

**From:** [redacted]  
**Sent:** 03 July 2019 10:26  
**To:** [redacted]; [redacted]; [redacted]  
**Cc:** [redacted]  
**Subject:** RE: TSOs: Information and Guidance for GiCs and HRBPs [SEC=OFFICIAL-SENSITIVE]

Thanks [redacted].

[redacted] – if you have a minute, could you give me a shout so we can compare notes for tomorrow's calls?

[redacted]

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**From:** [redacted] >  
**Sent:** 02 July 2019 16:22  
**To:** [redacted] [redacted] >; [redacted] >  
**Cc:** [redacted] >; [redacted] >; [redacted] >  
**Subject:** RE: TSOs: Information and Guidance for GiCs and HRBPs [SEC=OFFICIAL-SENSITIVE]

**OFFICIAL-SENSITIVE**

Hi [redacted]

I think that it is [redacted] or others in S&SE rather than [redacted] who will be making the phone calls on Thursday- therefore copying [redacted] into this e-mail so that he can pick up tomorrow when he is back from holiday.

Thanks

[redacted]

[redacted] □:  
Scottish Prison Service, Room 135 Calton House  
5 Redheughs Rigg, Edinburgh, EH12 9HW

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**From:** [redacted]  
**Sent:** 02 July 2019 15:42  
**To:** [redacted] >  
**Cc:** [redacted] >; [redacted] >; [redacted]; [redacted] >  
**Subject:** RE: TSOs: Information and Guidance for GiCs and HRBPs [SEC=OFFICIAL-SENSITIVE]

[redacted]

I'm thinking about the arrangements for calls to stakeholders on Thursday – with you speaking to the third sector organisations, and my plan to speak to them later on in the day.

It would be helpful if you could tell me who at each organisation you are going to speak to, and roughly when, so I can speak to the same person.

It would also be helpful if we can arrange for you to give me a call/email when you have finished the calls (or if any of them haven't gone ahead as planned), to make sure that I don't call anyone before you do.

Thanks

[redacted]

[redacted]

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**From:** [redacted] >

**Sent:** [redacted] >; [redacted] >

**Cc:** [redacted] >; [redacted] >

**Subject:** TSOs: Information and Guidance for GiCs and HRBPs [SEC=OFFICIAL-SENSITIVE]

**OFFICIAL-SENSITIVE**

[redacted], [redacted]

Please find attached as promised the pack of information provided to Governors and HRBPs yesterday. [redacted] - thanks for your contribution to the transition plan guidance – I have, as suggested changed the Annex to an excel spreadsheet and have included your additions but summarised a little.

I am still finalising the partner letter and I'll get this to you as soon as I can.

Regards

[redacted]

[redacted] □: Scottish Prison Service, Room 135 Calton House  
5 Redheughs Rigg, Edinburgh, EH12 9HW

**OFFICIAL-SENSITIVE**

Dear Governors and HRBPs

As agreed, please find attached a pack of information in relation to the temporary suspension of the Throughcare Support Service. The Sequencing Plan sets out the actions we are taking and document 2 , Reprioritising Our Service, provides background narrative on the temporary suspension of the TSS and will form the basis of a Notice to Staff which will be issued later this week. Documents 3-8 provides a range of guidance.

For any HR related issues please contact [redacted] and for any other issues relating to the temporary suspension of the TSS please contact [redacted], [redacted], [redacted] or [redacted] ([redacted] will be available from 03/07/19).

Regards

*Sent on behalf of*

[redacted])  
Scottish Prison Service  
Room 136, Calton House  
5 Redheughs Rigg  
Edinburgh  
[redacted]

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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadaichte a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil.

Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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**From:** [redacted]  
**Sent:** 04 July 2019 17:36  
**To:** [redacted]; [redacted]  
**Subject:** RE: SPS Throughcare Support Officers and Shine Womens Mentoring Service

Donna / [redacted]

Just to update on engagement with the sector....

I've spoken to [redacted] re Shine, and have a meeting set with [redacted] for Wednesday afternoon.

I've now spoken to [redacted], plus New Routes' [redacted]. I'm meeting her for a more detailed discussion tomorrow morning, firstly to look at what New Routes might be able to do in the short term to extend support to individuals that will not now be able to get TSO support.

