



HM Prison &  
Probation Service

Action Plan: HMP Ranby

Action Plan Submitted 17 December 2018

A Response to the HMIP Inspection 4-15 June 2018

Report Published 18 October 2018

## INTRODUCTION

HM Inspectorate of Prisons (HMIP) is an independent inspectorate which provide scrutiny of the conditions for and treatment of prisoners. They report their findings for prisons and Young Offender Institutions across England and Wales to Ministry of Justice (MOJ) and Her Majesty's Prison and Probation Service (HMPPS). In response to the report HMPPS / MOJ are required to draft a robust and timely action plan to address the recommendations. The action plan confirms whether recommendations are agreed, partly agreed or not agreed (see categorisations below). Where a recommendation is agreed or partly agreed, the action plans provides specific steps and actions to address these. Actions are clear, measurable, achievable and relevant with the owner and timescale of each step clearly identified. Action plans are sent to HMIP and published on the HMPPS web based Prison Finder. Progress against the implementation and delivery of the action plans will also be monitored and reported on.

Term	Definition	Additional comment
Agreed	All of the recommendation is agreed with, can be achieved and is affordable.	The response should clearly explain how the recommendation will be achieved along with timescales. Actions should be as SMART (Specific, Measureable, Achievable, Realistic and Time-bound) as possible. Actions should be specific enough to be tracked for progress.
Partly Agreed	Only part of the recommendation is agreed with, is achievable, affordable and will be implemented. This might be because we cannot implement the whole recommendation because of commissioning, policy, operational or affordability reasons.	The response must state clearly which part of the recommendation will be implemented along with SMART actions and tracked for progress. There <b>must</b> be an explanation of why we cannot fully agree the recommendation - this must state clearly whether this is due to commissioning, policy, operational or affordability reasons.
Not Agreed	The recommendation is not agreed and will not be implemented. This might be because of commissioning, policy, operational or affordability reasons.	The response must clearly state the reasons why we have chosen this option. There <b>must</b> be an explanation of why we cannot agree the recommendation - this must state clearly whether this is due to commissioning, policy, operational or affordability reasons.



ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP RANBY

1. Rec No	2. Recommendation	3. Agreed/ Partly Agreed/ Not Agreed	4. Response Action Taken/Planned	5. Responsible Owner	6. Target Date
	<b>Main recommendations</b>				
	<b>To the governor</b>				
5.1	The focus on violence and drug reduction should continue. Plans to reduce the availability of drugs and violence should be embedded and their impact measured. (S46)	Agreed	<p>HMP Ranby will continue to embed and strengthen our strategies around violence and drug reduction analysing and measuring impacts and applying processes to effectively monitor and change outcomes. Significant drivers supporting this approach are three principal forums which will ensure that the violence reduction strategy and Substance Misuse Strategy (SMS) are embedded as part of the core values of the establishment. These are:</p> <p>Security Meeting (local tactical board) – Analysing all data, analysing all intel and providing objectives that will disrupt the influx of drugs and disorder.</p> <p>Safer Custody Meeting – Analysing all data again coming up with objectives that support those that have been bullied whilst confronting those committing violence. The use of the Challenge, Support and Intervention Plan (CSIP) is key to this work.</p> <p>Substance Misuse Meeting – This meeting will review and measure data from Security on supply reduction for drugs and review effective clinical aspects of treatment, thus reducing demand.</p> <p>All incidents of violence are investigated by wing managers with the support of the safer custody team using CSIP, victims are supported and the perpetrators are either placed on a plan, adjudicated or referred to the police. We measure this activity through morning briefings, the performance meeting and safer custody meeting agenda item and through the local tactical assessment. This is held every month to evaluate all intelligence, identifying risks and developing key threats. This is then cascaded to the local tactical board (security meeting).</p>	<p>Governor</p> <p>Governor</p> <p>Governor</p> <p>Governor</p> <p>Governor</p>	<p>January 2019</p> <p>Complete &amp; Ongoing</p> <p>Complete &amp; Ongoing</p> <p>Complete &amp; Ongoing</p> <p>Complete &amp; Ongoing</p>



