**Cross-departmental family strategy group**

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| **Meeting** | **Purpose:**   * To support the delivery of the Ministry of Justice/Her Majesty’s Prison and Probation System Strengthening Prisoners Family Ties Policy * To share knowledge, expertise and experience of family practice across prison functions * To develop a joined-up, cross-departmental approach to family engagement across the prison * To review, develop and embed the Family and Significant Other Strategy across the prison. |

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| **List** | **Example terms of reference:**   * Quarterly meetings * To be attended by representatives from all prison functions (including: operations, programmes, healthcare, education, chaplaincy, safer custody, residency, resettlement) * All members to be responsible for sharing information and actions arising with colleagues in their functions * All members to commit to bringing any relevant data/feedback to meetings. |

**Example agenda items:**

* **Updates on family engagement from each function** (opportunity to share successes/challenges/news of upcoming events or initiatives)
* **Key issues raised by prisoners and their families**

(this could include: feedback from prisoner forums, feedback from visitor surveys, feedback from family provider evaluations, feedback from HM Inspectorate of Prisons/Measuring the Quality of Prison Life reports, key concerns from families coming through Safer Custody line)

* **Review of data regarding family engagement**

(this could include: number of families engaged in Assessment, Care in Custody and Teamwork reviews from the last quarter, number of prisoners currently who have never received any social visits, number of calls to Safer Custody line, number of family visits/celebration events delivered)

* **New services/messages/initiatives/developments that need to be communicated to families**
* **New developments in prison which require Family Impact Assessment**
* **Staff learning and development needs regarding Think Family approach**
* **Opportunities for engagement with external partners** (whether as funders, service providers, potential resource providers)
* **Review of progress made on Family Action Plan\* and identified priorities/actions for next quarter.**

*\*Action Plan to be developed in response to HMPPS Family and Significant Other Measurement process*