

Action Plan in response to the PPO Report into the death of Mr Henry Ballantyne on 28/01/2021 at HMP Kirklevington Grange

Rec No	Recommendation	Accepted / Not accepted	Response Action Taken / Planned	Responsible Owner and Organisation	Target Date
1	The Governor should ensure that parole dossiers are checked and victim statements are removed before dossiers are sent to prisoners.	Accepted	<p>Offender Management Unit (OMU) case administrators have been reminded that a physical check of all parole dossiers received from the HMPPS Casework team must be undertaken to ensure that victim statements are not included in the main body of the dossier and that where they have been included they should be removed by the case administrator.</p> <p>A further physical check of all parole dossiers will be conducted by the Head of OMU prior to sign off and issuing of the dossier.</p>	Head of OMU	Completed
2	The Governor should ensure that key establishment clocks are accurate.	Accepted	The clocks within the control room area have now been changed to GPS clocks rather than battery operated. These clocks calibrate automatically to ensure the time displayed is correct. An instruction has been published to advise staff that the time on these clocks must be used for the control room log and any incident logs.	Head of Security and Operations	Completed