			<p>We will hold regular prisoner forums to discuss an array of subjects, including perceptions of violence and how safe prisoners feel. The Safer Custody Team will continue to engage with the prisoner population and the Prisoner Council.</p> <p>To embed these processes, we will provide the following:</p> <p>Staff training in Five Minute Intervention (FMI) (which teaches staff to use ten specific skills in their conversations, shaping them into an opportunity for positive reinforcement or challenge) and staff briefings about local and national policy. This is displayed both on our intranet and gate display. This will support our staff and provide them with the necessary skills and information to understand the pressures and challenges for HMP Ranby and the strategic and cultural levers required to develop enabling environments and drive positive change.</p> <p>HMP Ranby's over-arching strategy is to continue to focus on the reduction of violence and substance misuse through analysis, review and proactive planning to deliver effective outcomes through Ranby's operational teams. This will be supported through the pillars of the three strategic meetings. These forums will exchange information and co-operate to deliver a co-ordinated approach in which delivery outcomes are informed by and compliment the work of other functions. Effective processes and services to challenge, manage and support prisoners will be used and staff will be consistently briefed and receive training to fully embed the changes.</p>	Governor	Complete & Ongoing
				Governor	January 2019
5.2	<p>Prisoners subject to ACCT procedures should be better assessed and monitored. Planning should be improved and should include effective care planning and better attendance at review meetings.</p> <p>Recommendations arising from the PPO's investigation into previous</p>	Agreed	<p>HMP Ranby will ensure that staff who are responsible for case managing Assessment, Care in Custody and Teamwork (ACCT) documents have completed the reviewed ACCT Case Management course and we will review our process for scheduling ACCT reviews to improve continuity and attendance. The Quality Assurance (QA) process will form part of the Control Framework which is monitored by the Senior Management Team. Trends from the QA process are an agenda on the Safer Custody meeting where appropriate actions and challenges are identified.</p> <p>Delivery of Prison and Probation Ombudsman (PPO) recommendations will be uploaded on to Insight to ensure progress is monitored and appropriate actions</p>	Governor	January 2019
				Governor	Complete & Ongoing



	deaths should be implemented consistently. (S47)		<p>delivered. This will be monitored through the Performance Meeting and Safer Custody meeting.</p> <p>(Insight - Insight4GRC is a cloud based governance, risk management and control system which provides transparency across the group and enables sites to evidence their deliverables and assurances within the system.)</p>		
5.3	<p>Psychosocial interventions for prisoners with substance misuse problems should be sufficient to meet their individual and group treatment needs. Drug recovery workers should attend relevant multidisciplinary meetings, including regular individual treatment reviews. (S48)</p>	Agreed	<p>The Pillars of Recovery intervention will be delivered on a rolling programme whilst the Breaking Free intervention will be launched through virtual campus. The capacity of available places and frequency of these interventions will be subject to ongoing review to ensure the interventions are of sufficient quantity to meet the demand.</p> <p>The SMS lead will monitor and review substance misuse to ensure that all aspects of delivery within SMS are met, this is part of the agenda for the local delivery board meeting with the Deputy Governor and healthcare providers, it will also feature in the newly redesigned drug strategy meeting, Any actions will then be recorded and monitored through performance meetings and bilats.</p> <p>Training will be provided for Recovery Workers in relation to Multidisciplinary Drug Team (MDT) working e.g. ACCT refresher training to encourage participation in ACCT reviews.</p> <p>Partnership working with prison colleagues will be encouraged and promoted through joint meetings. Drug recovery workers will attend when required the 13-week reviews.</p>	<p>Governor</p> <p>Governor</p>	<p>March 2019</p> <p>February 2019</p>
5.4	<p>Offender supervisor contact should be improved, particularly for prisoners presenting a high risk of harm. Contact should be meaningful and focus on risk reduction and progression. (S49)</p>	Agreed	<p>Once Offender Management in Custody (OMiC) is implemented Prison Offender Managers and Probation Offender Managers will be in place to manage high risk offenders.</p> <p>In our transitional arrangements we currently have five dedicated Offender Supervisors who are supporting our six Probation staff in dealing with high risk prisoners as a priority, as well as managing a caseload.</p>	Governor	August 2019



