



Independent Monitoring Boards

Independent Monitoring Board

HMP/YOI FOREST BANK

ANNUAL REPORT

1st November 2011 - 31st October 2012

Chairman Mr B.M. Cave J.P

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1. STATUTORY ROLE OF THE I.M.B

The Prisons Act 1952 and the Immigration and Asylum Act 1999 require every prison and Immigration Review Centre 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, to safeguard the prisoners interests by monitoring and reporting to Ministers and to the community that they are held in a safe, secure, decent and healthy environment and that they are being prepared for release back into the community.

The Board is charged to:

Satisfy itself as to the humane and just treatment of those held in custody within its prison and the range and adequacy of the programmes preparing them for release.

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

Report annually to the Secretary of State on how well the prison has met the standards and requirements placed on it and what impact these have on those in its custody.

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

2. Description of the Prison

HMP Forest Bank is a purpose built category 'B' prison operated by Sodexo Ltd and is in its 12th Year of operation. It is a local prison serving courts in Manchester, the Greater Manchester area and parts of Lancashire. The establishment holds adult men both on remand or sentenced and young prisoners between the ages of 18-21 years who have been remanded or who are in the two week period after their sentence.

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

The operational capacity is set at 1364 with a Certified Normal Accommodation of 1064. There are 8 residential units and 16 wings.

All residential units are of a good standard having capacity for up to 98 cells on two levels with integral sanitation, laundry, shower facilities and a kitchen/servery.

Residential units **A - F** are in the original prison; **G** and **H** are in the newer building completed 3 years ago where the accommodation is a little more spacious and up to date:

Wing	Function
A1	Young adults
A2:	General
B1	General
B2:	General
C1	General
C2:	Compact-based drug testing
D1	Young Adults / General
D2:	General
E1	Drug regime maintenance
E2:	General
F1	General / Basic regime
F2:	General
G1	Eden Unit – drug recovery unit
G2:	Workers/enhanced
H1	Induction
H2:	Vulnerable prisoners Health care inpatients

Other prison facilities include the Healthcare department which has a 20 bed in-patient facility: the 25 cell Care and Separation Unit; education centre with classrooms, a library and computer facilities; Chapel; gymnasium; sports hall; kitchen; workshops and reception, which are all conveniently positioned on 'main street'. There is an outside all weather 'Astro' pitch, and greenhouse and garden unit.

3. EXECUTIVE SUMMARY

This report reflects the Board's observation of the workings at HMP Forest Bank over the 12 month period as indicated. All of the information gathered is based on visits to the prison and the careful monitoring of all areas. Additionally the Board deal with written complaints and applications from prisoners. It is on this basis that the Board form their opinions, based on evidence as to the content of the annual report.

This is the third consecutive year in which the Board has been operating with only 50% of its complement and I again place on record my personal thanks to all members for the support they have given me in my 3rd year as Chairman. Their commitments, professionalism, care and patience has again earned them the respect of staff and prisoners alike.

It is only right and proper that in my summary I should draw attention to the excellent professional working relationship the whole Board enjoys with the Director, Senior Management Team and prison staff, who display integrity, are totally dedicated, caring and diligent in the performance of their respective duties within the establishment.

The Board also wish to acknowledge the support received from the Controller and his team. Their office is a font of information which assists us in all aspects of the monitoring role in particular with dealing with applications from prisoners.

All members of the Board are grateful for the open door policy which exists with both the Director and the Controller and the result of this policy benefits all within the establishment.

This report covers a time of extreme financial uncertainty both at home, in the European Community, and further afield. At home all areas of Government, businesses and general spending are being reviewed and some budgets are being drastically reduced. These reductions are being felt across the Ministry of Justice and of course savings have to be made in the prison estate. At HMP Forest Bank the Director has thus far managed to absorb these pressures whilst maintaining the regime. It is clearly a very difficult balance for all concerned. The Board are keeping a watching brief to identify any concerns from prisoners but to date all appears to be running well.

The threat to reduce the mileage rate for members travelling to the prison reported upon last year caused considerable bad feeling and a number of resignations were predicted. We are now pleased to report that this situation has been corrected.

The Board at Forest Bank have teamed up with prison Boards in the North West to implement a recruitment drive to combat the severe shortages of members. This meeting was attended by members of the Secretariat and a plan was agreed upon. The latest information available is that certain members of the National Council are delaying the progress of this pilot scheme for political reasons.

The Board at Forest Bank urge those concerned to understand the seriousness of the situation and to allow the scheme to go ahead as a matter of urgency.

The imposition of a 15 year limit on tenure for members will exacerbate the difficult membership situation and remove experienced members.

Recruitment attempts have failed to increase Board numbers above the 50% mark. To arbitrarily remove those members who have 15 years experience from post and who have such a wealth of experience gained on the job to operate effectively. Members with this experience are king pin in making the system work and their commitment over a number of years should not be disregarded by implementing a policy which will be clearly unworkable.

Sodexo has a detailed policy for Equality and Diversity which is closely followed and supported by the training of staff and prisoner representatives. It is routinely monitored and necessary actions followed up. The Board have not identified any significant incidents from prisoners and a member of the Board has specific responsibility to monitor this area.

HMP Forest Bank continues to deliver a wide range of substance misuse interventions with the primary goal of supporting the recovery of prisoners. To facilitate this substance misuse service provision has been integrated into the wider residential management of prisoners to provide a clear pathway. Motivational work is conducted in partnership with external service providers to engage substance mis-users in the recovery pathway. A dedicated recovery unit (Eden Unit) with a range of supportive interventions further assists prisoners to the ultimate goal of abstinence. This reporting year has seen 125 prisoners become abstinent. The next steps include the initiation of a drug free unit and developing and maintaining links with service providers in the community in partnership with Forest Bank Programmes Team. This then completes the cycle of recovery within the prison and the wider community.

It is with deep regret that the Board has to report the death of three prisoners during the reporting period. Each death appears to be through natural causes. Each death is investigated by the Ombudsman and the findings published. In each case the Board can report that all staff involved acted in a caring and professional manner with every courtesy extended to the next of kin. The Chaplaincy plays a vital role in dealing with these very sad incidents. The Board is informed of all deaths in custody and monitor the investigations.

We are pleased to report that Offender Management at Forest Bank continues to go from strength to strength with increasing “through the gate” provision and partnership working, particularly with the local Communities. Outcomes for prisoners are positive and successful developments with peer mentoring have re-enforced these.

Several new interventions have been introduced – Gr8 Wellbeing, a motivational programme suitable for a wide range of offenders; Inner Strength, a domestic abuse programme which has been specially commissioned to be written for the Prison following identified need; Restorative Justice Toolkit which can also be used for most offenders.

