

Edinburgh Prison Visiting Committee

Annual Report

Year ending 31 March 2012



Members of the Russian delegation visit to HMP Edinburgh 27 September 2011

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Section 1: Statutory Role of Visiting Committees

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.

Section 2: Description of the Prison

Located in the West Side of Edinburgh on the main A71, HMP Edinburgh is in an area known locally as Saughton. The prison is situated in a predominately residential area and has good transport and road links to the city centre, which provides easy access both for local courts and visitors to the prison. The building of the prison started in approximately 1914 with the first prisoner being received about 1920.

The prison has been completely rebuilt in recent years and is the first Scottish Prison Service (SPS) establishment to complete such a refurbishment programme. The opening of Ratho House in January 2009 marked the completion of a 10 year redevelopment.

2.1 Prison Capacity and Population

HMP Edinburgh is classed as a local or community facing prison and receives prisoners from the courts in Edinburgh, the Lothians and the Borders. The prison holds adult male prisoners who are on remand or convicted awaiting sentence, and convicted prisoners serving minimum to maximum tariffs. It also provides a national facility for sex offenders and non-offence related protections and the remaining prisoners are from the Lothian and Borders Community Justice Authority area.

From July 2011 Ratho Hall accommodation ceased to be a top end facility for male prisoners. Almost 100 prisoners were transferred to other establishments. The hall then became a dedicated hall for up to 114 female prisoners. The prison also held under 21 male remand prisoners until March 2011, when they were transferred to Polmont Young Offenders Institute .

HALL	CAPACITY	OPERATING POPULATION	AS AT 31/03/12
GLENESK	125	181	187
HERMISTON	283	278	284
INGLISTON	348	342	334
RATHO (x2 cells changed to Safe Cells)	114	114	108
Separation and Reintegration Unit	14	14	12
TOTALS	884	929	925

2.2 Prison Estate

2.2.1 Residential Accommodation

HMP Edinburgh has four main accommodation halls plus a separation and reintegration unit. The halls are:

- Glensesk: housing those held on remand, or convicted and awaiting sentence;
- Ingliston: housing long term prisoners, including sex offenders and others on non offence protection;
- Hermiston: housing mainly short term prisoners and the First Night in Custody suite;
- Ratho: housing female prisoners since July 2011. It represents a new style of accommodation with ‘greywater’ facilities capturing rainwater for use with toilet flushing and in-cell showers;
- Segregation: this is a 14 cell separation and reintegration unit, with its own exercise yard.

The prison has a well equipped sports hall and gymnasium, outdoor sports pitches, a kitchen and a prisoner reception area. The entrance to the establishment is of new design and incorporates administrative offices, a staff training area, other staff facilities and a purpose built visiting complex.

2.2.2 The HUB

The HUB incorporates all the prison's key services: Health Care, Education, Social Work, Programmes, the Links Centre (Section 2.3.3), award winning library run jointly with the City of Edinburgh Council, Chaplaincy and Chapel. It aims to provide a positive environment for the delivery of support services for prisoners.

2.2.3 Visitor Centre

There is a Prisoner Visitors Centre in a separate building, just outside the Prison buildings. In agreement with the Onward Trust, the current service provider is the Salvation Army who will run the service until 2014. A full time Centre Co-ordinator is responsible for ongoing development work and is supported by a Family Support Worker plus a number of volunteers. The Centre Co-ordinator continues to build relationships with community based agencies such as Families Outside, Fairer Scotland and literacy partners in an attempt to provide support and assistance to prisoner's families. See also Section 5.7.

The centre also supplements the work of the prison Family Contact Development Officers in encouraging family members to engage with relevant agencies and organisations as appropriate. This is an integrated part of the Offender Outcomes requirements in recognising the needs of children and families under the European conventions and HMP Edinburgh is uniquely placed in terms of facilities and location.

2.3 Prisoner Opportunities and Support

2.3.1 Community Facing Establishment

As a community facing establishment the prison works closely with the Lothian & Borders Community Justice Authority to assist with the planning and delivery of key services to prisoners after their release. In terms of reducing reoffending, partnership working is an overarching objective and good practical links have been made with a range of organisations focusing on health care, addictions, literacy, employment and employability.

2.3.2 Prisoner Programmes

A dedicated group of staff provide a range of programmes to address offending behaviour. Programmes delivered are either accredited programmes or approved activities, and include Constructs, STOP (Sex Offenders Treatment Programme), Substance Related Offending Behaviour Programme (SROBP), Alcohol Awareness and Drug Relapse for Change.

2.3.3 *Links Centre*

HMP Edinburgh continues to develop its community facing strategy to reinforce links and working partnerships with external agencies and prisoner support services such as Job Centre Plus, Housing, Debt Advisors, Bereavement Counselling, Drug Support, APEX and HOPE. The link centre continues to act as the single largest referral to the Community Link Centre service delivered by Sacro on behalf the City of Edinburgh Council.

2.3.4 *Employment*

HMP Edinburgh has an extensive and well-equipped Training Centre which opened in November 2005. It provides opportunities and employment for prisoners in building crafts including timber construction, tiling, painting and decorating, bricklaying, mono-block/path construction, and motor repairs, electrical and forklift driving. This year a new bike repair workshop was opened and workshops were adapted for the female prisoners. These include life skills/housekeeping and a new hairdressing facility and nail bar. Additional employment is provided in support services such as the library, laundry, kitchens, gardens/grounds maintenance, industrial cleaning, recycling and domestic duties. Prisoners can also attend Living Skills and Restart, which are short programmes designed to assist prisoners in preparation for release.

2.3.5 *Education*

Carnegie College is contracted to provide prisoner education within the establishment, with a focus on numeracy, literacy, and IT skills. One to one support can also be provided as appropriate to meet the needs of individuals who have an acute need. There are other opportunities for more demanding learning and Open University studies are available. Art and music classes are also available acting both as a route to education and an addition to other learning. HMP Edinburgh has unique additional IT tuition in the form of a “Microsoft Academy”, which is delivered by an SPS member of staff. See also section 4.5.

2.3.6 *Healthcare*

On 1 November 2011, the health care of prisoners transferred from SPS to NHS Lothian. The Health Centre continues to provide a full range of prisoner care, covering normal medical requirements plus dentistry, optometry, podiatry, physiotherapy and drug testing services. Current priorities are drug treatment, dispensing methadone to around 180 prisoners daily, and mental health provision. There has been significant effort in providing mental health facilities, including a day care programme, fitness/relaxation sessions and a dedicated workshop for those with mental health issues. Records indicate that a large proportion of the prison population have mental health issues and /or some form of substance misuse. See also section 4.1.

