



Policy name: Opening or Alterations to Prison Industries Workshops and Laundries

Reference: N/A

Issue Date: 2 September 2022

Implementation Date: 2 September 2022

Replaces the following documents (e.g., PSIs, PSOs, Custodial Service Specs) which are hereby cancelled: PSI 05/2012 - Process for Opening, Closing or Re-Designating Industrial Workshops and Laundries

Introduces amendments to the following documents: N/A

Action required by:

X	HMPPS HQ	X	Governors
X	Public Sector Prisons	<input type="checkbox"/>	Heads of Group
<input type="checkbox"/>	Contracted Prisons	<input type="checkbox"/>	Contract Managers in Probation Trusts
<input type="checkbox"/>	National Probation Service	<input type="checkbox"/>	Under 18 Young Offender Institutions
<input type="checkbox"/>	HMPPS Rehabilitation Contract Services Team	<input type="checkbox"/>	HMPPS-run Immigration Removal Centres (IRCs)
<input type="checkbox"/>	Other providers of Probation and Community Services		

Mandatory Actions: All groups referenced above must adhere to the Requirements section of this Policy Framework, which contains all mandatory actions.

For Information: Governors must ensure that any new local policies that they develop because of this Policy Framework are compliant with relevant legislation, including the Public-Sector Equality Duty (Equality Act, 2010).

Section 4 of the Policy Framework contains guidance to implement the mandatory requirements set out in this Policy Framework. Whilst it will not be mandatory to follow what is set out in this guidance, clear reasons to depart from the guidance should be documented locally. Any questions concerning departure from the guidance can be sent to the contact details below.

How will this Policy Framework be audited or monitored: Review by Prison Industries, IRCPE.

Resource Impact: The aim of this instruction is to improve overall efficiency within the prison service by ensuring that the corporate effects of local decisions regarding changes to industrial workshops or laundries are considered. The instruction will allow the costs to be evaluated and ensure the best use of resources, including capital plant.

Contact: All queries regarding this PSI, including items for inclusion in future amendments and updates, should strictly be sent by email to Head of Operations at Prison Industries at IRCPE@justice.gov.uk. - **The email must be sent by the originator and their governor must be copied in as this will represent their signatures.**

Deputy/Group Director sign-off: Richard Pickering, Deputy Director – EEIG, August 2022

Approved by OPS for publication: Sarah Coccia, Operational Policy Sub-board Chair, August 2022

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1. Purpose

- 1.1 In line with the aim of delivering continual improvement and upholding the corporate obligation to the custodial market, this instruction sets out requirements that must be followed when establishments:
- a. Open a new industrial workshop, or laundry.
 - b. Close an industrial workshop, or laundry; or
 - c. Make major alterations to an existing industrial workshop, or laundry, including changes in supplying the custodial market, changes in operating hours, capacity or output.
- 1.2 The template for use in the decision-making process is at Annex A and B – Opening or Alterations to Prison Industries Workshops and Laundries.

2. Outcomes

- 2.1 The aim of this instruction is to improve overall efficiency within the prison service by ensuring that the corporate effects of local decisions regarding changes to industrial workshops, or laundries are considered. The instruction will allow the costs to be evaluated and ensure the best use of resources, including capital plant and staffing.
- 2.2 The information required provides all managers with a decision-making process that is robust, consistent and takes due account of the needs of HMPPS and the criticality of the custodial market.
- 2.3 The process of evaluating and recording decision outcomes by Prison Industries (IRCPE) will not involve additional resources.

3. Requirements

- 3.1 Governing Governors and Industrial Managers must ensure that the mandatory procedures and practices, outlined in Annex A and B, are brought to the attention of relevant staff and trade unions.
- 3.2 All decisions to open, alter or close an industrial workshop or laundry must be subject to the decision-making process, outlined in Annex A and B, to ensure that the overall impact of change is properly assessed, and equality considerations carried out.
- 3.3 All proposals must carry the supporting signature of the Governing Governor of the establishment. Proposals to close an industrial workshop or laundry must acknowledge the potential decommissioning costs or subsequent staffing budget changes.

4. Guidance

- 4.1 Proposals for opening, altering, or closing industrial workshops, or laundries must be supported by a simple business justification (templates at Annex A and B - Opening and Alterations to Prison Industries Workshops and Laundries) that addresses the following:

- The reason for wanting closure or opening – annex A to be used for changes to existing workshops including closure and annex B to be used when new workshops are to be opened.
- What will replace it (i.e., how will the actual physical space be utilised)?
- How the same or increased number of activity hours and accredited qualifications for prisoners will be provided.
- What will happen to the capital investment (i.e., machinery etc) and,
- What, if any, new capital investment is required?
- What impact the proposed changes may have on the diversity of the prisoner population including confirmation that a single equality impact assessment has been considered.
- Confirmation that a local security risk assessment has been considered.
- What impact the proposed changes will have on the prison's capability to contribute towards the custodial market.
- What implications the proposed changes will have on the establishment's budget, such as decommissioning costs or changes to staffing profile.
- Confirmation that the proposal has been brought to the attention of local trade union representatives or pcs@justice.gov.uk.

