



Independent Monitoring Board

HMP/YOI FOREST BANK ANNUAL REPORT

1st January 2011 – 31st October 2011

**Chairman Mr B.M. Cave J.P
Vice Chairman Mrs E Howard**

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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 IRC to be monitored by an Independent Board appointed by the Home Secretary from members of the community in which the prison or centre is situated. The objective is to safeguard the prisoner's interests by monitoring and reporting to Ministers and to the community that they are held in a safe, secure, decent and healthy environment and that they are being prepared for release back into the community.

The Board is charged to:

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

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

2. DESCRIPTION OF THE PRISON

HMP/YOI Forest Bank is a purpose built category 'B' prison operated by Sodexo Justice Services and is in its 12th Year of operation. It is a local prison serving courts in Manchester, Bolton, Oldham, Wigan, Bury, Tameside, Rochdale, Stockport and occasionally Merseyside. Since July it also serves Blackburn, Burnley and Chorley Courts. 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 for the first two weeks of 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 the Greater Manchester area.

The operational capacity is set at 1364 with a CNA of 1064. There are 8 residential house-blocks and 16 wings.

Description of residential units

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

Wing	Function
A1	Young adults
A2:	General
B1	General
B2:	General
C1	General
C2:	Compact-based drug testing
D1	General
D2:	CAT D unit
E1	Drug regime maintenance
E2:	General
F1	General/basic regime
F2:	General
G1	Eden project
G2:	Kitchen workers
H1	Induction
H2:	Vulnerable prisoners

Forest Bank Healthcare department has a 20 bed in-patient facility, incorporating two 4 bed wards a 2 bed observation suite and 10 single room cells. This is complemented by 24 hour nursing care. There is a Healthcare Manager supported by 3 clinical leads. The GP service is provided by Cimarron, a GP agency. The Care and Separation unit which accommodates up to 25 prisoners, an education centre with classrooms, library and computer suite, a Chapel, Gymnasium with a Sports Hall and an outside all weather Astro pitch, Industries comprising of separate workshops, reception, visits hall, administration and kitchens which were awarded a Gold star rating from Salford Council Health and Hygiene for the sixth year running.

3. EXECUTIVE SUMMARY

This report is a reflection of the workings of HMP/YOI Forest Bank, Salford Manchester. The report only covers a period of 10 months to bring the Board back in line with previous reporting periods. It follows the careful monitoring of the establishment for the reporting period and acknowledges the excellent work carried out in the prison.

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

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

The Board has been operating with just half of its complement and all members have gone the extra mile to deliver an effective monitoring programme.

This reporting period continues to have been one of the greatest times of uncertainty in this country with recent financial problems within the European Union having devastating effects for many both at home and abroad.

It continues to affect the budget to prisons and the Board. We are very pleased to note that Sodexo operating at Forest Bank has been able to maintain all services to an acceptable standard with no impact in terms of re-offending programmes, core day, visits, officer numbers or maintenance.

Drug treatment and rehabilitation along with workshops offering meaningful employment have featured heavily in this year's programme and details appear later in the report. The Director and Senior Management Team are to be congratulated for the amount of thought and effort which has gone into the planning over the past 10 months to maintain the regimes.

The Prisons Competition Strategy for Offender Services was published on the 13th July 2011. The Authority announced in the Strategy the intention of the Authority to launch a second phase of competition to procure custodial services and works for 9 prisons (Lots).

Custodial services and works will be tendered for and procured within PCP2 for the following 9 Lots:

- | | |
|------------------------|------------------------|
| 1. HMP Castington; | 2. HMP & YOI Hatfield; |
| 3. HMP Acklington; | 4. HMP Wolds; |
| 5. HMP Durham; | 6. HMP Onley; |
| 7. HMP Lindholme; | 8. HMP Coldingley. |
| 9. HMP & YOI Moorland; | |

Of the 9 Lots selected for PCP2, HMP Wolds is the only prison currently under contract with a private provider (G4S) and is due for re-tender. The remaining 8 Lots are currently operated by HMPS and have not previously been subject to competition.

The custodial services required at each prison cover all aspects of prison life, from initial reception and induction, to measures which reduce the risk of re-offending to the time of transfer or release. The successful Contractors will be required to address many other key issues that lie at the heart of operating a prison, such as security and discipline, the

provision of a safe and decent environment and care for prisoners including working to prevent suicide and self-harm. The prisons are also expected to contribute to the particular priorities of the regions in which they are situated as determined from time-to-time in their commissioning plans. The successful Contractors will be expected to interface with the healthcare, education and other providers to facilitate their delivery, for example, by ensuring prisoners are made available on a timely basis.

The Board would again draw your attention to the fact that our operating budget has been cut this year. As stated in our last report we have tried to reduce the number of visits made to the establishment whilst balancing efficiency and effectiveness without affecting our monitoring role. E.g. Rota visits, Applications, Adjudication Monitoring and attending meetings within the establishment to monitor areas of special responsibility. All members are volunteers, their only recompense being travelling and subsistence allowances giving the Forest Bank Board an operating cost of only £12.29 per member per week. With the increased cost of motoring many are subsidising the Ministry of Justice in order that the monitoring process is maintained to a high standard and the Board feel strongly that they are paying for the privilege of attending the prison.

We are now informed that there is a proposal to cap the annual mileage of each member to 1,000 miles after which the rate per mile will reduce from 57p to 40 or 45p. This proposal takes no account of those having to travel long distances, the Board is under strength so other members have to cover their duties or indeed the increasing cost of motoring generally. We also understand that subsistence allowance is also under re-view. All of our members spend between 6 and 10 hours at the prison during each visit and are entitled to receive refreshment allowances.

It is with deep regret that the Board has to report the death of three prisoners throughout 2011. Two died in hospital and one at the prison, all apparently from natural causes. We are still awaiting the results of inquests.

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

The Board are sad to report the sudden death of a member of staff during the year.

A part Security Audit was conducted at Forest Bank between the 7th – 10th March 2011. The three segments that were tested:

- o Categorisation and Assessment
- o Accounting and Supervision
- o Searching

The overall score was increased by 2% from 90% - 92% this is an excellent score and the Board are delighted for the management and staff

The Board repeats their concerns regarding detainees in custody raised since last year's report. Forest Bank currently has two IS91 prisoners who are being held solely on immigration matters. This has improved since last year's report where 18 were awaiting Border Agency intervention.

We also repeat our concerns regarding the large number of category D prisoners. The Board accept that this is a nationwide problem but would ask the Minister not to forget this sizable portion of the prison population. Similarly, we would draw your attention to the number of Indeterminate Sentence for Public Protection Prisoners who are in establishments which do not offer the necessary accredited programmes required by the Parole Board to allow them to move on with their sentence planning. We urge the Minister to consider an early review of this form of sentencing and to take steps to remedy this impossible situation.

We are very pleased to report that the updated property storage facility at Forest Bank is working very well and the number of complaints relating to property has decreased considerably.

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

The P.N.C facility is working well and has enabled the staff to complete prisoner's profiles much more quickly and accurately.

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

During the period of this year's report the prison has hosted visits from:-

- o The Princes Trust
- o Michael Spur
- o Timpsons/JW Lees
- o Peter Fahy
- o Kevin Brady
- o Crispin Blunt
- o Northern Ireland Prison Ombudsman.

The Board has been invited to attend on each of these occasions.

The full IDTS service was commissioned and established in 2009 / 10 by the PCT using Sodexo staff. In 2011 it was re-developed to work as a fully integrated drugs service with CBDT, CARATS and programmes supporting clinical delivery. Additional nursing staff has been recruited and the excellent work of the service was recognised by H.M Inspectorate. The integrated service is called the Eden Recovery Unit is working very well and currently has 59 prisoners resident. The unit aims to promote, guide and facilitate recovery for prisoners, with the ultimate aim of allowing them to live a life free of substance misuse dependency in line with the green paper.

Community engagement has gone from strength to strength. The prison has strong connections with the community from which its population is derived. Those sentenced to Community Payback serve their order at weekends in the prison workshop. The benefit of the work is returned to the community.

This scheme is a joint pilot with Greater Manchester Probation Trust and has been in operation for 9 months. The Prison has also made some headway with restorative justice. Restorative Justice is a new Government Sponsored Scheme aimed at reducing the risk of further offending and a way of offering “victims of crime” a chance to achieve closure.

The process is designed to give both the victim and the offender a chance to communicate about the offence which has taken place in a controlled environment, with a view to going some way to repairing harm caused and moving forward.

