



# **HMP Gartree**

## **ANNUAL REPORT** To the Secretary of State

**1 December 2009 - 30 November 2010**

## **1 STATUTORY ROLE OF THE IMB**

The prisons Act 1952 and the Immigration and Asylum Act 1999 require every prison to be monitored by an independent Board appointed by the Secretary of State for Justice from members of the community in which the establishment is situated.

The Board is specifically charged to:

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.

Inform promptly the Secretary of State, or any official to whom he has delegated authority as it judges appropriate, any concerns it has.

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 the prison's records.

## 2. CONTENTS

1.	Statutory Role of the IMB	2
2.	Contents	3
3.	Description of HMP Gartree	4-5
4.	Executive Summary	6-7
5.	Areas That Must Be Reported On	
5.1	Diversity	8
5.2	Learning and Skills	9
5.3	Healthcare	10
5.4	Safer Custody	11
5.5	Segregation	12
6	Other Areas	
6.1	Canteen (Prison Shop)	14
6.2	Chaplaincy	14
6.3	Drug Strategy	15
6.4	Exterior and Gardens	15
6.5	Gartree Therapeutic Community	15
6.6	Kitchens and Food	16
6.7	Occupational Health and Safety	16
6.8	Offender Management Unit (OMU)	17
6.9	Prisoner Consultation	17
6.10	Prison Officers Association	18
6.11	Psychology and Programmes	18
6.12	Reception and Induction	18
6.13	Redevelopment	18
6.14	Security	19
6.15	Visits Centre and Visits Room	19
6.16	Works	19
7	Work of the IMB	20 - 22
8	Glossary	23

### 3. DESCRIPTION AND OVERVIEW OF HMP GARTREE

#### 3.1 History & Location

The prison opened in April 1966 and for most of the next 20 years was a dispersal prison until 1989 when it changed to a Category B prison with emphasis on life sentenced prisoners. It is located 3 miles north of Market Harborough, which is equidistant from the East Midlands conurbations of Leicester and Northampton.

#### 3.2 Style

The redeveloped layout is based upon eight wings. The original four are almost identical and consist of four storey blocks, forming A, B, C and D wings. The two newest wings, G and H. are located south of the original complex, and are much longer in length, with two levels. E wing holds a 12 cell Segregation Unit (Segregation and Progression Unit.) F wing is a feeder wing into the Therapeutic Unit but its scope has expanded to include those prisoners who have personal difficulties in relating to prison life. GTC is a therapeutic unit for treatment and housing of prisoners needing in-depth therapy.

#### 3.3 Population

At the end of November 2010 the ethnic breakdown was as follows;

Group	Number 674	Percentage of Total
Asian	59	9%
Black	82	12%
Mixed	19	3%
Others	16	2%
White	498	74%
<b>Total</b>	<b>674</b>	<b>100%</b>

The prisoner population has been fairly settled throughout the year. There has been an emphasis of moving on those prisoners with an indeterminate sentence for public protection (IPP) to other establishments to ensure they receive appropriate and timely offender behaviour programmes, leaving the longer term lifers at Gartree to access their courses within their parole time frames.

There are still 16 IPP prisoners held at Gartree all of whom but two are in excess of their tariff

### **3. 4 Staff**

There are currently 463 people employed at Gartree by NOMS in 417 full time equivalent positions. Of these 361 deal directly with prisoners.

#### Staff Levels (full time equivalent)

	2009	2010
Governors & SMT	19	20
Senior Officers	41	35
Prison Officers	180	182
Others	209	180

These figures show that the prison has slightly changed its staffing level during the year. The Senior Officers establishment had reduced due to the removal of the Principal Officer grade, and the other staff listed covering education, workshops, psychology etc have been reduced

The ethnicity profile of staff is different from the prisoner profile, and currently 22 BME staff employed. This almost certainly reflects the local area, which does provide a relatively high proportion of those employed.

The absentee levels have been held at 9.3 days, an improvement on last year. There are however a further 38.5 vacancies still to be filled at November 30th 2010.

