**Stage 1 Regime Summary document**

The Regime summary has two functions:

1. **PART 1: REGIME MODEL; This outlines an establishment’s regime model for progression to Stage 1 and a first set of milestones for enhancing regime beyond Day 1 stage 1 (to the 3-month point)**.

Part 1 is a statement of intended delivery; summarising the proposed regime model for progression to stage 1 and the first set of milestones for progressing beyond Stage 1 day 1 towards a more fully reformed regime (prisons cannot deliver significant reform by stage 1 day 1; the build back better journey starts from the initial stage 1 model, milestones must be set at the initial progression point to describe how the regime will be expanded over time). The PGD and then ED will review and endorse the regime model in Part 1 and forward it to Gold who will formally endorse the progression to Stage 1 and exit from the National Framework (Gold will not endorse the regime contents, only the progression out of the Framework). Regime Summaries will be shared with HMIP to give them a live picture of regime delivery and operational challenges.

1. **PART 2: QUARTERLY UPDATE; this provides a quarterly update on progress against stated milestones for enhancing the regime**

Part 2 is a quarterly update, setting new milestones and updating on progress against the milestones set for the previous quarter. Oversight and challenge will be provided by the PGD. **Quarterly updates will not require sign off** but will be submitted to the PGD. Returned documents may also be fed into the live national picture of regime delivery at stage 1 held centrally.

**The PGD sign off:**

The Part 1 will be signed off by the PGD who will assure themselves that the proposed regime delivers the right balance between safety outcomes and sufficiency of regime. Regimes at stage 1 need to operate in the top right green box of the safety and sufficiency matrix shown below.

* **Safety** - means a regime that grips local safety and security risks (violence, disorder, conveyance, self-harm, bullying, debt etc.)
* **Sufficiency** – means a regime that provides sufficient hours of regime, value for money, quality and purposeful activities, safeguards commercial contracts & delivers RR outcomes etc.)

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| **SAFETY** OF OPERATION | High levels of safety outcomes without sufficient or meaningful regime | Balance of Safety & Sufficiency, of quality and quantity- a safe and meaningful regime |
| Poor safety and a limited regime that is generally not meaningful | Poor safety outcome but a “fully open” regime focused on quantity. |
|  | **SUFFICIENCY** OF REGIME | |

**Part 1: REGIME MODEL**

**[Insert establishment name] [Insert date]**

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| 1. **Stage 1 model summary**   *Please summarise your Stage 1 model- can include any vision, drivers, priorities etc.* |
| *(This will provide a general understanding of the plan being offered and where the focus and priorities may lay. It will also help to demonstrate the extent of the local ambition and highlight the local context)* |

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| 1. **Pre-COVID Regime vs. Stage 1 Regime**   Provide figures (e.g. estimated/average) and briefly describe changes including at least: | | |
| **Regime Element** | **Pre-COVID delivery** | **Planned Stage 1 delivery** |
| Dis-investment summary  List staff duties/tasks and hours that have been dis-invested and what the total net hours this generated was. |  |  |
| Reinvestment summary  List staff duties/tasks/new roles that have been created and what they are being used for. |  | *Include the consideration:*  *\*if staff duties have been reviewed to balance supervision needs against the delivery of other work, to allow more flexible ways of working? (for example, utilising some staff for Key Work, Enrichment Activity, Escorted Moves)*  *.*  *\*Do risk assessments allow for the redeployment of staff when operating with different regime groups, without disruption to the regime delivery? (for example, if 5 staff used to unlock 150 prisoners and now unlock groups of 40, in the event of acute staff shortages can the regime be maintained with 3 or 4 members of staff?)*  *\*Where regime delivery has been reduced at weekends is there sufficient flexibility / resilience within the staffing profile to routinely manage emergency escorts, staff sickness, staffing shortfalls and operational incidents without further reduction to the wing regime?*  *\*Does the core day and regime design allow sufficient time for staff realistically deliver regimes in smaller groups, without leading to regime creep or gaps in delivery as groups are locked up or unlocked?*  *\*Does the core day / regime design allow sufficient time for staff to undertake wing duties such as fabric checks, wing cleaning, routine paperwork and safety case management?* |
| Estimated Time out of Cell offer for an average prisoner (split into groups/cohorts if possible, e.g. employed, unemployed) per day including weekends |  |  |
| Changes from full time to part time employment where applicable (number of spaces and any activities that have changed) |  |  |
| Changes to mass movements or individual movements models (changes to supervision, numbers and timings as appropriate) |  |  |
| Changes to on-wing activities eg domestics, regime groups etc, supervision changes etc. |  |  |
| Changes to core day timings and new activities introduced into evenings or weekends. |  |  |
| Changes to education and work – group sizes and supervision levels in all areas plus changes to the activities themselves. |  |  |
| Changes to Workshops delivery model,inc. group size/ mixing |  |  |
| Changes to faith model including model for delivering safe communal worship. |  |  |
| (where applicable) New Structured On Wing Activities and how these will be delivered (group sizes, facilitator, supervision etc) |  |  |
| Changes to PE, health provision or any other health delivery including supervision, group changes, timings etc. and confirm any changes to health have been agreed with providers |  |  |
| Changes to any contracted services – including education, summarise the changed hours, group sizes, supervision, activities etc and confirm they have been agreed locally with providers. |  |  |
| Changes to key-work delivery (include numbers of additional sessions and how they will be used if applicable. Also describe steps taken to ensure key work is prioritised) |  |  |
| (where applicable)Linking OM to regime – please state steps taken to link your OM activity/sentence progression to regime participation |  |  |
| Any other changes |  |  |