To date, four prison officers have all been trained as level 3 facilitators for this process and have attended one conference completed within the Prison on 05/09/2011. The conference was highly emotive with three victims in attendance. It was considered a success as it ran smoothly and all parties achieved the desired pre-determined outcomes. As a team the OMU continue to develop best practice, along with external partnerships, to make sure we can fine tune the process and continue to deliver a high quality service prior, during and after each conference facilitated.

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

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

The Board would also like to bring to the attention of the Minister, the excellent working relationship we enjoy with the Controller and his team. Our tasks do overlap and all Board members appreciate the willingness with which we are assisted by the

Controller's office. We receive assistance from the Controller's Office in answering IMB applications and the Board appreciate this advice and guidance. They are always available to answer questions and they give us a valuable insight into the contractual side of the prison.

The practice of communication between the Board, Director and Senior Management Team using an "open door policy" has continued and the Board are extremely pleased with the results of this policy which benefit all within the establishment.

4. QUESTIONS FOR THE MINISTER

4:1 The Board has concerns regarding the number of old age pensioners being sent into custody for offences committed 30/40 years ago.

Many are in poor health and require a considerable amount of time and resources from those employed in Healthcare.

Would the Minister consider alternative disposals where possible in such cases?

4:2 Will the Minister check on the method of route planning for prison / court custody transport. The Board is aware of instances when the vans are using un-adopted roads which could be a security issue.

4:3 The Board asks that the Minister endorses its comments in relation to the following success stories:-

Drugs Recovery Programme

The full IDTS service which was commissioned and established in 2009 / 10 by the PCT using Sodexo staff. In 2011 it was re-developed to work as a fully integrated drugs service with CBDT, CARATS and programmes supporting clinical delivery. Additional nursing staff have been recruited and the excellent work of the service was recognised by H.M Inspectorate. The integrated service is called the Eden Recovery Unit, is working very well and currently has 59 prisoners resident. The unit aims to promote, guide and facilitate recovery for prisoners, with the ultimate aim of allowing them to live a life free of substance misuse dependency in line with the green paper.

40 Hour Working Week

Another new innovation this year is the cataloguing and redistribution of books for a major company. The workshop processes in excess of 20,000 books per day.

Prisoners are employed there on a 40 hour week.

Community Partners through Integrated Offender Management

Community engagement has gone from strength to strength. The prison has strong connections with the community from which its population is derived. Those sentenced to Community Payback serve their order at weekends in the prison workshop. The benefit of the work is returned to the community. This scheme is a joint pilot with Greater Manchester Probation Trust and has been in operation for 9 months.

4:4 **The Board would identify 4 challenges** which it considers the prison dealt well with in August and extended throughout the Autumn:-

- The impact of the summer riots.
- The change of escort contractor and the associated problems.
- The taking on additional courts.
- The introduction of sentenced young offenders at Forest Bank.

4:5 The Board would ask the Minister to consider a review in relation to the management of sentenced Young Offenders.

The “Churn rate” at Forest Bank has increased by 30% since August.

This is because there is a 14 day limit on young offenders who then are moved to Lancaster Farms and in many cases are then required to return to Forest Bank (sometimes within days) because of outstanding court appearances.

This cannot be good for the administration, the prisoners or their families.

4:6 **Board Expenses**

This is an area of concern to all members.

The current budget has been well managed but if the indicated changes are enforced and the ceiling of 1,000 miles per member at the higher rate implemented, members feel strongly that they will be subsidising the MoJ to maintain the high standards required to monitor and no account has been taken of the fact that the Board is 9 members under strength and existing members have to cover the work thus involving more visits to the establishment.

5. AREAS THAT MUST BE REPORTED ON

5:1 EQUALITY & DIVERSITY

The work of the Diversity and Inclusion Action Team (DIAT) has been enhanced by the work of twelve members of staff who act as ‘leads’. This group meets monthly with the Head of Administration, Diversity and Inclusion and are joined on a quarterly basis by the other team members, including six prisoners representing various areas of the prison. Photographs of the D&I leads are clearly displayed on notice boards in all house blocks with captions showing their area of responsibility. This is in addition to display of the names of the prisoner D&I reps.

The DIAT regularly review the SMART data to check the prison’s performance on the equality between ethnic groups on a wide range of activities and functions to ensure that the prison is not acting in a discriminatory way.

Foreign National Prisoners.

Currently the total FNP is 65, of which 16 are held on IS91 orders but during the year there has been a reduction in the number held solely on IS91 orders to 2. An officer from the Customs and Immigration Service attends regularly to hold surgeries at which

FNPs can receive help and guidance. The Forest Bank foreign National Information booklet carries the contact details of the immigration advisory services.

The top 3 nationalities are:

Pakistan	10
Irish republic	9
Poland	7

The main languages spoken by this group are:

English	36
Polish	7
Urdu	4
Farsi	4

Disability

The revised forms introduced in reception have enabled 184 prisoners to declare a disability and 1089 to state that they do not have a disability. Of the 57 prisoners aged 50 plus 13 has a disability and 7 have restricted movement. The Cardiac Rehabilitation Team is providing preventative activities to this older group.

Black History Celebration

This year prisoners were heavily involved in both the organisation and presenting of the activities. The celebration included a guest reggae singer, a guest poet, and a speaker.

5:2 Education

At Forest Bank there are a wide range of appropriate courses provided by the Education Section of the prison. A detailed breakdown of all these courses is available on line on Sodexo Justices Services web site or in a comprehensive review of all courses entitled "Opportunities and Services for prisoners of Forest Bank". This guide is comprehensive and really informative with every course listed and a detailed description given of course aims, qualification offered, course content, times of week the course is offered, length of course and how many prisoners per course can be accommodated.

There are over one hundred different courses on offer and they vary greatly. The aim of all courses is for self-improvement with a clear emphasis to encourage prisoners to stay out of prison when they are released and to become more readily employable; in many cases with an emphasis on self-employment.

While the majority of courses are taught in classrooms in the Education block, there are a number taught in other areas of the prison. Below is a summary of the different places where education is offered with examples of specific courses.

Location and Examples of Courses

Education Section/Library

- G.O.S.O. (Get Out and Stay Out) Courses – incorporating units such as Citizenship, and Conflict Awareness.
- Information Technology courses – taking place in the newly refurbished I.T. suite, offering qualifications at Level 1 and Level 2.

Prison Chapel

- Muslim Study group
- Urban Study Skillz Music course
- Carats courses which include Drug Awareness courses

Health Care

- Young Man's Mental Health Awareness Course

Kitchens

- Food for Thought NVQ Levels 1 and 2
- Food Handling

Industries

- Fork Lift Truck and Carry Lift courses
- Health and Safety City and Guilds courses

Gymnasium

- Gym Instructors CYQ Levels 1 and 2
- Sports Centre Preparation for Work QCF Level1

Wings/Individual Cells

- Education on Wings G and H offering a variety of courses

Clearly there are too many courses to discuss individually above is just a sample of some available. The Education Department are pro-active and regularly introducing new courses to the prison. Highlight below a few of these newly established courses as an illustration of the diversity and inventiveness of the Education Department.

Sport for Life Personal Best

This course which lasts for four weeks aims to teach prisoners about volunteering in a sporting environment. The long term aim is to develop skills, improve confidence and prepare individuals for work. Successful participants will be awarded an OCN validated Level 1 award in Preparation for Event Volunteering. Candidates are taught: fire safety, public safety, customer care, interview practice, conflict resolution, C.V. building and letter writing skills. One inmate organised a half- marathon, to be completed on a running machine, and raised £5,430 for a local hospice.

Odd Theatre – Drama Courses

The aim of these courses is to address issues that relate to offending behaviour including: Victim Awareness, Conflict, Arts Awards, Substance Misuse and Performing Arts. Successful students gain, nationally recognised, Entry Level qualifications. The overall aim is to develop a range of skills including: communicating, team work, problem solving, developing self-confidence etc. It is hoped that the course content will reduce re-offending and develop enrichment and life skills. Numbers on the course vary between seven and fourteen per course, with the course being particularly relevant for younger prisoners who are close to their release date.

Street Soccer Academy

This is another course which if successfully completed can be continued in the community when prisoners are released. The course is designed to train prisoners on all aspects of football coaching whilst providing educational classes to improve their skills, ability and knowledge. The course offers AQA qualifications with the overall aim of the course to help reduce re-offending; teaching prisoners how to lead a healthy lifestyle and encouraging their motivation for a new lifestyle upon release and helping to set goals for the future.

This is a Community based organisation with a high level of coverage in the Greater Manchester area. It works with disadvantaged people and aims to link those in prison into its community project.