The Accommodation team at Forest Bank have worked hard during the year against a backdrop of fewer options to house offenders. Despite this, the Prison has a low no fixed abode rate of 3% which represents only 70 prisoners from a total of 2292 releases with no recorded release address.

The team is developing a “Tenant Ready” package and the Fire Service now co-facilitate this to give prospective landlords more confidence to offer accommodation to prisoners leaving Forest Bank.

The fire service also attends the prison to give a presentation on induction.

In relation to learning and skills a wide range of courses are provided and the recent Ofsted inspectors agree that there is plenty of evidence to suggest that prisoners enjoy their classes and staff are keen and enthusiastic in the delivery of their lessons. The team are already planning the implementation of Ofsted suggestions for improvement, a move towards e-learning, increase in the amount of technology used in prisoner education and improved data collection to help prepare prisoners for employment.

A new well equipped crèche staffed by volunteers is proving to be a popular facility with visitors accompanied by young children. Despite budget cuts the prison has maintained extensive visiting hours on six days each week and continues to offer extra hours. The booking of visits using text messaging has been introduced.

In the Care and Separation Unit, new floor coverings and light paintwork throughout the unit have made a considerable improvement.

There are occasions when cases to the Police, for offences committed in the prison. The long delays in responding and/or the reluctance of the police to get involved is still a major concern. Cases are referred because of the seriousness, but Investigations take so long that charges cannot be brought. Time constraints often result in there being no case to answer. A meeting with the Head of Operations & Security followed by a further meeting between the Adjudication Manager and the Head of the Criminal Justice Partnership have been arranged to address the frustration that there has been no progress on this issue. It is a matter that needs to be addressed if the public are to believe that the criminal justice system works and that the behaviour of offenders is being appropriately addressed

In relation to prisoners canteen/prison shop the stock reliability has improved and the shop is using the ‘kiosk’ booking system now installed on the wings to produce orders thus saving time and improving accuracy.

In Healthcare the consulting rooms are modern light and well equipped and the assembly room has been refurbished in bright colours with a built in projection facility, is proving to be an excellent meeting and dining space for those resident in Healthcare. Work to convert two existing wards into a unit to provide appropriate specialist care for elderly inmates is due to start which will advantage seriously ill prisoners.

This year has seen a major refurbishment of the staff dining room, administrative staff kitchen and visitors waiting room has created clean, modern, quality rooms.

Prisoners property is one area in which the Board has concerns-Out of 489 request complaints dealt with by the Board during the reporting period 109 were in respect of prisoners property. This has to be kept in context with a turnover of 23,191 prisoners entering or leaving the establishment during the year. The new system of property storage and administration is now in operation.

4. Questions for the Minister

With the increase in numbers of prisoners aged 65 and over being given significant custodial sentences, what measures are being taken to find and fund purposeful activities for them as they are not required to work in the prison.

Due to the imposition of Tenure for members of the I.M.B and the serious implications for both experience and recruitment would the Minister consider placing a hold on this until the full implications have been explored.

In light of the recent debate about decriminalising the use of certain illicit drugs how far does the Minister feel this will undermine all the good work the prison does in rehabilitating drugs users?

How valuable does the Minister see the recently introduced pilot scheme in the mentoring of newly released prisoners and what is the likelihood of it being permanent given the current financial restraints?

Would the Minister agree in principle that the role of the Independent Monitoring Boards should have a higher profile both within the Ministry of Justice and with the general public in an attempt to recruit more members.

The Board at Forest Bank would be delighted if the Minister could find time in his schedule for 2013 to visit the prison and observe at first hand the work of the Board.

Areas that must be reported on:

5. Equality & Diversity

5.1 Diversity

All staff at Forest Bank take diversity seriously. Senior managers of all departments of the Prison attend the quarterly Diversity, Inclusion and Equality Meeting at which the IMB report their observations.

These meetings cover all aspects of diversity, i.e. race, ethnicity, religion, age, disability, equal opportunities etc. and aim to check for indicators of discrimination and to plan appropriate action if necessary. The prisoner representatives provide a valuable link.

Diversity training is considered to be an important issue, new and existing staff have all attended training.

5.2 Race Equality

The routine monitoring of SMARG data shows that the BME population is not at a disadvantage.

The largest nationality groups are: Pakistan 5%; Vietnam 5%; Irish Republic: 11% and Romania 10%.

Of the 68 Foreign National Prisoners 13 are held on IS91 orders. The number held solely on IS91 orders has decreased to only one. The surgeries held by an officer from the Customs and Immigration Service provide valuable guidance to this group of prisoners and a different prisoner representative from the Diversity and Equality Team attends each meeting as part of their training.

5.3 Racist Incidents

The IMB regular monitor the incident reported on the Racial Incident Reporting forms, racial conflict is rare and there have been no significant incidents. Even minor indiscretions are dealt with to give a warning to prisoners. On average there are 8 reports recorded each month, but only 60% are found to have substance.

5.4 Cultural Awareness

Staff continue to lead the study of the history of many different faiths, and festivals linked to the prison population and displays are created for special days such as Black History Day. The special catering arrangements for Ramadan ensure that a hot meal is available at sunset each day.

5.5 Equal Opportunities

At the time of writing this report, no complaints or issues have been raised under this heading.

5.6 Disability

There are at present 180 men listed with disabilities.

5.7 Older prisoners

The new provision is detailed in the Healthcare report.

6. Education Provision

The Education Department at Forest Bank, the IMB feel, is one of the most important sections of the prison. In previous years details have been given of a number of courses provided by the Department. The majority of these courses are still running and have healthy numbers attending. Over the past twelve months open access has always been available to all education classes and communication with the Head and teaching staff has been encouraged. It is clear that within the classrooms there is a good working relationship between tutor and pupils and there have been very few incidents of disruption or disharmony.

The Department is currently undertaking extensive research into the educational needs of prisoners and how these can be met. In particular there is a detailed investigation into bridging the gap between the provision of learning, skills and employment opportunities. There is a drive for education to support industries and other employment areas, for example City & Guilds NVQ level 1 and 2 courses in Food and Beverage Services. One graduate of these courses has obtained full time employment and when students leave the prison valuable links are made with local industries. Similarly the 'Street Soccer' courses continue to flourish and one leaver has obtained full time employment in this area, while a number now provide voluntary help within the community.

The Board do recognise the importance of such vocational courses which give links with employment, but it is hoped this will not be to the detriment of existing courses such as Citizenship, Family Relationships, Conflict Awareness etc.

Some of the initiatives in which the Education Department has been involved in the last twelve months are listed below.

