



ASSOCIATION OF VISITING COMMITTEES
FOR SCOTTISH PENAL ESTABLISHMENTS

**HMP PETERHEAD
VISITING COMMITTEE**

2011-12

**ANNUAL REPORT FOR THE YEAR
ENDING 31st MARCH 2012**



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Section 2: EXECUTIVE SUMMARY

The Visiting Committee (VC) to HMP Peterhead is pleased to present its annual report for the period 1st April 2011-31st March 2012. In this report, firstly, the statutory role of the Visiting Committee is provided and this is followed by a description of the prison, which is currently the subject of both population and estates changes. An overview of the year's business is then given, along with reports on various aspects of the prison regime and Visiting Committee work, including supporting statistics.

During the reporting period, the Visiting Committee was pleased to note that, on the whole, prisoners and staff seemed fairly satisfied with living and working conditions and that there were no major issues of concern. Frequent visits to the prison, 98 over the period, ensured that Visiting Committee members were able to speak with prisoners regularly and informally, as well as to maintain good working relationships with the Governor and prison staff. Members were also able to access and monitor various areas of the prison and to resolve any minor issues that were raised through prompt liaison with the relevant personnel. Members were satisfied that appropriate systems and measures were in place to allow for the effective monitoring of all aspects of prison life and the swift resolution of complaints, of which only 13 were officially notified in the period compared with 25 received in the previous year.

The Visiting Committee met formally with the Governor four times during 2011-12 and on each occasion the Governor had prepared a detailed report on prison activities and arrangements, which had been circulated in advance for scrutiny and subsequent discussion. Members were content that all aspects of prison life were being adequately and actively considered and addressed and that the transition from SPS to NHS healthcare provision and the move to a new Prisoner Complaints Procedure in particular, both of which occurred during the reporting period, were smooth.

As in other years, members continued to undertake routine and additional training and development, to visit other Scottish Prison Service (SPS) establishments and to confer with other establishments' Visiting Committee members and colleagues. This allowed for members' continued competence and for them to compare conditions and operations across SPS establishments, retaining the necessary objectivity, whilst remaining committed to the specific interests and needs of HMP Peterhead.

The Visiting Committee is confident that the monitoring role it performs continues to contribute positively to prison life at HMP Peterhead and that it is valued by prisoners and staff alike. Members look forward to supporting HMP Peterhead again throughout 2012-13, despite the uncertainty of the Visiting Committee role for SPS establishments in the future.

Visiting Committee
HMP Peterhead

31st March 2012

Section 3: 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 2011 (from 1st November 2011, previously 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.

By statute (Rule 146, Schedule 2 of The Prisons and Young Offenders Institutions (Scotland) Rules 2011), the Visiting Committee at HMP Peterhead has eight members. A list of members serving on the Visiting Committee during the reporting period is given in an Appendix (A) to this report.

Section 4: DESCRIPTION OF THE PRISON

HMP Peterhead, situated 32 miles north of Aberdeen, can currently accommodate up to 152 prisoners, including those who require High Supervision. It was established as a convict prison in around 1888 and has served as a national resource for convicted, long term sex offenders since 1994. It offers a range of programmes designed to challenge offending behaviour in order to reduce the risk of reoffending on return to the community. During the reporting period, it continued to provide an effective environment for the treatment of sex offenders, although the prison conditions have been criticised by the Prisons Inspectorate on a number of occasions.

In 2008, the Scottish Prison Service (SPS) announced that the prison would close to be replaced with a new prison, HMP Grampian, which will become the first community-facing prison in Scotland. HMP Grampian will be built on the same site and will open in 2014 (also absorbing HMP Aberdeen). Preliminary works began on the site following Aberdeenshire Council's granting planning permission in March 2011. Demolition began on the site in February 2012 and work continues in relation to the construction of HMP Grampian. The perimeter of HMP Peterhead is now totally separate from the Grampian site.

