



Independent Monitoring Board  
HMP Everthorpe  
Beck Road  
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*Monitoring fairness and respect for people in custody*

## HMP EVERTHORPE

### INDEPENDENT MONITORING BOARD ANNUAL REPORT

NOVEMBER 2009 TO OCTOBER 2010

## Contents

Section 1	Introduction.....	2
Section 2	The IMB Role.....	2
2.1	Statutory Role of the IMB.....	2
Section 3	Description of Prison.....	2
3.1	Brief Description of HMP Everthorpe.....	2
3.2	Voluntary and Community Sector Outside Providers.....	2
3.3	Changes during 2008/2009.....	2
Section 4	Executive Summary.....	2
4.1	Particular issues requiring a response from the Minister.....	2
4.2	Other issues of concern or excellence not requiring a response.....	2
4.3	Overall Judgment.....	2
Section 5	Specific Area Reports.....	2
5.1	Healthcare.....	2
5.2	Catering.....	2
5.3	Induction.....	2
5.4	Separation and Care Unit.....	2
5.5	Chaplaincy.....	2
5.6	Learning and Skills (Including Workshops).....	2
5.7	Library.....	2
5.8	Residential Wings.....	2
5.9	Reception.....	2
5.10	Training.....	2
5.11	Physical Education.....	2
Section 6	Areas of Interest.....	2
6.1	Resettlement and Offender Management.....	2
6.2	Drug and Substance Abuse.....	2
6.3	Safer Prisons.....	2
6.4	Diversity.....	2
Section 7	The Work of the Independent Monitoring Board.....	2
7.1	Work of the Board.....	2
7.2	Board Statistics for November 2009 to October 2010.....	2
7.3	Applications.....	2
Section 8	Glossary of Prison-Related Abbreviations Used.....	2

## **Section 1 Introduction**

This Report does not attempt to give an overview of all aspects of prison life in 2009/10, or to duplicate other specialised documents.

The Annual Report is addressed formally to the Secretary of State for Justice and on his behalf to the Minister for Prisons. It is also addressed to the Director General of the Prison Service, the Area Manager of the Prison Service, the Local MP, Library and Local Newspapers.

In addition the Report is addressed to the Governor of HMP Everthorpe (HMP Everthorpe is sometimes referred to in this Report as ‘the Establishment’), and its content may well also be of interest in varying degrees to all who work at HMP Everthorpe since it comments on many of the services which they provide.

Finally it is a published document and potentially of interest to members of the public both within the vicinity of the Establishment and further afield.

## **Section 2 The IMB Role**

### **2.1 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 Home Secretary from members of the community in which the Prison or Centre is situated.

Every Board is specifically charged to:

- (1) Satisfy itself as to the humane and just treatment of those held in custody within its Prison and the range and adequacy of the programmes preparing them for release.
- (2) Inform promptly the Secretary of State, or any official to whom he has delegated authority as it judges appropriate, any concern it has.
- (3) Report annually to the Secretary of State on how 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 offender and every part of the Prison and also to every offender’s records and the Prison’s records.

## Section 3 Description of Prison

### 3.1 Brief Description of HMP Everthorpe.

HMP Everthorpe is a Category C Adult Male Training Establishment with an operational capacity of 689 and certified normal accommodation (CNA) of 603.

HMP Everthorpe was the first ‘complete new build’ penal establishment since Victorian times. It was originally built as a Prison although it was opened in 1958 as a Closed Borstal; in 1983 it was re-designated as a Youth Custody Centre. HMP Everthorpe continued to provide provision for young offenders until October 1991 when it was again re-designated, this time to a Category C Adult Male Training Establishment. The accommodation has been increased since 1958; a new wing was added in 1995/96 with a further two added in 2005 making a total of seven residential wings. The cells in all wings have sanitation, electricity and television.

**Reception criteria:** HMP Everthorpe does not accept:

- VP/Rule 45 Offenders
- Life sentences
- Escapees/attempted escapes in current sentence
- Unfit for any class of work
- Any un-stabilised medical conditions.

The ethnicity breakdown is recorded in 15 different categories. The three highest being 81 % British: White, 2.% Black: Caribbean and 5% Asian: Pakistani.

There are 19 categories in the breakdown of religion. Of these 44% have no religion, 24% are Church of England (Anglican), 16% Roman Catholic and 8% are Muslim and 2% Christian (denomination not specified) The 14 remaining categories are all less than 0.5% each. The increase of Muslim inmates from last year’s 1% of the population is worthy of note.

The staff numbers at the Establishment are a nominal 311, a reduction of 7 on last year.

### 3.2 Voluntary and Community Sector Outside Providers

Partnerships with Voluntary and Community Sectors contributing to reducing re-offending.

Alcoholics Anonymous	Support group for those with addiction issues to alcohol	Alcoholic dependency/Drug & Alcohol
Alcohol & Drugs Service	Supporting offenders after release with alcohol issues returning to Hull	Alcohol
Careers Information and Advice Service	Provide careers advice to all offenders	Employment, education and training
Community Service Volunteers (C.S.V.)	Obtaining placements in volunteering in the community	Volunteer workers/ education, training and Employment
Compass	Substance misuse service	Alcoholic dependency/Drug & Alcohol
Credit Action	Improved skill/attitude toward managing money	Those with financial issues/ Finance Benefit and Debt
Credit Union (Hull & ER Yorks)	Opening savings accounts during sentence	Employment, finance & benefit
Cruse Bereavement Care	Support for those bereaved.	Coping with bereavement in custody/Mental & Physical Health
Royal British Legion	Supports served and currently serving Armed Forces personnel	Financial, social and emotional support.
DISC W & S Yorkshire	Support ex offenders into resettlement	Employment, education and training
East Yorkshire Adult and Family Learning	Keeping up with the children – Education led	Family/Children and Families of Offenders
Homestart	Support for families during sentence and preparing for an offender returning home and until youngest child reaches age of 5	Children and Families
Humber Pre-School Learning Alliance	Supports the family day at the end of the parenting in prison group	Family/Children and Families of Offenders
Humberside Probation Trust	Contribution to interventions and Offender Management	All pathways
Job Centre Plus	ETE interview outcomes and advice on financial matters	Employment/Education, training and Employment Finance – grants etc/Finance Benefit and Debt
East Riding of Yorkshire Council Library and Information Service	Literacy/education Relationships with children	Lending library/ Education, training and Employment Story book Dads/ Children and Families of Offenders
Lifeline	Contributing to the work of CARAT	Drug intervention/Drugs and

HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

	team	Alcohol
Narcotics Anonymous	Support group for those with drug problems	Drug intervention/Drugs and Alcohol
National Association of Prison Visitors	Contact for offenders not in receipt of visits – reduction of isolation	Offenders who do not receive visits/ Mental & Physical Health
Preventing Re-offending through employment project (PRP)	Providing mentoring support to PPO's and serving under 1 year for offenders returning to Humberside area	PPO's and under 1 year for employment education & training Accommodation Health Issues Drug and alcohol
In 2 Change	Providing a range of support to offenders in housing, employment, training benefits, debt and general support	Accommodation, employment training and benefits.
RAPT (Rehabilitation of Addicted Prisoners Trust)	Provision of tier 4 intervention	12 step drug programme/ Drugs and Alcohol
Samaritans	Support for offenders experiencing distress/difficulty coping	Offenders in distress/ Mental & Physical Health
Shelter Housing	Accommodation outcomes – acquiring or retaining homes	Accommodation/ Accommodation
Remploy	ET outcomes for education and training places	Education training and Employment
Shannon Trust	Support to offenders with literacy problems	Education, training and Employment
Veterans Agency	An agency reaching out to veterans.	Accommodation Benefit and debt advice Employment/Education, training and Employment
West Yorkshire Community Chaplaincy Project.	Provision of support to offenders discharged to West Yorkshire.	Employment/Education, training and Employment

- 3.2.1 As last year, the lack of money available to buy in important services from outside voluntary agencies (even volunteers require expenses) has inhibited the range of services being offered. However, it must be acknowledged that the VCS Co-ordinator has achieved a great deal within her limited budget.
- 3.2.2 Real help is now offered to offenders in the area of finance/debt/benefits – one of the Prison Service's official "Pathways". In particular, a link has been established with the local Citizens Advice Bureau (CAB) who now offers e-line as well as in-prison support.
- 3.2.3 The introduction of the Hull and East Riding Credit Union, highlighted in last year's report, allows offenders to become members enabling them to open bank accounts, not only locally but in their home area. Four volunteers have been recruited to service the substantial and growing demand from offenders with financial problems.

## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

- 3.2.4 Much effort hard work has gone into a number of funding bids such as the Knife Crime Garden (see Paragraph 5.6.1), a bus shelter outside the prison, for visitors and for the establishment of a “Friends of Everthorpe” in the local community.
- 3.2.5 The bereavement counselling charity, CRUSE, has offered support to offenders within the Establishment for a number of years but their volunteers have not received any expenses for some time. It would be regrettable if this valuable service was lost to the Prison.
- 3.2.6 The small VCS budget is, at present, spread quite thinly but with care, much hard work and commitment from volunteers and Prison staff alike, a great deal is being achieved. However, any further reduction in the VCS budget could have serious implications for the support and help offered offenders.

### **3.3 Changes during 2009/2010**

- 3.3.1 The number of staff has reduced for the third year in succession and the indications are that this trend will continue next year.
- 3.3.2 Budgetary pressures led to the introduction of a new core day in April 2010. This has resulted in a reduction of time unlocked (1.5 hours per week) and purposeful activity (1 hour a week).
- 3.3.3 The opening of the new Health Care Centre in October 2010, after so many postponements and delays, was a major step forward for the Prison.
- 3.3.4 The commencement of remedial work on the kitchen and gym floors is welcomed but long overdue.
- 3.3.5 A new Governor arrived in March 2010 after a lengthy period with the position vacant. His arrival was welcomed, but the Board would wish to record their appreciation of the way the Deputy Governor administered the Establishment during the interregnum.
- 3.3.6 During the year a decision was taken by the Prison management to cease funding the crèche in the Visits Centre. The knock-on effect of this has been a marked increase in noise levels within the Visits Centre, and a greater risk of an accident, with more young children running about in the room. It has also become much more difficult for prison staff to identify suspicious behaviour, with a subsequent increased risk of successful smuggling of illegal items.
- 3.3.7 Carpets, curtains and acoustic panels have been fitted in the Visits Centre to reduce the noise levels in the main visiting room.
- 3.3.8 There have been a number of significant successes in reducing the supply of drugs, alcohol and mobile phones in the Prison. However, it is fact that when the availability of drugs falls, the amount of Prison produced alcohol (hooch)

## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

increases. This was particularly evident over the Christmas period when there was also an increase in potentially serious incidents on a number of wings.

- 3.3.9 The Veterans in Custody Scheme (VICS) is well established within the Prison. Prison Officer Nick Wood has been a key driver in this and has played a major part in the rolling out of the scheme nationally. The IMB have been deeply impressed with his dedication to this work, much of it completed in his own time.
- 3.3.10 The Yorkshire and Humberside Area introduced the “Closer to Home Project” in June 2010 with Category C offenders now being allocated to training prisons in accordance with their home post code. At the end of the reporting year some 40% of the Prison population was either from East or South Yorkshire and these percentages should continue to rise. The benefits of this scheme in the areas of resettlement and rehabilitation are clear to the IMB and the scheme is fully supported.
- 3.3.11 The arrangement of transfers has continued to be difficult particularly with respect to ‘out of area’ transfers. However, the acquisition of a redundant prison vehicle (shared with HMP Hull) has allowed transfers being effected when GS4 transport is not available.
- 3.3.12 A directory of facilities available to offenders within the Establishment has been compiled and is available to offenders.
- 3.3.13 The “Parenting Day” scheme, in which offenders could spend a full day with their children, was suspended during the year because of a lack of staff volunteers. It is hoped that this valuable scheme can be reinstated in 2011.
- 3.3.14 The year has seen a poor service from canteen contractor (DHL) particularly over the Christmas period.
- 3.3.15 The Prison has been selected to take a small number of young offenders (aged 18 -21 years) following a successful trial at HMP Hull. However, this project is presently on hold with no start date known.