6.1 Toe by Toe: This reading programme is a great strength of the Department. This structured reading, course designed to teach emerging readers, continues to be a great success in the prison. There are mentors on each Wing and over the course of the year letters have been received from a number of prisoners who have benefited greatly from Toe by Toe provision. The organiser of the programme has very kindly explained to the Board how the scheme operates and has kept us in touch with the progress of her post graduate dissertation “The incidence of a specific learning difficulty (dyslexia) within a Category B male local prison”.

6.2 Healthcare Therapeutic Activities: A newly appointed member of staff has initiated and provides a programme of study for inmate resident in the Healthcare Unit, she works exclusively with some of the residents, providing a number of therapeutic activities, which are based on social integration and basic key educational skills. Board members were privileged to observe a number of these sessions and were impressed by the enthusiasm of the tutor and the involvement of the students.

6.3 Partnership with Turnkey Trust: This initiative allows prisoners to use the facilities of the Turnkey Trust to develop their art skills, examples of their work will be exhibited in Manchester in the near future.

6.4 Poetry Project:

This 12 week course was supported by a voluntary group ‘Apples and Snakes’, which encourages prisoners to become involved with poetry. A compact disc of prisoner’s work with an accompanying booklet was produced and the work will be entered into national competitions. Examples of poems produced were read by prisoners and Director.

6.5 Individual Events:

The Department has been instrumental in the organisation and presentation of a number of projects. These included “Learning Disability Awareness Day”, “Black History Day” and “The Eden Project”. All three events were very successful.

6.6 Recent Ofsted Inspection

The Board were concerned that there are obvious issues in the department which need to be addressed and will be looking to see positive progress over the next reporting period.

Ofsted are working to new criteria and the more demanding requirements meant that they were not maintaining the standards previously displayed. The Department received an overall Grade 2 which indicates at this stage they are 'not performing' to the required standards. However the initial grading and the verbal feedback should perhaps be taken with a word of caution as the framework is in its infancy and it is difficult to fairly report on performance by simply giving a grade.

Before passing judgement it is important to await the full findings.

At this stage it is more important to look at the main recommendations of the verbal report which were as follows:

- 1. There needs to be an improvement in data collection, in particular of the prisoners' need to improve their eventual prospects of employment.*
- 2. This data analysis should influence and inform the employability agenda and lead to discussion as to where education fits in the whole agenda of preparing prisoners for employment.*
- 3. There needs to be a move towards e-learning within the Department and an increase and improvement in the amount of technology currently being used to educate prisoners.*

The report was not all negative however and it is pleasing to report that the Inspection team felt there was plenty of evidence to suggest that prisoners appear to enjoy their classes and that they are keen and enthusiastic in their delivery of lessons.

The full Ofsted report has not been published in time for this report However the Department are aware that they need to address the Ofsted findings and take the necessary actions to instigate the recommendations. The Director of Forest Bank has met with the Education Department and has discussed with them the initial findings of the Inspection team.

It is worth pointing out that since this Inspection two other prisons have been visited by Ofsted and the initial feedback they have received has been quite critical. Clearly the Inspection is becoming increasingly stringent.

6.7 Events

Thursday October 25th was Black History day at the prison. This was the final day of Black History week and it culminated in a series of performances and displays from prisoners celebrating the week. There were four different sessions held during the day

and there were some first class performances of poetry reading, drama presentations and music. The Education Department along with a local drama group had done a first class job in preparing prisoners to entertain staff, visitors and residents.

As in previous year the Board would like to express our thanks to all the education staff at the prison for their welcoming and open attitude to the IMB. Prisoners at Forest Bank appear to be well served by the prison's Education Department.

6.8 Industries

New Contracts:

Signals: A local company, which was recommended to the prison by ex offender who now works for Signals. This contract brings new skills to the Industries Workshops i.e. electrical assembly, soldering small terminal ports, reading from assembly drawings.

Whisper: Another local company which employs agency staff, it involves fast paced assembly work of components and it provides employment opportunities in the community

Currents Contracts:

Marshall Tufflex

Increased their product portfolio thus giving more opportunities for prisoners to engage in purposeful activities.

Timpsons :

The company have extended their shoe repair workshop by over 50%. Now looking to move onto 40 hr working week with a further increase in size.

John Laing Training:

Target of candidate completions achieved. They (JLT) have agreed additional 12 month contract with a view of linking into Accommodation Team's "Tenant ready package"

New Initiatives

Green Recycling Initiative

The prison now receives income for the waste it produces, All of this income is donated to charitable organizations..

Recycling in industries. Prisoners have undertaken this project with great enthusiasm and commitment.

Employment Training Education

New Direction of involving voluntary sector to assist prisoners in actively engaging in community projects upon release who are seeking employment.

Print Workshop – Sodexo Social Enterprise On site facility to train new skills to prisoners, this is planned to become operational in 2013.

Resettlement Forum: prisoner access to all areas in a one stop / one shop environment

7. Healthcare

7.1 Staffing

The Healthcare Team comprises of a Healthcare Manager supported by three clinical leads; primary physical health, primary mental health and IDTS. The Primary Physical Health team consists of 11 RGN's and the primary mental health team comprises 5 RMN's. Both of these teams are further supported by 6 HCA's. The IDTS team comprises of a team of 11 nurses, 7 are RGN qualified and 4 RMN. The IDTS team also has 6 HCA's to give support to the nursing staff. The Health Service is further complemented by a regular team of 5 GP's and a GPSI who supports the IDTS clinical interventions. A full pharmacy service is also currently delivered by Boots Alliance who employ a full time pharmacist and two pharmacy technicians. Secondary mental health provision is provided by GMW Foundation Trust.

The residential units G and H, have their own doctor, detox wing and pharmacy. Prisoners arriving at the prison are carefully monitored for their drug use and are dealt with appropriately. A drug recovery wing called the Eden Unit has been established where prisoners are able to volunteer to become drug free.

Sickness and the emigration of staff have resulted in the staffing levels over the year being a little stretched, but it is planned to bring staffing levels up to quota in the near future.

