



**The Independent Monitoring Board
HMP Lewes**

**Annual Report
1st February 2012 - 31st January 2013**

SECTION 1 Statutory Role of the IMB

1.1 The Prison Act 1952 and the Immigration and Asylum Act 1999 require every prison and IRC to be monitored by an independent Board appointed by the Secretary of State from members of the community in which the prison or centre is situated.

1.2 The Board is specifically charged to:

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

1.3 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.

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SECTION 3 Description of the Prison

3.1.1 HMP Lewes is a local prison, Category B, serving Sussex courts. It holds adult males, both remanded and convicted, and a small number of younger prisoners aged 18 to 21. The prison's oldest buildings are Victorian, and it was built on a radial design.

3.1.2 The total population in Her Majesty's Prison Service at the end of January 2013 was 83,837. At the end of the IMB reporting year, January 2013, HMP Lewes held 590 prisoners. The baseline number for Certified Normal Accommodation was 664 and the Operational Capacity was 742. The average length of stay is 10 weeks.

3.1.2 Throughout 2012 the population at the prison decreased slightly which reflected a 1% fall in the male remand population in England and Wales. However the population at Lewes is expected to increase after the announced closure of 7 public sector prisons with a loss of 2600 places.

3.1.3 The prison's residential areas consist of:

- A wing, for convicted and remand prisoners, holding 134
- B Wing, Segregation Unit, holding 16
- C wing, for convicted and remand prisoners, holding 164
- CASU, Care and Support Unit, holding 16. Opened April 2012
- F wing, for convicted and remand prisoners, holding 187
- G wing, Integrated Drug Treatment System (IDTS), holding 26
- K wing, First Night Centre, holding 22
- L wing, for sentenced category C adults, holding 80
- M wing, for convicted and remand prisoners, holding 94, mainly Vulnerable Prisoners
- Health Care Centre, with clinics and an inpatient facility, holding 19

3.1.4 The main contractors to the prison are:

- GEO Amey (transport to and from the courts)
- DHL (ordering and delivery of prisoners' canteen purchases)
- 3663 (supply of frozen, fresh and dry foods for prisoners' meals)
- Sussex Partnership NHS Foundation Trust (The Trust)
- The Manchester College (education, learning and skills)
- Tribal (careers advice)
- East Sussex County Council Library Service
- Drug and Alcohol Recovery Team (DART), delivered, in partnership, by the Crime Reduction Initiative (CRI) and funded by the Sussex Partnership NHS Foundation Trust

3.1.5 In addition, several Voluntary Organisations provide significant services. These include:

- The Prison Fellowship (runs Sycamore Tree six week victim awareness course for prisoners)

- The Samaritans (runs the Listener scheme, whereby prisoners can call on a rota of trained prisoner Listeners at any time and speak of their concerns, in confidence. The Samaritans visit the prison twice a week to train new Listeners and to speak to prisoners on request)
- Sussex Pathways (provides a 'through the gate' mentoring scheme)
- Citizens' Advice Bureaux (staff advise prisoners near release)
- Action for Change (psycho-social and medical treatment for alcohol misusers)
- The Mothers' Union (supervision of the crèche during visits)
- Dad's Inside
- Brighton Housing Trust (Lewes to Brighton housing project)
- The Prince's Trust (peer mentoring by ex-offenders for prisoners leaving prison)
- KeepOut (a crime diversion scheme delivered by a dedicated teams of serving prisoners).

SECTION 4 Executive summary

4.1 Overall judgement

4.1.1 The opinion of the IMB is that Lewes is a well-managed establishment that makes a determined effort to ensure prisoners are treated humanely and justly. It is a credit to the prison that despite continuing budget cuts and uncertainties about job security, the staff strive to ensure that prisoners are treated with respect and dignity.

4.2 Summary of report

4.2.1 An effective relationship between staff and prisoners has ensured that there have been few recorded incidents and complaints for the Diversity team to deal with. Indeed the Foreign Nationals' clerk was awarded the '2012 Prison Officer of the Year' award (Diversity category). Applications to the IMB relating to Equality and Diversity are less than 1% of the total received and DIRFs were down 57% on the previous year. Foreign Nationals make up 11% of the prison population. The SMART system does not record disability and sexuality and therefore cannot reflect the true demography of the prison.

