



INDEPENDENT MONITORING BOARD

HMP FOREST BANK ANNUAL REPORT

DECEMBER 2009 – DECEMBER 2010

Chairman Mr B.M. Cave J.P

Vice Chairman Mrs E Howard

CONTENTS

1. Statutory role of the IMB
2. Description of the Prison
3. Executive Summary
4. Questions for the Minister
5. Areas that must be reported on
 - 5:1 Diversity
 - 5:2 Learning and Skills
 - 5:3 Healthcare
 - 5:4 Safer Custody
 - 5:5 Segregation. (Care and Separation)
 - 5:6 Kitchens/Food
6. Other areas of the prison with issues to report.
 - 6:1 Chaplaincy
 - 6:2 Communications
 - 6:3 Security
 - 6:4 Visits
8. Glossary

1. STATUTORY ROLE OF THE I.M.B

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 objective is to safeguard the prisoner's interests by monitoring and reporting to Ministers and to the community that they are held in a safe, secure, decent and healthy environment and that they are being prepared for release back into the community.

The Board is 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 concerns 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 right of access to every prisoner and every part of the prison and also to the prison's records.

2. DESCRIPTION OF THE PRISON

HMP Forest Bank is a purpose built category 'B' prison operated by Kalyx Ltd and is in its 11th Year of operation. It is a local prison serving courts in Manchester, Bolton, Oldham, Wigan, Bury and occasionally Merseyside. The establishment holds adult men both on remand or sentenced and young prisoners between the ages of 18-21 years who have been remanded.

Forest Bank is also used in overcrowding drafts for areas as far away as Birmingham but the majority of the population is from Bolton, Wigan and Manchester.

The operational capacity is set at 1424 with a CNA of 1064. There are 8 residential house-blocks and 16 wings.

Description of residential units

Wings **A-F** are the original prison; **G** and **H** are the new buildings:

Wing	Function
A1	Young adults
A2:	General
B1	General
B2:	General
C1	Workers/enhanced
C2:	Compact-based drug testing
D1	General
D2:	General
E1	Drug regime maintenance
E2:	General
F1	Drug regime maintenance/basic regime
F2:	General
G1	Integrated drug treatment system
G2:	Induction
H1	Integrated drug treatment system
H2:	Vulnerable prisoners

Forest Bank Healthcare department has a 20 bed in-patient facility, incorporating two 4 bed wards and a 2 bed observation suite. This is complemented by 24 hour nursing care. There is a Healthcare Manager supported by 2 clinical leads. The GP service is provided by Cimarron, a GP agency. A Care and Separation unit which accommodates up to 25 prisoners, an education centre with classrooms, library and computer suite, a Chapel, Gymnasium with a Sports Hall and an outside all weather Astro pitch, Industries comprising of separate workshops, reception, visits hall, administration and kitchens which were awarded a Gold star rating from Salford Council Health and Hygiene for the sixth year running.

3. EXECUTIVE SUMMARY

This report is a reflection of the workings of HMP Forest Bank, Salford, Manchester. It follows the careful monitoring of the establishment for the reporting period and acknowledges the excellent work done in the prison

The Board would like to place on record the excellent professional working relationship it enjoys with the Senior Management Team and Staff who are dedicated, caring and diligent in carrying out their respective rolls within the prison.

At the outset of this summary I place on record my personal thanks to the Board at Forest Bank for their support in my first year as Chairman. There is no doubt that their professionalism, diligence and patience along with their unstinting commitment in sometimes difficult circumstances has been instrumental in earning them the respect of the prisoners and staff.

This reporting period has seen one of the greatest times of financial uncertainty in this country culminating in a comprehensive spending review in all Government Departments not least the Ministry of Justice in October.

It affects the budget to prisons and the Board which has already had an impact on the establishment with the scheduled loss of 60 high quality prison places and if additional cuts are to be made, the efficiency of Forest Bank both in terms of re-offending programmes, core day, visits, officer numbers and maintenance may adversely affect prisoners thus causing a reduction in the ability of the prison system to reduce offending of which the board would have serious concerns.

Three prisons have currently been identified for closure. The most local is Lancaster Castle and Forest Bank will be taking some prisoners from that establishment. For resettlement to be effective, the necessary finance has to follow the prisoner.

Whilst budget cuts will be introduced in April 2011 at the establishment, the Board are pleased to note that there will be no alteration to the prisoner's core day and the Senior Management Team are to be congratulated for the amount of thought and effort which has gone into the planning over the past 6 months to maintain the regimes.

Financial Budget - The Independent Monitoring

I draw your attention to the fact that our operating budget has also been cut this year. We have tried to reduce the number of visits made to the establishment whilst balancing efficiency and effectiveness without affecting our monitoring role. e.g. Rota visits, Applications, Adjudication Monitoring and attending meetings within the establishment to monitor areas of special responsibility. Forest Bank has continued to build upon its established community links. The prison has extensive partnership arrangements in place via the mechanism of Community Safety Partnerships in the main boroughs that the prison serves. These arrangements are mature and continue to deliver comprehensive Integrated Offender Management between the prison and the community. The prison has ambitious plans to extend its community reach during the course of the coming year in line with the principles of the Green Paper. All members are volunteers, the

only recompense being travelling and subsistence allowance. At Forest Bank the cost of operating the Board is £12.29 per member per week. With the increased cost of motoring many are subsidising the Ministry of Justice in order that the monitoring process is maintained to a high standard and the Board feel strongly that they are paying for the privilege of attending the prison.

It is with deep regret that the Board has to report the death of four prisoners during the reporting period. Two died in hospital and two at the prison apparently from natural causes. We are still awaiting the results of inquests.

Each death is investigated by the Ombudsman and the findings published. In each case the board can report that all staff involved have acted in a caring and professional manner with every courtesy extended to the next of kin. The Board is informed of all deaths in custody and monitor the investigations.

Last year we noted that the new Director of Offender Management Caroline Marsh had been appointed. And I am pleased to report that we had a meeting in May from which feedback was received and we look forward to being included in future meetings.

HMIP visited the establishment in July. The Board were fully briefed and one member was interviewed. The Board received an invitation to attend the final de-briefs. A copy of the draft report was received to which the Board responded to this with a number of comments on its content. One area of concern in the report was the comments regarding incidents of alleged "Sheeting". The Board are only aware of one incident over the reporting period and this was dealt with by the staff.

Overall, the report identified a number of good practices but gave prominence to this one incident on the front page of the report. Some areas were identified as requiring improvement; the majority of those have already been addressed.

The Board have to report that there was an assisted escape from custody. This occurred during the escort of a prisoner being transferred by ambulance to hospital. The prisoner was recaptured.

The Board repeat their concerns regarding detainees in custody raised in last year's report. Forest Bank has currently 18 prisoners who have served their sentence, awaiting deportation. This appears to be a breach of their human rights. We would urge the Minister to review the policy and procedures in relation to these prisoners and to take further action.

A large number of category D prisoners are awaiting a move to a category D establishment. The Board accept that this is a nationwide problem but would ask the Minister not to forget this sizable portion of the prison population. Similarly, we would draw your attention to the number of Indeterminate Sentence for Public Protection. Prisoners who are in establishments which do not offer the necessary accredited programmes required by the Parole Board to allow them to move on with their sentence planning.

