



HMP/YOI BRONZEFIELD

**INDEPENDENT MONITORING
BOARD**

ANNUAL REPORT
AUGUST 2011 - JULY 2012

Monitoring fairness and respect for people in custody

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Section 1

THE STATUTORY ROLE OF THE IMB

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 Justice Secretary from members of the community in which the prison or centre is situated.

The Board is specifically charged to:

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

To enable the Board to carry out these duties effectively its members have right of access to every prisoner and all parts of the prison and also to the establishment's records.

As a result of the entry into force of the Optional Protocol to the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT) in 2003, the IMB is named as one of the 18 independent National Preventative Mechanisms (NPMs) for the prevention of torture. This protocol codifies basic principles, privileges and working methods essential to an effective independent inspection of penal institutions.

Equality Statement

HMP/YOI Bronzefield Independent Monitoring Board is committed to an inclusive approach to equality and will not discriminate directly or indirectly against anyone because of age, disability, gender reassignment, marital and civil partnership status, pregnancy and maternity, race including colour, nationality, ethnic or regional origins, religion or belief, sex and sexual orientation, in recruitment, in the treatment of members and in the way that they monitor the treatment of those in custody. The IMB recognizes that a fully inclusive approach to equality must respect differences that cut across social and cultural categories such as mental health and literacy.

The Board values this approach to equality within its recruitment and board development practices to increase its repertoire of skills and to promote awareness amongst its members of the diverse needs and perspectives of the population within HMP/YOI Bronzefield.

All members of HMP/YOI Bronzefield IMB will undertake their duties in a manner that is accessible to everyone within the establishment regardless of their background or social situation. The Board will monitor to establish that the experiences and interaction between staff, prisoners, detainees and visitors is fair and without prejudice. Where this is not the case, the Board will alert appropriate authorities and individuals including the Director General, Deputy Director for Contracted Prisons, Minister for Prisons and Sodexo Justice Services.

REPORTING PERIOD

1st August 2011 – 31st July 2012

Section 2

DESCRIPTION OF THE PRISON

HMP/YOI Bronzefield opened in June 2004. It is a privately run local prison, managed by Sodexo Justice Services Ltd which holds both remand and sentenced female prisoners. It is located in Ashford, Middlesex, close to Heathrow Airport.

The prison has a Certified Normal Accommodation (CNA) of 527 and holds approximately 50 Young Offenders aged between 18 and 21 who are accommodated in the same houseblocks as the adult women and also accommodates a 12-bed Mother and Baby Unit with room for 13 babies.

HMP/YOI Bronzefield serves approximately 80 courts.

Primary GP services are provided by a private sector agency - Cimarron UK. Nursing staff are employed directly by Bronzefield and shortfalls filled by agency nurses. Mental health care is provided through a contract with Central North West London NHS Foundation Trust. The prison has a 24-hour in-patient healthcare unit. There is no dedicated mental health unit.

Education services are provided by Sodexo Justice Services. NOCN qualifications are awarded internally under the name of Woodthorpe College.

There are various outside organisations supporting family and community ties and linking to services that can help with resettlement after release. Among them are:

Platform 51 (formerly YWCA) (Personal Development courses for Young Offenders)

WISH (support for prisoners with mental health issues)

Samaritans (support for Listeners)

DAS (Detention Advisory Service – immigration advice)

WIP (Women in Prison)

Alcoholics Anonymous

WI (The Women's Institute)

Newbridge (Parenting courses)

Shannon Trust (Toe by-Toe literacy teaching)

Prison Education Trust

Women's Wisdom

Blue Cross

Job Deal & Job Centre Plus

Sussex Pathways

Blue Sky (employment of ex-offenders)

Clean Break (theatre for women affected by the Criminal Justice System)

Tasha Foundation

The Poppy Project supported by Eaves

Inspire

Stop Loan Sharks

Prison Fellowship

Section 3

EXECUTIVE SUMMARY

We are asked to report on five main areas of the prison (*Section 4*) and to comment on any other areas where we have concerns or where we wish to cite examples of excellence (*Section 5*). This report covers the twelve months between August 2011 and July 2012.

HMP/YOI Bronzefield is a bright, modern establishment which is not overcrowded. The adult and YO population at Bronzefield is very mixed and comprises remand, sentenced, lifers, IPS and Restricted Status prisoners. Sentences vary from a few weeks to life and the average stay is 6 weeks.