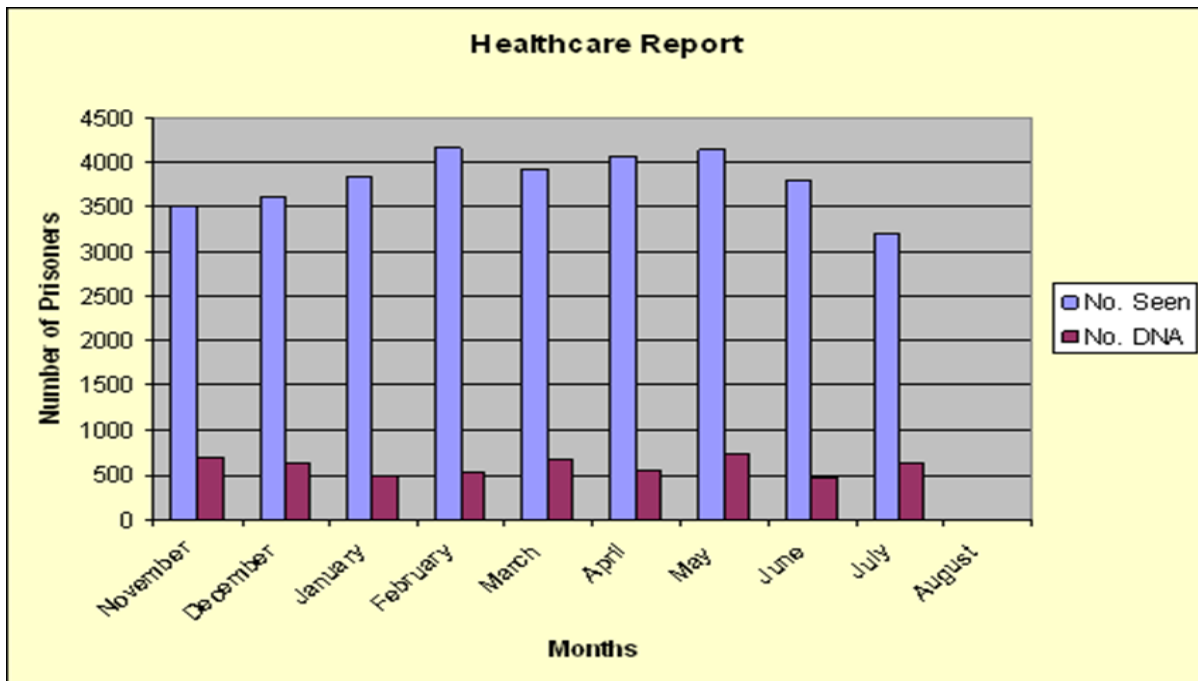
The GPs are on the contract from Cimarron UK Ltd and physically cover the hours of 9.00-21.00 hr. An out of hours service provided by the NHS can be contacted. The chart below shows the number of prisoners seen in Healthcare month by month, and the number of prisoners who failed to keep their appointments.

7.2 Services

Healthcare continues to provide a wide range of services including partnership delivery with the local PCT. HMP Forest Bank is fully linked into Salford PCT monitoring and management systems through both the Clinical Governance and Partnership Board meetings with attendance from the PCT and other partner agencies regularly maintained.

The Board is pleased to report that a prisoner needing medical treatment can be seen at very short notice. On a daily basis a Triage Nurse will assess the patient's problem and either treat it, or refer it to the Doctor. The Dentist is able to deal with most emergencies the same day when on site, which is two or three days of week. The waiting time has been reduced to three weeks for non-urgent cases however it has been found necessary to introduce an additional surgery on occasions to deal with any backlog.

The table below shows the number of prisoners treated on a monthly basis and those who DNA.



7.3 End of Life Provision

The Health Care Manager has been able to obtain £2,000 from the Kings Fund to refurbish two side wards into one unit which will accommodate seriously sick patients who need extra care. Four Nurses have been trained in the area of nursing, which is in line with the Liverpool End of Life Pathway which is accepted as "Best Practice". This year, to date, three prisoners have died in custody from natural causes and there have been 36 bed watches totalling 305 days.

7.4 Inreach

Staff are contracted from the NHS to work at the prison to treat prisoners who are judged to have enduring or serious mental illness, similar to Community Mental Health Teams.

Prisoners are given the same sort of specialist care as in the community, dealing with year 98 prisoners since January. The Unit is staffed by 1 professional lead, 1 deputy, 3 nurses and 1 administrator. It is interesting to note that the latest national survey of male prisoners shows that;

- 72% sentenced male prisoners suffer from 2 or more mental health disorders
- 40% have a neurotic disorder
- 7% have a psychotic disorder
- 64% have a personality disorder
- 95% of prisoners aged 15-21yr suffer a mental disorder
- 20% of male prisoners had previously attempted suicide

(Social Exclusion Unit Report 2002)

A new I.T system has also been set up with a direct link to the NHS system so that information can be shared. This is situated in the G-H residential unit along with the IDTS wing, making it easier to control and administer methadone treatment. A Cardio Vascular suite has been set up in the gymnasium and prisoners are encouraged to make use of this facility to improve their health.

7.5 Mandatory Drug Testing.

Subutex is still a major issue and the highest item on the risk register. This is made particularly difficult due to the fact that Subutex is used as medication in the community. As Bolton is the access route for this drug the prison is working closely with Bolton Drug and Alcohol Team.

7.6 CARATS

Month	Carats A/Ment KPT 83/month	Carats Group Work KPT 58 /month	CBDT KPT 300/month
April 2012	123	96	563
May	144	96	637
June	100	73	590
July	126	149	567
August	131	89	498
September	104	140	474
October			

8. Safer Custody / Violence Reduction

The team continue to closely monitor all incidents in the Prison with an element of violence. A slight increase in the number has been logged in the last year and it appears to be linked to the change in the young adult population, accommodating young adults for a few weeks after sentencing.

To deal with this a more robust policy has been introduced-Prisoners involved in any incident involving violence will receive an 'acceptable behaviour compact'. Gym restrictions will also be applied. Their regime will be restricted, for example they will not be eligible to work on the wing or in the kitchens, some of the more popular work opportunities. Their behaviour will be closely tracked so that issues affecting behaviour can be addressed. The trial of this compact has been successful and it will become part of the prison policy.

There have been no serious self harm incidents in the year and a consistent approach to management of difficult prisoners has proved to be successful.

HMP Forest Bank has continued to deliver a safe and decent prison throughout 2012. The ongoing development and implementation of the Violence Reduction and wider Safer Custody agendas has promoted a culture of safety, respect and decency throughout the prison. The recent Safer Custody audit confirmed the priority given to these areas by returning an amber/green outcome with only four minor actions identified.

Violence Reduction strategies have been developed to include all instances of anti social behaviour without losing the focus of reducing violent incidents. The IEP scheme is effectively used to combat unacceptable behaviour. These processes have been welcomed by both staff and prisoners.

8.1 Release on Temporary Licence

Release on Temporary Licence (ROTL) may be regarded as one of the most important goals of a prisoner's sentence. A stringent risk assessment is carried out by the ROTL Board, public safety being of paramount importance.

During the life of the prison very few applications have been submitted by the Board to the Controller, who is the final arbiter. In the last year it is pleasing to report that three prisoners have been given ROTL consents to spend days working in the community. The system is now certainly operating and with a category D population of 28 the number of prisoners eligible for ROTL is likely to increase.

