



HM Prison &
Probation Service

Action Plan: HMP East Sutton Park.

Action Plan Submitted: 9th January 2024.

A Response to the HMIP Inspection: 25 September – 5 October 2023.

Report Published: 8th January 2024.

INTRODUCTION

HM Inspectorate of Prisons (HMIP) and HM Inspectorate of Probation for England and Wales are independent inspectorates which provide scrutiny of the conditions for, and treatment of prisoners and offenders. They report their findings for prisons, Young Offender Institutions, and effectiveness of the work of probation, and youth offending services across England and Wales to Ministry of Justice (MoJ) and His Majesty's Prison and Probation Service (HMPPS). In response to the report HMPPS / MoJ are required to draft a robust and timely action plan to address the priority and key concerns. Action plans provide specific steps and actions to address the priority and key concerns, that are clear, outcome focussed, measurable, achievable, and relevant with the owner and timescale of each step clearly identified. Action plans are sent to HMIP and published on the GOV.UK website. Progress against the implementation and delivery of the action plans will also be monitored and reported on.



ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP/YOI East Sutton Park

1. Rec No	2. Concerns	3. Response Action Taken/Planned	4. Responsible Owner	5. Target Date
	Priority concerns			
1	<p>Improvements in outcomes, including those of greatest importance to the well-being of prisoners, needed to be evidenced through better use of data. This would give managers more robust evidence of weaknesses which would help to develop clearer action plans and provide more robust accountability and oversight.</p>	<p>The data set for key meetings including Safer Custody, Equalities, Senior leadership, Performance and Reducing Reoffending, is being reviewed and developed to enable better use of data to understand outcomes, identify any concerns, and share positive news/reassurance more effectively. Performance Hub and data analysis training will be rolled out to all prison managers to support this work.</p> <p>All meeting minutes will have Quality Assurance embedded no less than quarterly. This will be noted within the meeting agenda.</p> <p>The Senior Leadership monthly meetings terms of reference, agenda and report will be reviewed with all functions aligning accurate data, local knowledge, and HMP/YOI East Sutton Park's priorities to ensure a strategic approach based on current data. Better use of IT will enable a 'live' shared document which will capture all data. This will be accessible to every manager at HMP/YOI East Sutton Park and will be reviewed and updated monthly to understand our position across every function and maximise partnership working. Fair treatment will be a key feature across every functional report to ensure the data is understood, embedded, and owned across the establishment.</p> <p>The monthly Reducing Reoffending meeting will be refreshed with the terms of reference and agenda reviewed. A clear focus on joint working with the Head of Education, work and Skills, partnership agencies and the Offender management unit will be embedded to deliver cross function, data driven outcomes.</p> <p>The reducing reoffending strategy will be reviewed and a Strategic Needs Analysis will be completed. This work had started prior to the HMI Prison</p>	<p>Governor</p> <p>Governor</p> <p>Governor</p> <p>Governor</p> <p>Governor</p>	<p>May 2024</p> <p>February 2024</p> <p>February 2024</p> <p>March 2024</p> <p>April 2024</p>



		<p>inspection and findings from the inspection will be incorporated. The new strategy will be informed by all available data including, the education needs analysis, digital prison service, segmentation tool, performance Hub, current population, local education needs analysis and local and national skills data. Actions and progress will be measured and recorded through the Reducing Reoffending meeting and data will be assured through the monthly Senior Leadership meeting.</p> <p>The safety and equalities strategy and action plan will be reviewed and updated and will include measuring HMP/YOI East Sutton Park against comparator prisons and against population changes this will include use of data from the segmentation tool and local knowledge.</p>	Governor	April 2024
2	<p>Much of the work to promote equality and diversity had stalled. There was a lack of data used to evidence outcomes across groups. Our survey showed significantly more negative perceptions in a few key areas and some women we spoke to described their experiences of unfair treatment.</p>	<p>Refreshed Senior Leader Protected Characteristic lead role briefs were distributed to owners prior to the inspection. Compliance with these, alongside robust monitoring of accommodation allocation, employment and 'return to closed' data and an improved monthly Equalities committee with a strategic action plan will enable confidence with equalities work at HMP East Sutton Park. This will be measured and given improved, ongoing, oversight via Performance management arrangements (Bi lats) and at the monthly Senior Leadership performance meeting.</p> <p>The prisoner council, chaired by a member of the Senior Leadership Team (SLT), relaunched in October 2023 and will ensure prisoner representation reflective of the diversity within East Sutton Parks population. The characteristics forum calendar has been reinstated and now includes open forums and prisoner voice committee meetings.</p> <p>A communication strategy will be created to better deliver local data and responses to prisoner forums in a broader and more transparent way. We will monitor complaints, and prisoner perceptions via surveys and forums (PC forums, prisoner council) to gain assurance that the strategy is having the desired impact.</p>	<p>Governor</p> <p>Governor</p> <p>Governor</p>	<p>Completed and ongoing</p> <p>Completed and ongoing</p> <p>February 2024</p>