The new prison will provide around 500 places for male and female prisoners, with both adults and young offenders being accommodated in a facility which is designed for prisoners from the Northern Community Justice Authority catchment area. Among the demolition of parts of the site, erection of temporary facilities, and the construction of the new prison on site, this move to a new facility has necessitated a phased relocation of the existing population in order that sex offenders who were serving their sentences at HMP Peterhead can be reintegrated into HMP Glenochil and that the existing prison and its staff can begin to adopt and adjust to the community facing prison profile that the new facility will demand. At the time of writing, planning is well underway in support of the change of prisoner population from Long Term Prisoner Sex Offenders to Local, Short Term Prisoners. This project is scheduled to be completed by 25th May 2012, with the decanting of Sex Offenders running between 30th April to 11th May and the introduction of Local prisoners taking place between 17th and 25th May. The Local prisoner profile will include prisoners serving sentences between three months and four years, although some Long Term Prisoners may be located at Peterhead on occasions by exception.

In common with SPS prisons across Scotland, HMP Peterhead is served by the NHS in relation to healthcare. Education is provided by Motherwell College, which delivers a range of further and higher education courses on site. Prisoners are also able to undertake programmes of study offered by the Open University. As with all prisons in Scotland, HMP Peterhead is also served by a Visiting Committee, the role of which was detailed in Section 3 of this report. The Committee is comprised of Councillor and Council-appointed volunteer members who report to the Justice Minister and who are required to provide this written report to the Scottish Ministers each year.

Section 5: OVERVIEW

This report covers the twelve months from 1st April 2011 to 31st March 2012.

The prison Visiting Committee has benefited from a stable membership during the period, with appointees from both Aberdeenshire and Aberdeen City Councils well represented at each of its meetings. Councillor Stuart Pratt, Chair of the local Buchan Area Committee of Aberdeenshire Council, has chaired the prison Visiting Committee throughout and the list of Visiting Committee members is attached as an Appendix (A) to this report. Details of member training records are also provided in a separate Appendix (B).

During the year, four business meetings were held in the Governor's Offices/Board Room in the prison. These were attended by Mike Hebden, in his role as Governor, with whom the Visiting Committee retains an excellent working relationship. The Governor provided thorough reports on all operational issues surrounding the management of the prison to the Visiting Committee prior to each meeting. These were debated widely at each of the prison Visiting Committee meetings and notes of these meetings are available. The role of Clerk to the Visiting Committee was performed by Theresa Wood, Aberdeenshire Council, who continues to provide sterling support to the members.

Outside of full Visiting Committee meetings, members have fulfilled their duties through a fortnightly duty rota with two members forming a buddy-style partnership for visits. This has proven to be an effective way of engaging with prisoners on welfare issues and a number of points have been subsequently raised with the Governor and addressed as appropriate following meetings. Details of members' visits are reported in an Appendix (C) to this report.

During the period, both the Governor and the staff at Peterhead have maintained their existing excellent working relationships with the prisoners. A number of minor issues were raised by members of the Committee as a result of meetings with prisoners during the fortnightly visits. There were no issues left unresolved by discussion with the prison staff and indeed members of the Committee expressed considerable support for the level of dedication provided by the staff of the prison.

Particular issues addressed by the Visiting Committee during the year included:

- **Canteen issues** – prisoners were dissatisfied with the limited choice on the canteen list. They wanted additional items added and the resurrection of a canteen committee so that a representative from each hall could meet with staff to discuss the issues raised on a regular basis;
- **Hall issues** – prisoners were unhappy at being moved between and within halls, especially where they were relocated to other floors and subsequently needed to be separated;
- **Medical issues** – one prisoner experienced a difficulty in receiving replacement medical aids – a certain type/design of crutches. There were also issues relating to the management of drugs and some prisoners were concerned about the timing of the distribution of pain medication during the weekend and would prefer to self-medicate;

- **Prisoner movement issues** – one request to be moved to open prison conditions (Castle Huntly) was highlighted for further investigation because the prisoner claimed that he would have better access to specialist medical attention at the nearby (Ninewells) Hospital, but was dissatisfied at how this request was being addressed by the prison.

These issues were all resolved to the satisfaction of the Visiting Committee members and the prisoners concerned following discussions with appropriate personnel within the prison and relevant actions being taken.

The Visiting Committee were also satisfied that arrangements for members to visit the prison, including liaison with nominated members of staff, and meetings with prisoners, were working very well and that the Visiting Committee is being accessed by prisoners where appropriate and continues to perform an effective monitoring function for both the staff and prisoners, as well as for the prison itself.

