PSPI is actively working with colleagues at NDC Branston to ensure that the supply of PSPI supplied clothing and equipment to establishments is maintained at current levels - we currently supply around 98% of all items ordered by establishments each month.

Although demand from establishments for some key decency items is expected to increase, there are currently good stocks of most items at Branston, and contingency plans are in place, to ensure that stocks of these are available to meet orders.

Establishments will be advised if this situation changes.

**Maintaining Supplies – General Guidance**

Prisons should continue to place orders to maintain normal stock levels and avoid bulk buying which creates a strain on suppliers including Branston. Stocks remain available but bulk orders mean that the distribution network is adversely affected.

National Contingency Stocks have been based on the following assumptions:

• Prisons hold 2 months supply of critical items

• Branston hold 3 months stock of same critical items, including items produced in workshops

• Supply chain contingencies were established in the event of a no deal Brexit which added in a further 3-6 months stock of purchased items.

Where bulk ordering is identified there may be a need to cap order levels to normal volumes either via Branston or suppliers to make sure all prisons can continue to receive stock.

Where capping measures are taken you will be advised of the products and cap levels.

Contingency processes have been agreed to ensure that HMPPS will be able to purchase and pay for goods and services as normal during this time; support will also be provided for purchasing via GPC and a central team.

Detailed guidance will be issued shortly but please note that at present business as usual processes should be followed where possible.

**Cleaning and hygiene supplies (non-Covid 19 specific products):**

Greenham’s MoJ products are stocked and supplied through 17 regional service centres in England and Wales, with bulk products and contingency stocks held at the National Distribution Centre in Swansea.

The stock that is held regionally is reflective of the usual stock requests from establishments to that individual branch and have been developed along with the normal delivery schedules agreed with each prison.

The supplies of key catalogue items at their depots and national distribution centre are ring fenced supplies exclusively for HMPPS and as such there is no need for individual prisons to order excessive stock.

For any product requests or queries in the first instance please speak to your contact at the local Greenham service centre offering plenty of prior notice and they will assist you with product selection and sourcing.

We have introduced an e-mail address: [CCG.Governance&Risk@justice.gov.uk](mailto:CCG.Governance&Risk@justice.gov.uk) where you can raise any specific supply chain concerns you have.  The CCG Operational Contracts team has established daily conference calls with Greenhams to monitor the supply chain position and we will advise if any issues arise.

The success of our contingencies relies on Prisons maintaining their regular patterns of ordering. We are confident that Greenhams are able to supply the needs of prisons and are they are engaging with their manufacturers and suppliers to ensure establishment’s ability to order appropriate products is maintained.

Instances of bulk buying/stockpiling are not necessary or helpful at this time. We are aware that some prisons have been ordering Toilet paper in large quantities in one example in excess of 4 months usual usage. Stockpiling like this is not sustainable and if these orders are processed in full by Greenhams it will mean other prisons serviced by that service centre will not have orders fulfilled. Specifically for Toilet Roll Greenhams have been asked to only supply Prisons with their usual order requirements, if this causes prisons difficulty please escalate through the [CCG.Governance&Risk@justice.gov.uk](mailto:CCG.Governance&Risk@justice.gov.uk) .

Payments and Invoice Holds: We ask that prisons promptly clear invoices holds.  It is our duty to make sure that suppliers are paid promptly and under the current circumstances suppliers are less likely to be able to sustain long periods of unpaid invoices without this putting pressure on the company.  Paying promptly can be the difference between our suppliers being able to maintain services and delivery or organisational failure.

Paying Suppliers

Subject to prioritisation of staffing levels as a result of Covid 19 prisons should try to maintain prompt payment of invoices and clear any invoices holds as quickly as possible. Under the current circumstances suppliers are less likely to be able to sustain long periods of unpaid invoices without this putting pressure on the company. Paying promptly can be the difference between our suppliers being able to maintain services and delivery or organisational failure.