

ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP BURE

TIMETABLE	DATE	STATUS OF THIS RETURN
Full unannounced inspection	27 March 2017-7 April 2017	
Report published	15 August 2017	
Action Plan Submitted	14 November 2017	Attached

ACTION PLAN - HMCIP REPORT

ESTABLISHMENT: HMP BURE

1. Rec. no	2 Recommendation	3. Accepted / Rejected / Partially Accepted / Accepted Subject to Resources	4. Response Action Taken/Planned	5. Function Responsible/ Policy Lead	6. Target Date
	Main recommendations To the governor				
5.1	The quality of assessment, care in custody and teamwork (ACCT) case management should be improved, including better and more accurate risk assessments, comprehensive care maps with clear goals, and support that continues until evidence shows that the prisoner's personal crisis has been fully managed and reduced. (S52)	Accepted	<p>All assessment, care in custody and teamwork (ACCT) case managers have received a training session about the importance of quality and comprehensive case management and continuous support to prisoners suffering a personal crisis.</p> <p>The Head of Safer Prisons and Equality will produce a training plan for implementing the delivery of the national suicide and self-harm training package to ensure all prisoner facing staff receive this training to the required standard. As of October 2017 30% of eligible staff have been trained.</p> <p>The Head of Safer Prisons and Equalities in liaison with the Head of Residence will also drive improvement in the quality of ACCT case management through a comprehensive quality assurance process and providing feedback to case managers and other staff members to ensure there is continuous development in this area.</p> <p>Additionally guidance will be written for non-operational and non-directly employed staff so that they are clear of their role in the ACCT process.</p>	Head of Safer Prisons and Equality	December 2018
5.2	The quality of offender management should be improved, to ensure a proactive approach to risk management and the delivery	Accepted	The Offender Management Unit (OMU) function will reorganise staff into pods with each having a dedicated Probation Officer to support prison Offender Supervisors (OSs) in managing their case load and to improve the quality of offender management delivery.	Head of Offender Management (OM)	March 2018

	<p>of sentence plan targets. Offender supervisor contact, particularly with the higher-risk prisoners, should be regular and meaningful. (S53)</p>		<p>Regular contact with prisoners will be encouraged and facilitated with an expectation that every contact is recorded on Prison NOMIS (which acts as the single prisoner contact log system and record action points). Wherever possible a progress review against sentence plan targets with every prisoner will be held and recorded on a quarterly basis.</p> <p>In order to install an improved proactive approach to risk management further training will be provided to OSs by delivering local packages relevant to their role.</p> <p>OMU management will on a monthly basis use available management information reports to inform them of what contact and interaction has taken place between higher risk offenders and their OS's.</p> <p>The review of Offender Management in custody (OMiC) will address the issues which prisons currently face around completing offender assessment system (OASys) reports. The new model will move the resource for OASys report completion into the training / resettlement estate and away from local / reception prisons, where there is more time for engagement with the prisoner and for the plan to be produced. The keyworker element of the new model is a critical element of this role, providing dedicated resource to ensure meaningful contact with prisoners and quality assurance processes within the prison will monitor this activity.</p>	<p>/ HM Prison and Probation Service (HMPPS)</p>	
<p>5.3</p>	<p>All prisoners should have their resettlement needs addressed well in advance of their release. This should include a robust risk management plan which is developed in partnership with the community-based offender manager and, where relevant, multiagency public protection meetings. (S54)</p>	<p>Accepted</p>	<p>Wherever possible, HMPPS remains committed to releasing prisoners from a resettlement prison, but where this is not possible it should not interfere with a prisoner's right to access resettlement services. The contracts with Community Rehabilitation Companies (CRCs) provide for such services even where a prisoner has not been transferred to a designated resettlement prison prior to release. HMPPS have streamlined the process by which the National Probation Service (NPS) is able to purchase resettlement services for the offenders they manage in those prisons. The NPS, CRCs and prisons are working together to improve the services available.</p> <p>HMPPS has conducted an internal review of the probation system and has taken action as a result of the review. HMPPS has agreed changes to CRC contracts to reflect more accurately</p>	<p>HMPPS</p>	<p>Ongoing</p>

