

**ACTION PLAN: Ian Holmes, Cardigan House, Approved Premises, Leeds, North East on 24<sup>th</sup> May 2018**

No	Recommendation	Accepted / Not accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	The National Probation Service should ensure that staff at independent approved premises understand the procedures to follow after a death in custody to ensure that they contribute towards a resident's funeral costs in line with national instructions.	Accepted	<p>The National Approved Premises Team, will be reviewing the processes on Equip in relation to death of a resident.</p> <p>The processes will be shared with all IAPs via contract meetings</p>	<p>EQuIP updated by the National Approved Premises Team.</p> <p>To be shared with IAPs at the next AP National Continuous Improvement Reference Group on 27 March 2019 and at their contract review meetings scheduled for 28 February 2019.</p>	