

All

Please see the information below. The new Video Conference Centre is going live on Monday.

The information below explains the process and also provides contact information for you.

For those of you who regularly make 'reps' to us, you may see a slight change to the way the listing process works. This is because the cut off time now for us to book the links is 3pm, after this time we have to call and make separate arrangements.

We will therefore need to begin the booking process earlier in the day to ensure we secure the slots.

Obviously we will still try our best to accommodate your requests as now and I hope that you will not see a great difference.

If you need a pre-hearing conference, we will book that for you and send an email to you with the CVP number. Post-hearing and general conferences will need to be booked by yourselves – the details are below.

Please could you pass this email onto your colleagues or anyone else this applies to?

Any issues let me know.

Thanks

Jane Windle (she/hers)

Delivery Manager

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Phone: 01772 844775

Web: [www.gov.uk/hmcts](http://www.gov.uk/hmcts)

- I took an action from the HMP Preston's Video Conference Centre (VCC) transition meeting to provide a short update to you.
- To provide some context on the 9<sup>th</sup> of January HMP Preston will move from its Prison Court Video Link equipment to a new VCC suite. The following link contains more information about what a VCC is and can be shared with colleagues: [VCC and how they work](#)
- There are 8 video end points which are primarily allocated as 6 court rooms, including pre-conference /post-conference, 1 parole/meeting room and 1 other room.
- The 4 official video visits rooms will remain in the legal visits area.

- **General Conference/Official Visits Bookings:** This process remains the same at this time with solicitors etc being asked to contact [LegalVisits.Preston@justice.gov.uk](mailto:LegalVisits.Preston@justice.gov.uk) or phone 01772 444777.
- **VCC Contacts:** Should there be an issue that cannot be resolved via the VCC team please contact.
  - Operations Custodial Managers: Simon Robinson [simon.robinson02@justice.gov.uk](mailto:simon.robinson02@justice.gov.uk) or Chris Lomax [Christopher.Lomax@justice.gov.uk](mailto:Christopher.Lomax@justice.gov.uk)
  - Governor Mark Earlam Head of Operations: [Mark.Earlam@justice.gov.uk](mailto:Mark.Earlam@justice.gov.uk)

If you require any further information do not hesitate to get in touch.

Kind Regards  
Kate

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