We urge the Minister to consider an early review of this form of sentencing and to take steps to remedy this impossible situation.

P-Nomis

The Board would appreciate a definitive answer regarding the installation of the P-Nomis system in the private sector. The Board receive numerous complaints regarding transfer of information and money for prisoners arriving at Forest Bank from public sector prisons. In particular, whilst the prison can and does make loans to enable prisoners to purchase a canteen, the lack of a compatible system disadvantages those prisoner's and makes them vulnerable to debt.

The Board would again highlight the problems in relation to prisoner's property. We are very pleased to report that the property storage facility at Forest Bank has been updated and the new area is working very well.

We would complement the Operations Manager and Reception staff for their work.

Most problems relating to property emanate from transfers in and out of the establishment. The system is continually monitored and further improvements are expected.

Last year the Board noted the lack of a PNC facility at the prison and are pleased to report that a terminal has now been installed and is working well.

As reported last year, the establishment underwent a large building programme. This work was completed on time and within budget. The two new wings are now fully operational. It provides for vulnerable prisoners and in addition excellent first night accommodation where new prisoners can be monitored and assessed.

The new Visits reception area opened earlier in the year. It is a bright modern inviting environment which allows a controlled and steady flow of visitors to the visits hall whilst utilising modern technology to ensure the security of the prison.

The prison prides itself on the number of events and prisoner partner involvement throughout the year. Members of the Board have attended most of these functions and fully endorse the good work which comes from them.

The Board also draw attention to the work of the Deputy Director and the Industries Manager who continually search for contracts with external agencies to provide purposeful activity in the workshops. A number of new contracts have been signed throughout the year and negotiations are continuing in search of more and varied work. This is of course pivotal in maintaining purposeful activity.

The Security report statistics indicate that there is no reduction in attempts to smuggle large amounts of drugs and mobile phones into the establishment. The report speaks for itself but the Board would support the installation of mobile phone blocking devices as a way of reducing the operations set up by prisoners using mobile phones.

In relation to maintenance of the fabric of the establishment, clearly last year saw the maintenance department putting considerable resources into the new build. This year, work has resumed on the older part of the prison and is continuing at a pace.

The department is well within its targets and the Board are very pleased to note that when any issues are identified they are resolved quickly and in a satisfactory manner.

During the course of the year a full IDTS service has been commissioned by the PCT using Sodexo staff. Additional nursing staff has been recruited and the excellent work of the service was recognised by H.M Inspectorate.

Community engagement has gone from strength to strength. The prison has strong connections with the community from which its population is derived.

During the course of the year Board members have attended the following meetings: Security, Health and Safety, Diversity, REAT, SMARG, Prisoner Consultative Meetings, Education, Safer Custody and Violence Reduction, Healthcare, Communications, Chaplaincy and New Reception/Inductions. Care and Separation Reviews.

In addition a Board member has attended three Initial Training Courses for new officers where they gave a talk on the work of the Board.

The Board would also like to bring to the attention of all the excellent working relationship we enjoy with the Controller and his team. Our tasks do sometimes overlap and all Board members appreciate the willingness with which we are assisted by the Controller's office. They are always available to answer questions and they give us a valuable insight into the contracted side of the prison.

The Director and Senior Management Team operate an "open door policy" and always make available time to address any concerns from individual members.

4. QUESTIONS FOR THE MINISTER

4:1 Will the Minister assure the Board that adequate finance will be available to allow the establishment to maintain its high standards in relation to time out of cell and purposeful activity?

4:2 The Board requests the Minister to look carefully at the operating budget of the I.M.B in prisons and ask if he considers that £12.29 per member in Forest Bank is adequate to maintain the very high standard of Monitoring he requires. Chapter 3 pg 6.

4:3 We ask what plans the Minister has in relation to foreign national prisoners who have completed their sentence and are in the establishment awaiting deportation. The same question applies to prisoners on I.P.P who are awaiting a transfer to enable them to participate in accredited programmes. Chapter 3 pg 6.

4:4 The Board seek a decision regarding P-Nomis and whether the installation is to go ahead at Forest Bank. Chapter 3 pg 7.

4:5 The Board wishes to ask the Minister for his comments on the installation of mobile telephone jammers in the prison and to clarify whether it is a question of cost or efficiency of the units.

4:6 Missing property is top of the list for prisoners complaints, will the Minister accept that there is a need for a review of the rules regarding the quantity of items issued and the amount of stored property allowed at any one time?.

5. AREAS THAT MUST BE REPORTED ON

5:1 EQUALITY & DIVERSITY

The frequency of meetings of the Equality and Inclusion Action Team (EIAT) has increased. Monthly meetings give the group a better opportunity to monitor progress. A Senior Manager and a Lead Worker have continued to lead an enthusiastic and efficient team.

A recent visit by a HMCIP commented on both the enthusiasm of the E&I Lead and the progress made on all seven of the protective characteristics of diversity. It was noted that all staff in the prison will have received E&I training within 2 years. In addition Sodexo, the parent company, are running a training programme, called 'Spirit of Inclusion' adding further depth to the training of staff.

At the end of October 2010 the statistics for the Foreign National Population (FNP) was;

Total FNP - 66

Total IS91 - 2

Sole IS91 - 4

A member of Dallas Court Team (UK Customs & Border Control) makes weekly visits to the Prison to help resolve FNP problems and hold surgeries on a monthly basis with the Criminal Casework Directorate.

A total of 95 Racial Incident Forms (RIFs) have been received this year, the IMB routine checks confirm that the issues have been dealt with thoroughly and appropriately. Prisoners withdrew a significant number of complaints when the investigation process started, admitting it was not a racial issue. Further awareness of E&I issues have been achieved through the dedicated section in the newsletter where E&I successes are shared. E&I statement signage has been provided throughout the prison.

In May 2010 Forest Bank was the venue for the Kalyx Equality and Inclusion Conference, staff and prisoner wing representatives worked hard to ensure the success. The welcome was given by

Managing Director Phil Andrew and the introduction to the conference was provided by Janine McDowell Kalyx Deputy Managing Director and Executive Lead for E&I.

Speakers outlined the progress and future of equality, diversity and inclusion. There was a launch of a companywide mediation scheme which now forms a mechanism for dealing with staff difficulties. Contributions were made by staff from Forest Bank who has already completed training.

The Master Classes at the conference included:

- Tackling disabling barriers
- Importance of Religion and Faith in Custody
- Gay and Lesbian Foundation
- Gender Equality
- Making a difference for older prisoners
- Racism
- Gender Reassignment

Sexual orientation has been addressed through the support group for gay prisoners (GRASP). This group meets twice a month and is supported by the local Lesbian and Gay foundation. A reliable process is now used in reception to record the disabilities of prisoners providing data for various departments and discussion forums, which leads to a more appropriate treatment of prisoners according to their needs. A 'Celebration of World Mental Health Day' focussed on this particular area of disability.

