**Stage 1 Regime Summary document: SAMPLE FOR GUIDANCE**

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)*  **Changes in numbers compared to Stage 2:**  The removal of social distancing and reduction in COVID controls at stage 1 enables HMP XXX to increase the numbers of prisoners accessing regime in the following areas \_\_\_[list]\_\_;\_\_\_\_;\_ \_;\_\_\_\_;\_\_\_ ;\_\_\_\_\_. The changes are summarised in the table below:   |  |  |  | | --- | --- | --- | | Area | Stage 2 numbers | Stage 1 numbers | | e.g. residential unit |  |  | |  |  |  | |  |  |  |   [This should show how COVID-conscious approach- as per Stage 1 SOP, is a contributor to increased regime delivery(where applicable)]  **Priority safety changes:**  Stage 1 day 1 requires priority changes in areas that were known to be hotspots for incidents and/or other priority areas we need for safety reasons but does not require prisons to make immediate changes in all areas. Having considered the local safety data and other sources of information, the prison will make the following priority changes at stage 1 day 1 when compared to pre-covid delivery:   * Xxx * Xxx * Xxx * Xxx   [Leave blank if no changes are being introduced- in this case, shortly summarise how the decision to not introduce any priorities changes was made]  Because these changes impact on how we deliver regime, they will need some time to bed in. Therefore the priority changes may not take all take effect immediately or in one go. Where this is the case, this will be further manage through milestones setting, as per Part 2 of this document.  All other areas of regime delivery will revert back to pre-COVID for stage 1 day 1. However in the longer term we intend to make further changes to many of these aspects. The milestone section of this document will also begin to outline the first set of changes we will make from stage 1 day 1 to the first quarterly review. We will revisit these milestones quarterly and deliver further changes to regime in a steady and measured way.  **General Summary:**[This should show( in a general, brief way) how the establishment is transitioning through stage one gateway building towards business as usual delivery]  [Feel free to summarise your Stage 1 proposal-show any high level thinking behind the model and the decisions presented in this document, offer your local vision and explain the reasoning and steps that have been taken to arrive at this proposal].  [Feel free to utilise any existing information that may present your vision- e.g. core day and existing mission statements, RA summaries etc.) |

