

## SECTION 75 REPORT ACTION PLAN

Recommendation	Proposed Action	Timescale	Responsibility for Action
<p><b>We recommend that the Criminal Justice Board take immediate steps to ensure that the new monitoring process being commenced by the PSNI will, in conjunction with the Causeway IT system, provide the criminal justice agencies with a functioning equity monitoring system of defendants.</b></p>	<p>Although not in place at the time the CJINI study was undertaken, an equity monitoring system of those going through custody suites has been in place for 7 of the 9 Section 75 categories since July 2008.</p>	Implemented	PSNI
	<p>Work has commenced on facilitating the transfer of data from the PSNI NICHE computer system to Causeway.</p>	To be implemented with roll-out of Causeway DSM 1	PSNI
<p><b>We recommend the Criminal Justice Board should produce an annual publication which contains as much equality data as is available in relation to the criminal justice system as a whole.</b></p>	<p>This is planned once a sufficient volume of reliable monitoring information is available.</p> <p>It will also record the various initiatives being taken forward to build equality.</p>	Late 2009	NIO Statistics and Research Branch

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<p><b>We recommend that a consultative forum on criminal justice matters be established encompassing the major criminal justice agencies represented on the Criminal Justice Board.</b></p> <p><b>One of its first tasks should be to review, in conjunction with the section 75 representative groups, current consultation methods across the criminal justice system.</b></p>	<p>A Criminal Justice Issues Group, including representation from the criminal justice agencies, voluntary sector, judiciary and legal professions is now in place</p> <p>Seminar with NICVA to discuss further developments in consultation</p> <p>Work commissioned at Criminal Justice Board seminar</p> <p>Report to Criminal Justice Board</p>	<p>Implemented</p> <p>June 2009</p> <p>June 2009</p> <p>November 2009</p>	<p>NIO Criminal Justice Directorate</p> <p>Equity Monitoring Sub-Group</p>
<p><b>We recommend that the proposed strategy for securing a reflective workforce across the system be accelerated and that the criminal justice agencies begin to monitor their staff in relation to the nine section 75 categories.</b></p>	<p>Draft reflective workforce document will be presented for approval to the Criminal Justice Board</p>	<p>October 2009</p>	<p>NIO CJPD Confidence Unit</p>

## AGENCY SPECIFIC RECOMMENDATIONS

Recommendation	Proposed Action	Timescale	Responsibility for Action
<p><b>We recommend the Northern Ireland Prison Service publish the findings of its internal review into its internal monitoring figures and prioritise the implementation of its recommendations.</b></p>	<p>The internal review has been completed and the report and recommendations discussed with CJINI. Recommendations and NIPS action plan in detail below.</p>	<p>Review completed</p>	<p>NIPS</p>
<p><b>We recommend that the Probation Board for Northern Ireland should take steps to extend appropriate section 75 monitoring across its various functions, in particular its work with adjudicated offenders and its community development funding.</b></p>	<p>Roll out monitoring as recommended</p>	<p>To be implemented with roll-out of Causeway DSM 1 and availability of Custody Suite monitoring</p>	<p>Probation Board</p>
<p><b>We recommend that the Youth Justice Agency take steps to begin to monitor across its three core areas.</b></p>	<p>The Youth Justice Agency has completed a scoping study to enable the agency to meet its responsibilities under Section 75.</p> <p>Introduction of a comprehensive case management system which will enable the agency to monitor across its three core areas.</p> <p>[Progress: An interim case management system has been developed and will be introduced in the Juvenile Justice Centre and then rolled out to the other core areas.]</p>	<p>Implemented</p> <p>March 2010</p>	<p>YJA</p>