## **4 EXECUTIVE SUMMARY**

This has been a very positive year for the prison. Many of the improvements seen can be attributed to the strong leadership shown by the Governing Governor and his Senior Management Team. This team has remained consistent throughout this reporting period, enabling progress and improvements to be made, without interruption as a consequence of key managers transferring to other posts.

The entire team at Gartree are congratulated for their individual contributions in making these improvements. We are aware of the uncertainties as a consequence of the effects of the Comprehensive Spending Review but as a board we are pleased to witness the professionalism of the staff at Gartree as they focus on their objectives.

HM Chief Inspector of Prisons carried out an announced inspection of the prison in May 2010. His findings were also positive "Gartree has improved considerably since our last visit."

There are just 16 prisoners serving IPP Sentences, considerably reduced from the previous year. This has led to a more settled prison allowing staff to concentrate of the needs of life sentenced prisoners with lengthy tariffs.

The new Healthcare Centre opened in July 2011 providing a much needed "fit for purpose" facility to cater for the health issues of the prison population at Gartree.

After concerns were raised in previous annual reports we are delighted to report that a newly accredited programme "Alcohol Related Violence" will start in January 2011 that caters for prisoners whose index offence was associated with alcohol.

The management at Gartree is currently reviewing the current regime. One potential change that the Board is aware of is the possibility of amending the core day so that it would not necessitate the requirement for prisoners to be locked up during the evening meal time. This would be a very welcome change as currently there is not a real opportunity for prisoners to eat meals out of their cells and associate with other prisoners.

### **4.1 ISSUES REQUIRING A RESPONSE FROM THE MINISTER**

- The Board is particularly concerned about the pricing of goods provided by DHL/Booker in the prison canteen (shop.) Prices are considerably higher than would be available outside the prison. We strongly recommend that the pricing structure in place is reviewed.

#### **4.2 ISSUES REQUIRING A RESPONSE FROM THE REGIONAL MANAGER CUSTODIAL SERVICES:**

- It has been confirmed that in April 2011 Gartree will lose the facility of dogs based at the prison and this will be replaced by an “area” function. We have grave concerns that the lack of dogs will enable drugs and other unauthorised items to enter the prison during visits and that the effectiveness of cell searches will be significantly reduced with less dogs available. We ask that the RMCS ensures that this new arrangement be resourced adequately to reduce this risk.

#### **4.3 ISSUES REQUIRING A RESPONSE FROM THE GOVERNING GOVERNOR**

- We are still concerned that there is insufficient purposeful activity for the prison population at Gartree. Workshops have capacity to improve the level of work alleviating periods of time where prisoners are not occupied
- Personal officers do not have the necessary time to complete their required duties. We are still concerned at the low level of input during sentence planning and would welcome more involvement from personal officers in this important stage of a prisoner’s sentence.
- Prisoners have many opportunities to discuss their opinions in various forums, facilities meetings, prisoner consultation, safer custody meeting etc. However we have observed that a significant number of the same prisoners attend more than one of these forums. We would welcome a much wider representation of prisoners at these forums and feel that staff should encourage more prisoners to participate.
- We are aware that the provision of dental services to the prison is soon to be doubled. Our concerns are that this will still not resolve the current shortfall satisfactorily. We would suggest that appropriate provision for dental care is provided as a priority.

## 5. AREAS THAT MUST BE REPORTED

### 5.1 DIVERSITY

Earlier this year under the direction of the Governor all the various equality strands were brought together under the 'global' heading of Diversity. A single action plan now exists and a monthly 'steering' meeting takes place which is chaired by the Governor and attended by staff with Diversity specific roles (4) and the prisoners representing each diversity strand e.g. race, religion, disability, sexual orientation, age, foreign nationals. At these meetings staff and prisoner representatives report and appear to speak freely and comfortably about voicing their concerns. SMART statistics are presented and discussed and the areas where HMP Gartree falls outside the national average, highlighted.

Events have been held during the year such as Anne Frank week, an HMP Gartree 'World Cup' and Black History week in order to promote the profile of the initiative and to encourage social inclusion and equality.

