



Process Mapping

Commissioning a national voluntary throughcare service

May 2024

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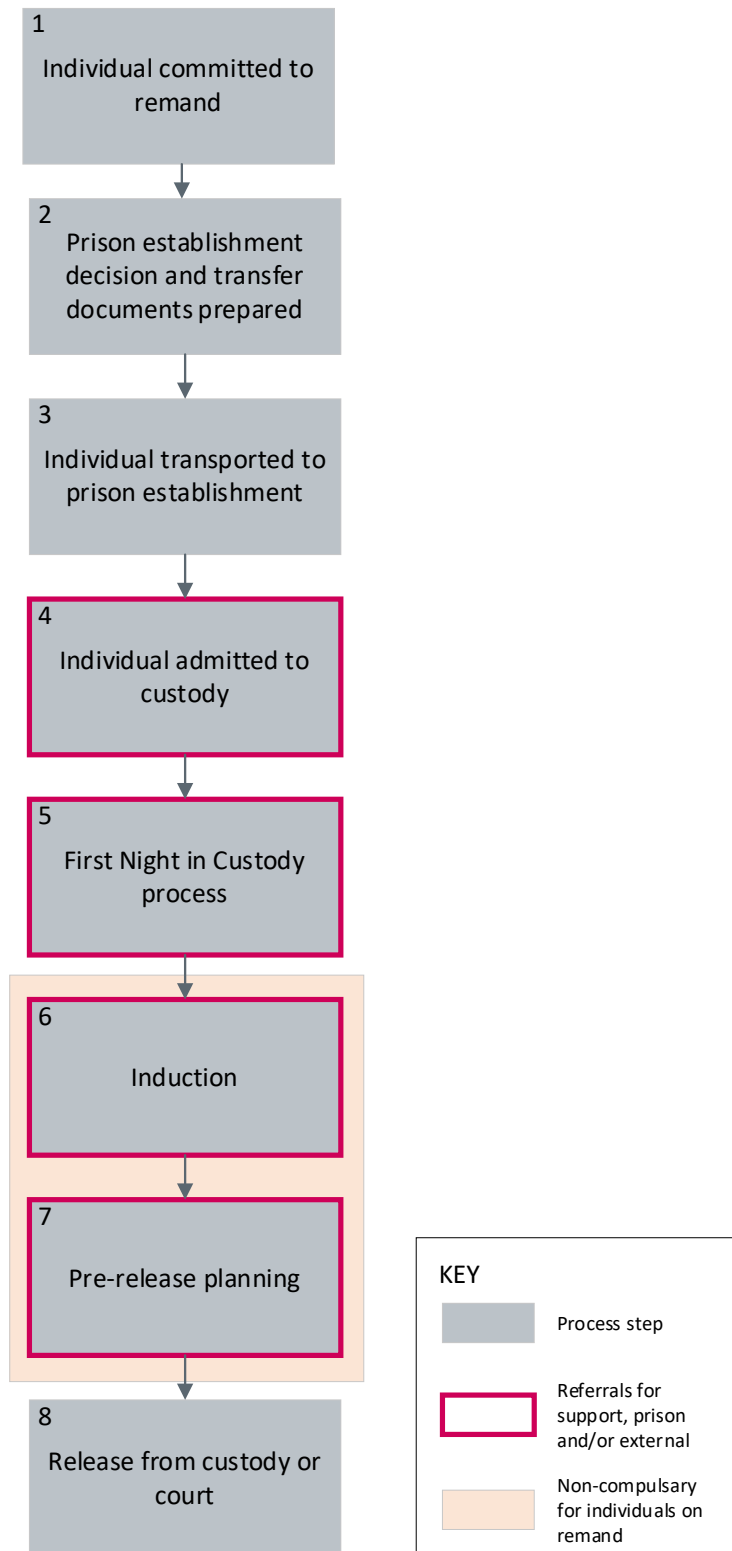
Introduction

This paper provides an overview of the processes involved in remand and short-term prison sentences, from the point of decision making in court through to release. High level process maps illustrate the key steps of these two prison-based processes, with accompanying tables providing further detail. Any planning of voluntary throughcare services should consider these maps, and particularly the points at which engagement with an individual regarding voluntary throughcare services might be most appropriate and effective.

During process mapping activities, feedback received on draft maps raised several challenges and queries. Two key challenges and considerations are: consistency of practice and current vs. planned processes. Discrepancies in the consistency of certain activities across the prison estate were discovered during compilation of detailed process maps. Any planning of voluntary throughcare services should bear in mind that practices across the prison estate may vary between establishments and communication will be required between the service and different SPS establishments to ensure effective planning. Further, some content was determined to be a mixture of current practice (both consistent and inconsistent practices across the prison estate) and planned/aspirational practices, during compilation of detailed process maps. For the purposes of planning throughcare activities, the maps within this paper contain only current practice, though there is likely variation between establishments. Further detailed information on these two key challenges is included [here](#).

