIT regarding the perpetrator and (where possible) the IOM IDVA should complete an up to date DASH RIC with the survivor(s). The MAIT will also re-score the conviction and arrest scores for all cases being considered for deselection.

The case management group should be represented at the Deselection Meeting.

Given the risk levels related to both cohorts (IOM and DA IOM) of IOM cases no case should be removed prior to completing 12 weeks on IOM.

There is an option for DA IOM cases who are deselected to remain monitored by the IOM team post deselection.

Cases subject to statutory supervision will remain supervised by the relevant provider from Probation Services until their sentence expires.

This overall process is noted in Appendix O.
6. The IOM Selection & Deselection Meeting

The IOM Selection and Deselection Meeting convenes twice per month. Once at Castle Gate House to discuss City and County South cases and once at Holmes House, Mansfield to discuss County North cases. Case nominated for both selection and de-selection from both IOM and DA IOM are discussed at this meeting.

The meeting is chaired on a rotational basis by the Police Inspector, a Senior Probation Officer from the NPS or a Performance Development Manager from the CRC.

When not assuming responsibility for chairing the meeting the Police, NPS and CRC should ensure that they are represented at the meeting by an Inspector/SPO/PDM (or an appropriate deputy) to allow informed discussion to occur around the nominations.

When discussing DA IOM cases it is imperative that the related IOM IDVA is present and that a representative from the Police specialist Domestic Abuse Unit is also present.

Relevant information and intelligence will be sought for all Notts IOM cases from HMP Ranby and HMP Nottingham Security via the IOM SPOCs (discussed later in End to End Management) and fed back to the Police Officer IOM Co-ordinator at agreed intervals.

Administrative support for this meeting is provided by the MAIT.

The IOM Selection Meeting Code of Conduct is located in Appendix T.

The full Terms of Reference for this meeting can be located in Appendix D.
7. The IOM Flag/Register

It is important that all agencies highlight IOM cases as priority cases on their individual recording systems. All agencies will be responsible for adding and removing the IOM/PPO flag on their respective systems.

**Figure 4: Agency IOM Flag/Register Instructions**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Staff member</th>
<th>System</th>
<th>IOM</th>
<th>DA IOM</th>
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<tbody>
<tr>
<td>Police</td>
<td>MAIT</td>
<td>PNC/NICHE</td>
<td>IOM</td>
<td>DV &amp; IOM</td>
</tr>
<tr>
<td>Substance Misuse</td>
<td>Substance Misuse SPOC (Sgt Rachel Salter/Tony Faulkner)</td>
<td>ECINS</td>
<td>IOM</td>
<td>DV &amp; IOM</td>
</tr>
<tr>
<td>NPS</td>
<td>MAIT – NPS SPOC</td>
<td>N-Delius</td>
<td>IOM</td>
<td>DV &amp; IOM</td>
</tr>
<tr>
<td>CRC</td>
<td>MAIT – CRC SPOC</td>
<td>N-Delius</td>
<td>IOM</td>
<td>DV &amp; IOM</td>
</tr>
<tr>
<td>Prison</td>
<td>IOM Prison Co-ordinator</td>
<td>NOMIS</td>
<td>IOM</td>
<td>DV &amp; IOM</td>
</tr>
<tr>
<td>YOS</td>
<td>City IOM/YOS officer</td>
<td>Care Works</td>
<td>IOM</td>
<td>DV &amp; IOM</td>
</tr>
<tr>
<td></td>
<td>County IOM/YOS officer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. IOM Classification Levels

In order to draw a widely understood distinction between the various ways IOM cases are managed the following reference to Levels should be common language:

Figure 5: IOM Levels

<table>
<thead>
<tr>
<th></th>
<th>‘High Risk IOM’</th>
<th>‘DA IOM’</th>
<th>None IOM Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 – custody/licence cases (cases eligible for recall)</td>
<td>Managed by Co-located Team – Police and Probation Offender Manager</td>
<td>Managed by Co-located Team – Police and Probation Offender Manager</td>
<td>Managed by Probation Offender Manager – core business</td>
</tr>
<tr>
<td>Level 2 – order/PSS cases (cases eligible for breach)</td>
<td>Managed by Co-located Team – Police and Probation Offender Manager</td>
<td>Managed by Co-located Team – Police and Probation Offender Manager</td>
<td>Managed by Probation Offender Manager – core business</td>
</tr>
<tr>
<td>Level 3 – non statutory cases</td>
<td>Managed by Co-located Team – Police Offender Manager</td>
<td>Managed by Co-located Team – Police Offender Manager</td>
<td>Not Managed by Probation or Police</td>
</tr>
<tr>
<td>Level 4 – ‘Watch List’ (4 year plus custodial sentence)</td>
<td>Actively managed highlighted to key professionals for purpose of sentence planning/release planning.</td>
<td>Actively managed highlighted to key professionals for purpose of sentence planning/release planning.</td>
<td>Managed by Probation Offender Manager – core business</td>
</tr>
</tbody>
</table>
9. IOM and MAPPA/MARAC Interface

9.1 IOM and MAPPA

In recognition that several offenders may fall in scope for both MAPPA and IOM, the two schemes work closely to ensure that there is clear communication and importantly that offenders are subject to the most appropriate combination of MAPPA and/or IOM management. As such Nottingham and Nottinghamshire have designed and implemented a process and have endorsed an approach that enables both MAPPA and IOM to be involved in the management of an offender if and when appropriate.

Figure 6: Basic Guidance IOM/MAPPA Interface

<table>
<thead>
<tr>
<th>MAPPA Category 1</th>
<th>MAPPA Level 1</th>
<th>MAPPA Level 2</th>
<th>MAPPA Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Eligible For IOM</td>
<td>Not Eligible For IOM</td>
<td>Not Eligible For IOM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAPPA Category 2</th>
<th>MAPPA Level 1</th>
<th>MAPPA Level 2</th>
<th>MAPPA Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible For IOM</td>
<td>Eligible For IOM</td>
<td>Not Eligible For IOM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAPPA Category 3</th>
<th>MAPPA Level 1</th>
<th>MAPPA Level 2</th>
<th>MAPPA Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Managed at Level 1 – eligible for IOM</td>
<td>Eligible For IOM</td>
<td>Not Eligible For IOM</td>
<td></td>
</tr>
</tbody>
</table>

The nomination of a MAPPA managed case into IOM should be generated following discussion within the MAPPA Forum and submitted via either the Probation Offender Manager or Police Public Protection Unit.

The MAIT produce monthly data to identify cases where IOM and MAPPA have crossed over.

Guidance around MAPPA Levels and Categories can be found in Appendix P.

9.2 IOM and MARAC

It is noted that DA IOM is based on the assessment and management of domestic abuse perpetrators and that MARAC is based on the assessment and protection of survivors and their children.
Therefore the presence of a perpetrator on DA IOM has no impact on the related survivors accessing MARAC. Equally the presence of the survivor on MARAC does not impact on the perpetrator’s eligibility for DA IOM.

MARAC and DA IOM should be closely aligned with each forum accessing and considering the information shared and the actions taken by the other. It is envisaged that this will occur via current core business.
10. IOM Case Management Approach

10.1 Lead Worker
All IOM cases will be allocated a lead worker. For Statutory cases the lead worker will be the Probation Case Manager, for Non Statutory cases the lead worker will be the Police Case Manager. Each case will be assigned a Police Case Manager regardless.

10.2 MAIT Daily Briefing
The MAIT supply the IOM teams with a Daily Briefing document. This is shared initially with Police Case Managers then a sanitised version is shared with Probation Case Managers. The Daily Briefing includes:

- ECINS searches for ‘wanted’ IOM cases
- Intelligence (unindexed) searches for IOM cases
- Electronic Monitoring Services (EMS) updates
- Prison releases
- GPS Tag updates

Additional information around arrest/disposal data and indexed intelligence will be gained by Police Officers via NICHE ‘notify if’ flags.

The contents of the Daily Briefing and any other information that has become available regarding IOM cases is shared, discussed and responded to by the key professionals in real time each working day.

10.3 Case Management Meetings
In addition to this each week Case Management Meetings take place. These occur across the three delivery sites. Often they are structured around logistics/resources; NPS cases might be discussed one week and CRC cases the next week.

All community based cases are discussed at Case Management Meetings.

A record of the Case Management Meeting is made within the cases ECINS record in real time. To support defensible decision making this discussion (or reference to this discussion) should also be recorded on the case management system of the individual agencies taking part.

The Terms of Reference for the Case Management Meeting are located in Appendix E.
10.4 ECINS
All Nottingham and Nottinghamshire IOM cases will have an ECINS record.

ECINS is an ISO 27001 compliant, cloud hosted golden nominal based multi-agency case management system. It is designed to enable closer and more effective partnership working by allowing secure storage of information in a single place that partners can access on any device from any location. The system facilitates real time information sharing between signed up partners and has been adopted by IOM in Nottingham and Nottinghamshire.

The partnerships agreement is that for:

- **IOM** - the Police Case Manager will maintain the ECINS record on behalf of all agencies. No other agency will directly contribute to the ECINS record.
- **DA IOM** – the IDVA, Probation and Police Case Managers are equal partners in the ECINS record and have equal responsibility for maintaining the ECINS record.

The full ECINS IOM Protocol is located in Appendix Q.