2.3.7 Social Care

Phoenix Futures provide addictions services on contract and operate within the prison as part of the National Drugs Strategy offering a variety of support services for prisoners while in prison and after release through transitional care arrangements.

The City of Edinburgh Council provides social work services on a contract basis with a focus on Supervised Release Orders, extended sentences, Circular 18 offenders (any offence against a child), and any prisoner with a sentence of over 4 years. A general duty of service is also provided to all prisoners as necessary. The Social Work team comprises of one Team Leader and six and a half full-time equivalent Social Workers and one administrator provided by SPS.

2.3.8 Spiritual Care

The Chaplaincy has one full-time and, six part-time Chaplains who offer a full range of spiritual services, with further support provided by a volunteer from the Salvation Army. The prison also has the services of an Imam who comes in weekly. HOPE also provides a visiting service from the Links Centre but is independent from the work of the Chaplaincy team.

2.4 Human Resources

HMP Edinburgh has a total staffing complement of 413. These figures show a drop compared to last year following the transfer of health care staff to NHS Lothian.

HMP Edinburgh has also achieved “Healthy Working Lives” Bronze and Silver Award and retains its coveted Investor in People (iP) status.

2.5 Performance Assurance

The prison’s performance assurance shows a demonstrable improvement trend across the year, specifically concentrating on delivery of the service level agreement and the new performance assurance model implemented by the prison’s directorate. This incorporates weekly and monthly reviews of performance data in line with the directorate’s business plan.

2.6 Summary

The prison's performance has been greatly enhanced through the development of a fit for purpose establishment. The completion of development work has seen an entire change of conditions and facilities to provide opportunity for prisoners. This has all been achieved during a period of continuing high population numbers, with the prison's population regularly being 6% above design capacity.

HMP Edinburgh is committed to playing a major role locally in achieving correctional excellence, reducing offending and contributing significantly to a safer Scotland.

Looking to the future the prison has a number of important initiatives and developments on maintaining operational stability, meeting the needs and risks of a changing and diverse prisoner population and maintaining and improving performance.

The prison staff and management see these changes as an ongoing opportunity and evolution of HMP Edinburgh's role in supporting the changing needs of SPS and are committed to providing excellent care and safety for staff, prisoners and the public.

3. Executive Summary

3.1 This has been an exceptionally busy year for the prison, with prisoner numbers reaching record levels of 950. Major changes include the transfer of top end male prisoners from Ratho hall to make way for the arrival of female prisoners, from July 2011; the NHS takeover of the prisoner health care on 1 November 2011; and the introduction of the new prisoner complaints process, also on 1 November. Each of these changes involved considerable and detailed preparation and planning by all staff. There were also several changes in key staff positions. The Edinburgh Prison Visiting Committee (EPVC) highly commends the way these changes have been handled and congratulates the Governor and all the staff for their success in all of these major changes.

3.2 The EPVC also had a busy and challenging year both internally and within the external landscape. There were seven EPVC member resignations and eight new members were appointed to raise the complement to 15 of the 17 members specified for HMP Edinburgh. The EPVC operated well below capacity for much of the year. All the remaining members put in extra time and effort to maintain the service to the prison and prisoners, while also helping with the recruitment, induction, training and support of the new members. The introduction of rota teams on 1 April 2011 helped us to work more effectively and efficiently, as did the increased use of electronic communication and streamlined record keeping.

3.3 We also increased our visibility in the prison, with new posters in all residential areas, maintaining a high level of both rota and non rota visits (226) and by allocating special interest areas to more EPVC members. These are covered in section 5. The committee responded to 139 prisoner requests covering 160 subjects, up from 95 requests in the previous year. All this was achieved on with an expenditure of £2561 to cover the EPVC Clerk's fees, and all travel expenses.

3.4 EPVC members also faced proposed changes to the external environment. Following further consultation by the Scottish Government on independent monitoring of penal establishments early in 2011, the Justice Secretary announced, in December 2011, his plans for the abolition of VCs, to be replaced by a prisoner advocacy service later in 2012. The EPVC members all agreed to remain in their roles, despite the uncertainties, and adopted the approach of "business as usual" to maintain their commitment to the prison and prisoners. Alongside this, EPVC members took part in the Association of Visiting Committees' (AVC) campaign to retain independent monitoring in prisons by petitioning local councils, and lobbying and meeting with politicians.

4. Prison Regime Report

4.1 Health Care and Mental Health

Following considerable preparation by SPS and NHS Lothian staff, the provision of SPS healthcare services transferred to the NHS on 1 November 2011. All staff received NHS induction training and uniforms, and the transfer caused little disturbance to the healthcare services provided to prisoners within HMP Edinburgh.

4.1.1 The NHS Clinical Lead has now been appointed and a dedicated Psychiatrist is in post. This has improved access to mental health services, and will provide more consistent mental health care. Video conferencing is now available between the Medical Centre and the Orchard Clinic, Royal Edinburgh Hospital.

4.1.2 As a result of the introduction of female prisoners to HMP Edinburgh two members of nursing staff have been trained to provide Well Woman Clinics. Cervical smear tests are currently available and breast screening services are being negotiated for those who meet current criteria.

4.1.3 Further initiatives are in place or under consideration:-

- A daily NHS Laboratory Van service;
- Tele-Clinical monitoring – on certain wings;
- Investment in training to provide improved nursing services, including nurse prescribing;
- Pharmacy review - LEAN event to take place to review process of drugs coming into prison and through to prisoners. This will involve GPs, nurses, pharmacist and prison officers. Consideration will be given to an in-house pharmacy service, and introduction of a Prisoner Focus Group;
- Extension of access to physiotherapy – identifying the scope for involving gym instructors for rehabilitation and pain management;
- Given the ever increasing elderly population consideration is to be given to social care for long term and elderly prisoners, including throughcare;
- Following a review of administration support, consideration is being given to additional electronic solution. This will be further reviewed in June 2012;
- Risk Management of serious emergencies/prisoner's medical conditions/staff injuries. New equipment is being purchased and work is being undertaken to avoid a blame culture.