			the fixed costs of delivering services to prisoners, and this will enable providers to focus on the delivery of core operational services. HMPPS recognises, though, the concerns that have been identified about aspects of probation services, and is doing further work to consider improvements to the delivery of those services, including specific work on improving resettlement planning processes.		
	Recommendation To HMPPS				
	Strategic management of resettlement				
5.4	Prisoners should not be sent to the establishment without a full risk assessment and sentence plan to inform the prison of their risk and treatment needs. (4.13)	Partially Accepted	<p>A new OMiC model is being developed which will be implemented across all closed prisons by March 2019. Under this model, all prisoners in closed conditions will receive basic screening, assessment and planning of their sentence; sentence co-ordination; and access to required interventions at the appropriate time / establishment. This new model will also bring more probation staff into prisons to allow for more regular and consistent contact between OMs and those that they will manage upon release.</p> <p>The transfer of prisoners is driven nationally and linked to current population pressures.</p> <p>The Director of East Prisons has raised this as a national issue, as it is not just localised to East Prisons, reiterating the importance of the completion of risk assessments and sentence plans prior to transfer.</p>	HMPPS Director of East Prisons	March 2019 Completed
	Recommendations To the governor				
	Courts, escort and transfers				
5.5	Prisoners on escort vehicles should be offered toilet breaks during long journeys. (1.3)	Accepted	<p>The contractors are required to schedule comfort breaks into journeys every two and a half hours. The Prisoner Escort Record (PER) must be noted when comfort stops are offered and also if declined by the prisoner. Prisoner Escort and Court Services (PECS) Contract Delivery Managers conduct regular checks of PERs, including monitoring for the provision of comfort stops. Where these have not been offered and recorded on the PER, Contract Delivery Managers challenge the escort contractor directly. Any problem trends are challenged at the monthly contractor's operational meeting.</p> <p>The Head of Security and Operations will raise this matter with PECS Managers to reiterate the expectation that a toilet break is offered for long journeys. In addition an assurance process will</p>	Prisoner Escort and Court Services Head of Security and Operations	December 2017

			<p>be put into place to check with prisoners on arrival whether a toilet break was offered and this information will be used to inform ongoing discussions with the service provider.</p> <p>N.B PECS nor the escort contractor have received any complaints regarding comfort stops from HMP Bure's prisoners during August 2016 – July 2017.</p>		
	Early days in custody				
5.6	Induction orderlies should receive training and regular supervision. (1.13)	Accepted	HMP Bure will put in place a training package specific to the role of induction orderlies and a system to record the delivery of that training. The Induction Officer will supervise sessions on a weekly basis delivered by induction orderlies and record the delivery of that training. Feedback will be provided to orderlies on a one to one basis and noted on Prison NOMIS.	Head of Residence and Services	December 2017
	Bullying and violence reduction				
5.7	Outcomes of investigations into incidents of bullying or violence should be clearly recorded and there should be sufficient challenge and management of perpetrators, and support for victims. (1.18)	Accepted	<p>The Head of Safer Prisons and Equality will formulate a local training package to update staff skills and improve service delivery in this area, ensuring that perpetrators are sufficiently challenged and there is support for victims.</p> <p>The Head of Safer Prisons and Equality will ensure through local data collection and comprehensive local quality assurance processes that outcomes of investigations and the recording of actions are of significant quality and provide information regarding how the prisoners involved are to be managed Non-compliance of these standards will be identified and managed through feedback to individuals and through their line manager.</p>	Head of Safer Prisons and Equality	March 2018
	Self-harm and suicide				
5.8	The constant supervision cell should not be located on the segregation unit. (1.24)	Partially Accepted	Options will be assessed for providing an alternative constant supervision cell with the Service Delivery Manager (SDM) but the relocation from the Segregation cannot be delivered at this time without additional funding.	Head of Safer Prisons and Equality	December 2017
5.9	Listeners should have dedicated rooms to accommodate callouts. (1.25)	Partially Accepted	Options will be assessed for providing a room for call outs, but the recommendation cannot be delivered in full without additional funding.	Head of Safer Prisons and Equality	December 2017