10.5 IOM Case Management
The IOM scheme will base the case management approach around the three tenets of IOM:

- **Prevent and Deter**: This will concentrate on diverting potential juvenile offenders out of crime, involving local agencies and the YJB.
- **Catch and Convict**: Police and criminal justice agencies will target cases for intensive engagement, both pre-conviction and when on a community sentence or on licence. The aim is to make it clear to them that their criminality will not be tolerated, and that they will be brought before the courts quickly, or returned to prison if on licence, should they misbehave.
- **Rehabilitate and Resettle**: This work-strand is of most direct interest to prison establishments and probation services. The focus is on providing the right intervention to the right person at the right time.

The frequent Case Management Meetings will bring together the key professionals who will decide on the case management approach based upon the progress of the individual IOM case.

Statutory IOM cases will be subject to the completion of OASys risk assessments by Probation Case Managers in line with the requirements of the NPS or CRC.
10.6 Domestic Abuse IOM Case Management

In respect of Domestic Abuse IOM it is noted that a more considered case management approach is required.

Statutory DA IOM cases will be subject to the completion of OASys risk assessments and SARA (Spousal Assault Risk Assessment) by Probation Case Managers in line with the requirements of the NPS or CRC. These assessments will be stored on the relevant Probation system.

Non Statutory DA IOM cases will be subject to the completion of SARA (Spousal Assault Risk Assessment) by Police Case Managers. An initial SARA should be completed within 15 working days of selection on to DA IOM and reviewed following any significant change thereafter. These assessments will be stored within NICHE but their completion recorded in ECINS.

In Nottingham and Nottinghamshire there is no independently provided and universally accessible perpetrator programme. DLNR CRC provides the Building Better Relationships (BBR) Accredited Programme for Statutory cases who have the related requirement on their Community Order or Suspended Sentence Order or for those who have the related condition on their Licence. DLNR CRC has also committed to offering the BBR programme to appropriately selected DA IOM Non Statutory cases (Selection Criteria for BBR is outlined in Appendix R).

The RESPECT and Safelives advocated DRIVE programmes advocate a case management approach to DA IOM cases that involves a balance between Support and Disruption. Learning from other national approaches (including Northumbria’s MATAC approach) also advocates consideration being given to the perpetrators willingness to engage with professionals and additional aspects to the approach to include prevention and enforcement.

The case management approach will place the survivors centrally and will take an extremely cautious approach towards decision making ensuring that well intended actions do not unintentionally increase risk.

The role of the IOM IDVA and the Police Public Protection Unit SPOC are key additional parties contributing to the decision making around the case management of the DA IOM cases.
10.7 The IOM IDVA

The IOM IDVA would be a specialist role with capacity to support all survivors attached to perpetrators selected for the DA IOM cohort.

The IDVA posts who would undertake to both actively support the survivors of the perpetrators who are selected on to the DA IOM cohort, to represent the views of the survivors at the Selection/Deselection and Case Management Meetings, and to provide access to the wealth of information regarding perpetrator and survivors held by survivor services.

The IOMS IDVA will be directed by IOMS Case Management Group in regards to which survivors they are requested to contact. The IOMS IDVA will be provided with contact details of the survivor, stating where this woman is currently living and contact details (whether they are safe, not safe, or unknown). The information should also detail what the form/status of the relationship is with the perpetrator.

It is expected that DA IOM cases will have several survivors linked to them, it is the IOM Case Management Groups responsibility to inform the DA IOM perpetrators that the IOM IDVA is to make contact with the survivor.

The IOM IDVA will be informed by the Case Management Group of the detail that can be disclosed to the survivor, including name of offender, the existence of the IOM and how the IOM IDVA has gained their contact details, and their purpose in making contact.
The IOM IDVA will ensure that the support offer to the survivor is extended; if the survivor declines the support offer then this will be recorded on the IDVA case management system and ECINS. The IOM IDVA will provide support to the survivor(s) in alignment with their organisations policies and procedures and to their job specification. The IOM IDVA will communicate with external professionals in a transparent and effective manner to support and safeguard.

If a survivor moves out of the service area, then we will inform the IDVA service in that area to ensure continuity of support, if the woman moves out of the Nottinghamshire area in line with IDVA procedures then we would flag with the area’s MARAC and the IDVA service.

The IOM IDVA will support IOMS processes by consistently attending IOMS meetings to communicate risk and collaborate with other professionals in regards to future work.

10.8 Pathways
IOM and DA IOM cases can access a wide range of support from across the pathways.

In respect of substance misuse services IOM is closely aligned with the providers in both the City and the County. There are well established co-location and co-working arrangement with Cleanslate in the City and CGL in the County.

All IOM cases are in scope (although not necessarily eligible) to access the range of services provided by CF03. CF03 is a social inclusion and reducing reoffending project funded by HMPSS and ESF. It is targeted towards those with multiple barriers, who are hardest to help. CF03 does not duplicate provision that is already available, rather it adds value. Participants can be engaged in both custody and community and support is available through the gate. All participants must be 18+ within 3 years of the end of sentence or on licence/community order. Supportive measures are provided to address barriers in the 7 pathways to reducing reoffending. CF03 encourages take up of accredited training and voluntary work to help participants move towards sustained employment. Named caseworkers are assigned to each participant to work with them as long as required. The CF03 Case Worker contact list is detailed in Appendix U.

There is also the provisions around ETE and accommodation provided by the CRC.

It is envisaged that the IOM Design and Delivery Group will work towards broadening the IOM pathways offer over 2017/18.
11. IOM Cases in Custody (including End to End Management)

11.1 Core Principles
The End to End approach to IOM Case Management, which includes IOM and DA IOM, is based on the following core principles:

1. The importance of identifying Nottingham and Nottinghamshire IOM cases as priority cases at the commencement and throughout the custodial part of their sentence.
2. Aligning the work being completed by all parties at the commencement of the sentence, throughout the sentence and in the period planning for release (Offender Management Unit, Through The Gate Team and community case managers – Police and Probation).
3. Ensuring that contracted and statutory work is completed effectively rather than adding extra burden to finite resources.

The approach outlined below will be phased in initially at HMPs Nottingham and Ranby. As the most local prisons they are the establishments that have been most visible during the design phase and remain most visible within the Governance Structure.

Overtime it is envisaged that it will also be implemented at HMPs Stocken and Sudbury as being the local establishments for those serving longer sentences and those suitable for open conditions.

11.2 The IOM Co-ordinator
The IOM Co-ordinator is a Police Officer based primarily at HMP Nottingham but also covering HMP Ranby. The core responsibilities of this role relate to the tracking of Notts IOM Cases following reception into custody, throughout their sentence and preparing for release. A further important aspect of this role is the ability to gather intelligence from IOM custody cases. The IOM Co-ordinator is an integral part of the end to end processes described below acting as the communication link for existing IOM prisoners and offender managers, also seeking pathway options and initiatives.

In addition to Co-ordinator also identifies suitable cases and nominates them for IOM.

11.3 Identification of IOM Cases in Custody (including DA IOM)
All Nottingham and Nottinghamshire IOM cases will he highlighted on to NOMIS when received into custody. This will include those Level 4 cases who sit on the ‘4 year plus Watch List’ – having been
IOM but then being sentenced to 4 years plus in custody. The responsibility for the recording of this will be taken by the IOM Police Coordinator or their administrative support.

11.4 Identification of IOM Specialists within Custody
To increase the alignment within custody HMPs Nottingham and Ranby have agreed that IOM specialist Offender Supervisors will be allocated within their Offender Management Units and IOM specialist Case Workers within their Through the Gate Teams.

11.5 Sentence Planning
In the initial stages the distinction was drawn between HMP Notts and HMP Ranby given the resource challenges and the focus of the different prisons.

The distinction was drawn between high risk of serious harm (as assessed by Probation - NPS) IOM cases who will have statutory sentence planning via the Offender Management Into Custody (OMIC) provisions and the medium risk of harm (CRC and NPS) IOM cases who do not attract these provisions (although it seems some remain treated as ‘PPOs’ although this provision is obsolete).

It has been noted he OMIC provisions will soon be updated; this is something that the partnership will have to respond to as detail is made available.

For high risk IOM cases sentence planning is completed in the initial 8 weeks post sentence – this is a mandatory provision of OMIC. Recorded in a full OASys assessment and involving the community Offender Manager. A Basic Custody Screening Tool is also completed within 5 days of reception into custody.

For medium risk IOM cases a Basic Custody Screening Tool is completed within 5 days of reception into custody. A full OASys assessment should also be completed within 12 weeks of reception.

11.6 Resettlement Planning
The Police IOM Co-ordinator will highlight all releases to all professionals 12 weeks pre-release (this is the earliest release date which might release on Home Detention Curfew – HDC).

For high risk of serious harm (as assessed by Probation) IOM cases resettlement planning should commence 6 months pre-release and be recorded in a full OASys assessment.
For medium risk IOM cases resettlement planning should commence 12 weeks pre-release and be recorded in Basic Custody Screening Tool.

There is a common desire for the case knowledge held in the community to be used to inform custody based decisions. It was agreed that this will be achieved by all custody cases being discussed at the community case management meetings – this will be recorded on to ECINS which can be accessed on a ‘read only basis’ by the in custody specialists. Monthly intelligence and ECINS checks will be used to inform sentence planning and resettlement planning. In addition multi-agency release planning meetings will take place on a monthly basis to discuss all cases at HMP Nottingham and HMP Ranby who will be released in the following 12 week period.