## **Section 4                    Executive Summary**

### **4.1    Particular issues requiring a response from the Minister**

- 4.1.1    During the year a decision was taken by the Prison management to cease funding the crèche in the Visits centre. The knock-on effect of this has been a marked increase in noise levels within the Visits Centre, and a greater risk of an accident, with more young children running about in the room. It has also become much more difficult for prison staff to identify suspicious behaviour, with a subsequent increased risk of successful smuggling of illegal items.
- 4.1.2    The appeals process for offenders who feel strongly that an adjudication decision is incorrect causes concern. For ‘minor’ adjudications which result in a loss of privileges or indeed some cellular confinement the decision if in their favour has no practical effect for the offender, the privileges having been lost for a period regardless of the appeal outcome. The number of appeals that were successful was 27% who had lost privileges regardless of this. It is appreciated that a ‘fast track’ procedure does exist although questionable for the more serious offences but for lesser offences/punishments there is no ‘fast track’ procedure and in the Board’s opinion this appears unfair and totally unsatisfactory. (This issue is brought forward from the 2008-2009 report there having been no response to date).
- 4.1.5    The chaplaincy lost its full time Roman Catholic (RC) chaplain during the year and, to date, no replacement has been recruited. Although the pastoral needs of Roman Catholic offenders are being met by part-time staff, the lack of one of the three complemented full-time staff means the other two are being overwhelmed by paperwork. A replacement for the departed RC chaplain is seen by the Board as being essential.
- 4.1.6    There has been a continuing problem with the provision of on-line examinations. The number of courses requiring students to complete on-line examinations include carpentry, painting, bricks and electrical and to date, after nearly 12 months, no on-line examinations have been completed. Problems encountered include passwords from the CGLI, location of the computer terminals and most of all the inability to provide a Broadband connection. A considerable number of offenders have been unable to complete examinations and have been unable to successfully complete the various courses. The Board raised this matter to the prison management 10 months ago and have actively raised the issue every month since. Although we have been

informed that all the problems have now been solved, it has, in the opinion of the Board taken far too long and certainly the Prison should make every effort to allow those offenders who have not completed the on-line examinations to now do so where practical.

- 4.1.7 The number of offenders with “mental health” issues continues to put a strain on resources within residency with a number of examples of staff offering exceptional support to offenders in some very challenging circumstances. The Board commends Prison staff for this but it does beggar the question whether prison is the correct environment to house these often sad and troubled individuals.
- 4.1.8 As in previous years the subject of property represents a substantial proportion (20%) of applications to the Board. The vast majority of these applications relate to property lost or mislaid whilst offenders are being transferred from another prison. The capacity of the Prison Service to “lose” offenders’ property in transit and their subsequent tardiness in tracing the missing property is a huge source of frustration to the Board. It is understood that the Prison Service has been examining various options to improve this situation but, to date, no proposals have been put forward. The issue of lost property creates much additional work for prison staff. The Board’s opinion is that a solution utilising modern technology should be sought and that any capital outlay would be offset by the time and resources now being expended by the Prison Service on this matter

## **4.2 Other issues of concern or excellence not requiring a response**

- 4.2.1 The bereavement counselling charity, CRUSE, has offered support to offenders within the Establishment for a number of years but their volunteers have not received any expenses for some time. It would be regrettable if this valuable service was lost to the prison.
- 4.2.2 Budgetary pressures led to the introduction of a new core day in April 2010. This has resulted in a reduction of time unlocked (1.5 hours per week) and purposeful activity (1 hour a week).
- 4.2.3 The opening of the new Health Care Centre in October 2010, after so many postponements and delays, was a major step forward for the prison.
- 4.2.4 The commencement of remedial work on the kitchen and gym floors is welcomed but long overdue.
- 4.2.5 A new Governor arrived in March 2010 after a lengthy period with the position vacant. His arrival was welcomed, but the Board would wish to record their appreciation of the way the Deputy Governor administered the Establishment during the interregnum.
- 4.2.6 The Veterans in Custody Scheme (VICS) is well established within the Prison. Prison Officer Nick Wood has been a key driver in this and has played a major part in the rolling out of the scheme nationally. The IMB have been deeply impressed with his dedication to this work, much of it completed in his own time.
- 4.2.7 The “Parenting Day” scheme, in which offenders could spend a full day with their children, was suspended during the year because of a lack of staff volunteers. It is hoped that this valuable scheme can be reinstated in 2011.
- 4.2.8 The new, restricted, Induction programme was not supported by the Board as it replaced what had become a most effective programme. Any further reduction in staffing or content of the programme would not be welcomed.
- 4.2.9 All clinical staff are now employed by the PCT but the two administrative staff continue to be employed by the Prison Service. Although this has not created any problems to date, this situation is not acceptable and needs to be addressed
- 4.2.10 The planned bespoke training for the Board, to cover basic computer skills and P-Nomis training, which had been offered by the Prison, did not materialise due to budgetary restraints. This training is considered essential if the Board is to have full access to all Prison records, as is their right.

## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

- 4.2.11 The Listeners and Safe Inside offender Representatives are well trained and supported by volunteers from the Samaritans. They take their responsibilities very seriously and there is a pleasing camaraderie amongst them.
- 4.2.12 The NHS Community Services now host a bi-monthly Clinical Governance and Patient Experience Group at which patient complaints are analysed. However, only those complaints aimed at nursing staff are dealt with and Level 2 complaints against other healthcare providers are still being answered by the Head of Healthcare. In the view of the Board, this is unacceptable.
- 4.2.13 The Prison Diversity Manager was re-designated the Race Relations Manager just prior to the end of the reporting period and his hours reduced from 39 to 32 hours. The full implications of this are not yet clear but the Board fears that he will lose his present proactive stance and become merely reactive.
- 4.2.14 The IMB values the monthly reports that the Governor and other managers provide for the IMB Monthly Board meetings.
- 4.2.15 The Board acknowledge the acceptance and understanding of the IMB role by Senior Management and staff, their support, advice, help and patience while dealing with our concerns and queries does enable any local issues that are raised to be resolved. The Board are encouraged to contact staff with enquiries and the courtesy and respect in which they are dealt with does give confidence that the issues raised are dealt with.
- 4.2.16 The support of the establishment with the role of Board's clerk and the facilities provided for the Board to carry out its duties is very much appreciated.
- 4.2.17 The Board express their appreciation to the Board's Clerk for her commitment and work for the Board.

