**Local Recovery Plan**

It is understood that Governors will continue to need to balance regime delivery alongside working through backlogs that have increased during the pandemic and that we need to address to pave the way for reform and renewed full delivery.

In making decisions around resource use locally Governors will need to balance these competing demands and make informed decisions guided by the national Recovery priorities (as set out in the Stage 2 Framework) and with full awareness of the future expectations within the vision for Stage 1 and Future Regime Design. In light of the recent resumption of full inspections by HMIP it is also highly likely that this form of prioritised and considered written plan will inform the Governors self-assessment of their prison and in turn likely contribute to the consideration of leadership of the prison. It will very clearly outline the current context within which the prison is operating, and the Governors ambition and prioritisation of competing demands based on local need.

A Local Recovery Plan will need to be maintained in some form with a ***sufficient level of detail*** to allow us to keep clear account of backlogs and inform local resource planning that balances these backlogs alongside regime expansion. This guide is provided to ask you to ensure that you have a local plan in place and to identify areas where you should have local data and oversight. You will already have a plan or will need to create one for steering your road to recovery locally and this will be something that will form the basis of your considerations with your PGD when progression to Stage 2 and 1 is being sought. We also are likely to periodically ask centrally for information that is contained in this plan to provide a national picture (i.e. the national scale of a backlog area). However, Governors will of course wish to build upon this in determining their own local plans that meet local needs.

The Local Recovery Plan should at least capture the following backlog areas to consider where the balance of work required is in the prison, alongside regime delivery. It is not realistic to assume that all areas of backlog will be cleared within a short time frame. This plan will therefore inform your resource management allowing prioritisation and decision making on what can be delivered. It is of course acknowledged that the local position will be dynamic and therefore plans should be kept under review with PGDs. It is for the Governor and PGD with oversight from the ED to agree the best use of available resource to strike the right balance between regime delivery and activity to address backlogs.

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| Annual leave | Ensure clear sight of staff annual leave carry over. Keep a running account of the balance.Consider the well-being of the workforce and overall ability to facilitate access to annual leave above normal levels to allow staff to reduce their leave balances and take quality time away from work. |
| POELT training and mentoring of new staff | Ensure workforce planning identified POELT numbers and any additional support/mentoring requirements to support staff confidence and to aid retention. |
| Training backlogs across HMPPS | Ensure Head of Business Assurance has a clear plan for the delivery of training backlog informed by a refreshed needs analysis. This should focus on business critical, safety training and role-specific training in Safer Custody, OM, Security and Keywork. Encouraging access to virtual training opportunities as well as attending key training. Prioritisation and defensible decision making will be required. |
| Non-Productive Hours | Consider the overall impact on delivery of plans, caused by any higher-than-average non-productive hours resulting from backlogs (annual leave and training) and ongoing pressures caused by Covid related absences or restricted duties. In addition, any impact caused by high levels of vacancies and POELTs. |
| Hub Support | Ensure Head of Business Assurance has a clear plan for any areas of backlog or disruption to Business or People Hub or the Activities Hub any risks to expanded delivery to enable regime delivery as activity levels increase. |
| High Risk Thematic Work | Ensure a plan to ensure that critical work is resumed in areas often resulting in frequent meetings or areas of consultation such as safety, security, equality and diversity, Whitley Council etc where these have been suspended or disrupted.  |
| Resilience | Ensure contingency plans are active and available, ensure that physical and procedural security systems are operating effectively where these have been suspended or impacted prior to wider regime expansion. |
| Delivery of education and skills for adults | Ensure the lead for education has a clear delivery plan utilising digital and in cell delivery, prioritising learners who have missed accreditations, any need for upskilling / supporting teachers resuming face to face delivery, timetabling of wider regime considered for equality of access but prioritisation of learners. |
| Offender management/sentence progression  | Ensure head of OM Delivery has a clear account of any outstanding OASYs assessments to complete, outstanding parole reports, overdue categorisation reviews.Ensure a clear plan for prioritising key worker resources and providing prisoner support allocating sufficient regime and resource time. |
| Accredited programmes |  Ensure the local lead for interventions has a needs assessment in place and a local prioritisation list for prisoners to access spaces on OBPs. Ensure that commitment to OBP delivery is informed by the waiting list/priority list.  |
| Physical health and mental health | Ensure head of healthcare has a clear plan for prioritising outstanding medical appointments and care (internal and outpatient). Prioritise screening assessments. Ensure recommencement of drug treatment services and support.Review dental services and the waiting list specifically addressing any barrier to recommencing activity such as training/fitting of PPE for AGP support or addressing ventilation problems. |
| Regime Delivery | Consider the capacity of the total resource envelope to deliver regime activities and time unlocked against the backlog risks identified utilising the resource calculator.Consider risk assessments for the staffing of regimes, reviewing required staffing levels against any relaxation of Covid controls, changes in regime delivery and associated order and control risks, with a view to ensure work is delivered efficiently. Consider other emergent work in this such as Family Video Calling or additional Court Video hours etc. |
| COVID Controls | Consider the additional COVID related activity that may need to be maintained such as testing or Contact Trace/Local SPOC.  |