**Transition Framework for the Provision of PPE to Manage Covid-19** **Across HMPPS’ Prisons - Roles and Responsibilities**

1st April 2022 – 31st March 2023

**Introduction**

The current arrangements for PPE distribution to Prisons, YCS Secure Training Centres (STCs), Private Prisons, PECS and Probation sites during Covid-19 changed from 1st April 2022.

Probation Approved Premises, Private Prisons and YCS Secure Training Centre (STC) from the 1st April 2022 moved to ordering their Covid-19 PPE supplies directly via the NHS Supplies portal with delivery arranged by SSCL to an identified delivery point.

Central ordering of HMPPS Public Sector Prisons PPE will continue to be undertaken via a single order to NHS Supplies through the portal ordering system (SSCL) with continued delivery to Branston from the 1st April 2022.

HMPPS prisons currently place orders for Covid-19 PPE and hygiene products with the Regional Covid-19 PPE hub. Local arrangements with the hub are in place for delivery/collection of these items to the prison.

As part of a transition towards BAU, prisons will become responsible for ordering Covid-19 PPE & hygiene products directly from Branston via iProc at no cost during 2022-23 or until government guidance changes. Branston will deliver these orders to prisons as part of BAU scheduled national distribution of stock until the end of March 2023 when future supplies of these products will revert back to being ordered via the BAU commercial system.

**Transition Arrangements for Ordering of Covid-19 PPE**

During June 22 Regional Covid-19 PPE hubs have worked with the identified Single Point of Contact (SPOC) within each prison to put in place a minimum 14 day contingency stock which prisons are now responsible for maintaining.

From 1st July Regional Covid-19 PPE hubs will cease placing further orders to replenish the hub stock levels and allow Hub PPE stocks to deplete. During this period as hubs stocks reduce, prisons will become responsible for placing orders directly via iProc with Branston for items which are no longer available from the Regional hub.

Following approval from the PRB board, a gradual closure of the Regional Covid-19 PPE hubs will be undertaken during the summer period. Following the hub closure, prisons will be responsible for ordering all Covid-19 PPE via iProc directly from Branston.

Newbold Revell Learning and Development, NTRG (Kidlington/Hatfield) and a small number of identified Regional offices (Tees & Wear, Yorkshire) will adopt direct ordering of Covid-19 PPE via iProc from Branston as part of the transition. (Annex 2)

* Delivery of PPE to Newbold Revell will form part of the existing scheduled delivery.
* Delivery of PPE to the identified Regional offices above will be arranged by Branston either by courier of as part of a Branston delivery schedule.
* NTRG (Kidlington/Hatfield) will continue to collect PPE orders directly from Branston.

The remaining Regional offices have local arrangements in place to obtain Covid-19 PPE from an identified HMPPS prison within the region following the closure of the Regional Covid-19 PPE Hubs.

PECS will continue to use existing procedures to order and obtain Covid-19 PPE from Branston through 2022 to March 2023 or until guidance changes.

**Summary Overview of Roles and Responsibilities**

**Prison Single Point of Contact – Head of Business Assurance (HoBA).**

Annex 1 and 2 providesfurther detailed information related to the role and actions required

* Responsible for ensuring the effective management of Covid-19 PPE and hygiene products in their establishment including:
  + Ensuring Stores staff monitor Covid-19 stock levels and rotation of stock.
  + Managing completion of the monthly PPE prison stock tracker for central analytical and national ordering needs
  + Ensuring that PPE orders are placed by the Business Hub to replenish and maintain Covid-19 PPE stock levels
  + Maintaining a minimum contingency stock of 14 days Covid-19 PPE & hygiene products
  + Supported by the HRL, working with Stores staff to ensure PPE is issued when required. Requirement for PPE will be specified by HMPPS risk assessments and the Outbreak Control Team (OCT) in line with the Establishment Pandemic Contingency plan.
* Contribute to regular calls arranged by HQ HSF Team
* Take formal action on what is agreed within the call

**Regional PPE Hub Single Point of Contact (SPOC).**

Annex 3 providesfurther detailed information related to the role and actions required

* Responsible for ensuring the effective management of PPE in their hub including:
  + Managing Covid-19 stock levels and reordering there of;
  + Working with Stores staff to ensure that they are aware which HMPPS prisons have been mapped to their hub;
  + Working with Stores staff to ensure PPE is issued when required. Requirement for PPE will be specified by HMPPS risk assessments and the Outbreak Control Team (OCT) in line with the Establishment Pandemic Contingency plan.

