



ASSOCIATION OF VISITING COMMITTEES
FOR SCOTTISH PENAL ESTABLISHMENTS

**ANNUAL REPORT
2014-2015**

**YOI VISITING COMMITTEE
HMP & YOI CORNTON VALE**

**CORNTON VALE YOUNG OFFENDERS INSTITUTION
VISITING COMMITTEE MEMBERS**

Mr James Scott	Chairman
Mrs Julie McEachern	Vice-Chairman
Mrs Margaret Gallivan	(recruited June 2014)
Mrs Christine Grant J.P.	
Mrs Penny Johnston	
Mrs Anne Montgomery J.P.	
Mr Geoff Miller	(recruited July 2014)
Dr Alastair Howie	
Mrs Myra Christie	Clerk

STATUTORY ROLE OF THE VISITING COMMITTEE

The statutory responsibilities of Visiting Committees and of their members are set out in Part 17 of The Prisons and Young Offenders Institutions (Scotland) Rules 2006 made under Section 8(2) of the Prisons (Scotland) Act 1989 (c.45). That states: “Rules made under section 39 of this Act shall prescribe the functions of visiting committees, and shall among other things require the members to pay frequent visits to the prison and hear any complaints which may be made by the prisoners and report to [Scottish Ministers] any matter which they consider it expedient to report; any member of a visiting committee may at any time enter the prison and shall have free access to every part thereof and to every prisoner”.

A Visiting Committee is specifically charged to:

- co-operate with Scottish Ministers and the Governor in promoting the efficiency of the prison;
- inquire into and report to Scottish Ministers upon any matter into which they may ask them to inquire;
- immediately bring to the attention of the Governor any circumstances pertaining to the administration of the prison or the condition of a prisoner when they consider this necessary; if the Governor has not remedied matters within a reasonable period of time, they shall bring the matter to the notice of Scottish Ministers;
- from time to time, inquire into the state of the prison premises and inspect the food and drink provided to the prisoners and if at any time they find these unsatisfactory, record any deficiencies in their minute book and send a copy to Scottish Ministers and the Governor;
- hear and investigate any applications or complaints which prisoners may make to them and report their findings to the Governor and Scottish Ministers;
- visit the prison fortnightly by not fewer than two of its members;
- at its discretion inspect prison records other than personal records, prisoners’ records and security manuals or other papers which have implications for security and make a note of their inspection in their minutes;
- make an annual report for the period of 12 months ending on 31 March each year to Scottish Ministers about the state of the establishment and its administration and include any advice and suggestions they consider appropriate.

INTRODUCTION

I have pleasure in submitting the Annual Report for the Visiting Committee for the Young Offenders Institution, Cornton Vale, Stirling.

During the year we were fortunate in obtaining the services of Geoff Miller and Margaret Gallivan following my request to our co-ordinator at SPS to have the appointments made without advertising. This was agreed and I would wish to thank our new recruits for doing the admirable job they have done although knowing that their appointments would only persist until the end of the year, they have attended willingly and diligently to their duties.

During this year, the Government announced that the Visiting Committees were to be abolished and replaced by a different type of monitoring. All appointments held were to be withdrawn and we were asked to stay in post, despite our effectively having been terminated, until 31 August 2015. I must thank my Committee for working through this period (which they are doing as this Report is being processed) but have to add that yet again, the total commitment of my Team is quite beyond reproach and I thank them for that.

Despite this, my Committee continues to give the same dedication and commitment to their voluntary duties and have retained the reputation of the Committee as will be seen later in this Report.

Despite fluctuations in members, all Statutory Visits were properly undertaken and completed in accordance with the mandatory requirements. Our Clerk prepared a diary for each Member's Visits and this was followed rigorously. Follow-up visits to address concerns were duly undertaken, sometimes involving colleagues making several visits to the establishment to be certain that Prisoners were being reassured that their concerns were being heeded.

We have found that by follow up visits which are one-to-one, members can achieve speedy resolutions to issues which some may regard as complaints and this is not only time saving, but expeditious in nature, and such an approach is welcomed by the Residential Managers and Governor.

