

Serco Justice & Immigration HMP Kilmarnock



Corporate Social Responsibility Strategy

2016

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WHAT IS CORPORATE RESPONSIBILITY?

Corporate social responsibility, often abbreviated "CSR," is a business's initiatives to assess and take responsibility for the company's effects on environmental and social wellbeing. The term generally applies to efforts that go beyond what may be required by regulators or environmental protection groups.

The area of corporate social responsibility has developed with the recognition that organisations' operating activities impact on society, the environment and the economy. In committing to CSR, organisations look at their stakeholders and attempt to maximise the positive impact of their operations and minimise the negative effects to the community in which we operate.

Here at HMP Kilmarnock, we recognise that CSR informs the way we do our business, including all aspects of corporate governance, to ensure we are operating ethically and in a transparent and accountable way. Corporate Responsibility is about doing the right thing, not putting a tick in boxes; and we have a responsibility to put something back into the communities in which we work.

This Strategy demonstrates our commitment to "Living Our Values" at HMP Kilmarnock and has been endorsed by our Senior Management Team (SMT). However, it also celebrates all the good work that staff at HMP Kilmarnock are presently carrying out in their day-to-day functions. It brings all that good work together and illustrates how we at HMP Kilmarnock are "Living Our Values" and can be justifiably proud to do so.

The Strategy will be reviewed regularly as the year progresses. We all own its content and we all can contribute to keeping it up-to-date by "Living Our Values" and demonstrating them each and every day. Any employees who wish to involve themselves in this exciting process need only approach me for more information.



Fiona Nolan
Assistant Director, Staff Performance and Development
(CSR Champion – HMP Kilmarnock)

1 HMP KILMARNOCK – ABOUT US



HMP Kilmarnock is a high security prison operated by Serco on behalf of the Scottish Prison Service (SPS). The prison was the first private custodial operation in Scotland when it opened in March 1999 with a contract life span of 25 years.

Serco is contracted to provide 500 prisoner places but at different stages in the prison's history, additional places have been provided. At present the contracted places consist of remand, short and long term adult male prisoners and a small number of remanded young offenders.

Maintaining effective custody is our primary objective. In doing so, the prison is supported by over 300 staff. This includes staff who work for many of our partner agencies, such as NHS, Job Centre Plus, Aspire 2Together and Police Scotland. The prison offers a wealth of careers to local employees, with approximately 63% of our staff living within the local area.

The Prison is a community in its own right with all the facilities required by prisoners being provided within the prison walls. Services provided include Catering, Psychology, Education, Healthcare, Chaplaincy, Fitness, Vocational Training and Prisoner Work Opportunities. The provision of these services results in a high level of interaction with both internal and external stakeholders.

HMP Kilmarnock is supported by an Annual Strategic Plan which identifies key areas of focus for each year of operation. The Strategic Plan includes initiatives which will develop our CSR agenda over the coming year.

HMP Kilmarnock has a strong commitment to the environmental agenda with a Recycling Programme in place to reduce waste sent to landfill. A Programme is in place to encourage all staff and prisoners to recycle at initial point of binning, with more thorough separation being carried out by a prisoner work party.

We take our role as a member of the local community very seriously and our aim is to ensure that we integrate, communicate and support our local environment as much as we possibly can.

2 OUR PEOPLE

2.1 Communications & Participation

- 2.1.1** HMP Kilmarnock has a recognition agreement with Community Union. The union has collective bargaining rights and is the only body entitled to negotiate pay, hours and holidays on behalf of all staff.

The Director, Deputy Director and Assistant Director, Staff Performance and Development meet with the local Union Representatives on a monthly basis (the Joint Consultative and Negotiation Committee – JCNC) to discuss matters that have been brought to the attention of the Union which need to be resolved for the benefit of both the establishment and the Union.