11.7  A Coordinated Response to Recall
A co-ordinated response to short term recalls (14/28 days) has been difficult to achieve. The increase in Fixed Term Recall under the provisions of the Offender Rehabilitation Act have proved a challenge for all parties.

The IOM Coordinator highlights all such recalled cases to Offender Manager, Offender Supervisor, Police Case Manager and Through The Gate Case Worker. There is normally a fair indication if the recall will be Fixed Term or standard at this point. These cases will be prioritised for any realistic pre-release activity.

The identity of the IOM Coordinator and the IOM Specialists within the local prisons and their management contact are located in Appendix S.
12. IOM Performance

12.1 IOM - Performance

An IOM Performance Tracker Tool has been developed by the MI Team from Notts Police in conjunction with the Police IOM Inspector.

The tool has tracked the journey of all cases selected on to the IOM Scheme since January 2016. The tool is updated as the IOM cohort is refreshed month on month. For this purpose the journey is tracked using the IOM scoring mechanism. When selected on to IOM each case is attributed a single risk score which is calculated by multiplying the scores generated for arrests and convictions as outlined in 3.2 of this document:

Figure 8: A Worked Example

‘Arrest Score’ x ‘Conviction Score’ = ‘Risk Score’

“Offender A” has 22 convictions for IOM offences during the past five years and 14 arrests for IOM offences over the last twelve months to produce an IOM entry risk score of 308. When “Offender A” exits the IOM cohort eight months later the number of convictions is 22 and the number of arrests is 3. This produces an exit score of 66 and a risk reduction rate from entry to exit of 78.6% (242 fewer risk points).

The initial risk score can then be used to offer a basis for comparison against the point of entry on to IOM and any period following entry. Cases are usually re-scored upon deselection from IOM or at the 12 month stage if they remain on IOM for that length of time.

The distinct advantages are:

1. Data entry is built into the normal IOM operational process.
2. Performance can be reported on more regularly and easily broken down into agency and geographical cohorts.
3. The ‘Risk Score’ is achieved by multiplying the convictions over 5 years by the number of arrests over the last year, which picks up historical and current criminal activities – this is eminently defensible and utilises a huge advantage given to us by the Nottinghamshire IOM matrix.
4. The cost of crime analysis, and comparisons thereof, can be easily drawn from each monthly cohort.
5. Cases can be tracked post exit from IOM to measure long term desistance from crime.
The responsibility for reporting on IOM performance (including DA IOM) has been assumed by the Analysts at the Crime and Drug Partnership. Reports will be provided for each IOM Governance Board and to other oversight boards as required.

12.2 DA IOM - Performance
Performance for DA IOM will be tracked in a manner similar to the methodology described above (for IOM).

There will be a data capture made of the initial cohort of 40 cases; this cohort will be tracked over their IOM journey. The scores used to track this cohort will be the PPIT score, the DASH RIC score (where available) and the IOM ‘Risk Score’.

It is acknowledged that as this is a new cohort of cases it will be a number of months before a meaningful impact on the scoring can be evidenced.

It is also acknowledged that a reduction in arrests/incidents/convictions is not necessarily a reflection that the incidents of domestic abuse have reduced however there is also a need to attempt to measure performance and this is assessed to be the best starting point.

12.3 Areas for Further Development of Performance Measures
There are three main areas for further development regarding the measurement of IOM performance:

1. Measurement of progress against the 7 Pathways out of offending.

There is a desire to measure the progress of each IOM case against the 7 Pathways out of offending. This will allow a comparison of this progress to be made against the cases overall offending behaviour allowing insight into what intervention has the most positive impact on the risk of serious harm and the risk of reoffending. The methodology to progress this remains under development at this time but should be phased in over the year 2017/18. Overtime it will give a guidance on what area to prioritise with which case.

2. Exploration of the potential to use performance data captured by IOM partner agencies.

The Probation Services (CRC and NPS) are measured extensively against a number of common Service Levels. The majority of the IOM cohorts are statutory cases who are subject to Probation Supervision and thus data exists in the areas measured related to the performance against these cases. The challenge is to decide which Service Levels are most relevant to IOM cases and establish a reliable and regular means to gain the data to report on IOM performance.

Extensive efforts are made to ensure that IOM cases released from custody are given the best chances of success in their resettlement. This might involve such areas as accommodation, employment, substance misuse support and/or mental health support. There is a desire to measure these areas for each IOM case released from custody. This will allow a comparison of these circumstances to be made against the cases overall success in their resettlement. The methodology to progress this remains under development at this time but should be phased in over the year 2017/18. Again this an area where some useful data is captured by CRC and NPS.

These areas should be progressed by the Design and Delivery Group in conjunction with the Performance and Analytical Teams at the CDP, SNB, Police, CRC and NPS.
Appendices

Appendix A - IOM Governance Group

Terms of Reference

1. The overall purpose of the IOM Governance Group is to ensure that IOM develops and operates effectively and efficiently across Nottingham and Nottinghamshire.

   The Group will:
   
   • Inform the strategic direction and priorities of IOM in Nottingham and Nottinghamshire
   
   • Oversee and drive an annual Delivery Plan on behalf of the Nottingham Crime and Drugs Partnership (CDP) and Safer Nottinghamshire Board (SNB)
   
   • Ensure delivery against the IOM Delivery Plan and report progress to the CDP and SNB
   
   • Provide governance for existing and new IOM schemes/models ensuring they operate as intended and any developments are subject to multi-agency discussion and approval
   
   • Keep abreast of new developments in the national IOM programme (and parallel programmes)
   
   • Scrutinise performance data

2. The Governance Group will be chaired by a senior manager from a key agency who will also be a member of the CDP and/or SNB

3. The Group will report progress, including updates relating to the Delivery Plan, via the Chair to the CDP and SNB. All members of the group will ensure their parent agency receives regular updates on the work of the group.

4. Partner’s agencies will identify a representative from their agency who will have sufficient capability and capacity to steer and make an active contribution to the Delivery Group and Plan. Where required, representative will secure authority for relevant aspects of the group’s work. Initial membership will consist of:

   • Board member of the CDP/SNM (Chair)
   
   • IOM Project Manager (if recruited/funded)
   
   • Police nominated Strategic Lead for IOM
   
   • NPS nominated Strategic Lead for IOM
   
   • DLNR CRC nominated Strategic Lead for IOM
• Substance Misuse Lead for IOM
• Health representative
• Representatives from partner agencies working in domestic abuse
• Relevant governor (for example Offender Management governor) from a local resettlement prison

It is expected that membership will increase/change as IOM develops locally and a wider range of partners become involved (see ‘Establish the IOM partnership’ in the Design Framework)

5. The Group will initially meet every six weeks. Administrative support for the group will be provided through the Chair’s agency.
Appendix B - **IOM Design and Delivery Group**

**Terms of Reference**

1. The overall purpose of the IOM Design and Delivery Group is to ensure that IOM develops and operates effectively and efficiently across Nottingham and Nottinghamshire.

   The Group will:
   - Devise an annual Delivery Plan on behalf of the Nottingham Crime and Drugs Partnership (CDP) and Safer Nottinghamshire Board (SNB)
   - Ensure delivery against the IOM Delivery Plan and report progress to the IOM Governance Group
   - Assess the relevance of the IOM approach to different groups/cohorts/issues and where relevant co-ordinate the design of new IOM delivery models
   - Keep abreast of new developments in the national IOM programme (and parallel programmes)
   - Produce and analyse performance data
   - Compile and implement an IOM Engagement and Communications Strategy including a potential IOM event for partners

2. The Delivery Group will be chaired by a senior manager from a key agency who will also be a member of the IOM Governance Group

3. The Group will report progress, including up-dates relating to the Delivery Plan to the Governance Group. All members of the group will ensure their parent agency receives regular up-dates on the work of the group.

4. Partner’s agencies will identify a representative from their agency who will have sufficient capability and capacity to steer and make an active contribution to the Delivery Group and Plan. Where required, representative will secure authority for relevant aspects of the group’s work. Initial membership will consist of:
   - Governance Group member (Chair)
   - IOM Project Manager (if recruited/funded)
   - Police Operational Leads for IOM
   - NPS Operational Leads for IOM
   - Substance Misuse Operational Lead for IOM
   - Health representative
   - Representatives from partner agencies working in domestic abuse
It is expected that membership will increase/change as IOM develops locally and a wider range of partners become involved (see ‘Establish the IOM partnership’ in the Design Framework)

5. The Group will initially meet every six weeks. Administrative support for the group will be provided through the Chair’s agency.
Appendix C - IOM Operational Group

Terms of Reference

1. The overall purpose of the IOM Operational Forum is to ensure that IOM operates effectively and efficiently across Nottingham and Nottinghamshire.

   The Group will:

   - Identify, explore and resolve any operational issues/tensions
   - Devise an annual Delivery Plan on behalf of the Nottingham Crime and Drugs Partnership (CDP) and Safer Nottinghamshire Board (SNB)
   - Ensure delivery against the IOM Delivery Plan and report progress to the IOM Governance Group
   - Assess the relevance of the IOM approach to different groups/cohorts/issues and where relevant co-ordinate the design of new IOM delivery models
   - Keep abreast of new developments in the national IOM programme (and parallel programmes)
   - Produce and analyse performance data
   - Compile and implement an IOM Engagement and Communications Strategy including a potential IOM event for partners

2. The Delivery Group will be chaired by a senior manager from a key agency who will also be a member of the IOM Governance Group

3. The Group will report progress, including up-dates relating to the Delivery Plan to the Governance Group. All members of the group will ensure their parent agency receives regular up-dates on the work of the group.