Despite our being a Committee of only eight, we have to undertake those same duties of larger Committees which can number twenty personnel, which clearly shows the dedication and diligence of our Members.

Meetings of Committees

The Committee meets on a bi-monthly basis within the Establishment and statistics for visits are attached.

A Formal Agenda and record of Minutes are submitted to the Government.

It is our policy that good Governance is followed at all times and minutes are circulated within a seven day cycle to members. All meetings are properly convened and conform to the Ethics in Public Life documentation.

In conducting our meetings we have the presence of the Governor or Deputy and, in addition, we invite Staff Members to brief us at our Meetings which helps greatly to understand properly the roles and functions of staff.

The Committee Members again continued to have an excellent record of service. Only illness and family commitments have prejudiced a 100% attendance and Statutory Visits have been totally maintained.

The diligence of our Clerk (Myra) permitted not only the Minutes being properly processed within one week of our meetings, but the assistance given to me personally has made the job of Chair to be so much easier.

I would also like to thank my Vice Chair (Julie) for her valued assistance and understanding but also for her providing the biscuits etc. for our meetings.

I do hope that the YOI Committee knows that the work done by them has been recognised by Staff and Prisoners as beyond reproach and that the rehabilitation of Prisoners has been particularly successful as far as YO's are concerned and this can be seen by the almost negligible return to the Establishment by what were formerly "regular visitors" and that the Prison Role has fallen dramatically.

In other words, "A JOB WELL DONE".

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Section 3

DESCRIPTION OF THE PRISON

I direct this section of my Report purely to YOs.

Prison numbers are decreasing. From an average of 35 last year, this has decreased to around an average of 20 prisoners. Indeed there are now records of some 10 prisoners being in custody. Again, many are on Remand and as we outlined last year, we have concerns that some 30% of these Remand prisoners are liberated during their period of incarceration giving some concern that their custodial sentence could possibly have been questionable.

EXECUTIVE SUMMARY

This summary has been expressed by bullet points and the issues indicated are specifically addressed in the detail of the report.

- Toilet accommodation still not acceptable
- Home skills showing positive results
- Mental Health issues and lack of self esteem
- New Visitor Centre working well
- Smooth transition between NHS and SPS in Health Care
- Good management in Catering and food quality
- Inequalities between Male and Female establishments
- Improvement in Education provided but Remand Prisoners issues not being addressed
- Family Learning Project and Education generally
- Training and Job Finding
- Commend work in Link Centre but concerned that First Aid Programme and Food Handling not continuing
- Need to increase office space in the Links Centre
- No real outside activities and Beechgrove Garden rarely used
- Concerns over number of Remand Offenders
- Staff attitude and help to Prisoners

CONCLUSION

Despite this Report being THE END OF AN ERA FOR VISITING COMMITTEES, it is my wish that the new Monitoring Committees can serve the Community to the standard of the Visiting Committees and that Prisoners and Staff can remember the Volunteers have done their best and have at all times shown caring for all.

Jim Scott, Chair
Cornton Vale Young Offenders Institution Visiting Committee

July 2015

HEALTHCARE AND MENTAL HEALTH

The Health Centre continues to provide a high standard of health care, in all its various aspects, to the small number of female Young Offenders at Cornton Vale.

The last twelve months have seen a service redesign resulting in the appointment of two new Team Leaders – one in mental health and one in primary care.

Maternity care is well organised and pregnant YOs receive regular check-ups by midwives and staff from the mother and baby unit. For some young girls this is more than they would access if out in the community!

The “Beating the Blues” programme is now up and running but Advocacy is still very rarely used – there seems to be very stringent access conditions to be met before you can be accepted.

Dental services are running smoothly with very short waiting times. The nurse-led triage system is working well.

The members of the VC have received very few complaints re health care in the last 12 months and the staff working in this unit should be commended.

FOOD AND KITCHEN

The amount that the kitchen has a day per prisoner has gone up by 8p to £2.50. For this price all meals and allowances, including tea bags and milk, have to be included. The menu is on a three week cycle and is checked by a dietician. At the time of writing a new person at SPS HQ is being employed to oversee the menus. The next report will be able to tell if this makes any difference. Meals remain remarkably varied and creative. This year there have been fewer complaints from the YOs about food.