### **4.3 Overall Judgment**

- 4.3.1 The IMB is satisfied that HMP Everthorpe continues to be well managed and that offenders are treated with dignity and respect. The contact and communication between the Board's Clerk and IMB is good and where any issues are raised that are within the limits of the Management/Staff at HMP Everthorpe they are resolved.
- 4.3.2 The Governor and all the staff should be congratulated on their efforts and commitment in dealing with the changes that have again continued throughout the year.
- 4.3.3 The IMB is impressed as in previous years with the care shown by the Governor, Senior Management, Officers and Staff towards all offenders in the Establishment.

## **Section 5      Specific Area Reports**

### **5.1 Healthcare**

- 5.1.1 The primary care nursing team continued to work understaffed into 2010 and a full complement of staff not being achieved until July 2010. The skill mix of registered general, mental health and healthcare support workers is well balanced and appears to work well.
- 5.1.2 All clinical staff are now employed by the PCT but the two administrative staff continue to be employed by the Prison Service. Although this has not created any problems to date, this situation is not acceptable and needs to be addressed.
- 5.1.3 Towards the end of the reporting period a Partnership Board action plan to address a healthcare overspend included a reduction in nursing numbers on an evening and weekend afternoons. This will be initiated in February 2011, after a 90 day staff consultation period. This proposed reduction in the healthcare service to offenders is not supported, but the actual effect of these changes is not yet clear
- 5.1.3 Partnership Board meetings continue to be held quarterly although the monthly Commissioning Forum no longer meets. Partnership working between the PCT and Establishment management appears much improved on previous years.
- 5.1.5 Problems identified within residency of issues of abuse, bullying and vulnerability of offenders having prescribed medication in their possession, was dealt with, utilising a “whole prison” approach with both Prison and clinical staff involved. This became an escalating problem mid-year but a robust review of those being prescribed medication, coupled with closer management of the medication system itself, has led to a reduction in safer custody and security intelligence. That this has been achieved without compromising the service to offenders is welcomed by the Board.
- 5.1.6 The NHS Community Services now host a bi-monthly Clinical Governance and Patient Experience Group at which patient complaints are analysed. However, only those complaints aimed at nursing staff are dealt with and Level 2 complaints against other healthcare providers are still being answered by the Head of Healthcare. In the view of the Board, this is unacceptable.

## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

5.1.7 Healthcare Performance Indicators for the current year are as follows;

GREEN: 22 (17 in 2009)

AMBER: 12 (13 in 2009)

RED: 1 (4 in 2009)

- 5.1.8 The IDTS service reached its cap in mid-year, of 60. A further increase on this cap is anticipated in January 2011. There are still Board members who have serious doubts regarding this service, but the emphasis on detox rather than maintenance in the Establishment, is acknowledged.
- 5.1.9 Four mental health first aid courses were held during the year, attended by both Prison staff and offenders.
- 5.1.10 An annual Health Fair has become a regular feature in recent years and this year the event was held in February. The fair included a number of local, community health providers as well as a number of prison departments. Amazingly, the event was attended by over 85% of the prison population with many signing up for such schemes as smoking cessation and over 170 being screened for Chlamydia on the day. Overall, the event was an outstanding success and the Prison in general and the Healthcare department in particular, are to be congratulated.
- 5.1.11 During the year, the local NHS public health budget funded the supply of a quality toothbrush in March. This was the second year of this initiative and is welcomed.
- 5.1.12 As reported in previous reports, the PCT funded mental health in-reach team is also responsible for providing services in the adjacent HMP Wolds. The appropriate division of resources between the two prisons has been a subject of debate. However, as the reporting period came to end, a PCT led Mental Health Review was announced. This initiative is welcomed by the Board who have been concerned for some years that mental health services in the Establishment have been under funded.
- 5.1.13 A survey of offenders' views on the state of their health and the service they receive in the Prison was conducted by the PCT in August 2010. Nearly a third of Prison population took part and produced a great deal of useful and interesting information.
- 5.1.14 Last, but certainly not least, it is very pleasing to state that on the 25 October 2010, one week before the end of the reporting period, the new Healthcare Centre finally opened. The building is purpose built, meets the latest national healthcare standards and has already attracted much praise from those using the facility. It is just a pity it took so long and so many false starts, before being built.

## **5.2 Catering**

- 5.2.1 Within a few weeks of the new kitchen opening in July 2006, it became clear that the floor had been incorrectly laid and needed major ( and expensive) corrective work. This commenced in February 2010 and it is anticipated that this will be completed early in 2011. A large, portable kitchen is presently being used and overall, both Prison staff and offenders alike, have done very well in overcoming the problems encountered during this difficult period
- 5.2.2 Even during the disruption created by the building work, the kitchen continues to provide good quality food with a wide variety of dishes which are changed when appropriate to incorporate seasonal variations.
- 5.2.3 Catering arrangements for the Muslim festival of Ramadan were well organised with the Muslim Chaplain fully involved in all aspects of the arrangements.
- 5.2.4 It is only on extremely rare occasions that the Board receive complaints relating to the quality of meals provided.
- 5.2.5 A separate kitchen serves the staff mess and provides good quality varied dishes and a wide range of snacks and drinks are available from the canteen in the Visits Centre.

## **5.3 Induction**

- 5.3.1 In our previous (2009) Report, the Board registered their concerns that the dedicated Induction function in the Establishment was being moved from G Wing to the much older C Wing with less staff and fewer facilities. These concerns have been proved largely justified.
- 5.3.2 A much reduced Induction programme is now being conducted from C Wing with the number of dedicated staff reduced by 33% and further staffing cuts anticipated with the October 2010 Spending Review. There are no longer suitable facilities for a group meeting, with the focus necessarily now placed on first night support followed up with wing staff and peer involvement.
- 5.3.3 The rolling induction process now takes place over the first 5 days in the Establishment and includes a short briefing from the IMB in the library.
- 5.3.4 The new, restricted, Induction programme was not supported by the Board as it replaced what had become a most effective programme. Any further reduction in staffing or content of the programme would not be welcomed.

