



Executive Summary

Vera Joiner Chair, Open Estate Visiting Committee

In compiling this report, I have brought together the comments, thoughts and experiences of the Visiting Committee members of the Open Estate. They are a dedicated few and I would wish to thank them for their support during my year as chair of the Open Estate Visiting Committee. I am very grateful to Donald Macaskill for bringing these articles together and producing the Annual Report for year to March 2013.

We are a Visiting Committee of 9 members having served 68 years between us on the Open Estate, each ranging from 1 year to 18 years' experience.

The Open Estate had a full Inspection by HM Chief Inspector of Prisons, Brigadier Hugh Monro and his Team in April 2012. There were 65 recommendations but this was partially because HMIP had changed the format of reporting. It is, however, a positive report. HMIP Inspection Team considers that the prison is safe, relationships between prisoners and staff are good and that prisoners are treated with decency. It was interesting to note that several of the items highlighted had already been reported by Visiting Committee Members on their visits. The committee has asked that they be updated at each meeting on the progress of these recommendations.

We watched with great interest, the building of a Memorial and Garden of Contemplation at Castle Huntly. This had been undertaken by Prisoners

and staff together. It was to replace the Memorial Cairn built in 2010 at Noranside by Prisoners and Staff.

One of the highlights this year has been Castle Huntly Paralympic Games. Teams of prisoners competed against each other. This was to increase understanding of the impact of disabilities on individuals and to celebrate the success of people who overcame their disabilities. It was developed and delivered by the Physical Education Department with support from a member of the local sporting community. Ron McIntosh, a double amputee came along to lead these games. In the words of the prisoners "he was inspirational".

Castle Huntly has another new Governor, Fraser Munro, who took up his position in May 2012. It seems that we have a new Governor every 2 years which does not lead to continuity. In September, a new Deputy Governor was appointed, Sharanne Findlay. With a new duo at the helm, we can look forward to changes.

There were 5 requests to see a VC member entered into the VC Reporting Book over the last year. This is quite normal as prisoners prefer to speak with a VC member on their visit to the prison, which is usually every week. The prisoner numbers are around 230, considerably lower than the 285 capacity of the prison. The Governor is actively encouraging closed conditions to send prisoners to Castle Huntly.

There has been an increase in the recovery of "legal highs". This seems to reflect what is happening in the community. At present, there is no means of testing for "legal highs".

We are concerned at the increase of ex-servicemen coming to Castle Huntly. We feel that this should be explored further. These are men who have served their country and there could be an underlying reason that they find themselves in these circumstances. There is a Veterans Committee with a Liaison Officer to help these prisoners.

Recently we have seen an increase in prisoners being down-graded because of drugs. This is an alarming trend. Also included in this Annual Report is an article on the Chaplaincy at Castle Huntly, written by Rev. Anne Stewart. We as a Visiting Committee are impressed by the work of the Chaplaincy and we wish to share this with you.

I would like to sincerely thank Donald Macaskill, our Clerk, for all the help and assistance I, as Chair, and we, as VC members, have received from him over the last year. Donald has been Clerk to the Open Estate Visiting Committee since 2005.

We are encouraged by the vision of the Governor in refocusing on work in the community rather than in the prison. We would hope that SPS would share its Future Vision of the Open Estate and the Strategy of its implementation. Each Governor of the Open Estate would then be tasked with driving this forward.

In closing, I would like to thank the Visiting Committee members for their patience and forbearance while awaiting the decision of the Scottish Government regarding the future of Monitoring of Scottish Prisons. Until the decision is reached, it is business as usual.



Description of Prison

At present, the prison population stands around 230 prisoners, of which 3 to 5 are sex offenders. Castle Huntly has capacity for 285 prisoners. The Governor is actively working towards increasing the numbers.

Murray House has 3 wings with total accommodation for 141 prisoners. All are double occupancy with only one cell being single occupancy with wheelchair access.

Wallace Wing has 16 double occupancy cells and 40 singles.

Bruce Wing holds the ILU with 8 prisoners, the pre-ILU with 6 prisoners and 29 other cells with single occupancy.

All cells are to a high standard with many having been refurbished prior to the increase in numbers on the closure of Noranside.