Despite limited funds the kitchen manages to offer “events nights” which punctuate the year. For this session the following were held:

Chinese New Year
Indian Night
Mexican Night
British Menu Night

It is hoped that this idea will continue and may even expand in the future. On a more mundane level, the homemade soup available each day is filling and tasty.

The kitchen is supplemented by herbs etc. grown in the polytunnels of Cornton Vale. The system works well and it would be good to see an increase in useable produce from the gardening area. The manager still focuses on seasonality adding fresh leaves etc. to salads as they become available (and can be used to supplement (especially) the vegetarian menu). The reduced number of prisoners makes a big difference in the provision of food. The kitchen space and services were designed for a particular population and this works well if not stretched to the limit. It still has to rely on heated trolleys taking food to the house blocks which can sometimes mean that service and presentation is not as it was within the kitchen, but this is a geographical problem of the site. The kitchen has had some internal upgrading (wet wall etc.) and currently appears to be working well. Cooking methods vary along with the menu.

The area offers an excellent opportunity for girls learning in the working environment, communicating work ethic and an increase in self-esteem is evident. At the time of this report, 4 young offenders were in the kitchen work party. They were seen as good workers and not disruptive.

The kitchen staff continue to work well as a team and their department acting as a venue for training. Currently basic food hygiene certificates and SVQs are offered. All opportunities for qualifications should be welcomed and extended if possible as these are transferable skills that can be put to good use in the wider world.

EQUALITY AND DIVERSITY

Much good work continues to come from Equality and Diversity including an analysis of the level of support needed for an ever changing population. The remit includes health promotion, a family strategy for Cornton Vale and a feasibility study for the re-vamping of the visit room.

We were privileged to attend the Young Offenders' family Day in December. Six families attended with 6 young women, 11 adults and 2 children. Following a review with Young Offenders, the day will possibly be held in the Christmas holiday period to allow more school aged children to attend. The "buffet lunch" aided the "normalization" of the event and the atmosphere was excellent.

Staff will receive GIRFEC Training (Get it Right For Every Child), a key national visit strategy that will be very pertinent to Young Offender staff. (The VC has seen GIRFEC in operation in Polmont).

Visit sessions are now collated in greater detail informing Cornton Vale of when times are popular and likewise when sessions are hard to attend. The national visit survey has recently been launched and it is intended that this information be put to good use.

Charitable events such as the Sale of Work that was held allow young women to give back to good causes in society. As well as learning skills in order to produce goods, do nails, bake, etc. it improves communication and self-esteem whilst offering some fun for all and increasing contact with outside agencies and individuals.

Gender inequalities with regards to sanitary conditions for female Young Offenders within the SPS continue and will obviously do so until the buildings are suitably altered. Female YO's still do not have ready access to toilets and showers during day time lockups and through the night.

EDUCATION, TRAINING AND WORK

The Young Offenders returned from Polmont before their permanent home in Skye House had been renovated. They spent several months in Bruce House where the regime was temporary and, although the girls were asked early in the year about their educational preferences, this was with a view to the future when they were settled in Skye. The move took place in July 2014. Under the more structured regime established since then, Education, Work and Training have become a more purposeful part of rehabilitation rather than just providing occupation outside the accommodation block which was the case when the prison was overcrowded.

The second major factor this year has been that fewer young people have been given custodial sentences resulting in lower numbers. Whereas overcrowding over recent years meant that little could be done to target re-offending among short-termers, more thought is currently being given to supporting preparation for release. Education and Work have a valuable role in these aims. Case Management Profiles for those with sentences under 4 years are currently being introduced and will result in a document which reveals asset skills, including those gained through education and training. It provides information which can be used throughout the sentence and to prepare for release and which can also be picked up again if they return. These profiles should be particularly helpful to YOs whose sentences tend to be shorter than those of Adults.

