

*On Contract - checked Fire Safe  
Am 11/21/05*

# KILMARNOCK PRISON SERVICES LIMITED

*S. Bywater  
D. Cooke  
J. Mullens*

Berkshire Court • Western Road • Bracknell • Berkshire RG12 1RE  
Telephone: (+44) 1344 386300 • Facsimile: (+44) 1344 868867

22<sup>nd</sup> March, 2000

*Remainder*

*Please replace pages in  
the contracts.*

*Olle 2/13*

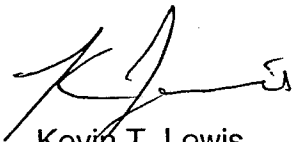
Catriona Ritchie,  
Custodial Contracts,  
Scottish Prison Service,  
Calton House,  
5 Redheughs Rigg,  
Edinburgh EH12 9HW

Dear Catriona,

## HMP Kilmarnock: Contract Amendment 0001

Please find enclosed, duly signed, my agreement to Contract Amendment No. 0001 for the operation of HMP Kilmarnock.

Yours sincerely,



Kevin T. Lewis  
Managing Director

### 9.3.3 Subsistence and Discharge Grants

The Contractor shall ensure all eligible Prisoners are provided with an appropriate amount of subsistence and/or discharge grant at the time of release.

### 9.3.4 Discharge to Court

The Contractor shall ensure that all Prisoners are adequately clothed, fed and certified medically fit to travel, and are:

- prepared for handover to the Police or other authorised authority; or
- available at court

at the time required.

The property, cash and valuables of every Prisoner shall be fully accounted for, agreed, signed for by the Prisoner, and shall travel to court with the escorting staff.

### 9.3.5 Transfers

The Contractor shall ensure that, except when in the interests of the Prisoner himself or when there are justifiable security considerations or with the prior approval of the Authority, Prisoners shall receive 7 days' notice of transfer to another Prison.

**Amendment 0001**

Except when in the interests of the Prisoner himself or when there are justifiable security considerations, Prisoners shall be permitted to notify, at minimum, their next of kin prior to the transfer.

At time of transfer, the Contractor shall ensure that all Prisoner's property, cash, earnings and health records accompany him to the receiving Prison.

All additional information, especially that relating to security and intelligence, shall either accompany the Prisoner under separate cover or be communicated as soon as possible.

Escorting Officers shall be fully briefed on security intelligence and relevant Health care information regarding the Prisoner.

### 9.3.6 Temporary Release/Exceptional Absences

The Contractor shall adhere to the procedures set out in the Authority's Statement of Purpose for Top-End Facilities and Special Escorted Leaves.

The Contractor shall establish procedures to consider applications from Prisoners for escorted absences for specific purposes (eg to visit a terminally ill relative or to attend the funeral of a close relative).

**CONTRACT AMENDMENT LOG**

<b>Amendment No</b>	<b>Date of Amendment</b>	<b>CP reference</b>	<b>Clause and Contract Document Amended</b>	<b>Details of Amendment</b>
0001	25/1/00	CP 114	Section 9.3.5 of Part 1 of Schedule D	The words "or with the prior approval of the Authority" inserted in the first sentence of the first paragraph

**HMP KILMARNOCK: CONTRACTUAL AMENDMENT TRANSMITTAL SHEET**

**Amendment No:** 0001

**Documents Enclosed:** 1. amended page 69 of Part 1 of Schedule D to the Minute of Agreement  
2. updated Contract Amendment Log (1 page)

**Date of Issue:** 16 March 2000

**Issued to:** Kevin Lewis, Managing Director, Kilmarnock Prison Services Limited

I acknowledge receipt of the above documents and confirm that the amendment accurately reflects the change requested by Kilmarnock Prison Services Limited in Contractor's Change Proposal 114 which was submitted on 24 January 2000 and approved by the Authority on 25 January 2000.

**Signature of Recipient**

  
.....

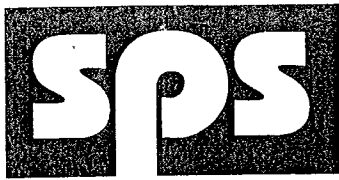
**Date:**

21 / 3 / 00  
.....

**Please sign both copies of this form, return one copy to Custodial Contracts and retain the other copy for your own records.**

**Address for return of transmittal sheet:**

**Custodial Contracts  
Room 103  
Calton House  
5 Redheughs Rigg  
Edinburgh  
EH12 9HW**



SCOTTISH  
PRISON  
SERVICE

HEADQUARTERS  
Calton House  
5 Redheughs Rigg, Edinburgh EH12 9HW

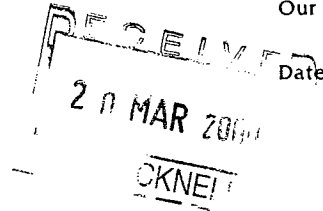
Tel: Direct Dialling: 0131-244 8719  
Switchboard: 0131-556 8400  
Fax: 0131-244 8557

Kevin Lewis  
Kilmarnock Prison Services Limited  
Berkshire Court  
Western Road  
BRACKNELL  
Berkshire  
RG12 1RE

Your Ref.

Our Ref.

16 March 2000



*Dear Kevin*

**HMP KILMARNOCK: CONTRACT AMENDMENT 0001**

As you know, Contractor's Change Proposal 114 requested that additional wording be inserted in Section 9.3.5 of Part 1 of Schedule D to the Minute of Agreement. This change was approved by SPS on 25/01/00.

I now enclose a replacement page which incorporates the new wording, together with a copy of a Contract Amendment Log. It is intended that this log will be updated and re-issued each time an amendment is made to the contract.

I should be grateful if you would sign and return the attached transmittal sheet to acknowledge receipt of these documents and to confirm that they accurately reflect the change requested by Kilmarnock Prison Services Limited.

*Yours sincerely*

*Catriona Ritchie*

CATRIONA RITCHIE

*dl 20/3*  
*content & words OK. Is David Cooke content*  
*Jeddl 20/3*  
*Mr [unclear]*  
*Is this OK to sign off please?*  
*KJ [unclear]*  
*20/3/00.*

*Kilco in fire site*

### Contract Amendments

HMP Kilmarnock			
Amendment Number	Date of Amendment	Clause & Contract Document Amended	Details of Amendment
No. 1	25.1.00.	Section 9.3.5 of Part 1 of Schedule "D"	The words "or with the prior approval of the Authority" inserted in the first sentence of the first paragraph