* Contribute to regular calls arranged by HQ HSF Team
* Take formal action on what is agreed within the call

**Commercial**

* Responsible for ensuring that an emergency response for the provision of PPE and hygiene products is enabled where not available via NHS Supplies/SSCL portal.
* Ensure a supply chain for emergency PPE & hygiene products
* Contribute to regular calls arranged by HQ HSF Team
* Action any commercial issues identified on the call
* Place orders for PPE and hygiene products, as requested by HQ HSF Team, on behalf of HMPPS during the Covid-19 response

**HQ HSF Team**

* Lead on PPE issues in response to Covid-19 including:
  + Working with Branston NDC to monitor Covid-19 stock levels
  + Manage central ordering of Covid-19 PPE and hygiene products via the PPE portal and commercial routes in line with HMPPS demand and usage data.
  + Work with Analytics and Branston to maintain a central HMPPS contingency stock (quantities to be assessed on a worst-case scenario of organisational need).
  + Identify PPE that meets UKHSA specification where commercial routes are used.
* Provide PPE Data reports by exception
* Manage and oversee regular calls related to the provision of PPE across Public Sector Prisons
* Direct the movement of specialist PPE and/or hygiene products across HMPPS as required
* Escalate any unresolved PPE requirements or related issues for resolution.

**Branston National Distribution Centre (NDC)**

* Responsible for ensuring the effective management of Covid-19 PPE and hygiene products in the NDC including:
  + Providing weekly summary reports to enable central monitoring and ordering of Covid-19 stock
  + Managing direct ordering from prisons, Newbold Revell Learning and Development, NTRG (Kidlington/Hatfield), identified Regional offices and the movement of Covid-19 PPE and hygiene supplies across HMPPS.
  + Work with HQ HSF Team to retain a central HMPPS contingency stock of one month (quantities to be assessed on a worst-case scenario of organisational need)
  + Managing effective stock rotation
* Contribute to regular calls arranged by HQ HSF Team
* Action any stock /distribution issues identified on the call

**Analytics (Data & Analysis Directorate)**

* Responsible for the provision of analytical support for the collation of organisational PPE use and forecasting
* Contribute to regular calls arranged by HQ HSF Team

**Annex 1**

**Prison Single Point of Contact - Head of Business Assurance (HoBA)**

**Checklist**

Ensure these tasks are completed and where necessary delegated to the appropriate member or staff or team (e.g., your HRL, Stores team etc)

* Liaise with the Regional PPE Hub (annex 4) to ensure a direct line of communication is in place between the hub and yourself as the lead point of contact for overseeing PPE ordering and monitoring of stock in the prison.
* Ensure Stores staff monitor Covid-19 stock levels and a system is in place to monitor stock use by date to enable good stock rotation.
* The Covid-19 PPE & Hygiene Products Availability table below provides details of Covid-19 PPE & Hygiene products available to order.
* Ensure the Covid-19 PPE order is placed by the identified person/Business Hub with the Regional PPE Hub to replenish stock.
* Supported by the HRL, work with Stores staff to ensure PPE is issued when required. Requirement for PPE will be specified by HMPPS risk assessments and the Outbreak Control Team (OCT) in line with the Establishment Pandemic Contingency plan.
* Ensure the prison maintains a minimum contingency stock of 14 days Covid-19 PPE & hygiene products.
* Ensure that there is an audit trail of what PPE and hygiene products have been delivered to the prison and what stock is available.
* Ensure the prison stock tracker (used for PPE demand modelling) is completed and submitted on the first Tuesday of each month to:

**Health-Safety.national@justice.gov.uk**

* Attend regular calls with HMPPS Health and Safety HQ team which enable important key updates to be shared and allows for PPE issues to be discussed.

