



Ministry of JUSTICE

National Offender
Management Service

Process for Opening, Closing or Re-Designating Industrial Workshops (including charity workshops) and Laundries		
This instruction applies to :-		Reference :-
NOMS Agency staff (Headquarters) HM Prisons		PSI 05/2012
Issue date	Effective Date	Expiry Date
2 March 2012	2 March 2012	28 February 2016
Issued on the authority of	NOMS Agency Board	
For action by	Governing Governors and (OSCG Group) Prison Industries Team Leaders	
For information	Directors, Deputy Directors of Custody, Heads of Learning and Skills, Workshop Managers	
Contact	Bill Davie, Chief Operating Officer Prison Industries (bill.davie@noms.qsi.gov.uk)	
Associated documents	PSO 7700	
Replaces the following documents which are hereby cancelled :- PSI 24/2009 – (Hard copies in libraries must be retained and cross referenced as there will be no hard copies of this PSI printed).		
Audit/monitoring : Offender Services Co-Commissioning Group (Prison Industries)		
Introduces amendments to the following documents. This is a re-issue of PSI 24/2009, there are no changes. <i>Copies held on the HMPS Intranet will be replaced hard copies must be cross referenced locally.</i>		

Process for opening, changing or closing industrial workshops, charity workshops and laundries

1. Executive summary

Background

- 1.1 *In line with the aim of delivering continual improvement, this instruction sets out requirements that must be followed when establishments or OSCG (Prison Industries) wish to:*
- a. *Open a new industrial workshop, charity workshop or laundry;*
 - b. *Close an industrial workshop, charity workshop or laundry; or*
 - c. *Make major changes to an existing industrial workshop, charity workshop or laundry, including changes in supplying the internal and external markets, changes in operating hours, capacity or output.*
- 1.2 The template for use in the decision making process is at [Annex A](#).

Performance Standards

- 1.3. The requirements of this PSI are reflected in Performance Standard 12 (Prison Industries) issued April 2009 – Baseline 1 refers.

Impact and Resource Assessment

- 1.4 The aim of this instruction is to improve overall efficiency within the Prison Service by ensuring that the corporate effects of local decisions regarding changes to industrial workshops, laundries or charity workshops are considered. The instruction will allow the costs to be evaluated and ensure the best use of resources, including capital plant.

Application

- 1.5 The information required provides all managers with a decision-making process that is robust, consistent and takes due account of Prison Service needs.
- 1.6 The process of evaluating and recording decision outcomes by OSCG (Prison Industries) will not involve additional resources.

Mandatory Action

- 1.7 *Governing Governors and OSCG (Prison Industries) must ensure that the mandatory procedures and practices are brought to the attention of relevant staff and trade unions. All decisions to open, change or close an industrial workshop, charity workshop or laundry must be subject to the decision making process, to ensure that the overall impact of change is properly assessed. All proposals must carry the supporting signature of the Governing Governor of the establishment.*

Audit and Monitoring

1.8 This PSI will be subject to compliance testing by self-audit arrangements.

2. Operational instructions

2.1. *Proposals for opening, changing or closing industrial workshops, charity workshops or laundries must be supported by a simple business justification (templates at Annex A) that addresses the following:*

- *The reason for wanting closure, opening etc – [Annex A \(i\)](#) to be used for changes to existing workshops including closure and [Annex A \(ii\)](#) to be used when new workshops are to be opened;*
- *What will replace it (i.e. how will the actual physical space be utilised)?*
- *How the same or increased number of activity hours and accredited qualifications for prisoners will be provided;*
- *What will happen to the capital investment (i.e. machinery etc) and*
- *What – if any – new capital investment is required.*
- *What impact the proposed changes may have on the diversity of the prisoner population including confirmation that a single equality Impact Assessment has been considered.*
- Confirmation that local trade union representatives have been consulted about the proposals, in line with Standard 27, Employee Relations.

In some circumstances, a full business case may be required for example where there is a need for capital investment.