4.1.4 The EPVC has continued to monitor the high level of prisoner complaints to the prison Governor relating to health issues. From 1 April to 31 October 2011 there were 420 complaints, an average of 60 per month. Since the transfer to NHS these have reduced to an average of 8 per month. This is in part due to the introduction of the NHS Complaints Procedure. This has an initial stage of local resolution which is of benefit to prisoners and management as the aim is to provide resolution at the earliest stage, thereby avoiding

escalation to the Formal Complaints Procedure. During 2011/12 the EPVC were approached regarding 22 medical issues, these and formal complaints will continue to be reviewed.

4.1.5 The EPVC had to devise a health mandate for prisoners to sign, giving permission for the EPVC to discuss a prisoner's complaint with Healthcare staff, in line with the NHS policy on patient confidentiality.

4.2 Food

4.2.1 The EPVC congratulates the Catering Manager and his staff on the standard of food provided to a constantly changing population, within the daily allowance of £2 per prisoner per day. The EPVC responded to 16 prisoner applications on food related issues, up from 4 in the previous year. This may have been partly related to the EPVC increased visibility in the prison and possibly to the arrival of female prisoners, who made a number of complaints about menu choices and the quality of the food.

4.2.2 Within the reporting year the Catering Department completed 4 food focus groups for the female prisoners, mainstream and protection prisoners. They also held two extra meetings, one for the female prisoners and one for other mainstream prisoners. These focus groups and comments direct to the Catering Manager raised some general concerns with the food including the, variety of potato products, salads and puddings, but there was nothing of significance.

4.2.3 Before any prisoner begins work within the Catering Department he is trained in basic food hygiene. This is a certificated course that is recognised industry wide and is delivered by a Catering Officer on behalf of The Royal Environmental Health Institute of Scotland. To date 77 prisoners have completed this course. Looking ahead, the Catering Manager has submitted a business case for an additional member of staff who would be employed as a training officer to work within the training kitchen providing Scottish Vocational Qualifications Level 1 & 2 in basic food preparation and cooking.

4.2.4 From a EPVC perspective, there have been some complaints on the quality of the food at HMP Edinburgh. There was a suggestion that food was being contaminated but nothing was found - the food is tested randomly on a daily basis by the Duty Governor and the open plan layout of the kitchen suggests that the opportunity to contaminate food is limited.

4.2.5 Issues were raised regarding the special requirements of Muslim prisoners in the preparation and content of their food. The EPVC discussed the issues with the Imam, who in turn met with the Catering Manager and also visited the kitchen. The Imam expressed his satisfaction with the operation in the kitchen meeting with Ramadan requirements.

4.2.6 In the area of special diets, it was noticed during the year that the creation of suitable diet sheets can be protracted and that there were problems with the operation of the special diet arrangements for some halls. The Catering Manager has brought a systematic approach to this and continues to monitor the special dietary arrangements.

4.2.7 There have been issues regarding the serving of food after Best Before dates. There is a dilemma in that the funding for food is tightly constrained and does not allow for the purchase of higher cost items, and the Catering Manager has only been able to supply such products, which give a variation to the normally supplied foods, through the bulk purchase of items which are beyond their Best Before date but still suitable for consumption. The EPVC is aware of this practice and wish to encourage the provision of suitable alternatives to the routine prison food; but recognise that care must be taken in the storage of these items and also suggest that the Catering Manager discusses this at the focus groups.

4.3 Canteen

The EPVC decided to report on canteen issues separately this year, due to the number of prisoner applications.

4.3.1 There was a general concern about the rising cost of canteen items against no increase in wages. While sympathetic with this situation it simply mirrors similar economic norms outside the prison.

4.3.2 There was a particular issue when the National Policy for Canteen Products was released. This policy prevented canteen products being sold in tin cans and glass bottles which meant that in some products the prisoners were receiving less goods but at a higher cost, for example, a 250ml tin of tuna cost £0.60 while the replacement 150ml plastic pouch cost £0.90. It would have been better to have foreseen this sort of effect in adopting the new policy and taken steps to mitigate the rising costs.

4.3.3 There were also issues regarding the substitution of items in the weekly provision of goods to prisoners, mainly tobacco products. Given the relatively static population and the likely order quantities of commonly requested products, it should be possible to ensure that the canteen is fully stocked at all times. The EPVC suggested that prisoners should be asked on the weekly order form whether higher priced substitutes are acceptable.

4.3.4 Cornton Vale prison operated a separate shop for the provision of feminine products. Despite best intentions and assurances given in advance of the transfer of the female prisoners, the shop system was not transferred timeously and this caused some problems in the weeks following the transfer of the women to HMP Edinburgh. Issues on the shop are commented on in “Equality and Diversity” below and it may now be worthwhile considering bringing the shop products into the normal canteen sheet to result in one system covering the needs of both the female and male prisoners.

4.4 Equality and Diversity

4.4.1 A major task for the prison this year has been the arrival of female prisoners in July 2011 and the need to address a number of gender issues. These covered the whole spectrum of arrangements for female prisoners including: staffing, healthcare, adaptations to Ratho hall, provision of female activities and work sheds, personal laundry, prisoner escort services, movement around the prison, visits and bonding visits.

4.4.2 On the transfer of female prisoners from HMP Cornton Vale to HMP Edinburgh there was much consideration of equality issues including work allocations and hairdressing. Significantly, male prisoners are now seeking access to similar hair cutting services and the Cornton Vale shop facilities.

4.4.3 The transfer of the women prisoners did not appear to take full account of the need for bonding visits between some of the women and their children. The visiting timetable and the physical layout of HMP Edinburgh do not lend themselves to this type of visit and there were a number of cases where distress was caused to prisoners. In one case a prisoner had no bonding visits from July to October despite a court order requiring meetings between her and her children. While there are no ongoing cases in this area, it is not clear that the issue has been resolved and there needs to be further consideration of the bonding requirements at the prison.

4.4.4 An issue arose on the requirement to view DVDs of religious services for a fundamental Christian which appeared to be at odds with the routine for non-religious DVDs where they are routinely introduced into the prison without prior viewing. The viewing of these religious DVDs was given to the Chaplaincy Service, the overall system was disjointed and appeared to have little real gain.

4.4.5 This year has seen some special events, many of which also support the prison's equality and diversity agenda, including storytelling, curry nights, Burns Night, International Women's Day, 16 Days of Action – violence against Women, and 'Behind the Vale'.

4.5 Education, Training and Work

Carnegie College was re-awarded the 5 year contract to provide the education service to the prison from 1 August 2011, with a possible two year extension.