4.2.2 Manchester College was awarded the OLASS4 contract and offers 102 places for education. The Board considers that the prison provides an appropriate range and level of courses, although it is concerned that not all new, recently convicted prisoners have their basic skills level assessed during induction. Unfortunately one third of prisoners are under employed or unemployed, and spend significant amounts of time in their cells due to a shortage of purposeful activity. Despite this only 66% of classroom places have been filled. The target is 80% and there have been occasions when the IMB have observed only 50% attendance.

4.2.3 The prison library is well stocked and there is a variety of reading skill courses that can help maintain family links, impacting positively on re-offending levels. The library won the inaugural Prison Library of the Year Award in 2012.

4.2.4 Resettlement is managed well, offering advice and assistance. It is a strength of HMP Lewes. There is a 'Seven Pathways' approach to resettlement available for those who wish to take part. Within the Pathways is the 'KeepOut' scheme. This is an innovative scheme that aims to turn youngsters away from criminal activities. The select number of prisoners involved receive substantial training and play a key part in the project.

4.2.5 Healthcare including mental health is provided by Sussex Partnership NHS Foundation Trust (The Trust). Recruitment is the main concern and at times during the year the staffing levels have been lower than deemed safe. The Trust is slow to replace staff. A death in the Health Care Centre (HCC) highlighted the fact that ligature points have not been, and possibly cannot be eliminated, even in Health Care.

4.2.6 Prisoners are constructively managed in the Segregation Unit and the staff demonstrate skill and patience. Occasionally the Board has had

concerns about record keeping and procedural issues but these have always been responded to immediately and positively by the unit's management and staff. A member of Health Care has always been present at the review panels.

4.2.7 Lewes and the surrounding area have a higher than average substance misuse population and this is reflected in the prison by a higher than average level of self-harm and drug related deaths.

4.2.8 Whilst the number of self-harm incidents was lower in 2012 compared with 2011 by 58%, there were five DICs in the IMB annual reporting year. Three were in July. One was in December and another whilst on transfer from another prison in January 2013. The number is high when compared with previous years. Each DIC was dealt with in a respectful and sensitive manner.

4.2.9 After a rise in hooch-making in the latter part of the year the Security department increased the threat priority to 'Red' on the risk register. Products that assisted in the making of hooch were removed from the canteen list and fruit portions reduced from the kitchen. Also 5-litre cleaning containers, used to make and contain hooch, were taken away from the reach of prisoners. As a result of this security strategy, findings of hooch-making equipment and hooch-related incidents have reduced and the threat priority was subsequently lowered to 'Amber' in January 2013.

4.2.10 Quarterly performance data for HMP Lewes shows consistent under performance in absence management. Sickness absences average 15.13 % and have run well above the prison service national target of 9.50 %. The highest sickness rate was 17.9 recorded in October. The effects of the sickness have, on occasion, resulted in a reduction of available places for the prisoners in PICTA, MDT and the Gym.

4.3 Particular issues requiring a response

4.3.1 The IMB is concerned that F wing is still non-compliant with PSI 17/2012, when overcrowded, and has been since it was refurbished in 2011. The Prison is currently trying to find a suitable design for additional screening which will both comply with the PSI and the safer cell principles. The Board believes that the cells should be only singly occupied to comply with the PSI

4.3.2 Although the Board recognises that resources and financial implications are primarily not a concern for the IMB, the Board is apprehensive that any further reductions in budget will begin to impact on the regime for prisoners and on safety for prisoners, the public and staff.

4.4 Previous years' concerns and progress achieved

4.4.1 In its 2011/2012 report *The IMB condemns the fact that a refurbished wing can be designed to fall below the standard set out in PSO 1900 with regards to suitable screening of in cell sanitation.*

4.4.2 This issue is still a concern for the Board. Although efforts are being made to rectify the problem with bespoke privacy screens, as yet these

have not been installed and the cells are currently non compliant for overcrowded conditions.

4.4.3 The Board questions how much further cost cutting the prison service can endure before security, public protection and the quality of care of prisoners is put at risk. HMP Lewes has recently been asked to make an additional £30K saving over and above the £906K saving already required. While security is obviously a prison's prime concern we believe that it should not be its only concern. Further budget cuts can only come at the expense of a reduced regime with the obvious adverse impact on rehabilitation.

