



Independent Monitoring Board

HMP Bure

Annual Report

2012 – 2013

For the reporting period: 1st August 2012 to 31st July 2013

SECTION 1

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SECTION 2

STATUTORY STATEMENTS

INDEPENDENT MONITORING BOARD

HMP BURE

The Prisons Act 1952 and the Immigration and Asylum Act 1999 require every prison and IRC to be monitored by an Independent Board appointed by the Home Secretary from members of the community in which the prison or centre is situated.

The Board is specifically charged to: -

- (1) Satisfy itself as to the humane and just treatment of those held in custody within its prison and the range and adequacy of the programmes preparing them for release.
- (2) Inform promptly the Secretary of State, or any official to whom he has delegated authority as it judges appropriate, any concern it has.
- (3) Report annually to the Secretary of State on how well the prison has met the standards and requirements placed on it and what impact these have on those in its custody.

To enable the Board to carry out these duties effectively, its members have a right of access to every prisoner and every part of the prison and also to the prison's records

INDEPENDENT MONITORING BOARD

HMP BURE

Diversity Statement

The Independent Monitoring Board at HMP Bure is committed to an inclusive approach to diversity which encompasses and promotes greater interaction and understanding between people of differences including but not limited to race, religion, gender, nationality, sexuality, disability, age. We recognize that a fully inclusive approach to diversity must respond to differences that cut across social and cultural categories such as mental health, literacy and substance misuse.

The Board values this approach to diversity within its recruitment and Board Development practices to increase the repertoire of skills and awareness amongst its members of the diverse needs and perspectives of the population within HMP Bure.

All members of the Independent Monitoring Board at HMP Bure will undertake their duties in a manner that is accessible to everyone within the establishment. The Board will monitor to establish that the experiences and interaction between staff, prisoners and visitors is fair and without prejudice. Engaging diversity should enable all individuals to express their values, perspectives and beliefs without disrespecting or discriminating against others and that opportunities are open to all. Where this is not the case, the Board will alert appropriate authorities and individuals including the Governor, Senior Management, Area Manager and the Prisons Minister.

SECTION 3

DESCRIPTION OF HMP BURE

HMP Bure is a Category C prison accepting sentenced male sex offenders over the age of 21. The prison opened on the 30th November 2009. The Certified Normal Accommodation is 503 and the Operational Capacity is 523.

The site consists of: -

- Residential Units 1 – 6
- Healthcare Centre
- Segregation Unit
- Multifunction Building including gymnasium, programme delivery, and World Faith Room
- Learning Resources Centre

Accommodation: -

Comprises of mostly single cells however there are 4 cells in each of five of the residential suites that can be used as doubles. There is also 1 easy access cell on both Residential Units 5 and 6. Each cell has integral sanitation with the use of communal showers.

Reception Criteria: -

Normal reception arrangements apply. HMP Bure accepts adult male sex offenders – sentenced (Category C). Priority is given to East of England offenders although this cannot be guaranteed.

Regime: -

The regime provides all those in the care of HMP Bure access to the following facilities: -

Education: -

Education is provided through a well-managed external contract. Within the establishment the education provision reflects an emphasis on Basic Skills (Literacy and Numeracy), Key Work Skills, Social and Life Skills and IT. Other available courses include ESOL, Basic Food Hygiene, Basic First Aid, Health and Safety, NVQ Catering, Art and Craft and pre-release work programme.

Workshops and Programmes: -

HMP Bure provides vocational courses in hairdressing, multiskills [plumbing and electrics], industrial cleaning, painting and decorating, catering, horticulture and waste management. Accredited offender behaviour programmes are also run and these include the **Thinking Skills Programme (TSP)**, as well as programmes specific to the offender population.

Healthcare: -

HMP Bure has a Type 2 Healthcare Centre status, covering 7 days a week between 08:00 and 19:30 Monday to Thursday and 08:00 to 17:30 Friday to Sunday. There is out of hour's medical support and an on call Healthcare Manager System.