The small Senior Management Team promotes an ethos of respect and decency for the individual. Some of the issues raised by the Board during the reporting period have been resolved and we would like to thank the Director and her staff for their responsiveness to these concerns during the year.

During the reporting period there was a death in custody and the IMB would like to express its sympathy to the family and friends of the deceased.

The IMB Annual Report 2010/2011 (published 20.09.11) cited serious issues in primary healthcare services at HMP/YOI Bronzefield, which the Board described as 'well below standard'. Throughout that reporting period the Board had repeatedly brought their concerns about the grave inadequacies of healthcare services to the attention of the prison's senior managers. This report acknowledges that serious efforts have been made by the management team to address these issues during the last 2 years. Significant concerns remain concerning the quality of healthcare provided to prisoners (*Section 4.3*).

The Board would like to commend the management and staff of HMP/YOI Bronzefield for the following:

- The continuing good work by staff in dealing with difficult-to-manage prisoners. Separation and Care (S&C) staff make sensitive and positive efforts to meet the individual needs of prisoners and those held long-term in S&C within the constraints of the regime (*Sections 4.1, 4.3, 4.5*).
- Their success in integrating the majority of Restricted Status prisoners into the normal prison regime, some of whom have already spent decades in prisons and/or secure psychiatric hospitals.
- The further development of the touch-screen 'pods' on the wings (*Section 5.2*).
- An employment and training initiative led by Blue Sky – A Stitch in Time (*Section 4.2*).
- The prestigious Sword of Honour Award given in recognition of Bronzefield's excellent health and safety record.
- The Visitor Reception Centre where PACT (Parents and Children Together) operates. (*Section 5.5*).
- The Gym (*Section 5.8*).
- Toe by Toe literacy teaching (*Section 4.2*).
- Expressive Arts (*Section 4.2*).

- The Foreign National Team (*Section 4.1*).
- The Mother and Baby Unit.
- The regular monthly Family Days and the work done to bring and keep families together.
- Excellent results in the Koestler Awards.

The Board has concerns about the following:

- The processes of administering prescribed drugs. The inadequate supervision of methadone dispensing for much of the reporting year (*Section 4.3 Drug Strategy*).
- Evidence-based concerns about the inappropriate attitudes of some healthcare staff in response to prisoners' medical needs and questions. (*Section 4.3 Outpatients/Primary Care*).
- Poor audit trails and inconsistent processes in dealing with mail, parcels and inter prison phone calls. Towards the very end of the reporting period, a new process for parcels was published.
- Very long delays in Reception during the first half of the reporting year caused by the introduction of the GEOAmev contract for prisoner transport (*Section 5.1*).
- Very long waits of up to 5 hours on arrival in Reception occurred during the first 10 months of the year. Although this was reduced to an average of 2-3 hours, there were still some very long waits (*Section 5.1*).
- Out-of-date induction information which is predominantly in English. The TV induction loop has frequently been broken (*Section 5.1*).
- Difficulty for visitors in booking visits and bringing in property (*Section 5.5*).
- The long-term holding of prisoners, and the regime provided, in the Separation and Care Unit (S&C) caused by the lack of a Close Supervision Centre within the female estate (*Section 4.5*).

These concerns have been regularly monitored and raised at all levels including with the Director, the Senior Management Team, NOMS and the Minister.

QUESTIONS TO THE MINISTER:

While acknowledging the budgetary restraints facing the Government, is it fair and equitable not to provide a Close Supervision Centre (CSC), or equivalent, staffed and facilitated commensurate with that in the male estate for difficult-to-manage female prisoners? The Board would state that this is discriminatory (see Annual Report 2010/11).

QUESTIONS TO NOMS:

In December 2010 the Prisons Minister told HMP/YOI Bronzefield IMB that a CSC for difficult-to-manage women prisoners was not viable and that the Women's Team had been asked to devise an alternative way of supporting this group. What progress has been made in finding a scheme that gives equality with the male estate facilities and which does not discriminate against difficult-to-manage and dangerous women? This discriminatory practice has not changed in the intervening 2 years.

QUESTIONS TO SODEXO:

Food Services form a significant part of the Sodexo Group's business. Why is the training of prisoners in cookery, food handling and nutrition skills not given a higher priority in this women's prison?

Section 4

AREAS THAT MUST BE REPORTED ON

4.1 EQUALITY and INCLUSION

It is still the Board's opinion that staff at HMP/YOI Bronzefield have a positive and proactive approach towards equality matters.