I've spoken with [redacted] at Turning Point Scotland, and am planning for a first scoping meeting about changes to Low Moss PSP with TPS and SPS on Tuesday morning.

I've emailed contacts at Action for Children – all on leave – so will try again with other contacts tomorrow (not so time critical, as they are not in the frame to pick up other individuals who would have been TSO clients.).

I've kept in touch with [redacted] – and will be back in touch with him tomorrow to advise about the next 1-2-1 meetings. (But I'm not looking to include SPS in those discussions – I'm expecting these to be more of a funder-service provider discussion).

[redacted]

Shine have their Programme Board meeting on Thursday. New Routes have theirs the following Thursday. I'll be at both meetings – a chance to speak to all the PSP partners, or for any of the “junior” partners to approach me privately, if they have concerns.

And following on from my previous email - [redacted] confirmed that he will keep [redacted] and I fully informed about any tasks he is planning to undertake on this work – so we can keep our work aligned.

We will send out our email notes to CJVSF, COSLA, SWS and others tomorrow AM as planned – providing a basic update on how SG is responding to this decision, and offering [redacted] and I as a contact if they have any questions.

[redacted]

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**From:** [redacted] >

**Sent:** 04 July 2019 11:30

**To:** MacKinnon D (Donna) <[Donna.MacKinnon@gov.scot](mailto:Donna.MacKinnon@gov.scot)>; [redacted] >

**Subject:** RE: SPS Throughcare Support Officers and Shine Womens Mentoring Service

Thanks, [redacted] is making calls now and will pick this up – offering a meeting with To[redacted] m as he suggests. This is what we were intending to do anyway so it's good that he's keen.

[redacted]

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**From:** MacKinnon D (Donna) <[Donna.MacKinnon@gov.scot](mailto:Donna.MacKinnon@gov.scot)>

**Sent:** 04 July 2019 11:29

**To:** [redacted] >; [redacted] >

**Subject:** FW: SPS Throughcare Support Officers and Shine Womens Mentoring Service

**From:** [redacted]  
**Sent:** 08 July 2019 11:50  
**To:** [redacted]  
**Subject:** RE: Proposed meeting re Low Moss PSP - Tuesday AM?

Thanks [redacted].

Sorry to arrange this at short notice, but SPS have required us to keep this all confidential until their staff were informed last week.

The meeting is due to start at 9am. I'm just about to send a meeting request, suggesting 90 minutes (though this may depend on how much work Turning Point Scotland and the PSP service manager have been able to do about their future plans).

Going into Low Moss is OK – but need to remember that the offices are all in the secure area. So you do need to allow 5-10 minutes before the meeting, as reception will need to check your photo ID (two types are requested, SG ID is accepted), and all visitors & bags have to go through an airport-style scanner. Then an SPS officer will escort the attendees up into the office area.

Also – you can't take any phones, tablets, PDAs or laptops into the prison. You can leave them in a locker at reception (bring a £1 coin), or if you are coming by car it can be easier to leave them in the boot.

There's usually plenty of spaces in the visitor car park – travel options are at <http://www.sps.gov.uk/Corporate/Prisons/LowMoss/HMP-Low-Moss.aspx>

[redacted]

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**From:** [redacted] >  
**Sent:** 08 July 2019 11:35  
**To:** [redacted] >; [redacted] >  
**Cc:** [redacted] >  
**Subject:** RE: Proposed meeting re Low Moss PSP - Tuesday AM?

[redacted] – confirm I'm content to attend. Do you have timings, and do I report to reception at Low Moss (is it fairly straight forward?).

Thanks

[redacted]

[redacted]

[redacted] [redacted]



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**From:** [redacted] >  
**Sent:** 08 July 2019 11:18  
**To:** [redacted] >  
**Cc:** [redacted] >; [redacted] >  
**Subject:** RE: Proposed meeting re Low Moss PSP - Tuesday AM?

[redacted]  
That's fine – just let me know as soon as you decide. I will need to inform the prison by close on Monday so they can notify their reception/security.

[redacted]

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**From:** [redacted] >  
**Sent:** 05 July 2019 09:42  
**To:** [redacted] >; [redacted] >  
**Cc:** [redacted] >; [redacted] >  
**Subject:** RE: Proposed meeting re Low Moss PSP - Tuesday AM?