Education

Young Offenders like the idea of classes specifically for them. An art project is in hand to produce murals for the recreation area in Skye. A new Reader in Residence in partnership with Stirling Libraries will work specifically to try to engage with the Young Offenders. The wide range of classes delivered by the Learning Centre staff are open to them and it is pleasing to report that almost half of the current Young Offenders are attending classes regularly in curricular subjects. Shorter sentences resulting in continual fluctuation in the population mean that classes operate on a roll-on, roll-off basis which can accommodate all sentence lengths. This reduces opportunities for starting a learning project which can be continued on release, although, if a prisoner wants to continue with education outside, the college offers advice on applications and choice of course. Young Offenders also engaged this year with special events organised by the Learning Centre, in particular the Diwali Celebrations, Knit & Natter and Christmas Activities Week.

The Learning Centre works with external partners throughout the year, most notably Artlink Central, the University of Stirling and the Glasgow Women's Library, in the areas of drama, visual art and creative writing. This year's exhibition in collaboration with Artlink Central was entitled 'Illuminate'. Women in the Creative Writing class wrote sharing personal memories and feelings before experimenting with watercolour techniques to make artworks to complement the text. Again, the quality of the work was impressive and moving.

The increasing collaboration between the Learning Centre and other departments within the prison is particularly encouraging. This included a very successful Family Learning Project with women on the Parenting Programme which included cookery, budgeting, craft skills and Storysacks. A new Citizenship Work Party has started as part of preparation for release and the Learning Centre will link into this using their Money Matters budgeting and cookery course.

Other potential educational links with this work party include improving basic literacy/numeracy and communication skills and depending on the length of time in the work party, potential SQA accreditation.

Training and Work

This has again been a year of full employment. Lower numbers make it easier to organise and run a structured programme which is well organised to give prisoners real opportunities. Most work parties offer training with the possibility of earning a qualification which could lead to employment outside. Care is taken within the prison to enable women to continue their courses but unfortunately it still occasionally happens that a transfer means that a course cannot be completed.

Even those Young Offenders whose short sentences preclude them from gaining qualifications, (which applies to many Young Offenders), will hopefully learn that making a commitment to going to work regularly and taking it seriously can be of great benefit to them in the future. What is important is to provide them with as many skills as possible to equip them for life outside and so possibly to reduce the risk of re-offending. Young Offenders are usually represented in the Kitchen, Laundry and Bike Shop work parties, and in Hairdressing, although the Gardens party seems the most popular. This department goes from strength to strength – apart from the prison grounds always looking well-tended, vegetables and bedding plants are produced on an ever larger scale in the polytunnels. The vegetables go to the Kitchen to provide a flavourful and healthy supplement to the meals and thousands of bedding plants decorate the gardens of local Care Homes. An encouraging example of the benefits of education and training at Cornton Vale was provided by one girl who wrote to the Learning Centre to thank them for teaching her the maths which enabled her to measure out and make a garden ornament entirely by herself.

The new Citizenship course is part of Throughcare, but is classified as a Work Party and attendance is compulsory. It is run by a member of the prison staff and extends over several weeks, covering a very broad range of topics including Life Skills (cooking), budgeting and shopping, Money Matters, benefits and job applications. There will be time for discussion and less serious activity – the idea is that those attending should be able to enjoy the course and that it should boost morale and confidence. This seems a really good initiative with a well thought-out programme which is mainly practical but also intended to be thought provoking and fun. The Committee notes that a proposal to introduce such a Work Party was minuted at a meeting in August 2014 – it seems a long gestation but if it is effective it will be worth it.

The recent Sale of Work was another example of the quality of work achieved in Cornton Vale this year. An enthusiastic crowd went to the St. Margaret Centre intent on filling their shopping bags with delicious cakes, hand-made jewellery and elaborate cards. Outside the Gardens Party had laid out a large display of beautiful plants and garden ornaments to entice buyers. Altogether it was a successful and happy occasion.

It appears that there is now no difficulty in finding employers who will offer a job to an ex-offender who has gained a qualification and worked well in prison, which speaks well of the standard of training given at Cornton Vale.

ESTATE AND RESIDENTIAL ACCOMMODATION

This report follows the decanting of the Young Offenders to Polmont and their return to Cornton Vale and their subsequent move back into Skye House. The various moves were all handled well although the move to a more permanent home in Skye House taking somewhat longer than was anticipated – not a good situation for staff and young offenders.