Foreign Nationals

- Foreign National (FN) prisoners tell Board members that they feel well supported by the proactive Discrimination, Equality and Inclusion Team who demonstrate empathy with the prisoners held at HMP/YOI Bronzefield.
- The percentage of FN prisoners at HMP/YOI Bronzefield has fluctuated between 23 – 30%. The Board monitors the close and effective relationship between staff from the prison and from the UK Borders Agency for the benefit of FN prisoners. Two UKBA staff visit twice a week for half a day. The Local Immigration Team (LIT) also comes in to assist.

Discrimination

- The Board monitors the resolution of the Discrimination Incident Reporting Forms (DIRFs). These show a consistent and clear response by the prison to allegations of discrimination. Prisoners tell the Board that they feel well supported in this area.
- Written information, including that on notice boards, is frequently out-of-date, inadequate and in English only. The Board acknowledges the difficulty the prison faces as there may be up to 50 different languages spoken at any one time.

Disability

- Disabled prisoners are able to access all areas of the prison including the gym and there is a lift to access workshops and education. Prisoners are available as careers and this is paid work.
- There is one fully disability-compliant cell and three others that have been modified. The prison has too often reacted slowly to the growing need to provide additional equipment such as grab rails, shower chairs and mobility aids.
- The Board has been told that the number of wheelchair users and users of mobility aids is often significantly in excess of the number the prison is contractually obliged to accommodate.
- Prisoners with hearing issues tell the board that they have trouble deciphering shouted orders by staff on the wings, such as the call for meals and medication. They have been disadvantaged when they first arrive as there have been delays in producing up to date, accurate written induction material (*see reference above*).

4.2 EDUCATION, LEARNING SKILLS & WORK

- The prison provides a range of educational opportunities for women whose average stay is only six weeks and whose educational needs are sometimes basic or for whom English may not be their first language. For those serving longer periods at HMP/YOI Bronzefield the opportunities are fewer. There are approximately 30 prisoners currently pursuing higher education, some up to degree level through distance learning.
- The large majority of prisoners are in employment, training or education for most of the day.
- Prisoners speak highly of some of the innovative education programmes such as IT, Life Skills and a 'Stitch in Time'.
- The Expressive Arts classes, which include graphic design, are regularly full. These are sensitively and exceptionally well run and the classes manage to combine the educational objective as well as a pastoral consideration of the prisoner.
- The "Toe by Toe" reading scheme is particularly successful in Bronzefield. Over the year there have been approximately 60 learners and 9 mentors.
- Following the Board's comments in last year's annual report, the Board continues to feel that an opportunity to prepare more women for release is being missed by not providing education in basic cookery, nutrition, food hygiene skills and budgeting (See *Questions to Sodexo*).

4.3 HEALTHCARE and MENTAL HEALTH

Following a critical HM Inspector of Prisons Report on healthcare provisions, a Sodexo Action Plan was implemented in 2011. The management team has devoted a great deal of time and energy to try and rectify the problems, including implementing management and staff changes, coupled with investing a significant amount of capital expenditure on moving the pharmacies onto the residential Wings. The Board remains concerned as serious problems persist and prisoner complaints to the IMB about healthcare issues are disproportionately high.

The locum agency Cimarron is contracted to supply GP services at HMP/YOI Bronzefield.

In this women's prison there were no regular female GP sessions between April and August this year. The prison has no contractual obligation to supply these, although the Board believe that it is only fair and decent for a woman prisoner to have the option to see a female doctor.

Inpatients

- In the latter part of the year the inpatient 18 bed unit became Nurse Manager led, supported by 1 nurse and 2 custody officers.
- Staff are to be commended for the continuous care and understanding they show to the patients on the unit.
- The Board reported in their Annual Report of 2010/2011 on the poor decorative state of the inpatient unit. The unit has since been completely redecorated and is bright. The problem of keeping the unit appropriately clean using prisoner orderlies remains. The inpatient unit holds many patients who have complex health problems and can display volatile, anti-social behaviour with very poor personal hygiene. The Board has monitored that, at times, the cleanliness of the unit falls short of acceptable standards.