Gymnasium and Sports: -

HMP Bure has one gymnasium with programmes being staffed by a Senior Officer and 5 PE Officers. The gymnasium offers a range of accredited and recreational programmes.

Faith and Religion: -

Regarding Chaplaincy, the following groups have ministers/representation: Anglican, Roman Catholic, Buddhist, Jewish, Muslim, Pagan, Jehovah's Witness, Mormon, Free Church and Sikh. There is one large multi-faith room which is located in the Multifunction Building.

SECTION 4

EXECUTIVE SUMMARY

ITEMS REQUIRING RESPONSES

FROM THE MINISTER:-

KITCHEN FLOOR

In our 2012 Annual Report we highlighted the problems relating to the kitchen floor at HMP Bure. These appeared to be either the result of a design or a building fault and had led to the floor becoming fundamentally unstable with ongoing repair needed by the maintenance department. In the Minister's response to that Annual Report, under NOMS comments, we were told that 'the building contractors are due to replace the floor early in 2013. This will be at their own cost.' In addition we were told that, 'the refurbishment work is expected to last for six to nine months, with the proviso that it must be complete and commissioned before the current new wing build is complete.'

One year on from those statements and we are disappointed to report that the situation has not changed. The floor remains unstable and work has not commenced on any replacement. The new wing, Residential Unit 7 housing 101 additional offenders is complete and due to take new residents from the end of October 2013. This means that when work eventually starts on the kitchen floor, the field kitchen will have to cater for up to 624 offenders, nearly 20% more than was originally planned.

In the meantime maintenance staff continue to 'patch-up' the existing floor wherever possible and kitchen staff still work in uncertain, difficult and possibly dangerous conditions.

We must ask to Minister to use his best offices to resolve this situation urgently and to ensure that the planning and funding for the field kitchen is adequate to cater for the increased population.

FROM THE DIRECTOR OF OFFENDER MANAGEMENT:-

PURPOSEFUL ACTIVITY PLACES

Residential Unit 7 with workshop space together with a new regimes building are virtually complete, but the Board remains very concerned about the availability of purposeful activity for the population. Prior to the new build the number of purposeful activity places; including programmes and wing workers was sufficient for an average of 65% of the population in any week. Following the build of a new workshop plus the regimes building, together with the innovative use of Visits Hall and other initiatives undertaken by prison staff, it is estimated that percentage will increase to a maximum of 69% in any week.

It is disappointing that the figure remains so low and that more activity space is not available for offenders, particularly in the light of both the 80% benchmark and government targets for a 30+ hour working week. We also understand that the proposed 'fenced bubble area' into the Visitors Car Park to house the field kitchen will now not happen, thereby removing the possibility of using that additional space in the future for some form of horticultural or construction related activities.

The Board regards this as a fundamental challenge for HMP Bure and one that despite efforts has not been resolved in the time since opening. The Director is asked to view this with high priority and invest in solutions which may include additional workshop space, an enlargement of the LRC, an extension of the secure perimeter into the Visitors Car Park to provide additional space, or a combination of these to increase the availability of purposeful activity places for the population.

FROM THE GOVERNOR:-

The Board is pleased that the Governor, and in her absence the Deputy Governor, continues to address issues rapidly and reports fully to our monthly meeting. Therefore, we have no outstanding issues that need to be raised in this report.

SECTION 5

5.1 DIVERSITY

Issues of Diversity have been actioned and monitored through the Equality Action Team (EAT).

All staff are aware of their responsibilities with regard to race equality, ensuring compliance with all relevant instructions, Orders and Standards, EAT oversees the handling of racist incident report forms and relevant complaints; monitors data, including area covered by Key Performance Targets (KPT's), collates and disseminates good practice from both the wider Prison Service and external organisations, and ensures that staff and offenders are appropriately trained in diversity issues.

Representative of offenders are committed to their role, highlighting issues and offering solutions.

