



IMB - HMP Gartree

ANNUAL REPORT

To the Secretary of State

1 December 2010 - 30 November 2011

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

The Board is specifically charged to:

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

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

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

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

DIVERSITY STATEMENT

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

The Board values this approach to diversity within its recruitment and board development practices, to increase the repertoire of skills and awareness amongst its members of the diverse needs and perspectives of the population with HMP Gartree.

All members of HMP Gartree IMB Board will undertake their duties in a manner that is accessible to everyone within the establishment regardless of their background or social situation. The Board will monitor to establish that experiences of interaction between staff, prisoners and visitors is fair and without prejudice. Where that is not the case, the Board will alert the appropriate authorities and individuals, including the Governor, senior management, area management, and the prisons minister

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3. DESCRIPTION AND OVERVIEW OF HMP GARTREE

3.1 History & Location

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

3.2 Style

The redeveloped layout is based upon eight wings. The original four are almost identical and consist of 4, four story blocks, forming A, B, C and D wings. The two latest wings, G and H. are located south of the original complex, and are much longer in length, on 2 levels. E wing holds a 12 cell Segregation Unit (Segregation and Progression Unit.) Finally F Wing holds the GTC (Gartree Therapeutic Community and a new unit for prisoners with additional needs.

This new unit deserves special mention; the staff have been awarded a Butler Trust Award, in the category for those who do exceptional work. The wing accommodates prisoners who have difficulty coping, personality disorders, learning difficulties, low IQ and low self-esteem and other needs. As well as being prison officers, the staff act as counselor, facilitator, mediator, and carer. The total prisoners located in the unit at any one time are 12, and the work undertaken is indeed, exceptional.

The prison has a Certified Normal Accommodation of 677 and also an Operational capacity of 677 at the date of reporting the population was 671.

3.3 Population

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

Group	Number 674	Percentage of Total
Asian	60	9%
Black	91	14%
Mixed	22	3%
Others	12	2%
White British	432	64%
White Other	47	7%
Not Stated	7	1%
Total	671	100%

The prisoner population has been fairly settled throughout the year. There are 24 IPP prisoners located at Gartree. Within the population there are 47 “Cat C” prisoners and 8 “Cat D” prisoners. These are either completing Offender Behaviour Programmes or on “hold” awaiting parole reviews before transferring to other establishments.

3. 4 Staff

Staff Levels (full time equivalent)

	2009	2010	2011
Governors & SMT	19	20	18
Senior Officers	41	35	36
Prison Officers	180	182	170
Others	209	180	163

These figures illustrate that the prison has reduced its headcount by 7.7%. These changes reflect the re-profiling of the prison as a consequence of enforced budget saving

The ethnicity profile of staff is different from the prisoner profile, and currently 22 BME staff are employed. This almost certainly reflects the local population, which does provide a relatively high proportion of those employed at Gartree. The prison actively attempts to be more representative of the local community but this proves difficult as the IMB have experienced in attempting to attract a more diverse membership of its board.,

4 EXECUTIVE SUMMARY

This has once again been a very positive year for the prison. The new initiatives introduced by the Governing Governor have worked well and this is evidenced in Gartree being awarded the status of a Level 4 Prison (ratings are 1 – 4, 4 being the highest.) This is despite the additional pressure of introducing savings as a result of a reduced budget with a consequential reduction in staff headcount of 7.7%.

Many of the improvements seen can be attributed to the strong leadership shown by the Governing Governor and his Senior Management Team. This team has remained consistent throughout this reporting period with only one senior manager (Head of Healthcare) leaving the prison.

The board has welcomed the introduction of prisoners being able to work 35 hours a week and we hope that this arrangement can be expanded to offer all prisoners this opportunity.

A new core day was introduced early in the year which has resulted in the removal of early evening “lock up” allowing prisoners to be able to eat their evening meal with one another and not locked in their cells.

The entire team at Gartree is again congratulated for their individual contributions in making these improvements. We are aware of the uncertainties as a consequence of the outcome of the Fair and Sustainable review but as a board we are pleased to witness the professionalism of the staff at Gartree as they focus on their objectives.

At the end of the reporting year it was announced that the Governing Governor, his Deputy and the Head of Residential would all be leaving the prison within 4 weeks. As a board we were concerned that losing three key members of the management team could stall the good progress that the prison has made to date. We hope that this will not be the case!

