

**Action Plan- William Barber. HMP Littlehey. NC. 09/12/2017**

<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 Governor should ensure that decisions on escort arrangements are fully documented, effectively recorded and securely stored and should ensure that, in line with PSI 58/2010, the Prison and Probation Ombudsman is promptly provided with all requested documents following a death in custody.	Accepted	<p>HMP Littlehey now ensures that the decisions on escort arrangements are fully documented and recorded by carrying out 10% quality checks of the Prisoner Escort Records (PERS) and Risk Assessments for each month .The checks are completed by the Custodial Manager and Governor of Security.</p> <p>The PERs and Risk Assessments are to be placed in boxes in date order clearly labelled with month and date range and securely stored in the back room of Security. This is due to the high number of escorts that go out each month. This will ensure that HMP Littlehey is able to supply the PPO with documents in line with PSI 58/2010. These actions were implemented in April 2018.</p>	Complete Security Governor