- 2.1.2** The Staff Engagement Team (SET) is a structured forum that meets monthly throughout the year. This group focusses on improving staff engagement through communications and facilitation of staff activities.

- 2.1.3** The Director holds a Monthly Director's Hour on the last Friday of each month for all staff available to attend, duty requirements permitting. These meetings provide an opportunity for the Director to review performance and focus on the strategic vision for the establishment. The meeting also promotes informal discussion with the Director on general matters affecting the establishment and the Director answers questions which are posed by staff. The Director will also acknowledge and recognise employees for their achievements. Every Director's Hour is supplemented with tea, coffee and cakes (with fruit available as a healthy option) and staff attending can network with each other.

- 2.1.4** The Director also meets each morning with the Senior Management Team (SMT) and Custodial Operational Managers (COM's) to discuss matters affecting the day-to-day operation of the establishment and its needs. The SMT and COM's have the responsibility of cascading information to the rest of the staff team via local meetings. Staff have access to the internet although this is carefully controlled.

- 2.1.5** Departmental meetings are also held amongst staff and minutes are produced for the benefit of team members unable to attend.

- 2.1.6** Via the annual Serco Viewpoint Survey, staff are provided with the opportunity to give feedback to the company in relation to their employment with the company.

- 2.1.7** The HMP Kilmarnock Intranet is freely available for staff to access.

2.2 Support & Challenge

- 2.2.1** HMP Kilmarnock is an equal opportunities employer and embraces diversity within all areas of its workforce. Currently, female employees make up 35.80% of the workforce, however only 1.11% of the workforce are of ethnic origin. This is reflective of the demographic trends around the Kilmarnock area

- 2.2.2** Recruitment at HMP Kilmarnock is mainly through internet recruitment media and the local Job Centre. All vacancies are advertised internally (both within Serco Justice & Immigration and the wider Serco network).

- 2.2.3** The Prison is a 24/7/365 operation and as such requires staff to maintain minimum levels of attendance patterns in order to comply with the contract. HMP Kilmarnock recognises the ethos of Work Life Balance and the Flexible Working Legislation.
- 2.2.4** HMP Kilmarnock has a formal Performance Development Review (PDR) process that incorporates three meetings per annum, in accordance with Serco Policy. The cycle runs in accordance with the calendar year, commencing in January and ending with the Year End Review in December. The process not only addresses **What** staff have achieved, but also **How** they went about achieving it, ensuring staff espouse the Serco ethos and values.
- 2.2.5** At present staff are not able to use the services of the In-house health centre (unless for emergency purposes), but staff do have access to the Psychology team should staff need to seek help as a result of dealing with incidents. Staff may also seek independent counselling should they require further privacy through an Employee Assistance programme. Annual staff health checks are provided for staff. At present staff with 3 years' service or more are provided with free healthcare insurance provided by Benenden. A Smoking Cessation Programme has been put in place for staff with free nicotine replacement therapy and self-help and support groups being provided.



A Smoking Cessation Advisor providing smoking cessation support within the Prison

- 2.2.6** The Staff Support Team comprises of a Staff Support Co-ordinator and multi-disciplinary group of Peer Supporters. This team aims to provide listening and practical support to members of the prison staff group in relation to (1) work related matters and (2) post incident care, including subsequent court attendance. This staff support service is supplementary to line-management support and the opportunity to access the employee assistance programme.
- 2.2.7** The Staff Support Co-ordinator and a member of the peer support team will deliver group-based Critical Incident Stress Management (CISM) interventions in the event of a serious critical incident.
- 2.2.8** HMP Kilmarnock achieved the Healthy Working Lives Award initially in October 2004. This was then followed up with achievement of the Gold Award on 23 January 2007 and we have retained the Award since. We are formally assessed every 3 years but have an annual review in July of each year.
- 2.2.9** HMP Kilmarnock currently holds the OHSAS 18001 Health & Safety Certification following assessment and continuing surveillance by the British Standards Institute (BSI). This was achieved in January 2015 and was re-assessed and retained in March 2016.