The appointed prisoner representatives help to manage the Diversity related issues which arise amongst their peers and they also chair prisoner focus groups – an initiative recommended by HM Inspectorate in its last report. As the year has progressed, the number of Race and Diversity incidents reported have reduced although at this stage, without further investigation, it is not clear why.

Although some initial progress has been made in establishing a focus and a framework to drive the Diversity initiative, it is acknowledged that this requires further consolidation. The engagement of individual members of staff at all levels varies widely and requires considerable on-going work. Whilst it is difficult to measure the degree of general take up and therefore success, or otherwise, day-to-day incidents have occurred which serve to illustrate there are still considerable shortcomings.

The Foreign National Co-ordinator is now a full-time position.

#### RIRF Statistics

Report	2008	2009	2010
Staff on Prisoner	65	29	17
Prisoner on Staff	23	67	25
Staff on Staff	3	0	2
Prisoner on Prisoner	14	13	6
Other	10	2	1
<b>Total</b>	<b>115</b>	<b>111</b>	<b>54</b>

## **5.2 LEARNING SKILLS**

### **Education**

The contract for education was transferred from Manchester College to Milton Keynes in August 2009. The transition was pretty seamless and the arrangements now in place are very satisfactory. There is a closer relationship with this college and hopefully budget cuts will not impact too seriously on the education department at Gartree.

The recent OFSTED inspection report rated a grade 2 across all areas which illustrate not only the quality of the education but the dedication and enthusiasm of the teaching staff in addressing the educational needs of the prisoners.

Over 300 prisoners are engaged in education and the roll-on, roll-off system enables this high number to be achieved. The Open University currently has 30 prisoners on its courses. Foreign nationals are catered for with 'English as a Second Language' courses in Maths, English, and Cookery etc.

### **Workshops**

Statistically the level of purposeful activity has increased during the year. However, the level of external commercial business has been adversely affected already by spending cuts and the effects of the recession. This may well worsen and is largely beyond the control of the prison. For example, education cut-backs have affected the amount of braille translation and outside textile contracts are harder to secure. The ratio of prisoners to Instructors is a limiting factor in providing work. The embargo on staff recruitment has had a negative effect on the level of employment. This aspect is being addressed, but difficulties will remain.

During the year two further workshops were added to the existing seven, with sewing and textiles being integrated into a wide variety of workshop usage. It has to be said the productivity from all these shops does not compare with any commercial workshop, and it has been suggested by the Board that prisoners are sent to workshops simply to meet targets with little actual work for them to do!

Horticulture continues to be the jewel in the crown but at present is without an instructor, and the Laundry continues to perform well.

More focus and better management is required to bring all these workshops up to a more acceptable standard.

### 5.3 HEALTHCARE

In previous years' Annual Reports, reference has been made to the outdated and dreary HCC, so after many years of planning and some delay the Board is delighted to report that the much needed new healthcare facility opened in July 2010. After some teething problems including a delay with the IT system, the new centre is functioning well; the staff appreciates the improvement in working conditions. The in-patient facility has been removed leaving staff to concentrate on delivering a first rate out-patient service. All prisoners who need in-patient treatment and care are dealt with at external hospitals. Prisoners who need attention but who would not be in hospital if they lived in the community are cared for on the wings. The Chaplaincy team and the IMB are made aware of their location of these prisoners and are visited on a regular basis.

Tri-age sessions are held five times per week, and a local GP practice continues to give constant care with 7 sessions per week. Now there are more consulting rooms, it is hoped to arrange for more consultants to visit the prison rather than have to transport prisoners to the consultant, thus reducing the numbers of officers required for escort duties and straining staff resources.

The prison population is becoming older and in some cases less fit, so at present several seriously ill patients must go out for treatment.

There are also visiting physiotherapists, speech and language therapist, chiropodist, and optician and dentist.

During the year outside Hospital appointments were:-

Appointments Booked 694

Of which:

Cancelled by prison	121
Cancelled by prisoners	44
Cancelled by Hospital	76
Prisoners Transferred	24
Prisoner on AV's	1

Prisoners wait for appointments well away from the treatment rooms, thus giving appropriate privacy. The medication arrives daily, and the treatment dispense hatch is now within the HCC. This is a great improvement on the previous facility in a corridor of the main prison, where other prisoners had the opportunity to take medication from patients.