			Recruitment has been completed to bring us up to our Prison Offender Manager (POM) staffing target of 13, with all staff anticipated to be in post by middle of January 2019.	Governor	January 2019
	<b>Recommendations</b>				
	<b>To HM Prison and Probation Service</b>				
	<b>Reducing risk, rehabilitation and progression</b>				
5.5	All prisoners arriving at HMP Ranby should have an up-to-date and good quality OASys report and sentence plan to inform their allocation and promote progression. (4.21)	Not Agreed	<p>This recommendation is not agreed. There has been a review of Offender Management in custody (OMiC). The new model will move the resource for Offender Assessment System (OASys) report completion into the training and resettlement estate and away from local and reception prisons where it currently sits.</p> <p>As part of the OMiC model implementation prisons are being asked to develop and implement plans to reduce their OASys backlogs for those assessments they are responsible for. This should result in the numbers of prisoners transferred to HMP Ranby without an up-to-date OASys being reduced. The full introduction of the new model will be dependent on Probation Officers moving into prisons as responsibility for offender management moves from the community into custody during the custodial part of the sentence. The National Probation Service is also aware of this issue and is working to clear the backlog of OASys assessments they are responsible for.</p> <p>Roll out of the new OMiC model has started for the key worker element in all male closed prisons. Key worker sessions will only start once there are sufficient staff in post who have completed the key worker training. HMPPS are currently working through the roll out schedule for the case management element of the model. This element of the model and the transition period is being managed by Divisional Implementation Boards, with a target to start the full model implemented by September 2019.</p> <p>HMP Ranby currently receives prisoners from local establishments whose responsibility it is to complete individual OASys reports until the OMiC model is</p>	Director Public Protection Group Governor	



			fully introduced. The prison is therefore not able to guarantee that every prisoner received will have an appropriate OASys at the time of arrival.		
5.6	The number of hostel places for HDCs should be increased so prisoners can be released on their earliest eligibility date. (4.22)	Partly Agreed	<p>This recommendation is partly agreed as after April 2019 there is some scope for further expansion in Bail and Accommodation Support Service (BASS) accommodation. However, further procurement is subject to housing being available and key stakeholders including Police and the local authority being supportive. It may also not be in the immediate release area of HMP Ranby.</p> <p>The Authority funds Home Detention Curfew (HDC) bed spaces through the BASS service and does not provide “hostel” facilities.</p> <p>A new BASS contractor commenced in June 2018 and a high percentage of the existing estate has been retained. The new supplier is therefore performing over contracted levels, but will have to secure a further 21 bed spaces for December 2018.</p> <p>The new contract provides the provision for the Authority to specify sourcing areas. London and Sussex areas have been listed for priority sourcing and the supplier is commencing the procurement processes to achieve this.</p> <p>The new national contract has some provision to expand further after December within the current resource level. Should the demand continue at current levels this clause will be exercised.</p>	<p>Bail and Accommodation Support Service Senior Contract Manager</p> <p>Bail and Accommodation Support Service Senior Contract Manager</p>	<p>April 2019</p> <p>December 2018</p>
5.7	Category D prisoners should be able to move to open conditions without delay – the number of places should be increased and the availability of transport should be more flexible. (4.31)	Partly Agreed	<p>This recommendation is partly agreed. GEOAmev are responsible for the collection and delivery of Inter Prison Transfers (IPT) as required through the HMPPS population management booking system. Prison Escort Contract Services (PECS) along with HMPPS Population Management Unit (PMU) have agreed levels of court escort resources to meet Inter prison service requirements. This capacity currently meets HMPPS demands. All IPT bookings are made between PMU and the establishment and as such volume or transfer requirements are not made by the contractor.</p> <p>Whilst HMPPS acknowledges the importance of transfers to open prisons to ensure prisoners are held in prisons that match their security category and associated level of risk to the public there is currently no commitment to expand the number of open prison places in the estate.</p>	Director Prison Escort Contract Service Director Prison Estate Transformation Programme	Complete & Ongoing



			<p>Currently places are not always where there is the greatest demand. HMP Ranby has a high number of category D prisoners who could be held in open conditions as they work towards their release. Transfers to such establishments are not always practicable however, as the availability of spaces in the open prison estate mean that to facilitate a progressive transfer may result in a prisoner being moved to an establishment which is far from their home area. HMP Ranby does ensure category D men are regularly transferred to open prisons HMP Sudbury in Staffordshire and HMP Spring Hill in Buckinghamshire.</p> <p>As part of the prison reforms we will be reorganising the existing estate so that we are using it as effectively as possible. This will continue through to March 2021. We want to ensure prisoners are held in environments that match their needs and risk, and address the current imbalance in the estate between capacity and demand for certain prison places.</p>	Director Prison Estate Transformation Programme	March 2021
	<b>Recommendations</b>				
	<b>To the governor</b>				
	<b>Early days in custody</b>				
5.8	All prisoners should receive all relevant elements of the induction programme. (1.7)	Agreed	<p>HMP Ranby's induction process will ensure all relevant elements are delivered to prisoners.</p> <p>All prisoners are placed on to the sequencing and pathway database indicating what work they are interested in by the Education department. All other elements of the induction process will be recorded on to the prisoners training file in the Activities department prior to allocating of a work area. This process will be monitored by the Activities Manager.</p> <p>If a prisoner has not completed all elements of the induction process, the Activities Manager will inform relevant stakeholders. This information will be discussed and monitored through the reducing re-offending meeting.</p> <p>This will be recorded in their training file within Activities.</p> <p>We will undertake to review and implement a revised Safer Custody element as part of the induction process.</p>	Governor	January 2019
				Governor	January 2019