	Safeguarding				
5.10	Comprehensive adult safeguarding procedures should be introduced and embedded throughout the prison. (1.29)	Accepted	<p>A comprehensive safeguarding policy including a referral process will be formulated to take into account key stakeholders, prisoners, staff populations, risk assessments and changes in local policies to ensure safeguarding procedures are in place. The policy will be then published. The Head of Safer Prisons and Equality will ensure the awareness of staff and prisoners to promote the new processes.</p> <p>Oversight of safeguarding procedures will be maintained through the established complex case meeting.</p>	Head of Safer Prisons and Equality	January 2018
	Incentives and earned privileges				
5.11	Prisoners' pay should not be determined by their incentives and earned privileges (IEP) level. (1.38, repeated recommendation 1.47)	Rejected	As set out in Prison Service Order (PSO) 4460 Prisoners' Pay that Governors may establish higher rates of pay schemes for any purposeful activity that occupies one or more full sessions per week. Higher rates of pay schemes are a key earnable privilege under incentives and earned privileges, and may provide for pay differentials or restrict eligibility for certain activities based on incentive level, or a combination of both.		
	Discipline				
5.12	The use of force committee should scrutinise every use of force promptly and robustly. (1.45)	Accepted	A sub group of the Use of Force (UoF) Committee will be set up to scrutinise every UoF at monthly review meetings. The sub group will report on a quarterly basis to the UoF Committee. Any identified issues or areas of concern will be promptly raised and dealt with. The group will be multi-disciplinary and include the Head of Function, UoF instructors, Custodial Managers (CM) and the Violence Reduction Officer.	Head of Safer Prisons and Equality	November 2017
5.13	The segregation exercise yards should be re-modelled to provide a decent environment. (1.51, repeated recommendation 1.58)	Partially Accepted	The Head of Safer Prisons and Equality will consider a re-modelling of the exercise yards and options of providing a decent environment, however this cannot be achieved without additional funding.	Head of Safer Prisons and Equality	March 2018

	Equality and diversity				
5.14	Discrimination incident report forms should be freely available on all residential units and the timeliness of responses should be improved. (2.19)	Accepted	Access to discrimination incident report forms (DIRF) will be part of regular compliance checks completed on each wing by Supervising Officers (SOs). Wing staff will be regularly briefed to ensure that DIRFs are readily available on all residential units. HMP Bure will implement a new system for the allocation of investigations to ensure that responses are timelier whilst maintaining the current level of quality.	Head of Safer Prisons and Equality	November 2017
5.15	Black and minority ethnic prisoner representatives should be trained and understand their role and responsibilities through regular meetings. (2.27)	Accepted	The Minority Ethnic Group meeting will be re launched, in order to promote its purpose and enable prisoners to represent and support others within the Black and Minority Ethnic (BME) group. The Head of Safer Prisons and Equality will employ suitable prisoner representatives, formulate a job specification and include promotion and understanding of the prisoner representative role. Training and mentoring will be provided to BME representatives at group meetings and through key stakeholders speakers and awareness days.	Head of Safer Prisons and Equality	December 2017
	Complaints				
5.16	Complaint forms should be readily available beside complaints boxes on all residential units. (2.35)	Accepted	Wing staff are regularly briefed to ensure that complaint forms are freely available beside complaints boxes on all residential units. Access to complaint forms are included to the regular compliance checks completed on wings by SOs.	Head of Residence and Services	Completed and ongoing
	Health services				
5.17	Newly initiated medicines should be ordered and supplied in a timely manner, to ensure that treatment begins promptly. (2.62)	Accepted	The current process is for prescribers to mark such prescriptions as urgent which are then faxed to the supplier the same day and delivered same or next day. Prescribers have been reminded of this process and a quarterly audit has been initiated.	Head of Healthcare	Completed
5.18	Medicines requiring cold storage that are found to be kept outside the recommended range should be managed appropriately. (2.63)	Accepted	The faulty fridge has been replaced. Healthcare staff have been reminded to act on sub-standard temperatures and report it if necessary. The procurement and installation of air conditioning is underway. Checks on fridge temperature to be made by NHS England (NHSE).	Head of Healthcare	Completed
5.19	The application of transdermal patches should be in line with manufacturer's instructions. (2.64)	Accepted	This requirement was reiterated to pharmacy staff and monthly audits have been implemented since August 2017. The fridge has also been replaced.	Head of Healthcare	Completed and ongoing