9. Kitchens

The kitchen at HMP Forest Bank is headed by a Catering Manager and under his guidance are five prison custody officers who all have catering experience. They work along with seventeen prisoners, all with enhanced status, to cook and distribute meals to all wings of the prison on a two shift system 07.00-11.00 and 14.00-16.30 for evening meals.

Prisoners are required to pass food hygiene exams before they can work in the kitchen, which prepares in excess of 3500 hot and cold meals every day seven days a week. All prisoners are provided with three meals a day i.e. Breakfast, lunch and evening meal.

Menus are provided to each prisoner on a weekly basis with five choices. The menu is changed every six months November and May.

The Board are pleased to confirm that yet again the kitchens have been given a Gold Star Award and this is the sixth year in succession.

The catering facilities exceed expectations.

10. Care and Separation Report

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

The special cell is very rarely used but in January Cell 1 was used twice and Cell 2 used twice due to a prisoner being transferred to cell 2 after damaging cell 1.

The government strategy to reduce costs of the MOJ affects both public and private establishments, but has not affected the care or welfare of prisoners, or prevented essential maintenance work. New shift working patterns have been introduced, this is of course very early days and the Board will continue to monitor the situation.

Prison issue clothing (prisoner blues) is in high demand and stores have received several complaints regarding non availability. Prison policy is that 'blues' are for prisoners who come into the establishment with nothing, those prisoners on basic regime or who work in dirty jobs like bins, gardens, painters, etc.

The supply of clean towels has also been an issue in the Care and Separation Unit. This is not due to a shortage, but the distribution arrangement from the stores, which seems to be as a result of the re-profiling exercise.

After discussions with the Senior Management this has now been resolved.

There is some indication that Young Offenders are becoming disrespectful to officers. The problem is that they are at the prison for a maximum of 14 days. The Director has indicated that it should be a last resort to place them on report but rather to use jail craft to manage them along with the Incentive Earned Privileges Scheme. Ultimately it is the responsibility of the officer present to decide on any action. .

10.1 Adjudications

It is noted that prisoners from house blocks D1, F1, H1, and CSU accounted for 24 out of 29 offences of destroying or damaging prison property.

The highest recorded number of offences is recorded under the heading of; Possession, Fights, MDT, Threats, Disobeying a Lawful Order. In a period of 3 months ending July, there were 91 offences of 'Using threatening, insulting or abusive words of behaviour' recorded. There were 78 MDT Offences under paragraph 9, and 79 offences of disobeying a lawful order (section 22), some of these are due to inmates refusing a lawful order to attend a hearing. Adjudications on prisoners from residential units C1, H1 and CSU were mainly due to their refusal to re-locate to normal accommodation.

Between January-March 2012 sixty one adjudications were dismissed as a result of insufficient evidence, or Paperwork Incorrect/ Wrong Charge. Careful consideration should be given as to identifying which cases should 'not be proceeded with' rather than cases having to be dismissed on appeal. A total of 24 adjudications, involving 20 prisoners were dismissed by the District Judge. Out of these 9 involved the 30 day period allowed for positive MDTs for cannabis. The Independent Adjudicator ruled that it should be 30 +1 days, this has now been clarified.

Referrals of cases to the Police are still a cause for concern with long delays and/or the reluctance of the police to get involved. Cases are referred because of the seriousness but investigations take so long that charges cannot be brought. Time restraints often result in there being no case to answer. The prison is working with the Police to resolve this situation.

Rule 51 Paragraph 22 of the Adjudication Tariff (IEP) has been amended and approved by the Director. It is available at adjudications for reference. This applies when a prisoner is placed on basic regime and refuses to wear prison issue clothing.

A directive has now been issued on what adjudication paperwork solicitors or legal advisors are entitled to receive and who pays. What can and or should be provided needs to be considered with reference to the Data Protection Act and The Disclosure of Information Act.

In May this year, Prisoners and Staff were invited to question of the Adjudication Manager with regard to their experience of adjudication, time spent in Care and Separation, or comment on what can be done to enhance their experience. This was a positive meeting and there are plans to repeat the process.

From May 1st 2012 the new ACCT document came into use, it is in booklet form and incorporates additional information. There are a number of changes and improvements, incorporating other documents plus additional information on how to help a "At risk prisoner". Changes include:

- CSRA level is required on the front cover
- More information is required on the triggers
- Next of kin and personal details
- Next of kin details and updates page is included
- An ACTT quality assurance check sheet is included
- The immediate action plan requires a prisoner signature

An appeal was successful because no evidence was produced that an Adjudication Liaison Officer or Unit Manager had been consulted. This is a mandatory requirement at paragraph 2.3 of PSI 47/2011, and training has now been introduced on the completion of the new forms in line with PSI.

This was a single issue, not a theme and has now been rectified.

The HMIP visit raised no concerns in relation to this.

Smarg Data

<u>Initial Segregation Health Screen</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Average</u>
Total Number	66	56	40	54
Outside 2 hr. Limit	0	0	0	0
<u>REVIEW BOARDS</u>				
Number held outside specific Time Limit	0	0	0	0
<u>CSU</u>				
Number of prisoners in CSU on Average per week	13.2	11.2	10	11.3
GOOD	6	6	3	3
Cellular Confinement	3	1	3	2
Rule 45 O.R.	2	3	3	3
% Age BME in Segregation	18%	6%	15%	13%
% Age BME in Forest Bank	19%	19%	19%	19%
Use of Force Occasions	1	0	0	Under 1
PPE Used	0	0	0	0
Number of Prisoners with Registered Disabilities	0	0	0	0
Religion of Prisoner				
RC	16	8	7	10
CE	5	8	7	7
Muslim	6	4	6	5
Other	40	40	26	35
Prisoners held in Segregation over 3 months	0	0	0	0
Prisoners transferred in from another Segregation	0	1	2	1
Prisoners held in Special Accommodation	0	0	0	0
Prisoners held in Mechanical Restraints	0	0	0	0
Prisoners held in Segregation on Open ACCT	7	3	1	4
Prisoners removed from Segregation because the Risk of Suicide is to great	2	0	0	Less than 1
Prisoners Failing Initial Segregation Health Screen	0	0	0	0
<u>STAFF</u>				
Trained in :-				

E & I	14	14	14	14
C & R	14	14	14	14
Suicide Awareness	14	14	14	14

11. Chaplaincy

The Chaplaincy team consists of two full time chaplains, one RC and one C of E, with seven part time chaplains covering a wide range of different faiths. Five visiting ministers are prepared to come in as necessary.