4. Partner’s agencies will identify a representative from their agency who will have sufficient capability and capacity to steer and make an active contribution to the Delivery Group and Plan. Where required, representative will secure authority for relevant aspects of the group’s work. Initial membership will consist of:

   - Governance Group member (Chair)
   - IOM Project Manager (if in post)
   - Police Operational Leads for IOM
   - NPS Operational Leads for IOM
   - CRC Operational Leads for IOM
   - Substance Misuse Operational Leads for IOM
• Health representative
• Representatives from partner agencies working in domestic abuse

It is expected that membership will increase/change as IOM develops locally and a wider range of partners become involved (see ‘Establish the IOM partnership’ in the Design Framework)

5. The Group will meet quarterly.
6. Administrative support for the group will be provided through the Chair’s agency.
Appendix D - IOM Selection and Deselection Meeting

Terms of Reference

1. The overall purpose of the IOM Selection and Deselection Meeting is to provide a multi-agency forum to select and deselect cases from the IOM cohorts for Nottingham and Nottinghamshire.

The Meeting will:

- Select new cases on to the High Risk IOM Cohort
- Deselect cases off the High Risk IOM Cohort
- Select new cases on to the Domestic Abuse IOM Cohort
- Deselect new cases on to the Domestic Abuse IOM Cohort
- Provide a limited forum for the sharing of case related information to inform the initial case management approach

2. The IOM Selection and Deselection Meeting will be chaired on a rotating basis by an Inspector from Notts Police Force, a Performance & Development Manager from DLNR CRC or a Senior Probation Officer from NPS Midlands.

3. In the event of a lack of agreement around the selection or deselection of a case the Chair of that particular meeting makes the final decision.

4. Where this decision remains in dispute the escalation route is via the IOM Design and Delivery Group or, for a quicker resolution, directly via the Chair of the IOM Design and Delivery Group.

5. All Chairs will also represent their agencies on the IOM Design and Delivery Group.

6. The IOM Selection and Deselection Meeting is not the forum to address operational issues. These should be addressed via the IOM Design and Delivery Group.

7. Core partner agencies will identify a representative from their agency who will have sufficient capability and capacity to steer and make an active contribution to the IOM Selection and Deselection Meeting. The minimum representation for a meaningful meeting will consist of:

- Police Operational Lead for IOM (or delegated representative)
- NPS Operational Lead for IOM (or delegated representative)
- CRC Operational Lead for IOM (or delegated representative)
- IOM IDVA (in the case of Domestic Abuse IOM)
It is expected that membership will generally include wider agencies and that it will increase/change as IOM develops locally and a wider range of partners becoming involved.

8. The Meeting will be divided between that which discusses City Cases and that which discusses County Cases. Each meeting will discuss cases identified for selection to or deselection from both the high risk cohort and the domestic abuse cohort.

9. The Meeting will convene once per month to discuss City Cases and once per month to discuss County Cases.

10. The content of the Meeting is covered by the IOM Information Sharing Agreement.

11. Each individual Meeting is subject to a Confidentiality Statement which participants agree to adhere to by signing for their attendance to the Meeting.

12. Administrative support for the group will be provided through the Multi-Agency Intelligence Team.
Appendix E - IOM Case Management Meeting

Terms of Reference

1. The overall purpose of the IOM Case Management Meeting is to provide a multi-agency forum to share information to inform the risk assessments and risk management decisions for cases on the IOM cohorts for Nottingham and Nottinghamshire.

   The Meeting will:
   - Provide a multi-agency forum for the sharing of case related information to inform the case management approach, inform risk assessments and make decisions on the risk management plan.
   - Nominate IOM cases for discussion at the IOM Deselection Meeting who are assessed ready to be Deselected from IOM.
   - The recording of the Case Management Meeting contributes to evidence of defensible decision making around case related decisions

2. The IOM Case Management Meeting will be chaired by a Police Seargent.

3. In the event of a lack of agreement around a case management decision the matter should be discussed with respective mutual line managers outside of the Case Management Meeting.

4. Where this decision remains unacceptable the escalation route is via the IOM Design and Delivery Group or, for a quicker resolution, directly via the Chair of the IOM Design and Delivery Group.

5. The Case Management Meeting is not the forum to address operational issues. These should be addressed via the IOM Design and Delivery Group.

6. Core partner agencies will identify a representative from their agency who will have sufficient capability and capacity to steer and make an active contribution to the IOM Case Management Meeting. The minimum representation for a meaningful meeting will consist of the relevant:
   - Police Case Manager (or delegated representative)
   - NPS Case Manager (or delegated representative)
   - CRC Case Manager (or delegated representative)
   - IOM IDVA (in the case of Domestic Abuse IOM)

   It is expected that membership will generally include wider agencies and that it will increase/change as IOM develops locally and a wider range of partners becoming involved.
7. The Meeting will be divided between that which discusses City Cases and that which discusses County Cases across City and County Sites.

8. Each community based IOM case will be discussed at least fortnightly.

9. Custody IOM cases will be discussed as required to inform sentence and release planning.

10. The content of the Meeting is covered by the IOM Information Sharing Agreement.

11. The content of the meeting will be recorded on ECINs and NDelius (or other Probation Case Management Recording system).
Appendix F – finalised ISA.
This is a live document which remain under review and is stored outside of the operating manual – please contact the MAIT for details.

Appendix G - IOM Matrix

<table>
<thead>
<tr>
<th>Robbery</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBH (Section 18)</td>
<td>7</td>
</tr>
<tr>
<td>Possess firearm with intent to endanger life</td>
<td>7</td>
</tr>
<tr>
<td>Have firearm with intent resist arrest (including imitation)</td>
<td>7</td>
</tr>
<tr>
<td>Possess firearm whilst committing schedule 1 offence</td>
<td>7</td>
</tr>
<tr>
<td>Have firearm with intent to commit indictable offence or resist arrest</td>
<td>7</td>
</tr>
<tr>
<td>Aggravated Burglary</td>
<td>7</td>
</tr>
<tr>
<td>Require person to perform forced/compulsory Labour (Modern Slavery Act)</td>
<td>7</td>
</tr>
<tr>
<td>Hold person in slavery or servitude (Modern Slavery Act)</td>
<td>7</td>
</tr>
<tr>
<td>Arrange Facilitate travel of another for exploitation (Modern Slavery Act)</td>
<td>7</td>
</tr>
<tr>
<td>Supply Drugs (Including PWITS) Class A</td>
<td>7</td>
</tr>
<tr>
<td>ABH Domestic Violence Only</td>
<td>7</td>
</tr>
<tr>
<td>GBH (Section 20) Domestic Violence Only</td>
<td>7</td>
</tr>
<tr>
<td>Burglary Dwelling</td>
<td>5</td>
</tr>
<tr>
<td>Possess firearm with intent to cause fear of violence (including imitation)</td>
<td>5</td>
</tr>
<tr>
<td>Using someone to mind a weapon</td>
<td>5</td>
</tr>
<tr>
<td>Possess prohibited weapon (Sec 5 firearm)</td>
<td>5</td>
</tr>
<tr>
<td>Common Assault Domestic Violence Only</td>
<td>5</td>
</tr>
<tr>
<td>Trespass with Firearm in building</td>
<td>4</td>
</tr>
<tr>
<td>Possess Firearm in public place</td>
<td>4</td>
</tr>
<tr>
<td>Theft from Person</td>
<td>4</td>
</tr>
<tr>
<td>ABH</td>
<td>4</td>
</tr>
<tr>
<td>GBH (Section 20)</td>
<td>4</td>
</tr>
<tr>
<td>Offensive Weapon public place</td>
<td>4</td>
</tr>
<tr>
<td>Bladed article school premises</td>
<td>4</td>
</tr>
<tr>
<td>Aggravated TWOC</td>
<td>3</td>
</tr>
<tr>
<td>Assault Constable</td>
<td>3</td>
</tr>
<tr>
<td>Possess imitation firearm in a public place</td>
<td>2</td>
</tr>
</tbody>
</table>
Appendix H - Probation IOM Nomination/Research Form

Please complete and send/return to MAIT@nottinghamshire.pnn.police.uk

If the IOM nomination has been initiated from elsewhere the nomination form will be attached for consideration and context.