	<b>Managing behaviour</b>				
5.9	Special accommodation records should provide a comprehensive record of observations and occurrences. (1.22)	Agreed	<p>Guidance on completing special accommodation paperwork will be distributed to Operational Managers.</p> <p>Once completed special accommodation documentation will be quality checked daily by the Head of Safety.</p> <p>The quarterly Segregation Monitoring and Review Group (SMARG) meeting will discuss any lessons learned around observations and occurrences and communicate this to managers and staff as appropriate.</p>	Governor  Governor	January 2019  January 2019
5.10	The prison should monitor the usage, conditions, occupancy and regime of the segregation unit to improve conditions, identify trends and patterns of usage and address any identified concerns. (1.25)	Agreed	<p>Terms of reference for the Segregation Monitoring and Review Group (SMARG) meeting will be reviewed to ensure full monitoring of the segregation unit. A meeting will take place quarterly which will enable that group to make qualified, informed decisions in respect of the usage condition, occupancy and regime of the segregation unit to ensure decent conditions.</p> <p>An operational manager conducts daily rounds within the segregation unit, visits all occupants and will check any relevant paperwork within the segregation unit.</p> <p>There will be an individual risk assessment for each prisoner located in the segregation unit to consider appropriate and potential enhancements to their regime, including access to association, gym and religious attendance.</p>	Governor	January 2019
	<b>Staff-prisoner relationships</b>				
5.11	The enabling environment on house block 3 South should be monitored to establish whether it improved relationships and behaviour. (2.5)	Agreed	<p>A full assessment will be completed after 12 months of the Enabling Environment (EE) introduction. This will be conducted by regional psychology services in conjunction with Safer Custody.</p> <p>Noise levels and poor behaviour will be appropriately challenged by residential staff and Incentive and Earned Privileges (IEP) warnings will be utilised if needed.</p>	Governor	February 2019
	<b>Daily life</b>				



5.12	Prisoners should not be required to share cells designed to accommodate one person. (2.11)	Not Agreed	<p>This recommendation is not agreed as for the foreseeable future, and in common with other prisons, it will be necessary for HMP Ranby to operate with an operational capacity that involves a level of crowding above its Certified Normal Accommodation.</p> <p>As part of prison reform, the long-term goal is to reduce crowding, while maintaining sufficient capacity in the prison estate to manage the demands of the courts and the sentenced population as efficiently as possible. This level is kept under constant review, considering fluctuations in the prison population and useable capacity across the estate. The prison ensures that this level of operational capacity is set to reflect the provision of safe and decent accommodation and the operation of suitable regimes and that levels of crowding in prisons are carefully managed.</p> <p>The occupancy of prison cells is determined by the Governor of each prison and, where cells are proposed for sharing when they were originally designed for single occupancy, this is certified by the relevant Prison Group Director in accordance with Prison Service Instruction (PSI) 17/2012, which provides clear guidelines for determining cell capacities.</p>	Director Prison Estate Transformation Programme Governor	
5.13	The prison should explore and address prisoners' negative perceptions of the confidentiality of the applications and complaints processes. (2.25)	Agreed	<p>A full review of the application process is to take place, which will include a tracking process, along with consultation with the Prison Council and wing focus groups.</p> <p>The role of the Prisoner Information Desk (PID) workers within the application process will be re-assessed to ensure confidentiality.</p> <p>Our success in improving the applications system will be evidenced by the reduction of inappropriate complaints, which will be measured through our QA process. We will additionally undertake further regular consultation with the Prison Council to measure progress of the system and improvements in perceptions by prisoners.</p>	Governor  Governor	March 2019  February 2019
5.14	Legal visitors should be able to interview their clients in private. (2.26)	Not Agreed	<p>This recommendation is not agreed. At this present time all Legal Visits are held in our visits room. Due to financial constraints there are no plans to redesign the visits room for the foreseeable future.</p> <p>The number of visits are capped to ensure a degree of privacy for legal consultation. Staff are fully aware of the rules of sight but out of sound and therefore position themselves and visitors accordingly.</p>	Governor	