Urban Skillz Music Course

A full-time music teacher has been appointed to help deliver this exciting new course. It has been operating for three months and has proved highly popular. The programme explores many skills associated with urban issues and lasts thirty hours or sixty hours depending on the qualification taken.

Black History day

The Education Department helped to organise Black History day which took place in September at the end of an intensive week of preparation. It was held in the Prison Chapel and there were special displays, drama productions, poetry readings, singing, food tasting and photographic displays. Prisoners were helped to prepare for the day by a local group “Collectables”, who provide courses designed to develop self-esteem, and confidence building workshops for schools and community groups. A member of the Board attended the day and found it both entertaining and informative.

Toe by Toe Reading Programme/ Shannon Trust

Previous reports have discussed in detail this excellent provision which is a structured reading course that has been designed to teach emerging readers. It is important to recognise that these courses provide a first class service for the prisoners. The team leader for this service is to be congratulated for recently obtaining her M.A. in Learning Disabilities. Furthermore the team won the Shannon Trust Outstanding Team Award – the judges were impressed by the whole prison approach of Toe to Toe at Forest Bank, which ensures every effort is made to encourage prisoners to take part. As well as having one mentor on every Wing, Toe by Toe is available to prisoners in Care and

Separation, Health Care and in the library. The prison was recently visited by Radio 5, a national radio station, and individual prisoners spoke positively about their experiences of Toe to Toe.

The Board are indebted to the full co-operation they have received from the Education Department throughout the year and in compiling information for this report. They are particularly grateful to the Manager, her Deputy and senior staff for their support and openness. Clearly the educational provision at Forest Bank is of a high standard and prisoners are fortunate to have such well qualified and dedicated staff.

5:3 HEALTHCARE

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; 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 of which are RGN qualified and 4 RMN. The IDTS team also have 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 who employ a full time pharmacist and two pharmacy technicians. Secondary mental health provision is provided by GMW Foundation Trust.

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 should a prisoner need medical treatment he can be seen at very short notice by a Triage Nurse who will assess the problem and treat it, or referred to the Doctor. The dentist is able to deal with most emergencies the same day. The waiting time has been reduced to three weeks for non-urgent cases however it has been found necessary to have one additional surgery per week.

The new extension has its own Doctor and Detox wing and Pharmacy, which deals with Drugs issues when prisoners arrive at the prison carefully monitoring their drugs use and dealing with it appropriately.

The Board notes that the number of prisoners receiving Methadone increased slightly to 246 from 200.

The new IT system has also been set up which links directly to the NHS system so information can be shared. This is sited in the new building along with the IDTS wing and makes it easier to control and administer methadone treatment time
A Cardio Vascular suit has been set up in the Gymnasium and prisoners are encouraged to make use of this facility to improve their health.

Please refer to Appendix a for graph charting Detox prisoners by type.

MDT

The MDT rate, although variable from month to month, tracks well below the KPT of 12%. Drugs being thrown over the wall remain a key supply route and the prison continues to deal tactically with this by varying exercise yards and increasing perimeter patrols often supported by police.

The Detox KPT has been impacted upon by the increase in IDTS services, with more prisoners going into methadone maintenance programmes. The overarching aim of the service is however one of recovery.

CARATS KPT: See Appendix b.

DETOX: See Appendix c.

CBDT: See Appendix d.

OFFENDING BEHAVIOUR: See Appendix e.

5:4 SAFER CUSTODY

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

Prisoners entering the prison are housed in a special wing and are given an induction programme which outlines the prison regimes and procedures. It importantly provides details of the support services available.

The Safer custody Team leads the procedure for monitoring the risk and needs of prisoners.

The ACCT (Assessment of Care in Custody Team) books are an essential for the regular monitoring of prisoners who are regarded as being at risk in terms of their personal safety, suicide and self-harm. Their use has proved to be very effective in enhancing the safety of prisoners.

The prison has a duty of care to all those committed to its care and providing a safe working and custodial environment is a very high priority. There is a policy of zero tolerance to violence, intimidation, harassment and verbal abuse. There are always prisoners who find it difficult to cope with prison life and can need specialist support. The Safer Custody team provide a programme of staff training to equip staff to deal with prisoners who are risk. Once prisoners are placed on an ACCT book they are monitored by the officers and the Safer Custody Team. Completed ACCT books are reviewed to check that appropriate procedures have been followed.

Deaths in custody and suicides are rare, which reflects the high quality of the care, compassion and attention given by all staff to prisoners at risk.

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

5:5 CARE AND SEPERATION

Population:

	<u>Average Populati on</u>	<u>Detaine es</u>	<u>Rx</u>	<u>Tri</u>	<u>Sec</u>	<u>JR</u>	<u>Sen t</u>	<u>LR</u>	<u>0-12 mth s</u>	<u>1-4 yrs</u>	<u>4- 10 yrs</u>	<u>10 ± yr s</u>	<u>IP P</u>	<u>Lif e</u>
Jan 11	1298	15	38	149	30	144	727	158	155	432	251	17	28	8
Feb 11	1340	15	62	161	29	127	778	164	161	480	269	17	34	7
Mar 11	1356	12	37	171	35	117	794	194	146	489	279	24	29	8
Apr 11	1324	8	59	155	20	125	731	182	141	444	260	23	32	8
May 11	1321	7	54	153	29	126	774	179	154	461	262	21	32	9
Jun 11	1336	8	39	173	35	130	739	162	161	463	261	22	32	9
Jul 11	1345	8	61	162	44	132	752	181	168	431	256	22	38	10
Aug	1346	6	107	195	35	136	696	171	168	407	228	22	34	9

11														
Sep 11	1347	6	73	207	37	141	656	191	157	424	230	21	36	9
Oct 11	1370	8	67	233	50	130	715	192	223	393	221	26	33	8

Care and Separation comprises of 24 cells including 2 Special Cells, 2 Holding Cells, and a meeting room used for Adjudication, Care and Separation reviews and general meetings.

The number of prisoners held in segregation varies but averages between 9 and 15. It is the number of prisoners being placed on Good Order that have increased rather than the number of adjudications resulting in cellular confinement. Last year we reported that members of the Board were not always informed when a prisoner is admitted to the segregation unit within 24 hours. We are pleased to report that this is no longer an issue. Members are contacted, records kept and during rota visits, members are able to speak freely to prisoners and record and sign the prisoner record sheet in segregation.

The Board are pleased to report that the Special Cell has only been used once this year.

On average three ACCT documents have been opened each month in C.S.U. This is not desirable but considered inevitable as there was no alternative punishment but cellular confinement for the prisoners involved and the offences that were committed. The majority of prisoners held in CSU are there for disobeying a lawful order and as the trend continues to rise is a cause for concern, particularly in light of the increased numbers of prisoners who are unwilling and /or refusing to leave the induction wing in the new build going to the main stream prison. This led to more severe awards being given for non - compliance. Thus, providing the evidence for the increased number in segregation, this in turn led to prisoner's refusing to move out of CSU once their cellular confinement had expired, and consequently more charges. Some prisoners feel it is a easy option to get a transfer out and for others a safe option due to mounting debt. Only one person was removed from CSU because the risk of self-harm was too great to continue segregation.

Segregation is managed to a high standard adhering to laid-out rules and procedures. For the first part of the reporting period staff training in the basic elements required to be employed in CSU was reduced. This has now been addressed.

The Segregation Monitoring and Review Group (SMARG) previously known as Review of Care & Separation Group changed its name, because it did not meet the requirements of PSO 1700 when addressing issues concerning segregation units. The (SMARG) review group meet quarterly. Jan, April, July, Oct.

PSI 47/2011 was issued on 19/09/11 with an effective date of 01/10/11. PSI 47/2011 replaces PSO 2000 - Prisoner Discipline Manual for Adjudications and is subtitled "Prison Discipline Procedures". Naturally as it replaces PSO 2000 it concerns adjudications. Minor reports are unchanged and can be conducted by a trained SPCO. Any adjudication started

before 01/10/11 will rely on the rules as outlined in PSO 2000; any adjudications commenced after 01/10/11 will be held under PSI 47/2011.

Responsibility for the hearing involving remission (or restoration) of added days no longer belongs with the Controller's Office but becomes the responsibility of Forest Bank from the 1st October 2011. The system procedures for remission of added days remains the same and are laid out in PSI 47/ 2011.

If there is to be any criticism of the new PSI it is that the case law annexes have been reduced both in volume and number; for instance Lord Denning's definition of what is 'beyond reasonable doubt' has been excluded.