4.1 ISSUES REQUIRING A RESPONSE FROM THE MINISTER

- We would ask the Minister to confirm the information provided in his previous response regarding personal officer attendance at Sentence Planning Boards. (6.3)

4.2 ISSUES REQUIRING A RESPONSE FROM THE DEPUTY DIRECTOR OF CUSTODY:

- The board would ask that a new system is introduced that reduces the opportunity for property to go missing during a transfer from one prison to another. (6.5)
- The board asks that the DDC ensures that all establishments comply with the timescales in PSO 2510(7)

4.3 ISSUES REQUIRING A RESPONSE FROM THE GOVERNING GOVERNOR

- The board would like the Governor to ensure that all operational managers are fully aware of their obligations regarding the use of body belts as per PSO 1700. (5.5)
- The board believes that more effective management of the infrastructure in the kitchen is required and asks that the repair of the damaged floor tiles be looked at as a priority. (6.2)
- The board asks that the Governor treats the Prisoner Consultation Group with the importance it deserves. (6.4)
- The board asks that satisfactory facilities are put in place that allows prisoners to submit requests and complaints in boxes that cannot be observed by members of staff. (7)

5. AREAS THAT MUST BE REPORTED

5.1 DIVERSITY

Staff have continued to develop the Diversity agenda at Gartree through the very “hands on” leadership of the Governing Governor.

Although the Governing Governor chairs the monthly DEAT meeting the diversity team is led by a DPSM assisted by a Senior Officer with administrative support. Each residential area has appointed prisoner and staff representatives with prisoner access to the team via their office in a prisoner accessible area.

Other consultative groups from around the establishment contribute to the Diversity plan including prisoner groups such as, Canteen, Facilities and Prisoner Consultation.

Any staff race equality issues are dealt with by the HRBP on site.

A number of multi-cultural events took place during the year including an exhibition reflecting the life story of Anne Frank and the annual Unity cup was held.

The unit compiles regular reports that monitor performance within the prison, the most useful of which we find to be the analysis of RIRF's (Racial Incident Reporting Forms)

This year has seen a significant decrease in the number of incidents reported and a very positive trend which we hope will continue

Report	2009	2010	2011
Staff on Prisoner	29	17	10
Prisoner on Staff	67	25	14
Staff on Staff	0	2	0
Prisoner on Prisoner	13	6	15
Other	2	1	1
Total	111	54	40

5.2 LEARNING SKILLS

Education

Around 300 prisoners engage in weekly education, giving an average of 87.4% attendance against a target of 80%.

An intensive "Fathers Inside" course was run culminating in a very successful family day.

Ofsted judgment as "GOOD" indicates the high quality achieved by this important department.

The Library has continued its excellent standards throughout the year. A Virtual Campus has been established. Peter James the acclaimed author visited the establishment to give a talk and this is an ongoing programme.

The 2010 Ofsted report recommendations have been implemented.

Workshops & Regimes

The main achievement in 2011 has been the start of the thirty-five hour working week and the fact that thirty out of a maximum seventy prisoners are now regularly working the extended week.

This has been achieved by avoiding cross movement and tailoring eating arrangements for both prisoners and staff. Excellent management of resources has meant the increase in working hours has been achieved with no increase in costs. The scheme is now bedding in quite well and enables the supervisors to deal with bottle necks in production during the lunchtime working, thus improving productivity in the afternoons.

The challenge in future is to ensure there is a good flow of work for all to do.

Management are being very creative in looking for markets with ebay even being considered.

Vocational qualifications amounted to 127 in the last 6 months of the year.

5.3 HEALTHCARE

This unit continues to give good service and the team are to be congratulated on their delivery of all services, despite the manager and other staff leaving during the year.

They also have faced the challenge of a working through a transitional period whilst authorities debate new budget and management systems.

The dental waiting list, which has been a concern in previous reports, has now been reduced to acceptable levels and as such complaints from prisoners have reduced.

Pharmacy Technicians also deliver smoking cessation sessions and many prisoners are really motivated to try and give up the habit.

Mental Health awareness, well men clinics, older prisoner forums, chronic disease and asthma clinics all take place. There is a counselor for mental health issues, a clinical Psychologist all visiting. Self Harm, Past Abuse, Post Traumatic Stress Disorder, and Substance Abuse are amongst the areas covered. A new post of IDTS Nurse has recently been appointed. A Detached Duty Healthcare Manager is at Gartree at present to give guidance through the takeover by Leicestershire Primary Trust who will be the healthcare provider for the prison from early 2012.

Prisoners are aware we cannot become involved in any complaints to do with Healthcare issues but are directed to ICAS

Outside hospital escort appointments were generally carried out efficiently and were re-arranged when necessary.

5.4 SAFER CUSTODY

During the year 3 prisoners died in custody (same as previous year.) It is believed that all 3 were not self-inflicted. One inquest has been held with the remaining 2 scheduled to take place in April 2012.

The Coroner did not raise any significant issues following the first death in custody.

128 ACCT documents were opened this year (101 previous year.) These documents are reviewed by the team in order to determine any relevant trends.

