

**Action Plan- Mark Puttock . HMP Oakwood . NC. 07/05/2017**

<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 Director should ensure that next of kin contact details are completed, kept up to date and are readily available in the event that a prisoner becomes seriously ill.	Accepted	On arrival to Oakwood prisoners will be asked to confirm their next of kin, where there is a change it will be updated on local systems. This means the information will be instantly available in situations where a prisoner becomes seriously ill. Annual requests for updates on next of kin will be requested from prisoners.	Complete  Director