There are changes to Prison and YOI Rules. Lifers and other indeterminate sentence prisoners (IPP, DTO etc) are not normally referred to Independent adjudicators as they are not eligible for additional days. But in 2009 a High Court judgement in judicial review ruled that, in exceptional cases where disciplinary offence committed by a lifer was very serious, but was not being prosecuted in the courts, the charge could be referred to the Independent Adjudicator (IA), even though the prisoner was not eligible for additional days. The reason is that Article 6 (right to a fair trial) of the European Convention on Human Rights comes into play in such cases, so should be referred to an Independent tribunal rather than heard by a governor. Prison Rule 53A and YOI Rule 58A are being amended to allow indeterminate sentence prisoners to be referred to the IA where the adjudicating governor decides it is 'necessary or expedient'. Referral to an IA must be in exceptional circumstances, and therefore very rare.

There remains concern, which was highlighted in last year's report the subject of police referrals and long delays experienced while awaiting the outcome of possible disciplinary offences that have been referred to the police. A case could end up being inappropriately dismissed because for example, the delay compromised natural justice making it unfair to continue. There was an agreement when a full time Police Liaison Office from GMP was based at Swinton Police Station that issues would be processed and progressed through the office. A change of personnel and procedure has meant that the structure has now changed. Any reportable offence is now telephoned to Swinton Police Station and the Duty Officer who takes the call deals with the matter. It is then up to the Crown Prosecution Service to take it forward. A time limit of 6 weeks previously observed is not now the norm. In fact more often than not it is prison staff that have to chase the issues. This results in those offences which by definition are the most serious because they have been referred to the police for pursuance are not dealt with. This results in either the charge being so old it is not in the interest of Justice to proceed or a delay so long that the charge becomes redundant. This needs to be addressed and the matter taken forward in order to provide staff with the support they need in dealing with offences referred to the police and to maintain public confidence in the justice system.

The Board are pleased to report that Forest Bank operates a zero tolerance to violence within the establishment, incidents towards Staff or Prisoners are dealt with in the appropriate manner.

Any serious injury or anyone involved in violence will have their IEP reviewed and if found guilty revert to basic regime.

Refusal to transfer without good reason if deemed suitable by the Head of the IEP review board may also result in a change to basic regime.

C.S.U Reviews are held three days a week Monday, Wednesday and Friday, the numbers vary dependent on how many prisoners are in segregation under Good Order and how often they need to be reviewed. Members of the Board attend reviews and confirm that they are properly constituted, conducted in accordance with procedures and proceedings documented. There is always representation from the mental Health team present and the prisoner is given the opportunity to make their representations and discuss any issues.

Mr Michael Spurr Director General of the Prison Service and now Chief Executive of NOMS visited Forest Bank on Thursday 28th July 2011. During the visit he went in to C.S.U. There were 13 prisoners accommodated in the unit at the time of his visit, he spoke to two prisoners and was satisfied that both were being properly treated and understood the reasons for segregation.

There is an expectation that the number of adjudications will be reduced against last year's figures:

Monthly Average	190
Projected Total	2286
Total 2010	2461

Adjudications Total 2011:

Total Adjudications	
January 2011	173
February	138
March	171
April	151
May	198
June	187
July	236
August	260
September	201
October	148
Total	1863

Members of the Board wish to express and convey their appreciation and acknowledgement of thanks to the Adjudications Manager for his Professionalism, expertise and skill in conducting adjudications. Particular note is made of the introductions at the start of the session of all persons present, their various roles in the procedure, and in explaining the adjudication process.

Adjudications are conducted fairly and each prisoner is given the opportunity to contribute and challenge the evidence, which is noted and taken in to consideration when reaching a decision. Before announcing the award/punishment if any, the adjudicator explains the fundamental factors that influenced the decision.

OUTCOME OF CHARGES:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Dealt with	55	39	60	57	66	92				
Adjourned	93	70	90	54	93	71				
Tier 2	15	11	12	4	21	7				
Released/NPW	1	5	1	0	1	7	2		1	
Dismissed	9	8	10	6	17	12	16	21	22	
Total	173	133	173	151	198	189	236	260	201	
Dealt with	32%	29%	34.50%	38.50%	33.30%	49%				
Adjourned	54%	53%	52.50%	55.50%	47.00%	36.00%				
Tier 2	8%	8%	7.50%	2.60%	10.50%	4.5%				
Released/NPW	0.50%	4%	0%	0%	0.50%	3.5%				
Dismissed	5.5%	6%	5.50%	3.40%	8.70%	7.0%				
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Please see Appendix f

As a result of re-role at HMP Lancaster Farms, Forest Bank are taking sentenced YO's for a maximum of 14 days this creates instability and has raised a number of issues;

- Prisoners being transferred who have outstanding court appearances having to be transported back is not cost effective particularly at a time when the MOJ are making cost savings, budget cuts and ensuring that a public service is getting value for money.
- F/B have a YO wing accommodating Remand prisoners surely, it would be economically beneficial to accommodate sentenced YO in a similar stable environment so as to address their offender behaviour, preparing them for release.

Integration into the main stream activities, engaging in purposeful activity rather than creating the opposite effect that short stay accommodation (maximum fourteen days) often causes, resulting in disruption of the prison and abuse of the disciplinary procedure. Often prisoners listed for adjudication, placed on report the day before or day of transfer go unpunished because the receiving prison do not follow up. This is not the way forward in reducing the prison population or of ensuring Youth Offenders knowing right from wrong. The MOJ should revisit short stay (14 days) accommodation in order to effectively manage offenders and apply the right courses within a sentence plan, only then will the numbers of youth offenders crime be reduced. Then the public and community will again have confidence in the justice system.

SMARG DATA

<u>Initial Segregation Health Screen</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Number	65	45	46	44	51	56	54	59	57
Outside 2 hr. Limit	0	0	0	0	0	0	0	0	0
<u>REVIEW BOARDS</u>									
Number held outside specific Time Limit	0	0	0	0	0	0	0	0	0
<u>CSU</u>									
Number of prisoners in CSU on Average per week	14	12	12	9	13	14	13	14	15
GOOD	7	8	7	6	7	8	6	6	4
Cellular Confinement	5	2	2	1	6	5	5	6	3
Rule 45 O.R.	2	2	3	3	0	1	2	2	8
% Age BME in Segregation	22%	26%	13%	11%	6%	6%	14%	16%	6%
% Age BME in Forest Bank	16	16	16				18%	18%	18%
Use of Force Occasions	2	0	0	0	2	0	3	4	2
PPE Used	0	0	2	9	0	0	0	0	0
Number of Prisoners with Registered Disabilities	0	0	0	0	0	0	0	0	0
Religion of Prisoner									
RC	9	7	10	14	9	11	17	12	12
CE	10	5	11	7	9	8	8	5	9
Muslim	1	4	1	1	3	5	5	5	4
Other	17n/r	16n/r	23n/r 1o	22n/r	29n/r	1bu d 31n	23n/r 1mo rm	37n/r	32ni l
Prisoners held in Segregation over 3	0	1	1	0	0	0	0	0	2 tx

months									
Prisoners transferred in from another Segregation	0								
Prisoners held in Special Accommodation	0	1	0						
Prisoners held in Mechanical Restraints	0								
Prisoners held in Segregation on Open ACCT	3	2	3	3	3	3	5	3	3
Prisoners removed from Segregation because the Risk of Suicide is to great	0	0	0	0	1	0	0	0	0
Prisoners Failing Initial Segregation Health Screen	0								
STAFF									
Trained in :-									
E & I Includes Diversity	14								
C & R	14								
Mental Health	6	13	13	14	14	14	13	13	13
Suicide Awareness	14	14	14				14	14	14
% age BME compared to Prison Staff total	0	0	0						

Security and Operations

Reportable Incidents	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011	Oct 2011
All	76	73	78	69	77	71	76	83	71	71
Assaults on Staff	0	3	0	2	1	0	2	1	2	4

5:6 KITCHENS.

The kitchen at H.M.P 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 fifteen prisoners, all with enhanced status, to cook and distribute meals to all wings of the prison.

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.

All prisoners are provided with three meals per day 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 in November and in May.

The menus cater for all religions including Muslim, Jewish, Hindu and Buddhist. The Muslim Feast of Eid has just finished, in October, the prisoners fast from day-break to sunset, then they are provided with hot food, which the kitchens provide extra to the regular meals served during the day. There are no complaints from the Muslim prisoners, as to the quality of the food.