Remand

Process map diagram

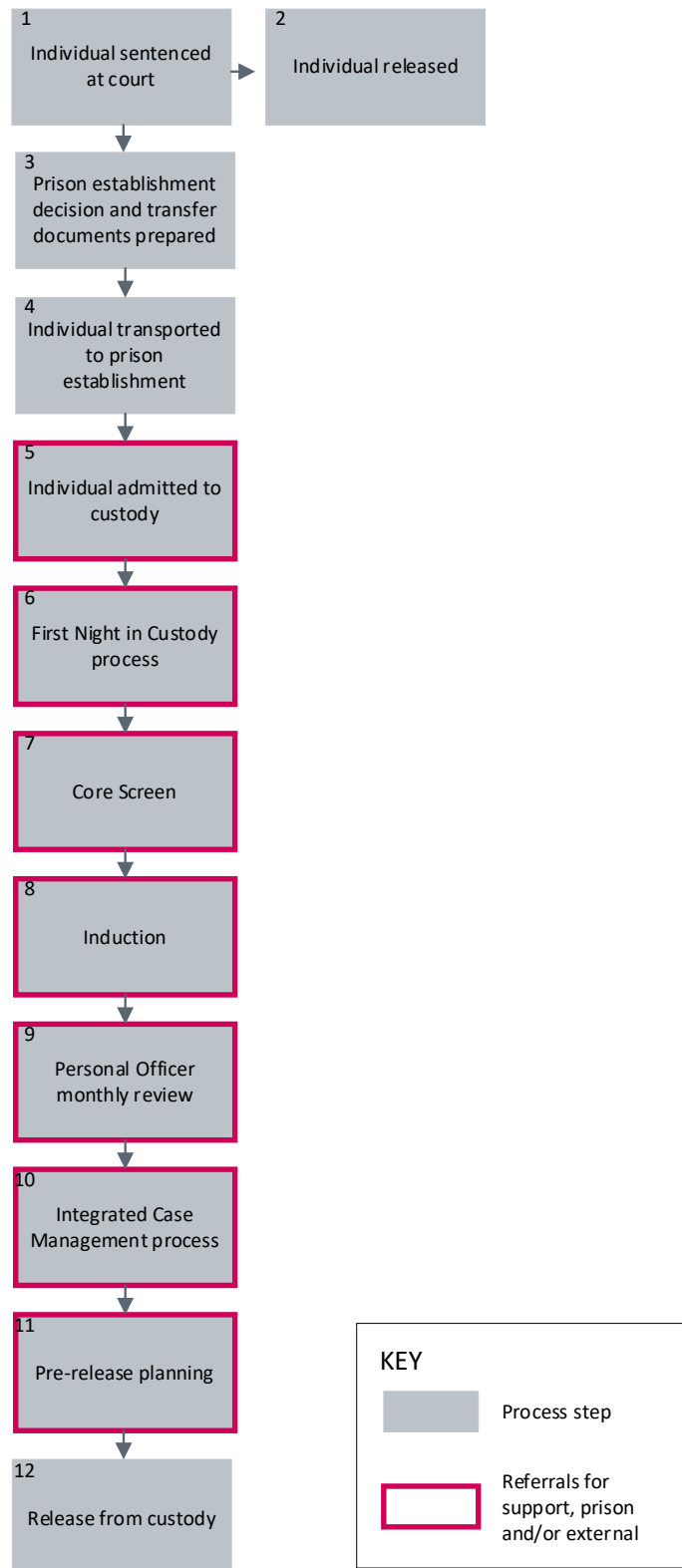


Overview of steps

Step	Overview
1	An individual is committed to being held on remand until sentencing by the courts.
2	Establishment location decided and Prisoner Escort Record (PER) completed. All other relevant documentation (Warrants etc.) and any property gathered for transport to establishment.
3	Individual transported to identified establishment along with accompanying documentation and any property.
4	Individual processed through the establishment 'Reception' process. Scottish Prison Service (SPS) check all relevant information (warrants, personal details etc.) and undertake an initial risk/needs assessment. An initial medical/healthcare needs assessment is completed.
5	Individual processed through the First Night in Custody (FNIC) process. During this, further information is gathered and an assessment of any risks or needs the individual may have is made. Immediate risks or needs are addressed via accommodation action, policy engagement or referrals to additional support services (NHS Scotland, mental health support etc).
6	Induction occurs within one week of the individual arriving in custody. This is a voluntary process and not every person who enters a SPS establishment will attend. This process provides more in-depth information regarding the establishment regime, visit periods, work opportunities, NHS provision, education opportunities and any additional care provision that may be available during sentence and following sentence.
7	Local Authority, Third Sector services, Community Justice Partnerships and external partners might engage with the individual. This practice varies across SPS establishments and between Local Authority areas.
8	Liberation