Outpatients/Primary Care

- Despite having Prisoner Advisory Liaison Service (PALS) representation in the prison, prisoner complaints to the IMB have steadily increased throughout the reporting year.
- Prisoners describe to the IMB: poor interaction and attitudes of some medical and nursing staff; that their concerns are not followed through; they have difficulty in getting repeat prescriptions; prisoners complain of missing medical charts and wrong medication being given; there are delays in confirmation of medical treatment with treating doctors on the outside. Specific cases have been raised by the Board and action taken by management. The Board remains concerned that the same issues continue to arise.
- The IMB has regularly monitored the inefficient administration of medication throughout the establishment. Prisoners can have lengthy waits in queues where medical charts are missing, required medication is unavailable and disorganised paperwork exists. Nurses have been heard to show a lack of respect and impatience when prisoners raise concerns.
- The Board is extremely concerned about these serious lapses in safe medical practice and has raised its concerns directly with the managers, and regularly with the Director at Board Meetings.
- In the latter part of the year new pharmacies were built in each of the houseblocks and the central pharmacy is no longer used. The new system is bedding in but the IMB has continued to monitor the inefficient administration of drugs.
- A hepatitis B vaccination programme funded by the PCT was introduced; the prison has been proactive in ensuring that as many women as possible have been inoculated.
- An alcohol misuse programme pilot was started in April and will now be rolled out to other Sodexo managed prisons.
- It is difficult for both prisoners and the IMB to raise their concerns because few nursing staff display name badges.
- A weekly manager's clinic has been introduced for prisoners who are unhappy with the care they have received and the PALS representative is well supported by the management. Prisoners are now able to book appointments with a nurse, the Mental Health Team, optician, dentist and chiropodist, via the touch-screen 'pods' which are available on all residential wings. Waiting times to see a GP have been brought more in line with those in the community. The waiting lists for the dentist and chiropodist are running at around 6 weeks for much of the year.
- Prisoners access appointment times via the touch-screen 'pods'. When the pods are not working, the backup system to inform Healthcare that the prisoners have not been informed of their appointments or received their movement slips is unreliable. As a result, the prisoners are usually marked as "no-shows".

Mental Health

The provision of mental health services was contracted to Central North West London NHS Foundation Trust during the reporting year. The number of prisoners displaying mental health issues continues to be very high. Prisoners can self-refer and can expect to be assessed within one week. The Mental Health Team has a high profile within the prison and makes a valuable contribution to prison life.

HDU

The Help and Directions Unit remains closed.

Drug Strategy

Towards the end of the reporting year, the dispensing of methadone was moved to the residential wings; on some houseblocks women prescribed methadone have also been located together. The Board has continuing concerns about procedures for methadone dispensing. Monitoring has shown that supervision in the pharmacies is usually poor and that mouth checks to ensure women are not holding back the methadone for trading purposes are often cursory. There is a high number of prisoners for each officer to observe and frequently only one officer present, who can be easily distracted.

4.4 SAFER CUSTODY

- In April 2011 the Prison Service audit team recommended that an establishment the size of HMP/YOI Bronzefield should have a Safer Custody team consisting of one team leader, two Senior Prison Custody Officers (SPCOs) and one administrator. However a contractual "Notice of Change" imposed on the prison by NOMS meant that for a considerable time, the team at HMP/YOI Bronzefield has been only half that size, with a single SPCO and one administrator. The Board believes that there was a detrimental impact on prisoners during this period. When the team was reduced in number and there were problems with staff sickness, the Board observed serious inadequacies in the processing of bullying reports, poor recording of investigations and inconsistent treatment of those accused.
- Following another reorganisation, there are now 2 PCO's. Significant improvements have been noted although ACCT documents are inconsistently completed.
- In Education there is only one custody officer to monitor the gate, the corridor and the class rooms.
- Exit surveys have been inconsistently conducted on prisoners leaving the prison.

4.5 SEPARATION and CARE (S&C)

- Staff in S&C routinely deal with some very difficult-to-manage prisoners. This is the nature of the unit, but the Board commends staff for the achievements they have had with some very demanding and often violent women and the patience they have shown.
- The IMB monitors Good Order or Discipline (GOOD) reviews regularly. They are not always well attended by the full range of disciplines. The prisoners' behavioural targets set at these reviews are sometimes inconsistent and unachievable. There is frequently a lack of proactivity by staff in following through on targets set and commitments made. The Board believes that greater efforts should be made to ensure that undertakings given to a prisoner are kept.
- In the early part of the reporting period, meals were sometimes delivered to prisoners in their cells rather than the women coming out to the servery to collect them. This resulted in longer periods of isolation for some of the prisoners. The Board felt that greater efforts should have been made to get the prisoners out of their cells.
- Some prisoners have been located in Separation and Care for more than a year. The regime for these prisoners is not comparable with that provided for similar prisoners in the male estate. This is discriminatory. (*See questions to NOMS and the Prisons Minister*)
- The Day Room's potential has not always been fully realised.
- SMARG (Segregation Monitoring and Review Group) meetings continue to be irregular and are frequently postponed.

