

Action Plan – Alan McDonald. HMP Preston. NC. 04/03/2018

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Prison Group Director for Cumbria and Lancashire should ensure that there is a process in place at regional level to review whether and at what stage prisoners who are transferred to a regional healthcare bed in another prison, should be formally transferred.	Accepted	The regional beds policy is to be reviewed in October 2018.	October 2018 Prison Group Director
2	The Governor at HMP Preston should ensure that prisoners' documentation is stored securely and can be retrieved, as necessary	Accepted	Systems are in place to ensure that a prisoners documentation particularly where he/she has returned to prison after a movement must be stored/filed securely and immediately. A staff information notice was published in September 2018 reminding staff that all documentation relating to a prisoner must be stored securely in the prisoner's core record. The Head of Operations introduced an Escort paperwork checklist in September 2018 to ensure that a process of management checks are in place for Governance.	Complete Head Of Operations
3	The Governor of Wymott should ensure that compassionate release for terminally ill prisoners is properly considered and that applications are submitted promptly where appropriate	Accepted	A Standard Operating Procedure (SOP) was developed and issued to staff in October 2018 by HMP Preston. This sets out instructions for staff to adhere to a procedure for the completion of healthcare reports for applications for compassionate release. Given the problems HMP Wymott experienced in obtaining information the SOP will ensure that such applications are submitted promptly. The Head of Offender Management Unit at HMP Wymott will share the SOP in November 2018 with all staff involved in the process to ensure that procedures and timescales are followed.	November 2018 Head of Offender Management Unit