Short-term sentence

Process map diagram



Overview of steps

Step	Overview
1	Individual sentenced by Justice of the Peace, Sherrif or Judge.
2	Individual can be released from Court following sentencing.
3	Establishment location decided and Prisoner Escort Record (PER) completed. All other relevant documentation (Warrants etc.) and any property gathered for transport to establishment.
4	Individual transported to identified establishment along with accompanying documentation and any property.
5	Individual processed through the establishment 'Reception' process. Scottish Prison Service (SPS) check all relevant information (warrants, personal details etc.) and undertake an initial risk/needs assessment. An initial medical/healthcare needs assessment is completed.
6	Individual processed through the First Night in Custody (FNIC) process. During this, further information is gathered and an assessment of any risks or needs the individual may have is made. Immediate risks or needs are addressed via accommodation action, policy engagement or referrals to additional support services (NHS Scotland, mental health support etc).
7	The Core Screen Assessment is undertaken within 72 hours of being in custody and is used to gather further information and assess risk and needs that the individual may have. This is a voluntary process.
8	Induction occurs within one week of the individual arriving in custody. This is a voluntary process and not every person who enters a SPS establishment will attend. This process provides more in-depth information regarding the establishment regime, visit periods, work opportunities, NHS provision, education opportunities and any additional care provision that may be available during sentence and following sentence.
9	Personal Officer (PO) conducts a monthly review and updates are made to the Community Integration Plan (CIP) held digitally by SPS.
10	Individuals who serve a sentence of 4 years or less who will not be subject to post-release supervision ¹ will automatically be approached to take part in a standard Integrated Case Management (ICM) process ² . Individuals are not legally required to take part and can withdraw their consent at any time.

¹ Standard ICM process only applies to STPs who are not subject to post-release supervision. There may be individuals serving a sentence of under 4 years who will be released on a Supervised Release Order (SRO) or on a Short-term Sex Offender Licence (STSO) who would come under 'Enhanced ICM' as these individuals will be supervised on licence.

² Scottish Prison Service Integrated Case Management guidance is available here: [IntegratedCaseManagementGuidanceManual2482_1390.pdf \(sps.gov.uk\)](https://www.sps.gov.uk/IntegratedCaseManagementGuidanceManual2482_1390.pdf)

11	Local Authority, Third Sector services, Community Justice Partnerships, Public Social Partnerships and external partners engage with the individual ³ .
12	Liberation

Challenges and considerations

During process mapping activities, feedback received on draft maps raised several challenges that led to the full development of detailed process maps being paused. Key challenges and considerations are summarised here.

Consistency of practice

During compilation of detailed process maps, discrepancies regarding the consistency of certain activities across the prison estate were discovered. Here, we categorise a consistent practice as one that is carried out in a similar way across the prison estate and inconsistent practice as one that is carried out differently across the estate.

Any planning of voluntary throughcare services should bear in mind that practices across the prison estate may vary between establishments and communication will be required between the service and different SPS establishments to ensure effective planning. Similarly, there may be inconsistencies in practices between the 32 local authority areas to which individuals may be returning following release from prison with regards to throughcare services and planning activities.

The numerous permutations of individuals returning from one of 16 SPS establishments to one of 32 local authority areas means that clear communication and planning will be required to manage any inconsistencies in practice and to ensure equity of service provision for individuals.

Current vs. planned processes

During compilation of detailed process maps, some content was determined to be a mixture of current practice (both consistent and inconsistent practices across the prison estate) and planned/aspirational practices. For the purposes of planning

³ Timings and processes for this differ between prison establishments, with different prisons having developed individual approaches to notify local partner organisations and include them in multi-agency planning work prior to release. This is a voluntary process and not all individuals will wish to accept the offer of support if made. Note that New Routes, Public Social Partnership at time of writing will work with all men released from a short-term sentence with the exception of those convicted of a sexual offence. Shine PSP will work with all women release following a short-term sentence.

throughcare activities, the maps within this paper contain only current practice. It should be borne in mind that practices may change, with aspirational or planned practices being incorporated into current practices, and this may require consideration of changes to voluntary throughcare service practices.

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Community Justice Scotland

R1 Spur, Saughton House,

Broomhouse Drive,

Edinburgh EH11 3XD

T: 0300 244 8420

www.communityjustice.scot

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