4.4.4 The prison continues to make savings, and so far has done so with minimal impact on prisoners. The Board is concerned that if further cuts are imposed there will be a negative impact on regime and health and safety for prisoners and staff.

SECTION 5

5.1 Equality and Inclusion

5.1.1 The Equality Duty under the 2010 Equality Act requires the IMB to have due regard to advancing equality of opportunity between people who share a protected characteristic and those who do not. The Protected Characteristics relevant to Lewes are disability, race, including ethnic or national origins, colour and nationality, sex and sexual orientation, religion or belief and gender reassignment.

5.1.2 Information Gathering

5.1.2.1 Applications from prisoners, and IMB observations, are invaluable in gathering information regarding equality. Applications to the IMB relating to Equality and Diversity were in 2012 less than 4% of the total received. Applications relating to Immigration issues are slightly higher at 2.5% but reduced from last year.

5.1.2.2 The Prison ethnicity statistics are collected by the SMART system only, which does not include disability and sexuality (although statistics on Elderly prisoners (50 years and above) are maintained). This reinforces the fact that meaningful and up to date information is hard to come by.

5.1.3 Accommodation

5.1.3.1 Despite the hope that new additional DDA accommodation would be available during this year, this has not happened. The opening of a Care and Support Unit has meant that more vulnerable prisoners are being given the opportunity to progress towards normal regimes.

5.1.4 Prisoner Equality Meetings

5.1.4.1 Eight meetings have taken place this year. Despite concerted efforts by the prison Equality and Inclusion Team, staff attendance at the meetings has been very poor.

5.1.5 Equality Initiatives

5.1.5.1 Lack of resources meant that outside organisations could not be included in these as in the past. Black History Month was not as successful as last year. LGBT Month concentrated on homophobia in football and an Older Prisoner Day was run which included health checks and gym advice.

5.1.6 Staffing

5.1.6.1 This year has seen a reduction in staff and hours which are allocated to the Equalities Team. As mentioned last year, it is to their credit that much good work has continued. This work was recognised when the Foreign Nationals Clerk won the Diversity Category in the 2012 Prison Officer of the Year Awards.

5.1.6.2 81% of staff are trained in Challenge it! Change It! Staff are proactive in identifying prisoners who may be isolated due to language issues and there is a good network identifying staff and prisoners who may help. Equality is also taken into account on wing allocation and cell sharing. Sensitivity has been shown to prisoners undergoing gender reassignment in respect of clothing and cell allocation.

5.1.7 Foreign Nationals

5.1.7.1 UKBA has become far more proactive over the past year in dealing with cases. Surgeries are held at least twice a month. A presentation was given in July to staff and prisoners and attendees included peer advisors, Equality Reps and the IMB. Work is currently underway regarding language translation. Information is available in both electronic and printed form. The ALS telephone translating service is well understood and utilised.

5.1.7.2 Staff continually strive to ensure that equality and diversity is part of prison life in Lewes, evidenced by the low levels of incidences and complaints around this subject, this was recognised in HMCIP awarding a “green” grade to this area.

5.2 Education, Learning and Skills

5.2.1 Following a period of uncertainty, The Manchester College has been awarded the current contract and funding for courses is moving from an input to an output model. In line with this, new tutors have been appointed, with new levels of staff training and syllabus changes. A new Head of Education has also been appointed and efforts to make education more central to the prison experience are underway.

5.2.2 102 places are available for education in HMP Lewes. Provision is divided between 72 in the education department and 30 in Sussex Wing. The IMB considers that the prison continues to provide an appropriate range of levels of courses for learners. Most courses are for prisoners aiming to achieve a Level One qualification, with a substantial number below this at Entry Level and a few at Level Two. There is a course in Information Advice and Guidance (IAG) at Level Three, and a few prisoners undertake an Open University type higher course with the support of the Prisoners’ Education Trust.

5.2.3 The best attended courses are in Personal and Social Development (Creative Writing, Art) and in English for Speakers of Other Languages (ESOL). Classroom courses in employability skills (Business Enterprise, Customer Care, ICT) and in basic skills (literacy and numeracy) are also offered. Many prisoners attend 7 or more sessions per week, as this qualifies them for an additional £1.50. A significant number attend the maximum of 9.