4.5.1 The Learning Centre: literacy and numeracy rightly continue to be top priorities at the Centre. The further development of the latter skill has undoubtedly been assisted by events such as creative writing and storytelling sessions, a Burns Supper and the appearance of guest writers.

4.5.2 There remains a reluctance amongst some prisoners to attend classes in these two key areas and, before this, an unease about undertaking their initial academic assessment: effectively, they can feel intimidated, often because of a fear of failure. With this in mind, the

Centre will continue to look at the concept of trying to integrate these skills with vocational training. The Centre, in conjunction with other staff in the prison, also continues to do all it can to reduce the number of absences at classes.

4.5.3 The Learning Centre has introduced new classes in creative writing, money management, cooking and introduced music classes to Ratho Hall and Ingliston 1-3 for the first time. In addition they have introduced a further English Speaker of Other Languages class and a dedicated Peer Tutoring Course for Ratho.

4.5.4 It was pleasing to note that the new Education Manager could report that over 100 Scottish Qualification Authority certificates have been awarded in the six month period subsequent to his arrival at the prison. Also notable has been the number of internal certificates given to reward personal qualities such as diligence and initiative. We also congratulate the 13 prisoners who received awards in the Koestler Art awards. The awards were for poetry, a play, watercolours, mixed media, and sculpture. There was one Gold Award, six Bronze awards and six Highly Commended awards.

4.5.5 Three drama students from the Royal Conservatoire of Scotland conducted a workshop lasting four days. This was in collaboration with Theatre in Prisons and Probation Units. Five prisoners participated and it was judged a great success.

4.5.6 The learning centre, in collaboration with Napier University, and with approval from HMP Edinburgh, piloted a work experience placements for final year literature students in the Learning Centre. The project enabled the students to gain first-hand experience in working within a different educational environment and, by developing links with the University, provided some prisoners with individual literacy support. It also hopes to help to educate future professionals about working in prison education. With the loss of Clan Literacy due to withdrawal of funding from April 2011, this small project may have served to fill some of the gap in literacy support.

4.5.7 A number of quizzes and events were completed in the Halls, Library and Training Centre to mark Prisoners' Learning Week where small prizes were given to the winners.

4.5.8 Thanks to funding made available through the Robertson Trust a new bike shed project was set up for prisoners to recondition bikes. This is a local community based project and will provide continual work for protection prisoners.

4.5.9 The Microsoft IT Academy. This continues to be a valuable and well used facility, with its qualifications universally recognised. At present there are an average of 8 exam passes per month.

4.5.10 The Library. To accommodate the living skills area for female prisoners, the flagship prison library had to be moved. Generally, the library appears to have adapted successfully to

the change in premises, albeit a lack of space is still something of a challenge. A series of well received events has been held in the course of the year – International Women’s Day and World Book Night were just two of these. Funding for the Library remains good, and staff have been gratified to note that an encouraging number of female prisoners have used its facilities.

4.5.11 During the year an SPS policy was introduced which removed the use of laptop computers from prisoners. While the introduction of this policy is understandable from a security perspective, it has removed an important aspect of IT training and restricts the ability of prisoner students to gain appropriate IT skills and qualifications. The lack of opportunities in the training area for access to the internet also prevents prisoners from learning about an important aspect of their lives on release from prison and in these individuals will increase the “digital divide”. With the increasing need for computer knowledge for everyday living it is important that SPS look at alternatives to the current policy.

4.6 Residential Accommodation

4.6.1 The major work in this area was the alterations to Ratho hall to make accommodate female prisoners. Two safe cells had to be created as female prisoners could not be accommodated in the separation and reintegration unit. There were other conversions to be made on windows to reduce visibility of the women prisoners in their hall and in their outdoor area. Alterations also had to be made to shower rooms and to drug testing areas.

4.6.2 There was re-structuring of Ingliston hall to accommodate all protection prisoners on 3 levels. This followed a report by the Unit Manager and a number of reported difficulties in spreading prisoner groups over two halls. These difficulties were highlighted in the EPVC annual report last year and this resolution is welcomed.

4.6.3 Other changes included the transfer of the Addiction Support Area from Ratho to Hermiston Hall and a First Night in Custody suite introduced to Glenesk for untried admissions. The EPVC commends this, as these prisoners are among the most vulnerable.

4.6.4 The EPVC was also pleased to note that the Personal Officer Scheme was established across Hermiston Hall, which houses prisoners on shorter sentences. HMCIP commented in reports on other establishments the lack of direction and absence of training for personal officers. This is an issue for SPS. Some prisoners we spoke to had positive relationships with their personal officers. Others reported less support and help from theirs.

4.7 Prison Estate and Administration

4.7.1 Serious and prolonged spells of overcrowding in the prison put a strain on all aspects of the prison, staff and prisoners alike, during the year. Prisoner numbers reached peaks of 956 on 29 February and 2 March. SPS took steps during March to address this. The opening of the new Low Moss prison eased some overcrowding as did the diversion of prisoners from Livingston Sherriff Court to Addiewell Prison.

4.7.2 The transfer of the prisoner escort service from Reliance to Group 4 on 4 January 2012 caused some difficulties for the prison reception staff during the early weeks of the year. We heard of one example of a prisoner who missed a family funeral due to the late arrival of the escort service.

4.7.3 During the year some positive actions were taken on communication within the prison. Male prisoners who were due to be moved to other prisons from Ratho Hall all received individual letters to explain the move. The Unit Manager held weekly Prisoner Information and Action Committee meetings for these prisoners to respond to questions and issues which arose. It was rewarding to note that the transfer of these male prisoners proceeded smoothly.

4.7.4 New notice boards and a plasma screen were placed in the waiting area in the administration area. The screen displays key events in the prison and the weekly list of duty managers. The HMP Edinburgh section of the SPS intranet was re-organised to become more user friendly and accessible. The Governor issued regular updates and reviews to all staff to keep them informed of developments and progress. We noted good practice that staff received emails from the Governor or Deputy Governor to thank them for exceptional pieces of work and for help with difficult situations within the prison.

4.8 Links Centre

4.8.1 The Links Centre continues to provide over 40 services to support prisoners. This year the services had to extend their provision to include female prisoners. New services include Keep Well, an NHS funded initiative to provide health checks for prisoners, and Gowrie Care who support prisoners with learning needs, mental health problems and those on the autism spectrum.

4.8.2 With the arrival of female prisoners, special arrangements had to be made to ensure that these services are delivered within the female hall to keep them separate from male prisoners.