Section 5

OTHER AREAS OF THE PRISON WHERE THE IMB HAS CONCERNS OR COMMENTS

5.1 RECEPTION / INDUCTION

- In September 2011 GEOAmy took over a large part of the prisoner transportation between HMP/YOI Bronzefield, the courts and other prisons. For 7 months until April 2012, this resulted in unacceptably long delays for women coming into Bronzefield and long delays for women going to courts and other prisons. Consequently, some women were late arriving at court and missed trials or family court hearings. This may have detrimentally affected the outcome of their court appearance. A letter to the Minister of Prisons was sent by the Board.
- Prisoner Connexions workers are heavily involved in giving new arrivals information about the prison, both in Reception and Induction. These prison workers are popular as they provide a reassuring face to the new arrivals, although they frequently have not had access to the equipment needed to make the Induction Packs.
- The Board welcomed the announcement in May 2011 that the Justice Department would install the Prison-Nomis prisoner case management system in all contracted prisons by Spring 2012. This system already operates in all Prison Service establishments. Staff have received training but the system is not fully operational.
- During the reporting period, the average wait in Reception was 2-3 hours with some prisoners waiting up to 5 hours which the Board felt was unacceptable. Recently this has been reduced although very long waits occasionally occur. The waiting time for medical checks is sometimes long.
- The Board has raised concerns regarding the dietary provision for women who are on lengthy trials. Breakfast comprises toast and the dinner is a frozen microwave ready meal.

5.2 RESIDENTIAL UNITS

- The IMB raised concerns that the location boards in the houseblock hub offices, which should record a prisoner's location at any given time during the day, are not always accurate. At this time, these location boards do not give reliable information about the whereabouts of a prisoner although there has been some improvement since the last reporting period (*See also IMB Annual Report 2010-11*).
- The use of name cards outside cell doors is inconsistent. The Board believes that greater efforts should be made to ensure that the cards are in place so that the occupant of a cell can be correctly and safely identified.
- Prisoners with reduced mobility have easily identifiable cell cards indicating the need for the use of a personal evacuation plan in case of an emergency.
- The 'Your Voice' prisoner forum was a very worthwhile initiative that began four years ago, giving prisoners an opportunity to send representatives to a monthly meeting where grievances, concerns and queries could be raised. The meetings operated sporadically during the first half of the reporting period although they have now been restarted. Very few prisoners are aware of their existence and the 'Your Voice' boxes, situated on every houseblock, often have no forms available. The minutes posted on the houseblock notice boards are also frequently out-of-date.

- The services available on the touch-screen 'pods' on the wings have been expanded and the Board commend the management for continuing to develop this initiative. In addition to giving prisoners easy access to their finances, canteen orders, menu choices and movement slips, prisoners now have a new, efficient and traceable method of putting in applications. Some of the 'pods' were out of order during the year awaiting repair. Although prisoners were given access to other "pods", time pressure and the increased number of users resulted in prisoners being adversely affected in their ability to make applications.
- There has recently been a 're-profiling' exercise which changed the uniformed officers' shift patterns. Following this, prisoners complained strongly to the IMB as they believed that prison officers no longer worked in specific locations. As a result, they felt that they were and still are unable to build any relationship with a constantly changing work force.
- In spite of the IMB raising the issue many times, prison officers frequently do not display name badges, making them unidentifiable to both prisoners and other members of staff. This is also a concern with the healthcare staff.
- The Board have received a number of applications throughout the year from prisoners who say that their mail, items enclosed in their mail and parcels have gone missing. It has been difficult to resolve these issues as the audit trails for items coming into prison have been incomplete. A new system was published towards the end of the reporting year.
- Prisoners have frequently complained of difficulties booking inter-prison phone calls. Monitoring of this process has highlighted inconsistencies across residential areas, poor audit trails and a time-consuming process.
- The Board has also observed that some audit trails e.g. ACCT documents and ASBO's are not always adhered to or are inconsistent. This lack of consistency can adversely impact many aspects of the prisoner's life.