	<b>Equality, diversity and faith</b>				
5.15	Equality monitoring tool data should be sent to the prison promptly and any adverse data should be swiftly investigated. (2.33)	Partly Agreed	This recommendation is partly agreed because Hub Data is only made available to each prison regional area at quarterly periods in line with Prison and Probation Analytical Services (PPAS) publications. PPAS uploads Prison Equality Data onto the hub two months after the end of the quarter to which the data refers to due to quality assurance measures that are undertaken when the initial data is received. Therefore, HMP Ranby are unable to receive this data more quickly than this timeframe, HMP Ranby will however act quickly on issues identified by the equalities monitoring tool data as soon as this is made available to the prison. In the absence of national data, HMP Ranby will develop processes for local data and themes to be analysed to deliver a prompt response to equalities and diversity issues.	Governor HMPPS Equalities Prison and Probation Analytical Services	January 2019
5.16	DIRFs should receive a prompt response. (2.34)	Agreed	An acknowledgment will be sent within 5 days of the Discrimination Incident Report Form (DIRF) being received and wherever possible a full response to the complaint will also be provided within this timeframe. Where DIRF's require further investigation, an interim response will be provided with a suggested date when the full response can be expected this will usually not exceed 14 days from the date the DIRF was received. Tracking systems will monitor DIRF quality and timeliness of replies and reasons for any delay which will feed into both the performance meeting and the equalities meeting. Effective monitoring will be conducted by the Head of Equalities.	Governor	January 2019
5.17	Arrangements should be made so that prisoners can disclose their protected characteristics in confidence. (2.45)	Agreed	Equality Peer Advisors (EAP) are provided in Reception to meet with all new arrivals. The meeting takes place in a private consultation room on a one-to-one basis. The EAP will record the data on a set equalities form. This will be signed by the individual concerned to confirm that they are content with the entries. The form is then returned to the equalities department. If the prisoner is not prepared to engage in this process with the EAP they will be offered the opportunity to disclose information about their protected characteristics to a member of staff. All advisors receive training and supervision from equalities staff and management. The Head of Equalities will monitor this on a bi-monthly basis via the Equalities meeting.	Governor	January 2019



5.18	The prison should ensure the service of halal food is appropriate. (2.46)	Agreed	HMP Ranby has provided guidance for the serving of all Halal food. An assurance process is being put in place which will include the Catering Manager conducting physical checks on all serveries to ensure that correct procedures are being carried out. They will also ensure correct training arrangements for both staff and prisoners working in that area. The Imam will raise any concerns directly with the Catering Manager. This will be conducted by the Catering Manager monthly and recorded in the wing serveries diaries.	Governor	January 2019
5.19	The needs of prisoners with disabilities should be met and should include the provision of reasonable adjustments, up-to-date evacuation plans and wing care plans. (2.47)	Agreed	<p>A template care plan will be put in place which will incorporate any adaptation of cells that are required. This will be undertaken on an individual basis.</p> <p>The Personal Emergency Evacuation Plans (PEEPs) are in place but there is a need to ensure there is a review process and any subsequent action required is taken to meet the needs of the individual.</p> <p>PEEPS, care plans and the needs of disabled prisoners supported by these processes will be discussed and evaluated at the Equalities Action Team (EAT) meeting, held quarterly. Any immediate needs will be highlighted by the Head of Equalities to the Governor.</p>	Governor  Governor	January 2019  January 2019
5.20	Provision for younger prisoners should be developed in consultation with this group. (2.48)	Agreed	HMP Ranby will build upon the already established younger prisoner's forum. This will review the provision for prisoners under the age of 25 based on consultation with this group. Residential staff now evaluate Incentives and Earned Privileges (IEP) basic levels and this information is used in the analysis of protected characteristics groups including the under 25-year-old group and identifies any disproportionality of treatment. It is evident the under 25 age group can be more problematic, but through improved consultation and analysis of equalities data we will ensure IEP is applied appropriately. Data and outcomes for the under 25 prisoner group will be reviewed quarterly at the EAT meeting and future inconsistencies will be investigated.	Governor	January 2019
	<b>Health, well-being and social care</b>				
5.21	The memorandum of understanding for social	Agreed	HMP Ranby will ensure that the memorandum of understanding (MOU) is reviewed and will take in to account any outstanding referrals which will form part of the updated MOU to be agreed by all stakeholders. Prisoners subject to	Director Nottinghamshire Healthcare NHS	January 2019