5.2.4 All those attending classes have Independent Learning Plans, and these are carefully updated. They take up much of the tutors’ time, and the

process can seem a little bureaucratic. Nearly all prisoners enrolling in classes are assessed by tutors, apart from some on short sentences.

5.2.5 However the IMB regrets that not all incoming, newly-convicted, prisoners have their basic skills level assessed during induction to HMP Lewes.

5.2.6 Prisoners' views on prison learning sometimes show a degree of apathy, perhaps from a lack of confidence that it could change their prospects. Resources for the teaching of basic skills have seemed to IMB observers in the past to be very dull (mostly worksheets).

5.2.7 Offender Management courses (e.g. on drug and alcohol addiction and thinking skills) are offered successfully. In addition, there are many other learning activities such as those promoting spiritual development (Alpha, yoga) restorative justice (Sycamore Tree) or mentoring 'through-the-gate' (Sussex Pathways). Taken together, there is a rich offering of opportunities for prisoners to learn and develop. One positive change is to the provider of an extremely successful mentoring course. The IMB questioned the non-transferability of mentoring qualifications and the provider for this is in the process of being changed for one with universal recognition and greater status.

5.3 Health care and Mental Health

5.3.1 All health care, both in-patient and out-patient, is provided by the Sussex Partnership NHS Foundation Trust (the Trust). Trust staff report excellent working relations with the prison and other outside agencies and partners. Clinical staff are complimented by 3 uniformed officers that work full time in the Health Care Centre (HCC) and patients respond well to the uniformed officers.

5.3.2 The prison profile shows an increase in older men. These present with more chronic conditions which are addressed by specialist staff. A number of staff have completed end of life training and 2 nurses are undergoing Macmillan nursing training. A health promotion programme is being developed including improving access to psychological therapy, abdominal aortic aneurism screening and group/individual talking sessions.

5.3.3 It is thought that 90% of men in Lewes have some sort of mental illness, mostly personality disorders. Those too ill to be treated on normal location by the In Reach team are located in HCC and assessed for transfer to outside hospital or secure unit if necessary. Delays in transfer are generally within the set time scales. The prison now has 2 part time psychiatrists.

5.3.4 A recently appointed occupational therapist provides a variety of treatments including stress management, yoga and creative activities to prisoners both as inpatients and in the Care and Support Unit. In-patients also now have more regular access to the gym and library.

5.3.5 A Care Quality Commission Report following an inspection in November 2012 commented very favourably in their findings which in turn considerably boosted morale for staff. They spoke to patients who said that they generally found a positive attitude in the staff and services provided. They also spoke to staff who felt well supported by their managers and colleagues.

5.3.6 A Prisoner Health Consultative Group has recently been established with peers from the wings bringing concerns to the multi-agency led meetings. The main complaints are about pain management.

5.3.7 Recruitment is the main concern. At times during the year the staffing levels have been lower than deemed safe. The Trust is slow to replace staff.

5.3.8 A death in the HCC yet again highlighted the fact that Lewes is a Victorian prison and that some ligature points have not been/cannot be eliminated, even in the HCC. The Ombudsman's report is awaited but a local investigation identified some areas for improvement which have been addressed.

5.4 Purposeful Activity

5.4.1 The main areas of activity and approximate places available are Education (102), Workshops (90), Wing-based work (90), plus roles in the kitchen, reception, healthcare and various advisory functions which provide another 50 places. One workshop, known as Workshop 2 and used exclusively by Vulnerable Prisoners, lost the contract for assembling NHS files and is now struggling to find sufficient work to keep the prisoners occupied. At present, the only work available is filling bags for a charity.

5.4.2 There are vocational courses in bricklaying, painting and decorating, computing (PICTA), Information Advice and Guidance (IAG) and industrial cleaning (BICS). All these courses are suitable for the Sussex job market. In the view of the IMB this is a good and appropriate range for the prison's varied population.

5.4.3 There are not nearly enough places for the number of prisoners held, this means that one third are underemployed or unemployed in their cells for significant amounts of time. Whilst attendance improved in December 2012, during the year the IMB has often observed half-empty sessions. The target has for some years been 80%.

5.4.4 For work sessions, officers have been reminded that convicted prisoners who do not attend allocated sessions face the threat of an IEP strike. The result of these initiatives should be an improvement in utilisation of classroom and workshop capacity. Pay does not seem to be relevant to prisoners when deciding whether to attend courses to which they are assigned.