1) Case Details (to be completed by MAIT SPOC if Police/other agency nomination or by Case Manager if initiating the nomination):

<table>
<thead>
<tr>
<th>Name:</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>PNC:</td>
<td></td>
</tr>
<tr>
<td>CRN:</td>
<td></td>
</tr>
<tr>
<td>Sentence:</td>
<td></td>
</tr>
</tbody>
</table>

2) Case Manager Details (to be completed by MAIT SPOC if Police/other agency nomination or by Case Manager if initiating the nomination):

<table>
<thead>
<tr>
<th>Name:</th>
<th>NPS/CRC?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email:</td>
<td></td>
</tr>
<tr>
<td>Contact Number:</td>
<td></td>
</tr>
<tr>
<td>Office Base:</td>
<td></td>
</tr>
<tr>
<td>Date sent to Probation Practitioner:</td>
<td>dd/mm/yyyy (n/a)</td>
</tr>
<tr>
<td>Please return to MAIT by:</td>
<td>dd/mm/yyyy (n/a)</td>
</tr>
</tbody>
</table>

3) Purpose of the Form (to be completed Case Manager):

<table>
<thead>
<tr>
<th>I am using this form to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate a nomination to IOM (go to section 5)</td>
</tr>
<tr>
<td>To comment on a nomination that has been initiated by someone else (go to section 4)</td>
</tr>
</tbody>
</table>

4) Do you support the nomination to IOM (to be completed Case Manager)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

5) Are the following evident with this case (to be completed Case Manager)?

<table>
<thead>
<tr>
<th>Does the case...</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pose a medium risk of serious harm or above?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have an OGRS of 60+?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display evidence of violent, weapons related and/or serious acquisitive offending?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6) Please state why you have nominated this case/support this cases nomination to IOM (what value can IOM add to the risk management) or please state why you do not support this case being nominated to IOM (to be completed Case Manager).
Appendix I - IOM and Domestic Abuse IOM Nomination Form

For use by all agencies to nominate to IOM (apart from Probation – please use the ‘IOM Probation Nomination Form’) and Domestic Abuse IOM.

If the nomination is for DA IOM complete a Priority Perpetrator Identification Tool (PPIT) to accompany this nomination.

This form is also used to nominate a case for De-selection.

Please complete in full and return to MAIT@nottinghamshire.pnn.police.uk

<table>
<thead>
<tr>
<th>Name:</th>
<th>Agency:</th>
<th>Contact Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email:</td>
<td></td>
<td>Office Base:</td>
</tr>
<tr>
<td>No.</td>
<td>Surname</td>
<td>Forename</td>
</tr>
<tr>
<td>-----</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>Example</td>
<td>Joe</td>
</tr>
<tr>
<td>1</td>
<td>Bloggs</td>
<td>Joe</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>2</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>INTELLIGENCE:</td>
<td>ARRESTS:</td>
</tr>
<tr>
<td>----</td>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix J – IOM Police Nomination Process

MAIT Police staff receive the nomination and complete the scoring.

Case nominated via MAPPA Police PPJ SPOC

Case scores above green/green?

No

Nomination Rejected

MAIT inform referer of outcome.

Case selected on to IOM?

No

Yes

Nomination accepted to the IDMS Meeting.

MAIT Police staff generate Police Intelligence pack (some exceptions – see Table A).

Police Officer nominates to IOM – sends nomination form to MAIT@nottinghamshire.pnn.police.uk

Probation MAIT SPOC requests that Case Manager completes the Probation IOM Nomination/Research Form

Probation Case Manager completes IOM Nomination Form and returns to MAIT SPOC.

Case current to Probation?

No

Yes

IOM – Police Nomination Process

Case (accompanied by full suite of Police and Probation information) is Heard at IOMS Meeting

Police:
1) Add IOM flag to all databases
2) Allocate to an IOM Case Manager

Probation:
1) Add IOM flag to Ndeiuius Reallocate case to IOM Case Manager
Appendix K – IOM Partner Agency Nomination Process

MAIT Police staff receive the nomination and complete the scoring.

Case scores above green/green?

Nomination accepted to the ICMS Meeting.

MAIT Police staff generate Police Intelligence pack (some exceptions – see Table A).

MAIT Police staff request screening from Probation (NPS or CRC – Probation.malt@Nottinghamshire.pnn.police.uk) SPOC.

Probation Case Manager completes IOM Nomination Form and returns to MAIT SPOC.

Probation MAIT SPOC requests that Case Manager compiles the Probation IOM Nomination Form.

Case current to Probation?

Yes

No

Nomination Rejected

Case selected onto to IOM?

Yes

No

Case is accompanied by full suite of Police and Probation information is heard at ICMS Meeting

Probation: 1) Add IOM flag to Nellius
2) Reallocate case to IOM Case Manager

Police: 1) Add IOM flag to PNC
2) Allocate to an IOM Case Manager

IOM – Partner Agency Nomination Process
Appendix L – IOM Probation Nomination Process

MAIT Police staff receive the nomination and complete the scoring.

Case scores above green/green?

No

Nomination Rejected

MAIT inform referrer of outcome.

Yes

Nomination accepted to the IOMS Meeting

MAIT Police staff generate Police Intelligence pack (some exceptions – see Table A).

Where information is missing Probation MAIT SPOC liaises with Case Manager to address this.

IOM – Probation Nomination Process

Case (accompanied by full suite of Police and Probation information) is heard at IOMS Meeting.

Case Selected on to IOM?

No

Yes

Police:
1) Add IOM flag to all databases
2) Allocate to an IOM Case Manager

Probation:
1) Add IOM flag to Nalis
2) Reallocate case to IOM Case Manager

Probation Case Manager nominates to IOM – sends nomination form to MAIT@nottinghamshire.pnn.police.uk
Appendix M - Domestic Abuse IOM – Priority Perpetrator Identification Tool (PPIT)

November 2016 (version 10)

This tool has been designed to aid practitioners in the identification of domestic abuse perpetrators who will be considered priority targets for multi-agency monitoring and management within a local partnership. Please refer to the additional guidance at the end of this document before using the PPIT.

Guidance on completion is included.
**PPIT Instructions:** Evaluate each of the following items in relation to this domestic abuse perpetrator. Determine whether there is evidence for the item (0=absent and 1=present,) for both recent (within past 6-months) and historic (beyond 6-months) timeframes. Note additional information and supporting evidence on the next page, giving details of significant/critical ‘1’ scores.

### CHARACTERISTICS OF THE OFFENDING

<table>
<thead>
<tr>
<th></th>
<th>RECENT &lt;6 mos.</th>
<th>HISTORIC 6+ mos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) <strong>ACTIVE:</strong> Onset and duration of the domestic abuse</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Identify whether the offending is recent, historical, or both.</td>
<td></td>
</tr>
<tr>
<td>2) <strong>ESCALATION:</strong> Offending increasing in frequency and/or severity</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Consider situational triggers e.g., relationship breakup, pregnancy, etc.</td>
<td></td>
</tr>
<tr>
<td>3) <strong>REPEAT:</strong> Offending (2 or more incidents) against any single victim</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Is there a pattern of physical and/or psychological abuse?</td>
<td></td>
</tr>
<tr>
<td>4) <strong>SERIAL:</strong> Offending against multiple (2 or more) victims</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Has the offending affected more than one victim?</td>
<td></td>
</tr>
<tr>
<td>5) <strong>LINKED</strong> forms of offending (other violent/abusive behaviour)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>For example, stalking, sexual violence, child abuse, elder abuse, HBV, etc.</td>
<td></td>
</tr>
</tbody>
</table>

### CHARACTERISTICS OF THE OFFENDER

<table>
<thead>
<tr>
<th></th>
<th>RECENT &lt;6 mos.</th>
<th>HISTORIC 6+ mos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6) <strong>Subject of a MAPPA</strong></td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Consider the reason for the referral and the outcomes.</td>
<td></td>
</tr>
<tr>
<td>7) <strong>Highly harmful to victims (psychological and/or physical abuse)</strong></td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Events with significant consequences for victims; also consider MARAC.</td>
<td></td>
</tr>
<tr>
<td>8) <strong>Noticeable worsening of mental health</strong></td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Evidence of suicidality, PTSD, personality disorders, etc.</td>
<td></td>
</tr>
<tr>
<td>9) <strong>Noticeable increase in alcohol and/or drug misuse</strong></td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Changes in the frequency and/or type of substance used.</td>
<td></td>
</tr>
<tr>
<td>10) <strong>Known history and/or current access to weapons</strong></td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Threats and/or past use of any objects or weapons, including arson.</td>
<td></td>
</tr>
</tbody>
</table>

**What are your primary concerns in relation to this perpetrator? (e.g. coercive control)**

**TOTAL SCORE**
(ranging from 0 minimum to 20 maximum)

**SUPPORTING EVIDENCE:** Note here specific examples, considering the robustness of the available information, and clarify when information was limited or missing.
2) **ESCALATING DA OFFENDING**

3) **REPEAT DA OFFENDING**

4) **SERIAL DA OFFENDING**

5) **LINKED OFFENDING (RELEVANT TO DA)**

6) **MAPPA (NOTE WHETHER DA-RELATED)**

7) **HIGHLY HARMFUL DA**

8) **MENTAL HEALTH**

9) **ALC/DRUG MISUSE**

10) **WEAPONS**

In your professional judgement, is this a PRIORITY PERPETRATOR? YES NO UNSURE

<table>
<thead>
<tr>
<th>Date of Completion (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
</tr>
<tr>
<td>Your Agency</td>
</tr>
</tbody>
</table>
General Guidance for using the PPIT:

**Purpose:** The PPIT is not a predictive risk assessment tool but can be used to focus agency resources on those individuals whose offending behaviour requires priority action (e.g., through multi-agency risk management and safeguarding structures).

**Perpetrators of domestic abuse:** The PPIT has adopted the Home Office definition of domestic abuse: “any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial and/or emotional.” Therefore, the PPIT should be applied to perpetrators who are intimate partners as well as family members of their victims. Young perpetrators (aged 16 and 17) are also covered by the revised definition and should be considered eligible for the PPIT.