Skye has improved the sense of identity of the Young Offenders. The narrow nature of corridors and corners that are hard to see do not make the buildings ideal for purpose but the general refurbishment work appears to be lasting. The areas seem clearer but there is still no in-cell sanitation/showers, limited dining facilities (the food still being delivered on trolleys), limited space for in-house activities and no area for creative arts and outdoor sports provision. However, lower numbers have meant that the young women continue to have their own space (rather than being doubled up).

The gym is modernised and well used and the quality of the garden department continues to show throughout the whole estate. This also improves links with the wider community and is an excellent way of providing an opportunity to learn new skills.

An ongoing decorating programme continues – at time of writing – in Central block/library areas. Feature colours and texts have been used creating a more creative and inspirational area. New doors and lights, new laundry flooring and kitchen wet walls and heating have been included this year. The work carried out has been of a decorating/cosmetic type rather than new capital projects but the whole estate appears much more clean and fresh. Work that was long overdue.

Consideration needs to be given to the upgrading of infrastructure, e.g. drainage, heating pipework and electrical switchgear. This is approximately 40 years old and is due for renewal rather than repair.

The state of the buildings at Cornton Vale will no doubt play a big part in any development of the future and this is outwith the hands of the Visiting Committee.

THE FAMILY HELP HUB

We note again that the Help Hub is not technically within our remit, but once again, it has made a major difference to the lives of families to the young offenders. It continues to offer everyday facilities such as a “cuppa”, a chance to go to the loo, or to wait out of the rain, along with extensive emotional support.

Approximately 7500 adults and 1400 children have accessed the family help hub. It offers a support service to families and liberated women alike. It provides a supportive, friendly and welcoming environment. Support is provided by staff and trained volunteers to ensure that experiences of prison visiting are less stressful. Frequent visitings and maintaining family ties are essential in reducing offending and increase the stability in the lives of children and young people.

The Hub offers many services including financial and citizens’ advice, health information and a facility for the many partners that visit Cornton Vale. The space is also used for staff training and individual meetings. It successfully brings together diverse groups. It does not judge and gives confidence, compassion, knowledge and support. It is vital in increasing links with the wider community.

“It is a good reminder about the family behind the offender and the issues they may face.”
The Visiting Committee continues to appreciate the provision of such a great facility and hopes that it can be used as a good role model in other establishments.

LINKS CENTRE AND INDUCTION

Links Centre

The Links Centre co-ordinates induction programmes for all convicted women and girls when they arrive at Cornton Vale. As a result of last year's National Induction process review there is a new timetable which has been streamlined to give greater flexibility of use especially for short-term prisoners. Induction now takes place over one week rather than two. The elements of Induction are now delivered mainly in Bruce House, a practical arrangement as most prisoners are accommodated in Bruce on reception. The change of venue also relieves the congestion in the Links Centre. Young Offenders go straight to Skye House and attend induction sessions with adults since a separate programme could not be run for such a small group.

The timetable provides essential information on life in Cornton Vale including Prison Rules, the Orderly Room and Complaints, HDC, Listeners, Fire and Safety and a tour of the establishment. A full day is allocated to contributions from External Partners such as Job Centre Plus, SACRO Housing and many other agencies come into the prison to provide services to prisoners. A member of the Visiting Committee also takes part in this day. Staff still go through the Core Screen Document with each prisoner and job interviews take place in the Links Centre weekly, when every prisoner who is eligible is allocated a work party.

The Links Centre provides a central location for an increasing number of support services which include addiction support, housing and social charities to help women to return to and successfully integrate into their communities. Housing continues to be a crucial issue for the girls and has always had a significant part in the function of the Centre. Two housing officers currently attend the prison on a regular basis. Shine, which has taken over from Time for Change and provides a mentoring service starting before and continuing after release, and Caledonia Youth visit specifically to see Young Offenders. The Social Work department is also located in the Centre.

