

**Action Plan – Colin Scott. HMP Littlehey on 25/09/2016**

<b>No</b>	<b>Recommendation</b>	<b>Accepted/Not Accepted</b>	<b>Response</b>	<b>Target date for completion and function responsible</b>
1	The Head of Healthcare should ensure that all urgent referrals are sent within 24 hours, monitored and followed up as necessary.	Accepted	<p>A new GP referral process was implemented in January 2017 which ensures that urgent Healthcare referrals are highlighted daily to ensure these referrals are completed within the allotted 24 hour period. The process allows effective task management and monitoring of progress and includes process management checks for compliance.</p> <p>This process has been embedded into procedure through the creation of a standard operating procedure which includes Quality Assurance checking mechanisms.</p>	Head of Healthcare Completed
2	The Governor should ensure that all compassionate release applications are complete and supported by all necessary information, including medical reports from specialists, before they are submitted.	Accepted	<p>The establishment has developed new internal processes to ensure consultancy reports are sent as standard, or requested when not available, before undertaking compassionate release applications to ensure there are no delays in forwarding the request for assessment.</p> <p>Healthcare staff and Offender Management Unit teams were informed of these new processes in January 2017</p>	Governor Completed