The definitional scope of the PPIT is broad in order to facilitate more ‘joined up’ thinking about those perpetrating violence/abuse against their intimate partners and ex-partners as well as other forms of domestic abuse and ‘linked’ offending (PPIT item #5). This should enable the PPIT to be used across different safeguarding structures, including those that focus on domestic abuse (e.g., MARAC) as well as those which incorporate domestic abuse alongside other forms of offending (e.g., MAPPA and MASH).

Despite the broad scope of the PPIT, it is envisioned as a tool to be used primarily with perpetrators who have committed domestic abuse against their current or former intimate partners. Where this is not the case, and the perpetrator has no known offending of this type, partner agencies will need to agree and implement a shared approach for dealing with these perpetrators (which may or may not involve the use of the PPIT).

**Priority perpetrators:** Domestic abuse perpetrators (using the current Home Office definition) who, by virtue of their past and current offending behaviour, should be considered priority targets for multi-agency monitoring and management.

**Professional judgment:** Practitioners will need to use their specialist expertise and experience in relation to domestic abuse when completing the PPIT (i.e., the total score should be used as a prompt, in addition to the practitioner’s own specialist knowledge, expertise and assessment of an individual perpetrator). This is a multi-agency tool and thus a range of practitioners will be evaluating the items against their agency’s information and applying a score. Professional judgment should be used in order to promote the identification of those individuals considered to be most dangerous and thus requiring multi-agency monitoring and management.

Previous development and testing of the PPIT revealed that some of the ten items are perceived to be particularly important by practitioners when judging whether a perpetrator should be considered

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3 For more information, visit the Home Office website: [https://www.gov.uk/guidance/domestic-violence-and-abuse](https://www.gov.uk/guidance/domestic-violence-and-abuse)


a ‘priority’ for multi-agency intervention. These include #1 recent, #2 escalating, #5 related/linked and #7 highly harmful offending.⁶

**Applicable information**: The full intelligence picture held about a particular individual’s offending behaviour should be used to complete the PPIT. This should include domestic abuse as well as related forms of ‘linked’ offending (e.g., other forms of violence against women and girls, see item #5). The information considered should not be restricted to criminal justice outcomes such as arrests and convictions. Experiences of victims also should inform the scoring of the PPIT and as such the input from voluntary sector organisations (advocates and IDVAs) is particularly important.

**Harm**: Serious harm can be defined as an event, which is life-threatening and/or traumatic, from which recovery, whether physical or psychological, can be expected to be difficult or impossible.⁷

**Coercive control**: Section 76 of the Serious Crime Act 2015 created a new offence of controlling or coercive behaviour in an intimate or family relationship. The new offence, which does not have retrospective effect, came into force on 29 December 2015. Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.⁸

**Frequently Asked Questions:**

1) **What is the PPIT?**

The PPIT is a tool for the identification of domestic abuse perpetrators who, by virtue of their past and current offending behaviour, should be considered priority targets for multi-agency monitoring and management. The PPIT is *not* a predictive risk assessment tool but can be used to focus agency resources on those individuals whose offending behaviour requires priority action.

2) **How was the PPIT developed?**

The PPIT was developed from a two-stage consultation exercise that took place in Wales in 2015. Representatives from Police, Probation, and the Third Sector were involved. The full report is available here: [http://orca.cf.ac.uk/75006/](http://orca.cf.ac.uk/75006/). The PPIT was then used by practitioners in different agencies (police, probation and IDVAs) against historical cases in their agency. This testing exercise resulted in some further refinements to the PPIT. The full report is available here: [http://orca.cf.ac.uk/92141/](http://orca.cf.ac.uk/92141/).

3) **What types of perpetrators are covered by the PPIT?**

The PPIT has adopted the Home Office definition of domestic abuse: “any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16

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⁶ See MAPPA guidance section 5 on risk assessment (p. 39), [http://www.n-kesteven.gov.uk/upload/public/attachments/820/05riskassessment.pdf](http://www.n-kesteven.gov.uk/upload/public/attachments/820/05riskassessment.pdf)

or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial and/or emotional.” Thus, the PPIT should be applied to perpetrators who are intimate partners as well as family members of their victims. Young perpetrators (aged 16 and 17) are also covered by the revised definition and should be considered eligible for the PPIT.

4) **How long is the PPIT?**

The first page of the PPIT contains the 10 items to be scored. The second page is for noting the information used to determine the item scoring and the overall decision.

5) **What is the rationale behind each of the 10 PPIT items?**

There is ample evidence to support the inclusion of each item, as all are strong correlates of repeated further violence and/or homicide. Some of the research underpinning these items is included in this document.

6) **What types of information should I use to complete the PPIT?**

The full intelligence picture held about a particular individual’s offending behaviour should be used to complete the PPIT. This should include domestic abuse as well as ‘linked’ or related forms of offending (item #5). The information considered should not be restricted to criminal justice outcomes such as arrests and convictions. Experiences of victims also should inform the scoring of the PPIT (e.g., via the DASH).

7) **How do I score the PPIT?**

Each of the 10 items is scored 0=absent and 1= present for both recent (within past 6-months) and historic (beyond 6-months) timeframes. A total score is obtained by summing the item scores (for a possible maximum score of 20). This score should influence, rather than determine, your judgment as to whether the individual is a Priority Perpetrator (see next question). Critical events (with critical defined as imminence or severity of harm) should also inform your judgment. How the overall score and priority perpetrator judgment relates to specific actions undertaken by practitioners in each agency needs to be determined and agreed within a multi-agency partnership.

8) **Does the PPIT allow me to apply my professional judgment?**

Yes. Practitioners will need to use their specialist expertise and experience in relation to domestic abuse when completing the PPIT (i.e., the total score should be used as a prompt, in addition to the practitioner’s own specialist knowledge, expertise and assessment of an individual perpetrator). This is a multi-agency tool and thus a range of practitioners will be evaluating the items against their agency’s information and applying a score. All agencies involved in completing PPITs need to provide written comments to explain their answers on page 2, to facilitate cross-agency understanding.

9) **What will happen to the information I provide on the PPIT?**

The sharing of PPITs, and the storing of PPITs, should be undertaken in accordance with those policies and protocols put in place to support multi-agency work in each local area.

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9 For the all-Wales implementation testing research, the recommendation was that at least 5 of the 10 items are considered Critical, and that this must include item #2 (Escalating) and item #7 (High Harm), for an individual to be considered a Priority Perpetrator. If these two conditions are met, the final question (Is this a Priority Perpetrator?) should be answered YES. However, based on the research, the item scoring was changed from 0=absent, 1=present, 2=critical to 0=absent 1=present for both recent and historic timeframes.
Appendix N – DA IOM Any Agency Nomination Process

- MAIT Police staff receive and process the nomination.
- MAIT Police staff complete scoring for convictions and arrests, and generate Police Intelligence pack.
- Is it a Probation nomination?
  - Yes
    - MAIT Police staff request screening from Probation (NPS or CRC – Probationmail@Nottinghamshire.pnn.police.uk) SPOC
    - Case current to Probation?
      - No
        - Probation SPOC requests that Case Manager completes the Probation IOM Nomination Form
      - Yes
        - Probation Case Manager completes IOM Nomination Form and returns to MAIT SPOC.
  - No
    - Any Agency Professional nominates to DA IOM – sends completed nomination form (inc. PPIT and DA SG) to MAIT@nottinghshire.ppn.police.uk
    - Cases scoring less than 10 on the PPIT will not progress.

- ‘Domestic Abuse’ IOM – Any Agency Nomination Process

- MAIT inform referrer of outcome.
- Case Selected on to DA IOM?
  - No
    - WAIS/NW A:
      1) Allocate case to an IOM IDVA
      2) Add IOM flag to PNC
  - Yes
    - Police:
      1) Add IOM flag to PNC
      2) Allocate to an IOM Case Manager
    - Probation:
      1) Add IOM flag to Ndelius
      2) Reallocate case to IOM Case Manager
Appendix O – IOM Generic De-selection Process

- The Case Management Group nominate a case for Deselection to the MAIT.
- Lead Case Manager completes an up to date PRT (DA IOM Cases only).
- IOM IDVA completes an up to date DASH RIC (DA IOM Cases only).
- MAIT completes up to date scoring for convictions and arrests.
- Case is considered at Deselection Meeting.
- Decision Deferred (length of deferral set).
  - Case is Deselected from IOM?
    - Yes: Case is removed from IOM.
    - No: Case remains on IOM.
- All agencies remove IOM registers.
Appendix P - MAPPA Guidance
Source – MAPPA Guidance 2012 V4.1 (Updated 2016)


Category 2 – Violent Offenders and Other Sexual Offenders:

(a) An offender convicted (or found not guilty by reason of insanity or to be unfit to stand trial and to have done the act charged) of murder or an offence specified under Schedule 15 of the Criminal Justice Act 2003 (CJA 2003) who received a qualifying sentence or disposal for that offence (see paragraph 8.6 parts A and B) or

(b) An offender subject to a Disqualification Order for an offence listed under Schedule 4 of the Criminal Justice and Court Services Act 2000 (see paragraph 8.6 part C).

Category 3 – Other dangerous offenders: a person who has been cautioned, reprimanded, warned or convicted of an offence which indicates that he or she is capable of causing serious harm and requires multi-agency management at level 2 or 3. The offence might not be one specified in Sch.15 of the CJA 2003.