Section 6: AREAS THAT MUST BE REPORTED ON

There are several aspects of prison life that are addressed in this report. The areas on which we must report are agreed by the Association of Visiting Committees (AVC) and are covered in detail below.

6.1 Healthcare and Mental Health

At the time of writing, the Health Care team currently consists of one Clinical Manager In-Charge and three Primary Care Nurses, with one of the team temporarily transferred to HMP Aberdeen to assist with a depleted staff complement. The Administrator and Pharmacy Assistant roles are currently vacant. A Mental Health Nurse Service is provided once every two weeks by the Mental Health Nurse based in HMP Aberdeen.

Strong links continue between SPS staff and NHS Grampian colleagues, with minimal impact of the now complete transfer of service of healthcare personnel from being prison staff to becoming NHS employees, as has taken place across SPS establishments. The Local Implementation Group will continue to meet to review transfer proceedings and to resolve issues that may arise in the early days of the contract.

Prisoners continue to receive medication on a four-weekly basis with the exception of those issued with a weekly supply as they may have some difficulty in managing a larger supply and those who require to have their medication issued under supervision where there is doubt or concern that they can or will manage the medication safely and correctly. There are currently 27 prisoners receiving medication under supervision. Two of these are receiving methadone. These prisoners continue to attend the Health Centre to receive supervised medication. The Health Care team will continue to review those who are on supervised medication with a view to offering weekly or monthly issue as appropriate. Random spot checks of medication will continue to monitor compliance of prisoners in possession of medication.

There are a number of clinics delivered locally as detailed below:

Chiropodist – Mr D. Cruickshank continues to attend once every two weeks. Waiting time is currently less than one month.

Dentist – Dr Francis Collier and his NHS team are currently providing the dental service at HMP Peterhead. This arrangement, put in place with the assistance of NHS colleagues on the Local Implementation Group, will continue for the foreseeable future. Due to the imminent relocation of current prisoners to HMP Glenochil, those receiving on-going treatment take priority to ensure completion of treatment before transfer. Therefore it is highly likely that a number of those on the waiting list will not be seen before leaving HMP Peterhead.

Optician – By arrangement with NHS Grampian, Mr A. MacDonald continues to provide a service at HMP Peterhead. Due to the lower prisoner population, the demand is less and an arrangement is in place that Mr MacDonald will be notified when there are a total of ten referrals on the waiting list and he will then arrange a clinic date. This is currently working out at a visit every six to eight weeks. This arrangement may require to be reviewed when there is a change in the type of prisoners located in HMP Peterhead.

Physiotherapist – Ms Fenella Strachan attends once every two weeks to provide an on-going service through a contract with NHS Grampian. She currently has a caseload of five prisoners with two new referrals. There has been no change to this service since transfer to NHS.

Psychiatrist – Psychiatrists from the Blair Unit at Royal Cornhill Hospital, Aberdeen, continue to attend the prison. Emergency referrals are minimal, but are accommodated if required. As with other services provided by NHS post transfer, this service may also be reviewed over the next few months. A list of open caseloads has been received from the three consultant psychiatrists attending HMP Peterhead. These prisoners will be discussed at forthcoming Mental Health Team meetings to identify any issues regarding transfer and to ensure adequate handover to the Mental Health Team at HMP Glenochil.

In addition to the visiting specialists, there are also a number of Nurse led clinics: Asthma/Respiratory, B.B.V, Cardiac, Diabetes Monitoring, Elderly/Disabled Support, Hypertension, Sexual Health, & Wound Dressing clinics. Although there are limitations on how often these clinics can be held due to the staffing issues between HMP Peterhead and HMP Aberdeen, any prisoners requiring assistance or advice on any of these conditions will still receive support as required.

6.2 Food

Prisoners' dietary needs are provided through a five week menu cycle, with all religious, cultural and dietary requirements being met. The standardised recipe database is on-going and very few complaints are received.

Two prisoners recently achieved SVQ Level 1 Food Preparation and Cooking in November 2011. Christmas and New Year went very well at HMP Peterhead, with positive feedback having been provided from the prisoner group (Food Focus Group held 9 February 12). A Quality Assurance Inspection for the *Healthy Living Award* recently took place and only minor adjustments to the menus will ensure certification continues.