It co-ordinates sentence management. The Committee is pleased to hear about the Short-term Prisoner Project and will monitor its progress. Links Centre has direct responsibility for throughcare and preparation for release has been reduced by the appointment of three Throughcare Officers who work from a separate location but also work closely with the outside agencies based in the Centre. Centre staff will liaise with the new Citizenship Work Party regarding the benefits, job centre and housing elements of the course, a pleasing example of increasing co-operation between departments.

For some time the work of the Links Centre staff has been made more difficult by the shortage of office space due to the increasing number of outside agencies who are based there. They are constantly under pressure to enable interviews to take place with the degree of privacy they should have. A member of our committee has observed a small table having been placed for an interview in the main open area of the room where there were people moving to and fro and the noise level is distracting. We were told that it would be difficult and expensive to alter the layout, but this is a problem which should be addressed. That this busy area functions so smoothly and cheerfully is a tribute to the staff who work there.

Induction

The new induction timetable has been streamlined to give greater flexibility of use especially by short term prisoners. Staff are going through the Core Screen Document. The Committee is pleased to hear about the Short term Prisoner Project and will monitor its progress. The elements of Induction mainly take place in Bruce House, a practical arrangement as most prisoners are accommodated in Bruce on reception. Young Offenders, however, go straight to Skye on arrival and visit Bruce for their induction. The change of venue also relieves the congestion in the Link Centre which has for some time required extra offices/space for the number of agencies that provide services in the prison.

The timetable provides essential information on life in Cornton Vale including HDC, Prison rules, the Orderly Room and complaints, Fire and Safety, Citizenship and an establishment tour. The Visiting Committee can be in attendance as part of the external partners' session.

Since writing, Shine has taken over from Time for Change and Officer McLay is setting up a new Citizenship course for lifeskills. This is welcomed by the Visiting Committee who are pleased to hear of the co-operation between the departments of Throughcare, Education and Work.

Induction is a busy programme with a full timetable that requires much co-ordination. It continues to need enough space so that interviews can be conducted in quiet and in privacy.

OTHER AREAS OF THE PRISON REGIME ON WHICH THE VISITING COMMITTEE HAS ISSUES TO REPORT

STAFFING

The Staff who work with Young Offenders have dealt admirably with the return from Polmont and an overlong wait prior to moving in to a refurbished Skye House.

We continue to appreciate the communication between the Governor, Senior Staff, managers, staff and the Visiting Committee for the Young Offenders. This gives us the opportunity to discuss matters in detail and usually immediately. It also allows a more full understanding of issues which are sometimes unclear. Complaints can often be dealt with simply and quickly without being allowed to escalate out of hand. The simple approach is often the choice of young offenders in settling any problems. This is particularly useful for those prisoners that find reading and form filling more problematic (a high proportion of young offenders have needs in this area).

The majority of staff have shown quality in their approach to young people and specialist knowledge and training should be continued as best practice. The lower numbers have given staff a chance to spend time talking and listening with the young women – a very important part of the job.

We support the efforts of the staff and appreciate that there can sometimes be a choice between discipline and rehabilitation. The young women are very quick to pass on information about staff – both good and bad! Inconsistency of treatment has been one of the greatest problems but there seems to be less complaints about this. Staff have given their time and experience in an effort to prevent boredom in the house and this is seen as a vital element.

Although everyone seems to have tried to create a happier and workable environment, this cannot always work but the manager's attitude and common sense has done much in the widest sense, to serve the lives of the young people, and it has been noticed!

SPECIALIST AREAS

Throughcare

One of the most helpful initiatives introduced this year is the appointment of three Throughcare Officers whose job it is to co-ordinate pre-release with outside agencies throughout Scotland to provide support for those leaving prison when they are feeling most vulnerable. These officers make contact with prisoners 6-8 weeks before their release date and take over their short-term case management. This includes case conferences with outside agencies, but they do not go outside into the community. For instance, the Shine charity which works specifically with Young Offenders provides a mentoring service which starts before the girl leaves Cornton Vale and can continue for up to six months. Throughcare Officers offer advice and help with housing through Community Job Scotland, and also with employment and education courses.