**NORTHERN IRELAND PRISON SERVICE  
"THE INSIDE VIEW" ACTION PLAN**

<b>RECOMMENDATION</b>	<b>PROPOSED ACTION</b>	<b>TIMESCALE</b>	<b>RESPONSIBILITY FOR ACTION</b>
<p><b>1.</b> There are a number of ways in which the PREPS system can be changed to eliminate potential bias. In the first instance there should be a presumption that people will move up and maintain a higher level of regime. If an officer is not prepared to recommend this then the reasons should (a) be clearly recorded and (b) this should always be signed off and agreed by the House Manager. A new form should be devised to outline the detail of what information is required.</p>	<p>A Revised PREPS Corporate framework document/policy containing standardised templates for use in prison establishments and guidance notes to staff on completing reports and instructions to Governors for implementing the revised scheme to be developed and implemented.,</p>	<p>Revised scheme to commence by end of June 2009</p>	<p>Dep. Director of Operations - Resettlement Branch Establishments PREPS Coordinators</p>
<p><b>2.</b> Where an officer is not recommending a change in</p>	<p>Residential Officers and their administration of</p>	<p>From June 09 - Action and</p>	<p>PSMB PREPS Coordinators</p>

<p>regime or if someone is moving down a level, a recorded plan to support them to move back up should be agreed and signed of by the prisoner. This should be monitored and signed off by the House Manager on a weekly basis.</p>	<p>the scheme is critical to its success and to meeting the desired goals of prisoner engagement with regimes; reduced risk of reoffending and preparation for reintegration into the community.</p> <p>The revised scheme ensures that officers will make recommendations for promotion and demotion to their residential manager and both will agree the most appropriate regime level with the prisoner</p> <p>A range of performance indicators to be approved by PSMB to monitor the effectiveness of the revised scheme</p> <p>Corporate/Establishment performance indicators</p>	<p>monitoring ongoing</p>	<p>Residential Officers</p>
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	to be implemented during 2009/10 to determine effectiveness of the operation of the PREPS corporate framework		
<p><b>3.</b> NIPS should ensure that information on regimes should be broken down across accommodation areas. This will give a clearer picture of the implementation of the system. This should be monitored, in the first instance by Governors but also by the Equality and Diversity Committees. If particular areas of establishments are highlighted then the accommodation area should set in place a plan of responsive action, which will (a) encourage movement and (b) provide assurances against potential bias and ensure that everyone has equality of opportunity.</p>	<p>Equality officers as designated in each establishment will draw down the Equity monitoring information for their establishment. by religion, by house etc .pass to Governors, and heads of work areas for analysis. Analysis of lack of movement upwards to be evidenced and case conferences held as appropriate. Summary note and explanations to be brought to the Eq and Div committees, bi-monthly for further analysis, planning and discussion.</p>	<p>Bi Monthly basis * Maghaberry Eq and Div Committee is meeting monthly at present to get up and running</p> <p>” ”</p>	<p>Equality Officers Governors Governing Governors Head of Work Areas in each Establishment</p> <p>Equality and Diversity Committees PREPS Coordinators</p>

	<p>Governing Governors to add PREPS (and Adjudication) as standing agenda items at their meetings, and update PSMB quarterly on issues and trends etc</p> <p>When prisoners have been demoted an action plan will come into effect which will include specific actions and supports to be put into place to enable a prisoner to attain standard regime status as soon as it is appropriate.</p> <p>Newly appointed PREPS coordinators in each establishment will also carefully monitor progressions and demotions and then design and implement local action plans</p>	<p>” ”</p>	
<b>RECOMMENDATION</b>	<b>PROPOSED ACTION</b>	<b>TIMESCALE</b>	<b>RESPONSIBILITY FOR ACTIONS</b>



