

ACTION PLAN: John Hanson, Felmores Approved Premises, Basildon, on 24 January 2016

No	Recommendation	Accepted / Not accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	The Manager of Felmores Approved Premises should ensure that staff record next of kin details in each resident's file when they arrive and that this information is readily accessible.	Accepted	Although it is correct that staff were unable to locate details of Mr Hanson's next of kin, it was not because none had been obtained from him. In fact, details were recorded on the inside of offenders' files, but the staff concerned were unaware of this. These details are more clearly recorded now.	Completed January 2016	