4.8.3 The Links Centre also houses social work, psychology, Phoenix Futures, and Integrated Case Management(ICM). There are 35-40 ICMs monthly for prisoners due to be released on statutory licence, with a commendable 20% family attendance and almost 100%

attendance by community based social workers. A dip in family attendance was to be expected due to population changes, the increase in sex offenders and the arrival of female prisoners.

One of the EPVC members spent a very successful day shadowing a member of the prison social work team and observed ICM meetings.

5. Other areas reported on this year

5.1 Population changes and arrival of female prisoners

5.1.1 As soon as the announcement was made that female prisoners were to be housed in HMP Edinburgh, twofold project planning and preparation began. Part of this was to carry out the transfer of 96 male prisoners from HMP Edinburgh to HMP Addiewell. The fact that this went smoothly is a tribute to the Unit Manager and his staff. The Acting Deputy Governor took overall responsibility for the female offender project plans. There was intensive preparation for the arrival of female prisoners, to which the EPVC chair and other members were invited. We observed the weekly project planning meeting on three occasions.

5.1.2 We observed the meticulous planning for changes in almost every aspect of the prison routine to accommodate female prisoners. These included: reception processes, activities/industries, healthcare and detox protocols, laundry, access to Links Centre services, the gym and library, and nightshift and patrol protocols. Staff had to be recruited and trained to work in Ratho hall. They also made orientation visits to both Cornton Vale and Greenock Prison as part of their preparation.

5.1.3 The EPVC also did its own preparation. We set up a series of steps in advance of the arrival of female prisoners. The overall aim was to ensure that all our current EPVC members and those about to be recruited were ready for this and aware of the potential impact on EPVC work. Steps included personal conversations held by the EPVC Chair, or vice chair, with each of the EPVC members on their views about the impending changes, a training session with members of Cornton Vale VC, visits to Greenock prison and Cornton Vale, and particular discussion at EPVC recruitment interviews on female prisoners. We were also invited to attend a generic training session on female offenders held in the prison for prison staff.

5.1.4 During our visits to both Greenock and Cornton Vale, we asked to meet some of the female prisoners who were in the first tranche to be transferred to HMP Edinburgh. We were able to talk with them about the EPVC and what they might expect on transfer, as well as answer some of their questions. We are very grateful to VC members at both prisons and to staff who went out of their way to help us and show us round both establishments.

5.1.5 The EPVC congratulates the Acting Deputy Governor, the project team and the staff involved on their achievements and the smooth way in which the female prisoners were received into the prison. We had expected there could be many applications made to us by female prisoners but this has not been the case. It is clear to us that the relationships between the women and the hall staff are positive and we have noted several examples of very helpful interventions by staff.

5.1.6 However, we did note a few matters. These included a long delay in the delivery of special washing and drying machines for the female prisoners' laundry of personal items. The machines were ordered in early May, but took five months to deliver. The other significant issues were the availability and timing of bonding visits for women, as mentioned in section 4.4. During our monitoring visits we were informed that craft materials for women were sometimes in short supply. In the newly equipped hairdressers, we heard of a shortage of models for SVQ candidates. Following our enquiries the problem relates to the time (up to 2 hours) which women had to wait after their hair appointment before they could be escorted back to their hall.

5.2 Prison Watch Scotland Initiative

The EPVC is pleased to highlight this new initiative at HMP Edinburgh and the first of its kind in the UK. Prison Watch Scotland was launched in February 2011 at HMP Edinburgh by the Justice Secretary and is a crime preventative initiative similar to Neighbourhood Watch in the community, but deals with the area in and around the prison.

5.2.1 It was created in partnership with Scottish Prison Service, Lothian and Borders Police and the City of Edinburgh Council and is aimed at seeking the support of the local community and businesses so they can play their part reporting any suspicious activity taking place around the area immediate to the prison.

5.2.2 During 2009-2010 the prison had a particular problem with illegal items being introduced into the prison over the perimeter wall, in property and at visits. Prison Watch Scotland has been developed to work alongside a number of other successful strategies used by HMP Edinburgh and Lothian & Borders Police to stop the introduction of illegal items such as drugs, mobile telephones and weapons into the prison.

5.2.3 Prison Watch Scotland provides the opportunity for members of the public to report any suspicious or criminal activity using a 24 hour dedicated hotline number which allows for prompt action to be taken and a subsequent police response. The number is prominently displayed inside and outside the prison. The initiative was reviewed in August 2011 and in comparison to the same period prior to the launch the amount of items introduced over the perimeter wall had reduced by 76%.

5.2.4 This is a good news story, of which the prison should be proud. The EPVC congratulates the Head of Operations and his staff on this success. It was announced in April 2012 that the scheme is to be extended to other prisons.

5.3 Complaints Handling

5.3.1 This year saw the introduction on 1 November of the new SPS system for prisoner complaints. The system has been simplified, with emphasis on informal resolution before a formal procedure is invoked. The EPVC notes the marked drop in prisoner complaints in the second half of the year, following the introduction of the new system. The prison handled 432 complaints between 1 April and 31 October 2011. In the period 1 November – 31 March, the number had dropped to 168. The reason for this reduction is not clear.

5.3.2 EPVC members checked round the halls to observe the processes for prisoners obtaining complaint forms (PCFs). In some halls, the forms were on display and prisoners could pick them up at any time. In others, staff told us that they were handed to prisoners who asked for them. The reason given to us by hall staff was that this gave them a chance to see if the prisoner's problem could be handled informally.

5.3.3 Prisoner applications to the EPVC increased considerably in the early part of the year, (89 in the 6 month period 1 April – 30 September, with a peak of 22 in September 2011), followed by a slight downturn for the rest of the year. However, the overall numbers of prisoners approaching the EPVC continues to rise (139, up from 95 in the previous year).

5.3.4 During the reporting year, the Internal Complaints Committee (ICC) heard 160 cases. EPVC members observed the process a number of times. In general the procedures were seen to be fair and properly conducted. We monitored times when prisoners failed to appear for the ICC. Sometimes this is their decision. Some ICC chairs asked for enquiries to be made with absent prisoners' halls, others accepted the non appearances and went ahead with the process in the prisoner's absence. On one occasion some of the prisoners' arrivals in the waiting area were not reported to the ICC and the hearings went ahead in their absence. The mistake was not discovered until after the hearings were concluded. The Acting Head of Offender Outcomes acted immediately and contacted each of the prisoners with an apology and procedures were tightened.