5.2 LEARNING AND SKILLS

The quality and range of learning programmes has developed in the last year and a number of new courses are planned. There was an Ofsted inspection during the reporting year which recorded the achievements of prisoners engaged in learning and skills and work as good, but recorded the quality of learning and skills provision and the leadership and management as both requiring improvement. During the year staff identified a low success rate for functional skills qualifications and took immediate remedial action to embed these in the overall curriculum.

At the time of writing some 81% of the population are registered on one or more courses and provision ranged during the reporting period from functional skills through to NVQ Level 3 together with some distance learning opportunities. However in future years progression beyond Level 2 will be a challenge due to lack of public funding and given the long-term nature of Bure's population opportunities for learning and skills will be exhausted for many offenders.

As mentioned in the previous two Annual Reports, activity space is very limited, with the opportunity for approximately 65% of the population to be engaged in purposeful activities at any one time. The construction of Residential Unit 7 with an additional 101 offender places is accompanied by additional activity space, but this is only sufficient to provide a very slightly increased level of occupancy for the overall population. It is anticipated that the overall percentage in activities will rise slightly to approximately 69%. Prison staff have already adopted an innovative approach to providing activity places, this includes the proposed use of the Visits Hall part time during the week together with intensive use of any spare ground for

horticultural activities. However, the fundamental problem of lack of space for activities remains.

5.3 HEALTHCARE AND MENTAL HEALTH

HMP Bure has Type 2 Healthcare funded by the NHS [Norfolk]. Serco holds the contract for the day to day management and financial control for all of the healthcare services and the service delivery. The contract is for covering 7 days a week; between 08:00 and 19:30 Monday to Thursday and 08:00 to 17:30 Friday to Sunday. There is also 'out of hours' medical support and an on call Healthcare manager.

The current Healthcare staff are: -

- * 1.0 Healthcare Contract Manager
- * 1.0 Band 7 Nurse (Primary care)
- * 1.0 Band 6 Mental Health Nurse
- * 5.0 Band 5 Nurses (including 1 Mental Health Nurse)
- * 3.0 Healthcare Assistants
- * 0.3 Band 7 Pharmacist
- * 1.0 Band 4 Pharmacy Technician
- * 2.0 Administration Staff

Secondary Mental Health Care: -

- *1.0 Band 6 Mental Health Nurses
- *1.0 Healthcare Assistant (Mental Health)

- There are weekly sessions provided by the Community Dental team.
- Monthly sessions are provided by the GUM Service and Chiropody.
- A Physiotherapist and an Optician come in every two weeks.
- HMP Bure has a GP Service for 4 sessions a week.
- There are Nurse Practitioner Services for 4 days a week
- A Psychologist and a Psychiatrist attend for 1 session each week
- A range of other specialists come in to deal with offenders as and when required.
- The prison has its own pharmacy although medication is supplied from Lloyd's pharmacy.

Issues were encountered for a short period during the year with the collection of medicines from the pharmacy. These issues were to do with waiting times in the pharmacy queue and were quickly identified. A new Residence Based Rota System for collections was implemented and despite initial teething problems the new system is proving to be more efficient.

There has been some improvement in waiting times for dental treatment over the last year. However there are still no sessions available with a dental hygienist, which would release the sessional dental surgeon to concentrate on more complex work.

5.4 REDUCING REOFFENDING

This committee is chaired by the Head of Reducing Reoffending and attended by the following representatives:

RAPt, NACRO, Probation, CAB, Programmes, Learning & Skills, Visits Centre, OMU, Mental Health, Education, Activities, Job Centre Plus, Resettlement and the National Careers Service.

Resettlement into education and training: the target to ensure that offenders have been discharged into education/training on release has been exceeded this year, with an achievement of 46%, which is an excellent result.

Resettlement into employment: the target to ensure that offenders have been discharged into employment on release has been achieved following a strong effort during the year and stands at 7.16%.

Resettlement to accommodation has again exceeded the target with virtually 100% success this year.

Daily work and classroom attendance figures remain good and are currently running at over 90%.

5.5 RESIDENTIAL SERVICES

The six residential wings have been renamed numerically instead of alphabetically, in accordance with national policy. The wings remain in a generally good state of repair, with the exception of floor problems which are being addressed, and internally are kept clean and in good decoration.