Healthcare & Mental Health

The Transfer to NHS Tayside went smoothly. Healthcare Services are undergoing a service review and redesign following the transfer.

There have been a number of substance misuse workshops held with a revised substance misuse prisoner pathway being produced. The introduction of the new e health medical record system has gone smoothly with no major incidents or concerns.

There has been an increase in the recovery of substances known as "legal highs" These appear to be readily available and there is no way of testing at present. Random drug testing continues to produce positive results. This continues to be a concern. In recent times, there have been several down-grades because of drug use.

Prisoner complaints are at a low level.

Food

The Prisoner Food Focus Group meets quarterly. All complaints, of which there are few, are dealt with at these meetings. All Minutes of the Food Focus Group are posted on the Notice Board in each wing and also in the Canteen. A few complaints can also be found on the agenda of the Prisoner Forum.

There was a suggestion to have menus and this was put to the prisoners. With over 100 responses, 90 rejected the suggestion with only 12 considering it to be acceptable. It appears that in the Open Estate, with Home Leaves every 4 weeks, it would not work as well as in closed conditions.

Complaints have been:

- Quality of food.
- Cleanliness of cutlery
- Lack of water dispenser in the Dining Room
- Dining hall opened 10 minutes late one weekend
- Boards were not written up with relevant meal
- Popular items on the menu go very quickly and many prisoners have no choice if they are later in joining the queue
- There were complaints of food left at the end of the sittings was wasted. However, this appears not to be the case as any food left over is reused in another form the following day. There is very little wastage.
- Range of foods provided by shop/kiosk – There has been a move to include more healthy food choices – fruit, etc.

All of these matters were brought to the Food Forum or the Prisoner Forum, discussed and either dealt with or assured that there would be no recurrence of the problem.



Equality & Diversity

The Equality & Diversity Manager, Gordon Webster, looks after all E. & D. activities at Castle Huntly.

The E & D Committee meets quarterly when prisoners bring items for discussion to the Governor and SPS staff. Items under discussion have been:

- Give Bigotry the red card
- Toe by Toe. Peer tutor literacy training.
- The Castle Huntly Open Times Magazine is to be used for E & D information.
- Sex Offenders would like to be treated with tolerance and respect.

The highlight of their calendar was the Castle Huntly Paralympic Games. Ron McIntosh, double amputee, who was Britain's fastest for the 5km walk, came along to take part in the Open Estate Paralympics and he was inspirational to the prisoners. Although none had the same disabilities, the prisoners were left feeling that they too could accomplish much despite the challenges they face. The Paralympics will now be an annual event in the O.E. Calendar.

There is now Disabled access to each of the areas, some of the work having been carried out by our own prisoners.

As there is only 1 disabled cell and it was decided to purchase grab rails for some of the existing showers. This will go some way towards making the showers more disabled friendly.

The E & D Committee has raised awareness and prisoners are now more tolerant towards Equality and Disability.

Education, Training and Work

Carnegie College have been running a number of successful programmes. The pre-ILU training is valuable and gives good life-skills including basic money-management and the Elementary Food and Hygiene Certificate.

There are also three graded cookery courses leading to certification, which could help in securing employment. These courses are said to be very enjoyable and prisoners talk of using their new skills when on home leave. The I.T. courses are also popular and Learning Centre staff should be congratulated on the standards achieved.

Some courses, including Open University, are disadvantaged by a lack of internet access. This is a problem which could be resolved by careful planning and cooperation.

Following the HMIP inspection, some evening classes have been started. Centre staff are pleased with the take-up which it is hoped will grow over coming months. There are, however, three negative points which should be made:

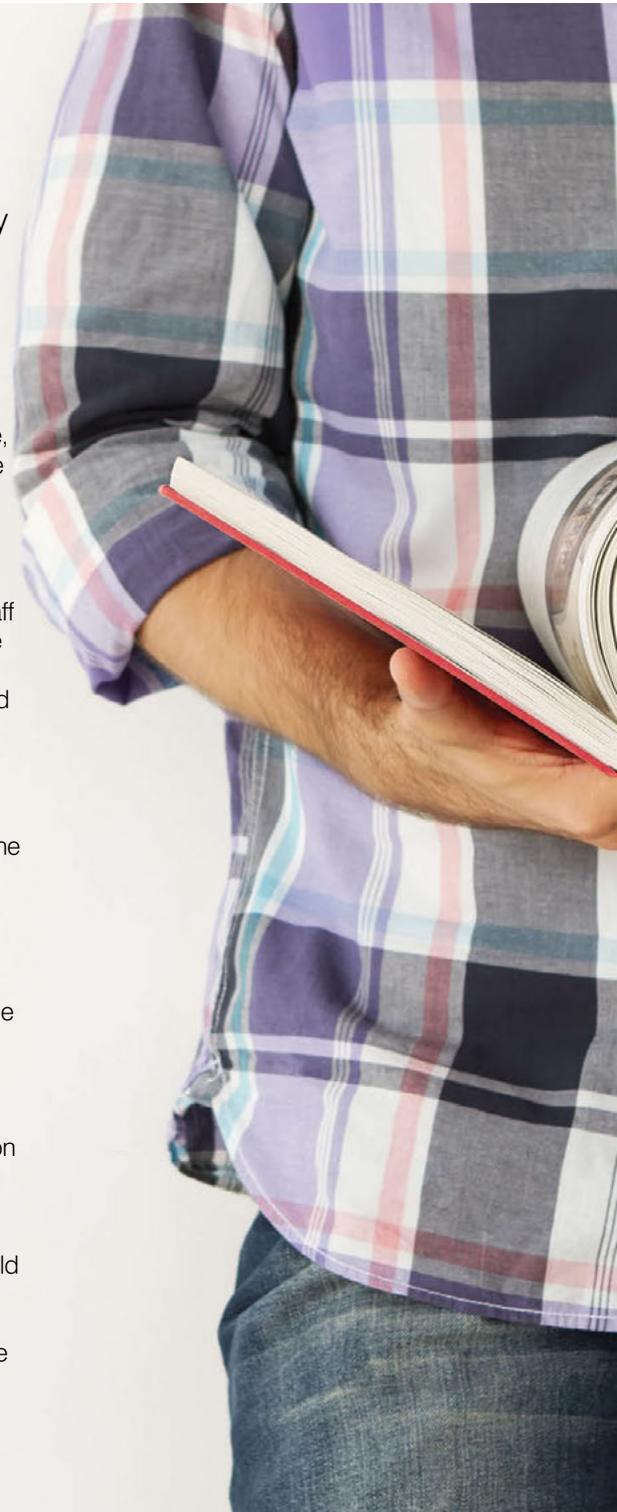
Total prisoner learning hours are down on last year as new intake prisoners can opt for 'immediate placements'. This means that there is no time to take up classes / assessments, which is disappointing.

The national policy on wages, whereby those on full-time education have a reduced wage entitlement is having a deleterious effect. Since prisoners are meant to be offered learning opportunities, it is unfortunate that the policy works against this objective.

Areas of training in the prison which offer skills and qualifications tend to be limited. It is also evident that the intermittent availability of courses causes disappointment. For example, despite months of planning within the Open Estate, in October the long-awaited Bike Station was actually located at HMP Perth. This means a loss of placements and skills training and exercise has been a waste of staff time and money. The planning for the workshop for Martin Plant Hire, including coverage of both health and safety and contract issues, has been prolonged and it is to be hoped that the project comes to fruition before more time is lost, with the possibility that it suffers a similar fate to that of the Bike Station.

The P.E. staff continue to offer certificated courses which prove popular. It is, however, difficult to maintain elements of the programme because of new Prison Rules although staff remain both professional and enthusiastic.

Much of the work on offer at the prison is necessarily concerned with the running of the establishment itself. More opportunities for incorporating certificated learning and courses could be found in many areas such as the kitchen, gardens with other elements to be added. It is to be hoped that the allotment plans flourish.