Forest Bank has again promoted Equality throughout the year by celebrating a number of events:

- World Mental Health Day
- World Faith Day
- Black History Day

5:2 EDUCATION PROVISION AT FOREST BANK

Ofsted Inspection:

The Department was visited by Ofsted in July this year. The education department had been given only a few days notice and the inspection lasted for 3 days. The reporting system does not award a grade for an inspection of a prison however, their overall comments were judged as quite positive and staff in the department are relatively pleased with the overall findings.

Particular praise was given for areas such as:

- The personal/social educational courses
- The range of educational provision provided
- The number of roll on roll off courses available

Some areas were identified for possible improvement:

- Expanding and increasing the provision of education in industries
- Expanding the “Storybook Dad” scheme
- Providing more detailed learning action plans

Recent Initiatives in Education Provision:

Black History Month – this was held in the Chapel, there were special displays, drama, productions, poetry readings and a photographic display.

Creative Writing Course – this has been particularly successful and the output of prisoner’s writing is regularly published. There is also a booklet produced of “Prisoners Poems”. It is felt that these publications are more relevant to prisoners than the publication of a Prison Newspaper similar to that produced by the prisoners of Lancaster Castle Prison.

Story Book Dad – prisoners are given support in providing a C.D to be sent home on which is a recording of them reading a story for their children.

Mental Health Awareness Course - this is funded by SENA.

Partnerships with Bolton University – part of this partnership involves teacher placements in the prison. Bolton University offer a “Foundation Degree for Providers of Offenders Services” for people working within the sector of Criminal Justice. The course was developed with input from Forest Bank staff. There is currently 28 Forest Bank staff studying for this award, which lasts 3 years.

“New Life” Programmes was initiated in 2010. This six week course encourages prisoners to learn about key aspects of life improvement. Areas of study include: steroid abuse, alcohol abuse, healthy eating and mental health. All departments of the prison are involved in providing teachers for these courses. There is also an input from the coaching staff at Manchester United, not surprisingly this section of the course is particular popular. A passport of achievement and certificates are presented to those who successfully complete the course.

Specific Direct Referrals

Within 48 hours of a new prisoner arriving at the prison they will be assessed. Any disabilities, physical, mental or educational will be highlighted and where necessary an individual programme organised for the prisoner. The prison is very fortunate to have a highly qualified member of staff working in this area, who is currently undertaking a Post Graduate Degree in diagnostic assessment.

All prisoners who have specific learning difficulties will, when they leave the prison do so with an educational action plan and contact details with their local College to continue their learning programme.

On-going Provision

Toe by Toe – this vital provision goes from strength to strength, with at least one mentor located on every wing.

Timpsons – the contract with the shoe company remains strong and the educational provision helps provide a real opportunity for prisoners to obtain employment when they leave the prison.

Evening Classes – the evening classes in creative writing and guitar playing are well attended and operate on a roll on roll off basis.

Gymnasium provision – On collating this information the Senior Officer in the Gym, explained the following courses which are provided for prisoners:

- NVQ Level 1 – Sports Recreational Course in allied occupations, this course lasts for 12 weeks and can accommodate 12 students.
- CYQ (Central YMCA qualifications) levels 1 & 2. The level 1 course is to qualify as an assistant fitness instructor and, the course duration runs for 12 weeks. The level 2 course is to qualify as a full fitness instructor, this is an intense 6 month course and students who qualify can be employed as a gym instructor.

Facilities available on new houseblocks:

Prisoners who are on H2 (offence related / vulnerable prisoners) receive education on the wing, these prisoners have their own timetable that covers a variety of lessons in social studies, art, drama, maths, English and other issue based subjects. G&H wing also has its own books, gymnasium and dedicated teaching staff.

A detoxification programme lasting 28 days is held on houseblock G2, when this has been completed prisoners are entitled to enrol on other courses.

Awards

A Co-operative Bank European Award for rehabilitating offenders and reducing re-offending has been awarded to the Education provision at the prison. It has been recognised as the best scheme of this type in Europe.

The board are grateful to all the education staff at the prison for taking the time to speak to members over the year and their openness in providing information. It is the opinion of the board that the Education Department is strength of Forest Bank, and prisoners are fortunate to have such a well qualified, dedicated team.

5:3 HEALTHCARE

Healthcare unit staffing levels are as follows;

- Healthcare Manager
- Primary Care Manager
- 13 RGNs
- 4 HCAs
- 1 Dental Nurse
- 5 RMN
- 2 HCAs
- 1 Senior Administrator
- 4 Administrators

IDTS

- IDTS Lead
- 2 IDTS Administrators
- 10 RMNs
- 4 HCAs

As part of Primary Care which involves Boots Alliance, GMW, Inreach Team and Cimarron Ltd. There is only one vacancy and this is on hold pending a review of the department.

The Board is pleased to report that there is no waiting time to see the Doctor and the Dentist is able to deal with most emergencies the same day. The waiting time has been reduced to three weeks.

The IMB note that the number of prisoners receiving methadone increased from 40 to 200 in six months since the introduction of IDTS putting additional strain on the available services. The new extension has its own Doctor, Detox wing and Pharmacy, which deals with drug issues when prisoners arrive at the prison carefully monitoring their drugs use and dealing with it appropriately.

The new IT system has also been set up which links directly to the NHS system so information can be shared, this is situated in the new building along with the IDTS wing and makes it easier to control and administer methadone treatment times.

The following facilities have been made available; new cardio suite, and new exercise areas.

MDT

MDT is still a major issue and the highest item on the risk register, this is proving difficult due to the drug Subutex which is used as a medication in the community. The establishment is working closely with Bolton Drug and Alcohol Team. Bolton being a main access route for Subutex.

The middle half of the year saw a decrease in the number of initial sentence prisoners taking a Detox. This affected the overall Detox KPT and has been discussed with the Controller. The decrease is owing to the fact that prisoners may opt for Methadone maintenance over IDTS.

CARATS KPT:

	Dec 09	Jan 10	Feb 10	Mar 10	New performance year	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10
Monthly Actual-Assessments	80	87	88	112		81	77	87	144	126	117	101	
YTD	767	854	941	1053		81	158	245	389	515	632	733	
Monthly Target	750	834	918	1000		104	208	312	416	520	624	728	832
Annual Target	1000	1000	1000	1000		1250	1250	1250	1250	1250	1250	1250	1250
Monthly Actual-Groupwork	69	33	54	46		130	112	105	20	0	103	118	
YTD	251	284	338	384		130	242	347	367	367	470	588	
Monthly Target	206	229	252	275		28	55	83	110	138	165	193	220
Annual Target	275	275	275	275		330	330	330	330	330	330	330	330

DETOX:

	Dec 09	Jan 10	Feb 10	Mar 10	New performance year	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10
Monthly Actual	63	65	66	74		75	69	71	104	65	81	85	
YTD	538	603	669	743		75	144	215	319	384	465	550	
Monthly Target	600	667	734	800		58	117	175	233	291	350	408	466
Annual Target	800	800	800	800		700	700	700	700	700	700	700	700

V/Tests	Dec 09 data	Jan 10 data	Feb 10 data	Mar 10 data		Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10
CBDT Compacts						1450	1084	1021	1000	1006	1010	1006	
Not compact testing	No data	No data	No data	No data		300	447	323	349	341	367	365	