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| 1. **The rationale/benefits from regime changes**   Provide a brief explanation for the main regime changes |
| *A. Short overview on what type of data/ information has been used as part of the local context (see RRT)*  *B. Please identify the main benefits for the establishment and why these changes are so critical to delivery.* |

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| 1. **Principle trade-offs/limitations or consequences**   *Provide a short overview of the potential risks/unintended consequences identified in planned Stage 1 regime as well as identified ways of managing those)* |
| *Focus on what are the potential concerns or consequences of the model and how these have been mitigated.* |

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| 1. ***Milestones- for the next three months of Stage 1 delivery*** |
| *This is to be reviewed quarterly as per next pages of this document.*  *Please list all of your relevant milestones (there is no specific number that is expected nationally, this is a local/regional decision, however 5 milestones can be taken as a reasonable baseline).*  *The milestones should describe specific aspirations/goals the establishment is planning to focus on in the following three months.*  *This can include reviewing further activities (e.g. movements) that establishment haven’t been able fully reviewed for “Stage 1 Day 1” or want to re-review after a period of time; stating challenges and defining high level way of resolving these (e.g. staffing pressures, low testing/vaccination levels).*  *Please use the format below:* |

**Stage 1 Day 1 milestones for the first quarter(approx. 3 months)**

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| Milestone Ref.  *Establishments name/M/number:*  *e.g.WoodhillM1* | Description/objective | Comments |
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On completion this form must be submitted to the PGD alongside the updated RMP (and any other relevant refreshed/changed document such as Risk Assessments). The PGD will make an assessment of the safety and sufficiency outcomes based on the information provided. The form will also be made available to Executive Directors who will monitor national trends.

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| 1. **PGD’s rationale, comments and sign off** (For PGDs office’s use) |
| *Considering the above, PGD briefly outlines their rationale for a sign off of the proposed Stage 1 regime, including the safety and sufficiency check.*  *Please include any additional comments.*  *Sign the document off(please see below)* |

PGD area:

PGD sign off:

Date:

Sign off confirms regime delivers safety and sufficiency (green box of safety/sufficiency matrix) and all other required outcomes. Include endorsement of exceptional circumstances application if applicable.

**After completion the form should be forwarded to ED and Gold for monitoring purposes.**

For further information on the completion of this form or on any aspect of Stage 1 please contact:

The Future Regime Design project team (FRD), COVID-19 Gold Command & Prison Reform;

[COVID19.RegimesOpsGuidance1@justice.gov.uk](mailto:COVID19.RegimesOpsGuidance1@justice.gov.uk)

*PART 2 CAN BE FOUND OVERLEAF*

**PART 2: QUARTERLY UPDATE**

This form measures progress against previous milestones. This form should be submitted to the PGD for consideration and discussion. These may also be shared nationally to inform a live picture of regime delivery across the estate. Please note that any non-completed milestones from the previous period will need to be reflected in updates and target setting for the next quarter

**[Insert establishment name]**

The end of Quarter 1 (to be completed approx. 3 months after Stage 1 live date)

**[Insert date]**

**Previous milestones review- please add any new milestones**

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| Milestone Ref. | Description/objective | Completed/Not completed/New | Comments |
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| Summary of quarterly regime delivery (summarise issues, challenges and progress) |

Quarter 2 (6months after live date)

**[Insert date]**

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| Milestone Ref. | Description/objective | Completed/Not completed/New | Comments |
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| Summary of quarterly regime delivery (summarise issues, challenges and progress) |

Quarter 3 (9 months after live date)

**[Insert date]**

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| Milestone Ref. | Description/objective | Completed/Not completed/ New | Comments |
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| Summary of quarterly regime delivery (summarise issues, challenges and progress) |

Quarter 4 (12 months after live date)

**[Insert date]**

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| Milestone Ref. | Description/objective | Completed/Not completed/New | Comments |
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| Summary of quarterly regime delivery (summarise issues, challenges and progress) |