2.3 Learning & Development

- 2.3.1** HMP Kilmarnock has a Learning and Development Plan in place which outlines the key training and development which will be delivered during 2016.
- 2.3.2** HMP Kilmarnock received the Investors in People (IIP) award at the first attempt in November 2004. We are currently accredited at Silver Standard.
- 2.3.3** Wherever possible, training is provided by our own in-house, accredited trainers, thereby providing our staff with developmental opportunities. Our in-house trainers, as a minimum, hold the Level 3 Award in Education and Training.
- 2.3.4** We were the first Serco prison to introduce the Highfield accredited Diploma in Custodial Skills and Knowledge for our PCO Trainees. At the successful completion of their 8 week training period, trainees receive this accreditation alongside their Serco PCO Certification.
- 2.3.5** HMP Kilmarnock is currently supporting the Serco LEAP, GROW and LEAD programmes which are designed to prepare staff at various grades for progression to the next managerial level. We currently have 7 staff participating on LEAP, one on GROW and one on LEAD.

2.4 Recognition

- 2.4.1** Serco annually recognises staff achievements via the "Pulse" Awards. Recognition is provided at both Divisional and Group Level. Any member of staff may nominate an employee under any of the following headings:
- People
 - Operational Excellence
 - Customer Service
 - Community

- Heart



HMP Kilmarnock’s 2015 Divisional Pulse Award winners, Jackie Devine, Malcolm McKenzie and Iain McCreadie receiving their award from Julia Rogers, Serco Justice & Immigration Managing Director

- 2.4.2** Where an employee has gone “above and beyond”, they may receive a Commendation from Serco’s Justice & Immigration Managing Director.
- 2.4.3** HMP Kilmarnock has a local recognition process in the form of Employee of the Month and Team of the Quarter. Any member of staff may nominate an HMP Kilmarnock employee or team for recognition.
- 2.4.4** Prison staff are also eligible to be considered for Butler Trust Awards annually.

3 OUR COMMUNITIES

3.1 Our Internal Community

- 3.1.1** HMP Kilmarnock receives lots of visits and enquiries from our other Serco establishments and Public Sector prisons as well as many visits from Scottish Executive appointed bodies.

- 3.1.2** We keep the prisoner community up to date on what is happening by having regular meetings with the Prisoner Information and Activities Committee (PIAC). Representatives from every wing meet with the Director and SMT once a fortnight and minutes of meetings are taken, in addition the meeting being video recorded. The video is then shown via in-cell television to all prisoners. This forum is unique to a Scottish prison and provides management with the opportunity to discuss and implement strategy initiatives in consultation with prisoners. The meeting also acts as a barometer for prisoner satisfaction or emerging issues.
- 3.1.3** Prisoners also complete a confidential annual survey, which is run by the Research Department of the Scottish Prison Service. The results are compared with those of other prisons in Scotland.
- 3.1.4** HMP Kilmarnock operates a “Listener Scheme”. Prisoners are selected and trained in listening skills by the Samaritans and these Listeners are then able to use these skills to support and listen to the more vulnerable prisoners who may be experiencing difficulties in coping with imprisonment or who may be having problems of a personal nature.
- 3.1.5** HMP Kilmarnock’s Psychology & Programmes Department comprises of a team of Trainee Psychologists, Psychological Assistant and Prisoner Custody Officers. Through the delivery of group-based cognitive behaviour programmes it is hoped that individual prisoners will evidence positive change in in respect of their substance mis-use, violence, problem-solving and other aspects of their lifestyles that have contributed to the occurrence of offending behaviours. There is opportunity for prisoners who present with complex clinical needs to engage in individualised forensic psychology intervention aimed at reducing the risk of reoffending and harm.
- 3.1.6** The Psychology function offers a positive contribution to the holistic process of prisoner case management and staff training to assist other professionals in their management of those complex behaviours presented by individual prisoners. Additionally, where required, the psychology team possess knowledge and skills necessary for conducting quantitative and qualitative research to inform local service provision and policy development.
- 3.1.7** HMP Kilmarnock is working towards a healthy prison incorporating the needs of both staff and prisoners. Links have been made with the local Health Trust who recognises the prison as part of the community. As a result, two Health Promotion Days are held annually not only to promote health but to provide education on how to change to a healthier lifestyle. In addition to offering sporting qualifications such as SQA units, the RSPH Level 2 Understanding Health Improvement and SFA Coaching Awards, the Gymnasium staff provide a wide range of health promotion events to encourage prisoner health and wellbeing.