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OFFENDING BEHAVIOUR

	Dec 09	Jan 10	Feb 10	Mar 10	New performance year	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	
Drug Rehabilitation (STARTERS)-120	12	12	12	0		12	12	12	12	12	12	12	0	
Drug Rehabilitation (COMPLETIONS)-78	0	11	8	9		12	8	0	12	11	9	9	11	
PASRO (STARTERS)-48	0	0	0	0		12	12	0	0	0	0	0	0	
PASRO (COMPLETIONS)-31	12	0	0	0		0	9	9	0	0	0	0	0	
ARV (STARTERS)-20	0	10	0	0		0	0	0	10	0	0	0	10	
ARV (COMPLETIONS)-13	0	0	0	8		0	0	0	0	0	0	6	0	
COVAID (STARTERS)-20	N/A	N/A	N/A	N/A		0	10	12	12	10	10	12	0	
COVAID (COMPLETIONS)-13	N/A	N/A	N/A	N/A		0	10	11	11	11	11	8	10	

5:4 SAFER CUSTODY

The Health Screen for prisoners at risk of self-harm/bullying are all in place and during the reporting period all Risk Assessments are being completed within the 2 hour time limit. There have been no failures.

Suicide Awareness training for officers has been running since July 2010 along with other training programmes. 84 officers to date have completed the course.

Samaritans visit the prison weekly and liaise with prison Listeners to offer support and advice.

Good family links are encouraged within the prison there are a number of events held in the prison to maintain family links such as Prisoner Partner meals and Family days.

5:5 CARE AND SEPARATION REPORT 2009 – 2010

Care and Separation comprises of 24 cells including 2 Special Cells, 2 Holding Cells and a meeting room for Adjudications and CSU reviews.

Adjudication figures of 2432 for 2009 compares with a figure of 2676 for 2008 which has seen a reduction of 200 plus and is on target to further reduce by the end of 2010. This is in spite of a 264 place extension of G&H wings which opened in November 2009 raising the Operational Capacity to 1424 but will fall back due to a 60 place reduction in 2011 however this is expected to increase again as a result of the announcement that three prisons are to close.

Adjudications by charge still remain Rule 51. Paragraph *12 and *9 being the leaders.

* 12 – has in possession / any authorised article

* 9 – Is found with any substance in his urine which demonstrates that a controlled drug has been administered to himself or another person

Although Rule 51 paragraph 12 & 9 accounts for the highest number of adjudications the drug programme is well managed. Detox remains a concern but we would add that the implementation of IDTS has significantly impacted on the number of prisoners entering the Detox programme rather than choosing to go on a maintaining programme.

Rule 51 Paragraph 20 & 22 follows next (Threatening and Disobeying order)

Rule 51 Paragraph 22 has been reviewed and now includes Referral to Tier 2

The figures increased when prisoners were transferred into the establishment from the Midlands on overcrowding drafts and refused to leave CSU. The number of prisoners refusing to leave G1 after completing a DETOX program has also become a problem. This is to be discussed at a different forum as it appears prisoners are becoming too comfortable.

The number of prisoners refusing to leave CSU after adjudication is steadily on the increase. In an attempt to stop this spiralling out of control and becoming overcrowded some adjudications are now conducted on the wing. Board members have attended adjudication hearings both in CSU and on the wing and can report that all adjudicators treat prisoners with respect and are carried out fairly and with consistency.

All relevant paperwork is issued to the prisoner before the hearing (Charge sheet, notice of report etc) in line with statutory legislation with sufficient time for the prisoner to prepare a reply.

The adjudicator explains clearly to the prisoner the format of proceedings, explaining the right to challenge any inaccuracy and produce supporting evidence. The prisoner is able to present any mitigating circumstances for the adjudicators consideration before a decision is reached. An independent assessment of the adjudication procedure and Adjudicator performance is recorded and forwarded to the CSU Manager.

During the first six months to June 2010 four out of 38 adjudications were up-held on appeal. This was due to lack of evidence, administrative errors and procedural flaws on the F256 record of hearing. Simple things like not ticking boxes, omitting to register date/time etc, this proves the appeal process works.

The month of November out of a total of 205 five were dismissed

The month of December out of a total of 233 thirteen were dismissed

Outcome of Charges	November	December
Dealt with	64	77
Adjourned	118	159
Tier 2	9	9
Released/ NPW	9	5
Dismissed	5	13
Total	205	233
Dealt with	31%	33%
Dealt with	57.50%	55.40%
Adjourned	4.40%	3.90%
Tier 2	4.40%	2.20%
Released/ NPW	2.40%	5.50%
Total	100%	100%

Adjudicators have been given advice/guidance on procedural issues in completing the necessary paperwork to eliminate errors. Particularly boxes 16, 17, 18 on the Form 256 which was highlighted during the audit but had been discovered before the auditor raised it. The audit went well with emphasis placed on good practice at F/B. One Prisoner had three adjudications overturned because the safety screen had not been submitted with the documentation. It wasn't that the safety screen hadn't been completed, staff just failed to attach it. Staffing issues were blamed for the error at the time but this has now been resolved.

Clarification was sought by one adjudicator regarding placing prisoners on report for refusing to go to work. This posed a problem of determining who is medically qualified to authorise whether a prisoner is too ill to go to work. The protocol for verifying a prisoner fitness to attend work seems to have been effectively dealt with by a nurse going on to the wing 08.30am each weekday morning to see those prisoners reporting to be too sick to attend work. The nurse carries out an assessment and verifies whether the prisoner is fit to attend work.

The IMB place on record their concerns regarding staff having to deal with a prisoner on dirty protest. In particular one prisoner whom staff are having to deal with on a daily basis in the CSU. Whilst all Health & Safety Protocols / personal protective equipment is provided for staff it still raises the issue of the spread of infection to others who enter the CSU. One prisoner alone accounted for most of the need for PPE in CSU, 100 in November and 93 in December.

Health and Safety for staff and others must be paramount. A deterrent and punishment in dealing with prisoners who resort to such behaviour, endangering the Health and safety of others must be in place. The board can report that there has been no requirement for the use of the special cell during this reporting period, the facility was last used in July 2009.

On average assaults are down across the board although threatening behaviour was on the increase towards the end of the year. Forest Bank now have a Violence Reduction Manager in place who investigates all assaults within the prison, however a number of cases are still outstanding awaiting Police investigation. A meeting was arranged between the establishment's Operations Manager and Swinton Police in an attempt to speed up the process. The IMB can

confirm this has now been resolved and investigations are back on track. Relationships with the Police are changing and Referrals being dealt with appropriately.

A formal thank you was recorded to the Independent Adjudicator District Judge Baker who left in the summer she served as District Judge at HMP Forest Bank for the past 2 years and is superseded by Judge Bouch.

The format and reporting of Care and Separation meeting (ROCSUM) changed in July after HMIP Prison visit in the same month and will be known as Segregation Monitoring and Review Group meeting (SMARG). This is due to the PSO mandatory requirement. The (ROCSUM) did not fully comply with the PSO 1700 and dealt solely with Adjudications. The changes therefore mean that some of the data is not available for the whole of the reporting period.