Please note that:

(a) The full list of Schedule 15 offences is available at Appendix 4 and (in greater detail) at http://www.legislation.gov.uk/ukpga/2003/44/schedule15.

(b) Offenders can only be identified in one of the three Categories at a time. Offenders can only be considered for Category 3 if they do not meet the criteria for Category 1 or Category 2. Offenders only fall into Category 2 if they do not meet the criteria for Category 1. However, an offender who ceases to meet the criteria of one Category can be identified in a different category if they meet the relevant criteria. For example an offender subject to a Disqualification Order for an offence listed both in Sch. 3 of SoA 2003 and Sch. 4 Criminal Justice and Court Services Act 2000 will move from Category 1 to Category 2 at the expiry of his or her registration period.

Level 1 cases
7.2 Ordinary agency management level 1 is where the risks posed by the offender can be managed by the agency responsible for the supervision or case management of the offender. This does not mean that other agencies will not be involved, only that it is not considered necessary to refer the case to a level 2 or 3 MAPPA meeting.

7.3 It is essential that information-sharing takes place, disclosure is considered, and there are discussions between agencies as necessary.

7.4 The Responsible Authority agencies must have arrangements in place to review cases managed at level 1 in line with their own policies and procedures. Please see the guidance document MAPPA Level 1 Ordinary Agency Management Best Practice, issued by the Offender Management and Public Protection Group in March 2011 and available on EPIC at http://mpainternet.probation.gsi.gov.uk/document_library/Documents/mappa_level_1_best_practice_march_2011.doc.

Level 2 cases
7.5 Cases should be managed at level 2 where the offender:

- Is assessed as posing a high or very high risk of serious harm, or
- The risk level is lower but the case requires the active involvement and co-ordination of interventions from other agencies to manage the presenting risks of serious harm, or
- The case has been previously managed at level 3 but no longer meets the criteria for level 3, or
- Multi-agency management adds value to the lead agency’s management of the risk of serious harm posed.

Level 3 cases
7.6 Level 3 management should be used for cases that meet the criteria for level 2 but where it is determined that the management issues require senior representation from the Responsible Authority and Duty-to-Co-operate agencies. This may be when there is a perceived need to commit significant resources at short notice or where, although not assessed as high or very high risk of serious harm, there is a high likelihood of media scrutiny or public interest in the management of the case and there is a need to ensure that public confidence in the criminal justice system is maintained.
Appendix Q – Domestic Abuse IOM ECINS Protocol – Version 2

Introduction

The IOM partnership has agreed that Notts Women’s Aid, Women’s Aid Integrated Services and Probation Services will become an equal partner with Notts Police to the ECINS Case Management System for DA IOM Cases.

This document aims to set out the agreed roles and responsibilities around the creation and archiving of ECINS case records and the creation and removal of ECINS accounts.

This document also aims to establish a mutual understanding of what it means to maintain an ECINS record for DA IOM cases.

This version of the protocol was agreed at the IOM Design and Delivery Group on 08/06/2017 and following subsequent consultation with Notts Women’s Aid and Women’s Aid Integrated Services.

ECINS Administration Rights

The MAIT will assume the responsibility for ECINS administration for Notts IOM.

This will include the responsibility for the creation and removal of accounts. It will also include the creation and archiving of profiles/cases.

Profile/Case Creation

For the purposes of ECINS a profile is a person.

Once a nominal is selected on to IOM Notts Police will create the nominal’s profile within ECINS.

The nominal will also be created as a Case in the ECINS Notts IOM Cohort. Within ECINS a Profile can have numerous Cases e.g. IOM, ASB etc.

The creation will include the uploading of a photograph to the profile.

New Profile/Case Permissions

The permissions will restrict the access to each profile.

These will be set by the Notts Police when an IOM case profile is created within ECINS.

Permissions will be restricted to those involved in the teams who directly manage the case.

For CRC cases this will be the IOM IDVA, Police IOM Team and the CRC IOM Team (including Sgt and PDM).

For NPS cases this will be the IOM IDVA, Police IOM Team and the NPS IOM Team (including Sgt and SPO).

For non-statutory cases this will be the IOM IDVA and the Police IOM Team.

Address Tab

All agencies will have responsibility for ensuring that the cases (perpetrators) most recent known address is recorded within ECINS.

Description Tab

This is not an area of use required by any agency within ECINS for DA IOM.
Vehicle Tab
This is not an area of use required by any agency within ECINS for DA IOM.

Warning Markers Tab
This is not an area of use required by any agency within ECINS for DA IOM.
All agencies should flag/register evident relevant risks within their primary systems.

Threat and Vulnerability Factors TAB
This is not an area of use required by any agency within ECINS for DA IOM.
All agencies should flag/register evident relevant risks within their primary systems.

Primary DA IOM ECINS Activity
Most of the activity within ECINS for the purpose of DA IOM Case Management will occur under ‘Logs and Actions’.
This is reached by searching for the DA IOM nominal via the pathway Cases – Search for a Case.
Once the case is selected related activity is recorded under the ‘Logs and Actions’ Tab.
Case Management Meeting discussions should be recorded as a ‘Log’.
All other activity should be recorded as an ‘Action’.
The scope for the activity to be recorded under ‘Actions’ is as follows:

1. Basic Police Intelligence
2. Drug Tests
3. Compliance Related – presence for home visits/attendance to office appointments
4. Enforcement Decisions
5. Any other activity or update related to risk of harm/risk of reoffending
6. Safeguarding Activity
7. IDVA Contacts with Survivors – support offers, phone, home visits etc (the occurrence of the activity should be recorded in ECINs but the detail of the activity recorded in the primary agency system)

Custody related dates and information will be populated by the Prison IOM Coordinator.
All related information should be recorded in ECINS within 24 hours of the event.
All activity should be time and date stamped to that of the activity occurring rather than that at which the activity was recorded.
Copy and Paste from all other systems is available.

Case Management Meetings and ECINS
A summary of the Case Management Meeting discussion will be recorded in real time as a ‘Log’ under the cases ‘Actions and Logs’.
The Case Management Meeting will agree a priority level allowing for the appropriate allocation of resources to cases in relation to their current assessed levels of threat, risk of harm and risk of reoffending. The case review meeting allows the priority level to be agreed for that moment in time but is subject to change as live intelligence/information develops.

It is noted that the agreed IOM priority level does not impact upon or align with the risk levels assessed by individual agencies. The Probation Services assessed level of risk of harm is related to the IOM priority level but the two assessments are distinct; a change in one may not be reflected by a change in the other.

The priority levels are recorded and updated within ECINS based on the below thresholds (which are not exhaustive):

**LOW** – E.g. actively engaged in supervision. Appointments kept. Protective factors evident. No recent Intelligence to suggest criminally active.

**MEDIUM** – E.g. actively engaged in supervision, but risk factors in personal circumstances/behaviour evident. May have missed some appointments or is testing positive for drugs but engaged in treatment plan. Or on BTR for further offending.

**HIGH** – E.g. not engaging in supervision plan. Missing appointments. Testing positive for drugs and not engaging in treatment plan. Intelligence suggests behaving in ways indicating increased risk. Suitable for enforcement.

**WANTED** – E.g. Wanted on PNC for further offending/ Recall etc. Need detaining asap.

The higher the priority level the more intensive the supervision. If someone is low for a sustained period their removal from IOM should be considered and replace them with someone who poses a greater threat, risk of harm and risk of reoffending.

**Tasking**

Inter-agency tasking activity within ECINS should only occur when the activity to be tasked has been agreed between the agencies before the activity is ‘tasked’ within ECINS. This might include formalisation of tasks agreed within a Case Management Meeting.

**Documents**

There is no expectancy for any agency to upload documents to ECINS.

Document storage and management should be conducted within the agencies primary system.

The presence of any such pertinent document should be recorded as an ‘Action’ within ECINS.

**Profile Archive**

Following a case being removed from IOM Notts Police will archive the case’s ECINS profile.
Appendix R – BBR Suitability

Building Better Relationships (BBR)

Programme Aim:

- **Reduce re-offending** & promote the safety of current & future partners & children.
- **Work collaboratively** with other agencies to manage risk
- **Help men achieve a better understanding** of why they use violence and aggression in their intimate relationships, the attitudes and beliefs that underpin their behaviour and what factors reinforce and maintain their use of that behaviour in that context.
- **Encourage** men undertaking the programme to identify, use and build on existing strengths and skills to change their behaviour.
- **Enhance** men’s motivation to engage with the programme and effect change by providing a safe, respectful, stimulating and challenging environment in which they can learn.
- **Help** men develop practical and sustainable strategies for maintaining change once they have departed from the programme.
- **Promote** better lives for all affected by the men’s violent and aggressive behaviour including the men themselves.

Who is Eligible?

- Male offenders age 18 years and over
- Those assessed as moderate or higher on SARA. Those low on SARA will be considered in conjunction with a Treatment Manager discussion – e.g. Living with victim or new partner, perpetrator has parental responsibilities, offence of a serious nature, Police call-out history.
- Offence must be linked to domestic abuse
- Have an index offence not related to domestic violence, but where there is evidence of at least one episode of domestic violence and they acknowledge that they have behaved violently or aggressively towards a partner/ex partner in the last 24 months. Such individuals must be assessed as presenting a high risk of reconviction, using the Spousal Risk Assessment Tool.