## **5.4 Separation and Care Unit**

- 5.4.1 The SACU continues to be a busy unit, meeting its obligations to the IMB with staff exhibiting much professionalism and affording a high degree of individual care to each offender, whatever the reasons for him being there.
- 5.4.2 Notification to the IMB has improved beyond expectations and is worthy of note. It is now almost unknown for Board members not to be informed of the timing of Reviews etc when on rota duty.
- 5.4.3 Applications and complaints to the Board from offenders on the unit continue to be extremely rare with most problems brought to our attention usually solved very quickly.
- 5.4.4 The Board consider the Adjudications and Reviews they attend to be fair and well managed by Governors and staff. Since a critical Prison Ombudsman's report in 2009, the Prison has tightened up its procedures to ensure there is the necessary attendance of healthcare staff at Reviews. The Independent Adjudicator attends every three/four weeks and Board members attend these if they are available.

## **5.5 Chaplaincy**

- 5.5.1 Under the leadership of the co-ordinating chaplain, Alamgeer Choudhury, the extensive pastoral role of this multi-faith chaplaincy has flourished this year. Communication with the IMB is excellent with IMB members involved and attending such events as the Christmas carol service and Easter service.
- 5.5.2 The chaplaincy lost its full time Roman Catholic (RC) chaplain during the year and, to date, no replacement has been recruited. Although the pastoral needs of Roman Catholic offenders are being met by part-time staff, the lack of one of the three complemented full-time staff means the other two are being overwhelmed by paperwork. A replacement for the departed RC chaplain is seen by the Board as being essential.
- 5.5.3 The chaplaincy has broadened their sphere of activity with the introduction of a Travellers' Support Group, an often forgotten ethnic minority. A part-time chaplain now visits weekly to chair this meeting.
- 5.5.4 The Chaplaincy has enjoyed a successful year. The staff are extremely dedicated to the task and their interventions often make all the difference to an offender's well-being and consequently his behaviour. The chaplaincy makes

an undoubted difference to the atmosphere and smooth running of the Prison. This is fully recognised by the Board.

## **5.6 Learning and Skills (Including Workshops)**

- 5.6.1 Following winning the Windlesham Trophy last year, the gardens department withdrew from this year's competition and turned their attention to designing and building a themed garden to illustrate the journey from knife crime to reintegration into society. The department won a Community Cash Award from the Prince's Trust and this money was matched by the Prison. The finished garden, entitled "Save a Life, Drop the Knife" was completed in July and officially opened at a special ceremony in August, attended by a number of distinguished members of the local community including MPs. Building the garden has involved over 40 offenders, not only employed in the gardens department but also in a number of Prison workshops. It has attracted a great deal of praise for the way the garden demonstrates the very real issues surrounding knife crime and the devastation knife crime causes. The Board congratulates all involved in this project
- 5.6.2 The wood mill has had a very successful year with healthy order books and is now awarding a recognised qualification to offenders to complement with the real work experience offered.
- 5.6.3 DTP have procured new computers and a colour photo copier which offers offenders training on the latest industry equipment. A Graphic Design Level 1 is now offered.
- 5.6.4 During June and July, Manchester College restructured their staffing levels, which led to a number of staff accepting voluntary redundancy and some changes in the conditions of employment. Thankfully for the Establishment, these changes were achieved with no real effect on the Prison generally or training in particular.
- 5.6.5 Both Contract workshops have, generally, been working at full capacity throughout the year. These workshops offer real work experience and NVQs in PMO (Project Management Office) are now available.
- 5.6.6 The Bicycle Repair workshop has worked at full capacity for much of the year and the flow of bicycles in for repair and out to designated charities is working well. A Bicycle Technicians maintenance qualification is now available.
- 5.6.7 In June an Open Day for employers was held in the Establishment, attended by 25 organisations, both from East and West Yorkshire. There were a number of outcomes from this event including some real employment offers to offenders. Having a job is a real pathway to rehabilitation and resettlement and the Board would welcome further such events

- 5.6.8 There has been a continuing problem with the provision of on-line examinations. The number of courses requiring students to complete on-line examinations include carpentry, painting, bricks and electrical and to date, after nearly 12 months, no on-line examinations have been completed. Problems encountered include passwords from the CGLI, location of the computer terminals and most of all the inability to provide a Broadband connection. A considerable number of offenders have been unable to complete examinations and have been unable to successfully complete the various courses. The Board raised this matter to prison management 10 months ago and have actively raised the issue every month since. Although we have been informed that all the problems have now been solved, it has, in the opinion of the Board taken far too long and certainly the prison should make every effort to allow those offenders who have not completed the on-line examinations to now do so where practical.

## **5.7 Library**

- 5.7.1 Numbers attending the library have slightly dropped on last year due to a restriction on visitors to the library after suspicion that offenders were “calling in” to see friends and exchange items.
- 5.7.2 A “writer in residence” funded partly by the Prison Service and partly the Arts Council, works from the library and among other projects, edits the prison magazine. Published quarterly, the standard of penmanship from the offenders is often remarkably high.
- 5.7.3 The Toe-by-Toe reading scheme currently has more mentors than those seeking their help and ways to encourage more offenders to come forward are being explored.
- 5.7.4 A library questionnaire has recently been distributed asking offenders what they like and dislike about the library and asking for ideas to improve the service offered.

## **5.8 Residential Wings**

- 5.8.1 The year has seen a major re-organisation of the wings with induction now located on C wing, E wing now being utilised to house enhanced IEP offenders, D wing for those close to release and B wing now accommodating offenders undergoing RAPT (drug rehabilitation) and alcohol awareness courses.
- 5.8.2 F wing continues to hold offenders undergoing IDTS treatment and it is anticipated that the current cap of 60 offenders will be raised in 2011 to the full capacity of the wing of 80 offenders.
- 5.8.3 Following an HMCIP recommendation, dining out tables and chairs on E, F and G wings have been purchased and fitted. Unfortunately other wings are too narrow for these facilities.

## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

- 5.8.4 Work has been completed to replace window vents on F wing and it is hoped that this will finally solve the problems of drafts and low temperatures which have resulted in so many legitimate complaints to the Board over the last few years.
- 5.8.5 The number of offenders with “mental health” issues continues to put a strain on resources within residency with a number of examples of staff offering exceptional support to offenders in some very challenging circumstances. The Board commends Prison staff for this but it does beggar the question whether prison is the correct environment to house these often sad and troubled individuals.
- 5.8.6 IEP breakdown at the end of the reporting period was:  
Enhanced - 398; Standard - 255; Basic - 13
- 5.8.7 The canteen contractor (DHL) has attracted a great deal of criticism both from staff and offenders alike. In particular, the poor service offered over Christmas 2009 was a real cause for concern. At present DHL are pressing the Prison to accept a double canteen delivery over Christmas 2010. This does appear to be purely for the convenience and financial benefit of the contractor. It is understood that this request will be refused by the Prison, a decision fully supported by the Board.
- 5.8.8 Over the reporting year, many improvements, both material and organisational have been made within the residency area. In the opinion of the Board, residency is well managed which is reflected in the overall sense of calmness and good order which is in ample evidence.

## 5.9 Reception

- 5.9.1 Reception possesses a high-quality team who carry out their duties with professionalism and good humour. It is very seldom for the Board to receive any complaints regarding this area.
- 5.9.2 The relocation of the Health Care Centre, previously sharing the same building has allowed much more space for stowage but it would be fair to describe the building as no more than adequate.

## 5.10 Training

- 5.10.1 There has been a close liaison during the year with the Learning and Development section with all mandatory training subjects being offered to the Board. However, the overall Establishment’s training schedule has too often fallen short of its set targets with facilitators or venues becoming unavailable at the last moment or poor attendance causing the training session to be cancelled. The underlying reason for

## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

this does seem to be the pressure on staff time reflecting the efficiency measures introduced to meet required financial savings required by NOMS.

- 5.10.2 The BDO arranges for speakers from various departments, to speak to the Board every other month before the Board meeting. These have proved popular and have been well attended.
- 5.10.3 The planned bespoke training for the Board, to cover basic computer skills and P-Nomis training, which had been offered by the Prison, did not materialise due to budgetary restraints. This training is considered essential if the Board is to have full access to all prison records, as is their right.
- 5.10.4 A visit to HMP Wetherby/YOI was attended by the majority of the Board and was deemed to be both informative and interesting.
- 5.10.5 In general, it has been an active and constructive year for the IMB with the recent recruitment of three new members ensuring that training will continue be important facet of our involvement with the Establishment.

### **5.11 Physical Education**

- 5.11.1 The planned purposeful activity for this reporting period was 89,244 hrs (a reduction of 10% on the previous year) with 85,242 being achieved (an increase of nearly 6% on that achieved the previous year. The shortfall in hours reflects the utilisation of staff in other areas of the Prison and in some circumstances, staff shortages
- 5.11.2 As reported last year, changing facilities in the sports hall have been severely restricted due to defects in the flooring. Corrective work is currently underway.
- 5.11.3 The lighting in the sports hall was assessed as inadequate last year by the Health and Safety Officer. An upgrade to increase the overall illumination is required. This work is not currently programmed.
- 5.11.4 The small outdoor football pitch is at present unusable due to flints working their way through the soil base. The only real solution appears to install an all weather surface but currently there are no plans for this and the facility will remain unused for the foreseeable future.
- 5.11.5 The Health Trainer Champions initiative continues to thrive, a joint project involving the Probation Service and the PCT.
- 5.11.6 The overall increase in the delivery of Education, Training and Employment (ETE) has exceeded last year's output, with a number of new courses and activities being introduced. Criticisms contained in the 2009 HMCIP Report have been addressed and it has been a very positive and productive year for the department.



## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

- 6.2.5 The intermediate level intervention course, PASRO was discontinued in April 2010, the referrals for this course having almost dried up following the introduction of IDTS (Integrated Drug Treatment System).
- 6.2.6 The IDTS programme is currently capped at 60 although this is being reviewed and it is anticipated this will rise to 80 in 2011.
- 6.2.7 The establishment now offers an alcohol abuse course.
- 6.2.8 The Establishment has a drug strategy group which brings together the various internal teams and external service providers which meets regularly to discuss and develop strategy, co-ordinate activity and programmes and monitor performance.
- 6.2.9 The Establishment has a Drug and Alcohol Group recently set up as part of the 'Reducing Re-offending Pathways team.

### **6.3 Safer Prisons**

- 6.3.1 The Board continues to be pleased by the high degree of care and consideration offered to offenders in this important operational function. This is evidenced by the total lack of serious incidents or deaths in custody during the reporting year.
- 6.3.2 The Listeners and Safe Inside offender Representatives are well trained and supported by volunteers from the Samaritans. They take their responsibilities very seriously and there is a pleasing camaraderie amongst them.
- 6.3.3 It is felt by the Board that the statistics now being produced are clearer and in greater detail.
- 6.3.4 The Safe Custody Team does not tolerate bullying or violence and reports and observations indicating bullying are thoroughly investigated. and acted upon. There will, inevitably, be incidents which go undetected or injuries which cannot be explained, but the Board believe that the incidence of bullying in the establishment is well monitored and controlled.
- 6.3.5 The number of ACCT documents commenced during the year was 96 compared with 110 last year.

## **6.4 Diversity**

The is committed to an inclusive approach to equality and diversity which encompasses and promotes greater interaction and understanding between people of different backgrounds including race, religion, gender, nationality, sexuality, marital status, disability, age etc. We also recognise that a fully inclusive approach to diversity must also respond to differences that cut across social and cultural categories such as mental health, literacy and drug addiction.

The Board values this approach to diversity within its recruitment and Board development practices to increase the repertoire of skills and awareness amongst its members of the diverse needs and perspectives of the population within HMP Everthorpe. The recruitment of three new Board members during the year, increasing the number of female members from one to three further diversifies the membership of the Board.

### **The Board's Diversity statement is as follows;**

All members of the HMP Everthorpe 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, offenders and visitors is fair and without prejudice. Where this is not the case the Board will alert appropriate authorities and individuals including the Governor, senior Management, Area Manager and the Prisons Minister.