The hot and cold meals e.g. Sandwiches, are transported from the kitchens to the wings by an enhanced prisoner, along with a Prison Custody Officer, in a thermal trolley. The hot food is then placed in the Servery in a heated temperature controlled unit. All meals are tested with a digital thermo-probe to ensure the food is hot enough to be served to prisoners.

H.M.P. Forest Bank kitchens have won a Gold Star Award for five consecutive years and are waiting to hear if they have also won the award for 2011.

H.M.P Forest bank also have a very good N.V.Q Kitchen, which is run by one officer with a catering background.

Prisoners here are being trained to N.V.Q Level status in cooking and Customer Service.

The N.V.Q Kitchen caters for up to thirty visitors at a time. The meals here are of a very high standard, just as you would expect to be served in a 5 Star plus Restaurant or Hotel.

The Board concludes that the catering facilities at Forest Bank exceed expectations.

6. OTHER AREAS TO BE REPORTED ON

6:1 Industries

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

These include a Horticultural section building a poly tunnel, raised beds and workshop. In the first year they produced a good crop of fruit and veg. In addition to that introduced some chickens in the area and they are providing eggs on a daily basis. A meeting was arranged with a Horticultural Company who have agreed to set out a programme of training and if successfully completed they will assist prisoners in obtaining seasonal work on release.

Workshop 11 produces garden furniture which is sold to a Horticultural Company and profits from this are donated to the charity Stop Hunger.

In addition the workshop renovates old furniture for Greater Places. Once the work has been completed, it is given to Salford Re-use and Mustard Tree to assist those starting out with no furniture.

Another new innovation this year is the cataloguing and redistribution of books for a major company. The workshop processes in excess of 20,000 books per day. Prisoners are employed there on a 40 hour week.

The prison has reached an agreement with two local charities and they send furniture to be refurbished which is then distributed to poor families in the area at low cost. Another project recently introduced in conjunction with a Training company is teaching prisoners skills in plumbing, joinery, electrics and painting. The training is based on working towards BETEC level 1.

The electrical component assembly work has increased and it now employs 100 prisoners 5 days per week. Some work has been allocated to the wings where they are assembling key rings for the Tourist Industry.

The most recent innovation is that on a Sunday, workshop 1 is used for Community Pay Back scheme, whereby up to 16 offenders are directed to attend at the prison to complete the unpaid work element of their sentence. They are supervised by a member of Industries staff. The Board welcome this unique probation facility which gives offenders a foretaste of prison life should they offend again. It is too soon to see how successful or otherwise this will be but early indications are very positive.

The Prison runs a very successful NVQ Kitchen sponsored by a major hotel chain in Manchester, where prisoners are trained in all aspects of kitchen work such as designing menus ordering ingredients for meals cooking and serving meals to Hotel Standard. Following which they can obtain NVQ Qualifications. On attaining the necessary qualifications the prisoners are assisted to apply for a job with them on their release. The Prison has also been visited by the MD of a Major Pub chain who was so impressed he has offered interviews for those who successfully complete the course.

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

6:2 Chaplaincy

2011 has been a challenging year for the Chaplaincy team with the departure in January of the full-time Free Church Chaplain. Another member of the team has been on extended sick leave from August 2011. However, the Chaplaincy team have risen to the challenge and have been able to ensure that Services and activities have not been affected. The post of a 20 hour Anglican Chaplain was advertised and received 15 responses. Five were shortlisted and interviewed and hopefully an appointment is now imminent.

Sunday Services continue to attract about 60/70 men to the three Services. The first Sunday of the month is more informal and this is conducted by members of Reflex who work with our Young Offenders. Also the third Sunday of the month tends to be more evangelical. Every six weeks there is an Encounter session where someone who has turned his life round will come in to speak to prisoners on a Sunday afternoon. This attracts about 25/30 men. A 'Lifeline' Course with some of the prisoners who attended the Encounter meeting as a follow up.

Chapel groups continue to flourish. Every evening during the week except Monday there is a group run by one of the Chaplaincy team.

In terms of courses the Sycamore Tree Victim Awareness Course is running regularly. Five courses have run this year with about 95 prisoners benefitting from it. Time for Families has run two courses this year. Chaplaincy are hoping to start the course up again in the very near future following the new criteria. Home Alone is a one day course run by TFF and is aimed at Prisoners who have less than six months to serve. It is run on the same lines as the TFF course and focuses on the issues that arise when a prisoner returns home. A pilot course has been run and it is hoped to run others in the near future.

Reflex continue to work with the Young Offenders offering Music, Drama, courses on a regular basis to all prisoners. Recording equipment including a sound proof booth were purchased and installed in Classroom 9 in Education. The music course runs every Wednesday and Thursday morning. This has a Christian theme and encourages the young offenders to be thoughtful and creative, writing their own lyrics and recording them, leaving with a CD of their work. The Drama course runs once a term. Reflex also run various chapel groups for A1 both in Chaplaincy and on the wing and will be piloting a new course 'Peacemakers' in November which will address anger management, consequences of crime, restorative justice.

Bishop Chris Edmondson, the Bishop of Bolton, came in on October 17th to baptise one prisoner and confirm four. This has now become a significant annual event in the life of the Chaplaincy. The team are hoping to make it an even greater event for the candidates by in future inviting family members/partners to attend and share the occasion with them.

Friday prayers for the Muslim community continue to attract large numbers with an average of ninety prisoners attending. There are now two prayer sessions.

As well as the Koran class the prison also run a six week Arabic class, to help Muslim prisoners to better read the Koran, with the help of a visiting Imam. Certificates are given at the end of the course. Another course is planned for November and this will be a regular feature in the Chaplaincy timetable.

We have had regular visits from the Sikh chaplain and the Jehovah's Witness minister. Ministers of other Faiths are also on call if and when needed.

As well as the Faith Specific duties we have continued to ensure that the statutory duties are completed daily, also that Chaplaincy have their slot in the daily Induction process. Receptions have increased in numbers sometimes with forty prisoners to be seen. This

has been a challenge to Chaplaincy with limited numbers but we have ensured that all new prisoners are seen daily. CSU and HCC are visited daily and applications are responded to an average 25 a day. We also attend ACCT reviews.

Chaplaincy continues to work with Samaritans in training listeners. In May 26 listeners were trained, and 30 will be going through the selection process in November we also coordinate the Prison Visitors Scheme.

Outside agencies the Chaplaincy regularly works with are Community Greater Manchester Community Chaplaincy and Out There. A voluntary group that work with the families of prisoners offering support, home visits etc. They report back to Chaplaincy and attend Chaplaincy team meetings. The prison are currently working with Mosaic part of the Princes Trust to enable them to come in and offer mentoring and through the gate services for Muslim prisoners aged between 18-30. Also working with PACT to introduce Basic Caring Communities scheme to the North of England providing support for prisoner once they have been released.

Chaplaincy work with Prison Fellowship to provide the Angel Tree scheme to provide Christmas presents for prisoners' children and also to enable Prison Fellowship to attend the Christmas Family Day with gifts for the children attending. We did this for the first time last year and it was an enormous success. The gifts are of the value of £10 and the money is provided by local churches and faith communities. We have received the go ahead to be able to implement these schemes again this Christmas.

The chaplains attend regularly at Comms Meeting, Health and Safety, Violence Reduction, Safer Custody, Security Meeting, Prisoner Consultative Equality and Inclusion and they also co-ordinate Faith Reps Meetings and BME Reps Meetings.

The Board place on record it's thanks for the assistance Chaplaincy has given during the past year in assisting to resolve applications made by prisoners.

6:3 Health and Safety

The Health and Safety meetings at H.M.P Forest Bank are considered as one of the most important aspects of the Management for the establishment. Meetings are held monthly. These are chaired by the Director or his Deputy and representatives from all departments attend.

The purpose of the meetings are to find out whether the arrangements within the Establishment and safety policy required to be in place are actually functioning and whether staff and prisoners are adhering to the policy requirements.

To ensure that staff and prisoners are recording correctly the written records, To check that the requirements of the local health and safety policy ; and that they are functioning correctly ; To go beyond a physical examination of the workplace and to look at records and ascertain that all concerned are adhering to the guidelines and finally

agree any remedial actions.

I have attended these meetings as an observer and I have seen that with a fluctuating population HMP Forest Bank strive to ensure that a constant review of the health and safety policy is undertaken.

Strict targets are set and deadlines given to maintain agreed high standards. Employers and staff ensure that prisoners are encouraged to take some reasonable care of their own health and safety as others may be affected by their acts or omissions.

