

Action Plan – Mr Alan Martin at HMP Grendon – Natural Cause on 19/10/2018

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor and Head of Healthcare should ensure that there is a robust process in place to ensure that applications for early compassionate release are completed promptly, including that they are transferred safely between the healthcare department and the prison and that staff check on the progress of applications.	Accepted	<p>A robust process for the completion of applications for compassionate release will be implemented in April 2019. The process specifies that accountability for the prompt processing of applications for Compassionate release will lie with the Deputy Governor. The initiation of applications relating to a compassionate release / transfer will be carried out on the recommendations of the Palliative Care Meeting. The Head of Offender Management Unit (OMU) must be notified personally so as not to delay the procedure.</p> <p>The Offender Supervisor will be responsible for initial completion of the form, forwarding via secure email to parties required for next stage of the process, copying-in the Head of OMU who will be accountable for co-ordinating the process. The tracking of Compassionate release applications will be recorded in the tracking database. The Deputy Governor will be accountable for checking on the progress of applications. Completed applications will be emailed / sent to OMU so that they can be kept in a secure environment.</p> <p>The tracking of Compassionate release applications will be recorded in the tracking database. The Deputy Governor will be accountable for checking on the progress of applications.</p> <p>Staff will be instructed to follow the above process by way of an instruction in April 2019.</p>	<p>30 April 2019</p> <p>Offender Management Unit</p>