Independent Living Unit (ILU)

Prior to the closure of Noranside near Forfar, the ILU was situated in a separate location from the main wings and was independent in every sense. The closure of Noranside resulted in the relocation of an ILU at Castle Huntly. It was decided to locate this at the end of one of the wings. This was regarded by the VC as not entirely suitable and was the subject of comment and discussion at VC meetings. It was felt that any ILU should be entirely separate from other prisoners and certainly not contained within a wing in an open prison.

Despite concerns, the operation of the ILU has proven to be satisfactory and no problems have arisen. The VC continues to keep a close watch on the unit and regular updates are provided to the VC from the Governor.

There has been an upgrade of the ILU Living Room facilities and an upgrade of equipment in the ILU Training Kitchen which is situated in the Education block. In the Kitchen they are taught how to make soup, pasta, meat and vegetable dishes. They are taught baking, with puddings being the favourite. In the ILU they are taught life skills, making meals on a budget of £20 per week plus £10 of their own money. Usually 2 prisoners go together for their shopping. There are currently 8 prisoners in the ILU with 6 prisoners in the pre ILU.

It is hoped that a separate and purpose built ILU building can be considered in the future which could cater for much larger numbers. So few prisoners can avail themselves of this valuable asset at present.

The VC considers the unit a valuable resource in the rehabilitation of offenders and commends the staff for their dedicated work and commitment with prisoners within the unit. The VC is pleased to note that the Governor and senior staff regularly appraise the operation of the unit.

Prison Estate & Administration

The Estate maintenance team handles about 83 tasks per week. This consists of on-going redecoration and also pre-planned maintenance. Much time has been spent on the painting of accommodation corridors and also external painting. Heating pipework replacement has been carried out in the accommodation areas.

The Gym floor refurbishment has been carried out and this benefits many of the prisoners.

New walkways between areas have been constructed by prisoners. This has been welcomed by all at Castle Huntly, especially in wet or snow conditions.

The staff from Noranside has fitted well into the existing Estates Team.



Accommodation

The VC takes a keen interest in prisoner accommodation and regularly speaks to prisoners in the wings as they conduct visits.

The VC has always viewed with dismay the unnecessary waste of public funds in the renewal of roofs on new build wings and which should never have been "signed off" as satisfactory only for the SPS to have to replace them at public expense.

Showers now work properly, although there remain issues with heating and ventilation in Murray House. These are being addressed. Replacement of the hot water system in Murray House has been carried out.

The floor of the gymnasium has been refurbished and the gym is very well managed and popular with prisoners who seem to have little difficulty in access.

Given the prefabricated nature of the buildings at the prison, it is not surprising that maintenance is constant but overall the accommodation is good and maintained to acceptable standards.



Gardens

The Memorial and Garden of Contemplation area for prisoners and staff has been completed. Work was carried out by prisoners in their own free time. A committee of volunteers was set up to manage the project. This was chaired by the Head of Offender Outcomes, consisting of prisoners and staff.

Links Centre

The Link Centre is the hub of Castle Huntly and where all resources are based that will help members of the open estate to be ready to move on when released. Prisoners at the reception are responsible for ensuring that everyone signs in and out. The Manager's Office is responsible for general management.

Functions available within the Link Centre are: Placements, Programmes, Education, Social Work, Addiction Services, and Job Centre Plus.

Placements

There are opportunities for all to access the community through work placement options of 2 days to 5 days per week with most being 5 days per week. Work placements vary from commercial to charity based. At present there are 53 prisoners out on placements in the community. There must always be about 100 prisoners in the prison to carry out the everyday tasks. Taken on an individual basis, an application form and CV are required by the prisoner. An interview is carried out with Placement staff first to agree placement options available at the time. This is then followed by an interview in the community with the chosen placement provider. Success at this interview results in a start date being agreed.

Social Work

Prisoners will usually be allocated a prison-based social worker. The main core tasks of the social work unit are:

- Reports for Parole Board
- Conditions for Home Leave
- Risk Assessments working with criminal justice social work colleagues in the community to help prepare prisoners for release.
- Offering support to prisoners
- Encouraging prisoners to address offending behaviour



Addictions Services

A wonderful service used by 70% of the prisoners. An Addiction Officer does not report to the parole board but the prisoner can request one if they wish. They do give reports going into the community.

Education Office.

This works with Phoenix and involves IT and help with CVs and job and support applications.