5.20	Referrals from any health professional should be considered and assessed directly by the mental health team. (2.73)	Accepted	This recommendation has been implemented. An audit of the process and paper referrals will be undertaken quarterly.	Head of Healthcare	Completed and ongoing
5.21	All mental health caseloads, particularly those involving overlapping or shared care, should be reviewed regularly in a multidisciplinary and multiagency clinical forum. (2.74)	Accepted	MDT (Multi-disciplinary team) complex care review meetings are initiated every Wednesday afternoon. Meetings also take place weekly to review prisoners with complex mental health.	Head of Healthcare	Completed
	Purchases				
5.22	Prisoners should be able to buy items from the shop within 24 hours of arrival. (2.83)	Rejected	It is national policy that there is one standard order, and one following delivery day per week for each prison. It is not financially viable to fund additional deliveries for new arrivals outside of this schedule. New arrivals should be offered the option to purchase reception packs on arrival. There are a number of different types of packs available that the establishment can choose to hold and sell. An order from the full local range can then be placed on the next usual ordering day. Reception packs are available to prisoners at HMP Bure to maintain basic needs and telephone credit is facilitated in order for prisoners' to have contact with their family on the first night.	Head of Corporate Services	
5.23	Prisoners should not be charged an administration fee on catalogue orders. (2.84)	Rejected	Administration charges for catalogue orders are mandatory under section 7 of Prison Service Instruction (PSI) 23 /2013, and provide a contribution towards the costs incurred in providing this service. It is not subject to local discretion, and is in addition to postage and packing. The catalogue-handling fee may be waived in circumstances where products are being purchased as specific requirements for a protected group, where to charge a handling fee would disadvantage the individual compared to the general population.	HMPPS, Prison Retail	
	Time out of cell				
5.24	All prisoners should have the opportunity to spend at least	Partially Accepted	When resources allow HMP Bure to return to a full regime, 60 minutes in the open air will be available every day during the summer months. The current regime provides two exercise	Head of Residence and Services	December 2018

	60 minutes in the open air each day (3.4).		<p>periods each week day during the summer months (one in the evening) and the scope for time in the open air across the week is well above an average of 60 minutes per day at a total of over 10 hours per week throughout the year.</p> <p>Nationally the agreed provision is for a minimum of 30 minutes daily in open air -PSI 75/2011 Residential Services.</p>		
	Learning and skills and work activities				
5.25	The prison allocations board should be provided with up-to-date information about the available activity places. (3.12)	Accepted	HMP Bure's allocations board now has up to date information about activity availability places to enable existing spaces to be accurately filled.	Head of Reducing Reoffending	Completed
5.26	More vocational training courses should be provided, with higher-level qualifications, and the work available should be purposeful and fully occupy prisoners throughout the day. (3.16)	Accepted	<p>A revised curriculum has been agreed with the education provider, this will include a greater range of qualifications at Level 2 - list below:</p> <ul style="list-style-type: none"> • Cycle maintenance. • IT User Skills. • Preparing for a business venture. • Performing Engineering Operations. • Practical Cleaning Skills. • Functional Skills – Maths and English. • Warehousing and storage principles. • Music technology. • Horticulture. • Food Hygiene. <p>The Head of Reducing Reoffending will oversee a review of residential employment places with a Terms of Reference aimed at providing options to better utilise the workplaces available and so that prisoners are fully occupied throughout the day.</p>	Head of Reducing Reoffending	June 2018
5.27	Areas used for training and work should have suitable facilities to be able to operate safely, hygienically and effectively. (3.24)	Accepted	The Clothing Exchange Store will be relocated to a purpose built unit within a new location, access to toilets and hot water will be provided (including the Waste Management area). Portable toilet facilities have been installed as an interim measure.	Head of Reducing Reoffending	March 2018
5.28	Detailed written feedback should be provided, to inform	Accepted	All vocational delivery staff have now received additional training on individual learning plans (ILPS) design management and use.	Head of	December 2017

	learners about how to improve. (3.25)		<p>Through the audit process, plans have been observed to now clearly map learner progress throughout their learning journey. The contractor now has in place a quality control check on all plans that is reported and checked through the local Quality Improvement Group (QIG). In addition, HM Prison and Probation Service's (HMPPS's) Learning and Skills Management team have additional independent checks in place programed and monitored via the quality calendar and QIG. Regional learning and skills delivery quality-checks are additionally in place and aim to focus on areas of concern raised in inspection.</p> <p>All teaching and delivery staff have received additional training in identifying opportunities to promote and enforce the embedding of English and Maths skills within their delivery inclusive of correcting and highlighting grammatical and numeric errors within work. Assurance that this is taking place is included within the internal and external verification process.</p> <p>Education staff will receive a specific training session on providing detailed written feedback to enable learners to progress.</p> <p>The Learning and Skills Manager will install a quality assurance process for learning and development plans to ensure that standards on courses are maintained and are effective. This will be monitored by the QIG on a bi-monthly basis.</p>	Reducing Reoffending	
5.29	Individual learning plans should clearly state the prior learning and attainment of each prisoner and accurately record the development of their skills, progress and achievements. (3.26, repeated recommendation 3.21)	Accepted	<p>The Learning and Skills Manager will install a quality assurance process for ILPs to ensure that prior learning, attainment, development and progress and achievements are clearly recorded for each prisoner.</p> <p>This assurance process will enable the distance travelled by the learner to be demonstrated. This action will be monitored by the QIG on a bi-monthly basis.</p>	Head of Reducing Reoffending	December 2017
5.30	The strategies to help prisoners with learning support needs should be agreed, recorded, implemented and regularly reviewed. (3.27, repeated recommendation 3.20)	Accepted	<p>An agreed learning and support needs strategy will be implemented across vocational and educational areas to deliver learning support, appropriate recording and regular reviews as part of the structured review process.</p> <p>The quality assurance process will encompass checks on the delivery of learning support needs and findings will be compared</p>	Head of Reducing Reoffending	December 2017 and ongoing