Hi [redacted]

Thanks for updating us. Good to hear you have made progress with Turning Point and thanks for arranging the meeting. One of us should be able to attend the meeting – ok to confirm on Monday when I have spoken to Will?

[redacted]  
[redacted]

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**From:** [redacted] >  
**Sent:** 04 July 2019 18:04  
**To:** [redacted] >; [redacted] >  
**Cc:** [redacted] >; [redacted] >  
**Subject:** FW: Proposed meeting re Low Moss PSP - Tuesday AM?

[redacted] / [redacted]

Following on from our previous discussion – I've spoken with [redacted] at Turning Point to propose an urgent meeting to discuss how Low Moss PSP will respond after the SPS' decision to withdraw their staff from throughcare work.

He was keen to meet. I've suggested a meeting at Low Moss on next Tuesday morning – and as we discussed, it would be good to have Third Sector Unit represented. I'm not expecting this meeting to reach the final decision – but rather to get TPS and the PSP manager working on plans for how they could/would adapt the PSP service with only the third sector staff.

Sorry for the short notice, but it will be good to get TPS working on this – and [redacted] is due to be on leave after Wednesday, so hopefully this will ensure that he leaves his colleagues with instructions on how to proceed.

Details for the meeting are included in email below – but happy to discuss the details.

[redacted]

[redacted]

**From:** [redacted]  
**Sent:** 08 July 2019 15:19  
**To:** [redacted]  
**Subject:** RE: Low Moss PSP

**Importance:** High

[redacted]

When I was putting this together, I wasn't thinking about you being on leave today, and not seeing the arrangements.

You don't need to come to the meeting at Low Moss tomorrow – I'll cover it.

[redacted]

-----Original Appointment-----

**From:** [redacted]  
**Sent:** 08 July 2019 11:55  
**To:** [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted] [redacted]; [redacted]  
**Cc:** [redacted]; [redacted]; [redacted]  
**Subject:** Low Moss PSP  
**When:** 09 July 2019 09:00-10:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.  
**Where:** HMP Low Moss

Dear All,

(copy to [redacted], [redacted], [redacted] for info only)

I'm circulating this note to confirm the meeting scheduled for tomorrow at HMP Low Moss, to discuss the Low Moss PSP and the consequences of the suspension of SPS throughcare services.

I've drafted a suggested agenda to get us started – but please let me know if there is anything else we should discuss.

Regards,

[redacted]

[redacted]

### Attendees

[redacted] TPS / Low Moss PSP  
[redacted] SPS Low Moss  
[redacted] SPS HQ  
[redacted] SG Community Justice Division

[redacted] SG Third Sector Unit

## **Proposed Agenda**

1. Current status updates:
  - SPS corporate - [redacted]
  - SPS Low Moss
  - TPS / Low Moss PSP
  - SG
2. Options for Low Moss PSP activity (2019-20):
  - TPS/PSP proposals
  - Discussion of options
  - Development beyond 2019-20
3. Next steps
4. Third sector throughcare delivery (2020-21, and beyond)
  - SG (notes on upcoming cross-sector dialogue)
  - Throughcare activity at HMP Low Moss
5. AOB

**From:** [redacted]  
**Sent:** 21 June 2019 10:39  
**To:** [redacted]; [redacted]  
**Subject:** Official sensitive:TSOs

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi [redacted], [redacted]

In line with the sequencing plan I met with the GICs yesterday. There were some questions about stakeholders and partners and I like to expand our guidance on transition plans in that regard. [redacted] is on holiday but i am hoping that [redacted] will be able to work with me on this.

Would you and [redacted] be available to meet early next week?

Thanks

[redacted]

Sent from my Windows 10 device

**From:** [redacted]  
**Sent:** 22 July 2019 12:19  
**To:** [redacted]  
**Subject:** RE: Risk and Assurance Activity - August Assurance meeting

[redacted]

[redacted]

[redacted]

Worth adding? I could ask [redacted] to provide a note?

[redacted]

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[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

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[redacted]

**Subject:** Telecon - third sector throughcare  
**Location:** by phone

**Start:** Tue 23/07/2019 10:00  
**End:** Tue 23/07/2019 10:30  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** [redacted]  
**Required Attendees:** [redacted]; [redacted]

[redacted]

Sorry I missed you today.