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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 (day 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. | **[you can include your mapping document, previously agreed RMP or just list at least the main tasks]** | **[Compared to what’s on the left, highlight any difference to show what tasks are being de-prioritised- if applicable]** |
| Reinvestment summary  List staff duties/tasks/new roles that have been created and what they are being used for. | **[you can include your refreshed RMP or just list at least the main tasks]** | *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 | **[e.g. full time Employed- average. 6 hrs per day**  **Part-time employed- av.3hrs**  **Unemployed- av.2hrs**  **Weekend average-3hrs]** | **[Use consistent format with what you used on the left to,where applicable, show how this will differ at Stage 1 Day 1- if the same, please, state “no change”]** |
| Changes from full time to part time employment where applicable (number of spaces and any activities that have changed) | **[e.g. No of full time spaces**  **No of part time spaces**  **Where possible offer a split by specific activity ]** | **[where applicable show how this will differ at Stage 1 Day 1 ]** |
| Changes to mass movements or individual movements models (changes to supervision, numbers and timings as appropriate) | **[ Describe briefly the approach to movements including approx. numbers being moved and supervision levels ]** | **As above** |
| Changes to on-wing activities eg domestics, regime groups etc, supervision changes etc. | **[Briefly describe the delivery of residential activities**  **E.g. Domestics- approx.60 prisoners(1 Spur) supervised by 2 members of staff**  **“Association”-approx. 60 prisoners supervised by 2 members of staff**  **Describe the nature of activities, e.g. “unstructured” ]** | **As above** |
| Changes to core day timings and new activities introduced into evenings or weekends. | **[Include your core day]** | **[Where applicable present the new core day and/or and in particular show what activities have been introduced into evening and weekends]** |
| Changes to education– group sizes and supervision levels in all areas plus changes to the activities themselves. | **[List your education activities and provide group sizes for each where possible- plus, describe the supervision levels ]** | **[Where applicable show changes in numbers and what activities have been removed/added)** |
| Changes to Workshops delivery model,inc. group size/ mixing | **[List your prisoner-work activities and provide group sizes for each where possible- plus, describe the supervision levels ]** | **[Where applicable show changes in numbers and what activities have been removed/added]** |
| Changes to faith model including model for delivering safe communal worship. | **[Describe briefly how communal faith activities have been delivered for at least the main congregations- e.g. Church of England- a service open to all wings once per week in chaplaincy; Islam- a Friday service at the lunchtime open to all wings in chaplaincy etc.]** | **[Where applicable, show any changes to the model of delivery, especially any changes to the levels of mixing of prisoners from different location and modes of delivery- e.g. changing location).** |
| (where applicable) New Structured On Wing Activities and how these will be delivered (group sizes, facilitator, supervision etc) | **[ Describe briefly what and how any extra-circular activities that were being delivered before COVI- e.g. voluntary run AA group weekly for detox wing- approx 8 prisoners, no direct prison staff supervision** | **[ Describe which activities will be continued, discontinued and which introduced as SOWA offer- feel free to consult the guidance published on 17.09 for assistance on SOWA delivery ]** |
| 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 | **[Describe briefly PE delivery- including number of sessions, prisoner numbers, supervision levels and any particular types of activities being delivered**  **Describe briefly how health services such as GP appointments or nurse triage have been delivered ]** | **[Show any potential changes to the delivery and ensure that any changes to health services delivery 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. | **[ Describe briefly how any contracted services have been run ]** | **[Show any changes and whether they have been agreed with the 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) | **[As per suggestions on the left ]** | **[Show ]any potential changes** |
| (where applicable )Linking OM to regime – please state steps taken to link your OM activity/sentence progression to regime participation | **As above** | **As above** |
| Any other changes | **[ Please describe any other elements you would like to present that have not been mentioned above]** |  |

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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.*  [ This refers to regime changes and not to relaxing COVID controls. This may mean :  -Summarise the data that led to introducing any regime changes (or maintaining pre-covid regimes)- e.g. safety statistics, local intelligence, staff and prisoner consultation etc.  -Outline how the establishment and population’s needs will continue to be met and where any improvements have been identified compare to pre-covid  -Suggest how the changes will positively impact staff, prisoners and the establishments (e.g. likely positive impact on safety, security, decency, reducing re-offending outcomes; increase in meaningful/purposeful activity)] |

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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.*  [This can include both COVID and regime-based challenges  -Summary of potential risks and concerns in relation to the regime delivery (including both changes to pre-covid and those elements that stay the same) – e.g. lack of adherence to basic COVID rules; lack of parity in access to regime; minimal purposeful activity offer; staffing pressures.  -Where any changes to pre-covid delivery have been introduced, provide consideration on whether any unintended consequences are being expected(e.g. reduction in Time Out of Cell).  - Briefly describe how these are going to be managed- it can be further referenced in the quarterly reviewed milestones in Part 2 of this document.  -Consider describing what elements of regime should be considered for a change compared to pre-covid but is not feasible at present-provide explanation on this and consider referencing further in the milestones] |

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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 note that if your establishment is not delivering function specific Stage 1 Green expectations, this should be included as a milestone(above red flags level- please see Stage 1 model)***  *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 |
| E.g. WoodhilllM1 | E.g. Introduce/test more structured movement model | E.g. Safety Data shows that one of our establishment’s hotspot for violence is during free flow. We will focus on finding solutions to manage this. We have been unable to complete this so far. We are dependent on the re-profile to achieve this. |
| E.g. WoodhillM2 | E.g. Introduce additional structured on wing activity | E.g. We recognize the need for more structured activities on wing. We are in the process of preparing activities and re-profiling to match that need. |
| E.g.WoodhillM3 | E.g. Meet Stage 1 function specific Green expectations | E.g. Due to staffing pressures we are unable to currently deliver consistently above red flags(e.g. 3 hrs time out of cell per day). We are working towards achieving this level of delivery and will be reviewing our plans accordingly. |
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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) |