4.2 In some circumstances, a full business case may be required for example where there is a need for capital investment.

4.3 It is envisaged that most proposals to open, alter or close an industrial workshop, or laundry will be supported. However, in cases where a proposal might result in a reduction in workshop production or laundry capacity, affect the custodial supply chain, or increase overall costs, and the production or service cannot be moved efficiently and effectively elsewhere, Prison Industries will make a recommendation to the appropriate Director.

4.4 All establishments have a corporate obligation to maintain the custodial (internal) market and to ensure that capacity is maintained. A proposed closure may require Prison Industries to relocate a workshop or laundry. As a result, the establishment may be liable to decommissioning costs and accept an adjustment to their staffing budget. This will enable the transfer of the funding for the instructional officer posts to the establishment receiving the new workshop.

Opening, alterations to or closure of Prison Industries Workshops and Laundries

To be completed by the establishment in consultation with Prison Industries (IRCPE).

Establishment:**Date:**

Name / description of workshop affected:

What changes are proposed, including any replacement activity?

What will the impact be on the prison's capability to contribute towards meeting the demands of the custodial market?

Reason for the proposed changes:

	Current activity	Proposed activity
Number of prisoners employed		
Number of instructors employed		
Banding of instructors and corresponding job description		
Purposeful activity hours		
Total annual running costs (include staff costs, prisoner pay, utilities, materials, maintenance, and transport)		
Products manufactured (indicate if custodial market)		

Including the value of products (revenue)		
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Indicate what plans are in place for the disposal of any surplus machinery/equipment and/or cost of decommissioning:

What new or replacement machinery/equipment will be required? What will this cost, who will fund it and the ongoing maintenance? What services will be required?

Provide details of the staffing consequences arising from the proposal and measures to resolve these issues:

Please confirm this has been brought to the attention of local trade union representatives or in the absence of local representation, please contact pcs@justice.gov.uk

Yes No

If No, and it is considered that consultation is not appropriate, please provide full justification:

Please confirm that a single Equality Impact Assessment has been completed and there is no reason why the change cannot proceed

Yes No

If Yes, please attach a copy of the impact assessment with this form.

If No, and it is considered that an impact assessment is not appropriate, please provide full justification:

Has a health and safety assessment been completed? Yes No

Please attach a copy of the document with this form.

Please confirm a local security risk assessment has taken place. Consideration should be given to the security implications workshops bring, how changes to workshops may impact on their local security risks and ensure a plan to mitigate any increased risks is in place.

Please confirm that, where Prison Industries will be required to relocate a custodial market workshop, the Governor is aware of the corporate obligation and understands the potential implications such as bearing decommissioning costs and a transfer of staffing budget.

Yes No

If No, and it is considered that this is not appropriate, please provide full justification:

Other information:

Submitted by:

Date:

Name:

Signature:

Position:

Supported by:

Name:

Signature:

Governing Governor

Prison Industries Evaluation:

Accept / Reject

Comments:

Name:

Signature:

Head of Operations, Prison Industries

Opening Prison Industries Workshops and Laundries

To be completed by the establishment in consultation with Prison Industries (IRCPE).

Establishment:

Date:

Proposed workshop/laundry activity:		
Reason for requirement:		
	Proposed	Funding sources
Number of prisoners to be employed		
Number of instructors to be employed		
Banding of instructors and corresponding job description		
Purposeful activity hours anticipated		
Set up costs (including capital investment)		
Total annual running costs (include staff costs, prisoner pay, utilities, materials, maintenance, lease and transport)		
Proposed products to be manufactured (indicate if custodial market) Inc. the value of products (revenue)		
Storage and transport implications		
How will any waste product be disposed of?		
What equipment/machinery will be required? What will this cost?		

What additional services (infrastructure) will be required and how will this be funded?

Provide details of the staffing requirements and consequences (grade or otherwise) arising from the proposal:

Please confirm this has been brought to the attention of local trade union representatives or in the absence of local representation, please contact pcs@justice.gov.uk.

Please confirm that a single Equality Impact Assessment has been completed and there is no reason why the change cannot proceed:

Yes No

If Yes, please attach a copy of the impact assessment with this form.

If No, and it is considered that an impact assessment is not appropriate, please provide full justification:

Has a health and safety assessment been completed?

Yes No

Please attach a copy of the document with this form.

Please confirm a local security risk assessment has taken place. Consideration should be given to the security implications workshops bring, how changes to workshops may impact on their local security risks and ensure a plan to mitigate any increased risks is in place.

Other information:		
Submitted by:		Date:
Name:	Signature:	Position:
Supported by:		
Name:	Signature:	Governing Governor
Prison Industries Evaluation:	Accept / Reject	
Comments:		
Name:	Signature:	Head of Operations, Prison Industries