The new wing Residential 7 is in the final stages of construction and is due for completion in September 2013. This comprises a cell block of "traditional" design and workshop. Once complete it will house 101 offenders, taking the prisons Operational Capacity to 624. We remain concerned that the design only incorporates one cell that is specifically designed for wheelchair use; bearing in mind the higher than average age of the Bure population.

The kitchen continues with the floor problems unresolved, despite assurances made following last year's Annual Report, this is addressed in the Executive

Summary. Staff must again be praised for continuing to feed a population of over 520 prisoners within the daily monetary allowance in difficult circumstances.

The bakery is flourishing and provides a variety of rolls and breads. A range of special diets for medical and/or religious is produced and NVQ levels 1 and 2 are studied and assessed.

Comments books are found in each Servery area and there are food representatives on each wing. These hold monthly meetings, the minutes of which are available to all.

5.6 SAFER CUSTODY

The Safer Custody committee meets bi-monthly. The meeting comprises of two areas, Suicide Prevention and Violence Reduction.

The meetings are well attended, and both parts have offender representation. The Board attends the meetings as an observer.

Suicide Prevention

ACCT documents are well managed by staff to the degree that on occasions over the twelve months there have been no prisoners on ACCT.

The local Samaritans give good support to the Listeners, and Listener numbers are more than adequate. The opening of Res. 7 later this year may require the number be upped and candidates are being reviewed.

Violence Reduction

Incidents of violence/bullying are well managed by staff. Systems are in place and any problem is soon picked up

5.7 SEGREGATION UNIT

The Segregation Unit [also known as the Care and Separation Unit or colloquially "The Seg"] is governed and run under the rules contained in Prison Service Order [PSO] 1700.

As with previous reports we refer to the five criteria contained in the IMB paper *A Prison within a Prison*, which are: -

1. Staffing and Security in the Segregation Units
2. Cellular Confinement, special accommodation and mechanical restraint
3. Boards not being informed within 24 hours of admission of a prisoner

4. Whether Boards are able to communicate freely with each prisoner
5. The fair conduct of Reviews

At HMP Bure the situation relating to these five criteria are: -

1. The staff in the CSU are exemplary and the Unit is well managed by professional and dedicated staff who relate appropriately and humanely to the needs of the offenders, with the aim of returning them to their normal location at the earliest possible opportunity.
2. The cellular confinement is used sparingly and during the period covered by this report neither special accommodation nor mechanical restraints have been used.
3. The Board has always been informed within the timeframe of an offenders move to the CSU and also of the imminent review.
4. The Board has always been able to communicate freely with all offenders held in the CSU, whether there for cellular confinement or awaiting adjudication.
5. The reviews are carried out in accordance with the laid down procedures, with all parties in attendance and all paperwork correctly completed.

During the period covered by this report there have been 535 adjudications of which 216 [40%] were adjourned for either the presence of the Reporting Officer or for the offender to obtain legal advice. The Board is therefore completely satisfied that all offenders on adjudication have every opportunity for a fair hearing; borne out by the very few appeals to outside agencies and the very low number of successful appeals.

Again we can report that the CSU has, by comparison with other establishments, been used fairly infrequently.

SECTION 6

OTHER AREAS OF THE PRISON

6.1 ADJUDICATIONS

The Board has regularly monitored Governors' and Independent Adjudications. We are satisfied that the procedures have been correctly followed and the outcomes have been fair and appropriate

The Adjudicating Governors meet quarterly to review tariffs, the system, and to monitor diversity trends. This is the one committee that the IMB are statutorily obliged to be present at and have attended all of the four meetings.

6.2 ASSOCIATION

The Board has had no concerns about this area during the year

6.3 AUDIT DEPARTMENT

There is currently one member of the uniformed staff working in the Audit Department, which is responsible for the internal audit of each of the departments within the prison. It ensures compliance with all of the necessary regulations governing the prison regime and monitor each department's progress against the Key Performance Targets [KPT's].