**Preparing for a transition** **to ordering Covid-19 PPE via iProc**

* Identify who will place future orders for Covid-19 PPE on iProc as Regional PPE Hub stock is depleted and is no longer available, taking account of annual leave/sickness.
* Ensure training/support is available to those identified to place future PPE orders on iProc where required
* Regional PPE Hub will begin to run down stock held from 1st July 22, HoBA’s will be notified by the PPE hub of items which are low in stock to enable arrangements for these items to be ordered by the identified person/Business Hub via iProc.

Refer to the iProc list (annex 2)

* Ensure orders are placed via iProc at least 5 days prior to the Branston scheduled Category 6 PPE delivery date. (Annex 2). Branston will dispatch the products via the normal scheduled BAU transits to prisons.
* As the prison moves to full ordering via iProc, and monthly scheduled delivery from Branston, the PPE contingency provision should be monitored and reviewed to take account of any increase in local escalating risk and the monthly delivery schedule.

**HoBA Covid-19 PPE Order and Supply Transition Flowchart**

As lead point of contact for overseeing PPE ordering and monitoring of stock in the prison ensure a direct line of communication is maintained with the Regional PPE hub SPOC.

Oversee Stores staff reporting to monitor Covid-19 stock levels and also ensure a system is in place to monitor stock use by date to enable good stock rotation.

Ensure the prison maintains a minimum contingency stock of 14 days Covid-19 PPE & hygiene products. The PPE contingency should be monitored and reviewed to take account of any increase in local escalating risk and the monthly delivery schedule.

Ensure the prison stock tracker (used for PPE demand modelling) is completed and submitted on the first Tuesday of every month to : **Health-Safety.national@justice.gov.uk**

Ensure PPE Orders are placed with the Regional PPE Hub to replenish PPE stock levels

**Get ready to order PPE via iProc as Regional PPE Hubs reduce their stock levels**

Identify who will place orders for Covid-19 PPE on iProc as Regional PPE Hub stock is depleted and items are no longer available from the hub, taking account of annual leave/sickness.

See Annex 2 for iProc codes and guidance

Check when the prison Category 6 PPE scheduled delivery is from Branston (monthly).

See Annex 2 Branston PPE Delivery Schedule

Ensure orders are placed via iProc at least 5 days prior to the Category 6 PPE scheduled delivery date. Branston will dispatch the products via the normal scheduled BAU transits to prisons.

Consider the total volume of PPE the prison will need depending on frequency of Branston deliveries.

If an emergency order is required contact Branston NDC Customer Services [NDCBranstonSpecialistEquipment@justice.gov.uk](mailto:NDCBranstonSpecialistEquipment@justice.gov.uk)

**Annex 2**

**Covid-19 PPE & Hygiene Products Availability Table at a glance**

|  |  |  |  |
| --- | --- | --- | --- |
| Product | Free Covid-19 PPE via PPE hub. When hub stock depleted, order via iProc direct from Branston | Via IPROC from contract | Via GPC |
| Surgical Mask – Fluid Resistant FRSM | √ | X | X |
| FFP 3 Mask (only available to identified prisons currently face fit testing’s) | √ | X | X |
| Battery Powered Respirators (BP-RPE)  Buffer stock | √ | X | X |
| BP-RPE Filters (PACK OF 5)  (Max Order is 5 Boxes) | √ | X | X |
| BP-RPE Further Replacement Batteries  ConceptAir Li-lon Battery Pack (Arco Code B433314) £121.50 | X | √  Arco | X |
| Face Coverings | √ | X | X |
| Hand Sanitiser – various sizes. | √ | X | X |
| Hand Sanitiser - Dispenser | √ | √  Greenham’s | X |
| Hand Sanitiser – Cartridge 1 Ltr | √  (Nil cost) | √  Greenham’s | X |
| Goggles | √ | X | X |
| Nitrile Gloves | √ | X | X |
| Long cuff Nitrile Gloves | √ | X | X |
| Face Shield (Medical) | √ | X | X |
| Disposable Aprons | √ | X | X |
| Bio Coveralls | √ | X | X |
| Foot over protection | X | √  Arco | X |
| Chlorine Tablets | √ | √  Greenham’s | X |
| Fit Testing Kit and solutions (restricted to identified prisons currently face fit testing) | √ | X | X |
| Alcohol wipes | √ | x | X |
| Clinical Waste bags  (Provided by the FM Provider) | x | √  Greenham’s | X |
| General Purpose disinfectant | X | √  Greenham’s | X |
| General Purpose detergent | x | √  Greenham’s | X |

HMPPS’ Covid-19 PPE supplies are delivered directly to Branston. There is no requirement for local establishments to purchase Covid-19 related PPE directly from any other sources. All Covid-19 PPE should be available through the Regional PPE Hubs, and as we transition, from Branston via iProc.