	care should be reviewed and updated. (2.78)		social care support and the progress of referrals will be managed by the Head of Equalities in conjunction with Healthcare and issues monitored through the EAT meeting.	foundation trust Governor	
5.22	Patients with mental health conditions should have prompt access to evidence-based treatments, including psychotherapeutic groups, to meet their needs. (2.85)	Agreed	<p>HMP Ranby's Healthcare provider will recruit a Psychological Wellbeing Practitioner (PWP) for the therapeutic IAPT (Improving Access to Psychological Therapies) service to be provided.</p> <p>A psychology student will be joining the team two days per week to run step two and step three interventions for two years.</p> <p>HMP Ranby's Healthcare provider will plan group interventions as part of the new wellbeing agenda. The wellbeing agenda is an accumulation of the recovery and involvement agenda which is already provided and evidenced by the <i>Time for You</i>.</p>	Director Nottinghamshire Healthcare NHS foundation trust Governor	<p>March 2019</p> <p>January 2019</p> <p>January 2019</p>
5.23	Opiate substitution prescribing should be flexible, based on individual needs and conform to national guidelines. Opiate substitution should be administered in a timely fashion so prisoners can attend work and health appointments. (2.93)	Agreed	<p>HMP Ranby's Healthcare provider have successfully implemented AM and PM opiate substitution administration to reduce time pressures which allows prisoners to attend the workplace as well as undertake therapeutic activities without the concerns of not receiving their appropriate medication.</p> <p>Those patients who require alternative opiate substitution prescribing will be individually prescribed an alternative which will be reflected in an individual treatment plan.</p>	Director Nottinghamshire Healthcare NHS foundation trust Governor	January 2019
5.24	All cells should have individual lockable storage facilities for medicines. (2.100)	Agreed	<p>A programme is already underway to ensure that all cells have individual lockable storage facilities for medicines.</p> <p>Each prisoner has a risk assessment to assess if there is any risk in them being allowed to have in possession medication. There is a schedule in place that is reviewed annually. Healthcare also monitor changes in personal circumstances, i.e. a change of risk due to ACCT or failed check for ad-hoc medication. Under these circumstances prisoners will be immediately reviewed to assess if they should still have in-possession medication.</p>	Director Nottinghamshire Healthcare NHS foundation trust Governor	August 2019



5.25	A published out of hours' policy should be introduced. (2.101)	Agreed	HMP Ranby's Healthcare provider will ensure that an out of hour's policy will be developed as part of the directorate drugs and therapeutic agenda which will feed into the local drugs and therapeutic meeting for local implementation. Medication stock lists will be reviewed to improve the range of medications which are available on site which will reduce the requirement for out of hours.	Director Nottinghamshire Healthcare NHS foundation trust Governor	March 2019
5.26	The drugs and therapeutics committee should ensure that there are robust up- to-date controlled drugs SOPs, which ensure legal requirements and best practice are followed. (2.102)	Agreed	HMP Ranby's Healthcare provider will ensure that all updated procedures will be ratified at the next directorate drugs and therapeutic meeting in September. All policies and standard operating procedures (SOPs) are available on Connect, which is the trust intranet. This will be managed by the drugs and therapeutic committee and any concerns will be highlighted to the operational delivery meeting, with any subsequent non-compliance to the contract review meeting if the guidelines around SOPs are not met.	Director Nottinghamshire Healthcare NHS foundation trust Governor	January 2019
5.27	All prisoners on the waiting list should receive prompt access to dentistry following the installation of new equipment. (2.105)	Agreed	HMP Ranby will purchase and install the new chair. Funding has been agreed and remedial works have commenced in preparation to receive the new chair. Once the chair has been fitted the dental service will initiate a recovery plan which will include one extra clinic per week to reduce the backlog of men waiting to be seen.  Waiting lists will be reviewed by both Notts Health Care Trust and the establishment, who will monitor these, through the local delivery board meeting monthly.	Director Nottinghamshire Healthcare NHS foundation trust Governor	March 2019
5.28	Library and gym use should be monitored so that data can be obtained on which groups of prisoners are less likely to visit the facilities to inform remedial action. (3.11)	Agreed	Attendance data is now being collated by the relevant areas. This will now allow the Reducing Reoffending meeting to amend the terms of reference which will include the data to inform the uptake of the gym & library and the groups that are attending. By using this data there will be discussion in to how provision can either be improved to increase attendance for certain groups and to ensure fairness to all. We will also be able to identify any gaps within the service that may need adding to the provision. This work will assist the Head of Reducing Reoffending to consider any required regime changes which may be required.	Governor	March 2019
	<b>Education, skills and work activities</b>				