Prisoners attending a Health Promotion Day within the Gymnasium

The Gymnasium provides the opportunity for prisoners to participate in a wide range of sporting activities such as indoor and outdoor football, touch rugby, badminton, short tennis, indoor carpet bowls, weight training, circuit training, meta/cross fit training, basketball, volleyball and boxercise.

- 3.1.8** Three years ago a new prisoner health initiative was introduced within the Gymnasium whereby prisoners were trained as Health Coaches to assist other prisoners with any health and fitness questions and support them through exercise rather than relying on medical interventions. There are presently 5 prisoners undertaking this role.
- 3.1.9** As part of HMP Kilmarnock's ongoing Health Improvement Agenda, Gym Manager Keith Mason will be training SPS colleagues as "Fit for Life" Instructors.
- 3.1.10** Again, as part of the prison's ongoing Health Improvement Agenda, in May 2016, Gym Manager Keith Mason delivered a presentation regarding the "Facilitation of Health Research in a Prison Environment" to a Symposium of health professionals at Glasgow University.
- 3.1.11** Apart from prisoners' own cells and exercise yards, the prison and its surrounding grounds are no smoking areas. In conjunction with NHS Fresh Air-shire, the prison provides smoking cessation support to any prisoner or member of staff who wishes to give up smoking.
- 3.1.12** The Link Centre in HMP Kilmarnock is an initiative that has been developed to help the prisoners throughout their sentence. In partnership with agencies such as Job Centre Plus and Aspire2gether, New Routes, Positive Routes, SACRO, and East Ayrshire Advocacy Service, all prisoners are interviewed when entering the prison and given advice on benefits and housing since many will lose these on entering the establishment. This help continues throughout the prisoners' detention as an ongoing support. Approximately six weeks before the prisoner is released back to the community the agencies once more equip the prisoner with help and information on housing, retraining schemes, the Government's New Deal Programme, doctors and addiction support groups to name but a few. The Centre was formally opened by the then Scottish Justice Minister, Cathy Jamieson, on Monday 22 December, 2003.

3.2 Local

- 3.2.1** HMP Kilmarnock is playing its part in encouraging regeneration, social inclusion and sustainable development of its own local community and of neighbouring communities.
- 3.2.2** HMP Kilmarnock works very closely Ayrshire College. The college works in partnership with the prison to train staff as assessors and offer a range of SVQ qualifications to prisoners.
- 3.2.3** The HMP Kilmarnock Librarian has been a key player in raising awareness of the literacy problems many prisoners have. She is currently co-ordinating an initiative designed to assist prisoners in addressing these issues. The initiative is 'Family Book' which is shared with East Ayrshire Council Positive Play.