The better a prisoner is prepared for release the less likely she is to re-offend as soon as she leaves prison. Cornton Vale offers opportunities for educational development and good training – a comprehensive and effective throughcare service provides an important element of support to links outside. The Throughcare staff have had a considerable input to the Citizenship Work Party programme – another example of the co-operation between departments which helps to make visiting Cornton Vale a more positive experience than it has been for several years.

Visits

This is another area which is being looked at with a view to making improvements in the way it is used. Although the space cannot be made bigger, it is hoped to make the environment “softer”, but this will mean that visitors will have to undergo airport-type searching.

Visits sessions are now collated in greater detail which enables staff to find out which are the most popular sessions and those times where it may be difficult to visit.

Mention has been made earlier in the Report of the very successful family day in December 2014 when 6 families attended and had a buffet lunch. It is hoped to repeat this in the Christmas school holidays.

Section 7

THE WORK OF THE VISITING COMMITTEE

Visiting Committee Statistics		
	2013/2014	2014/2015
Recommended complement of VC members (per Rule 155)	7	7
Number of VC members at start of the reporting period	7	6
Number of VC members at end of the reporting period	6	8
Number of new VC members joining within the reporting period	1	2
Number of VC members leaving within the reporting period	2	0
Total number of VC committee meetings during reporting period	6	8
Average number attendances at Board meetings during reporting period	7	7
Total number of applications/complaints received		N/A
<p>(Note: any issues are dealt with on the spot with Officers or, if necessary with the Governor and answer transmitted to the Prisoner immediately. There is no requirement for voluminous paper work and this works well. Approx. 200 such concerns pa are dealt with in this sensible manner.)</p>		
Total number of visits to the prison* incl stat, events, meetings see table below	167	

Total number of visits to the establishment or meetings connected therewith May 2014 – July 2015

VC member	Stat Visits & Prison Events	VC Meets	Visits Other Jails	AVC Business	Conference	Training	Summary
Jim Scott Chair	17 Events 2 Interviews 2	7	0	6	1	PPT ACT Fire 1	32 2 2
Julie McEachern Vice Chair	18 Events 5 Interviews 2	7	0			PPT ACT Fire 1	26 5 2
Margaret Gallivan	7	4				PPT ACT 1	12
Alastair Howie	11 Events 1	6				PPT ACT 1	18 1
Penny Johnston	13 Events 4 Interviews 1	6	0		1	PPT ACT Fire 1	21 4 1
Geoff Miller	7	7				PPT ACT Fire 1	15
Christine Grant	11	6			1	PPT 1	19
Anne Montgomery	0	6			1	0	7
Total for group	101	49	0	6	4	7	167

Detail of Events/Other Visits attended during reporting period May 2014 – July 2015

Event/Other Visit	Date	Attended
3 Recruitment interviews	June/July 2014	Jim Scott, Julie McEachern, Penny Johnston
Art Exhibition Opening	April 2014	Penny Johnston
YOs Family Day	Dec 2014	Jim Scott, Julie McEachern
Christmas Carol Concert at CV	Dec 2014	Julie McEachern
Service for Prisoners' Week Dunblane Cathedral	Dec 2014	Dr Alastair Howie
YOVC application and award of World Book Night books distributed to YOs Education and Library	April 2015	Julie McEachern
Sale of Work	June 2015	Julie McEachern, Penny Johnston

YO VC Meeting 30 May 2014
Intelligence Briefing from David McRitchie
Forbes McKillop attended for Governor's Report

YO VC Meeting 8 August 2014
Forbes McKillop attended for Governor's Report
Linda Kincaid, Residential Unit Manager attended for update

YO VC Meeting 31 Oct 2014
Forbes McKillop attended for Governor's Report
Pauline Richardson, First Line Manager attended

YO VC Meeting 17 Dec 2014
Forbes McKillop attended for Governor's Report
Talk by Yvonne Redfern, Throughcare Officer on the role of Throughcare

YO VC Meeting 13 Feb 2015
Forbes McKillop attended for Governor's Report
Linda Kincaid, Residential Unit Manager and Sharon Sibbald observed

YO VC Meeting 1 May 2015
Forbes McKillop attended for Governor's Report

YO VC Meeting 3 July 2015
Linda Kincaid attended for Deputy Governor

Names of those in Attendance at Meetings period 30 May 2014-July 2015
Also shows Governor/depute presence or others attending to deliver talk etc.