A review of opiate based medication has been undertaken, and an action plan is being devised.

HCC staff deliver staff training including Mental Health Awareness and run a Well Men Clinics, older prisoner forums, chronic disease clinics, and asthma clinics.

The Dental contract has concerned us with long waiting lists for non urgent treatment, however the contract is due to be changed with a dentist shared with another prison. It is hoped this will increase the existing one day to two days per week, as one day is insufficient for the number of prisoners at Gartree, many of whom have had poor dental care.

During the reporting year there have been 3 Deaths in Custody. 2 prisoners died of natural causes in both cases the Healthcare staff were commended by the Prisons and Probation Ombudsman in their subsequent fatal Incident Report. The third death is still subject to an inquest to be held.

The relationship between the prison and the PCT has been good, but the future is uncertain, with changes coming.

The Board has always been impressed with the professional and sympathetic way staff have delivered Healthcare, and look forward to seeing the new premises fully utilised in the future. They are a good team and there is a positive atmosphere and culture at present.

#### **5.4 SAFER CUSTODY**

These monthly meetings are led by the Senior Residential Governor. Representatives from Listeners, Insiders, and the Samaritans always attend.

During the year there were 101 ACCT documents opened.

There is continuous liaison with the police, the coroner's court and the Ombudsman on all deaths in custody at HMP Gartree. It is pleasing to report that Coroners Inquests are now held much more quickly than previously held. This must be of great comfort to the families of prisoners who have died.

There is now a review of all procedures after a death in custody and an action plan produced where necessary. These are now regularly reviewed in different forums in the prison.

## 5.5 SEGREGATION

Although the monitoring this area is the specific responsibility of one Board member, the Board divides the monitoring of segregated prisoners into quarterly periods, with a team of three covering each quarter. This has achieved consistency and greater understanding of the entire review process. There has also been greater continuity of Governors chairing the various Review Boards, proving equally beneficial in improving consistency.

During the course of the year the Segregation unit has undertaken substantial changes. It changed its name to SAPU, (Segregation and Progression Unit) and had a change of staff and Governor in charge. Whilst these changes were in line with national guidelines, we had serious reservations these changes would not be beneficial to the unit, as the previous staff had been there some time and had handled difficult situations with care and understanding.

However, as the year progressed we saw how the unit improved. The new team was as committed as the previous one, and the new unit Governor introduced new policies to ensure there was a focus on care and plans created to enable prisoners to be re-located into a normal location as soon as possible.

Their aim is to direct prisoners to reintegrate back to normal location and engage in sentence planning in order to progress their custodial sentence. A full care package is opened for each prisoner and regularly reviewed to make ensure each prisoner is given the encouragement and opportunity to move forward.

There is now a quarterly review in which staff from safer custody, healthcare, chaplaincy, diversity, and the IMB take part to discuss performance over the previous months and submit individual reports to be included in the overall review. This is pulling together a lot of useful information, which will enable a comparison next year to be made against the previous year's performance. As part of the process diversity issues are also monitored and discussed and for the last two quarters, it was seen that the number of prisoners detained in the SAPU who are white are out of the indicated performance levels. As the data increases that can show why and what is being done to rectify the situation.

Attendance of the review panels which meet every fourteen days has been good with all meetings attended. The 72 hour review has been a challenge and we appreciate the SAPU staff in trying to work with us to give us as much notice as possible to enable us to attend. This has resulted in our improved attendance to around 95% of all reviews.

The second role for the department is to detain those prisoners who have committed an offence under prison rules, and who have been adjudicated and found guilty are retained in the department for cellular confinement as dictated by the adjudication. Those we have attended have been conducted fairly and with respect to the

prisoner. We monitor the prisoners passing through this process and listed below find the chart detailing the numbers of adjudications, the reasons, the ethnic mix, the level of those found guilty, not proven and dismissed.