- 3.2.4 The Education Department underwent a full review in 2012. The service provision for numeracy and literacy education for prisoners has been transformed, along with the addition of new Core Skills Tutors, into a vibrant learning environment.
- 3.2.5 The Assistant Director, Throughcare and Offender Outcomes, is a member of the Higher Education Access Board. This Board has the responsibility for approving funding applications for Open University. Dumfries and Galloway College provides fee waivers for those wishing to undertake open learning.
- 3.2.6 The Gymnasium staff have developed close working partnerships with a range of local agencies, including NHS Ayrshire and Arran, East Ayrshire Council. Kilmarnock Football Club, Scottish Football Association, Sport Scotland. SQA, Kilmarnock Amateur Weight Lifting Club, Scottish Prison Service, Glasgow University Medical Research Team and Premier League Trust.
- 3.2.7 The prison is currently exploring partnership opportunities with the Crossroads Community Hub which has been formed by parents of former pupils of Crossroads Primary School, which was closed by the Local Authority in 2010.
- 3.2.8 Members of the Senior Management Team regularly give presentations to local Women's Rural Groups, Rotary Clubs and other interest groups within the prison's local area.
- 3.2.9 The Prison is supported by a team of Independent Prison Monitors. The team, who are affiliated to Her Majesty's Chief Inspector of Prisons, visit the prison to ensure prisoners' human rights are upheld and that life in prison contributes to their rehabilitation. This role is conducted on a voluntary basis with the Monitors visiting the prison on a regular basis.

3.3 Business

- 3.3.1 In the local business community HMP Kilmarnock has played an important role in developing integration strategies with the organisations it partners.
- 3.3.2 HMP Kilmarnock is a member of the Ayrshire Chamber of Commerce.
- 3.3.4 A recent initiative has seen us start a project with Entrepreneurial Spark, a local charity set up to help local entrepreneurs develop their own business. HMP Kilmarnock assist by offering a free workforce to help to produce and develop their products.

3.4 In Need

- 3.4.1 HMP Kilmarnock actively sustains several worthy causes. We support staff by giving them the time and flexibility during their working day to organise major fund raising activities. Both the staff and the prisoners jointly contribute vast amounts of time and finance to these activities.
- 3.4.2 We cater for a large number of sentenced prisoners who have additional needs. Regular group-work, as well as family days, makes both the families and the prisoners understand the implications of a custodial sentence, as well as how it can be worked through.
- 3.4.3 PCO Training Syndicates spend one day of their 8 week training course providing voluntary

work for a local charitable organisation. The last two Syndicates have assisted with tasks such as gardening, landscaping and painting at local primary schools.

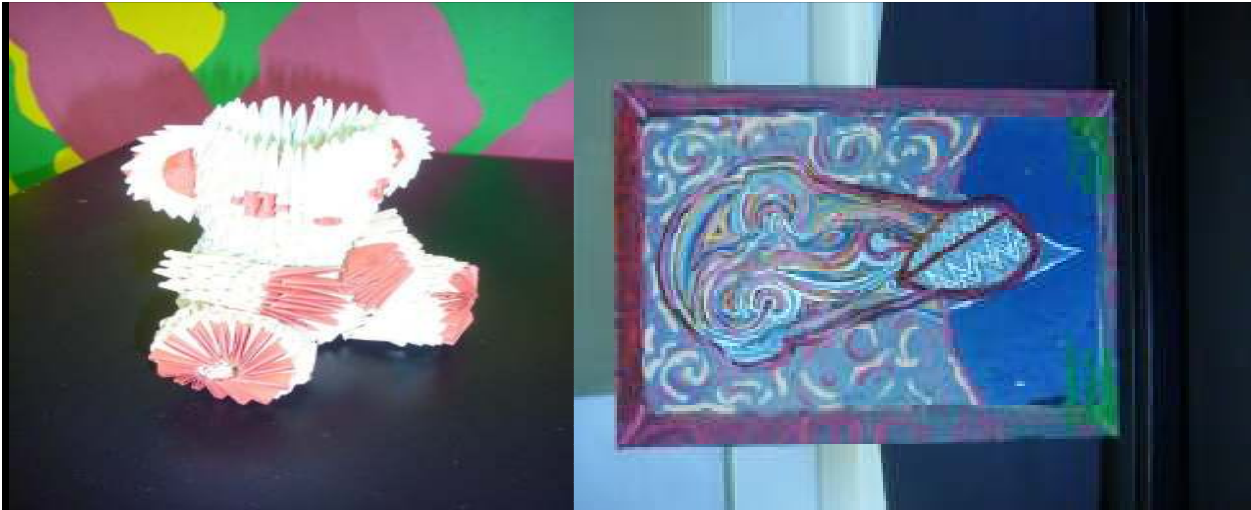
- 3.4.5** In 2015, the prison supported two cancer charities, Men United (Prostate Cancer UK) and the John Maurice Aitken Trust. A total of £2,075 was donated to Men United, with £1,268 being donated to the JMA Trust.
- 3.4.6** HMP Kilmarnock's selected charity for 2016 is a local charity called Beautiful Inside and Out which supports children with mental health problems (**See Appendix 1**).
- 3.4.7** A number of staff regularly give their time to support local community causes, including local football teams, a local leisure centre and a local housing association. The contribution made by two of our managers was recognised in 2015 when they received Serco Certificates of Commendation for their services to the local community.