Call tomorrow would be helpful to discuss:

- [redacted] proposals to expand PSP throughcare coverage
  - catch you up on proposals from [redacted], and prospects for these ideas to be adopted;
  - potential for SPS to contribute to identifying individuals with high need for throughcare support;
  - consider what scope we have for profiling future demand for throughcare (male & female)
  - potentially how to keep oversight on demand for throughcare services going forward
  - managing SPS staff response to this proposed change to 3<sup>rd</sup> sector activity;
  - PSP requesting support for transition to a new service model
  
- [redacted]
  - how to work between SPS and [redacted] to keep operations of their restructured service under review;
  - future options for throughcare service provision at [redacted] (in current year, and beyond)
  - [redacted] offer to co-ordinate their “[redacted] within Low Moss with [redacted] activity ([redacted] are asking for a green light to make the suggestion to [redacted])
  
- [redacted]
  - Update you on discussions with [redacted] about future service & resources;
  - As with [redacted] – to examine how we monitor demand for throughcare services

Speak to you later

[redacted]

**From:** [redacted]  
**Sent:** 25 July 2019 16:34  
**To:** [redacted]  
**Cc:** [redacted]); [redacted] [redacted])  
**Subject:** Reporting Scotland

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Folks

Just to give you the heads-up.....

Reporting Scotland have recorded a feature this afternoon with a [redacted] mentor and customer on the back of the SPS throughcare item in this morning's news.

Essentially to ask about the customer's experience from the service provided by [redacted]. When asked about the SPS decision, a rather adroit answer from the customer to the effect " it's a shame that SPS have done that, but on the plus side , there are still services from organisations like [redacted], who can support prisoners on release.

As ever with these things, they'll probably (if at all) broadcast about 10% of what they recorded!

[redacted]

[redacted] /Community Justice/Scottish Government/GWR St Andrew's House/Edinburgh EH3 1 DG

[redacted]



**From:** [redacted]  
**Sent:** 27 June 2019 13:14  
**To:** [redacted]  
**Cc:** [redacted])  
**Subject:** FW: Shine Project Board meeting Wednesday 3rd July [SEC=OFFICIAL-SENSITIVE]

[redacted]

I think that it might be the most tactful step for SG to be absent from the Shine project board on Wednesday 3<sup>rd</sup>

We too will be in touch the next day, and there is a Shine Programme Board due the following week (11<sup>th</sup>)

[redacted]

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**From:** [redacted] >  
**Sent:** 27 June 2019 12:36  
**To:** [redacted] >  
**Cc:** [redacted] >; [redacted] >; [redacted] >  
**Subject:** RE: Shine Project Board meeting Wednesday 3rd July [SEC=OFFICIAL-SENSITIVE]

[redacted]

[redacted] has asked me to respond on behalf of S&SE. Given the sequencing of informing partners on 4<sup>th</sup> July, attendance and any comment at the Shine Board meeting would be inappropriate as TSO Area managers will only have been informed on 2<sup>nd</sup> and 3<sup>rd</sup> July and any disclosure would undermine the partner contact update scheduled for 4<sup>th</sup> July. I therefore recommend that apologies are sent to the Shine board and they are informed that [redacted] will phone them on 4<sup>th</sup> July to update them on status.

Regards

[redacted].

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**From:** [redacted]]  
**Sent:** 27 June 2019 09:54  
**To:** [redacted] >; [redacted] >  
**Cc:** [redacted]  
**Subject:** FW: Shine Project Board meeting Wednesday 3rd July

[redacted] / [redacted]

Looking at the handling of events next week – I'm aware that the Shine Project Board meeting (ie the quarterly meeting of the operational leads for each of the Shine PSP partner organisations) is due to meet on Wednesday 3<sup>rd</sup> July.

Usually, the SPS would be represented by one or two of the TLO Area managers, and SG Community Justice by me.

I'm thinking that handling the discussion will be difficult, given the timing, and not being able to speak openly before the announcement to PSP partners the following day. Will you advise the TLO managers to attend as usual?

[redacted]

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[redacted]

[redacted]

[redacted]

[redacted]

[redacted]



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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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