5.29	Prison and college managers should ensure that teaching continues to improve by extending quality assurance procedures to the vocational training delivered by the college's external partners. (3.21)	Agreed	<p>HMP Ranby will extend quality assurance procedures to sub-contractors and review in Education Performance meeting monthly with the provider.</p> <p>This will be monitored at the monthly Education Performance Meeting, by reviewing outcomes and trainer performance using the well-established and robust Teaching Learning and Assessment procedures, which includes lesson and desktops observations and learning walks. Any negative outcomes or failure to progress will result in a review of the contract compliance as well as a review of the course and qualification offered.</p>	Director of Milton Keynes College Governor	Complete & Ongoing
5.30	There should be enough activity places for all eligible prisoners to be allocated to education, work or training. (3.23)	Agreed	All prisoners who are required to engage with work or education will be allocated purposeful activity once they have completed the induction process. Those prisoners that refuse to engage in activities will be managed through the IEP process and a withdrawal of pay.	Director of Milton Keynes College Governor	February 2019
5.31	Monitoring arrangements should ensure prisoners attend scheduled activity sessions or return to them if they leave an activity to attend a medical or other appointment. (3.24)	Agreed	<p>All appointments will be recorded on the unlock lists which identify what appointments prisoners are required to attend. Only those that return to work after their appointments will be paid for their full session by activity place staff.</p> <p>A review will take place to assess the effectiveness of the movement slip system to maximise attendance at scheduled activity sessions following appointments.</p>	Director of Milton Keynes College Governor  Governor	February 2019  February 2019
5.32	A detailed and comprehensive curriculum needs analysis should be undertaken to inform education, skills and work provision. (3.23)	Agreed	<p>A detailed needs analysis will be undertaken to inform the provision of appropriate learning, skills and work, including employment information to identify any gaps in the current curriculum.</p> <p>This will be completed annually, as well as responding to emerging employment opportunities and will be discussed as a standing agenda item on the monthly Education Performance Meetings, so we can react swiftly where required to ensure maximisation of training and employment options are added to the curriculum.</p>	Director of Milton Keynes College Governor	April 2019
5.33	Technical difficulties with the virtual campus should be resolved so that staff	Agreed	HMP Ranby are currently arranging for extra cabling to be placed in the establishment to ensure delivery of the virtual campus. Timescales for	Director of Milton Keynes College Governor	April 2019



	can use the facility to help prisoners find work after their release. (3.24)		<p>completion are dictated by the service provider British Telecom (BT) but the intention is to resolve this issue at the earliest opportunity.</p> <p>Once the cabling work has been completed prisoners at HMP Ranby will benefit from the virtual campus which will enhance the learner experience and ability to research and look for employment in preparation for release.</p>		
5.34	Tutors should make regular and frequent checks on what prisoners have learned, especially in vocational training sessions, through, for example, better use of question and answer techniques. (3.32)	Agreed	A regular continuous professional development training programme will be put in place, reviewed and assessed against lesson and desktop observations across Education and partner providers. Outcomes will be reported on and improvements assessed in the monthly Education Performance meeting.	Director of Milton Keynes College Governor	December 2018
5.35	Prisoners undertaking routine, mundane work in the commercial workshops should be able to develop higher-level skills to better prepare for work. (3.33)	Agreed	HMP Ranby will investigate employability qualifications for use in all work areas and implement these where they can be delivered based on the outcome of a needs analysis. This will be undertaken by the Reducing Reoffending function which will consider how we can develop higher level skills if applicable in existing commercial workshops. Where necessary we will ensure this is linked in to any sentence planning requirements with the Offender Management Unit (OMU) department.	Governor	September 2019
5.36	Prisoners' punctuality should be improved and prisoners should move swiftly to their scheduled activity. (3.39)	Agreed	HMP Ranby will deploy sufficient staff to the line route to ensure there are no delays to the regime and improve punctuality. Custodial Managers (CMs) will monitor staff that do not challenge prisoners. The CMs will oversee the line route centrally and movement to activities off each individual house block.	Governor	January 2019
5.37	Achievement rates on the few underperforming courses should be improved in line with those of other vocational and classroom-based courses. (3.43)	Agreed	<p>HMP Ranby will ensure that performance is monitored, reasons for underperformance are established and remedial actions taken to improve this.</p> <p>This will be monitored at the monthly Education Performance Meeting, by reviewing outcomes and trainer performance using the well-established and robust Teaching Learning and Assessment procedures, which includes lesson and desktops observations and learning walks. Any negative outcomes or</p>	Director of Milton Keynes College Governor	January 2019