GPC cards are not to be used to purchase PPE and the expenditure on GPC cards is being closely monitored to ensure this.

**Branston Scheduled Delivery Information**



**Direct Ordering from Branston**

iProc codes to order Covid-19 PPE & Hygiene products

|  |  |  |
| --- | --- | --- |
| Description | CODE |  |
| COVID19 - FACE COVERING SMALL (BOX 100) | 7062EXT | Box |
| COVID19 - FACE COVERING MEDIUM (BOX 100) | 7063EXT | Box |
| COVID19 -SANITISER HAND FOAM 1ltr (Box of 6) | HYG009 | Box |
| COVID19 - WIPES ALCOHOL TUB 100 SML (BOX 12) | HYG016 | Box |
| COVID19 - FFP3 MASK FACE - BOX 20 (Requires H&S approval) | PPE001 | Box |
| COVID19 -MASK SURGICAL - FLUID RESISTANT FRSM (BOX 50) | PPE003 | Box |
| COVID19 -SHIELD FACE (Pack of 12) | PPE005A | Box |
| COVID19 - COVERALLS - SMALL (BOX 40) | PPE007 | Box |
| COVID19 - COVERALLS - MEDIUM (BOX 40) | PPE008 | Box |
| COVID19 - COVERALLS - LARGE (BOX 40) | PPE009 | Box |
| COVID19 - COVERALLS - XLARGE (BOX 40) | PPE010 | Box |
| COVID19 - COVERALLS - 2XLARGE (BOX 40) | PPE011 | Box |
| COVID19 - APRON DISPOSABLE STANDARD (BOX 1000) | PPE012 | Box |
| COVID19 - GLOVES STANDARD NITRILE EXTRA SMALL (BOX 200) | PPE014 | Box |
| COVID19 - GLOVES STANDARD NITRILE SMALL (BOX 100) | PPE015 | Box |
| COVID19 - GLOVES STANDARD NITRILE MEDIUM (BOX 100) | PPE016 | Box |
| COVID19 - GLOVES STANDARD NITRILE LARGE (BOX 100) | PPE017 | Box |
| COVID19 - GLOVES STANDARD NITRILE XLARGE (Box 180) | PPE018B | Box |
| COVID19 - GLOVES LONG CUFF MED (pk 12 pair) | PPE020 | Pack |
| COVID19 - GLOVES LONG CUFF LARGE (pk 12 pair) | PPE021 | Pack |
| COVID19 - GLOVES LONG CUFF XL (pk 12 pair) | PPE022 | Pack |
| COVID19 - GLOVES LONG CUFF 2XL (pk 12 pair) | PPE023 | Pack |
| COVID19- SANITISER HAND 100ML (Box of 100) | PPE026A | Box |
| COVID19 -BP- RPE Filters (PACK OF 5)  (Max Order is 5 Boxes) | PPE033 | Box |
| COVID19 - FACE FIT TEST KIT (Requires Principal HSF lead approval) | PPE028 | Box |
| COVID19 - FACE FIT TEST KIT - STANDARD SOLUTION A. (Requires Principal HSF lead approval) | PPE029 | Box |
| COVID19 - FACE FIT TEST KIT - STANDARD SOLUTION B. (Requires Principal HSF lead approval) | PPE030 | Box |

