

Action Plan in response to the PPO Report into the death of Mr Thomas Wilton 04/11/2021 following release from HMP Preston

Rec No	Recommendation	Accepted / Not accepted	Response Action Taken / Planned	Responsible Owner and Organisation	Target Date
1	The Head of East Lancashire Probation Delivery Unit should ensure that COMs record all contact and actions completed on individual cases on nDelius (the Probation Service's case management system).	Accepted	<p>The Quality Development Officer for the Burnley Probation Office has added further information for staff on the importance of recording all contact and actions on nDelius into the monthly practice development sessions.</p> <p>In addition to this, a specific session for staff on the process of recording information is planned for June 2023. A further session on recording rehabilitation activity requirement days, which is also an area of recording practice, will be held in July 2023.</p> <p>Case recording will be monitored for all staff as part of reflective supervision and management oversight contact.</p>	Quality Development Officer HMPPS	July 2023