6.3 Equality and Diversity

Equality and Diversity meetings are held regularly at HMP Peterhead, with promotion of the individual strands being led by Senior Managers. In addition, there is prisoner representation at the meetings. In recent times, there have been three issues noted among the various strands, and two were reported to the Police. The prisoner committee continues to meet regularly. Information/posters displayed in halls are refreshed frequently.

6.4 Education, Training and Work

The Learning Centre has recently reached a full complement of staff, including cover for maternity leave.

An Awards Ceremony was held in December and recognised the achievements accomplished within the Learning Centre, in particular, massive success with the Koestler Trust Awards – 24 certificates being awarded included Platinum, Gold, Silver, Bronze and Highly Commended (the Koestler Trust, London, was invited to the Learning Centre, HMP Peterhead, to hold a presentation and information session, which was well attended). There has been great support for and entries sent to the SQA for the “Show Racism the Red Card” competition – HMP Peterhead awaits the results. There has been an increase in contextualising resources – development and implementation – and the Learning Centre has been working more closely with other areas of the prison to produce certification and achievement i.e. kitchen, laundry, recycling and gymnasium, despite preparing for the transfer of all prisoners to HMP Glenochil and a change in population. Literacies remains, and will remain, the primary focus.

Along with Catering and Industrial Cleaning and Recycling, current services provision consists of Horticulture and Laundry. Laundry has supplied the prison and prisoners with clean items with the minimum of fuss throughout the reporting period, which is down to an excellent Laundry Officer. No SVQs have been achieved in either area but it is hoped that SVQs will be available within the Horticulture department soon. All working parties are operational on a daily basis.

6.5 Residential Accommodation

Unit Manager George Peden has taken over responsibility for the residential function, group work and the activities group. There are no issues of note to report from the residential function for this period and work to prepare for the change of prisoner population later this year is ongoing.

6.6 Prison Estate and Administration

HMP Peterhead has previously operated across five zones. Works being undertaken in relation to the creation of the new HMP Grampian have necessitated a continuing reconfiguration of the zones during the reporting period:

Zone 2 – The refurbishment of C Hall is now complete. This has provided new Industrial Cleaning Party (ICP) and recycling facilities which used to be located in Zone 4. Portacabins have been installed and handed over, providing new staff facilities, a project office, grounds buildings and a Links Centre. The old dining facility has been converted into a female locker room. A pathway has been laid for the bag and tag facility to allow safe access and egress for deliveries.

Zones 3, 4 and 5 – Estates have removed all locks and isolated all services in preparation for HMP Grampian works starting. Estates have been liaising with Skanska and all other relevant contractors in preparation for the handover of Zones 3, 4 and 5.

6.7 Links Centre

The new Links Centre within HMP Peterhead was opened on 13th February 2012. This is a purpose built modern facility has six interview rooms, a large meeting room and staff offices. All prisoner interviews from Internal and External agencies now take place there with the exception of Legal visits which still take place within the Agents' Visits rooms. There are two members of staff permanently based at the Links Centre to oversee its running, as well as the Sentence Management of all the prisoners.

Section 7: OTHER AREAS OF THE PRISON REGIME ON WHICH THE VISITING COMMITTEE HAS ISSUES TO REPORT

7.1 Induction

Prisoner movement during the reporting period is detailed in Table 1 below.

ESTABLISHMENT	ADMISSION (FROM)	TRANSFERS (TO)
Aberdeen	6	4
Addiewell	3	0
Barlinnie	8	12
Dumfries	2	3
Edinburgh	17	21
Glenochil	14	9
Greenock	1	3
Inverness	0	3
Kilmarnock	1	2
Perth	7	6
Polmont	2	0
Shotts	2	1
	Total - 63	Total - 64

Table 1: Details of prisoner movement during the reporting period of April 2011-March 2012

7.2 Staffing

Staffing complement by grade during the reporting period is detailed in Table 2 below.

GRADE	AGREED NUMBER	VARIANCE
B	3.58	0.42
C	6.4	0.4
C+	40.49	-10.99
D (Psychology)	4.9	-3.3
D	1	1
D+	60.36	7.44
E	1	0
E+	14.56	2.44
F (Chaplain)	0.6	0
F (Psychology)	2	0
F+	2.4	0
G (Psychology)	1	0
G	1.6	0
H	1	0

Table 2: Staffing complement during the reporting period of April 2011-March 2012

7.3 Training

Details of staff training during the reporting period are given in Table 3 below.