#### Adjudications by ethnicity

<b>Black</b>	<b>White</b>	<b>Asian</b>	<b>Mixed</b>
76	461	25	2

#### Adjudications listing most common reasons:-

<b>Offence</b>	<b>Number</b>
Possession of unauthorised article	165
Disobeys lawful order	131
Ministers controlled drug	59
Intentionally fails to work properly	59
Endangers health	36
Destroys and damages	22
Fights	16
Commits assault	10

These figures show that the balance of ethnic mix is in line with the overall prison balance and also the areas most adjudicated on,

It is noted that the level of adjudication has fallen against last year's figures which indicates an overall improvement in wing management.

In a summary we believe the changed management ethos has improved the care of prisoners retained with the SAPU, and whilst this is a work in progress it offers a higher level of fairness and respect to all prisoners

## **6.0 OTHER AREAS OF THE PRISON REGIME**

### **6.1 Canteen (Prison Shop)**

Meetings are held once every two months, and are well attended by prisoner representatives as well as staff. The high price of the goods available is a big issue, with prices substantially higher than would be available outside. This coupled with no increase in the wage structure of prisoners, mean they can buy less, whilst those on basic pay level really have little or no purchasing options.

Prisoners strongly believe they need access to supplementary food to compliment the prison meals and the situation is a growing area of frustration and resentment within the prison population.

There is a danger creating an imbalance within the prison population of those with and those without these additional items, which in turn leads to bullying and intimidation.

On our last report we asked for clarification as to who sets the price. We understand this to be the prison service. We strongly recommend they review this process.

### **6.2 Chaplaincy**

The Team, and in this case it is a apt description, consists of 17 members, some very part time, offering Ministry to prisoners of many faiths. It is an approachable, positive presence around the prison. In November 2009 we reported that recruitment of an Imam, following resignation due to illness, had began and one has just been appointed one year later; he will work 2 days a week. A visiting Imam has covered the essential duties.

On arrival, prisoners are seen by a member of the team and given an explanatory leaflet. Official Prison Visitors can be arranged by the department, for men who request one. Four 'Grief and Loss' courses have taken place with 12 participants in each and an Alpha course with 8 out of 9 hoping to complete the course. The Christian Counsellor offers 1:1 work with men who are either self referred or referred by staff.

The Chapel Choir continues to meet weekly assisted by local volunteers; several moves have meant numbers have changed but new recruits have joined. They enthusiastically sang at the Carol service and several concerts during the year where sketches were also performed, having been written by a prisoner and produced by a visiting coach. Invited visitors and Board Members enjoy both the concerts and social time with the prisoners afterwards.

Major Religious Festivals have been observed with special food provided by the kitchen which also makes special arrangements for Ramadan.

The Monthly Staff Meetings are mostly well attended and the Board Member who also attends is impressed by the knowledge of the establishment, strong teamwork and relationships with each other and prisoners.

### **6.3 Drug Strategy**

HMP Gartree has a well managed Mandatory Drug Testing (MDT) and also Voluntary Drug Testing (VDT), and the level of results are well below targets set for this year's audit. The two officers undertaking this have been enhanced and are now part of the CARAT's team with their own case loads.

They continue to work closely with Healthcare Drug Treatment Strategy and with Security and have a continuous policy of pursuing illegal substances, and mobile phones.

Although positive tests are below target, security intelligence suggests that drugs are being received and used in the establishment. We would welcome an increase in more targeted searching. However this may not be possible as the dog team based at Gartree is to become part of an area resource with the inevitable reduction in this vital service.

### **6.4 Exterior and Gardens**

With the production of 20,000 bedding plants by the Garden staff, HMP Gartree has surpassed itself with its internal floral arrangement this year. All who work to achieve the displays are to be congratulated.

However, the external grounds have been a great disappointment with weed infestation covering un-kept ground, giving a poor first impression to visitors. The problem is being faced but time will tell as to how effective it will be.

There is a major concern with the latest ruling regarding red bands who carry out the bulk of the work. Questions regarding the training and assessment of new red bands with particular thought to health and safety, suggest there will be problems in future.