11.1 Services

Attendance at Christian services on Sunday mornings has increased. The RC mass has grown from an average of 25 to a regular attendance of 35 to 40. The CE service attendance is between 25 and 45. The Sunday CE service for VPs on wing H2 is attended by 12/15 and Friday Mass attracts 4/5. 'Reflex' continues to provide a Free Church service on the first Sunday of each month. Friday Muslim prayers continue to be well attended.

The Chaplaincy team has had another successful year in engaging with prisoners of all faiths but their ministrations have not been restricted, pastoral care has been available to those of no faith.

Regular religious services are held on festival days in addition to normal Sunday worship and these are well attended and often outside organisations come and support and contribute to the services. It has been pleasing to the Board to see how well the work of the Chaplain and his team is appreciated, not only by the prisoners and staff members, but by many of the families, especially at times of bereavement or illness. The Chaplain's team has officiated at the funerals of prisoners who have passed away and this must be seen as a pinnacle of pastoral care in those cases.

11.2 Chapel Groups

Day	Group (average attendance 12/15)
Monday	Irish Travellers: A Good Sing: Koran Study
Tuesday	Bible Study: AA Group(in addition to one to one counselling:
Wednesday	Wing H2 –Bible Study:
Thursday	Koran Study.
Once a week	Gamblers Anonymous; Yoga: and Stress Busters
Prison Fellowship	Sycamore Tree Restorative Justice – 3 courses in the year Assistance with provision of Christmas presents for 30 prisoners and 100 children
Time for Families	Two courses this year

Counsellors and Listeners

There are 14 Counsellors attending once per week, seeing 30 prisoners per week. The 19 listeners are trained and supported by the Samaritans.

Agencies

The Chaplaincy works with over 13 agencies. RC Bishop Terence Brian came to celebrate Mass for the feast of Christ the King and Bishop Chris Edmondson will again confirm candidates, family members will be invited.

Routine

The team's activities include daily visits to prisoners in Healthcare, Care and Separation wing and all new reception prisoners. Help and assistance with prisoner's religious or pastoral needs is offered.

The Chaplaincy is represented in most of the operational meetings of management and staff and is very involved in the well being of prisoners, assisting prisoners non judgementally, in reflecting upon the effects of their past behaviour on victims. They strive to assist them in rehabilitation.

The Board is pleased that the Chaplaincy enjoys a happy and harmonious relationship with the Director and his staff and values the assistance given to the IMB

12. Communicating the IMB Message

The IMB message is not always fully understood by Prisoners, Prison staff, Prison officers or by the public outside the Prison service (namely those that might be encouraged to join the Boards - some of which are fairly desperate for members).

For this reason, members of the Forest Bank Board have spent 2012 re-evaluating their communications strategy with all these four "strings" to their work, most especially their links with the Prison staff and officers.

As has been previously detailed in Annual Reports, Forest Bank Independent Monitoring Board has always been extremely lucky in the good links it has with senior Management at the Prison in that its regular monthly Board meetings are always attended by the Prison Director who gives an honest appraisal of what is happening, has happened, or may happen at the Prison at that time. A frank exchange of views and questions is always encouraged and this excellent relationship has been developed and built on in 2012. However, it has become increasingly obvious to Members that whilst this excellent relationship has developed in the Board room, frequently staff and Prison officers have not fully understood the role that the IMB can play in assisting these officers to carry out their own work and how the IMB can help in the general work of the Prison.

To assist in developing this role, 2012 has seen the IMB attending staff meetings (known as THE VOICE) on a regular basis. A member of the IMB team attends at the beginning of the meeting when general matters are discussed and staff encouraged to raise issues with the IMB and to detail where the Board can assist in day to day issues which may arise. At a suitable stage in the meeting, the IMB leave the room which enables any officers who wish to do so, to raise confidential issues.

This attendance, together with a new "Observations" role (which enables a member of the IMB to visit all parts of the Prison once a week in a casual manner to ascertain if there are any problems for members of staff/officers) has helped to develop a closer link with staff to show that the IMB is also there for their help and assistance.

Again, in 2012, regular attendance at the Prisoner's Consultative Monthly meeting has enabled the IMB to develop a closer link with both Prisoner's Wing representatives and officers/staff from various parts of the Prison including Catering, Health Care and Maintenance. This attendance has helped to integrate the role of the IMB further into the day to day running of the Prison and to show how it all seamlessly links together.

Thirdly, a new group, the Wing Manager's weekly meetings, has also been opened up to the IMB and attendance at this meeting has specifically helped to improve the system of complaints/applications and the way they are dealt with by both staff and the IMB. All three of these regular meetings has ensured an even greater linked role with everyone working within Forest Bank and we look forward to developing this further in 2013. The fourth link is of course with the public outside the Prison and this has been developed during 2012 because, as one of the smaller Boards, Forest Bank has been trying to encourage greater interest in potential members.

A major recruitment campaign resulted in over 35 registrations of interest from the general public following a large feature in the local newspaper, a link with the local CVS group and attendance at the local voluntary services exhibition. It was however quite clear by the lack of numbers who followed up the initial registrations of interest, that the actual work of the IMB needed greater publicity and interest. The Board at Forest Bank intend to develop this and already have attended various organisations to give presentations on their work – this will be continued in 2013.

The Board at Forest Bank are therefore pleased to state that this year has seen greater communication with both those inside and outside the Prison to promote the work taking place – there also appears to be a greater awareness of the role of the IMB and how it can assist in all aspects of the Prison work.

The Board undertook a major survey of the kind of applications being received from Prisoners asking for assistance and as a result of this, major changes are due to be made to the advice given to Prisoners, and the style and content of the Applications form for the next year.

The members of the IMB for Forest Bank are therefore pleased to state in this Annual Report that regular attention is paid to improvement of their communications with both

Prisoners and Prison staff to ensure the work of the IMB continues to develop satisfactorily.

13. Security and Operations

Reportable Incidents	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012	Aug 2012	Sep 2012	Oct 2012
All											
Assaults on Staff		2	2	0	0	0	2	2	1	4	2
Assaults and Fights		21	17	15	12	15	7	14	7	10	12
Use of Force	20	18	12	18	15	21	20	24	20	21	10
Drug/Implement Finds	19	29	21	17	11	23	15	19	23	20	16
Self Harm	25	33	36	47	24	36	31	27	37	23	19

The table above shows the monthly breakdown of assaults, fights, use of force, drug finds and incidents of self harm.

At the monthly meetings, all aspects of security both within the confines of the prison and the surrounding area are discussed, intelligence is disseminated and current trends examined. Meetings are chaired by Head of Security and Operations or Security Manager and the membership of Security, Catering, Wing Governors, Controller, Police, Health and Safety, Safer Custody, Healthcare, Geo Amey, Maintenance and the I.M.B. Objectives vary throughout the year according to prevailing circumstances. The agenda is drawn up so that the meeting is focused and that discussions are relevant. Up to date information is essential if the deliberations are to be effective.