5.3.5 Following ICCs, 30 HMP Edinburgh prisoners took their cases to the Scottish Public Service Ombudsman (SPSO), the ultimate stage in the complaints procedure. None were supported by the SPSO but minor recommendations were made in one case.

5.4 The Listener Scheme

As planned, the Listener Scheme was re-launched on 19th December 2011 following training, by the Samaritans, of nine male and two female prisoners, to complement existing Listeners transferred from Cornton Vale. After a number of transfers, there are now six male Listeners, all based in Ingliston, with four female listeners. There have been over 25 contacts, with nearly 40% of these expressing suicidal thoughts. Most contacts were self-referrals.

5.4.1 A co-ordination group has been set up which includes representatives from the Halls, Chaplaincy, Health Centre and the Samaritans. The Samaritans visit fortnightly to provide valuable guidance and support. EPVC members are having regular meetings with the Listeners. The significant progress, to date, has been driven by a Manager in Hermiston Hall, who leads the Co-ordination team.

5.4.2 A number of challenges remain, two of which are central to the long term viability and sustainability of the Scheme. Firstly the Scheme needs to be positioned and promoted, to both prisoners and staff, as an integral and vital element of the Prison's Suicide Risk Management Strategy. Secondly, robust processes, for prisoners to access the Listeners and for Listeners to be able to fulfil these requests, need to be developed, particularly for prisoners in Hermiston and Glenesk.

5.4.3 Two EPVC members are in close touch with key staff and the Listeners and will continue to monitor the scheme.

5.5 Time out for Arts

5.5.1 Time out for Arts is an inspiring participant led art and poetry project, which was established in the prison during the autumn of 2011 in the hobbies work shed. It was initiated by members of the education staff with help from the writer in residence, along with Regimes staff. It gives the opportunity for prisoners, who do not regularly attend mainstream work or education, to try out various art forms.

5.5.2 The EPVC chair was invited to an exhibition of the first few months' work held in the work shed. Prisoners were happy to explain their ideas and thoughts behind the exhibits, some of which were featured in a small colourful booklet produced to accompany the exhibition. This is a sound example of inspiring and rewarding opportunities which prisoners can have and is a great credit to the staff involved and to the prisoners' skills. The enjoyment and satisfaction gained by the prisoners was very evident.

5.6 Time Bank

Another exciting initiative is the partnership with West Edinburgh Time Bank. It enables prisoners to donate voluntary hours to the good of the community. The prisoners offer their time within the prison to specific volunteering opportunities such as becoming one of the prison's Listeners or being involved in Toe-by-Toe, where they help other prisoners with literacy through a buddy system. Members of the Time Banking team then reimburse the community with the equivalent hours donated by prisoners. The credits accumulated by prisoners have been transferred into volunteer escorts for hospital appointments, reflexology therapy for local residents and "The Big Lunch" which brings together members of the community for friendship.

5.7 Visitors' Centre

5.7.1 As the EPVC representative to the Visitors' Centre Lisa Beattie is pleased to report that the visitors have continued to receive an excellent service and support for the diverse needs that arise due to the impact of imprisonment on the lives of the families. The volume of visitors to the centre is recorded on a daily basis and changes to the prison population during the last year appears to have affected this. From April 2011 to March 2012 a total of 41,493 adult visitors and 6,640 children were received at the centre. It may be worth noting that the ratio of male prisoners to female is approximately 8:1, and reminding that female prisoner intake only commenced in July 2011.

5.7.2 This change in prison population and its impact on visitors is complex but the opportunities for engagement with individuals affected by imprisonment remain substantial and some of these individuals could reasonably be considered vulnerable and hardest to reach by any number of conventional agencies. In the preceding year the centre received approximately 43,863 adults and 7,232 children which would seem to indicate that there are fewer families visiting the prison since the introduction of female prisoners. However, it may be worth noting that female prisoners seem to receive fewer visits than male prisoners.

5.7.3 The principles of the centre are underpinned by the concept of giving families and visitors a voice through regular consultation in the running of programmes, This is a community development approach rather than a deficit model. There is a tripartite management group comprising a representative of the Salvation Army, who operate the centre, the Onward Trust and Prison Governor. However, the Practitioners Group, which was previously known as the Advisory Group comprises individuals with a strategic role within the Visitors' Centre. This is in recognition of the needs of the families of the prisoners and how best to engage with the imprisoned family member. The main purposes of the group are to support and enhance the work of the Visitors' Centre in connection with providing direct support to the families. It also advises the Salvation Army of examples of good practice within community based organisations and other Scottish Prisons, and raises awareness of fundraising opportunities and other resources that might be available to the Visitors' Centre and their clients. Most importantly the Practitioners Group updates the Centre about the work between agencies and develops crucial working partnerships.

5.7.4 The Centre has operated a programme of events throughout the year of which three have been family events and five thematic events. These have focussed on raising awareness of issues that can have impact on families and promoting the interaction between prisoners, their families and staff. The Centre Co-ordinator, in collaboration with the family support worker, design the events, which have been run in partnership with various agencies according to the theme. They have from family members, through consultation, making known their need for better knowledge and understanding of prison based issues and procedures.

5.7.5 One of the most significant of these was the event to raise awareness of the ICM process and to promote the involvement of family members while providing direct support to

families who attend ICM meetings. This has involved the skills of staff at the Visitors' Centre, ICM staff, SPS and Community based Social Work as well as Families Outside. This initiative has resulted in an information base for families including a Families Outside information sheet and the ICM manual. The event was so successful that all partners have now committed to run similar events twice a year in the future as part of the Visitors' Centre programme. In the past five reports we have made reference to the major objective of the Centre of promoting healthier lifestyles to the visiting population. A funding bid resulted in Salvation Army successfully securing £10,000, to support ongoing partnership work with NHS Lothian researching visitor's views on what the Centre cafe offers. Nutritional information together with an understanding of quantities of food in relation to physical activities has been well received. This health promotion strategy has been recognised as a model of good practice and at the cafe's launch in August the Cabinet Secretary, Kenny MacAskill made substantial reference to this in his speech.