6.4 CANTEEN

Problems experienced in previous years due to the short turnaround time between canteen forms being handed out and their return for processing have largely been resolved. The IMB will continue to monitor this area in the future.

6.5 CHAPLAINCY

The chaplaincy team at HMP Bure currently comprise ten Chaplains representing the following denominations: -

- Anglican Chaplain (Managing Chaplain)
- Catholic
- Buddhist

Monitoring fairness and respect for people in custody

Free Church
Muslim
Jehovah's Witness
Jewish
Mormon
Pagan
Sikh

Chaplaincy is very active in visiting all new offenders, attending reviews in the CSU and playing a role in ACCT reviews where appropriate. There is a bereavement counselling service together with discharge meetings that support offenders post release by contact with relevant faith communities.

There are currently seventeen Prison Visitors working under the 'umbrella' of the department.

In the reporting year HMP Bure lost a valued Imam who moved to another prison service post nearer to home. The geographic location of the prison has made it difficult to recruit a permanent successor. However, appropriate temporary cover has been put in place and has worked well.

6.6 CORRESPONDENCE

All mail is now handled within the Prison following the closure of Newton House.

Occasional complaints from offenders about the opening of mail are, on investigation, mainly due from those outside who fail to mark envelopes correctly. Evidence is kept by the mail room to demonstrate this. The Board is pleased to report they have no concerns in this area and that the management strategies introduced over the past three years have resulted in a good situation.

6.7 DRUG STRATEGY

The bi-monthly committee meetings involve all relevant personnel, maintaining vigilant control of the ongoing situation.

Population Analysis

Class A drug usage continues to have been at a negligible level and there is little evidence of cannabis use. The main issue has been the abuse of prescribed medication, but this has again been significantly reduced over the last twelve months as the result of tight supervision, through general observation, security searches, strengthening checks prior to issue and scrutinising "in sight" collection. Dog operations are effective, within the prison and particularly in the visitor area.

Current Treatment Provision

CARATS, the drug team within the Bure management system, has been replaced by a new service provider for non-clinical services, controlled by an outside operation. Prison staff are no longer involved with Compacts for CDBT – this arrangement having taken effect from 1st April by RAPt (Rehabilitation for Addictive Prisoners trust) in conjunction with NRP (the Norfolk Recovery Partnership - the joint Norfolk county scheme for overseeing drug and alcohol misuse as a whole.) It is anticipated that the team will be fully staffed in September.

There has been a delay in full implementation, the new organisation being aware last October that they had been awarded the contract. New methods have been established, backed by appropriate action plans. It is anticipated that delivery will go live within the next two months following agreement of protocols and facilities by the NRP and the Commissioners, in line with the Memorandum of Understanding and the Service Level Agreement. There is clear intent and commitment to work jointly and exchange information with the SERCO clinical team.

Work continues in establishing incoming offenders' problems with any "drugs of choice". Similarly, the systems of offender mentors on wings and key workers during group sessions are effective. The majority of cases are identified on induction, coupled with self-referral through the drop-in centre and through forms available on wings.

Security

There has been heightened security awareness with the erection of the new residential wing and access corridor, built within the existing secure boundaries of the prison. No incidents or issues have arisen and the new premises will be in operation in September.

Visits are generally acknowledged to be an area of low risk, although the increase in offenders transferring from London prisons has alerted staff to the need for even closer monitoring – throughout the prison.

6.8 FOREIGN NATIONALS

The numbers of Foreign National Prisoners at HMP Bure has reduced over the past twelve months to the level at the end of the reporting period of 24. The prison would say the United Kingdom Border Agency has done its job well. Until recently the Agency were visiting the prison twice a month, but with lower numbers this has been reduced to once a month. Every effort is made to provide prisoners with foreign newspapers, magazines and books.

The committee meets every three months and the Board attends as an observer.