**Quick guide to order items**

1. Ensure you select General – NMS

2.Enter the code for the item required using the above list

3. Find item and progress as normal.

4. Ensure the delivery address is correct

Graphical user interface, text, application

Description automatically generated

**Wall mounted Sanitiser**

Wall mounted hand sanitiser installed within site entrances, prison receptions and visits areas must contain alcohol-based hand sanitiser products (with a minimum of 60% alcohol). These items have been temporarily made available in prison establishments via iProc (SOP) through the ‘infection control’ procurement catalogue (see table below). Supplies of these cartridges are also available to order from the Regional PPE hubs and Directly from Branston once stock in Hubs is depleted, so sites only need to order on a top up basis. Sites are mandated to carry out a risk assessment identifying the strict controls of these items and their appropriate location to prevent misuse. The assessment must also consider potential fire risk of these products.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Code | Product | Per | Price | Description |
| 548086 | Deb InstantFoam Complete Hand Sanitiser 1L Cartridge (for dispenser) | Each | £9.51 | Alcohol based foam hand disinfectant for use without water to kill 99.9% of many common germs. |
| 879884 | Hand Sanitiser 1L Dispenser | Each | 0.01 | Dispenser |

Should you have any queries in the interim please email the National H&S FMB:

[Health-Safety.national@justice.gov.uk](mailto:Health-Safety.national@justice.gov.uk)

**Annex 3**

**Regional PPE Hub Single Point of Contact (SPOC)**

**Checklist**

* From 1st April Private Prisons, (YCS) Secure Training Centre and Probation Approved Premises order PPE direct from the SSCL Portal. Emergency PPE support to these sites, should continue through the Regional PPE Hub until their closure.
* Ensure a direct line of communication is established and maintained between the hub and establishment HoBA’s who oversee PPE ordering and monitoring of stock in the prison.
* Ensure HMPPS prisons under your hub hold a minimum 14-day contingency PPE stock in preparation for the hubs closing.
* Continue to work with Stores staff to ensure PPE is issued when required. Requirement for PPE will be specified by HMPPS risk assessments and the Outbreak Control team (OCT) in line with the Establishment Pandemic Contingency plan.
* Ensure the hub stock tracker is completed and submitted on the first Tuesday of every month to [Health-Safety.national@justice.gov.uk](mailto:Health-Safety.national@justice.gov.uk)
* Contribute to regular calls arranged by HQ HSF Team, should it not be possible to join the call i.e., due to leave, sickness have in place arrangements for someone to cover the call and provide feedback
* Action any commercial issues identified on the call

**Preparing for a transition** **to prisons ordering Covid-19 PPE via iProc**

* With effect from 1st July PPE hubs are to cease ordering PPE from Branston.
* Continue to liaise with prison HoBA’s as hub stock begins to deplete to advise of low in stock items to enable the SPOC to make arrangements for the prison Business Hub to place future orders for these items by iProc.
* Other items which remain in stock should continue to be supplied by the hub.
* Begin to identify slow moving stock which may need to be sent back to Branston e.g., coveralls.
* Support prisons where necessary to complete the stock tracker to ensure that when recording quantities this matches the value denoted on the form i.e., box /pack/each

**Separate guidance related to;**

**Disposal/Reuse/Return of remaining PPE to Branston AND Relocation of the BP-RPE Buffer will be issued during July 22.**

Should you have any queries in the interim please email the National H&S FMB:

[Health-Safety.national@justice.gov.uk](mailto:Health-Safety.national@justice.gov.uk)