			<p>against the Offending Learning and Skills Services (OLASS) provider's performance report.</p> <p>Additionally, regional quality checks will be conducted twice a year and findings will be monitored at the QIG meeting.</p>		
5.31	The employability skills attained by prisoners in work areas should be assessed, recorded and accredited. (3.32)	Accepted	<p>Recognising and Rewarding Progress and Achievement (RARPA) is operating at HMP Bure but is underutilised. The RARPA scheme will be re-launched across work areas for prisoners to benefit from this opportunity.</p> <p>To provide an accredited record of employability skills AIM awards (national Awarding Organisation) will be piloted in workshop 2 with a view to rolling this out across the establishment if successful.</p>	Head of Reducing Reoffending	June 2018
5.32	The sequencing of regime appointments should be modified, to minimise interruptions to education, training and work. (3.33)	Accepted	<p>The Activities Hub Manager will liaise with relevant departments across the prison to minimise the effect of appointments during the working day.</p> <p>Improvements to existing systems will be implemented where they would provide an improvement to the level of interruptions. This will be reported and monitored at the Reducing Reoffending meetings.</p>	Head of Reducing Reoffending	December 2017
5.33	All learners should be suitably stretched and challenged to achieve to the best of their ability. (3.39)	Accepted	<p>All lesson plans now include additional stretch and challenge exercises and activities for implementation throughout the session to ensure learners remain engaged in the learning process. The central education Information Technology system includes a resource data base of these resources pegged to each subject area. Observations of teaching and learning carried out since the inspection shows that teaching staff are using the resource and learning observation showing a reduction of the number of learners waiting with nothing to do on completion of tasks (while they wait for their peers to finish).</p> <p>The effectiveness of this will continue to be monitored via teaching and learning observation, learner forum questioning and focus groups. Monitoring will be via the QIG and regional quality-checks.</p> <p>The Education provider will ensure that pre-planned work packs (which challenge more able learners) are available in all OLASS</p>	Head of Reducing Reoffending	February 2018

			learning areas and all tutors are able to identify potential learners who would benefit from this additional work.		
	Physical education and healthy living				
5.34	Prisoners located on the segregation unit should be provided with recreational PE which is supervised by qualified staff, and PE should not be cancelled owing to staff redeployment. (3.50)	Partially Accepted	A dedicated gymnasium session supervised by Physical Education (PE) staff is available for prisoners located in the Segregation unit. Gym staff also visit the unit regularly and speak with the prisoners. Every effort is made to avoid cancelling the provision but this sometimes subject to operational resourcing.	Head of Reducing Reoffending	Completed
	Strategic management of resettlement				
5.35	Offender supervisors should be trained and managers should have oversight of all their work, especially in high-risk cases. (4.14)	Accepted	All staff undertaking an OS role will be provided with the following training: <ul style="list-style-type: none"> • OASys assessments. • Suicide and Self-Harm. • ACCT Case Manager. • Risk Matrix (Sex Offender risk assessment tool). The Head of Offender Management will utilise Interdepartmental Risk Management meeting) to identify highest risk of harm cases which require management oversight in the form of case supervision and to motivate prisoners to acknowledge their offending.	Head of OM	March 2018
	Offender management and planning				
5.36	There should be effective agreements with receiving establishments, to ensure that suitable prisoners are transferred in a timely manner. (4.22)	Accepted	The Head of Offender Management through the regional Sex Offender Working Group will seek to put in place effective agreements with receiving establishments to improve the timeliness of progressive transfers. In the past 6 months, there has been 69 transfers, 48 of which were for progressive moves.	Head of OM	March 2018
5.37	Specific provision for indeterminate-sentenced	Partially Accepted	Current policy does not dictate that establishments should provide an ISP forum or other provision specific to ISPs in that	Head of OM	March 2018