MDT:

Forest Bank is very busy local with an average turnover of approximately 2000 prisoners a month. Forest Bank completed approximately 190-200 tests a month which includes Random, Suspicion, Risk, Frequent tests and Reception tests. The last monthly MDT rate is running at 5.88%, with an annual level at present just under 8%.

13.1 Drugs

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

The Board would like to record its appreciation to the Security Manager and his staff for their allegiance over the past year. A major problem that Security Department have to contend with is the attempts made to throw prohibited items over the perimeter wall in an effort to reach the exercise yards. The reduction in drug finds is due in part to the vulnerable exercise yards not being used. This has reduced the number of items thrown over the wall.

The estimated value of drug interceptions from January to December 2011 is as follows

Cannabis:	£50,000
Heroin:	£6,000
Cocaine:	£4,000
Amphetamines:	£100
Steroids:	£2,500
Subutex:	£7,000

The total estimated prison value of the items seized is £ 70,000

13.2. Mobile Phones

Mobile phones are in great demand within the Prison, with a basic handset retailing at £10 changing hands for up to an estimated £500. Staff remain vigilant and are always on the lookout for chargers and SIM cards in addition to phones. The BOSS (electronic detection chair) in Reception has proved effective and there have been a considerable investment in training on search methods.

This year the following has been recovered:

Mobile Phones:	122
Chargers/Batteries:	22
Sim Cards:	94

Total estimated value: £62,000

This year has seen the emergence of “car key fob” mobile phones which due to the small size and lack of metallic components are very difficult to detect.

These phones are available in local shops and the internet and retail for approx £80. Inside they command an estimated price of £800-900.

13.3 Staff Searches

During the reporting period 2359 searches have been conducted.

13.4 Reception

Reception remains a concern as this is a known route for prohibited items to be smuggled into the Prison. It is imperative that all prisoners arriving at the establishment are thoroughly searched and this is being done in spite of distraction tactics being used by some prisoners who know their rights. It is to the credit of the reception staff that all visitors are dealt with on merit and with courtesy and efficiency at all times. Reception continues to be busy, in 2011 the total average monthly movements through reception was 1881 and in 2012 it was 1874. In this reporting period the figure is 2232, which represents almost a 20% increase on the two previous years. The increase in volumes has been caused primarily by an increase in the operating capacity of the prison, three additional courts added to the prisons catchment area and an increase in the number of sentenced Young Adults being accommodated.

Reception's current staffing level is 4 Prison Custody Officers, including 1 Senior Officer for mornings, 6 Prison Custody Officers, including Senior Officer for afternoons and 2 Prison Custody Officers on a Saturday morning.

The operational issues caused by last years change to the escort contract (now with Geo-Amey) have been largely resolved. Management have arranged the necessary cover to deal with the increased numbers of prisoners arriving at the prison `out of normal hours` although the volume of prisoners arriving at weekend remains unpredictable.

It was during the `bedding in` period of the new contract and the time it took the prison to adjust to the operational changes necessary that prisoner transfers were delayed, thus causing prisoners having to wait in the holding cells longer than they would normally. There were also issues with prisoners' property not adequately following on from the place of departure. However, with a good management response and the willingness of staff to work longer hours and to resolve property complaints, the issues are now largely resolved and the escort contract generally appears to be operating satisfactorily.

During the year the prison began a `staffing re-profiling` exercise, the last one being approximately 5 years ago. It is likely there will be some changes to shift patterns, and negotiations are to take place with the Prison Service union prior to any implementation. At the time of writing, implementation of the re-profiling exercise has commenced and its effectiveness has yet to be determined.

It has been reported to the IMB by staff in Reception that they have heavy and increasing workloads, as shown in the figures above. The risk is that an over stretched reception will have a negative impact on the prisoners. Delays in prisoners being processed and property issues taking a lower priority are the likely outcomes. The IMB hope the staffing re-profiling exercise will help to address these issues

13.5 Visits

During the reporting period 88,712 visitors entered the prison visits hall. The Ion drugs scanner is now up and running in Visits. In December alone there were 6,842 visitors of which 315 were tested with 40 positive drug indications. This is now fully operational which allow for a faster but more comprehensive check in and search procedure.

Forest Bank has recently signed an exciting 3 year contract with PACT which will herald a new model of practice within the visits' support services. This innovative provision will offer a high quality service which has a robust evidence base and is outcome focused. Additionally, Forest Bank has a new Children and Families Pathway Lead. This will ensure integration between the Prison, PACT and the Community, including addressing the "Troubled Families" agenda. The model will be closely monitored and reviewed by Forest Bank and it is evident that the emerging strong partnership between the Prison and PACT will lead to improved provision for prisoners' families.

13.6 Gang Members

Forest Bank, by virtue of its location encounters many inmates who are associated with gangs. The security staff monitor each prisoner suspected of association with any gang and allocate prisoners to a wing based on such intelligence. As a result of this proactive management, prisoner's welfare is protected and the Board are delighted to report that no gang related incidents have taken place this year.

13.7 Security information Reports

This year has seen a continued improvement in the quality of reporting and the intelligence provided in these reports. There have been a total of 7778 reports submitted which is an increase on last year of 1880. Each report has to be graded and an appropriate response decided upon. The increase is due to the new extension being opened and of course the 59 additional officers. The Board would commend the Collator who works under considerable pressure to ensure that each report is correctly graded and responded to. One new full time member of Security Staff has been appointed.

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

The Security Manager has been invited to Board Meetings in the past year where he has given a talk to members regarding latest trends and has shown examples/exhibits of unauthorised articles that have been recovered within the establishment. This has enabled

the Board to have a more informed understanding of the obstacles dealt with on a daily basis by the Security Team.

14. Visitor's Centre

General visits are available Tuesday to Sunday and from 12.30 to 16.00 hrs.
Legal visits are from 08.00 until 16.00hrs Monday to Friday.