In November 2010 Forest Bank received 18 prisoners transferred from HMP Moorlands, Doncaster due to disturbances there. The IMB report that the transfer went well and that there were no major issues emanating from prisoners on reception, the property of most prisoners arrived with them and the allocation went smoothly.

Use of force in December recorded 5 but three out of the five were used before the prisoners arrived in C/S

DATA ANALYSIS

ADJUDICATION REPORT STATISTICS 2009 – 2010

ADJUDICATIONS 2009/10	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010
	223	198	193	206	202	171	200	244	201	216	201	203	226

COMPARISONS 2009/10

Adjudication Quarterly Report

Total Adjudications 2009	2432
Projected total for 2010	2461

JAN – MARCH 20

Total Adjudications First quarter 2009	621
Total Adjudications First quarter 2010	537

APRIL – JUNE 2010

Total Adjudications Second quarter 2009	619
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JULY – SEPTEMBER 2010

Total Adjudications Third quarter 2010	633
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October – December

Total Adjudications Fourth quarter 2010	636
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Security and Operations

Reportable Incidents	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010
All	75	62	106	67	62	94	101	85	73	93	57	84	76
Assaults on Staff	2	2	1	1	0	4	0	0	1	4	2	1	0
Assaults and Fights	24	15	23	22	12	21	16	23	14	24	18	17	12
Use of Force	25	11	13	18	8	13	16	25	16	21	21	15	19
Drug/implement Finds	27	17	21	13	15	23	32	19	15	22	12	18	23
Self Harm	8	11	24	16	16	23	29	21	25	23	14	34	16

Population

	<u>Average Population</u>	<u>Detainees</u>	<u>Rx</u>	<u>Tri</u>	<u>Sec</u>	<u>JR</u>	<u>Sent</u>	<u>LR</u>	<u>0-12 mths</u>	<u>1-4 yrs</u>	<u>4-10 yrs</u>	<u>10+ yrs</u>	<u>IPP</u>	<u>Life</u>
Dec 09	1181	15	55	222	22	134	605	159	180	396	178	19	21	6
Jan 10	1239	9	54	182	31	118	692	178	210	444	182	23	34	6
Feb 10	1319	11	66	161	23	120	809	176	242	382	200	21	33	7
Mar 10	1371	13	49	197	41	114	896	185	304	508	207	19	32	8
Apr 10	1374	26	72	176	33	124	736	174	167	460	198	18	34	8
May 10	1350	19	66	171	32	119	728	180	162	464	215	19	37	12
Jun 10	1349	15	50	162	29	120	760	171	187	454	230	16	29	8
Jul 10	1370	15	68	144	31	118	767	179	194	448	234	19	27	12
Aug 10	1340	17	42	180	27	130	717	173	158	438	237	17	21	12
Sep 10	1318	16	52	170	22	138	746	175	169	459	235	20	23	12
Oct 10	1356	18	57	178	25	114	763	177	172	459	236	24	25	14
Nov 10	1374	16	47	192	28	144	679	178	178	441	238	23	24	12
Dec 10	1341	18	47	188	23	137	671	169	132	418	237	22	24	9

SMARG DATA

<u>Initial Segregation Health Screen</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total/Average</u>
Total Number	40	43	37	120
Outside 2 hr. Limit	0	0	0	0
<u>REVIEW BOARDS</u>				
Number held outside specific Time Limit	0	0	0	0
<u>CSU</u>				
Number of prisoners in CSU on Average per week	13	15	15	14
GOOD	22	21	24	67
Cellular Confinement	4	12	7	23
Rule 45 O.R.	1	0	0	1
% Age BME in Segregation	2.5	12.5	15	10
% Age BME in Forest Bank	18	18	18	18
Use of Force Occasions	1	1	1	3
PPE Used	70	70	70	210
Number of Prisoners with Registered Disabilities	0	0	0	0
Religion of Prisoner				
RC				
CE		No	Information	Available
Muslim				
Other				
Prisoners held in Segregation over 3 months	0	1	1	2
Prisoners transferred in from another Segregation	0	0	0	0
Prisoners held in Special Accommodation	0	0	0	0
Prisoners held in Mechanical Restraints	0	0	0	0
Prisoners held in Segregation on Open ACCT	0	0	1	1
Prisoners removed from Segregation because the Risk of Suicide is to great	0	0	2	2
Prisoners Failing Initial Segregation Health Screen	0	0	0	0
<u>STAFF</u>				
Trained in :-				
E & I	13	13	13	13
C & R	14	14	14	14
Suicide Awareness	14	14	14	14
% age BME compared to Prison Staff total	0	0	0	0

<u>Initial Segregation Health Screen</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total/ Average</u>
Total Number	21	79	69	
Outside 2 hr. Limit	0	0	0	

<u>REVIEW BOARDS</u>				
Number held outside specific Time Limit	0	0	0	
<u>CSU</u>				
Number of prisoners in CSU on Average per week	11	13	12	
GOOD	6	7	7	
Cellular Confinement	4	5	2	
Rule 45 O.R.	1	1	3	
% Age BME in Segregation	33		30	
% Age BME in Forest Bank				
Use of Force Occasions	0	0	5	
PPE Used	0	100	93	
Number of Prisoners with Registered Disabilities	0	0	0	
Religion of Prisoner				
RC		23	8	
CE		29	11	
Muslim	4	0	1	
Other	1	26/NR	20	
Prisoners held in Segregation over 3 months	0	0	0	
Prisoners transferred in from another Segregation	0	0	0	
Prisoners held in Special Accommodation	0	0	0	
Prisoners held in Mechanical Restraints	0	0	0	
Prisoners held in Segregation on Open ACCT	2	4	4	
Prisoners removed from Segregation because the Risk of Suicide is to great	1	0	0	
Prisoners Failing Initial Segregation Health Screen	0	0	0	
<u>STAFF</u>				
Trained in :-				
E & I	14	14	14	
C & R	14	14	14	
Suicide Awareness	14	14	14	
% age BME compared to Prison Staff total	0	0	0	

5:6 KITCHENS

The kitchens are headed by a Catering Manager, 6 PCOs plus 16 prisoners per shift. Breakfast is served on the wings at 0700 hours and is a continental breakfast Monday to Friday, Saturday and Sunday a cooked breakfast is served. A light lunch (hot or cold) is provided at 12.00 hours and an evening meal at 17.00 hours. Salads are always an option and religious and dietary needs are also catered for. Prisoners have the opportunity to dine in their cell or association area.

The menu is changed every 3 months and prisoners are consulted as to the type of food they prefer. Every prisoner is given a copy of the menu at the beginning of the week and chooses from it. They are also provided with a packet of biscuits for supper. The kitchen provides in excess of 4500 meals per day, the IMB monitor the quality of the food. Salford Council has awarded Forest Bank kitchen a 5 Star certificate for food and hygiene for the 6th year running. The kitchen is generally well equipped and well maintained.

6. OTHER AREAS TO BE REPORTED ON

6:1 CHAPLAINCY

HMP Forest Bank Chaplaincy has a multi-faith team administered by the Manager Father Robert Lasia. There are 3 full time team members being ordained ministers from Church of England, Roman Catholic and Methodist Church.