Psychology Office.

Prisoners with mental health problems can turn here for help.

The Link Centre also doubles up for the Prisoner Visits Area in the evenings and at the weekend.

The rooms in the Link Centre are used for courses and meetings.

Induction

Prisoner Induction is held each Tuesday, Thursday and Saturday mornings, as required. Every prisoner coming to the Open Estate is given a full day Induction followed up by appointments with appropriate officers.

The following information is given at that time. Discipline and Internal Movement, Fire Safety, General Routine, Listeners Service, Laundry procedure, Prisoner Forum, ID card, Personal Officer, Money and Health Centre. Recently a Buddy Service was introduced and this helps new prisoners to adapt more easily into the Open Estate. This has been welcomed by the prisoners.

An individual learning plan is compiled and an SPS progress file is prepared for each prisoner. Core skills are IT and communication, literacy, numeracy, working with others and also compiling a CV.

Visiting Committee Training

During the last year, the training undertaken by Visiting Committee Members has changed. At the bi-monthly V.C. meeting, discussions took place on topical subjects such as the Inspection at Castle Huntly by HMIP, the new Memorial Stone and Garden of Contemplation, The Purposeful Activity Response and VC's Disbandment. These are all subjects of utmost importance to VC members.

Annually, each VC member should undertake Breakaway Training before they can enter the prison. This is kept up to date in order that a Visiting Committee Member can undertake their duties. New Personal Protection Training (PPT) has been brought in by SPS to replace Breakaway Training. It was the intention that all VC members would complete this by the end of February 2013. However, there has been some slippage in this timetable at Castle Huntly and VC members will complete this in due course.

During the year the Association of Visiting Committees has provided New Member Training at Polmont. This was attended by our 2 new Councillors. A meeting of the Local Training Coordinators was held in 2012. In April the AVC had a Prison Visit to HMP Barlinnie and in October a further Prison Visit was arranged to HMP Glenochil. VC members from the Open Estate also attended this prison visit.

The Annual Conference was held in October when the theme was "The Future of Independent Monitoring". The Speakers were Mr Lewis MacDonald MSP, John Vine CBE, Professor Alan Millar and John Scott QC. All were very eloquent speakers. Most Visiting Committees in Scotland were represented, including the Open Estate.

Specialist Area

Prisoner Forum

The Prisoner Forum now has regular monthly meetings with the Governor and/or Deputy Governor, SPS Staff and usually 3 or 4 prisoners. The Governor, Fraser Munro, is keen that prisoners are well represented at the Forum. The chair rotates between SPS Staff and prisoners. A VC member usually attends these meetings. The representatives bring along the items of concern that have been raised by prisoners in their section. In many cases answers are given on the day of the Forum or action to be taken to bring them to fruition. Alternatively, it is brought back as an agenda item to the next meeting. Prisoners' representatives take the information back to each section.

A VC member has attended most of these meetings and so has a great insight into life at Castle Huntly as seen by Prisoners. The information is shared with the VC members at their bi-monthly meetings. It is useful for VC members to be aware of the issues being discussed when visiting Castle Huntly.

The prisoners would like their time at Castle Huntly to be more productive, by making use of their time and abilities. Many also speak of how they, the prisoners, can put something back into the community.

Topics brought to the Forum are: internet access for prisoners undertaking further education, use of MP3 players, email a prisoner, shop stock and weekend activities. Being able to discuss these issues has proved to be very popular with the prisoners. Any matters not addressed are kept on the agenda.

The Prisoner Forum now has control of their Common Good Fund and there are a few projects that have already benefited from this source of funding. The Hawk Display at the Family Fun Day was paid from the Common Good Fund. Prisoners were all given a £5 Christmas Wage Bonus which was also funded from the Common Good Fund.

Prisoner Complaints and Issues

Very few complaints are written in the VC Request Book at Castle Huntly. We had only 5 over the last year. Each week a VC member checks the book for requests and so prisoners have a very prompt response to their issue. The VC member follows up the request/issue starting with the prisoner's personal officer and following up the chain of command and taking it directly to the Governor if necessary. It is important that the VC member goes back to the prisoner personally to pass on their findings. Prisoners welcome the opportunity to speak personally with a VC member.