### **6.5 Gartree Therapeutic Unit**

At the last audit this unit was voted the best in the prison estate, which reflects the dedication and commitment of all the staff and also the focus of all the prisoners in the unit to make it work. A small unit within the prison, it focuses on deep therapy sessions in prisoner groups and helps to guide those who are struggling with their sentence to face up to what they have done and re-integrate themselves into the prison system. Their success in opening up awareness of relationships with family

and people in general, and their community support is exceptional. They have also had four family days which enable the prisoners to meet their families and put into practice the lessons learnt. Well done to all concerned.

## **6.6 Kitchens and Food**

A very challenging task when trying to meet the restricted budget laid down by the prison service against ever continuing price increase of food. The department has been managed well in both maintaining their budget constraints and offering a wide variety of meals. The menu choice is changed twice per year, and they have formed a prisoner focus group to consult with and discuss new menu options. That way the prisoners come to realise the constraints placed upon the management and can convey this back to the wings. Whilst we have received numerous complaints about the volume of food per serving, we have received few other complaints. Our weekly kitchen inspections are mostly positive and we believe the portion sizes meet prison guidelines, however we do not think that these portions are adequate especially at lunch.

Staff are frustrated with an endless debate when equipment or drains need maintenance and the works department and kitchens seem to take excessive amounts of time agreeing who should pay and thus delay the work.

## **6.7 Occupational Health and Safety**

A Health and Safety Audit was carried out in December and an unsatisfactory score of 79%, a Red/Amber, was achieved. As in previous years the burden is shouldered by the Health and Safety Advisor who for 6 months of the reporting year was also working in Regimes. Since the role has returned to full time, attention has been centered on the obviously deficient areas, but it requires the whole establishment to accept that Health and Safety is everyone's concern and this needs to be led by the senior management. The action plan has been received from the auditor and will hopefully be added to the consolidated action plan for the establishment. There will be another audit in December 2011.

A member of the board attends the quarterly meetings and reports back to the board and there is a regular update on the training status of staff. Deficiencies in the number of staff trained was high-lighted in last year's report, and there has been no improvement. A shut down of the prison to enable training, has ceased, so training is on an ad hoc basis, but insufficient staff have been released to undertake the courses. If staff remain ignorant of procedure then they cannot "buy in" to the health and safety ethos, and senior staff need to show the way.

The Fire Officer does an excellent job and the Fire Safety Audit received a score of 85-91%.

Fire awareness training is given to new staff and prisoners on arrival at HMP Gartree. Unfortunately the Fire Awareness Refresher Training is behind target. When the Fire Officer is on leave, the substitute fire officers are not always released to do some of the regular checks.

There is a Memo of Understanding with the Leicestershire Fire Service which the Fire Office has sought to update, but with no reply forthcoming from the Fire Service, this needs taking forward at a higher level.

There have been 5 fires in the reporting year, none of which was serious.

Work related injuries and days taken off for sickness are fortunately relatively low. The Senior Management Team takes a proactive role to minimise absences and in some cases disciplinary action is taken. Likewise the Regimes Manager is tackling prisoner work absence.

The number of reported accidents, 124, is lower than last year and there are no discernable trends.

## **6.8 Offender Management Unit (OMU)**

We are pleased to report continued progress within this department. All staff are now located in a single area of the prison allowing for better communication and a real team spirit.

All OASys assessments are up to date with Parole dossiers being disclosed at the appropriate time. Sentence Plans are reviewed professionally and we are pleased with the quality of these reviews. However, we feel that personal officers ought to be involved with reviews more. It is not acceptable for reports to be missing or non-attendance at review boards by personal officers due to regime shortfalls.

A booklet was published during the year that was distributed to all prisoners that clearly explained the stages of their sentence and the timescales involved in accessing courses to enable them to progress.

## **6.9 Prisoner Consultation Group Meeting**

This meeting takes place monthly with good attendance from prisoners and staff. The facilities list is reviewed regularly and all prisoner requests are considered fairly.

The composition of prisoner forums needs reviewing. It is not unusual to see the same group of prisoners representing the population at numerous forums. We would welcome a new system that would enable a wider group of prisoners attend such meetings.