In addition the establishment provide reduced hour support from other ministers:

- 2 sessions from the Church of England 10 hours each per week
- 1 Roman Catholic 30 hours per week
- 1 Imam 20 hours per week

With additional support from Hindu/Sikh and Buddhists Ministers, the Chaplaincy is also able to call upon the support from the Jewish Rabbi, Jehovah's Witness and Mormon ministers and has arranged for a Pagan minister when required. Arrangements can be made for a resident's home minister to visit if practicable.

Several volunteers assist with services and religious support groups and counselling services are co-ordinated and recruited from the Salford College. The Samaritans come into the Prison weekly and assist in the running of the Listeners' scheme and de-briefs for listeners.

The pastoral efforts of the Chaplaincy are well supported by the CE Bishop, Bishop Chris Edmondson and the RC Bishop of Salford, Bishop Terrence Brain both who are regular visitors to the prison.

Candidates for confirmation are prepared by the CE Chaplaincy of the Prison and a confirmation service is held annually by the Bishop of Bolton and at the last ceremony a baptism was celebrated. Other faith religious activities are regularly held and observed through the auspices of the Imam, Buddhist and Sikh ministers and other groups.

On first reception into the prison a resident is given the opportunity of seeing a member of the team and is given a reception leaflet detailing the facilities and help available, it is the same for residents of no faith, the chaplaincy is there for all and ministers have a daily input slot into the induction programmes for new arrivals.

In partnership with outside "Community Chaplaincy" a registered charity, visits are arranged as required to the families of residents to assist in giving confidential support, help and advice, help and assistance to those being released. The "Reflex" and "Sycamore" schemes are designed to

assist offenders in victim awareness, the impact of crimes and to reflect upon social and personal responsibility. Creative activity includes music production, writing, drama and study groups.

6:2 COMMUNICATING BETWEEN FOREST BANK AND INDEPENDENT MONITORING BOARD

HMP Forest Bank Independent Monitoring Board and Forest Bank Prison Management are extremely successful in communications between each other. The many issues that involve each other working together are helped considerably by the excellent relationship developed over several years by Senior Board members.

Regular attendance at Board meetings by the Director or Deputy Director means that a very comprehensive, honest and clear reporting is given to the Board, with an agreement to accept questions, a full and frank exchange of information takes place. In return, the Prison Management Team is kept well informed about information given to the IMB whilst on rota and application visits. A Director's log book is held in the IMB office to report any issue from rota visits that require the Director's attention. This is handed to the Director for his response.

The Senior Prison Management "open door" policy greatly assists the work of the IMB in enabling members to ensure they can get answers to issues in a very short space of time, without waiting for answers to emails or telephone conversations.

Much of the credit for an efficient system of communicating information across the two areas through to all Board Members must go to the Senior Management built up over some years by the Chairman and Vice Chairman who have fostered such good working relationships with Senior Prison Management.

In 2010 two members of the Board attended a two day conference which dealt mainly with Communications. It was obvious from some of the issues raised at the Conference that Forest Bank has a good record in the fielding of information and communicating between IMB and Prison management. One issue which was discussed at some length was the relationship between these two areas; it was good to be able to give some "best practice" advice and support to other Boards. It is hoped in 2011 to hold an IMB National Conference at Forest Bank which will be a day workshop on communications. It will be good to welcome other Boards to Forest Bank and show them what the Prison has to offer.

6:3 SECURITY

As detailed in last year's report security meetings have continued to be held on the 2nd Wednesday of each month. At the meetings, all aspects of security both within the confines of the prison and the surrounding area are discussed, intelligence is disseminated and current trends examined. Each meeting is chaired by the Deputy Director or the Head of Security and the meeting is made up of representatives from Security, Catering, Wing Governors, Controller, Police, Health and Safety, Safer Custody, Healthcare, G.S.L, Maintenance and the I.M.B. The security department set objectives.

This year it is to Prevent Escapes and Suicides, Reduce Assaults, Fights and the availability of Drugs and Mobile Phones in the prison. In addition, as circumstances change during the year, additional objectives are set to meet new challenges. Each meeting works to an agenda, a full set of statistics and a detailed intelligence assessment which is discussed in detail. Much work has been completed to ensure that the content of these meetings is relevant and that the information is up to date.

With the opening of the new wings and the increase in prisoner numbers it has placed additional pressure on the department.

Drugs

This area of responsibility for the security department continues to be a constant pressure for both prison staff in general and the security staff in particular to combat the problem of drugs being smuggled into the prison. Prisoners are constantly trying to find new ways to obtain contraband and the Security Department work very hard to assess trends, available intelligence and to close down avenues as they become known.

As in the previous year the Board have been impressed by the dedication of the Security Manager and his staff in combating the ever changing scenarios on which the security of the prison depends. Due to the location of the prison, (being set in a country park), approaches to the outside wall are common. This year, cameras of a better quality have been installed and are monitored by control room staff. External patrols continue to be deployed on a regular basis in an attempt to thwart this practice.

The breakdown of drug interceptions from January to December 2010 is as follows:

▪ Cannabis:	6,086g
▪ Heroin:	314g
▪ Cocaine:	8.5g
▪ Amphetamines:	3.4g
▪ Steroids:	1,083g
▪ Subutex:	135g

The total prison value of the items seized is £406,240

Mobile Phones

As with drugs, mobile phones are a valuable commodity in prison with a cheap £20 model fetching up to £500. The establishment continues to target mobile phones, chargers and Sim cards. The introduction of the BOSS chair in Reception has proved effective and there have been a considerable investment in training on searching methods. This year the following has been recovered.

• Mobile Phones	241
• Chargers/batteries	93
• Sim Cards	148

Staff Searches

During the reporting period 41 staff searches have been conducted and of the **5226** officers searched **47** items found.

Reception

This is another vulnerable area where prohibited items can be smuggled into the prison. There is no doubt that some prisoners who appear in court and are aware that they face a custodial sentence use the opportunity to “plug” both drugs and mobile phones. The searching practices in reception are excellent but the prisoners know their rights and as such realise that intimate searches without suspicion are not permitted. Staff have been observed on numerous occasions when they have suspicions about a particular prisoner. Each prisoner has been dealt with on merit with care, compassion and understanding.

Visits

During the reporting period 88,712 visitors entered the prison visits hall. The Ion Scanner is now up and running and in December alone out of 6,842 visitors 315 were tested and 40 showed positive results. Last year we reported a new extension, visits reception and search area was to be commissioned and built. This is now fully operational which allows for a faster more comprehensive check in and search procedure.

It is overseen by the Operations Manager who constantly monitors all aspects of security within the visits area and keeps comprehensive up to date records. The Board Members are pleased to report that they are included on all aspects of visits and updated monthly for which we extend our thanks.

Gang Members

Due to the catchment area the prison has a number of gang members (currently 15) opposing gangs are regularly held in the establishment. In the interest of prisoner’s welfare and safe custody, the security department have a robust system of monitoring every suspected gang member and each prisoner is allocated to appropriate wings.

The Board is pleased to report that there have been no gang related assaults during the reporting period.

