

PRISON RADIO COMMUNICATIONS		
This instruction applies to :-		Reference :-
Prisons		PSI 69/2011
Issue Date	Effective Date	Expiry Date
10 November 2011	10 November 2011	09 November 2015
Issued on the authority of	NOMS Agency Board	
For action by	Governors/Directors of Contracted Prisons	
For information	All staff in NOMS HQ and prison establishments	
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Associated documents		
Replaces the following documents which are hereby cancelled : N/A		
Audit/monitoring : Compliance with this instruction will be monitored by Deputy Directors of Custody / Deputy Director, Contracted Prisons.		
Introduces amendments to the following documents : None.		

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1 Executive summary

Background

- 1.1 This Instruction sets out new arrangements for prison radio communications.
- 1.2 A contract has been awarded to Capita to roll out and maintain digital Tetra radio communications systems to all public sector prisons in England and Wales. The contract also covers maintenance of legacy systems. The Capita contract can be used by any contracted prison wishing to do so. It has been mandated for the next rounds of prison competitions.
- 1.3 The new digital system will provide improved communications and enhance the safety of staff and prisoners. Benefits include clear voice quality, secure transmissions and high resilience. Staff deployed in wings, works and visits areas will be able to communicate seamlessly.
- 1.4 A central radio communications process will be established to pay and account for Capita contract charges. A mechanism will be set up to recharge central contract costs to each prison establishment. Charges will be based on an annual cost per radio and the number of radio handsets in each establishment.
- 1.5 A formula will be applied to determine the radio communications needs of each prison establishments in order to get best value for money. Flexibility will be allowed only in exceptional circumstances.

Mandatory actions

- 1.6 *Public sector prisons must use the new digital Tetra radio communications system that will be rolled out from 1 November 2011. This also applies to contracted prisons under any contracts awarded from 1 November 2011. Other contracted prisons have the option to use the contract if they wish.*
- 1.7 *Public sector prisons must use the national Capita contract for all their radio communications requirements including maintenance of new and legacy systems but excluding Airwave. This also applies to contracted prisons under any contracts awarded from 1 November 2011. Other contracted prisons have the option to use the contract if they wish.*
- 1.8 *Prisons must not purchase equipment for legacy systems in advance of rollout unless in exceptional circumstances and authorised by Security Group.*

Resource impact

- 1.9 The new contract for digital Tetra radios will be treated as a finance lease. This changes the way the current contracts are accounted, which has typically been to capitalise new radio systems. The impact on the financial accounts is complex and is dependent on the value of capitalised legacy systems, existing maintenance contracts, the level of service required on the new contract and the addition of spectrum licence fees. A combination of the existing establishment resource baseline, and in the longer term, reductions in depreciation charges will be used to fund the contract and spectrum charges.
- 1.10 General guidance on how the new contract will be managed, the requirement for re-living exiting radio assets and the process for charging business units is detailed below. Further

specific guidance will be issued via procurement bulletin and FC&A Phoenix Communications and/or Accounts Production notice.

- 1.11 There will be no direct resource impact on staff in prison establishments resulting from this Instruction.

Contacts

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2 Operational instructions

Mandatory actions

DIGITAL TETRA RADIO SYSTEM

- 2.1 *Governors must ensure radio communications requirements for their prison are agreed with Security Group.*
- 2.2 *Governors must agree the rollout timetable with Security Group. Priority will be given to establishments most in need of replacement of their existing radio communications system.*
- 2.3 *Governors must ensure appropriate access is given to the contractor to survey the prison site, install new equipment and decommission legacy equipment.*
- 2.4 *Governors must ensure reasonable care is taken of radio equipment, as maintenance agreements won't cover equipment lost or damaged through negligence.*
- 2.5 *The radio contract includes the provision of training. All staff and visitors must complete the training required for their use of the new radio systems. Training requirements will vary with operational duties but all staff will require basic training in the use of the new digital Tetra radios. So will visitors who are currently allocated a radio while in the prison. Control room staff and maintenance require more advanced training.*

EXISTING FIXED ASSETS

- 2.6 *Establishments must re-life any Radio Assets recorded on the NOMS Fixed Asset Register, see the guidance on re-living assets on PRO3004Y on 'My Services'. The re-life period should correspond with the roll out programme date for the new digital Tetra radio system for the establishment. Shortening the life of the existing asset will increase the depreciation charged to the establishment.*
- 2.7 *Establishments must review any maintenance contracts in place for legacy radio systems to ensure they can be terminated in accordance with the roll-out programme. Establishments should check in advance in case a notice period is required to cancel the contract.*
- 2.8 *No further capital investments should be made in radio systems. Issues with legacy systems should be addressed to Security Group.*

3 Contract for digital Tetra radios

- 3.1 The contract is based on a fully inclusive price per handset per annum. This price includes the cost of delivery, implementation, training, base stations, antennas, cabling, maintenance, and financing. The contract is for a period of 4 years and starts on implementation date for each establishment. Establishments will be charged for the number of handsets they require.
- 3.2 The new contract will also take over the maintenance of legacy systems once current maintenance contracts terminate, based on a price per handset per annum. This will end in each establishment once the new system is implemented.

4 Central process

- 4.1 Under IAS 17 this contract will be treated as a finance lease and consequently NOMS will recognise one central Digital Tetra Radio asset, one central Digital Tetra Base Station asset and the associated contract liability centrally in NOMS accounts.
- 4.2 To effectively control the central assets and liability, public sector prison invoices will be paid centrally to the supplier for digital Tetra radio and legacy maintenance. This process will reduce the number of invoice transactions for the Shared Service Centre and will assist the central accounting process. Cost of these central contract charges will be recharged to establishments. The recharge will be based on the contract price per handset multiplied by the number of handsets being used in the establishment.
- 4.3 Depreciation on the centrally recorded Digital Tetra assets will be charged centrally and will not be recharged to public sector establishments.
- 4.4 Central records for digital Tetra radio handsets will be maintained by Security Group for all public sector prisons. These records will be used to validate centrally paid contract invoices, for establishment recharges and to update the central asset record with any changes for new capacity or other handset volume changes.
- 4.5 Contracted prisons will make their own separate invoicing arrangements with the supplier.

5 Peripheral items

- 5.1 Peripheral items not covered by the maintenance element in the new digital Tetra radio contract will be available on iProcurement, as Catalogue items for all public sector prisons.
- 5.2 Batteries for the new digital Tetra radios are covered by the maintenance element in the contract.
- 5.3 Damages due to negligence and losses of handsets are not covered by the contract. Establishments will be charged for repairs and replacements under these circumstances.