



HMP/YOI Littlehey

Independent Monitoring Board

Annual Report

February 2010 – January 2011

Statutory Role of the IMB

The Prison Act 1952 requires 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 prison is situated.

The Board is specifically charged to:

1. Satisfy itself as to the humane and just treatment of those held in custody within the 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, of any concerns it has.
3. Report 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, every part of the prison and also the prison records.

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1. Description of the Prison

HMP/YOI Littlehey is a Category C Male training prison and a Young Offender Institution for 18 – 21 year old males, located near Grafham Water in Cambridgeshire. The Cat C prison opened in 1988 as an integrated sex offender prison and the YOI opened in February 2010. The operational capacity of the Cat C prison is 726 (compared to a CNA of 663) and the YOI is 480. The YOI is operating almost at full capacity at the end of the reporting year but delay in construction due to building contractors' errors, meant that the YOI could not be fully operational for some months. The Board has chosen to write a joint report for both prisons in this reporting year. Consequently, the report is somewhat longer than last year's.

- 1.1 The Cat C side has four main wings able to hold 127 prisoners each and an Induction wing holding 99 prisoners in double cells. There is also one constant observation cell on this wing. Two further enhanced wings house 76 prisoners who are looking to move to open conditions on release. There is also a 43 bed drug rehabilitation wing. There are currently 60 single cells adapted for dual occupancy on the four main wings and three on the drug rehabilitation wing. The residential accommodation is supported by a healthcare centre, education and workshops and a gym.
- 1.2 The YOI consists of four accommodation blocks, supported by an education block, vocational training workshops, a gymnasium, kitchen, healthcare centre and basketball court.
- 1.3 Shared facilities for both prisons consist of an all weather sports pitch and the visits hall.
- 1.4 Currently the population comprises 50 nationalities with 26 religious denominations. The co-ordinating Church of England Chaplain is supported by a full-time Anglican Chaplain. Part-time Catholic, Free Church and Muslim Chaplains provide facilities for Hindu, Jehovah Witness, Mormon, Pagan, and Sikh prisoners.
- 1.5 The prison is categorised as a level 2 for healthcare and Cambridgeshire Primary Care Trust provide healthcare services and drugs strategy. Mental Health InReach services are provided by the Peterborough and Cambridgeshire NHS Foundation Trust. RAPt provide drug abstinence programmes for the Cat C.
- 1.6 Milton Keynes College provide education and vocational training services across both the Cat C and the YOI. Tribal and NACRO provide resettlement services.

The Visitor Centre is located outside the prison. It opened in August 2009 and replaced the original building as part of the prison expansion. The centre is run by the Littlehey Visitor Centre charity. The dedicated staff and volunteers provide the booking line, refreshments in the Visitor Centre and the visits hall. Visits are six days a week, with morning and afternoon sessions alternating between YOI and Cat C prisoners.

2. Executive Summary

This reporting year has seen HMP Littlehey grow from 720 prisoners housed in one prison to two separate prisons housing 1206 prisoners, of which 480 are aged 18 – 21 years.

There have been serious issues and concerns both with the opening of the YOI and during its first year of operation. After issues came to a head in January 2011 the Board can now see, with the change of regime, a calmer, more controlled atmosphere and a lot of positive interaction between staff and prisoners and some exciting new initiatives delivering some positive outcomes for individual prisoners. The Board would not like the issues on the YOI side to overshadow the fact that the Cat C has continued to provide a safe and respectful environment for those prisoners. The Board is impressed with the huge progress made in some areas since the last report, in particular the workshops, which are providing more meaningful training, and the work with the elderly.

The Board has raised concerns over aspects of the YOI throughout the year and, to summarise, these concerns fall into three areas: the building, the staff and regimes and policies.

The Board has been dismayed at the design of certain aspects of the new buildings, which are NOMS approved and based upon recently built prisons. In particular, the inadequate design of the gym, the lack of cells in the segregation unit, and having two kitchens on site are of concern. Furthermore, the poor build quality is now starting to show through, especially in the gym, where the main sports hall floor has serious cracks showing. The Board is concerned that there is no central project team for the building of new prisons.

A significant increase in staffing (uniform and non uniform) was needed to accommodate the opening of the YOI. However, recruitment of new staff was delayed due to workforce modernisation and the introduction of the new Prison Officer 2 Grade. These national recruitment delays meant that new staff at YOI Littlehey had a shorter than desirable induction period at the prison. Subsequently, when the YOI opened there were occasions when there was 1 experienced Littlehey member of staff to 7 detached duty and / or new members of staff. The Board believes this was not a safe situation. In addition, the Board is concerned about the shortness of training time each new POELT receives nationally.

The Board felt that when the YOI first opened there was confusion on the wings. The scale of what was expected from staff, the introduction of P-NOMIS and the Invision rostering tool, as well as the restructuring of the OMU meant that there were times when staff were uncertain and did not know what to do. Many of the managers were new in post which added to the Board's view that, at times, leadership and direction could have been better. The prisoners often did not know what the regime was or what processes and policies they had to follow. The IEP system was based on the Cat C regime and was not specific or relevant enough for dealing with the young offenders. There were only a few education and workshop places available.