Security information Reports

This year has seen a continued improvement in the quality of reporting and the intelligence provided in these reports. There have been a total of 7778 reports submitted which is an increase on last year of 1880. Each report has to be graded and an appropriate response decided upon. The increase is due to the new extension being opened and of course the 92 additional officers.

The Board commend the Collator who works under considerable pressure to ensure that each report is correctly graded and responded to. One new full time member of Security Staff has been appointed.

As reported last year, the Board continues to be extended the utmost courtesy and consideration when conducting enquiries with Security. Any information requested has been provided promptly and fully. We have been kept informed of current trends and where possible details of staff and wing searches along with an invitation to attend and observe. The excellent professional working relationship enjoyed during the previous year has continued along with mutual respect and co-operation.

6:4 VISITS

Visitors Centre

The new visitors centre has now been completed and is open.

The visiting times are unchanged

- | | |
|---------------------|------------------|
| • Monday | Closed |
| • Tuesday – Friday | 13.00 – 19.30 |
| • Saturday – Sunday | 11.30 - 17.00 |
| • Legal visits | Remain unchanged |

The furniture in the visits hall has been replaced with free standing tables and chairs. No issues have been raised with the new set up. When leaving the visits hall, going down the passage to the video link, one of the doors is very difficult to lock and unlock due to the lock being too close to the door frame.

The centre now has two scanners. The X- ray scanner scans clothes, parcels and letters, coming into the prison. The Ion Scanner detects drugs by swabbing the hands, and gives a print out of the type of drug found. It is hoped that an additional one will be purchased early next year to be placed on the wings. The prison has also purchased a biometric scanner for the gate house which has just been commissioned for use of all personnel entering the prison.

Last year's visits totalled around 88,712 but this year they are expected to reach 90,000 this being due to the fact the prison population has risen by the opening of G and H wings. The crèche is now relocated in a separate room which is a lot pleasanter environment for the children. There are plenty of toys and games for them to play with.

The new system of booking visits by text was introduced on the 7th June 2010 for one month, which proved so successful that it is to continue. The staff inform us that a lot of visits are now arranged by text but say the only drawback to this is the texts cannot be deleted, resulting in all texts from the 7th of June still clammung the data base. When sending their first text message they must include the following information:-

1. Prisoners name and prison number (if number is not known then the date of birth)
2. All visitors full name, address including post code and date of birth
3. The VO number where applicable
4. Date and time of visits (3 options)

5. If they wish to bring property

They will receive an automatic reply stating the text has been received and they will be contacted within 48 hours with confirmation of their visit. With the confirmation text they will receive their unique visitor reference number for each visitor. In future they can use this number instead of sending all their full details.

There have been a number of family days for enhanced prisoner the dates are listed below.

- 29th March 2010
- 24th May 2010
- 23rd August 2010
- 25th October 2010

Prisoner partner meal dates are listed below.

21 st	January 2010	1 st	July 2010
4 th	February 2010	15 th	July 2010
18 th	February 2010	5 th	August 2010
4 th	March 2010	19 th	August 2010
18 th	March 2010	2 nd	September 2010
1 st	April 2010	16 th	September 2010
22 nd	April 2010	7 th	October 2010
6 th	May 2010		
20 th	May 210		
3 rd	June 2010		
17 th	June 2010		

VISITS MONTHLY RETURNS ADULTS

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>REMAND PRISONERS</u>													
BASIC	15	2	11	4	2	0	4	7	7	1	7	3	1
STANDARD	836	710	629	701	840	875	779	800	672	687	731	710	736
ENHANCED	154	178	139	61	78	75	121	197	108	131	190	193	143
<u>CONVICTED PRISONERS</u>													
BASIC	7	4	8	12	9	8	8	8	6	5	4	2	1
STANDARD	945	925	1095	1221	1036	1044	966	1094	1024	878	1036	939	802
ENHANCED	596	521	545	727	693	849	783	832	864	705	893	805	862
<u>REGIME HOURS</u>													
DOMESTIC VISITS	2565	2555	2646	2769	2854	2722	2791	3523	3110	2702	2893	3084	3065
LEGAL	518	487	568	593	492	628	537	744	568	503	509	637	1028
<u>LEGAL VISITS</u>													
REMAND	244	230	184	249	290	235	266	228	254	233	249	289	218
CONVICTED	374	405	461	585	465	458	502	465	436	386	432	524	321
<u>KPI FAILURES</u>													
REMAND	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
CONVICTED	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<u>ARTICLES PASSED IN HALL</u>													
<u>SWALLOW</u> REMAND	0	0	2	1	2	0	0	0	2	0	1	0	0
CONVICTED	0	1	1	1	1	1	0	0	0	0	2	0	0
<u>CONCEAL</u> REMAND	5	1	1	1	0	0	0	1	0	0	0	2	1
CONVICTED	5	1	2	1	0	1	2	1	0	3	1	0	0

VISITS MONTHLY RETURNS YOI

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<u>REMAND PRISONERS</u>														
BASIC	7	0	1	1	6	6	4	9	25	1	3	6	0	
STANDARD	300	279	243	285	378	357	312	281	273	262	294	275	261	
ENHANCED	31	20	3	3	4	2	18	10	9	1	2	10	10	
<u>CONVICTED PRISONERS</u>														
BASIC	2	3	3	2	1	1	7	0	5	5	2	3	0	
STANDARD	67	96	125	98	54	103	84	114	87	77	88	96	87	
ENHANCED	20	20	9	9	4	12	7	16	12	14	25	13	17	
<u>REGIME HOURS</u>														
DOMESTIC VISITS	355	385	375	337	387	364	342	410	440	351	287	356	321	
LEGAL	78	87	102	107	74	84.25	76	85	105.5	75	83	89	72.25	
<u>LEGAL VISITS</u>														
REMAND	62	80	65	70	106	74	87	50	81	61	67	96	65	
CONVICTED	38	58	59	79	40	47	38	62	59	56	68	51	40	
<u>KPI FAILURES</u>														
REMAND	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
CONVICTED	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
Closed Visits														
Suspected	Remand	42	71	49	58	85	57	40	21	8	5	8	20	13
	Drugs	Convicted	5	42	74	60	50	58	59	71	47	31	18	19
MDT	Remand	16	10	7	16	27	29	16	10	19	23	12	20	8
	Convicted	14	12	7	30	34	41	21	23	34	26	31	30	13
Behaviour	Remand	8	22	7	3	11	12	8	11	9	19	13	11	3

	Convicted	10	12	8	0	1	14	9	13	19	15	8	7	10
Total number of Visits		6868	6570	6880	7718	7595	7956	7364	8009	7744	7140	7685	7109	6942
Total extra hours Given		148.25	213.75	210.25	211.5	151.75	161	118	165.75	135.25	81	90.75	63.25	96.75

BOARD STATISTICS
Recommended Complement of Board Members - 20
Number of Board members at the start of the reporting period - 10
Number of Board members at the end of the reporting period - 12
Number of new members joining within the reporting period - 3
Number of members leaving within reporting period - 1
Total number of Board meetings during reporting period - 12
Average number of attendances at Board meetings during reporting period - 84
Number of attendances at meetings other than Board meetings - 45
Total number of visits to the prison/IRC (including all meetings) - 407
Total number of applications received - 495
Total number of segregation reviews held - 285
Total number of segregation reviews attended - 25