6.9 GYMNASIUM

The gymnasium staff are extremely enthusiastic about their role in improving the health of the offenders at HMP Bure. During the year action has been taken to re-site a number of exercise machines into the main hall of the gymnasium, thus reducing the damage that was occurring due to condensation.

Apart from the regular gymnasium and exercise sessions in a well-equipped environment, they have developed, for those that are overweight and unfit, a 'Walking Club' (a quarter of a mile around the exercise area). There is also an 'Over 60's Club' where the offenders taking part can do anything from playing cards to indoor bowls on indoor mats. Provision of exercise for all abilities is a role which is continuing to be developed in other areas for those with disabilities. The "Toe by Toe" programme continues to be coordinated by the gymnasium staff with ongoing good results.

6.10 HEALTH AND SAFETY

The Health and Safety committee meets bi-monthly, and the Board attend as an observer.

The Prison's Health and Safety policy, and Fire policy are up and running and reviewed on a regular basis. However the Board understands that such policies will become regionalised shortly. Audits are constantly reviewed, and any training needs met.

6.11 INCENTIVES AND EARNED PRIVILEGES (IEP)

There are three categories of IEP status; Basic; Standard and Enhanced.

There have been a number of complaints [34 during this reporting year] from offenders regarding the working of the IEP scheme at HMP Bure. However on examination of those complaints the Board has found that in all cases looked at any reduction in the IEP status has been revisited within the working timeframe and offenders given every chance to lodge an appeal. These cases have all been carried out and revisited within the guidelines laid down in the **Prison Service Orders** [PSO's].

6.12 MAINTENANCE DEPARTMENT

The running of the Maintenance Department is the responsibility of the Estate Manager who supervises a team of carpenters, electricians and plumbers who are deployed to address the day to day maintenance defects that arise. The Board has

no concerns that any such defects are not dealt with in a timely way. Where there have been delays in remedying defects these have been found to be because of suppliers not being as quick in providing goods as would be hoped.

6.13 MANDATORY DRUG TESTING (MDT)

The Mandatory Drug Testing programme is well resourced and the use of illicit drugs does not pose a problem within the establishment. There has been some evidence of the misuse of prescribed drugs, see 6.7 Drug Strategy.

The KPT was less than 4% proving positive against an achieved figure of only 1.27% proving positive, which is an excellent result.

6.14 OFFENDER MANAGEMENT UNIT (OMU)

The aim of the Offender Management Unit is to work closely with key agencies and voluntary and community providers to deliver effective and purposeful sentences to encourage successful reintegration and resettlement into communities, within the Offender Management Model.

The “Drop in Centre” continues to be well used by offenders, figures show the number of contacts range from 550 to nearly 700 per month.

6.15 OBSERVATION, CLASSIFICATION & ALLOCATION (OCA)

Categorisation and allocation of prisoners is a critical task. Effectively assigning prisoners to the correct security category and allocating them to an appropriate prison helps to ensure that they do not escape or abscond or threaten the control of establishments. It also means that prisoners are not held in conditions of security higher than are necessary.

Categorisation, recategorisation and allocation are also vital to the sentence management of prisoners. The correct categorisation and allocation, balancing security issues and the needs of the prisoner, helps prisoners to use their sentences constructively, to tackle their offending behaviour and to prepare for release.

6.16 OFFENDER ASSESSMENT SYSTEM (OASys)

The use of OASys in sentence planning work is used to target appropriate interventions to change anti-social behaviour and thus reduce the risk of harm and re-offending.

Towards the end of the reporting period a number of OASys document reviews were outstanding, the majority of these were primarily attributable to external agencies. The situation is being addressed by the recently appointed Head of Offender Management.

6.17 OFFENDER COMPLAINTS

As a 'first port of call' many offenders are now using the 'Drop in Centre' which is in the Multifunction Building. This is open during association time and offenders are able to have their complaints and concerns dealt with 'face to face'.

The Board is pleased to note that the complaint system has been generally well used. However, some offenders have been reluctant to use the system, preferring to approach the Board in the first instance. Where this has happened the offenders have been instructed to go through the correct procedure as the IMB cannot look into any complaint until the prison have had a chance to deal with any problem, perceived or otherwise.