## **6.10 Prison Officers Association**

We have attended the monthly meetings between the POA and the prison to observe and report on staff employee negotiations. We are delighted to report the meetings show a mutual respect for both parties, each side putting forward well argued views. There is a genuine desire from each party to ensure HMP Gartree is a better place for everybody. Constructive criticism from all parties ensures an open debate at each meeting. The respect shown by both parties to each other, can only be to the benefit of all and is a credit to their attitude.

## **6.11 Psychology and Programmes**

During the year a number of courses have been revised with the cessation of the STOP Course, and an "Alcohol Related Violence" programme commenced in April 2010. We very much welcome the addition of this new and essential course.

## **6.12 Reception and Induction**

With a now settled population, the work has settled down into a routine and on the whole works well. Property issues continue to dominate our involvement with them. Most disputes concern property either not arriving with the prisoner from his previous establishment, or missing when passed to them in HMP Gartree. There is an incredible amount of time spent chasing lost property and whilst the system seems sound, we still have concerns.

The Induction process includes a Genesis Course (a general induction for new prisoners) and includes a session by the IMB, where we explain to prisoners about our role, invite questions and distribute promotional literature. We attended all these courses in the year.

## **6.13 Redevelopment**

For many years now HMP Gartree has been one continuous building site with ever increasing population. This year has seen the completion of the much awaited healthcare centre, two new workshops and new astro turf to replace existing carpeting on the playing fields. During the course of the year the old Healthcare Centre was planned to be converted to more accommodation and plans and surveys had been completed, but the financial constraints took hold and this plan has now been cancelled for the foreseeable future. The cost to date exceeded £200K and it must be questionable to lose this cost.

## **6.14 Security**

The Board continues to attend and observe each security meeting and remain impressed with the professionalism and dedication of the staff in their constant aim to maintain a high level of security. The constant battle to beat drug and alcohol issues is always high on the agenda. The number of Security Intelligence Reports (SIR'S) remains ever high, and requires numerous hours to evaluate. Nevertheless the, up to date information is always available at each meeting.

## **6.15 Visits Centre and Visits Room**

The Visitors' Centre is well used and appreciated by visitors and received a good report from the Prisons' Inspectorate.

There are currently 19 volunteers and 3 are awaiting CRB checks. Delays in CRB checks being completed have hindered the work of the centre.

Throughout the year the payment system for refreshments by tokens has been difficult and there does not seem to be any improvement despite different systems being employed.

Generally communication between the prison and centre is good.

Family Days have been organised by the prison and the centre is always pleased to be able to staff the centre and the appreciation expressed by families of these events is immense. Families enjoy an extended visit inside the prison and not in the visits room. Entertainment is laid on for children and prisoners families have the opportunity to talk to prison staff about the opportunities at Gartree. The visit normally lasts 5 hours and there is an opportunity for the family to eat lunch together.

## **6.16 Works**

The "Works" facility is now provided as an "area" resource and as such is somewhat detached from the management team at Gartree. As a board we regularly attended meetings but this year we have not been invited. It should be recorded that the general condition of the establishment is good. Issues are dealt with quickly and efficiently. Delays are caused when there is uncertainty as to who is responsible for the cost of some repairs i.e. builders or HMPS.

## 7. THE WORK OF THE IMB

During the year we lost 2 very long serving loyal members of the board with over 50 years membership between them. Replacing members with such knowledge and experience is impossible but we have been very lucky in recruiting new members who have joined full of enthusiasm.

We incorporate an excellent mentoring scheme on the Board and I am glad to report all new members have settled in well and are now contributing to the Board's work. This did mean in the first half of the year more work was undertaken by the experienced Board members covering all areas, and I express my gratitude to all concerned. During the course of the year we lost three further experienced members.

With all the above we have had a difficult year covering all the statutory areas as well as the many other activities that we cover. We can report we have achieved all of this and maintained the high standard we set for ourselves in monitoring all aspects of life at HMP Gartree

In 2010 the team attended 731 visits to the prison. These are broken down into:-

Board and prison Meetings	361
Rota Visits	81
Night Visits	2
Applications	120
PSO 1700 Reviews	69
Specific Prisoner Meetings	132
Visits outside the prison	17

Please be aware that this list does not balance with the total as on a number of occasions IMB Board members undertook more than one of the above categories when visiting the prison on a single visit.