AA - Administrative Assistant
ABS - Anti-Bullying System
ACCT - Assessment, Care in Custody & Teamwork – replacement for F2052SH
ACR - Automatic Conditional Release
AO - Administrative Officer
ARD - Automatic Release Date
ATOS - Company responsible for assessing long-term sick
BCU - Briefing and Casework Unit – PS unit handling adjudication appeals
BME - Black & Minority Ethnic
BOV - Board of Visitors – now IMB
C & R - Control & Restraint
C2W, CTW - Custody to Work – pre-release focus on housing, employment and lifestyle issues
CARATS - Counselling, Assessment, Referral, Advice & Throughcare Scheme – drug & alcohol team
CBDT - Compact Base Drug Testing
CC - Cellular Confinement – a punishment
CCD - Criminal Casework Department (Croydon)
CD - Compact Disc
CDRP - Crime and disorder Restorative Practice
CE - Church of England
CLAIT - Computer Literacy and Information Technology
CCT - Criminal Casework Team (part of Home Office Immigration & Nationalities Dept)
CMU - Case Management Unit – work on sentence planning & progress
CNA - Certified Normal Accommodation
C & R - Control and Restraint.
CRD - Conditional Release Date
CSH - Contracted Service Hours (pre-agreed paid overtime)
CSU - Commissioning Support Unit
DASU - Drug And Alcohol Support Unit
DETOX - Detoxification
DH - Dog Handler
EDR - Earliest Date of Release
E&I - Equality and Inclusion
EIAT - Equality & Inclusion Action Team
EMU - Estates Management Unit
EO - Executive Officer
EPDG - Estates Planning & Development Group
EGP - Ex Gratia Payment
ETA - Employment & Training Allocation
ETE - Employment/Training/Education
ETS - Enhanced Thinking Skills – an OBP
F2050 - Prisoner’s basic record
F2052A - Prisoner’s wing record
F2052SH - Record for prisoner currently at risk of self-harm
FLED - Facility Licence Eligibility Date (when prisoner may be considered for ROTL)
FNP - Foreign National Prisoner
FOCUS - Financial Outstations and Central Unified Systems – the PS accounting system
GMW - Greater Manchester West Primary Care Trust
GOOD - Good Order or Discipline – Segregation under Rule 45/49 (historically GOAD)
GRASP - Gay rights and Support for Prisoners
GSL - Global Solutions Limited
GP - General Practitioner
HCA - Health care Assistant
HCC - Health Care Centre
HDC - Home Detention Curfew – the Tag
HDCED - Earliest Date of Release on HDC
HEO - Higher Executive Officer
HMIP - Her Majesty’s Inspector of Prisons
HMCIP - Her Majesty’s Chief Inspector of Prisons
HMP - Her Majesty’s Prison
ICA1/2 - Initial Categorisation & Classification Forms for Adults/YOs
IDU - Inmate Development Unit
IDTS - Integrated Drug Treatment Services
IEP - Incentives and Earned Privileges – Prisoners can be on Basic, Standard or Enhanced
IG - Instruction to Governors
IMB - Independent Monitoring Board
IPP - Indeterminate Public Protection.
IND - Immigration & Nationality Department
IPP - Imprisonment for Public Protection
IRC - Immigration Removal/Reception Centre
ITC - Initial Training Course for prison Custody Officers
JR - Judicial review
JSA - Job-Seekers Allowance
JSAC - Job Simulation & Assessment Centre (for officers seeking promotion to SO)
KPI/KPT - Key Performance Indicator/Target
LDR - Latest Date of Release
LED - Licence Expiry Date
LIDS - Local Inmate Database System – **IMB** - can use this to check location, dates, etc.
LR - Licence Recall.
LSC - Learning & Skills Council
MAPPA - Multi-Agency Public Protection Arrangements
MDT - Mandatory Drugs Testing
MSL - Minimum Staffing Level of Reconviction;
ROTL - Release on Temporary Licence – e.g. to work in mess; town visits; home leave
REAT - Race Equality Action Team
ROCSUM - Report of care and separation unit meeting.
ROWD - Review of Works Departments (may involve privatisation/civilianisation)
RRA - Assistant to the RRLO

MQPL - Measuring the Quality of Prison Life
NACRO - National Association for Care & Resettlement of Offenders
NC - The National Council for IMBs
NEC - National Exchange Centre- building between VTC & Boiler Ho. used for ETE
NOMS - National Offender Manager Service – amalgamation of the Prison & Probation Services
NPW- Not proceeded with.
NVQ – National Vocational Qualification
OASYS - Offender Assessment System – computerised risk & needs assessment
OBP - Offending Behaviour Programme
OCA - Observation, Classification & Allocations – a Reception task
OLASS - Offender Learning and Skills Service (part of LSC)
OSG - Operational Support Grade
OI/OR/OP Own Interests/Request/Protection – Segregation under Rule 45/49
PASRO - Prisons Addressing Substance-Related Offending – an OBP
PCO - Prison Custody Officer
PCT - Primary Care Trust – National Health component responsible for healthcare
PEI/O - Physical Education Instructor/Officer
PER - Prisoner Escort Record
PESO/PEPO - Physical Education Senior/Principal Officer
PIN - Prisoner Information Notice
PMU - Population Management Unit (central)
PNC- Police National Computer
P-NOMIS- Offender management Information System.
PO - Principal Officer
POA - Prison Officers’ Association – the main trade union
POELT - Prison Officer Entry Level Trainee
POPO - Prolific and Other Priority Offender
PPE- Personal Protection Equipment.
PPO - Prisons and Probation Ombudsman
PPP - Public Protection Panel
PS - Prison Service
PSI - Prison Service Instruction
PSO - Prison Service Order – see www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos
RC- Roman Catholic
RFW - Removal from Wing – a punishment
RIF- Racial Incident Form
RGN- Registered General Nurse
RMN- Registered Mental Nurse
ROAD - Remission of Added Days (up to 50%)
ROM - Regional Offender Manager
ROR - Restoration of Remission – now ROAD;

RRLO - Race Relations Liaison Officer
RRM- Race relations monitoring.
RX- Remand Prisoner.
SAU - Standards Audit Unit
SCG - Safer Custody Group
SED - Sentence Expiry Date
SEO - Senior Executive Officer
SIN - Staff Information Notice
SIR - Security Information Report
SLA - Service Level Agreement
SMARG - Segregation and Monitoring Review Group
SMT - Senior Management Team
SO - Senior Officer
SPDR - Staff Performance & Development Record
TOIL - Time Off in Lieu (of payment)
TRI- Awaiting Trial
TSU - Technical Support Unit – part of PS responsible for repairs/installations (“Works”)
TUPE - Transfer of Undertakings (Protection of Employment) – staff transfer
VDT - Voluntary Drugs Testing
VO - Visiting Order – sent out by prisoners, allows named people to visit
VTC - Vocational Training Centre
YTD- Year to Date
Gold Commander Headquarters controller for serious incidents
Silver Commander Person in establishment in charge of serious incidents
Bronze Commander Local Sub Commander for serious incidents
Operation Tornado System to provide extra staff and resources for serious incidents