TRAINING ITEM	% all SPS staff in Competence	Mutual Aid commitment	% operation staff in competence	% Non-operation staff in competence
H&S for Managers	81		86	50
H&S for Managers (Refresher)	79		77	83
Safe Working	90		96	65
Safe Working (Refresher)	94		95	88
First Aid at Work	85		84	100
First Aid at Work (Refresher)	56		57	
Emergency Response	91		90	100
C&R Super	89		94	
C&R Phase 1	96		96	
C&R Phase 2 (30)	78	103	78	100
C&R Phase 3 (18)	70	117	70	
Self Defence	84		88	83
SRM Core	99		99	97
SRM e-learning	76		77	69
SRM Classroom	55		59	36
Fire Awareness	92		92	93
Intel Awareness	100		100	100
Respecting Individuals (I)	99		99	97
Respecting Individuals (II)	88		89	81
Equality & Diversity	93		97	74
Protecting Information	96		98	86
Public Protection	21		22	10

Table 3: Training record for HMP Peterhead for the reporting period April 2011-March 2012

7.4 Specialist areas

Integrated Case Management (ICM) – The ICM department currently consists of one FT First Line Manager, two FT Officers and one FT Administrator. There have been 154 case conferences held over the reporting period of April 2011-March 2012.

Mental Health – The Senior Psychologist continues to provide mental health input at HMP Peterhead, via attendance at the Mental Health Team meetings and offering one-to-one Cognitive Behavioural Treatment (CBT) for prisoners with mental health difficulties.

Programmes – One Controlling Anger Regulating Emotions (CARE) programme has been delivered to ten participants, and one Constructs programme to ten participants. The Department is currently delivering a further CARE programme and a further Constructs programme, which will be completed before the end of March 2012.

In terms of Sex Offender treatment programmes, one Extended Programme (nine participants, started 1st August 2011), one Adapted Programme (nine participants, started week commencing 15th August 2011) and one Core Programme (nine participants, started week commencing 15th August 2011), have been delivered.

Details of all programme completion for April 2011 to end March 2012 are given in Table 4 below.

Programme	Required target for completions	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Total programme completions
Sex Offenders	Good Lives	3												3
Adapted	8												9	9
Core	8												9	9
Extended	8											9		9
CARE	16						10						8	18
Constructs	16					10							8	18
HSF	0								1				9	10

Table 4: Completed programmes for the reporting period April 2011 – March 2012

Psychology – The Psychology Department currently consists of one FT Senior Psychologist, two FT Psychology Team Leaders, one FT Psychologist and one PT Psychologist.

The Psychology Department continues to have a significant level of risk assessment work in relation to Order of Lifelong Restriction (OLR) sentence offenders. Although the overall number of prisoners in the establishment has been halved at the time of writing, the majority of OLRs have been retained, currently approximately twenty. Psychology plays a role in devising the individuals’ risk management plans that need to be approved by the Risk Management Authority (RMA), completing their Annual Implementation Reports, which are submitted to the RMA, and acting as case manager for the OLR prisoners.

The Psychology Department also attend monthly Risk Management Team meetings and complete risk assessment work.

7.5 Orderly Room

During the reporting period, there have been 129 misconduct reports from April 2011 to March 2012 for various misdemeanours resulting in cautions, loss of earnings, recreation, Prisoners’ Personal Cash (PPC) and television, etc.

7.6 Life Liaison Officer (LLO)/Early Release Liaison Officer (ERLO)

There has been a total of fifty Parole Tribunals during the reporting period of April 2011 to March 2012, and the workload has remained relatively stable, there are no issues.

