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|  | **Her Majesty’s Prison and Probation Service**  Ministry of Justice  102 Petty France  London SW1H 9AJ |
| To: Governors  Prison Group Directors    Cc: Amy Rees  Michelle Jarman-Howe  Alan Scott  Sarah Coccia  Richard Vince  Chris Jennings  Neil Richards  Kevin Reilly |
| 5 November 2021 |

**Regime data at adult prisons**

Firstly, we would both like to take the opportunity to thank you for your continued dedication and hard work during what we recognise has been a particularly challenging time throughout the pandemic. You will know that across the service we are continuing efforts in regard to our COVID Recovery.

At the start of the pandemic, recording practices were amended to reduce the burden on prisons. Prisons could select “attend all” for prisoners in paid activities on Prison NOMIS and Prison Digital Services (PDS) to ensure that prisoners got paid even where they were not working.

To ensure regime data continued to be available, a weekly manual return was introduced collecting information on activities prisoners were taking part in. It is recognised that this put additional pressure on prisons during the pandemic and continues to do so. As interest in regime information remains high within HMPPS and with Ministers, the time is right to consider the future of the weekly return and look at alternative ways of collecting the data, that can help to reduce additional pressures.

**Return to recording on NOMIS**

To achieve this, activity data from Prison-NOMIS/PDS will begin to be used as an alternative data source to manual reporting. To enable this, from **Sunday 14 November,** prisons should return to pre-COVID reporting on Prison NOMIS/PDS, ensuring prisoners are accurately reported in paid activities as either attended or acceptable absence. To begin with, this will be **in addition to the weekly manual return**, until the new system has been reviewed and assured – which will then enable the manual return to be ceased.Guidance will be sent out by PGD offices and made available on the Performance Hub giving an overview on the process prisons should follow.

Privately Managed Prisons (PMP) should revert to previous reporting arrangements on the Performance Hub and Prison-NOMIS that were in place prior to the pandemic. It is recognised that the reported outputs on the Performance Hub is different to the contractual measure and definition for Purposeful Activity and Time Out of Cell in some contracts. The contractual performance should continue to be reported separately as required under the contract. There is an assumption that PMPs have continued to report regime activity on Content Management System throughout the pandemic.

This information will be used to create a replacement dashboard which will continue to be shared with prisons. It will cover:

* Prisoners working full time;
* Prisoners working part time;
* Prisoners who are unemployed;
* Key Worker sessions (from measure CU146a on the Performance Hub); and
* Accredited programmes (from measure CU022 on the Performance Hub).

We will review the data collected from Prison-NOMIS/PDS over the coming weeks, to ensure it is working effectively prior to being able to cease manual reporting requirement. **During this time, to ensure data continues to be available, the weekly manual return will continue**. This will be reviewed in December and further guidance will be provided following that review.

Restarting this recording is the first step towards wider performance data changes as we recover from COVID, specifically looking at regimes and purposeful activity. It is important to record your prison’s data correctly to ensure accurate performance monitoring and help your prison to be able to be recognised for work undertaken and improvements made. Work will be undertaken with prisons over the coming months to help improve data quality to support the new measures.

If you have any questions about recording your data, please direct queries to [hubprisons@justice.gov.uk](mailto:hubprisons@justice.gov.uk).

For further information about the performance management process please direct queries to [Josephine.Blinstone@justice.gov.uk](mailto:Josephine.Blinstone@justice.gov.uk).

At present, this will be the only change to recording practices. As operations return further to normal, additional recording requirements which were in place prior to COVID-19 will be switched back on. We will keep you informed of any such developments as and when necessary.

Again, our sincerest thanks for all of your efforts as we all continue our COVID Recovery.

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| **Phil Copple**  **Director General of Prisons, HMPPS** | **Ian Blakeman**  **Executive Director Strategy Planning and Performance, HMPPS** |