	prisoners should be developed, based on an analysis of their needs. (4.27)		<p>regard. Where resources allow, and at the discretion of the Governor, it is good practice to develop forums; family based days; information leaflets; and other activities to support ISPs.</p> <p>However, the SPO will develop a local Indeterminate Sentence Prisoner (ISP) Action Group to conduct a needs analysis and develop individual provision to support them through their sentence. This will include reviewing in scope indeterminate sentence for public protection establishing prisoner representatives and introducing an ISP forum at HMP Bure.</p>		
	Reintegration planning				
5.38	All prisoners' resettlement needs should be assessed in good time for release and adequate support should be provided to them. (4.31)	Accepted	<p>Wherever possible, HMPPS remains committed to releasing prisoners from a resettlement prison, but where this is not possible it should not interfere with a prisoner's right to access resettlement services. The contracts with CRCs provide for such services even where a prisoner has not been transferred to a designated resettlement prison prior to release. HMPPS have streamlined the process by which the NPS is able to purchase resettlement services for the offenders they manage in those prisons. The NPS, CRCs and prisons are working together to improve the services available.</p> <p>HMPPS has conducted an internal review of the probation system and has taken action as a result of the review. HMPPS has agreed changes to CRC contracts to reflect more accurately the fixed costs of delivering services to prisoners, and this will enable providers to focus on the delivery of core operational services. HMPPS recognises, though, the concerns that have been identified about aspects of probation services, and is doing further work to consider improvements to the delivery of those services, including specific work on improving resettlement planning processes.</p>	HMPPS	Ongoing
5.39	Prisoners due to be released should be allowed to access the virtual campus for job search. (4.38)	Accepted	The Virtual campus (VC) can be accessed for job searches through the National Careers Advisor. An increased awareness of the VC facility will be promoted to both prisoners and staff through local advertising. VC usage will be monitored through the local OLASS Governance board. VC is accessible within the Education block.	Head of Reducing Reoffending	December 2017

5.40	Visits procedures should be improved, to ensure that all visits start on time. (4.51)	Accepted	<p>The Head of Security and Operations will lead a working group to include Security staff, Residential and with the service provider of Visitors Centre to plan a methodology and system process for visits to commence on time regularly and reliably.</p> <p>This will be reported and monitored on a monthly basis at the Security meeting.</p>	Head of Security and Operations	December 2017
5.41	Provision to help prisoners to rebuild and maintain family ties, and wider support networks, should be improved. (4.52)	Accepted	<p>The new family services contract provides a wider range of services to support prisoners families and significant others; for prisoners who for a range of reasons do not have contact with their family such as having been in social care, to provide services to their benefit including:</p> <ul style="list-style-type: none"> • Family Advice / Signposting. • Engagement. • Liaison Worker. • Interventions. • Visits centres and services to visitors. <p>Courses such as “Hidden Sentence”, “Being a Dad” and “Time for You and Your Child” will be provided based according to prisoner needs.</p> <p>The Head of Reducing Reoffending will work with the contract provider Spurgeons to improve the available help for prisoners to rebuild and maintain family ties.</p>	Head of Reducing Reoffending	March 2018
5.42	There should be adequate forensic psychologist resources to ensure that individual work and timely post-programme reports are provided. (4.59)	Accepted	<p>Structured Assessment of Risk and Need (SARN) reports delivered by East Psychology Services, are currently consulting with external companies to support the delivery of these reports in a timely manner. SARN training for report writers is planned for additional Forensic Psychologists and the eligibility criteria to write SARNs has been reviewed. Additional hours have been offered to both Psychology and Probation staff and work is being prioritised in regards to completion of parole reports.</p> <p>The Psychology team are putting / have the following measurements in to place :</p> <ul style="list-style-type: none"> • Overtime for appropriate staff to complete SARNs. 	Head of Reducing Reoffending	March 2018

			<ul style="list-style-type: none"> • Looking at alternative assessments that are suitable for commissioning purposes. • Additional SARN training has been provided to East area staff. • Psychology staff from other regions have been approached to provide resources to assist with our completions. • Prioritisation of SARNS will remain a focus. 		
--	--	--	---	--	--

Recommendations	
Accepted	32
Accepted Subject to Resources / Partially Accepted	7
Rejected	3
Total	42