There does not seem to be any general reluctance by offenders in using the complaints procedure.

6.18 OFFENDERS PROPERTY

The Board received 31 applications concerning property during the reporting year and as we have found in previous years, in many instances the problems relate to other establishments, either on transfer or incidents that occurred before transfer.

6.19 PROBATION

Probation staff seconded to HMP Bure from Norfolk and Suffolk Probation Trust are split across two teams. The offender management team comprises of 3 Probations Officers and 1 Probation service Officer. They are involved in risk assessment and management of the offenders within Bure who are deemed to pose the highest risk. The team are involved with general supervision, completion of parole reports and attending the parole hearings of the offenders. They also provide information to probation staff within the community and equally gather information available from community staff.

The offending behaviour Programmes team has 8 probation officers seconded, they assess for programme suitability, facilitate on a range of programmes, treatment supervise the programmes held here and also complete the specialist assessments during and following the completion of programmes - the SARN

reports, the programmes staff are also responsible for arranging and chairing the post-programme reviews with offenders following group work.

6.20 PUBLIC PROTECTION

The offenders at HMP Bure are in the main subject to **Multi-Agency Public Protection Arrangements [MAPPA]**. Where appropriate offenders mail is monitored as well as screening of telephone conversations. This is to ensure that inappropriate contact is not made by offenders bearing in mind the nature of their offences.

6.21 SECURITY

The first duty of the Governor and staff is to run a secure establishment and ensure that there are no escapes or absconds by the offenders in their care. The second duty of the Governor and staff is to ensure public protection.

HMP Bure offenders in the main are subject to the MAPPA provisions. The Security Department is responsible for collating, disseminating and reporting on intelligence information received, which should ensure that the prison remains secure at all times, coupled with the ongoing maintenance of public protection. Regular monthly review meetings of representatives of all relevant teams ensure that knowledge gleaned from those sources is filtered through to the appropriate agencies.

The Security Department recognises the additional risks inherent within the population of this particular prison and continues to actively focus intelligence gathering priorities towards public protection, by targeting sex offender networking groups and association between identified individual higher risk offenders. As well as working with the Police Intelligence team, the Security Department contributes significantly to the work of the VISOR project.

The monthly total of SIR's [Security Intelligence Reports] has trended slightly lower this year, still across a wide number of categories, which reflects an awareness of security matters by uniformed and non-uniformed staff throughout the prison.

Following the admission of offenders from London prisons, the department identified the increased risk of the passing of substances and commodities into the prison and so stepped up preventative measures. However, the level of detected drug and alcohol use has fallen, although evidence remains of the circulation of illicit images and isolated mobile phone use.

A key temporary area of security risk has been the building of the new residential wing and associated access route, within the existing security boundary. All staff

were made aware and regularly reminded of the increased escape potential and asked to be vigilant in identifying strangers in higher risk areas of the premises. The monthly committee meetings reflect a tight and proactive management stance to existing and potential security risk areas.

6.22 SENIOR MANAGEMENT TEAM

The Senior Management Team comprises: -

Governor
Deputy Governor
Head of Corporate Services
Head of Reducing Reoffending
Estates Manager
Head of Finance
Acting Head of Residence (Safety)
Head of Security/Operations
Head of Offender Management
Cluster Head of Learning and Skills
Health and Safety Coordinator

The SMT has been subject to ongoing change during the reporting year due to a number of factors. Unfortunately, the Governor has recently been on long-term sick leave; the Deputy Governor has covered the role most effectively.

6.23 STAFF TRAINING AND HUMAN RESOURCES

Staff training remains ongoing for all grades and covers all aspects of the work carried out by all staff working within the prison. There were 5.43 days of training for staff achieved against a target of 6.30 days

Staff sickness for the year was targeted to ensure that the number of days lost to staff sickness did not exceed 9 per member of staff. The achieved figure was 7.61 days.