5.4.5 The gymnasium is very popular as a leisure (unpaid) activity and attendance there can be at the expense of other activities relating for preparation to work on release.

5.4.6 Wing-based work includes cleaning, serving meals, painting, laundry and barbering. This provides the majority of opportunities for prisoners to earn money, and is a popular area of work. Given the shortage of work opportunities, great effort is made to ensure that there is a fair allocation of the work. The process of allocating a prisoner to an activity can take two weeks, which the IMB believes is longer than it should.

5.4.7 The IMB also feels it is a pity that there is not any accredited training available in the kitchens. Kitchen work could lead to qualifications, and catering skills can lead to jobs for ex-offenders in the local area.

5.5 Resettlement

5.5.1 The IMB feels that in general the co-operation at HMP Lewes between the prison and the internal and external probation staff is very good. Prisoners the IMB spoke to mostly said that their offender managers were clear and helpful, and resettlement complaints to the IMB or to the prison were rare.

5.5.2 Sentence planning has improved during the year. Assessment (OASys) on the needs of those sentenced for 12 months or more is completed between 8 and 16 weeks after arrival at the prison. It is not completed earlier because the Probation Service feels that it takes time for most prisoners to recover from the shock of their sentencing and to think about the future.

5.5.3 The prison makes energetic efforts to guide prisoners being released towards employment. It is disappointing that released prisoners sometimes only attend for one day before deciding they prefer unemployment.

5.5.4 IMB members have been moved to watch interactions on Family Days, as a small number of prisoners are able to play with their children and talk to their partners for most of a day inside the prison. These have been held six times a year.

5.5.5 Over several years the IMB has found through its surveys that the system for booking a visit by telephone has been very poor (maintaining links with friends and family is an important part of resettlement). This year a different arrangement has improved the situation, though there have still been complaints by visitors. For instance, in a small sample in October 2012, one relative claimed to have made 277 calls to secure a booked visit, and all of those visitors asked who used the phone system were dissatisfied with it. The Visits Hall itself is modern and well-equipped, though visitors who arrive very early have nowhere sheltered to wait.

5.5.6 The IMB has seen the Thinking Skills Programme (TSP) and the Sycamore Tree course both apparently changing attitudes for the better. The 'KeepOut' scheme involves six prisoners in being trained to persuade youngsters at risk, brought into the prison, away from crime. The feedback from these initiatives shows that they are much appreciated.

5.6 Safer Custody

5.6.1 The number of Assessment, Care in Custody, Teamwork (ACCT) documents opened during 2012 was 279 compared to 283 in 2011. Of the 279 ACCTs opened or managed, 92 (33%) related to 38 prisoners being on 2 or more ACCTs. No prisoners arrived in Lewes on open ACCTs during the period.

5.6.2 The number of incidents of self-harm was 102 in 2012 compared to 175 in 2011. Of the 102 incidents 40 were reported as single occurrences with the balance of 62 carried out by 22 prisoners who were responsible for 2 or more incidents. Of these, 1 prisoner self-harmed 9 times.

5.6.3 There were four deaths in custody (DIC) in 2012. There were none in 2011. One of the four was due to natural causes in hospital, which although not in the prison, is treated as a DIC. The inquests in respect of the DICs in 2012 are yet to take place. NOMS comments on their published statistics of DICs include the statement "annual numbers of DICs are volatile and rises and falls from one year to the next are not a good indicator of underlying trend".

5.6.4 There is excellent support from the Samaritans who train Listeners, who are prisoners who 'listen' to prisoners in distress or who wish to discuss their problems/situations in confidence. The number of Listeners fluctuates throughout the year from between 10 and 20, mainly due to transfers out of the establishment, so Listener Training takes place periodically to ensure that adequate numbers of replacements are continually available.

5.6.5 Anti-bullying and violence reduction measures are in place and there is an anti-bullying officer on the Safer Custody team. During 2012 there has been a concentrated focus on identifying bullying in HMP Lewes with wing managers adopting a zero tolerance towards it and acts of violence in general.

5.6.6 The incidence of bullying or its end-results of violence or self-harm, has been a subject of discussion in prison management meetings and also in the monthly Safer Custody meetings. Prisoners from the main wings, violence reduction representatives and Listeners attend these meetings with staff. This has led to a more focused and coordinated approach between staff and prisoner representatives to bullying, which has enabled measures to be taken either before incidents occur or more quickly after the event.