132 Violence Reduction documents were opened.

The Safer Custody team is well resourced and we welcomed a new manager in the team who is a very experienced Senior Officer from a residential wing who has invigorated everyone around the prison about how important this function is.

5.5 SEGREGATION AND PROGRESSION UNIT

The board attended all scheduled continued segregation review boards and 95% of 72 hour review boards.

The Board closely monitors the use of the special cells. During the year under review they were used sixteen times generally for short periods rather than hours, the unit staff being well skilled in negotiating and de-escalation the situation. There were however two occasions where a prisoner was held in a special cell for a period in excess of twelve hours. This is unacceptable, even though for the majority of the time the prisoner involved was asleep. On one of these occasions the prisoner was also subject to wearing a body belt for his own protection. The prisoner was held in these conditions overnight without the mandatory 4 hourly review being carried out.

ISSUE FOR GOVERNING GOVERNOR – The board would like the Governor to ensure that all operational managers are fully aware of their obligations regarding the use of body belts as per PSO 1700.

Adjudications totaled 554 compared with 564 for last year. With the following similar ethnicity:-

Black	White	Asian	Mixed
54	457	33	10

Adjudications listing most common charge:-

Offence	Number 2010	Number 2011
Possession of unauthorised article	165	117
Disobeys lawful order	131	159
Administers controlled drug	59	68
Intentionally fails to work properly	59	83
Endangers health	36	37
Destroys and damages	22	21
Fights	16	16
Commits assault	10	18

6.0 OTHER AREAS OF THE PRISON REGIME

6.1 Chaplaincy

The chaplaincy team has successfully negotiated a very challenging year. The coordinating chaplain had to leave due to ill health and the rest of the team has done an excellent job covering all requirements between them. They successfully provide for all religious needs for prisoners, recognising and celebrating all religious festivals.

6.2 Kitchens and Food

The kitchens are operated with 9 staff and 29 enhanced prisoners, they have to satisfy every religious and dietary requirement for all prisoners, on a budget of £2.10 per day. This budget being set at the beginning of the year and does not take into account the rise in food costs of around 12.5% during the year.

The menu is varied and food more than adequate, we sample a selection each week during our Rota inspection.

An added challenge to them during the year has been to supply food to workshops to enable some prisoners to continue to spend their day out of cell and in employment.

All this has been done whilst they have been without a catering manager for around seven months of the year and staff sickness.

Major concerns have also been expressed about the continuing delays in bringing equipment on line, equipment repairs and a major floor hazard has existed throughout the year which has resulted in prisoners being injured while working and taking subsequent legal action against the prison.

The kitchen has been managed by a member of staff on temporary promotion and the team has done well under very challenging circumstances.

ISSUE FOR GOVERNING GOVERNOR – The board believes that more effective management of the infrastructure in the kitchen is required and asks that the repair of the damaged floor tiles be looked at as a priority.

6.3 Offender Management Unit (OMU)

We are pleased to report that the progress made in previous years has been maintained and all OASys reports and parole dossiers are completed on time.

There has been good work by the team in arranging the transfer of Cat C prisoners to other establishments; however the prison service must make more Cat C places available as it is not fair for Cat C prisoners to be housed in Cat B conditions for long periods after re-classification.

In our report last year we were critical of the minimal attendance of personal officers at Sentence Planning meeting. The minister in his response stated that personal officers will attend at least 80% of all such meetings. Our records dispute this and our records indicate that personal officers attend these vital meetings in less than 10% of occasions when they are required.

ISSUE FOR MINISTER – We would ask the Minister to confirm the information provided in his previous response regarding personal officer attendance at Sentence Planning Boards.

6.4 Prisoner Consultation Group

These bi-monthly meetings are badly supported by managers and staff. This gives an impression of the meeting not being important.

In spring 2011 there was a brief food refusal. Some prisoners were concerned about food quantities and variations. Had this committee been effective this could perhaps have been avoided.

ISSUE FOR GOVERNING GOVERNOR – The board asks that the Governor treats this forum with the importance it deserves.

6.5 Reception

Property issues continue to dominate our involvement with Reception with an increase in over 20% this year in applications to the board regarding missing property. Both prisoners and board members are frustrated with the “can’t care less” attitude from staff in helping locate missing items. Our investigations leave us to believe that most problems are created by the sending prison.

ISSUE FOR GOVERNING GOVERNOR – The board would ask the Governor to ensure that reception staff deals with prisoner applications regarding property in a professional, courteous and timely manner.

ISSUE FOR DDC – The board would ask that a new system is introduced that reduces the opportunity for property to go missing during a transfer from one prison to another.

6.6 Security

During the year the security team has been very stable and very focused on delivering their targets. Early in the year they had undertaken an audit which moved them higher in the league of prisons, recognising the improvements they had delivered. Towards the end of the year a further assessment by a team from Interception, of Communications Commissioning Office inspected their performance and again improvements were seen to have taken place.