14.1 Family Days and Partner Meals

This initiative continues and occurred on the dates below:-

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct
Family Meal		17 th				2 nd				20 th		
Prisoner & Partner Meal			13 th 27 th	10 th 24 th	9 th 23 rd	13 th 27 th	11 th 25 th	15 th 29 th	13 th 27 th	10 th 23 rd	6 th 20 th	12 th

14.2 Analysis of Number of Visits involving Adult Prisoners

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct
Remand prisoners												
Basic		2	2	1	12	9	11	12	7	17	30	20
Standard		1027	854	878	1316	1209	1103	873	796	829	782	961
Enhanced		213	193	622	262	276	356	396	485	465	335	293
Convicted prisoners												
Basic		3	1	5	2	4	3	2	5	5	3	5
Standard		800	1098	1058	910	830	960	810	849	894	910	895
Enhanced		723	193	331	631	567	701	684	755	727	694	682
Regime Hours												
Domestic Visits		3048	2763	2971	2897	2868	2800	2700	2900	3450	2900	3157
Legal		449	480	561	539	448	479	430	445	559	443	591
Legal Visits												
Remand		294	316	350	377	368	397	285	301	328	283	333
Convicted		244	384	349	373	307	314	253	297	279	263	312
KPI Failures	None											
Articles Passed												
Swallow		1	0	2	0	1	0	0	2	1	0	3
Conceal		1	2	5	5	1	2	4	3	4	4	3

14.3 Analysis of Number of Visits involving Young Offenders

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct
Remand prisoners												
Basic		1	0	4	35	30	32	21	19	4	17	5
Standard		421	340	127	410	329	378	382	343	293	284	310
Enhanced		60	83	26	79	31	38	46	76	111	85	85
Convicted Prisoners												
Basic		1	2	9	3	4	3	1	1	3	1	1
Standard		193	183	3337	125	107	94	91	159	115	118	146
Enhanced		11	29	79	22	8	25	18	12	8	9	10
Regime Hours												
Domestic Visits		762	640	582	643	528	512	454	495	502	410	520
Legal		149	139	136	123	83	142	112	118	168	126	146
Legal Visits												
Remand		77	99	93	119	76	120	110	116	103	120	107
Convicted		100	99	97	64	38	56	47	74	64	47	77
KPI Failures		None										

14.4 Analysis of Reasons for Closed Visits

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct
Suspected Drugs												
Remand		23	10	17	14	36	20	18	9	34	20	18
Convicted		26	11	14	14	15	12	13	17	23	13	18
MDT												
Remand		13	9	7	43	53	36	19	25	0	0	0
Convicted		18	16	7	22	38	36	22	12	0	0	0
Behaviour												
Remand		12	2	14	24	48	42	24	21	24	32	38
Convicted		8	3	9	6	12	10	4	3	11	6	12

14.5 Summary of Total Numbers of Visits and Extra Hours

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct
Total Number		8420	8432	8223	8797	7984	8792	7243	8038	8079	7277	8078
Extra Hours Given		212	112	87	24	63	55	57	37	86	50	26

15. Work of the Independent Monitoring Board

15.1 Analysis of Applications received by the Board

Code	Subject	2010/11	2011/12
A	Accommodation		17
B	Adjudications		43
C	Equality and Diversity		9
D	Education/employment/training		14
E1	Visits/family including mail and phone		35
E2	Finance/pay		19
F	Food/kitchen		8
G	Health related		125
H1/2	Property		109
H3	Canteen		16
I	Sentence related (including HDC, ROTL, recat, release dates)		34
J	Staff/prisoner concerns including bullying		26
K	Transfers		31
L	Miscellaneous		9
	Total		489
	Average per month		44

15.2 Board Statistics

	2010/11	2011/12
Recommended Complement of Board Members	20	20
Number of Members at the start of the Period	11	11
Number of Members at the end of the reporting Period	11	13
Number of New Members Joining within the Period	0	2
Total Number of Board Meetings during the reporting Period	12	12
Average number of Attendances at Board Meetings	7	10
Number of attendances at meetings other than Board Meetings	45	473
Total Number of visits to the prison (including all meetings)	497	579
Total number of applications received	495	528
Total number of segregation reviews held	285	
Total number of segregation reviews attended	35	

AA - Administrative Assistant
ABS - Anti-Bullying System
ACCT - Assessment, Care in Custody & Teamwork – replacement for F2052SH
ACR - Automatic Conditional Release
AO - Administrative Officer
ARD - Automatic Release Date
ATOS - Company responsible for assessing long-term sick
BCU - Briefing and Casework Unit – PS unit handling adjudication appeals
BME - Black & Minority Ethnic
BOV - Board of Visitors – now IMB
C & R - Control & Restraint
C2W, CTW - Custody to Work – pre-release focus on housing, employment and lifestyle issues
CARATS - Counselling, Assessment, Referral, Advice & Throughcare Scheme – drug & alcohol team
CC - Cellular Confinement – a punishment
CCD - Criminal Casework Department (Croydon)
CDRP - Crime and disorder Restorative Practice
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
ETE - Employment-Education-Training
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
LSC - Learning & Skills Council
MAPPA - Multi-Agency Public Protection Arrangements
MDT - Mandatory Drugs Testing
MSL - Minimum Staffing Level
MQPL - Measuring the Quality of Prison Life
NACRO - National Association for Care & Resettlement of Offenders
NC - The National Council for IMBs
NEC - National Exchange Centre- building between VTC & Boiler Ho. used for ETE
NOMS - National Offender Manager Service – amalgamation of the Prison & Probation Services
OASYS - Offender Assessment System – computerised risk & needs assessment
OBP - Offending Behaviour Programme
OCA - Observation, Classification & Allocations – a Reception task
OLASS - Offender Learning and Skills Service (part of LSC)
OSG - Operational Support Grade
OSO – Operational Support Officer
OI/OR/OP - Own Interests/Request/Protection – Segregation under Rule 45/49
PACT- Prisoner Advice and Care Trust
PASRO - Prisons Addressing Substance-Related Offending – an OBP
PCO - Prison Custody Officer
PCT - Primary Care Trust – National Health component responsible for healthcare
PEI/O - Physical Education Instructor/Officer
PER - Prisoner Escort Record
PESO/PEPO - Physical Education Senior/Principal Officer
PIN - Prisoner Information Notice
PMU - Population Management Unit (central)
PO - Principal Officer
POA - Prison Officers' Association – the main trade union
POELT - Prison Officer Entry Level Trainee
POPO - Prolific and Other Priority Offender
PPO - Prisons and Probation Ombudsman
PPP - Public Protection Panel
PS - Prison Service
PSI - Prison Service Instruction
PSO - Prison Service Order – see www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos
RFW - Removal from Wing – a punishment
ROAD - Remission of Added Days (up to 50%)
ROM - Regional Offender Manager
ROR - Restoration of Remission – now ROAD; Risk of Reconviction;
ROTL - Release on Temporary Licence – e.g. to work in mess; town visits; home leave
REAT - Race Equality Action Team

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
IDU - Inmate Development Unit
IDTS Integrated Drug Treatment Services
IEP - Incentives and Earned Privileges – Prisoners can be on Basic, Standard or Enhanced
IG - Instruction to Governors
IMB - Independent Monitoring Board
IND - Immigration & Nationality Department
IRC - Immigration Removal/Reception Centre
ITC - Initial Training Course for prison Custody Officers
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.

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