



HM Prison & Probation Service

Regime Management Planning		
This instruction applies to:- <i>(delete those not applicable)</i>	Reference:- <i>(delete those not applicable)</i>	
Prisons – Prison Service Instruction (PSI)	PSI 07/2017	
Issue Date	Effective Date <i>Implementation Date</i>	Expiry Date
15 September 2017	15 September 2017	
Issued on the authority of	HMPPS Agency Board	
For action by	<p>All staff responsible for the development and publication of policy and instructions <i>(Double click in box, as appropriate)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> HMPPS HQ <input checked="" type="checkbox"/> Public Sector Prisons <input type="checkbox"/> Contracted Prisons* <input type="checkbox"/> National Probation Service (NPS) Directorate <input type="checkbox"/> Community Rehabilitation Companies (CRCs) <input type="checkbox"/> Other Providers of Probation and Community Services <input checked="" type="checkbox"/> Governors <input type="checkbox"/> Heads of Groups <p>* If this box is marked, then in this document the term Governor also applies to Directors of Contracted Prisons</p>	
Instruction type	<i>Delete as appropriate - service specification support/delivery of non-specified service/service improvement/HR function/Finance function/legal compliance</i>	
For information	e.g. All staff, CRCs sub-contractors	
Provide a summary of the policy aim and the reason for its development / revision	Prisons need to have systems in place for the day to day management of staff resources and regime delivery, to ensure that regimes are Safe, Decent, Secure, Resilient and Sustainable. This instruction outlines a framework for local Regime Management Plans used to assist in the consistent and safe delivery of services within prisons.	
Contact	Policy Lead: Paul Addicott paul.addicott@hmpps.gsi.gov.uk	
Associated documents	Regime Management Plan Guidance	
Replaces the following documents which are hereby cancelled : NA		
Audit/monitoring:		
Mandatory elements of instructions must be subject to management checks (and may be subject to self or peer audit by operational line management/contract managers/HQ managers (delete as appropriate), as judged to be appropriate by the managers with responsibility for delivery. In addition, HMPPS will have a corporate audit programme that will audit against mandatory requirements to an extent and at a frequency determined from time to time through the appropriate governance.		

Introduces amendments to the following documents: NA

Notes: *All Mandatory Actions throughout this instruction are in italics and must be strictly adhered to.*

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1. Executive summary

- 1.1. Prisons need to have systems in place for the day to day management of staff resources and regime delivery, to ensure that regimes are Safe, Decent, Secure, Resilient and Sustainable. This PSI outlines a framework for local Regime Management Plans (RMP) used to assist in the consistent and safe delivery of services within prisons.

Background

- 1.2. Prisons will from time to time have to make difficult decisions on how they deploy limited staff resources to best facilitate activities and services. It is recognised that most prisons will already have systems in place for the day to day management of staff resources; however it is essential that we continue to improve and shape systems, to ensure that regimes are Safe, Decent, Secure, Resilient and Sustainable.

All RMPs must deliver the core requirements of the applicable legal framework, which in this context includes: the Prison Rules 1999, the Equality Act 2010, the Human Rights Act 1998, the Care Act 2014, and the Health and Safety at Work etc Act 1974. These legal requirements apply even when restricted operating states are in place within an establishment.

- 1.3. The RMP PSI or guidance does not remove the provisions of Bulletin 8 in respect of establishing Minimum Staffing Levels or the work permitted for OSG's/Band 2 Operational Staff to perform as set out in schedule 3 of PSI 42/97.

Desired outcomes

- 1.4. To ensure that all prisons produce a RMP which clearly sets out the full range of prisoner activities and services that will be delivered within the prison. The RMP will identify and communicate required staffing levels, safe operating procedures and processes to manage short and long term regime planning.
- 1.5. All RMPs will be agreed on the principle of matching planned delivery to the available resource; ranges of delivery and resource will be defined as 'regime operating states'.
- 1.6. The production of an establishment RMP, setting out the local core day, the range of prisoner activities that will be delivered and the level of staff resources normally required at all times, as well as how the regime will vary when staffing availability varies (both within normal operating parameters as well as when there are exceptionally severe and protracted shortfalls in staff availability).
- 1.7. *When devising a local RMP, each prison governor needs to consider how the regime should be tailored to meet the needs of prisoners with protected characteristics under the Equality Act 2010. This is a requirement under section 149 of the Equality Act 2010.*
- 1.8. Risks within the work environment are controlled in accordance with the Health and Safety at Work Act by linking Risk Assessments and Safe Systems of Work to the RMP.
- 1.9. Local operating procedures for the supervision and unlocking of prisoners are developed using the template provided within the RMP Guidance (Section B).