Many issues are reported verbally when a VC member is on a Rota Visit. All are dealt with promptly and the matter brought to a satisfactory conclusion. It seems that prisoners prefer this route rather than the formal one of entering their name in the VC Request Book. Unfortunately, there is still an underlying concern with prisoners that they will be returned to closed conditions if they complain. VC members have been assured that this does not happen but the concern is still there.

Chaplaincy at the Open Estate by Rev (Mrs) Anne Stewart, (one of the Chaplaincy Team)

What do chaplains actually do? We are sometimes known as the "God Squad" but, although we have a religious function, most of what we do is not religious. We are employed by the prison service, not by churches/faith groups and we are here to offer pastoral care and support to those of all faiths and none on a generic basis.

We provide a listening ear and prisoners can talk to us very honestly and openly about their difficulties and anxieties, in the knowledge that we will (usually) not pass on what they tell us, and that we are not making decisions about their progression so there is no need to try to impress us!

In most prisons, prisoners will request to see a chaplain and the chaplain will visit them in the hall in which they are located. However, here at Castle Huntly the prisoners are free most of the day to walk about unescorted so chaplaincy here runs as a drop-in. Prisoners don't need an appointment and can just come and see us whenever they want.

The chaplaincy team consists of a Church of Scotland minister, Anne, who is full time, a Roman Catholic priest, Brian, who is here two days per week, and our first Muslim chaplain, Ismael, who has just newly joined us. Ismael will be here two hours per week and he also visits three other prisons.

Our chaplaincy centre at Castle Huntly is a portacabin which is old and not really fit for purpose. The Inspectorate report condemned it and plans are afoot to build a new one.

As well as the ongoing work of supporting prisoners during this important last stage of their sentence and helping them to prepare for release, and of leading worship and facilitating worship opportunities for members of other faiths, we have also been involved in the following over the past year:

- (1) The new memorial garden – Ex forces prisoners are a growing group in our prisons and the SPS is taking that seriously. Chaplaincy here at the Open Estate had already been holding Acts of Remembrance on Armistice Day for a few years which are well attended by staff and prisoners alike. A project which took place over the summer was to build a war memorial and memorial garden. The dedication ceremony for the new memorial and the Act of Remembrance on Armistice Day were both led by chaplaincy.
- (2) Family days – Castle Huntly's "Children and Families Strategy Group" are meant to run family events for prisoners and their families. This is quite difficult in a national establishment because of the distances

families have to travel. However, in the past six months we have run two very successful and enjoyable days. The multidisciplinary committee who ran these events was headed by the full time chaplain.

- (3) Coffee Morning – To mark Prisoners' Week, chaplaincy has for the past few years held a coffee morning on the Saturday, in the large education area at the back of the Links Centre. This has been attended by prisoners and people from outside who are invited through churches in Dundee. We had about sixty members of the public at the coffee morning, many of whom had been in previous years too. It is great to see the prisoners and public mixing happily and naturally. This time we were also delighted to have the Moderator of the General Assembly of the Church of Scotland, the Right Rev Albert Bogle, with us. It is hoped that when our new chaplaincy centre is built we will have these coffee mornings monthly. Also in Prisoners' Week in November 2012, chaplaincy was able to take a minibus full of prisoners to the launch service in Dunkeld cathedral.

The Work of the Visiting Committee

The main work of a Visiting Committee member is to visit the prison and speak with prisoners each week.

With reduced numbers of Visiting Committee members, we were required to carry out a Rota Visit to Castle Huntly every 9 weeks. Two members are required to visit every 2 weeks and we at Castle Huntly elected to have one member visit each week. Prisoners know that each week, at least one VC member will be at the prison.

The majority of the prisoner issues are brought directly to us on a visit. Very few requests/issues have been recorded in the VC Request Book as most prisoners prefer direct contact

with a VC member. These are followed up and answers are given to prisoners personally by the VC member.

VC members attend the Monthly Prisoner Forum and also the quarterly Equality & Diversity meetings. Representatives from the VC were invited and attended the Opening of the Memorial & Garden of Contemplation and the Coffee morning for Prisoner week. V.C. members take an interest in any of the activities that the prisoners are involved with.