An accident review is undertaken at each meeting, I have noticed the majority of incidents recorded within the last twelve months have been in the gymnasium, this in many ways is not to be unexpected as the prisoners that enjoy the facilities push themselves to the limit. These are minor incidents none of which resulted in hospital admissions and the incidents would not be in excess of the outside population.

The maintenance team ensure that all the machinery and equipment is maintained in a safe standard within the prison and that all notice signs are unobstructed, first aid kits are maintained to national standards and the Board congratulates them on their dedication.

Each meeting is productive, structured and has a positive outcome.

The Board are encouraged that Sodexo provides adequate resources to maintain health and safety to the standard required and are committed to staff training and to maintain the acceptable standard and can confirm that they receive the minutes of each meeting and ensure that these are kept as a permanent record.

6:4 Communications

The IMB at Forest Bank have had a successful year communicating with staff, management and prisoners through their members who have all developed an excellent relationship with everyone from Director through to the staff and prisoners at the Prison.

With senior officers such as Chairman, Vice Chairman and those with special responsibilities such as Chaplaincy and Security, taking in their links with the relevant prison officers and management, it has ensured that all relevant information which could relate to the work of the IMB is processed down the line at the earliest opportunity. The senior prison managements "open door" policy is especially obvious in the fact that a member of the IMB is welcomed to sit in on the Prisoner Consultative Committee meetings which is convened each month and issues raised at this are especially helpful in looking at the subject matter of the Applications received by the Board weekly.

It is surprising how many links there are between issues raised at the PCC and the individual problems brought to the IMB through applications. Issues such as health frequently raised at these meetings and it is an opportunity for the management to discuss and resolve these matters quickly and openly.

The system of having a Directors report at each IMB monthly meeting also ensures a swift and seamless processing of news and information about the Prison and its management. Forest Bank is fortunate that the Director or his Deputy always delivers this report in person.

The Forest Bank IMB have this year played host to several other IMB Boards and have themselves visited various differently run prisons to see if there are ideas to learn from these. There has generally been a very favourable report back to the Forest Bank Chairman after visits from other IMB'S.

Forest Bank IMB has also played host in 2011 to a Northern Communications Conference for a one day conference which was very successful and ensured that Northern IMB members could network at a location close to their home base.

The Forest Bank IMB are also taking a keen interest in the Counsellors appointed to Forest Bank Chaplaincy and are hoping in 2012 to set up a "familiarisation" day when new Councillors can visit areas of the prison with IMB members and hear about the role that Forest Bank IMB play in helping the smooth running of the Prison and assisting Prisoners.

Forest Bank IMB are proud of the excellent communications they have with all areas of the Prison, making everyone's role there much easier.

6:5 Security

The aim of the Department is to provide Security, Safety and Control within the prison for staff and prisoners but also to take account of visitors and the general public.

At Forest Bank the security Manager achieves this by the development of a physical, procedural and dynamic system. All members of staff are encouraged to contribute to the safe and effective running of the establishment by assisting with the gathering of operational and strategic information in order that intelligence assessments can be made.

As detailed in last year's report security meetings have continued to be held on the 2nd Wednesday of each month. At the meetings, all aspects of security both within the confines of the prison and the surrounding area are discussed, intelligence is disseminated and current trends examined.

Each meeting is chaired by the Director or the Head of Security and the meeting is made up of representatives from Security, Catering, Wing Managers, Controller, Police, Health and Safety, Safer Custody, Healthcare, G.S.L, Maintenance and the I.M.B.

The security department set core objectives. This year it is to:-

- Prevent Escapes and Suicides.
- Maintain good order.

- To provide a safe environment with a zero tolerance to violence, bullying and threats.
- To identify and challenge corruption amongst employees.
- To protect the public by identifying and managing prisoners who because of their offence are deemed a danger to the public.
- To identify, challenge and manage extremist and radical views and actions displayed by prisoners.

Additional, objectives are set to meet new challenges.

Each meeting works to an agenda, a full set of statistics and a detailed intelligence assessment which is discussed in detail. Much work has been completed to ensure that the content of these meetings is relevant and that the information is up to date.

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.

It will be noted that the amount of contraband seized this year is lower. This is in part due to increased churn rates. Historically, the more static the population the more opportunity there is for planned incidents of contraband to be brought into the prison. As in the previous year the Board have been impressed by the dedication of the Security Manager and his staff in combating the ever changing scenarios on which the security of the prison depends.

Due to the location of the prison, (being set in a country park), approaches to the outside wall are common. External patrols continue to be deployed on a regular basis in an attempt to thwart this practice and for the first time ever there have been a large number of “contacts” between officers and offenders. This has increased to a point where officers are being threatened.

The police are now involved and a number of operations are planned to combat this practice.

The breakdown of drug interceptions from January to October 2011 is as follows:

- Cannabis: 3823g
- Heroin: 32g
- Cocaine: 5g
- Amphetamines: 0.7g
- Steroids: 897g
- Subutex: 99g

Mobile Phones

As with drugs, mobile phones are a valuable commodity in prison with a cheap £15 model fetching between £500 and £600. The establishment continues to target mobile phones, chargers and Sim cards. The introduction of the BOSS chair in Reception continues to prove effective.

This year the following has been recovered.

- Mobile Phones 64
- Chargers/batteries 18
- Sim Cards 47

Staff Searches

During the reporting period 23 staff searches have been conducted and of the **3770** officers searched **38** items found.

Reception

This area continues to be monitored closely by security.

The various methods used by prisoners to bring contraband into the prison are well documented. Staff continue to employ excellent search practices and the results bear testimony to this.

Visits

During the reporting period 77,297 visitors entered the prison visits hall. The Ion Scanner was used on 1942 visitors who were selected at random or specifically targeted of which 257 tested positive.

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

Gang Members

Due to the catchment area the prison has a number of gang members (currently 13) opposing gangs are regularly held in the establishment. In the interest of prisoner's welfare and safe custody, the security department have a robust system of monitoring every suspected gang member and each prisoner is allocated to appropriate wings.

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

Security Information Reports

This year has seen a continued improvement in the quality of reporting and the intelligence provided in these reports. There have been a total of 6651 reports submitted which is a reduction on last year due to the shorter reporting period. Each report has to be graded and an appropriate response decided upon.

The Board again commends the Collator who works under considerable pressure to ensure that each report is correctly graded and responded to. Staffing has now changed in the office. There are now 2 OSO's who have settled well.

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 Board can confirm that members have attended both staff and wing searches throughout the year.

Worthy of mention is the Security Managers intelligence led work which has resulted in significant finds and raised the awareness of prisoners of the ability of Security to track trends and routes of contraband coming into the prison.

The excellent professional working relationship the Board enjoyed during the previous year has continued along with mutual respect and co-operation.

6:6 Visitors centre

Visiting times remain unchanged:

Monday	Closed
Tuesday – Friday	13.00 – 19.30
Saturday- Sunday	12.00 – 16.30
Legal visits	Remain unchanged.

In March the decision was made to reduce visits from three hours to two as it was felt that a three hour visit was too long. This went without a hitch with no objections or problems arising from either prisoners or visitors.

The total number of visitors from 1st January to 31st October 2011 was 77,297

Earlier this year discussions took place regarding crèche facilities, whilst well equipped with toys and games staff highlighted that some of the time it was not in use because

there was no one to run it, as it is run by volunteers. It is now run by the organisation PACT who received national lottery funding that helped to provide a lot more equipment and run the facilities on a more stable footing. One of the volunteers a qualified teacher who on returning to England after a gap year back packing and taught English in Japan who had no job to return to decided on a career change applied for a voluntary position and now runs the crèche facilities at Forest Bank.

The prison has had two family days

18th April 2011

22nd August 2011

Also included were a Healthy Eating Program and Keep Fit.

Prisoner Partner Meals

3rd February 2011

17th March 2011

21st April 2011 5th May 2011

12th May 2011

19th May 2011

These were temporarily suspended but have now been re-introduced from October.

In May a Family support service was set up in the visits hall on Wednesdays so that prisoners can discuss issues or concerns e.g. Relationship advice, Debt advice or just general issues.

The early part of the year booking visits was an issue particularly on Monday morning, on one occasion 33 persons were trying to book a visit through two telephone lines. This has been overcome by introducing booking a visit by text or e-mail.

