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| **Re:**  | **Contingencies – Resource Support** |

As we continue to manage the significant pressure on resources now and in the weeks ahead, the table below aims to provide a reminder of the contingencies that are available to you.

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| **Job Profile** | **Options** | **Limitations/Considerations** | **Approval/Funding** |
| Admin Support | 1 | Overtime payments | Within TSF | Governor/prison Budget |
|  | 2 | Overtime payments with R and R | Please refer to notes on R&R at the end of this table. This must be applied in line with policy as a one-off reward only. | Governor/prison Budget |
|  | 3 | Temp increase in TSF for non -operational grades to be covered with unincentivised overtime | This can be used to support Covid related activity, such as increased testing | PGD/Group Budget |
|  | 4 | Overtime and R and R above FTE | Please refer to notes on R&R at the end of this table | PGD/Group Budget |
|  | 5 | HQ Support | Email to Exec Director for submission to ORSP  | ORSP/Central |
| SMT | 1 | Mutual Aid | Local DD within Group. This should be reported to Helen Smith helen.smith9@justice.gov.uk for central recording | PGD/Group |
|  | 2 | HQ Support | Email to Exec Director for submission to ORSP. This is limited to 4 week periods. | ORSP/Central |
| OSGs | 1 | Increase TSF to include all work (inc Escorts) within TSF  | Increasing TSF gives increased opportunity to offer OT within TSF and increases rationale for incentive OT Business cases. | PGD/Prison Budget |
|  | 2 | Redeploy Restricted duties Officers. | Staff on restricted duties replacing OSGs on nights, visits, gate and control room duties, escorts, remote keywork for prisons with in-cell telephony | Governor/- |
|  | 3 | Agency staff |  | Governor/Prison Budget |
|  | 4 | Overtime | Within TSF | Governor/Prison Budget |
|  | 5 | Overtime with R&R | This should be a very short-term option. See R and R notes. | G9ovenor/Prison Budget |
|  | 6 | Incentivised overtime up to 72 hours (OSP) | Business case must be completed on correct template | ED (max 2 occasions)/OT is prison Budget. Bonus is ORSP funded. |
|  | 7 | Incentivised overtime 2 weeks to 12 weeks (OSP) | Business case must be completed on correct template, approved by PGD and ED. | ORSP/ OT is prison Budget. Bonus is ORSP funded. |
|  | 8 | NDD | The availability of OSGs for NDD is very limited | ORSP/Inter unit charge costs to prison budget. ORSP cover bonus payments. |
| Officers(B3 and 4) | 1 | Unincentivised PP within TSF |  | Governor/prison budget |
|  | 2 | Review/reduce regimes and working practices | * Conversion of shifts
* Recover TOIL from staff with negative balances
* Review temporary promotions
 | Governor/- |
|  | 3 | PP Above TSF (For COVID related activity) | This can be used to support Covid related activity, such as increased testing and training backlogs | ORSP/Prison budgets but with access to current national underspend |
|  | 4 | Incentivised PP up to 72 hours (OSP) | Business case must be completed on correct template | ED (max 2 occasions)/ PP is prison Budget. Bonus is ORSP funded. |
|  | 5 | Incentivised PP 2 weeks to 12 weeks (OSP) | Business case must be completed on correct template, approved by PGD and ED. | ORSP/ PP is prison Budget. Bonus is ORSP funded. |
|  | 6 | NDD | This will be supplied to a maximum of 89% of the receiving sites TSF. | ORSP/All costs met by receiving prison apart for the bonus payment paid centrally |
|  | 7 | Regime mitigations | These must be reported to FBPs, EDs and Helen Smith helen.smith9@justice.gov.uk. for central recording | PGD/ Prison budgets but with access to current national underspend |
|  | 8 | Use of Reward and Recognition (R&R) | This may be used for operational staff but must be applied in line with policy as a one-off reward only. It must not be used to incentivise the working of additional hours. For operational staff OSP must be used to incentivise PP. | Governor |
| CMs | 1 | Unincentivised PP within TSF |  | Governor/Prison Budget |
|  | 2 | Review/reduce regimes and working practices | * Conversion of shifts
* Recover TOIL from staff with negative balances
* Review temporary promotions
 | Governor/- |
|  | 3 | PP Above TSF (For COVID related activity) | This can be used to support Covid related activity, such as increased testing and backlogs | PGD/Prison budgets but with access to current national underspend |
|  | 4 | Incentivised PP up to 72 hours (OSP) | Business case must be completed on correct template | ED (max 2 occasions)/ |
|  | 5 | Incentivised PP 2 weeks to 12 weeks (OSP) | Business case must be completed on correct template, approved by PGD and ED. | ORSP/ PP is prison Budget. Bonus is ORSP funded. |
|  | 6 | NDD | The availability of CMs for NDD is very limited | ORSP/ All costs met by receiving prison apart for the bonus payment paid centrally |
|  | 7 | HQ redeployment | Email to Exec Director for submission to ORSP. This is limited to a maximum of 4 weeks. | ORSP/ PP is prison Budget. Bonus is ORSP funded. |

For longer term profiling or resource management support please contact MyDetailCentralSupport@justice.gov.uk

Reward and Recognition (R&R)

The use of R&R must be applied in line with policy. It cannot be used as an incentive or to increase the rate of PP. The policy gives Governors the authority to recognise and reward any member of staff for exceptional performance in a particularly demanding task or situation through a one-off non-consolidated lump sum payment of up to £2,000 in any single financial year and the total bonus payments must not exceed 0.7% of the pay bill costs.

Operational Stability Payment (OSP)

OSP is primarily intended for staff based in the prison approved to operate the scheme. Staff may volunteer to work for an Operational Stability Payment at other prisons, but only where the prison approved to use it cannot find enough volunteers locally, where this does not create pressures in the volunteers’ home establishment (such as reducing the availability of PP volunteers required to support their regime), and where additional costs (such as travel, subsistence and accommodation) are proportionate to the business requirement and not more expensive than the alternative resourcing mechanisms (such as detached duty). Decisions on cross-prison volunteering need to be ratified by the Prison Group Director.

Wherever possible, extending OSP PP beyond the approved site staff pool should be avoided. Where it is necessary to fulfil the shortfalls in hours, and where stability would be at risk, PGDs may approve staff from other prisons within Group to join another sites’ OSP scheme. This should be in consultation with the sending prisons Governor. Consideration should be given to the impact on the sending prisons take up of unincentivised PP, as this may reduce with the offer of OSP at a neighbouring site. You should also refer to the cross-site working document (attached for ease).

 HQ Support

The data gathering exercise for HQ support is underway and whilst some adhoc short-term deployment is still taking place directly through SOCT, all cases will move to referral through ORSP from 17th January 2022. Application for assistance can be by email, simply detailing the resource issue and what support is required. It is helpful to include any non-op staff the prison has out on secondment/loan and the timeframe over which support is required. Please also clarify if the work can be completed remotely or must be delivered on site, and the option for any part time role. Requests should come through Exec Directors offices to ORSP. Where the need is urgent, they may be considered in correspondence. Operational HQ staff in receipt of RHA will be expected to fulfil a 4 week duty at the receiving establishment and deployment is mandatory once directed by ORSP. This differs to the pre 17th Jan position which relied on volunteers. All non-operational HQ colleagues have been asked to volunteer for deployment into prisons and will be matched to requests via ORSP.

Regards



Kevin Reilly

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Central Operational Services Directorate