<p><b>6.</b> Adjudication guidance should be given greater consideration when issuing awards. In particular the use of cellular confinement should be monitored with a view to reducing its prevalence. Records need to be developed to monitor and effect this change. Adjudicating Governors should receive refresher training and maintain the standard required to perform this duty. Business Objects reports should be generated on a monthly basis to each house manager identifying adjudication trends including:</p> <ul style="list-style-type: none"> <li>• Prisoner identification;</li> <li>• Prisoners religious/ethnic background</li> <li>• Charges (s) preferred;</li> <li>• Charging officer; and</li> <li>• The award.</li> </ul>	<p>Refresher Training should be given to all Adjudicating Governors. Particular emphasis on the use of the awards matrix to ensure appropriate and proportionate use of awards.</p> <p>Governing Governors to monitor Adjudication processes as instructed by the Adjudication manual. Ensure that processes are being followed and decisions are clearly evidenced and inline with guidance. Monitoring reports should be kept and reported on quarterly to PSMB.</p> <p>Specific attention should be given to the use of CC as an award. Adjudication is primarily there to evoke behaviour change and</p>	<p>By September 09</p> <p>June 2009 ongoing and reported quarterly</p> <p>Ongoing process,</p>	<p>Dep Director of Operations Adjudication Trainer</p> <p>Dep Director of Operations Governing Governors</p> <p>Governing Governors</p>
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	should not be used purely as a punitive tool.		
<b>7.</b> When a prisoner receives three charges in a rolling twelve month period they should be classed as a multiple offender as far as adjudications are concerned. Formal discussions between identified key stakeholders in relation to the prisoner's continuous poor behaviour or offending patterns should be held. An action plan recording the preferred outcome should be drawn up.	This ties in with the actions at points 3, 4 and 5. Monitoring and analysis will provide this information and interventions need to be recorded to show that cases are being managed to improve behaviour and note relevant actions and issues on landing file.	June 09 - ongoing	Residential Governors House Managers Eq and Div Committees
<b>8.</b> When an Officer issues more than three charges within a rolling six month period the line manager will interview the officer and explore the circumstances that lead to the charges. Such interviews should identify any gaps in training or the officer's approach in managing challenging situations appropriately. Where particular concerns are raised, these should be shared with the	Again these figures will be raised through PRISM and analysed by house managers and Governors. Discussions should be held to explore circumstances in line with evidence held on file. Where appropriate recommendations for action should be made and noted.	June 09 - ongoing	Chair of Eq and Div Committees Residential Governors House Managers

Governor.			
<b>9.</b> Data should be collected on the outcomes of the adjudication and distributed on a monthly basis to house managers identifying all adjudication activity and highlighting anomalies relating to prisoners charged and charging officers.	This action is already ongoing on a bi monthly basis. NIPS will continue this analysis, In line with actions at point 4 and the monitoring cycle.	June 09 - Ongoing	Equality Officers Governors Governing Governors Head of Work Areas in each Est Equality and Diversity Committees
<b>10.</b> The process of adjudication needs to be addressed to: <ul style="list-style-type: none"> <li>• Provide consistency;</li> <li>• Ensure appropriate application of the process, and ensure no overlap with PREPS decisions which could result in a double punishment;</li> <li>• Exclude potential for bias; and</li> <li>• Monitor proportionality and appropriateness of awards.</li> </ul>	This recommendation will be met through all of the related actions in points 4 – 9.	June 09 - ongoing	Equality Officers Governing Governors Governors Head of Work Areas in each Est Equality and Diversity Committees
<b>11.</b> The information, which is stored in PRISM regarding adjudications, needs to be recorded in a way that will allow	Equality and Diversity Committees are now gathering and analysing data relating to	June 09 ongoing	Equality Officers Governing Governors Governors Head of Work Areas in each

<p>monitoring to be undertaken in considerably more detail.</p>	<p>adjudications by individual, by religion, by house, by officer, by award awards etc and the actions within recommendation 4 – 9 will ensure detailed and recorded analysis</p>		<p>Est Equality and Diversity Committees PRISM Project Manager</p>
<b>RECOMMENDATION</b>	<b>PROPOSED ACTION</b>	<b>TIMESCALE</b>	<b>RESPONSIBILITY FOR ACTIONS</b>
<p><b>12.</b> The Review team understand that the process will</p>	<p>Monitoring and analysis of data to be put in</p>	<p>From implementation</p>	<p>Security, Custody Branch Equality Officers</p>

<p>shortly become mandatory through an amendment to prison rules and robust monitoring will be vital. ... Following the Prisoner Ombudsman review of Passive Drugs Dogs (PDD) in 2007, NIPS accepted the reports recommendations and should be monitoring and analysing the number and types of indications by the PDD. To be reported to the Equality and Diversity Committees.</p> <p>(wording in recommendation is a little misleading, it is understood that the PDD is different and separate to the proposed new mandatory drugs testing process)</p>	<p>place when mandatory drugs testing comes into force</p> <p>Statistics should also be kept and analysed on the number and types of indications by the PDD not just the number of effected visits as is currently being recorded.</p>	<p>of new rule</p>	<p>Equality and Diversity Committees</p>
<b>RECOMMENDATION</b>	<b>PROPOSED ACTION</b>	<b>TIMESCALE</b>	<b>RESPONSIBILITY FOR ACTIONS</b>
<p><b>13.</b> At the core of all of the recommendations is a review of current training content. The Prison Service College will need</p>	<p>Head of Training and Development to review the current suite of training interventions</p>	<p>Review of current training ongoing</p>	<p>Head of Learning and Development / PSC Tutors Equality Adviser HR Head of Equality and</p>