Application

1.10. This PSI applies to all Public Sector Prison establishments.

Mandatory actions

1.11. *All prisons must have a locally developed RMP to meet required outcomes of Risk Assessments that is tailored to the prison and readily available to staff.*

1.12. *Governors must ensure the RMP includes ‘Prison Activity and Services Information’ that provides a clear overview of the activities and services on offer. This must be developed using the template provided within the RMP Guidance (Section A).*

1.13. *The RMP must set out the delivery of activities and services in each of the following operating states:*

- *Green (Full delivery)*
- *Green - Amber (Majority of activities and services delivered)*
- *Amber - Red (Reduced but sustainable delivery of activities and services)*
- *Red - (Delivery of basic activities and services not sustainable beyond short term)*
- *Patrol / Night State*

1.14. *RMPs must include:*

- *‘Prison Activity and Services Information’ that provides a clear overview of the activities and services on offer.*
- *‘Prisoner Supervision and Unlocking Operating Procedures’ that will outline the required staff resource and communicate controls resulting from H&S risk assessments as stipulated within the Health and Safety at Work act 1974.*
- *‘Prison Regime Operating Procedures’ that provide an overview of delivery within each operating state and descriptions of the underpinning process used to manage regimes; it will also provide specific instruction for the management and planning of daily regime delivery.*
- *Minimum staffing levels set by the Governor in consultation with the Prison Group Director (PGD) after discussion with the local branch of the POA.*

Development

1.15. *The plan must be produced in consultation with stakeholders including service providers and unions. Local management and POA officials must engage meaningfully with the aim that the RMPs will be signed off by Governor and local POA.*

1.16. *Prisons must record and agree a log of constructive local engagement for each outcome with trade unions.*

1.17. *Where, despite best endeavours between local management and union officials, disputes arise during the creation or application of the RMP, the local disputes process must be followed.*

Deployment and review

- 1.18. *Prisons must record and proactively monitor their daily regime operating state (AM and PM for all days of the week and Evening Duties Monday to Friday).*
- 1.19. *A system must be in place to record and monitor any curtailment of the regime.*
- 1.20. *A process for the review of RMPs must be in place; as a minimum this must be on an annual basis.*

Resource Impact

- 1.21. The production of the RMP will have a resource impact, although for the most part this work will be consumed within normal project planning, during the design and implementation of new staff profiles. Where RMP development is being applied retrospectively, additional project time will be needed to ensure that required outcomes are met.



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2. Operational instructions

- 2.1. This PSI should be read in conjunction with the Regime Management Planning Guidance, which supports development and implementation:
- 2.2. Section A – Prison Activity and Services information – This section outlines the prisons plans for the delivery of activities and services to all staff and stakeholders. It includes the expectation for delivery when fully resourced and how delivery will be managed when operating with reduced resources.
- 2.3. Section B – Prisoner Supervision and Unlocking Operating Procedures –This section is for the use of all staff working in prisoner facing rolls. Controls and procedures are designed to support local risk assessments and provide guidance for safe working practices.
- 2.4. Section C – Prison Regime Operating Procedure – This section is for the use of Operational Managers and People Hub staff during the management of daily prisoner activities and services.

3. Guidance

- 3.1. Detailed RMP Guidance is provided at Annex A
- 3.2. Regime operating states will provide a framework for the stepped reduction or increase of both delivery and resources, through a clearly defined plan of activities and services. In this way they provide flexible management of regimes for planning future delivery against forecasted resources and when responding to shorter term operational needs such as short term sickness, unplanned escorts and bed-watches and lock down searching.
- 3.3. The most critical part of the RMP process will be the communication of the plan and the flexible application of its content. When planning communication, local process should consider the needs of operational staff, managers and stakeholders (including service providers and prisoners).

Deployment and Review

- 3.4. Additional reviews will be required during the implementation period and in response to changes to RAs / significant changes to activity and service delivery, for example re-profiling exercises and longer term resourcing pressures.

Annex A – Regime Management Planning Guidance