			failure to progress will result in performance management procedures being triggered as well as a review of course and qualification offered.		
	<b>Children and families and contact with the outside world</b>				
5.38	Prisoners should be supported in maintaining contact with their family. (4.8)	Agreed	<p>A comprehensive Family and Significant Others strategy based on the 19 recommendations from the Lord Farmer review will be produced. As part of this a local needs analysis will be completed.</p> <p>A Fathers Inside course will be introduced.</p> <p>We will introduce a new family engagement worker who will be present on all domestic visits and family days.</p> <p>These actions will assist HMP Ranby to deliver a robust family contact pathway and increase awareness amongst all staff enabling them to better support prisoners.</p>	Governor  Governor  Governor	March 2019  March 2019  March 2019
	<b>Reducing risk, rehabilitation and progression</b>				
5.39	The reducing reoffending strategy should be based on a comprehensive needs analysis to ensure that resettlement and offender management provision meets the diverse population's needs. (4.20)	Agreed	A needs analysis survey will be completed and responses evaluated to inform the Reducing Reoffending strategy. The survey is designed to cover all the pathways and will be used to inform and involve all stakeholders of gaps in provision. This analysis will be undertaken annually. Any changes will be incorporated into the review of the reducing reoffending strategy to ensure it is consistently meeting the contemporary resettlement needs of HMP Ranby's prisoners.	Governor	February 2019
5.40	The effectiveness of the IDRMT should be improved – staff from all relevant departments should attend meetings,	Agreed	HMP Ranby will undertake a review of the terms of reference of the Inter Departmental Risk Management Team (IDRMT) meeting to include mandatory attendance. We will ensure that any actions are captured and shared including with outside agencies prior to discharge. This will be undertaken by the Head of Offender Management who will ensure high risk cases are dealt with at this	Governor	January 2019



	and reviews of all high-risk prisoners due for release should be undertaken so information can be shared, robust action plans developed and progress monitored. (4.27)		meeting. The Senior Probation Officer and Head of Offender Management will ensure its effectiveness is measured and escalated to the Governor via the bilat process.		
	<b>Interventions</b>				
5.41	A comprehensive strategy should be developed to provide progression opportunities for prisoners who are not offered a place on an accredited programme. (4.35)	Agreed	<p>A strategy will be developed to incorporate both accredited and non-accredited offending behaviour programmes which will be used to support prisoner's progression.</p> <p>Commissioners have been approached to help support identified unmet needs and the provision of non-accredited programmes for those prisoners not identified as priority cases.</p> <p>We plan to introduce is the Building Better Relationships (BBR) programme in 2019.</p> <p>This work will enable improved contribution to sentence plans and sequencing of pathways to enable further prisoner development.</p>	<p>Governor</p> <p>Governor</p> <p>Governor</p>	<p>December 2019</p> <p>February 2019</p> <p>April 2019</p>
	<b>Release planning</b>				
5.42	Resettlement plan reviews should be undertaken for all those nearing their HDC eligibility date to ensure they do not miss out on receiving help, guidance or support in preparation for their release. (4.41)	Agreed	<p>Community Rehabilitative Companies (CRC) providers will use the Home Detention Curfew (HDC) eligibility date to ensure that prisoners are seen twelve weeks prior to HDC release.</p> <p>The Head of Offender Management Unit (OMU) will ensure that Nomis is fully updated regarding HDC.</p> <p>CRCs will then access Nomis to ensure they see the required prisoners. The assurance will be provided by monthly reports to the Head of Reducing Reoffending, which will be scrutinised at the Reducing Reoffending meeting.</p>	<p>Director Derbyshire, Leicestershire, Nottingham &amp; Rutland CRC Governor</p>	<p>January 2019</p> <p>January 2019</p>



<b>Recommendations</b>	
Agreed	36
Partly Agreed	3
Not Agreed	3
<b>Total</b>	<b>42</b>