Visits staff dressed up as Elves and sold candy canes around the prison at Christmas with the funds raised being donated to Cash for Kids

3.5 Recognition

- 3.5.1** HMP Kilmarnock is very proud of the awards received by our prisoners from the Koestler Awards, with numerous prizes having been won across a range of categories and art forms over the past few years. Our prisoners' art work has previously been chosen to decorate the Scottish Exhibition in Edinburgh and a number of entries have been exhibited at national and regional exhibitions. Prisoners at HMP Kilmarnock have an excellent track record with Koestler, with awards being won every year. In 2016 we have submitted 42 entries, from 24 prisoners, in 8 art forms.



Some examples of Koestler entries from 2015



Some examples of Koestler entries from 2015

4 OUR ENVIRONMENT

4.1 Impact Assessment

4.1.1 HMP Kilmarnock is considered a low to medium risk environment and has no history of environmental problems, either in the workplace or in our geographic community, caused by our operation. Because of its security implications, the establishment is very well hidden and is unobtrusive to the surrounding community because of its location and environmental landscaping that took place when the establishment was constructed. HMP Kilmarnock was built on the site of a former munitions factory with many underground chambers, a former Brownfield site, and is strategically located between a railway line on one side and the A76 Kilmarnock to Dumfries road on the other.

4.2 Quality of the Work Environment

4.2.1 HMP Kilmarnock is committed to sound environmental performance with the goal of minimising the impact of our activities on the local and global environment. Our continued aim is to reduce waste and where possible be as energy conscious and efficient at all times. We strive for continual improvement and the adoption of industry best practice into all our environmental control systems. We have introduced occupancy sensors in a number of areas and intend to expand this across the site.

4.3 Environmental Initiatives

4.3.1 Hazardous waste in the form of medical waste and sanitation stained mattresses and clothing is all disposed of in accordance with legislative requirements.

4.3.2 Gas, electricity and water supplies are metered into the establishment. After having discussions with the various authorities, we are now in the process of installing SMART metering in all areas within the prison to control usage.

4.3.3 The Facilities Department are currently involved with SERCO Environment to look at savings from changing the external lighting to a more energy saving system.

Wherever possible modern strip lighting is used and the tungsten filament lamps are replaced with compact fluorescent lamps. The expired fluorescent lamps are processed through a contractor, Edmundson Electrical, based in Irvine. At present we are considering undergoing a programme of changing all fluorescent lighting to special long life lamps. We are also examining the possibility of adding time clocks and photo cell switching for all external lighting.

The introduction of LED lighting has made a positive impact on the energy reduction and carbon reduction on site. We have external LED lighting on test to both reduce energy usage, carbon reduction and light pollution due to the direct nature of the lights. This also has a direct impact on the maintenance regime due to the greatly extended life of the LED lighting.