<p>Meeting 30 May 2014 – The Hub Family Centre CV</p>	<p>Meeting 8 August 2014 – The Board Room CV</p>
<p>Jim Scott (Chair) Mrs Julie McEachern (V Chair) Mrs Penny Johnston Mrs Christine Grant Dr Alastair Howie New recruit Geoffrey Miller (as we were in Hub) Clerk Myra Christie</p> <p>Apologies: Anne Montgomery</p> <p>Briefing David McRitchie/Colin Forbes McKillop for Gov report</p>	<p>Mr Jim Scott (Chair) Mrs Julie McEachern (Vice Chair) Mrs Margaret Gallivan Mrs Christine Grant Dr Alastair Howie Mrs Penny Johnston Mr Geoff Miller Mrs Anne Montgomery</p> <p>Forbes McKillop, Acting Deputy Governor and Linda Kincaid, Residential Unit Manager</p>
<p>Meeting 31 October 2014 in The Board Room C V</p>	<p>Meeting 17 December 2014 in The Hub Family Centre</p>
<p>Mr Jim Scott Mrs Julie McEachern Mrs Margaret Gallivan Dr Alastair Howie Mrs Penny Johnston Mr Geoff Miller Mrs Anne Montgomery Clerk Myra Christie</p> <p>Apologies: Mrs Christine Grant</p> <p>Forbes McKillop, Acting Deputy Governor and Pauline Richardson, First Line Manager</p>	<p>Mr Jim Scott Mrs Julie McEachern Mrs Margaret Gallivan Mrs Christine Grant Dr Alastair Howie Mrs Penny Johnston Mr Geoff Miller Mrs Anne Montgomery Clerk Myra Christie</p> <p>Forbes McKillop, Deputy Governor Yvonne Redfern, Through-care Officer-Talk on Role of Through-care officers</p>
<p>2015</p>	
<p>Meeting 13 February 2015 – The Board Room CV</p>	<p>Meeting 1 May 2015 – The Board Room CV</p>
<p>Mr Jim Scott Mrs Julie McEachern Mrs Christine Grant Dr Alastair Howie Mrs Penny Johnston Mr Geoff Miller Mrs Anne Montgomery Clerk Myra Christie</p> <p>Apologies: Margaret Gallivan</p> <p>Forbes McKillop, Deputy Governor Linda Kincaid and Sharon Sibbald</p>	<p>Mr Jim Scott Mrs Julie McEachern Mrs Margaret Gallivan Mrs Christine Grant Dr Alastair Howie Mrs Penny Johnston Mr Geoff Miller Mrs Anne Montgomery Clerk Myra Christie</p> <p>Forbes McKillop, Deputy Governor</p>
<p>Meeting 3 July 2015 – The Board Room CV</p>	
<p>Mr Jim Scott Mrs Julie McEachern Mrs Margaret Gallivan Mrs Christine Grant Mr Geoff Miller Mrs Anne Montgomery Clerk Myra Christie</p> <p>Apologies: Dr Alastair Howie, Mrs Penny Johnston Linda Kincaid for Governor</p>	

Spreadsheet of Attendances at YO VC Meetings for Annual Report from May 2014- July 2015									
GM June 2014		✓	✓	✓	✓	✓		✓	
New Recruit MG July 2014		JS	JMcE	AH	CG	PJ	AM	GM	MG
08.08.14		✓	✓	✓	✓	✓	✓	✓	✓
31.10.14		✓	✓	✓	☐	✓	✓	✓	✓
17.12.14		✓	✓	✓	✓	✓	✓	✓	✓
13.02.15		✓	✓	✓	✓	✓	✓	✓	☐
01.05.15		✓	✓	☐	✓	☐	✓	✓	✓
03.07.15		✓	✓	✓	✓	✓	✓	✓	☐
Total May 2014- July 2015		7	7	6	6	6	6	7	4