Breakdown of Visit numbers

<u>REMAND INMATES YOI</u>										
BASIC	1	2	3	0	0	7	2	17	6	4
STANDARD	254	191	247	287	240	265	333	450	562	482
ENHANCED	21	13	15	16	11	42	29	20	25	17
<u>CONVICTED INMATES YOI</u>										
BASIC	3	4	0	0	1	3	0	2	2	2
STANDARD	106	96	60	44	71	44	84	132	165	176
ENHANCED	27	17	28	29	25	16	27	23	10	18
<u>REGIME HOURS YOI</u>										
DOMESTIC VISITS	317	270	227. 5	260	290	281	354	600. 5	890	947. 5
LEGAL	90	75.5	65.5	54	73	65	117	201	148	180
<u>LEGAL VISITS YOI</u>										
REMAND	80	67	84	75	76	76	89	105	126	114
CONVICTED	67	72	37	26	41	47	60	90	84	81
TOTAL NUMBER OF VISITORS	679 3	734 3	7565	750 7	749 4	771 6	813 6	819 8	826 2	8283
TOTAL EXTRA HOURS GIVEN	55	69	117	155	178	113	65	69	80	105

Details of Articles passed in Visits hall and number of closed visits

ARTICLES PASSED IN HALL										
REMAND	1	0	0	0	1	0	0	0	0	1
CONVICT ED	1	2	2	2	0	0	0	0	1	0
REMAND	2	0	0	0	2	1	3	0	0	0
CONVICT ED	1	0	0	1	1	0	0	1	0	0
CLOSED VISITS										
REMAND	25	34	22	12	16	40	34	31	20	9
CONVICT ED	50	70	42	30	52	32	46	28	23	22
REMAND	2	2	0	2	2	0	2	2	2	1
CONVICT ED	9	8	4	5	1	1	5	2	4	8

BOARD STATISTICS
Recommended Complement of Board Members - 20
Number of Board members at the start of the reporting period - 11
Number of Board members at the end of the reporting period - 11
Number of new members joining within the reporting period - 0
Number of members leaving within reporting period - 0
Total number of Board meetings during reporting period - 12
Average number of attendances at Board meetings during reporting period - 84
Number of attendances at meetings other than Board meetings - 45
Total number of visits to the prison/IRC (including all meetings) - 497
Total number of applications received - 495
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
AQA- Ambulatory Care Quality
ARV- Armed Response Vehicle
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
CAT D – Prisoners risk assessment
CBDT- Compact Base Drug Testing
CC - Cellular Confinement – a punishment
CCD - Criminal Casework Department (Croydon)
CD- Compact Disc
CDRP Crime and disorder Restorative Practice
CE- Church of England
CLAIT - Computer Literacy and Information Technology
CCT - Criminal Casework Team (part of Home Office Immigration & Nationalities Dept)
CD- Conditional Discharge
CMU - Case Management Unit – work on sentence planning & progress
CNA - Certified Normal Accommodation
C & R- Control and Restraint.
CRD - Conditional Release Date
CSH - Contracted Service Hours (pre-agreed paid overtime)
CSU Care and Separation
CSU - Commissioning Support Unit
CYQ- Qualification for Fitness Professionals
DJ- District Judge
DIAT
FLED - Facility Licence Eligibility Date (when prisoner may be considered for ROTL)
FNP- Foreign National Prisoner
FOCUS - Financial Outstations and Central Unified Systems – the PS accounting system
GMW- Greater Manchester West Primary Care Trust
GOOD - Good Order or Discipline – Segregation under Rule 45/49 (historically GOAD)
GRASP- Gay rights and Support for Prisoners
GSL- Global Solutions Limited
GP - General Practitioner
HCA- Health care Assistant
HCC - Health Care Centre
HDC -Home Detention Curfew – the Tag
HD CED - Earliest Date of Release on HDC
HEO - Higher Executive Officer
HMIP- Her Majesty’s Inspector of Prisons
HMCIP - Her Majesty’s Chief Inspector of Prisons
HMP- Her Majesty’s Prison
IA
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
IRC- Immigration removal centres
IG - Instruction to Governors
IMB - Independent Monitoring Board
IPP- Indeterminate Public Protection.
IND - Immigration & Nationality Department
IPP- Imprisonment for Public Protection
IRC - Immigration Removal/Reception Centre
ITC Initial Training Course for prison Custody Officers
JR- Judicial review
JSA - Job-Seekers Allowance
JSAC - Job Simulation & Assessment Centre (for officers seeking promotion to SO)
KPI/KPT - Key Performance

DASU - Drug And Alcohol Support Unit
DETOX- Detoxification
DH - Dog Handler
EDR - Earliest Date of Release
E&I- Equality and Inclusion
EIAT- Equality & Inclusion Action Team
EMU - Estates Management Unit
EO - Executive Officer
EPDG - Estates Planning & Development Group
EGP - Ex Gratia Payment
ETA - Employment & Training Allocation
ETE - Employment/Training/Education
ETS - Enhanced Thinking Skills – an OBP
F2050 - Prisoner's basic record
F2052A - Prisoner's wing record
F2052SH - Record for prisoner currently at risk of self-harm
FNP
MQPL - Measuring the Quality of Prison Life
NACRO - National Association for Care & Resettlement of Offenders
NC - The National Council for IMBs
NEC - National Exchange Centre- building between VTC & Boiler Ho. used for ETE
NOMS - National Offender Manager Service – amalgamation of the Prison & Probation Services
NPW- Not proceeded with.
NVQ – National Vocational Qualification
OASYS - Offender Assessment System – computerised risk & needs assessment
OBP - Offending Behaviour Programme
OCA - Observation, Classification & Allocations – a Reception task
OLASS - Offender Learning and Skills Service (part of LSC)
OSG - Operational Support Grade
 OI/OR/OP Own
 Interests/Request/Protection – Segregation under Rule 45/49
PASRO - Prisons Addressing Substance-Related Offending – an OBP
PCO - Prison Custody Officer
PCP2- Person Centered Planning
 Indicator/Target
LDR - Latest Date of Release
LED - Licence Expiry Date
LIDS - Local Inmate Database System –
IMB - can use this to check location, dates, etc.
LR- Licence Recall.
LSC - Learning & Skills Council
MAPPA - Multi-Agency Public Protection Arrangements
MDT - Mandatory Drugs Testing
MSL - Minimum Staffing Level
NHS- National Health Service
OMU- Offender Management Unit
PCC- Parochial Church Council
PCT- Primary Care Trust
PNC- Police National Computer
PPE- Personal Protection Equipment
QCF- Qualification and Credit Framework
ROTL - Release on Temporary Licence – e.g. to work in mess; town visits; home leave
RMN- Registered Mental Nurse
ROAD - Remission of Added Days (up to 50%)
ROM - Regional Offender Manager
ROR - Restoration of Remission – now ROAD;
RC- Roman Catholic
REAT Race Equality Action Team
ROCSUM- Report of care and separation unit meeting.
ROWD - Review of Works Departments (may involve privatisation/civilianisation)
RRA - Assistant to the RRLO
RRLO - Race Relations Liaison Officer
RRM- Race relations monitoring.
RX- Remand Prisoner.
SAU - Standards Audit Unit
SCG - Safer Custody Group
SED - Sentence Expiry Date
SEO - Senior Executive Officer
SIN - Staff Information Notice
SIM- Subscriber Identity Module
SIR - Security Information Report

PCT - Primary Care Trust – National Health component responsible for healthcare

PE/O - Physical Education Instructor/Officer

PER - Prisoner Escort Record

PESO/PEPO - Physical Education Senior/Principal Officer

PIN - Prisoner Information Notice

PMU - Population Management Unit (central)

PNC- Police National Computer

P-NOMIS- Offender management Information System.

PO - Principal Officer

POA - Prison Officers' Association – the main trade union

POELT - Prison Officer Entry Level Trainee

POPO - Prolific and Other Priority Offender

PPE- Personal Protection Equipment.