5.7 Segregation, Care and Separation

5.7.1 The accommodation is a substantial improvement on that previously used by the Unit and, in the Board's view, now provides an adequate environment for the maintenance of a humane regime. In its last report the Board expressed concern that some details in the original specification had made the accommodation unsuitable for segregation use. The Board is pleased to note that these problems have been addressed by management and are now resolved.

5.7.2 The Unit is generally well managed and staffed and provides, within the segregation regime, a secure and caring environment for prisoners. Prisoners in the Unit are constructively managed and the staff at all levels continue to demonstrate skill and patience in managing aggressive and non-compliant prisoners and resolving potentially difficult situations.

5.7.3 The Board remains committed to being represented at all fixed weekly GOoD reviews and the 72 hour reviews whenever possible. However on a number of occasions the time of the fixed weekly review has been changed without notice to the Board and securing advance details of 72 hour reviews has proved difficult. As mentioned in the Board's last report there are occasions when little attempt is made to inform the Board even when Board members are in the prison. The Board is working with management to overcome these problems.

5.7.4 The Board has had occasional concerns at reviews, including some about the quality of record keeping and procedural issues, but these have always been responded to immediately and positively by the Unit's management and staff. At reviews the scope for returning the prisoner to the wings is explored at length and with care. It has been suggested that prisoners should be 'signed up' for only one week at a time if that seems more appropriate for a particular prisoner, and it is hoped that that option will remain open.

5.7.5 Specialist attendance at these review panels has been good throughout the year, with a nurse from Healthcare always present and briefed to comment constructively on the prisoners being reviewed. The Board regards it as important that this matter should continue to be taken seriously by Healthcare staff.

5.7.6 Care plans continue to be a matter of some concern to the Board. As reported previously, these are sometimes seen as a nominal requirement rather than a meaningful tool and do not always feature prominently when prisoners' continued presence in the Unit is reviewed.

5.7.7 Monitoring of prisoners records at monthly Segregation Monitoring and Review Group (SMARG) meetings confirms that the standard of record keeping is high. However some issues with the quality of the statistical data presented to these meetings have been noted from time to time.

5.7.8 The Board recognised that, with improved accommodation, the Unit's attractiveness might increase with an even greater reluctance on the

part of prisoners to locate back to normal location. The Board will continue to keep this under review.

5.7.9 Adjudications are regularly monitored by IMB members, who receive the monthly statistics. A good system of analysis has been developed, showing charges laid by wing, by individual officers, and by offence. This enables any potential issues or discrepancies to be swiftly identified.

5.8 Residential Services

5.8.1 Accommodation on F wing is non-compliant with PSI 17/2012 when overcrowded due to a lack of ventilation with the WC located in the cell. In the later part of 2012 F wing was capped at 120 to reduce the number of double occupancy cells.

5.8.2 There is the intention to install bespoke privacy screens in the cells but, as yet, the curtain in the pilot study test does not cover the area sufficiently for the prisoner to use the WC in some privacy.

5.8.3 If the decency screen were adequate then the cell would be compliant for double occupancy, as the WC area need not be ventilated separately. Until this time the Board would like the cells to be used for single occupancy

5.8.4 The Care and Support Unit opened in April 2012 and currently holds about 8 prisoners. It provides an excellent standard of care to prisoners who do not fit the criteria for the HCC but yet still need extra attention. Here the ratio of staff to prisoners is slightly higher than on a normal wing and this provides the extra support that some vulnerable prisoners need.

5.8.5 The prison Kitchen supplies food to a high standard particularly with the introduction of homemade loaves and rolls. Many of the pies are also handmade.

5.8.6 Handmade rolls are made for 4p each and a loaf about 31p. Producing its own bread and pies saves the prison in the region of £7200pa.

5.8.7 This year the Board has on several occasions observed that inadequate hand-washing facilities were provided for prisoner workers in the Kitchen. It is a concern that basic food hygiene rules can be flouted.

SECTION 6 Other Areas

6.1 Drug and alcohol misuse

6.1.1 7.03% of the Mandatory Drug Tests carried out at random on prisoners showed recent illicit drug use, against a national target of 9.50%. The frequency of hooch-making and hooch related incidents has stabilised after the Security department made a firm effort in October to eliminate ways of making alcohol.