**Annex 4**

***Locations and contact details of Regional SPOCs and PPE hubs***

| **Prison Group Directorate** | **Name of HUB SPOC** | **Principal Health, Safety and Fire Advisor** |
| --- | --- | --- |
| Avon & South Dorset | Chris Simpson  Group Safety Lead  [chris.simpson@justice.gov.uk](mailto:chris.simpson@justice.gov.uk)  07908 469216 (includes out of hours) | Hayley Gethen  [Hayley.gethen@justice.gov.uk](mailto:Hayley.gethen@justice.gov.uk)  07708 052 401 |
| Beds, Cambs & Norfolk | Karen Moran  [Karen.moran@justice.gov.uk](mailto:Karen.moran@justice.gov.uk)  Deputy - Amanda Sommers  [Amanda.sommers@justice.gov.uk](mailto:Amanda.sommers@justice.gov.uk) | Claire Jones  [Claire.Jones01@justice.gov.uk](mailto:Claire.Jones01@justice.gov.uk)  07790 575111 |
| Cumbria & Lancashire | Gary Nieman  [Gary.nieman@justice.gov.uk](mailto:Gary.nieman@justice.gov.uk) | Jason Morley  [Jason.Morley@justice.gov.uk](mailto:Jason.Morley@justice.gov.uk)  07989420700 |
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| East Midlands | Gina Hempsall  Business Hub Manager  HMP Whatton  01949 803373  [Georgina.hempsall@justice.gov.uk](mailto:Georgina.hempsall@justice.gov.uk)  Deputy SPOC  Diane Keal,  Business Hub HMP Whatton  01949 803485  [Diane.keal@justice.gov.uk](mailto:Diane.keal@justice.gov.uk)  Out of Hours - Night Orderly Officer 01949 803200  Rebecca Clayton  Head of Business Assurance  [Rebecca.Clayton1@justice.gov.uk](mailto:Rebecca.Clayton1@justice.gov.uk)  01949 803365 | Karin Benson  [Karin.Benson@justice.gov.uk](mailto:Karin.Benson@justice.gov.uk)  07889 407990 |
| Gtr Man, Mersey & Cheshire  ***Note: North Wales will be covered by GMMC Group*** | Colin Ellis  [colin.ellis2@justice.gov.uk](mailto:colin.ellis2@justice.gov.uk)  01925 805246 / 07715688749  Simon Billington - Group Operations Manager [simon.billington@justice.gov.uk](mailto:simon.billington@justice.gov.uk) telephone 01925 805232  If required - Paul Holland  [Paul.Holland@justice.gov.uk](mailto:Paul.Holland@justice.gov.uk)  01925 805188  Out of hours for GMMC will be.  Colin Ellis 07715 688 749 or  Simon Billington 07889415708, or  Paul Holland 07989 666390 | Jason Morley  [Jason.Morley@justice.gov.uk](mailto:Jason.Morley@justice.gov.uk)  07989420700 |
| Herts, Essex & Suffolk | Karen Moran  [Karen.moran@justice.gov.uk](mailto:Karen.moran@justice.gov.uk)  Deputy - Amanda Sommers  [Amanda.sommers@justice.gov.uk](mailto:Amanda.sommers@justice.gov.uk) | Claire Jones  [Claire.Jones01@justice.gov.uk](mailto:Claire.Jones01@justice.gov.uk)  07790 575111 |
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| London | Gary Poole - Operations Manager - London Prisons Group.  [Gary.john.poole@justice.gov.uk](mailto:Gary.john.poole@justice.gov.uk)  07976 450768  Neil O’Regan- On-Site Controller  Neil.o’regan@justice.gov.uk  07973 457 477 | Paul Fairbrass  [Paul.Fairbrass@Justice.Gov.uk](mailto:Paul.Fairbrass@Justice.Gov.uk)  07922 817924 |
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| South Central | James Tyrrell  [James.tyrrell@justice.gov.uk](mailto:James.tyrrell@justice.gov.uk)  01869356983  Out of Hours: 01869 353231 or 3230 (This is our communications room number)  Duty Governor or Orderly Officer (Bullingdon) | Richard Wilkerson  [richard.wilkerson@justice.gov.uk](mailto:richard.wilkerson@justice.gov.uk)  07968 907021 |
| Tees & Wear | Sue Clark [susan.clark1@justice.gov.uk](mailto:susan.clark1@justice.gov.uk) 07714508980  supported by Frank Cassidy [francis.cassidy@hmps.gsi.gov.uk](mailto:francis.cassidy@hmps.gsi.gov.uk)  07877578533  Gareth Thomas  [gareth.thomas4@justice.gov.uk](mailto:gareth.thomas4@justice.gov.uk) | Rachael Sharples  [rachel.sharples@justice.gov.uk](mailto:rachel.sharples@justice.gov.uk)  07973758537 |
| Wales | Adam Davies  [Adam.Davies@justice.gov.uk](mailto:Adam.Davies@justice.gov.uk)  07971738837  Out of hours SPOCS  Peter Noonan  [Peter.Noonan@justice.gov.uk](mailto:Peter.Noonan@justice.gov.uk)  07701280834 | Colin Talbot  [colin.talbot@justice.gov.uk](mailto:colin.talbot@justice.gov.uk)  07583038675 |
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