Whilst the Board accepts that some of the problems encountered are due to 'growing pains', the Board firmly believes that the YOI should not have been opened when it was. Who would expect a hospital to open with only half of its facilities available, or a new school to open with only a quarter of the teachers in post. Both prisoners and staff voiced their concerns to the Board regarding some of these issues. The Board brought these concerns to the attention of the Management.

The Board is grateful to the Minister, NOMS and the Governor for a full response to last year's Report.

2.1. Questions for the Minister

YOI

2.1.1 The YOI opened on time and on budget. Our question to the Minister is “Should it have?” The political backdrop was the impending election, the end of the early release scheme and the rising prison population. The prison was not ready for opening. There were too many inexperienced staff, detached duty officers and newly promoted managers. Regimes and IEP were not YOI specific, there were no behaviour or re-settlement programmes, there were no workshops or library and there were only limited education places due to a shortage of education staff.

In addition, workforce modernisation was introduced and P-NOMIS and Invision all commenced at the same time. Given that the reconviction rate is at least 46%¹, the young men who arrived in the first few months at YOI Littlehey were not given the best chances of turning their lives around, which may have led to a reduction in the reoffending rate.

2.1.2 How will the Ministry’s Estates Department take lessons learned from the opening of YOI Littlehey forward into the next new building? Why is there no Central Project Team so that the wheel does not have to be re-invented for each new prison opening? For example:

a) The gym at YOI Littlehey is the same as HMP Rochester and the lesson had not been learnt that a small weights room space accessed via a narrow flight of stairs is not safe. Why was this error allowed to be repeated?

b) A segregation unit of 12 cells for a new YOI is, in the Board’s opinion, inadequate. Why was this design approved when no other YOI has such a small number of cells for segregation? YOI Aylesbury has 16 cells with an op capacity of 444; YOI Feltham has 506 18 - 21 year olds and 18 cells and 2 safer and special cells; YOI Reading has an op capacity of 297 with 13 cells and YOI Brinsford has an op capacity of 419 with 18 cells.

c) With budgetary restraints why was it decided to build another kitchen on site? The biggest cost in catering is staff, so staffing two kitchens to feed up to 1206 prisoners cannot have made budgetary sense then or now.

CAT C

2.1.3 The IMB cannot accept the doubling up of prisoners in cells designed for one, where sitting on the toilet to eat your meal is accepted as the norm. When will the Minister ensure that this situation is rectified?

¹ 46% of the age group 18-20 (male and female) were re-convicted; the re-conviction rate is even higher for persons discharged from a custodial sentence of less than 12 months (Adult reconviction results from the 2009 cohort England and Wales Ministry of Justice Statistics Bulletin March 2011)

- 2.1.4 The over-population of the prison has a knock on effect on waiting times for prisoners to go on courses, with more prisoners being unemployed or unassigned. At HMP Littlehey there are currently 42 prisoners waiting to do Core SOTP, 17 waiting to do TSP and 51 prisoners unassigned. What does the Minister intend to do about this situation?
- 2.1.5 At the end of January there were 157 Indeterminate Sentence Prisoners (ISPs) at the prison. 54 were pre-tariff and 103 were post-tariff. The problems of being 'lost in the system' are highlighted by Prisoner X who is an elderly man with some memory deterioration. He has not been accepted onto any Offender Behaviour Programmes as psychologists found that his failing short term memory meant he did not retain enough information to ensure his success of any programme undertaken. However, until he has completed a suitable programme (such as SOTP), he is not deemed to have reduced his risk enough for release. He has been waiting for 2 years whilst his Offender Manager finds a solution that all parties can agree is acceptable. What will the Minister do to ensure that ISPs are not lost in the system?

2.2. Questions for the Director General

- 2.2.1 The 18 – 21 age group has the largest re-offending rates, but why does NOMS not recognise this group strategically? By providing clear leadership and direction with clear outputs designed to reduce re-offending NOMS would manage this age group more successfully. NOMS has a real opportunity to intervene positively in young lives. In response to last year's report there was mention of a transitions project which was due to make recommendations as to whether this classification of offender remains appropriate. What is the status of this project?
- 2.2.2 The Central Contracts system is proving to be more restrictive and expensive than what was in place before. Both the quality and the range of food available has suffered. The new price list has 50 increases ranging from 5% to 41%. There has been no food budget increase for two years and the prison will not be able to accommodate these increases. What changes can be made to the Central Contract to accommodate the price increases?
- 2.2.3 There is a lack of services for alcohol related dependency nationally as evidenced in HM Inspectorate of Prisons' thematic report "Alcohol services in prisons; an unmet need"; February 2010. When will a national strategy be put in place to provide such a service?
- 2.2.4 The local policy written and now being implemented for the over 50s at HMP Littlehey is exemplary but is operating without the framework of a national Prisons Elderly Policy. Will NOMS ensure that this growing group of prisoners' needs will continue to be met through ring fencing budgets so their needs are not restrained due to budgetary cuts?