2.2 *Where an establishment proposal might result in a reduction in workshop or laundry capacity or production, affect the internal supply chain, or increases overall costs to the Service, advice must be sought from OSCG (Prison Industries) before any decision is made.*

2.3 It is envisaged that most proposals to open, change or close an industrial workshop, charity workshop or laundry will be supported. However in cases where there will be a significant corporate impact to the Prison Service in any closure, and the production or service cannot be moved efficiently and effectively elsewhere, OSCG (Prison Industries) will make a recommendation to the appropriate Director.

3. Contact

All queries regarding this PSI, including items for inclusion in future amendments and updates, should strictly be sent by E-Copy to Bill Davie – Chief Operating Officer Prison (bill.davie@noms.gsi.gov.uk) *The e-mail must be sent by the originator and their Governor must be copied in as this will represent their signatures.*

(signed)

Ian Poree
Director of Commissioning and Commercial, NOMS

Annex A (i)

**PROPOSAL TO CHANGE OR CLOSE AN EXISTING INDUSTRIES WORKSHOP,
CHARITY WORKSHOP OR LAUNDRY**

To be completed by the Establishment or OSCG (Prison Industries)

Establishment:

Date:

Name / Description of Workshop affected:		
What changes are proposed, including any replacement activity?		
Reason for the proposed changes:		
	Current activity	Proposed activity
Number of prisoners employed		
Number of Instructors employed		
Purposeful activity hours		
Type and number of qualifications delivered		
Revenue (indicate soft, hard or external)		
Total annual running costs (include staff costs, prisoner pay, utilities, materials, maintenance and transport)		
Products manufactured (indicate if internal market)		
Indicate what plans are in place for the disposal of any surplus machinery/equipment:		
What replacement machinery/equipment will be required? What will this cost, who will fund it and the ongoing maintenance? What services will be required?		
Provide details of the staffing consequences arising from the proposal and measures to resolve these issues:		

Please confirm that local trade union representatives have been consulted in line with Standard 27 Employee Relations

Please confirm that a single Equality Impact Assessment has been completed and there is no reason why the change cannot proceed

Yes No

If Yes, please attach a copy of the impact assessment with this form

If No, and it is considered that an impact assessment is not appropriate, please provide full justification

Has a Health and Safety Assessment been completed? Yes No
Please attach a copy of the document with this form

Other information:

Submitted by:		Date:
Name:	Signature:	Position:
Supported by:		
Name:	Signature:	Governing Governor
OSCG Evaluation:	Accept / Reject	
Comments:		
Name:	Signature:	Chief Operating Officer Prison Industries

**PROPOSAL TO OPEN AN INDUSTRIES WORKSHOP, CHARITY WORKSHOP OR
LAUNDRY**

To be completed by the Establishment or OSCG (Prison Industries)

Establishment:

Date:

Proposed workshop/laundry activity:		
Reason for requirement:		
	Proposed	Funding sources
Number of prisoners to be employed		
Number of Instructors to be employed		
Purposeful activity hours anticipated		
Planned revenue (indicate soft or hard)		
Set up costs (including capital investment)		
Annual cost of capital and depreciation		
Total annual running costs (include staff costs, prisoner pay, utilities, materials, maintenance and transport)		
Proposed products to be manufactured (indicate if internal market)		
Who will be responsible for product liability?		
Who will source the work?		
Storage and transport implications		
How will any waste product be disposed of?		
Type and number of qualifications to be delivered		
What equipment/machinery will be required? What will this cost, who will fund it and the ongoing maintenance?		

What additional services will be required and how will this be funded?		
How will the proposal meet prisoner needs and contribute to reducing re-offending?		
Provide details of the staffing consequences arising from the proposal and measures to resolve these issues:		
Please confirm that local trade union representatives have been consulted in line with Standard 27 Employee Relations		
Please confirm that a single Equality Impact Assessment has been completed and there is no reason why the change cannot proceed Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, please attach a copy of the impact assessment with this form		
If No, and it is considered that an impact assessment is not appropriate, please provide full justification		
Has a Health and Safety Assessment been completed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please attach a copy of the document with this form		
Other information:		
Submitted by:		Date:
Name:	Signature:	Position:
Supported by:		
Name:	Signature:	Governing Governor
OSCG Evaluation:	Accept / Reject	
Comments:		
Name:	Signature:	Chief Operating Officer Prison Industries