4.3.4 A Company called Convert to Green currently collect our used cooking oil from the Kitchens and convert it to bio-diesel.

4.3.5 All kitchen food waste is collected by an external company who convert it to heat energy.

4.3.6 The Facilities Department has been examining the controlled flushing in toilets to save water in times of no staff usage. We have now installed a water time management system throughout the staff facilities within the buildings, and are looking to progress the initiative into prisoner areas.

4.3.7 Heating systems are being optimised for the best possible use. We replaced the heating boilers in Houseblock 1 and Houseblock 2 Plant Rooms to a more energy efficient boiler. We originally had 5 boilers in each Plant room and managed to reduce this to 3 condensing boilers. Plans are underway to install the same boilers in the Kitchen Plant Room during 2016, reducing the current 4 boilers to 3.

4.3.8 The prison regularly has the Building Maintenance System (BMS) monitored to ensure best usage of resources. The BMS System has just been totally upgraded to the latest specifications to add additional controls to many areas.

4.3.9 Annually, the prison supports the Serco “Cycle to Work” Scheme. This allows staff to purchase bicycles tax free and payments are deducted via payroll.

4.4 Local Environmental Agenda

4.4.1 HMP Kilmarnock generates large quantities of recyclable material. We are committed to achieving waste reduction through our Commercial Enterprises Department and in particular to meet our legal duty as a business to comply with The Waste (Scotland) Regulations 2012, where we are required to take all reasonable steps to recycle as much of our waste as possible.

4.4.2 Recently we have set up a recycling work shed which separates and processes all types of recyclate from throughout the prison. The bales of recyclable material (pictured below) are then sold to local authorised merchants and all monies generated are then put back into the work shed to pay for the specialist equipment such as baling press machines and refuse cages. Detailed weights and costings are reported both to the customer and corporately, with the main aim being zero to landfill.



HMP Kilmarnock Processed Waste awaiting uplift for recycling

4.4.3 We also recycle discarded prison issue and personal clothing. This is collected by a local charity who pay the prison for the clothing. The money raised from this initiative is donated to a charity of the prisoners’ choice.

4.4.4 As well as developing the prison’s own waste management plans this aim is to build on current arrangements with customers to sort computer components and other electrical goods and materials for which we have a Registration of Exempt Activity from SEPA for “the repair and or refurbishment of non-hazardous WEEE” in accordance with paragraph 47 of Schedule 1 to the Regulations.

4.4.5 Working in conjunction with the Adult Learning Centre in the prison and an external training provider, a comprehensive training package has been developed and will be rolled out this year. This will allow staff and prisoners to work towards and achieve a Level 2 Award in Waste Control and Management.

4.5 Recognition

4.5.1 HMP Kilmarnock currently holds the OHSAS 18001 Health & Safety Certification following assessment and continuing surveillance by the British Standards Institute (BSI). This was achieved in January 2015 and was re-assessed and retained in March 2016.

5 OUR COMMITMENT

Strategy Action Plan

PEOPLE

Communications and Participation

- To continuously improve the process of team departmental meetings to ensure all staff receive regular communications updates.
- To facilitate the annual Serco Viewpoint Survey to ensure that staff feedback is sought, and then acted upon to improve staff engagement.
- To continuously improve the Staff Engagement Team to encourage increased staff participation and contribution.
- To ensure monthly JCNC meetings are held to facilitate a strong and positive working relationship with the recognised union, Community.
- To conduct In-house staff and prisoner surveys to obtain feedback on topical issues relating to the prison and its operation.

Support and Challenge

- To raise awareness and increase knowledge of members of our internal community regarding Equality and Diversity Protected Characteristics via increased promotional and workshop type events.
- Maintain the Healthy Working Lives Gold Award.
- Rotate managers within functions to allow refresh of ideas and tackle negative culture as identified in the Staff Viewpoint Survey.
- Increase family involvement in the prisoner induction process.