- 6.4.1 The Establishment continues to ensure all racial incidents are investigated thoroughly. The Race Equality Action Team meets quarterly. The meetings chaired by the Deputy Governor are well attended with Heads of Functions and two offender representatives. The IMB is represented at this meeting
- 6.4.2 The Establishment has a Disability Liaison Officer and a Gay and Lesbian in the Prison Service (GALIPS) representative.
- 6.4.3 A scrutiny panel meets quarterly. The panel is chaired by the Deputy Governor and in addition to other staff two offenders also attend. The scrutiny panel reviews 5 random complaints at each meeting. In addition to this the Area Diversity Manager and Humberside Diversity Panel also review complaints each year.
- 6.4.4 Ethnic monitoring figures for a wide range of aspects within the Establishment are regularly scrutinised and any trends occurring are discussed and monitored. The use of the SMART statistics is very useful and all offenders are made aware of this IT tool and the results it produces.
- 6.4.5 RIRF forms are completed when required and every three months there is a 'Scrutiny Panel' consisting of the Deputy Governor, Heads of Departments,

two offenders and a member of the Humberside Diversity Panel who discuss the issues and action taken.

- 6.4.6 There exists a Staff Diversity Manager who is the designated point of contact for all diversity strands concerning staff.
- 6.4.7 The Prison Diversity Manager was re-designated the Race Relations Manager just prior to the end of the reporting period and his hours reduced from 39 to 32 hours. The full implications of this are not yet clear but the Board fears that he will lose his present proactive stance and become merely reactive.
- 6.4.8 Good procedures are in place for collating information on all incidents of violence.

## **Section 7      The work of the Independent Monitoring Board**

### **7.1 Work of the Board**

- 7.1.1 The Board meets formally every month throughout the year. Prior to the meeting the Board receives the Governor's written report for the month which contains details from functional heads. The Governor attends the meetings and expands on the report and also responds to questions and concerns of Board members. **The Board values the information contained in these reports and appreciates the time given by staff in their compilation.**
- 7.1.2 Two members of the Board are on Rota duties each week. This enables regular visits to the Establishment which enhances the credibility of the IMB and creates a good relationship which is of benefit to staff, offenders and the Board members. In accordance with the IMB reference requirements the Separation and Care Unit, Healthcare and the Kitchen are visited on a weekly basis, all other areas are visited but on a less frequent basis. One Board member makes two weekend, rota visits every month. A written Rota report which is presented at the monthly meeting is provided to all members and also to the Governor for comment and feedback.
- 7.1.3 Applications are dealt with as part of the Rota visits. The use of written applications is encouraged to enable the Board to accurately maintain a record and monitor the effectiveness and type of complaint.
- 7.1.4 The Board carries out a weekly induction briefing of offenders new to the Establishment in order to explain the ways in which the IMB performs its function, to make clear that it is independent and to give an assurance that the concerns of offenders will be treated seriously by the Board.

## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

- 7.1.5 Members of the Board observe and participate in some Establishment committees on a regular basis and reports are given at the monthly meetings.
- 7.1.6 The attendance of Board members at ‘SACU Review Boards’ having being a problem in previous years improved markedly, with communication with SACU staff greatly improved.
- 7.1.7 Board members regularly attend adjudications carried out by the Governor or the Independent Judge.
- 7.1.8 Two members of the Board attended the IMB National Conference.
- 7.1.9 Training sessions for Board members are held bi-monthly prior to Board meetings when members of the Establishment’s staff are invited to speak on a variety of topics. This has proved as previous years to be very informative and worthwhile.
- 7.1.10 Board Members are allocated various aspects of the Establishment to monitor under the term ‘Areas of Responsibility’.

## 7.2 Board Statistics for November 2009 to October 2010

<b>BOARD STATISTICS</b>	Number
Recommended Complement of Board Members	15
Number of Board members at the start of the reporting period	13
Number of Board members at the end of the reporting period	14
Number of new members joining within the reporting period	3
Number of members leaving within reporting period	2
Number of attendances at meetings other than Board meetings	17
Total number of visits to the Establishment (including all meetings)	438
Total number of applications received by IMB	235
<b>OTHER STATISTICS</b>	
Total number of segregation reviews held	166
Total number of segregation reviews attended	143
Request/Complaints to Establishment.	1697
Total Number of Adjudications	1124
Adjudications: --- appeals	16
--- successful appeals	8
--- outstanding decisions	1
ACCT’s opened	96
Bullying, Fights and assaults	111
Assaults on Staff	5
ABS (Anti Bullying System) Documents and Other	246

## 7.3 Applications

<b>Applications</b>					
Code	Subject	2007	2008	2009	2010
A	Accommodation	2	4	7	-
B	Adjudications and Separation and Care	2	4	8	6
C	Diversity	1	1	1	2
D	Education, Employment and Regimes Home Leave	21	31	28	23
E	Family and Visits Work/Education	42	34	22	25
F	Food and Kitchen Related	5	2	5	4
G	Health Related	22	17	16	19
H	Property	36	31	37	46
I	Sentence Related	62	31	24	17
J	Staff/Offender/Detainee related	4	10	14	8
K	Transfers	38	40	35	36
L	Miscellaneous	42	41	50	49
<b>Total number of applications</b>		<b>267</b>	<b>253</b>	<b>247</b>	<b>235</b>

- 7.3.1 A minimal number of applications are dealt with ‘on-the-hoof’ but in most cases documentation is raised by Board members in retrospect and a copy of the reply passed to the offender.
- 7.3.2 The total number of requests/complaints for the year November 2009 to October 2010 to the Establishment staff at HMP Everthorpe was 1697 compared to 1860 in the previous year, continuing the downward trend identified in the previous year.
- 7.3.3 As in previous years the subject of property represents a substantial proportion (20%) of applications to the Board. The vast majority of these applications relate to property lost or mislaid whilst offenders are being transferred from another prison. The capacity of the Prison Service to “lose” offenders’ property in transit and their subsequent tardiness in tracing the missing property is a huge source of frustration to the Board. It is understood that the Prison Service has been examining various options to improve this situation but, to date, no proposals have been put forward. The issue of lost property creates much additional work for prison staff. The Board’s opinion is that a solution utilising modern technology should be sought and that any capital outlay would be offset by the time and resources now being expended by the Prison Service on this matter

## Glossary of Prison-Related Abbreviations Used

The following abbreviations are either used within the Report or are applicable to the Prison Service. (Note -All reference to 'prisoner' in the report is 'offender').