<p>to ensure that their training and development syllabus compliments The Diversity Strategy 'Make a Difference' and addresses the requirements of the new legislation, thus providing the skills and promoting the qualities required of staff in a modern prison service.</p>	<p>and ensure that equality and diversity pervades all current and future programmes.</p> <p>To take ownership of and oversee the implementation of the Diversity awareness training package across all establishments.</p>	<p>Ownership of diversity package and oversee development of local training plans from March 09 – To report on completion of Diversity training plans across establishments by end March 10</p>	<p>Diversity Local training co-ordinators</p>
<p><b>14.</b> There is a need to change the ethos of the training to address priorities and in particular the demands of new legislation and the NIPS diversity strategy. It is recommended that the ongoing partnership with the IPS, in particular in the area of training, be strengthened, in relation to inter-personal skills and other specialist personal training and ensure that the development needs identified in</p>	<p>Review the Irish Prison Service training programme for new officers, as a useful benchmark.</p> <p>Explore secondment of IPS trainers in Interpersonal skills and Personal Development programmes</p> <p>Revisit the actions that</p>	<p>Discussions with IPS to start immediately</p> <p>June 09 Include any outstanding actions in this business year</p>	<p>Head of Learning and Development</p>

<p>the Officer Development Programme are realised as a matter of urgency.</p>	<p>arose from the Officer Development Programme Action Plan</p>		
<p><b>RECOMMENDATION</b></p>	<p><b>PROPOSED ACTION</b></p>	<p><b>TIMESCALE</b></p>	<p><b>RESPONSIBILITY FOR ACTIONS</b></p>
<p><b>15.</b> The effectiveness of the system for monitoring information by the Equality and Diversity Committees to monitor and address potential inconsistency and inequality</p>	<p>Ongoing monitoring and detailed analysis of figures and issues.</p>	<p>Ongoing</p>	<p>Equality Officers Governors Governing Governors Head of Work Areas in each Establishment</p>

<p>needs to be reviewed after 12 months.</p>	<p>Quarterly updates on Adjudication and PREPS to PSMB</p> <p>Annual review to report on outcomes</p>	<p>From June 09</p> <p>March 10</p>	<p>Chair of Equality and Diversity Committees</p> <p>Governing Governors</p> <p>Equality Adviser and HR head of Equality and Diversity</p>
<p><b>16.</b> The information that is stored in PRISM needs to be recorded in a way that will allow monitoring to be undertaken in considerably more detail across the s75 categories.</p>	<p>Equality and Diversity Committees are now analysing data across equality grounds, with emphasis on areas of decision making. This needs to continue and appropriate action taken to tackle any discovered inequalities, or opportunities to better promote equality of opportunity and good relations.</p>	<p>Ongoing</p>	<p>Equality Officers Governors Governing Governors Head of Work Areas in each Establishment</p> <p>Chair of Equality and Diversity Commit</p>
<p><b>17.</b> The Review Team believe that the implementation of these recommendations will address issues and practices, which might result in bias. As</p>	<p>Agreed</p>	<p>May 2010</p>	<p>Dep. Director of Operations Equality Adviser Equality and Diversity Committee</p>

such the Review Team strongly recommends that progress against these recommendations be reviewed within 12 months.			
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The Chair (Governor) of the Equality and Diversity Committee in each establishment will monitor the local implementation of this action plan once the new PREPS policy is issued in June 09. At each meeting the Chair will give a local update on progress against local actions, and this will be then be included in the 3 month Equality update to Prison Service Management Board (PSMB). The Minister will report to the Criminal Justice Chief Inspector on progress against this Action Plan in 6 months time

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NIPS