Not suitable for:

Although BBR seeks to be inclusive there are some general exclusion criteria:

- where a person speaks no or poor English
- if they refuse to undertake treatment
- if they have un-stabilised mental illness or if they present with un-stabilised current acute substance misuse
- BBR cannot accommodate men who refuse to sign the “**Statement of Agreement to the Release of Information**” or who refuse to commit to the programme conditions (“Conditions for Success”)

BBR Structure:

- 30 sessions, comprising of:
  - 24 Group-work sessions, lasting 2.5hrs each
Up to 6 Individual sessions, lasting from 1hr to 2 hrs

- Sessions can be delivered between 1 and 2 times a week (Varies depending on location)
  Daytime or Evening

**BBR Content**

**FOUNDATION:**
Introduces some of the key tools and underlying principles of BBR e.g. Identity Map, General Aggression Model, ’Change, Accept, Let Go’ strategy, Individual Performance Management etc. The module considers the relevance of the unique learning history of participants; factors that have influenced their identity and have made their relationship aggression more likely. Participants explore how cultural messages - and the interpretation of these - influence the view we have of how men and women are expected to think and behave, both in wider society and in intimate relationships.

In working towards a clearer picture of their identity, participants explore their roles and responsibilities (e.g. son, husband father etc.) whilst building up a representation of themselves in an Identity Map. At the end of the module the participants should have developed a comprehensive Identity Map that can be referred to at later stages. The focus of the module moves between general influences of lifestyle, culture and more immediate influences of family, friends etc. This is specifically designed to fit with both the layers of the Nested Ecological Model and the General Aggression Model. The final session of the module gives additional time to develop the Identity Map as a platform for the subsequent modules.

**MY THINKING:**
Introduces cognitive processing which considers cognition and emotions of parallel importance in the development and maintenance of aggressive behaviour. Cognition is presented as a unique viewpoint of each individual, but which can be prone to being shaped into a narrow perspective on the world by past events and experiences. As such, it is essential to assist participants to develop an awareness of how they perceive social cues, how they decide upon their response and their ability to access non-aggressive responses to provocative situations.

The module promotes objective thinking and the development of insight into limiting beliefs in order to develop a curiosity about different perspectives on problems. Automatic processing and rumination are considered in order to highlight people’s tendency to act on flawed ideas. Portfolio development will need to promote observation and experimentation with beliefs, ideas and values which participants automatically hold as true or valuable.

**MY EMOTIONS:**
Links closely to the My Thinking module by considering how emotion and arousal relate to thinking within a social cognition model (encoding, storage, retrieval and processing). The focus of the module is to enhance awareness of physiological arousal and the experience of emotions in order to develop understanding and management of current internal states.

The module aims to develop emotional responsiveness through the exploration of a range of significant emotions and how they link to external situational cues and internal schema. The key aim of the module is to assist participants to develop greater self management of emotional arousal. Issues of stress and personal care are considered in order to highlight the need to develop skills in self-management and build preventative strategies to reduce the impact of stress, which is one of the most common causes of high arousal states.

The theme of **Change, Accept, Let go** skills in this module will centre on the use of **Here & Now skills** to develop a more mindful approach to emotional recognition and develop a more objective approach to emotional experiences. Emotional acceptance is considered as an aid to greater
emotional self regulation. Awareness of judgements, acceptance of emotional distress and urge surfing are specific elements of the module which are considered in order to target rigid and impulsive behaviours in intimate partner aggressors. This module is intended to be very experiential, with participants developing an awareness of the need for appropriate communication of emotional needs in intimate relationships and an understanding of how emotions have impacted on relationship aggression within the General Aggression Model.

**MY RELATIONSHIPS:**

Looks at how we learn about close relationships, from looking at relationship patterns across life. During the module participants will be encouraged to explore their own experience of being parented and their learned template for relationships, and how this may have impacted on their intimate relationships and parenting style.

This module links closely with all the other programme modules. Although My Relationships considers all the elements of General Aggression Model, the Routes and Outputs sections of General Aggression Model are given more focus during this module by considering how internal states, appraisal, decision making and impulse control may impact on the potential for violence. The module will promote the development of relationship communication skills, including conflict resolution and assertiveness skills. These skills will support individual strategies to reduce relationship aggression and violence. Interpersonal boundaries and consent are considered as a means of highlighting sexual aggression and inequality within relationships.

Nasima Haq
Treatment Manager - 07738 693812

Programmes Manager for DLNR is Lucy Tyler - 07527 287277
Appendix S - IOM End to End Case Management Custody Specialists

**HMP Nottingham**

**OMU Contacts**
Andrea Houlton – Head of OMU - Andrea.Houlton@hmps.gsi.gov.uk
Gurdev Singh – Senior Probation Officer - Gurdev.Singh@hmps.gsi.gov.uk
Francine Southall – Probation Officer Specialist - francine.southall@hmps.gsi.gov.uk
Karan Harris - Probation Officer Specialist – karan.harris@hmps.gsi.gov.uk

**Police Contact**
Ian Clay – IOM Co-ordinator - Ian.Clay@hmps.gsi.gov.uk
Durshna Gohil – IOM Co-ordinator Admin. Support – Durshna.Gohil@hmps.gsi.gov.uk

**Through The Gate (TTG) Contacts**
Dawn Hilton – Resettlement Unit Manager - Dawn.Hilton@hmps.gsi.gov.uk
Katie Angius – TTG Specialist Caseworker – Katie.Angius@hmps.gsi.gov.uk

**HMP Ranby**

**OMU Contacts**
Laura Perch – Head of Sequencing – laura.perch@hmps.gsi.gov.uk
Michael Barnett – Offender Supervisor Specialist - Michael.Barnett@hmps.gsi.gov.uk

**Police Contact**
Ian Clay – IOM Co-ordinator - Ian.Clay@hmps.gsi.gov.uk

**Through The Gate (TTG) Contacts**
Iain Hadley – Resettlement Unit Manager - Iain.Hadley@hmps.gsi.gov.uk
Rachel Davies – TTG Specialist Caseworker - Rachel.Davies@hmps.gsi.gov.uk
Appendix T - Integrated Offender Management Selection (IOMS) Meeting - Code of Conduct

Prior to IOMSM

- Nominations should be submitted as soon as possible via a nomination form to the MAIT email inbox before 3pm on the cut-off date.
- The cut-off date will be 10 calendar days prior to the first scheduled IOMSM. This will usually be a Monday but can change to compensate for Bank Holidays, etc. These dates will be confirmed on the email distributing the IOM nomination results and are also available from the MAIT.
- All fields on the nomination form should be filled in.
- Nominations for nominals already on IOM can only be submitted as ‘Discuss’, ‘Off’ or “Transfer”
- Nominations for nominals to come onto the cohort should be submitted as “On” and not “Discuss”.
- Nominations to go “To Watchlist” qualify if the prison sentence received is 4 or more years and should be submitted for “Off”.
- Level changes are to be submitted as ‘Discuss’. All level changes must come through the IOMSM. The exception to this is when, due to the implementation of the Offender Rehabilitation Act (ORA) the nominal would change levels before the next IOMSM (or shortly afterwards) in this instance the chair may authorise that the submission for level change be emailed directly to the MAIT and bypass the IOMSM. This authorisation will be recorded at the IOMSM.
- Transfers are to be agreed between the transferring areas prior to the IOMSM. The nomination should be submitted as “Transfer” and will be placed into the IOMSM for the receiving area.
- Required changes need to be specified in the supporting information section of the nomination form.

At IOMSM

- Nominations that are deferred in order to agree a transfer across to one of the other area’s IOMSM will be deferred for 1 month with liaison to take place between area Sergeants.
- AOB is to be used for emergency ‘On’ nominations only. If the decision of the chair is to defer then this will need nominating for the next meeting in the usual way and will not deferred by the MAIT on the IOMS database at the meeting.
- AOB needs to have a valid reason for missing cut-off date and therefore not being submitted for the following months IOMSM. Name/ DOB/ Address and reason for AOB will need to be provided at the meeting.
- Following a successful AOB, a retrospective nomination form is to be submitted to the MAIT inbox with the emails clearly marked to show that they are AOB and which meeting they were raised at.

After IOMSM

- MAIT to update search strings, PNC, Watch List and arrest generators.
- MAIT to update IOM Cohort spread sheet
- MAIT to update ECINS by archiving nominals removed from the cohort.
- Police (Case Manager or the MAIT) to create ECINS profiles for new nominals.
- Following the above, the Offender Managers to keep up to date the Risk level, Address, Drug Fuelled, YOT and wanted status on ECINS.
- MAIT to produce posters of IOM nominals (does not include nominals that are in prison).
- MAIT to produce and distribute result sheets from IOMSM.
Appendix U - CF03 – Case Worker Contact List

Darren Ramsdale – HMP Ranby 01777 862189
Sarah Staniland – HMP Ranby and North Notts community 07946 268727
Mairead Whitty – Derby central, Nottingham 07739 890234
Nilofer Kazi – Leicester community and HMP Nottingham 07590 654907
Leslie Rennocks – HMP Nottingham 0115 872 4257
Farah Galland – HMP Nottingham and Nottingham community 07940 720696
Kully Ghatora – Nottingham community 07810 855244