6.1.2 Security increased the threat priority to 'Red' on the risk register. Products that assisted in the making of hooch were removed from the Canteen and the fruit distribution reduced by the kitchen.

6.2 Staff Sickness

6.2.1 Quarterly performance data for HMP Lewes show consistent underperformance in absence management.

6.2.2 Sickness absences run well above target, although the gap has narrowed over the year. Reports from Board members throughout the year provide numerous references to staff shortages having an impact on specialist areas and specialist wings.

6.2.3 For example, OMU staff have been used for the main detail, and prisoner places in PICTA, MDT and the Gym have been cut on several occasions. However the impact on core activities such as association, work, education and exercise is generally well managed.

SECTION 7 The Work of the Independent Monitoring Board

7.1 Board Membership

7.1.1 During the last year the following actions have been taken to advance equality in the recruitment process.

- Advertising of vacancies in all local volunteer agencies
- Online advertising through the use of a national/local website for volunteers
- The chance to have an informal talk to current IMB members prior to applying

7.1.2 The outcomes this year have resulted in the following:

- Increase in enquiries
- Recruitment of individuals who are currently in full time employment and with a younger age profile.

7.1.3 Currently the Board is in the process of interviewing new members. This will form part of the succession planning required by natural wastage and especially in 2013, by the loss of current members under the new length of tenure rules.

BOARD STATISTICS	
Recommended complement of Board members	21
Number of Board members at the start of the reporting year	16
Number of Board members at the end of the reporting year	17
Number of new members joining within the reporting period	1
Number of members leaving within the reporting period	0
Total number of board meetings during reporting period	11
Total number of visits to establishment	535
Total number of segregation reviews held	167
Total number of segregation reviews attended	123
Date of Annual Team Performance Review	November

7.2 Applications from prisoners to the IMB

Code	Subject	Year 2009	Year 2010	Year 2011	Year 2012
A	Accommodation	29	7	9	9
B	Adjudications	22	3	7	6
C	Equality and diversity	4	8	0	9
D	Education/employment/training including Incentives and Earned Privileges scheme	60	21	27	24
E1	Social visits, mail & phones	68	51	20	21
E2	Finance/pay				5
F	Food/Kitchen related	6	6	4	8
G	Health related	54	40	36	29
H1	Property (within current establishment)	64	39	38	17
H2	Property (during transfer, or in another establishment)				7
H3	Canteen facilities, catalogue				7
I	Sentence related (HDC, ROTL, parole, release date etc.)	48	25	23	47
J	Staff/prisoner concerns inc. bullying	18	29	14	21
K	Transfers	24	19	4	5
L	Miscellaneous	31	16	12	13
	Total number of IMB applications	428	264	194	228
	Of which, number of IMB Confidential Applications				37

N.B. Categories E and H were not disaggregated for this report before 2012

SECTION 8 Glossary of Prison related abbreviations

AA Administrative Assistant	DASU Drug and Alcohol Support Unit
ABS Anti-Bullying System	DART Drug and alcohol service
ACCT Assessment, Care in Custody & Teamwork - replacement for F2052SH	DH Dog Handler
ACR Automatic Conditional Release	EDR Earliest Date of Release
AO Administrative Officer	EMU Estates Management Unit
ARD Automatic Release Date	EO Executive Officer
ATOS Company responsible for assessing long-term sick	EPDG Estates Planning & Development Group
BCU Briefing and Casework Unit - PS unit handling adjudication appeals	EGP Ex Gratia Payment
BME Black & Minority Ethnic	ETA Employment & Training Allocation
BOV Board of Visitors - now IMB	ETE Employment/ Training/ Education
C & R Control & Restraint	ETS Enhanced Thinking Skills - an OBP
C2W, CTW Custody to Work - pre-release focus on housing, employment and lifestyle issues	F2050 Prisoner's basic record
CC Cellular Confinement - a punishment	F2052A Prisoner's wing record
CCD Criminal Casework Department (Croydon)	F2052SH Record for prisoner currently at risk of self-harm
CLAIT Computer Literacy and Information Technology	FLED Facility Licence Eligibility Date (when prisoner may be considered for ROTL)
CCT Criminal Casework Team (part of Home Office Immigration & Nationalities Dept)	FOCUS Financial Outstations and Central Unified Systems - the PS accounting system
CMU Case Management Unit - work on sentence planning & progress	GOOD Good Order or Discipline - Segregation under Rule 45/49 (historically GOAD)
CNA Certified Normal Accommodation	HCC Health Care Centre
CRD Conditional Release Date	HDC Home Detention Curfew -
CRI Crime reduction initiative	HDCED Earliest Date of Release on
CSH Contracted Service Hours (pre-agreed paid overtime)	HEO Higher Executive Officer
CSU Commissioning Support Unit	HMCIP Her Majesty's Chief Inspector of Prisons
	ICA1/2 Initial Categorisation & Classification Forms for Adults/YOs