As well as the security of the prison, they have a continued battle against drugs and mobile phones which continue to enter the prison. There would appear to be a balance between the cost of resources available and the reward of “finds”. They have had considerable success over the year in finding contraband either on the way in or thrown over, but as always some gets through. This is a continuous battle, but one they continue to address.

7. THE WORK OF THE IMB

This has been a challenging year of change. We advertised for new members in January and had a large number of interested individuals which resulted in 21 people being interviewed. We had many excellent candidates but could only appoint four. Knowing we were likely to lose more members during the year we had asked for six to be appointed, but this was refused. It again took far too long for the administrative process to complete before we could appoint our new members. Our 4 new members finally joined us in June.

During the time we waited for the new appointments existing Board members excelled in maintaining high levels of observation and monitoring that have been the hallmark of the Gartree Board.

We place great emphasis on mentoring new members, yet during the year we have lost three of the four appointed. All due to work commitments and circumstances changing since the interview. It would be helpful if the secretariat would listen to our views when we recommend the number of appointments that we need. We end the year again down on numbers Had we been able to appoint the six members we asked for we would not now have to repeat the thorough the process of advertising, tours, interviews, CRB checks and inevitable delays.

Board and prison Meetings	301
Rota Visits	59
Night Visits	2
Applications	114
PSO 1700 Reviews	78
Specific Prisoner Meetings	114
Visits outside the prison	27
Prisoner Inductions	44
TOTAL	739

Applications

Our system for dealing with applications works well. A monthly panel of three organise and deal with applications for the month, and report back to the subsequent Board Meeting. In the year the number of Applications decreased by 5% (153 to 146.) The main areas for concern are the relatively high numbers of property issues.

Categorisation of Applications

Code	Subject	2009	2010	2011
A	Accommodation	2	11	5
B	Adjudications	1	7	6
C	Diversity Related	3	3	0
D	Education/Employment	11	11	6
E	Family/Visits	9	7	7
F	Food/Kitchen Related	6	5	5
G	Health Related	10	4	7
H	Property/Money	39	30	38
I	Sentence Related/Courses	38	22	10
J	Staff	20	15	16
K	Transfers	13	9	7
L	Miscellaneous	32	29	39
	Total Number	184	158	146

Prison Service Complaints

We monitor the number of complaints processed through the Prison Service Complaints Procedure. All complaints requiring an answer from HMP Gartree are answered within the prescribed time limitations. This is not the case with complaints sent to other establishments. On at least 8 occasions this year responses were received after the allowed time.

We've raised concerns that prisoners located on G & H Wing do not have the opportunity to submit complaints out of sight of wing staff. On these wings prisoners have to submit complaints in a box that is in a vestibule area always monitored by staff. We would welcome that these complaint boxes be relocated into communal areas where prisoners can submit complaints in privacy.

ISSUE FOR GOVERNING GOVERNOR – The board asks that satisfactory facilities are put in place that allow prisoners to submit requests and complaints in boxes that cannot be observed by members of staff.

ISSUE FOR DDC – The board asks that the DDC ensures that all establishments comply with the timescales in PSO 2510.

Board Statistics:

Recommended compliment of Board Members	15
Number of Board Members at the start of the reporting year	12
Number of Board Members at the end of the year	11
Number of New Board Members joining during the year	4
Number of Board Members leaving within the period	4
Number of attendances at meetings other than Board Meetings	240
Number of visits to the prison (including all meetings)	739
Number of applications received	146
Number of Segregation Review Meetings held	69
Number of Segregation Review Meetings attended	66

8. GLOSSARY

ACCT	Assessment, Care in Custody and Teamwork
BME	Black or Minority Ethnic
CARATS	Counseling Assessment Referral Advice Through Care Services
CNA	Certified Normal Accommodation
CSCP	Cognitive Self Change Programme
DDC	Deputy Director of Custody
GTC	Gartree Therapeutic Community
GOOD	Good Order or Discipline
HCC	Health Care Centre
HRP	Healthy Relationship Programme
IMB	Independent Monitoring Board
ICAS	Independent Conciliatory Advocacy Service
IPP	Indeterminate sentence for Public Protection
KPT	Key Performance Target
MDT	Mandatory Drug Test
NVQ	National Vocational Qualification
OASys	Offender Assessment System
OMU	Offender Management Unit
PCT	Primary Care Trust
PNOMIS	Prison National Offender Management Information System
PSO	Prison Service Order
REAT	Race Equality Action Team
RIRF	Racial Incident Report Form
SAPU	Segregation and Progression Unit
SMARG	Segregation Monitoring and Review Group
SMT	Senior Management Team
VDT	Voluntary Drug Test