**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  
**BOSS** Body orifice security scanner  
**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 & Through care Service – drug & alcohol team  
**CC** Cellular Confinement – a punishment  
**CCD** Criminal Casework Department (Croydon)  
**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  
**CRD** Conditional Release Date  
**CSH** Contracted Service Hours (pre-agreed paid overtime)  
**CSU** Commissioning Support Unit  
**DASU** Drug And Alcohol Support Unit  
**DH** Dog Handler  
**EDR** Earliest Date of Release  
**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)  
**FOCUS** Financial Outstations and Central Unified Systems – the PS accounting system  
**GOOD** Good Order or Discipline – Segregation under Rule 45/49 (historically GOAD)  
**HCC** Health Care Centre  
**HDC** Home Detention Curfew – the Tag  
**HDCED** Earliest Date of Release on HDC  
**HEO** Higher Executive Officer  
**HMCIP** Her Majesty's Chief Inspector of Prisons  
**ICA1/2** Initial Categorisation & Classification Forms for Adults/YOs  
**IDTS** Integrated Drug Treatment System  
**IDU** Inmate Development Unit  
**IEP** Incentives and Earned Privileges – Prisoners can be on Basic, Standard or Enhanced  
**IG** Instruction to Governors  
**IMB** Independent Monitoring Board  
**IND** Immigration & Nationality Department  
**IRC** Immigration Removal/Reception Centre  
**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.

## HMP Everthorpe – Independent Monitoring Board Annual Report 2009/2010

<p><b>LSC</b> Learning &amp; Skills Council</p> <p><b>MAPPA</b> Multi-Agency Public Protection Arrangements</p> <p><b>MDT</b> Mandatory Drugs Testing</p> <p><b>MSL</b> Minimum Staffing Level</p> <p><b>MQPL</b> Measuring the Quality of Prison Life</p> <p><b>NACRO</b> National Association for Care &amp; Resettlement of Offenders</p> <p><b>NC</b> The National Council for IMBs</p> <p><b>NEC</b> National Exchange Centre- building between VTC &amp; Boiler Ho. used for ETE</p> <p><b>NOMS</b> National Offender Manager Service – amalgamation of the Prison &amp; Probation Services</p> <p><b>OASYS</b> Offender Assessment System – computerised risk &amp; needs assessment</p> <p><b>OBP</b> Offending Behavior Programme</p> <p><b>OCA</b> Observation, Classification &amp; Allocations – a Reception task</p> <p><b>OLASS</b> Offender Learning and Skills Service (part of LSC)</p> <p><b>OSG</b> Operational Support Grade</p> <p><b>OI/OR/OP</b> Own Interests/Request/Protection – Segregation under Rule 45/49</p> <p><b>PASRO</b> Prisons Addressing Substance-Related Offending – an OBP</p> <p><b>PCO</b> Prison Custody Officer</p> <p><b>PCT</b> Primary Care Trust – National Health component responsible for healthcare</p> <p><b>PE/IO</b> Physical Education Instructor/Officer</p> <p><b>PER</b> Prisoner Escort Record</p> <p><b>PESO/PEPO</b> Physical education Senior/Principal Officer</p> <p><b>PIN</b> Prisoner Information Notice</p> <p><b>PMU</b> Population Management Unit (central)</p> <p><b>PO</b> Principal Officer</p> <p><b>POA</b> Prison Officers’ Association – the main trade union</p> <p><b>POELT</b> Prison Officer Entry Level Trainee</p> <p><b>POPO</b> Prolific and Other Priority Offender</p> <p><b>PPO</b> Prisons and Probation Ombudsman</p> <p><b>PPOs</b> Persistent and Other Priority Offenders.</p> <p><b>PPP</b> Public Protection Panel</p> <p><b>PS</b> Prison Service</p> <p><b>PSI</b> Prison Service Instruction</p> <p><b>PSO</b> Prison Service Order – see <a href="http://www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos">www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos</a></p> <p><b>RAPt</b> Rehabilitation for Addicted Prisoners trust</p> <p><b>REAT</b> Race Equality Action Team</p> <p><b>RFW</b> Removal from Wing – a punishment</p> <p><b>ROAD</b> Remission of Added Days (up to 50%)</p> <p><b>ROM</b> Regional Offender Manager</p>	<p><b>ROR</b> Restoration of Remission – now ROAD; Risk of reconviction;</p> <p><b>ROTL</b> Release on Temporary Licence – e.g. to work in mess; town visits; home leave</p> <p><b>ROWD</b> Review of Works Departments (may involve privatisation/ civilianisation)</p> <p><b>RRA</b> Assistant to the RRLO</p> <p><b>RRLO</b> Race Relations Liaison Officer</p> <p><b>SAU</b> Standards Audit Unit</p> <p><b>SCG</b> Safer Custody Group</p> <p><b>SED</b> Sentence Expiry Date</p> <p><b>SEO</b> Senior Executive Officer</p> <p><b>SIN</b> Staff Information Notice</p> <p><b>SIR</b> Security Information Report</p> <p><b>SLA</b> Service Level Agreement</p> <p><b>SMARG</b> Segregation and Monitoring Review Group</p> <p><b>SMART</b> Systematic Monitoring &amp; Analysis of Race Equality Team</p> <p><b>SMT</b> Senior Management Team</p> <p><b>SO</b> Senior Officer</p> <p><b>SPDR</b> Staff Performance &amp; Development Record – reviewed annually</p> <p><b>TOIL</b> Time Off in Lieu (of payment)</p> <p><b>TSU</b> Technical Support Unit – part of PS responsible for repairs/installations (“works”)</p> <p><b>TUPE</b> Transfer of Undertakings (Protection of Employment) – staff transfer</p> <p><b>VCS</b> Voluntary and Community Sectors</p> <p><b>VDT</b> Voluntary Drugs Testing</p> <p><b>VO</b> Visiting Order – sent out by prisoners, allows named people to visit.</p> <p><b>VTC</b> Vocational Training Centre</p> <p><b>Gold Commander</b> Headquarters controller for serious incidents.</p> <p><b>Silver Commander</b> Person in the Establishment in charge of serious incidents</p> <p><b>Bronze Commander</b> Local Sub Commander for serious incidents.</p> <p><b>Operation Tornado</b> System to provide extra staff and resources for serious incidents</p>
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