5.7.6 It has been noted in previous reports that work was ongoing to reintroduce the provision of support to children visiting the prison. Meaningful support has been the emphasis of this vision, shared with key partners such as Families Outside, City of Edinburgh Council, NHS Lothian and SPS. Previously the Centre had secured £50,000 to develop services within the Centre for children, which in 2010/11 enabled the commissioning of Barnardo's Scotland to take the work forward, but further funding was not available for this project. This year the Centre has successfully obtained £15,334 from the Fairer Scotland Fund over a 2 year period and, while working with a Salvation Army Fundraiser, have secured a further £34,000. At the time of writing a Parent's Support Workers post is being developed which will be managed by the Centre Co-ordinator. The purpose of this will be to support parents around specific issues faced by children as a result of parental imprisonment and to provide information to them. It is anticipated that this will be a 20 hour-a-week post over a two year period which will enable the Centre to gather valuable evidence over a sustained period about the kinds of support children need when their imprisonment of family members impacts on their lives.

5.7.7 Though there can be no doubt about the remarkable achievements in a wide range of projects the Centre has engaged in over the past year there can be little dispute that this piece of work in such a poorly documented statistical area will be invaluable and will inspire any number of projects to better support children and families, which is the avowed aim of the Centre's very dedicated staff and the partners..

5.8 Russian Delegation of Overseeing Commissioners Visit 26 – 29 September 2012

The AVC was asked to host visits to HMP Edinburgh, Polmont Young Offenders and Cornton Vale prisons for seven overseeing commissioners, who visited Scotland for a study tour of the independent monitoring of prisons. Monitoring was recently introduced into Russian prisons and other places of compulsory detention. At HMP Edinburgh, the delegation were shown round by the Business Support Manager. The Governor met the delegation over lunch. Neil Powrie the AVC Convenor and Bruce Logan spoke about VC work and the role of the AVC and Fiona Garwood AVC Training Co-ordinator gave an overview of recruitment, selection, induction and training of VC members. All this was conducted through an interpreter. The group were very interested in all they saw and heard and highly appreciative of the three visits.

Following the visit the delegation wrote to the Governor at HMP Edinburgh to express their appreciation for the visit and their admiration for the relationships between prisoners and staff and between staff and managers. Such ease, they reported, would not be seen in Russian institutions.

Section 6 The Work of the Visiting Committee follows on the next page

6. The Work of the Visiting Committee

Visiting Committee Statistics

	2010/11	2011/12
Recommended complement of EPVC members (per Rule 155)	17	17
Number of EPVC members at start of reporting period	14	15
Number of EPVC members at end of reporting period	15	15
Number of new EPVC members joining within the reporting period	5	8
Number of EPVC members leaving within the reported period	4	7
Total number of EPVC committee meetings during reporting period	5	6
Average number of attendances at Board meetings during reporting period	10	10
Total number of applications/complaints received	95	139
Total number of visits to the prison	220	226
EPVC visits by individual:		
• G Allen (resigned December 2010)	4	
• M Baker	15	11
• J Balfour (resigned May 2011)	5	0
• L Beattie	11	9
• M Comeau (resigned June 2011)	13	3
• S Cook (appointed August 2011)		4
• A Evans (resigned July 2011)	17	3
• W Ferguson	8	46
• F Garwood	54	33

• D Gray (appointed July 2011)		14
• K Gunn (resigned September 2011)	3	0
• B Logan	14	7
• P MacKenzie (resigned December 2010)	2	
• A McCusker (resigned June 2011)	4	1
• G McNie (appointed July 2011)	0	6
• I Miller (resigned October 2011)	4	2
• R Peacock (resigned February 2012)	14	10
• M Scotney (appointed July 2011)		15
• D Sleigh (resigned March 2011)	36	
• T Smith	9	9
• G Sneddon (appointed December 2011)		3
• H Tuiwaiwai (appointed February 2012)		1
• J Warburton (appointed July 2011)		17
• F West (appointed July 2011)		16
• H Wotherspoon	7	16

Applications/Complaints Statistics

Subject	2010/11	2011/12
Accommodation	3	6
Diversity related	7	4
Education/Training/Work	7	7
Estate Issues (conditions)	4	3
Family/Visits	13	17
Food	4	16
Canteen *		7
Health related	11	22
Inter-establishment transfers	11	20
Personal property	11	10
Staff/Prisoner related	4	16
Miscellaneous	11	12
Missing data during changeover to electronic records	9	-
Refused EPVC visit or already resolved		20
<i>TOTAL</i>	95	160**

*added as an extra subject during this year

** 139 requests generated 160 subjects as some prisoners raised more than one issue

6.1 EPVC membership

6.1.1 During the year, seven EPVC members resigned, including the vice chair, Rachel Peacock. The EPVC appointed two vice chairs: Walter Ferguson and Hayley Wotherspoon in March 2012. Following recruitment campaigns held in Edinburgh, West Lothian and East Lothian eight new members were appointed during the year to fill vacancies. On this occasion the three Councils shared the advertising costs which made the campaign more cost effective. At the end of March 2012, we had 15 of the complement of 17 allocated members for the prison.

6.1.2 In consultation with appointing authorities the EPVC recommended that it was not worth appointing new members after April 2012. We knew that after induction and training they would serve for a matter of months before the EPVC is due to be abolished in April 2013. Throughout the uncertainties over the future of independent monitoring of prisons, EPVC members have shown a high level of commitment and dedication to the job by continuing with business as usual. New members have volunteered to take on special interest areas in addition to regular rota visits.

6.2 EPVC record keeping

Electronic recording of all the EPVC work has been standard practice in HMP Edinburgh for two years. During this year, Walter Ferguson took responsibility for reviewing and revising the EPVC IT system. He also trained the new members in the system. EPVC members have access to the non restricted areas of the prison intranet, which allows us to keep up to date with developments in the prison. We use email for communicating with staff and to receive the prisoners' requests to see us from hall staff.

6.3 EPVC Business plan

The EPVC worked to its 2nd annual business plan, which was reviewed regularly. See appendix 7.2. Some of the targets were not met partly due to the uncertainties over the future of EPVC and their impending abolition and also the high turnover of EPVC members. Inducting, training, escorting and supporting new members becomes a priority over other targets. We also had three different members acting as local EPVC training co-ordinators between July and December.

6.4 Rota Teams

Rota teams were established in April 2011 as part of a drive to increase our efficiency and effectiveness. All EPVC members became part of a team and each team has a leader whose job is to co-ordinate the visits, support members, ensure that requests are processed, oversee monitoring responsibilities and pass on relevant information to the next team and to other EPVC members, where appropriate. The system seems to have worked well and will be continued for the EPVC final year of operation.

6.5 EPVC Training report

6.5.1 The primary focus for the EPVC during 2011 has been twofold : firstly the need to induct the eight new members into the work of the Committee and Prison and secondly, additional training for experienced members as a consequence of HMP Edinburgh becoming a service provider for female prisoners.