We as a Visiting Committee were asked to give our views on Purposeful Activity within Castle Huntly. The VC submitted its response in January and we now await the findings of the Justice Committee in this connection.

Open Estate Visiting Committee Training Records From April 2012

MEMBER'S NAME	VC TRAINING DELIVERED LOCALLY								NATIONAL TRAINING (AVC)			
	Induction	Tour	Expenses	Rotas	Interviews	Requests/Complaints	Minute Book	C & R Training	FC/1	CD Training	Chair/Vice Ch.	Annual Conference
Vera Joiner	2007	2007	2007	2007	2007	2007	2007	06.06.12	2007	06.09.11	n/a	2012
Prue Heriot Maitland	2002	2002	2002	2002	2001	2002	2002	25.07.12	2002	2005	x	x
Alan Muir	2008	2008	2008	2008	2008	2008	2008	06.06.12	03.03.11	x	n/a	x
Anne Williams	2005	2005	2005	2005	2005	2005	2005	06.06.12	n/a	n/a	n/a	2007
Cllr. Douglas Pover	2012	2012	n/a	2012	2012	2012	2012	25.07.12	14.09.12	n/a	n/a	x
Gian Jain	2008	2008	2008	2008	2008	2008	2008	21.03.12	2008	01.09.10	n/a	2012
Ivan Laird	2000	2000	2000	2000	2000	2000	2000	06.06.12	n/a	n/a	n/a	2012
Cllr Mac Roberts	2012	2012	n/a	2012	2012	2012	2012	25.07.12	14.09.12	n/a	n/a	x
Neil Powrie	1995	1995	1995	1995	1995	1995	1995	21.03.12	n/a	01.09.10	2010	2012

Member's Name	VC Meeting Future of VCs 24 April 2012	VC Meeting VC Chair report on meeting with HMIP 26 June 2012	VC Meeting Report on Memorial & Garden of Contemplation 28 August 2012	VC Meeting Governor Report on HMIP Inspection of Castle Huntly 30 October 2012	VC Meeting Discussion on Purposeful Activity 15 January 2013
George de Gernier	✓	n/a	n/a	n/a	n/a
Vera Joiner	✓	✓	✓	✓	✓
Prue Heriot Maitland	✓	✓	x	✓	x
Alan Muir	✓	x	✓	x	✓
Anne Williams	✓	✓	✓	✓	✓
Cllr. Douglas Pover	n/a	✓	✓	✓	✓
Gian Jain	✓	✓	✓	✓	✓
Ivan Laird	✓	✓	✓	x	✓
Cllr. Mac Roberts	n/a	✓	✓	✓	✓
Neil Powrie	x	x	✓	✓	✓
Charles Hebenton	✓	n/a	n/a	n/a	n/a
Cllr. Alison Andrews	✓	n/a	n/a	n/a	n/a
Cllr. Peter Mulheron	✓	n/a	n/a	n/a	n/a

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.

Visiting Committee Statistics

Visiting Committee Statistics	2012/13
Recommended complement of VC members	9
Number of members at start of the reporting period	9
Number of members at end of the reporting period	9
Number of new members joining within the reporting period	0
Number of members leaving within the reporting period	0
Total number of committee meetings during reporting period	5
Average number of attendances at Board meetings during reporting period	8
Total number of requests received	5

Membership of the Visiting Committee as at 31 March 2013 and Details of Rota Visits

Name	Nominating Authority	Rota Visits Undertaken	
		Possible	Actual
Mrs Vera Joiner (Chair)	Dundee City Council	8	16
Mr Gian Jain	Dundee City Council	6	6
Mr Alan Muir	Dundee City Council	6	1
Mr Neil Powrie	Dundee City Council	7	6
Mr Ivan Laird	Angus Council	6	5
Mrs Anne Williams	Angus Council	7	7
Councillor Douglas Pover	Perth & Kinross Council	3	3
Councillor Mac Roberts	Perth & Kinross Council	3	3
Mrs Prue Herriot- Maitland (Vice Chair)	Perth and Kinross Council	7	5