		<p>Education will work alongside equalities to produce a faith and beliefs calendar that will support celebrations utilising education and special events. These will be publicised in line with our communication strategy.</p> <p>The Equalities meeting terms of reference and agenda are being refreshed, local equalities data will be increased, analysed and monitored, including use of force, incentives, ROTL, categorisation, alongside nationally captured data, to improve knowledge and drive positive outcomes. This will be chaired by a member of the SLT and assured through the Equalities meetings, action plan and Senior Leadership monthly meetings.</p>	<p>Governor and Milton Keynes (education provider)</p> <p>Governor</p>	<p>February 2024</p> <p>March 2024</p>
	Key concerns			
3	<p>Women on non-accredited courses did not use their workbooks to record the range of employability skills and behaviours they had developed. Consequently, they were not able to evidence to potential employers the range of skills they had acquired.</p>	<p>HMP/YOI East Sutton Park Head of Education, Work and Skills will ensure there is a refreshed policy that outlines an effective and well communicated process that assures the completion and monitoring of the 'progress in work' book through;</p> <ul style="list-style-type: none"> Updating the Quality improvement group (QIG) to include the progress in the workbook and creation and implementation of a Skill tracker to enable monitoring. The Head of Education Skills and work will oversee and carry out Quality assurance. Empowering and supporting each prisoner to take responsibility for their progress in the workbook booklet and collating evidence. Skills progress made in work areas such as the farm, gardens, kitchens, and cleaning (Housekeeping) will be evidenced via the new skill trackers. External work placements will also measure, and record skills progress and evidence recorded via the skill tracker. Progress documented in the workbook trackers and Skill sheets will be used by the Prison employment lead and prison offender managers to reflect on the skills and job opportunities available to prisoners on release. Quality assurance will be reported back through the Quality Improvement Group and disseminated to the relevant staff for ongoing development. 	<p>Governor and Milton Keynes</p>	<p>March 2024</p>



4	<p>Too many women did not understand health and safety requirements to keep themselves safe at work. For example, in housekeeping, women did not wear appropriate personal protective equipment or understand how to use chemicals safely. They did not develop appropriate attitudes to working safely or to a high standard, which hindered the development of employability skills.</p>	<p>The prisoner induction programme will be reviewed to include an introduction to health and safety, use of chemicals and safe systems of work and the induction, bespoke to the housekeeping party, including the importance of Personal Protective Equipment (PPE), will be refreshed. Individuals employed onto the housekeeping party will have training, guidance and progress measured through the workbook.</p> <p>A weekly management check and a monthly Residential functional head check will take place to assure proper use of PPE and that chemicals are stored and used appropriately. This will be monitored and recorded via monthly senior management Health and Safety check sheets and reported through the monthly senior leadership meeting.</p> <p>A roll out of basic clean and decent roles and responsibilities will take place, for all custodial manager's and prison officers, to include attendance, PPE, use of chemicals, and safe systems of working.</p> <p>The progress in the workbook will record, working attitudes, learning and skills developed and these will be monitored and quality assured through the skills tracker.</p>	<p>Governor</p> <p>Governor</p> <p>Governor</p> <p>Governor</p>	<p>March 2024</p> <p>February 2024</p> <p>February 2024</p> <p>March 2024</p>
5	<p>Women needed much more support in education and other activities to help them acquire a fuller understanding of important values such as respect, tolerance and equality.</p>	<p>British Values will be referred to in all schemes of work within education and accredited and non-accredited courses. They will be referred to at suitable points during lessons. This will be quality assured through learning walks and lesson observations as part of the monthly quality assurance process.</p> <p>Training sessions for all staff to be delivered by education allowing British Values to be understood and referred to by everyone who works at HMP/YOI East Sutton Park. Education will develop suitable material and training will be delivered during full staff meetings to reach directly employed and partner staff. This package will also be for individual one-to-one sessions within Education, Skills and work departments and form part of the prisoner Peer support training package.</p> <p>Posters will be created and displayed around the prison, focusing on work and education areas to raise awareness of British Values.</p>	<p>Governor</p> <p>Governor</p> <p>Governor</p>	<p>June 2024</p> <p>June 2024</p> <p>June 2024</p>



		<p>The Quality Improvement group meeting (QIG) has been updated to reflect a clear focus on driving British Values as a key area for improvement and this will form part of the agenda to be discussed on a regular basis.</p> <p>The prison wide Equalities calendar will be shared with HMP/YOI East Sutton Park's teams ensuring the equality themes are embedded into the wider curriculum. This will be reported back and measured through the equalities action planning and meetings.</p>	<p>Governor</p> <p>Governor</p>	<p>June 2024</p> <p>June 2024</p>
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