6.5.2 During the year seven new members, which represents nearly half of the Committee membership, undertook SPS provided prison induction , key handling/security training and breakaway training. The same new members attended a full day's induction training into the work of Visiting Committees from AVC at Polmont and carried out a number of accompanied visits around the prison with EPVC team leaders. New members also received training in the EPVC computer that is part of the prison system as it forms an essential operating tool of the Committee. Three of the six new members have attended a SPS course on Psychological Manipulation - a highly recommended course which most EPVC members attend.

6.5.3 From July, HMP Edinburgh was housing up to 114 female prisoners. As part of that process six experienced committee members attended a SPS course on "Women in Prison" which has been found to be helpful to the committee role. We also arranged a special meeting with two members of Cornton Vale VC to help us to prepare for the arrival of female prisoners. In addition we paid visits to Cornton Vale and Greenock prisons before the first tranche of female prisoners were transferred.

6.5.4 Existing Committee members repeated their annual breakaway training as required by SPS. See EPVC Training records in appendix 7.1.

6.5.5 Developmental opportunities for members have included attendance at the AVC national conference on 30 September and visits to Shotts and Aberdeen Prisons. Training sessions have been given to the Committee at their quarterly meetings on: SPS's new complaints procedure, new arrangements for prisoner health service provision and the changed prisoner escort contract. Some members have managed to attend external conferences or meetings which have offending as the focus. The EPVC Chair was invited to attend an event on women offenders run by the Lothian and Borders CJA.

6.5.6 The Committee is grateful to all people who work in the prison for their general assistance with information and to the prison Training Manager for his on-going support in assisting Committee members with training and developmental opportunities.

6.6 The Future of Independent Monitoring of Prisons

In December, all EPVC members received a letter from the Cabinet Secretary for Justice informing them of the decision to abolish VCs from April 2012 and replace them with a prisoner advocacy service. The EPVC took an active part in the AVC campaign to retain independent monitoring in Scottish prisons. We devised and implemented an action plan. This included representations to the appointing Councils and elected members, meetings with MSPs and one of the EPVC members was part of the AVC delegation to the Scottish Parliament Cross Party Group on families affected by imprisonment. As a result of our approaches, three local MSPs visited the prison to meet us, hear about our work and see parts of the prison.

By the end of the reporting year, VC members learned that the service we provide would be retained for a further year until April 2013.

6.7 Acknowledgements

The EPVC would like to thank the Governor, Deputy Governor, Acting Deputy Governor during 2011, the Unit Managers, Finance and Administration Manager, Business Improvement Manager, Business Support Manager, HR staff, Staff Training Manager and all the staff for their assistance and support throughout the year.

We would also like to thank the Lothian and Borders CJA Chief Officer for his interest and support during the year.

The EPVC Chair records her thanks to all the committee members and the clerk for their professionalism and continued commitment to the work throughout all the uncertainties over the future of independent monitoring in prisons.

Fiona Garwood

EPVC Chair

June 2012

7. Appendices on the following pages

7.1 Training Records 2011-12

7.2 EPVC Business Plan 2011-12

7.1 EPVC Training Records 2011-12

Members	AVC	Prison Induction and keys	Breakaway Expiry date	Psychological manipulation	Women in Prison	New Prisoner Complaints Procedure	Prisoner Escort Service
Malcolm BAKER			09/03/2013		20/06/11	12/09/2011	12/12/2011
Lisa BEATTIE			28/10/2012		20/06/11	12/09/2011	12/12/2011
Sue COOK	08/11/11	10/10/2011	14/10/2012				
Walter FERGUSON		21/02/2011	23/03/2013	20/5/11	20/06/11		12/12/2011
Fiona GARWOOD			20/01/2013		20/06/11	12/09/2011	12/12/2011
Dominic GRAY	08/11/11	10/10/2011	14/10/2012			12/09/2011	12/12/2011
Bruce LOGAN			28/05/2012			12/09/2011	12/12/2011
Gregor McNIE	08/11/11	19/07/2011	05/08/2012	16/11/2011		12/09/2011	12/12/2011
Merrie SCOTNEY	08/11/11	05/09/2011	14/10/2012			12/09/2011	12/12/2011
Tom SMITH			28/10/2012		20/06/11		
Jacqueline Warburton	08/11/11	01/08/2011	11/11/2012	16/11/2011		12/09/2011	12/12/2011
Fergus WEST	08/11/11	22/08/2011	26/08/2012	16/11/2011		12/09/2011	12/12/2011
Haley WOTHERSPOON			14/10/2012		20/06/11		

7.2 EPVC Business Plan 2011-12

Overall aim:

To increase the visibility of the VC within the prison, ensure high and uniform standard of service by VC members, increase the involvement of all the members.

	Tasks	Responsibility of	Target date	
1.	Recruit new members as necessary, with VC involvement in selection process	Chair & Vice Chair + other VC members	As required	8 new
2.	Ensure that all new members are receive proper induction and start on rota visits with experienced members as soon as possible	LTC and experienced members	Within month of appointment	✓
3.	Establish Team rotas and ensure that all members make regular visits to the prison	Chair Team leaders	Feb 2011 On going	✓
4.	Share out annual report responsibilities amongst VC members for 2011/2012 report	Chair, Clerk & members	20 June 2011	✓
5.	Review EPVC computer system, pin point shortcomings and seek to have these rectified	Vice Chair & small sub group	June 2011	✓
6.	Complete skills audit for improved use of VC human resources and pen portraits for Governor	Chair	Oct 2011	Partly met
7.	Raise VC profile within prison – VC posters distributed throughout prison	M Comeau	April 2011	✓

8.	Work with Induction Officer to devise input to women Prisoners Induction	Volunteers	July 2011	Not met due to new membership
9.	Review rota reports and increase consistency	Committee	June 2011	✓
10.	Improve contacts with FLMs in each Hall to improve communication	Chair	September 2011	Not met due to staff changes
11.	Information on FAI findings to be circulated	Chair	As and when	✓
12.	Handbook / Guidance for VC members	Volunteers	March 2012	Partly met
13.	Maintain contact with CJA	Chair	Ongoing	✓
14.	Away day for VC members	Committee	14 Nov 2011	✓
15.	Plan and prepare for the arrival of women prisoners Training session	All	July 2011	✓
16.	Visits to Cornton Vale & Greenock prison	All	July 2011	✓