5.3 PRISON APPLICATIONS

- The touch-screen "pod" system has undergone further development and the majority of applications that a prisoner wishes to make are now done electronically. This system has been a great success and the Board congratulates Sodexo for introducing this system.
- The process for filing the very limited number of traditionally written applications available across the houseblocks is inconsistent and poorly recorded.

5.4 KITCHENS / FOOD

- The prison supplies over 100 special meal packs a day e.g. diabetic and vegetarian and has won an award for its vegan menus. All kitchen and servery workers complete food hygiene certificates and other basic qualifications are available for specific prisoner jobs. The Board believes that the Sodexo Group's expertise in catering services should be harnessed to use the prison's kitchen to train more women in cookery skills and the value of good nutrition, in order to prepare them for release.
- Prisoners now use the touch-screen 'pods' on the wings to make their menu choices. This is a local prison with a transient population and the women tend to progress from one houseblock to another. Occasional complaints about not receiving the food that had been ordered could be attributable to the kitchen staff not being informed of a prisoner's change of location.
- Prisoners attending long-term trials receive a limited diet of toast for breakfast and a microwave processed meal in the evening.

5.5 VISITS

- Under the new re-profiling of staff there is no longer a dedicated visits team. The overall volume of visiting hours has remained largely unchanged but the actual hours when visits can be made has been reduced. The prison has introduced a new system which enables prisoners to book repeat visits via the electronic pods.
- The system for visitors booking their first visits and also for bringing property to the establishment for prisoners is ineffective. Calls to Visits can only be made to an answer-phone. Typically calls are only returned in the mornings and too often not all calls get returned within 24hrs.

A worthwhile initiative offering families an introduction to the prison, which was held on Tuesday mornings with prison staff, has now ended. There is now a full time PACT representative who is situated in the Visitors' Reception Centre who liaises with families.

5.6 RESETTLEMENT AND PROGRAMMES

- The Programmes team deliver courses on anger management, life assessment, self-esteem and alcohol dependency issues. There is also support for women who have suffered domestic abuse.
- The Resettlement Open Day held in July was an impressive occasion with 45 different outside agencies present. Every effort was made to ensure prisoners were able to attend the event.
- A Restorative Justice programme was introduced during the year to bring together the parties in a conflict and encourage them to see the other side's point of view. This runs at a local level throughout the houseblocks and is designed to reduce the overall number of adjudications. The Board has monitored that, on average, two cases a month have been referred following adjudication.

5.7 MOTHER AND BABY UNIT

This continues to be an excellent facility catering for up to 12 mothers and 13 children.

5.8 THE GYM

Staff in the gym are hardworking, enthusiastic and proactive, providing an innovative range of health-promoting programmes. The gym is accessible to all prisoners who want to participate and special times are set aside for those in S and C or Healthcare. A new initiative to arrange regular netball matches against teams in the outside community has been a great success.

Section 6

SUMMARY OF THE WORK OF THE IMB IN THE REPORTING YEAR

Each week Board members attend the prison to conduct rota visits and monitor adjudications. They also respond to prisoner applications, attend Separation and Care reviews and observe meetings.

The Board holds a monthly meeting which the Director or her Deputy attends in order to brief the Board on prison matters and to discuss issues from rota reports.

Board members regularly give a talk about the IMB to new staff during their initial training.

Two Board members attended the IMB Annual Conference in 2011. Members have attended national training courses and hosted training visits from IMBs at other prisons and have in turn visited other establishments.

BOARD STATISTICS	
Recommended Complement of Board Members	17
Number of Board members at the start of the reporting period	16
Number of Board members at the end of the reporting period	14
Number of new members joining within the reporting period	1
Number of members leaving within the reporting period	3
Total number of visits to the prison (including all meetings)	671
Total number of applications received	768
Total number of segregation reviews attended	104
Total number of Board meetings	12
Date of Annual Team Performance Review	27/09/11

Code	Subject	2009/10	2010/11	2011/12
A	Accommodation	56	51	43
B	Adjudications	5	5	3
C	Diversity related	20	17	19
D	Education/employment/training	48	7	28
E	Family/visits	65	49	44
F	Food/kitchen related	45	22	15
G	Health related	278	205	212
H	Property	194	144	172
I	Sentence related	76	44	48
J	Staff/prisoner/detainee related	120	144	92
K	Transfers	31	29	11
L	Miscellaneous	114	86	54
M	Confidential Access	44	87	27
	Total number of applications	1096	890	768