Learning and Development

- Develop a Learning and Development Action Plan to develop staff in line with the 2016/17 Business Strategy.
- Develop a consistent approach to management development to ensure that staff at HMP Kilmarnock are afforded the same developmental opportunities as staff within other Serco contracts.
- To encourage our staff to develop management skills via the Serco LEAP, GROW and LEAD programmes.
- Continue to progress our work within the IIP framework.

COMMUNITIES

Serco Justice & Immigration

- To continue the agenda of working with other Serco Justice & Immigration and Serco contracts as a joint initiative for the benefit of the community.
- For staff from HMP Kilmarnock to represent the prison at the Serco Justice & Immigration Employee Partnership Forum which meets three times per annum.

Local

- To promote the Serco Volunteer Policy to all staff to encourage them to support their local charities in need via fundraising and volunteering.
- To arrange a staff Summer Fun Day to encourage staff wellbeing and team building.
- To introduce the Throughcare in the Community Agenda within the prison to improve the service being provided to prisoners after release.

Business

- Adhere to the Serco Ethical Procurement Policy wherever possible.
- To procure from local businesses wherever possible
- Continue to report Good News stories to HMP Kilmarnock Staff.

In need

- To support the Beautiful Inside and Out Charity as HMP Kilmarnock's chosen charity for 2016.

- To continue to provide voluntary support to the local community.

ENVIRONMENT

Workplace

- Encourage all staff to embrace the recycling agenda whilst at work to reduce the volume of materials sent to landfill.
- To continue to introduce light sensors (occupancy sensors) across the prison.
- To analyse the results of the current LED lighting trial in the sterile area and if successful, extend LED lighting throughout the prison.
- Replace all external lighting to reduce the light pollution from the old SON lights.
- To introduce the Level 2 Award in Waste Control and Management for staff and prisoners.

Quality

- Continue to maintain the OHSAS 18001 Health & Safety Certification.

Environmental initiatives

- To achieve as close as possible to zero to landfill for all recyclable materials.
- To facilitate a high quality education programme for staff and prisoners to highlight the environmental benefits of recycling waste.
- To upcycle/recondition furniture from within the prison and in partnership with the Community Voluntary Organisation (CVO) East Ayrshire on GRAFT, their Re-use and Recycling Project in Kilmarnock.

Local agenda

- To continue to align our approach to environmental issues with the environmental commitments of the local authority and the local community where possible.

Appendix 1



Beautiful inside & out (SCIO) is a Scottish registered charity, borne out of the tragic suicide of 13 year old, **Jenna Moriarty**.



Jenna was beautiful, Compassionate, altruistic, unique, hilarious and extremely intelligent. **Jenna** told her mum what was upsetting her, but together they made plans as to how to improve things. Her mum told **Jenna**, '**You are beautiful inside and out, darling.**' Less than 48 hours later, **Jenna** took her own precious life straight after arriving home from school.

Jenna's heartbroken mum, Pauline Moriarty, set up this charity so that Jenna can still be helping others. Fun, yet poignant sessions have been devised with a music and drama school, for implementation in schools and other groups, to promote positive feelings of

self-worth in young people, whilst giving them a voice, which is what Jenna had said that people had taken away from her.

Beautiful inside & out (SCIO) also supports bereaved parents of suicide victims, through group meetings for parents and specialised counselling, with an on-line page for communication. Siblings of suicide victims are supported by **Beautiful inside & out (SCIO)** through counselling or help with funding for play therapy. Mental health and child bereavement training has led to the introduction of activities to help children cope with the loss of a sibling.

We also fund unique memory bears to be made for siblings of suicide victims. The bears are made using material from clothes left by the child's lost sibling, for comforting cuddles.

Please contact us should you need support, or if you think you can help us with our work.

E-mail: beautifulinsideandoutscio@gmail.com. Or please like us on Facebook. Scottish registered charity number- SCO44868