Our Away Day is an annual event which is designed to coincide with the end of our reporting year. It is a full day held at an external venue and encompasses training and reports in the morning, followed by a workshop in the afternoon.

Board Meetings are always supported by the Governor, or a nominated deputy, who provide a monthly report. It is one of the most important meetings of every month – not solely for the impact of reports but also for preparation and distribution of the month's work. Attendance is consistently high at over 80%.

Areas of Special Responsibility are also set out in our members handbook. Monitoring these areas invariably involves attending regular meetings as an observer. Items of concern, or unusual interest, are then raised at our monthly Board Meetings.

## Applications

Our system for dealing with applications works well. A monthly panel of three organize and deal with applications for the month, and report back to the subsequent Board Meeting. In the year the number of Applications decreased by 14% (184 to 153.) This could well be a reflection of the calmer mood in the establishment. The main areas for concern must be the relatively high numbers of property/money issues.

### Categorisation of Applications

Code	Subject	2008	2009	2010
A	Accommodation	1	2	11
B	Adjudications	7	1	7
C	Diversity Related	4	3	3
D	Education/Employment	6	11	11
E	Family/Visits	8	9	7
F	Food/Kitchen Related	4	6	5
G	Health Related	17	10	4
H	Property/Money	26	39	30
I	Sentence Related/Courses	38	38	22
J	Staff	14	20	15
K	Transfers	9	13	9
L	Miscellaneous	44	32	29
	Total Number	178	184	153

During the year we attended three inquests, all prisoners who had died whilst under the care of HMP Gartree

We had one visit this year to HMP Whatton, this was well received particularly by our new Board Members, and we thank the IMB and HMP Whatton for their invitation and for the way they received us.

Our IMB Clerk has now been in post since autumn 2008, and is a very important part of our Board activities. Her other duties at HMP Gartree have remained stable this year but the work load has increased. We are concerned there are times when she is under considerable pressure to undertake her normal duties and also work as the IMB Clerk. We would hope the prison helps by making sure we can retain her services.

**Board Statistics:**

Recommended compliment of Board Members	15
Number of Board Members at the start of the reporting year	13
Number of Board Members at the end of the year	12
Number of New Board Members joining during the year	2
Number of Board Members leaving within the period	3
Number of attendances at meetings other than Board Meetings	240
Number of visits to the prison (including all meetings)	731
Number of applications received	158
Number of Segregation Review Meetings held	69
Number of Segregation Review Meetings attended	69

## 8. GLOSSARY

ACCT	Assessment, Care in Custody and Teamwork
ARU	Assessment and Rehabilitation Unit
AV's	Accumulated Visits (taken at another establishment)
BME	Black or Minority Ethnic
CARATS	Counseling Assessment Referral Advice Through Care Services
CNA	Certified Normal Accommodation
CSCP	Cognitive Self Change Programme
GTC	Gartree Therapeutic Community
GOOD	Good Order or Discipline
HCC	Health Care Centre
HRP	Healthy Relationship Programme
IMB	Independent Monitoring Board
IPP	Indeterminate sentence for Public Protection
KPT	Key Performance Target
MDT	Mandatory Drug Test
NVQ	National Vocational Qualification
OASys	Offender Assessment System
OMU	Offender Management Unit
OSG	Operations Support Grade
POA	Prison Officers Association
PCT	Primary Care Trust
PICTA	Prisoner ICT Academy
PNOMIS	Prison National Offender Management Information System
PSO	Prison Service Order
REAT	Race Equality Action Team
REM	Race Equality Manager
REO	Race Equality Officer
RIRF	Racial Incident Report Form
SAPU	Segregation And Progression Unit
SIR	Security Information Report
SMARG	Segregation Monitoring and Review Group
SMT	Senior Management Team
VDT	Voluntary Drug Test