Appendix A: LIST OF MEMBERS

PETERHEAD PRISON VISITING COMMITTEE 2011-2012

Members Appointed by Aberdeenshire Council

Councillor Stuart Pratt (Chairman)
Councillor John Duncan
Councillor Alisan Norrie
Mr Denis McHugh
Mrs Lorna Davidson

Members Appointed by Aberdeen City Council

Councillor Alan Donnelly
Mr William Stark
Ms Heather Morgan

Clerk to HMP Peterhead Visiting Committee

Mrs Theresa Wood, Aberdeenshire Council, Chief Executives Service, Arbuthnot House, Broad Street, Peterhead,
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Appendix B: VISITING COMMITTEE TRAINING RECORDS 2011-12

MEMBER'S NAME	VC TRAINING DELIVERED LOCALLY								NATIONAL TRAINING (AVC)			
	Induction (date)	Tour (date)	Expenses	Rotas	Interviews	Requests/ Complaints	Minute Book	Other	FC/1	CD/1	Chair/ Vice Ch.	Annual Conference
Lorna Davidson										X		
Alan Donnelly												
John Duncan												
Denis McHugh												
Heather Morgan									X		X	
Alisan Norrie										X		
Stuart Pratt											X	
William Stark										X		X

** Members with 3 years' service or more are not required to do VC Induction training though they should still do SPS Induction**

MEMBER'S NAME	SPS TRAINING DELIVERED LOCALLY					
	Psychological Manipulation (Charlie Lorimer)	Complaints Procedure (Charlie Lorimer)	Self Defence (Charlie Lorimer)	Course Name (Tutor)	Course Name (Tutor)	Course Name (Tutor)
	9 th September 2011	18 th November 2011	3 rd February 2012			
Lorna Davidson	X	X				
Alan Donnelly	X	X				
John Duncan	X	X				
Denis McHugh	X	X				
Heather Morgan	X	X	X			
Alisan Norrie	X	X				
Stuart Pratt	X	X	X			
William Stark	X	X	X			

NB. The Local Training Co-Ordinator (LTC), Charlie Lorimer, liaises with HMP Greenock's Training Manager to identify appropriate training for Visiting Committee members. Due to uncertainty around the amount of time ahead for Visiting Committees, national training is now at a standstill with the exception of Foundation Courses for new members. The LTC continues to stay in close contact with the National Training Co-Ordinators so that any training opportunities which arise are available to members.

Complaints Procedure – This concentrated principally on new prison rules and procedures which have direct bearing on the Visiting Committee's work, e.g. Prisoner Complaints Procedure, but also gave an overview of the transfer of responsibility for prisoner healthcare from SPS to NHS.

Appendix C: STATISTICS

During the reporting period, two Visiting Committee members visited HMP Peterhead once during each fortnight, organising visits by rota on a quarterly basis (eight members working in pairs and each pair visiting together, unannounced, at a time of their choosing during their scheduled fortnight), attending to requests/complaints, inspecting various areas of the prison and talking to prisoners and staff en route upon each visit. Visiting Committee members also attended meetings with the Governor four times during the year (held in June, September, November and March). In addition, training was undertaken by Visiting Committee members on site at HMP Peterhead and nationally as recorded in Appendix B above, as well as through AVC visits to other establishments (HMP Aberdeen, HMP Perth and HMP Shotts) during the reporting period, which is reflected in the figures given below.

Visiting Committee Statistics		
	2010-11	2011-12
Recommended complement of VC members (per Rule 155)	8	8
Number of VC members at start of the reporting period	8	8
Number of VC members at end of the reporting period	8	8
Number of new VC members joining within the reporting period	1	0
Number of VC members leaving within the reporting period	1	0
Total number of VC committee meetings during reporting period	4	4
Average number of attendances at Board meetings during reporting period	7	7
Total number of applications/complaints received	25	13
Total number of visits to HMP Peterhead		98

Number of visits made by each member 2011-12				
Name	Visits	Meetings	Training	Total
Lorna Davidson	6	3	5	14
Alan Donnelly	7	3	2	12
John Duncan	7	4	2	13
Denis McHugh	7	3	3	13
Heather Morgan	6	4	6	16
Alisan Norrie	6	3	4	13
Stuart Pratt	7	4	6	17
William Stark	6	3	8	17
Total	52	27	36	115

Applications/Complaints Statistics		
Subject	2010-11	2011-12
Accommodation	0	0
Complaints procedure	4	3
Diversity related	1	0
Education/training	0	0
Estate issues (conditions)	1	0
Family/visits	0	0
Food	2	1
Health related	4	4
Inter-establishment transfers	2	3
Personal property	3	0
Staff/Prisoner related	5	1
Work/wages	1	1
Miscellaneous	2	0
Total	25	13