IDU Inmate Development Unit	OASYS Offender Assessment System - computerised risk & needs assessment
IEP Incentives and Earned Privileges - Prisoners can be on Basic, Standard or Enhanced	OBP Offending Behaviour Programme
IG Instruction to Governors	OCA Observation, Classification & Allocations - a Reception task
IMB Independent Monitoring Board	OCN Open college network
IND Immigration & Nationality Department	OLASS Offender Learning and Skills Service (part of LSC)
IRC Immigration Removal/Reception Centre	OSG Operational Support Grade
JSA Job-Seekers Allowance	OI/OR/OP Own Interests/ Request/ Protection - Segregation under Rule 45/49
JSAC Job Simulation & Assessment Centre (for officers seeking promotion to SO)	PASRO Prisons Addressing Substance-Related Offending - an OBP
KPI/KPT Key Performance Indicator/Target	PCO Prison Custody Officer
LDR Latest Date of Release	PCT Primary Care Trust - National Health component responsible for healthcare
LED Licence Expiry Date	PEI/O Physical Education Instructor/Officer
LIDS Local Inmate Database System - IMB can use this to check location, dates, etc.	PER Prisoner Escort Record
LSC Learning & Skills Council	PESO/PEPO Physical Education Senior/Principal Officer
MAPPA Multi-Agency Public Protection Arrangements	PIN Prisoner Information Notice
MDT Mandatory Drugs Testing	PMU Population Management Unit (central)
MSL Minimum Staffing Level	PO Principal Officer
MQPL Measuring the Quality of Prison Life	POA Prison Officers' Association - the main trade union
NACRO National Association for Care & Resettlement of Offenders	POELT Prison Officer Entry Level Trainee
NC The National Council for IMBs	POPO Prolific and Other Priority Offender
NEC National Exchange Centre-building between VTC & Boiler Ho. used for ETE	PPO Prisons and Probation Ombudsman
NOMS National Offender Manager Service - amalgamation of the Prison & Probation Services	PPP Public Protection Panel

PS Prison Service	TSU Technical Support Unit - part of PS responsible for repairs/installations (“Works”)
PSI Prison Service Instruction	
PSO Prison Service Order - see www.hmprisonservice.gov.uk/resources/centre/psispsos/listpsos	TUPE Transfer of Undertakings (Protection of Employment) - staff transfer
RFW Removal from Wing - a punishment	VDT Voluntary Drugs Testing
ROAD Remission of Added Days (up to 50%)	VO Visiting Order - sent out by prisoners, allows named people to visit
ROM Regional Offender Manager	VTC Vocational Training Centre
ROR Restoration of Remission - now ROAD; Risk of Reconviction;	Gold Commander Headquarters controller for serious incidents
ROTL Release on Temporary Licence - e.g. to work in mess; town visits; home leave	Silver Commander Person in establishment in charge of serious incidents
ROWD Review of Works Departments (may involve privatisation/civilianisation)	Bronze Commander Local Sub Commander for serious incidents
RRA Assistant to the RRLO	Operation Tornado System to provide extra staff and resources for serious incidents
RRLO Race Relations Liaison Officer	
SAU Standards Audit Unit	
SCG Safer Custody Group	
SED Sentence Expiry Date	
SEO Senior Executive Officer	
SIN Staff Information Notice	
SIR Security Information Report	
SLA Service Level Agreement	
SMARG Segregation and Monitoring Review Group	
SMT Senior Management Team	
SO Senior Officer	
SPDR Staff Performance & Development Record - reviewed annually	
TOIL Time Off in Lieu (of payment)	