6.24 VISITS

Ormiston Trust has operated the Visits Centre since HMP Bure opened and is responsible for booking visits, meeting and greeting visitors and running the visitor centre. They currently employ one Part time Manager and 6 part time staff and have 3 volunteers.

Providing refreshments for visitors is still a cause for concern, due to the low number of visitors the Vending Machine Company did not consider it viable. At the time of writing only cold drinks and a few snacks are available. This continues to be monitored and new ideas are being considered in order to provide hot drinks and sandwiches to visitors who often travel considerable distances. Unfortunately, due to the remoteness of the Prison there are no facilities within a reasonable walking distance.

SECTION 7

THE WORK OF THE IMB

The Board consists of an Acting Chair and Board Development Officer. Currently there are four other members, two of whom are within their Probationary period.

A Board Meeting is held every month and in addition members visit the prison at least three times a week on a rota basis, with additional visits for a wide variety of committee meetings, on either a monthly; a bi-monthly; or quarterly programme.

7.1 RECRUITMENT & BOARD DEVELOPMENT

The Board is able to report that: -

- In Autumn 2012 the Board recommended to the Minister the appointment of four new members.
- One member completed their probation period in December 2012.
- The Annual Team Performance Review was conducted in February 2013, resulting in the picture of “a healthy board” with no further changes to be made in working practices.
- Two members attended the National Conference during the year
- Currently there are 6 Board members and a recruitment exercise is imminent.

7.2 BOARD STATISTICS 2012/13

Recommended Complement of Board Members	12
Number of Board members at the start of the reporting period	8
Number of Board members at the end of the reporting period	6
Number of new members joining within the reporting period	4
Number of members leaving within reporting period	6
Total number of Board meetings during the reporting period	12
Average number of attendances at Board Meetings during the reporting period	7.2
Number of attendances at meetings other than Board meetings	292
Total number of visits to the prison (including all meetings)	378
Total number of applications received	236
Total number of segregation reviews held	38
Total number of segregation reviews attended	34

7.3 APPLICATIONS

RECEIVED BY THE IMB ANNUALLY

Code	Subject	2009/10	2010/11	2011/12	2012/13
A	Accommodation	01	13	08	11
B	Adjudications	03	04	04	07
C	Diversity related	00	03	11	05
D	Education/employment/training	05	12	07	06
E	Family/visits	11	19	02	06
F	Food/kitchen related	09	12	11	02
G	Health related	13	23	21	23
H	Property	43	49	47	31
I	Sentence related	00	00	00	04
J	Staff/offender/detainee related	00	00	00	04
K	Transfers	08	10	10	06
L	Miscellaneous	42	61	57	46
	Bullying	05	24	18	12
	Canteen	00	15	14	03
	Correspondence	20	16	25	17
	Employment	12	08	15	23
	IEP	13	31	17	13
	Housing	03	12	10	01
	Immigration	02	01	03	00
	Legal	04	09	04	01
	Offender Money	00	18	05	07
	Other prisons	09	01	00	00
	Programmes	00	16	02	05
	Recategorisation	03	01	02	00
	Regime	02	10	03	03
	Smoking	00	00	00	00
	Telephones	07	12	04	00
	Total number of applications	215	380	300	236

AN EXPLANATION FOR SOME OF THE FIGURES

- The increase in the number of applications in respect of ‘staff/offender/detainee related’ is mainly due to 3 of the 4 applications being complementary of staff actions. These were passed to the appropriate Governor.
- The increase in the number of applications in respect of employment related issues is substantially due to the implementation of a retireds pay policy prior to its publication to offenders. This matter was addressed by the Governor and outstanding pay is in the process of being recalculated.
- Overall, it is pleasing to see that the total number of applications is reducing as more and more of the problems are being dealt with either through the Drop-In Centre or directly by the staff.

RECEIVED BY THE IMB MONTHLY FOR 2012/13

Month	No. of Applications
August	18
September	13
October	27
November	11
December	9
January	31
February	21
March	12
April	16
May	38
June	21
July	19
TOTAL	236

[An average of just under 20 applications per month]