PPO - Prisons and Probation Ombudsman for serious incidents

PPP - Public Protection Panel

PS - Prison Service

PSI - Prison Service Instruction

PSO - Prison Service Order – see www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos

RC- Roman Catholic

RFW - Removal from Wing – a punishment

RIF- Racial Incident Form

RGN- Registered General Nurse

SLA - Service Level Agreement

SMARG - Segregation and Monitoring Review Group

SMT - Senior Management Team

SO - Senior Officer

SPDR - Staff Performance & Development Record

TFF

TOIL - Time Off in Lieu (of payment)

TRI- Awaiting Trial

TSU - Technical Support Unit – part of PS responsible for repairs/installations (“Works”)

TUPE - Transfer of Undertakings (Protection of Employment) – staff transfer

VDT - Voluntary Drugs Testing

VO - Visiting Order – sent out by prisoners, allows named people to visit

VTC - Vocational Training Centre

YO Young Offenders Institution

YTD- Year to Date

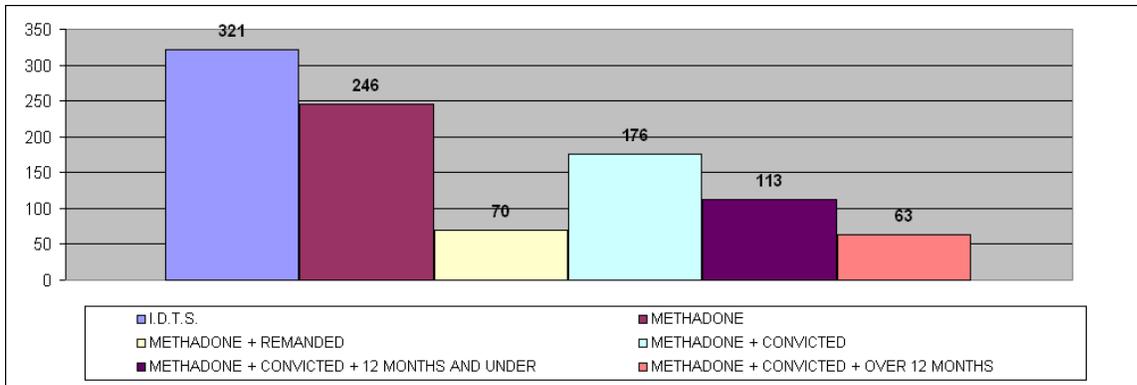
Gold Commander Headquarters controller

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

Appendix a: Detox Prisoners by type:



Appendix b: DETOX

	Dec 10	Jan 11	Feb 11	Mar 11	New performance year	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11
Monthly Actual	64	70	59	70		75	69	71	104	65	81	85
YTD	725	795	854	924		75	144	215	319	384	465	550
Monthly Target	464	549	633	700		58	117	175	233	291	350	408
Annual Target	700	700	700	700		700						

Appendix c: Detox

	Dec 10	Jan 11	Feb 11	Mar 11	New performance year	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11
CBDT Compacts KPT - 300	357	335	348	436		353	379	371	343	349	332	360
V/Tests	306	337	267	304		226	222	281	287	149	117	212
Non-compact testing	51	73	70	59		67	51	63	31	38	17	101

Appendix d: Offending Behaviour.

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

Appendix h:

1. **January – March 2011** the highest number of offences committed came within:

- Rule 51: Paragraph 9, MDT. &
- Rule 51: Paragraph 12, has in possession unauthorised article.
- MDT still accounts for the highest number of adjudications
- 53 offences were committed in CSU 35 which were under
- Rule 51: Paragraph 20 - Uses threatening, abusive, or insulting words of behaviour &
- Rule 51: Paragraph 22 - Disobeys any lawful order.

The first 6 months of the year has seen an increase in the number of adjudications concerned with paragraph 20 of Prison Rule 51 uses threatening insulting or abusive behaviour. Over 27 adjudications per month on average.

- There were:
 - 43 Adult charges dismissed:
 - 12 NPW/ Released / Transferred
 - 13 Insufficient evidence
 - 12 Minimum Waiting time not Observed / medication
 - 1 Medical
 - 5 Expressed defence

2. **April - June 2011:**

- The highest number of offences committed was charged under Rule 51: 22 disobey a lawful order, prisoners refusing to leave the induction wing and CSU. Followed by MDT, Fights and Threats
- Rule 51: Paragraph 4 - Fights rose by 38% in May and 22% in June
- Rule 51: Paragraph 9 - MDT Up by 43% in April-May, down by 50% in June
- Rule 51: Paragraph 12 - Unauthorised Articles Up by 22% in May back down in June
- Rule 51: Paragraph 17- Destroys or Damages any part of prison or property not his own up 48% in April and May
- Rule 51: Paragraph 20 - Threats up by 10% 26 in April, 29 in May 32 in June
- Rule 51: Paragraph 22 - Disobeys up by 13% in May another 16% in June

3. **April**

- There were only 5 Dismissed Adjudications in April
- 5 - No / Insufficient Evidence
- There were no incidents where the Initial Safety Health Screening (ISHS) was either completed late or not completed at all in the three months April - June 2011
- All Good Order Review boards were held on time and also well attended by staff and volunteers.

4. **May**

- There were 26 Dismissed Adjudications out of 198 in May. Dismissed for a variety of reasons there was an increased number being dismissed for lack of evidence. To avoid / reduce the number of successful challenges which attenuating or reduce the blame attached to the crime, resulting in the charge being dismissed. Reporting Officer/s and Witness evidence should be documented accurately is fact, unambiguous and which would stand up to rigorous challenge.
- 6 - NPW/Released/Transferred
- 3 - No / Insufficient Evidence
- 8 - Minimum Waiting Time/ Medication
- 2 - Medical
- 1 - Express Defence
- 6 - Paperwork/ Wrong Charge

5. **June**

- There were 17 Dismissed Adjudications in June
- 6 - NPW/Released/Transferred
- 6 - No / Insufficient Evidence
- 1 - Minimum Waiting Time/ Medication
- 3 - Medical
- 1 - Express Defence

6. **July**

- There were 18 Dismissed Charges in July
- 13 - Insufficient evidence to prove the charge
- 1 - Wrong charge /Technicality/ Incorrect Paperwork
- 2 - Not Proceeded With
- 1 - Self Defence
- 1 - Out of time

7. **August**

- There were 21 Dismissed Charges in August
 - 13 - Insufficient evidence to prove the charge
 - 5 * - Wrong charge /Technicality/ Incorrect Paperwork
 - 2 - Not Proceeded With
 - 1 - Minimum Waiting Time Not Observed
- * Includes Other Prisoner Charged

- There were 46 charges under Rule 51/20 threats and /51/20a racism The highest number recorded for the year.
- There were 40 charges under Rule 51/4 Fights also the highest recorded for the year.
- August was the month of Civil Disobedience and the riots in the city (Salford, Manchester) when approximately 20 prisoners were sent to F/B on the first day of the special court sittings.

8. **September**

- There were 23 Dismissed Adjudications in September
 - 19 - Insufficient evidence to prove the charge
 - 2 - Wrong charge /Technicality/ Incorrect Paperwork
 - 1 ≠ Not Proceeded With
 - 1 Minimum Waiting Time Not Observed (not been in long enough before testing 30 days)
- ≠ Includes Medication

9. **October**

- There were 21 Dismissed adjudications in October.
- 9 - Lack of Evidence/ Wrong Charge
- 2 - Medication
- 4 - Min. Timescales Not Observed
- 3 - Self - defence
- 3 - Not Proceeded with

Young Prisoners January - March

1. January 2011

- There were 42 charges concerning YO's
- Those charges were heard 55 times (including Adjournments)
- They involved 22 different prisoners

2. February

- There were 32 charges involving 19 prisoners
- 14 - Adjournments
- 9 - Proven and awards issued
- 8 - Dismissed or not proceeded with
- 1 - Adjourned to Tier 2

3. March

- There were 18 charges involving 13 prisoners
- 4 - Cases adjourned
- 4 - Proven and awards made
- 7 - Adjourned to Tier 2
- 3 - Charges dismissed
- 1 - Not proceeded with

Young Offenders on Adjudication:

- The number of Young Offenders attending adjudications has increased for example out
- of a total of 187 adjudications in June, 36 were Young Offenders, almost 20% of all adjudications; whereas the population on average of Young Offenders is just 11%.
- In July there were 26 Young Offenders on adjudication
- In August there were 52 Young Offenders on Adjudication and started to record comments on YO Offence charges.

1 - Rule 55/1 - assault
4 - Rule 55/5 - Fights
4 - Rule 55/6 - Health/Safety
2 - Rule 55/10 - MDT
1 - Rule 55/18 - Disobeys
4 - Rule 55/22 - Threats/ Abusive

- In September there were 59 Young Offenders on Adjudication

5 - Rule 55/5 - Fights
1 - Rule 55/6 - Health/Safety
1 - Rule 55/20 - Absents himself
1 - Rule 55/23 - Racist Threats/ Abusive
2 - Rule 55/25 - Disobeys Rules
1 - Rule 55/29c - Assists another to commit or attempt.

- In October there were 13 adjudications

3 - Rule 55/5 - Fights 1 - Rule 55/6 - Health/Safety
1 - Rule 55/6 - Health/Safety
1 - Rule 55/7 - Obstructs
1 - Rule 55/13 - Unauthorised
3 - Rule 55/10 - MDT
3 - Rule 55/22 - Threats/ Abusive
1 - Rule 55/ 25 - Disobeys Rules