3. Issues for the Governor

- 3.1 The Board is concerned about the lack of emphasis and profile a prisoner's sentence plan has in the structure of allocating activities and education to individual prisoners based on their need rather than where there are vacancies. The Board observes the duplication of effort on the YOI side from Tribal, Milton Keynes College and OMU. The Board is looking for evidence that the sentence plan is being driven by the Offender Manager and Supervisor.
- 3.2 The Board has observed a substantial number of occasions during the year where scheduled activities do not occur or are delayed because of delays due to the roll not being reconciled.
- 3.3 There is an ongoing issue about the process of checking those attending education sessions in the YOI. There seems to be a lack of clarity in the procedures with prisoners' movements going unchecked or unchallenged, especially when there are time constraints. Some leave sessions to go to the gym and some even return to the wings. The Board would like to see evidence of a clear and robust system put in place.
- 3.4 The Board appreciates that the prison does not know when officers will be off sick. However, the Board is concerned about the knock on effects to prisoners of staff shortages. During the reporting year the YOI Library and the Reception on both sides of the prison seem to have been particularly hard hit by the redeployment of staff. The Board acknowledges that steps are being taken to rectify this and the Board would ask the Governor to continue to look at ways in which the negative effects of redeployment can be minimized.
- 3.5 The Board acknowledges the diversity of vocational training that is available to prisoners in both the Cat C and YOI. However, most courses are run at Level 1 and 2. The Board would welcome a regime that allows prisoners the opportunity to progress further along the education path through the introduction of higher level courses.

4. Highlights of the Prison

- 4.1 The Board is delighted to see the introduction of the local elderly and disabled policy, together with the implementation of the garden and the opening of the OAP room, which has been extended to include prisoners from all wings. The Board is pleased to see that employment is offered for the more mature prisoner. The Board is particularly impressed with the six month pre-release interview followed through with relevant actions. The orderlies appear to perform a very caring role and it would be nice if this could be recognised in some way.
- 4.2 The Board is delighted to see the closure of the CD recycling workshop to be replaced with more vocational training. The training workshops have really improved since last year. The Board looks forward to seeing some of the products from the Fine Cell workshop.
- 4.3 During much of the reporting year the Board was very concerned about the opening and operation of the YOI. The Board is pleased to report that many of our observations and concerns have been, and are being, addressed. The Board feels that since the regime change in January there has been a more settled atmosphere in the YOI.
- 4.4 The Board would like to record issues where subsequent actions have improved the situation. For example:
 - a) Confidential Access Applications are now sent back in a confidential envelope.
 - b) The windows in the SCU were fixed shut after an incident early on in the year but are now open allowing fresh air into all cells in the SCU.
 - c) Changes in the processing of Visiting Orders proved very problematical during the year, but the Board is happy to report that the new system appears to be working well and is managed by the Visitor Centre staff and volunteers.
 - d) The length of time a few prisoners have spent in segregation has concerned the Board and the situation appeared to be allowed to drift from one week to another. However, the Board is pleased that there is now a weekly meeting where the appropriate personnel discusses this with the Deputy Governor.
 - e) The delay in the sending and delivery of parcels was a major concern, particularly before the Christmas period. The Board is pleased to note that this problem now seems to have been solved and the backlog of parcels cleared.
- 4.5 Special events, such as visits from Arsenal FC and the Flavor Dance Troupe (Britain's got Talent finalists), proved very popular and are still being talked about by prisoners and staff.
- 4.6 The staff in SCU and CSU undertake their role with patience and dedication in looking after some of the most difficult and vulnerable prisoners in the prison. The Board appreciates the teams' professionalism and dedication.
- 4.7 The in-house recycling function is perhaps not the most exciting part of the prison but it is noteworthy that during the reporting period the prison was successful in recycling more than 50% of its waste.
- 4.8 Nationally, the general public hears about the drugs in prison. HMP/YOI Littlehey is a rare exception where drugs are not the problem they are elsewhere. The prison is to be

congratulated on keeping the drug problem at bay, and the work of H wing is recognised in this.

- 4.9 It is hard to comment fully on all the good work that goes on in the prison in the course of the year. However, the Board feels that the Training Department deserves a special mention for coping amazingly well with a very busy and demanding year which involved the training of new POELTs, inducting all the new staff for the YOI, as well as taking the lead on the training and implementation of the PNomis system.

5. Mandatory Reports

5.1 Safer Custody

5.1.1 General

ACCT plans have been opened at the rate of between 20 and 30 per month over the last few months as the opening and expansion of the YOI has increased the number of prisoners. There have been problems with the quality of ACCT documents with issues such as observation / interactions not being recorded as per the front cover; case reviews not being completed on the correct day; managers daily checks not being carried out; care maps not being updated with new issues; care maps not being visited prior to closure to ensure issues have been addressed; and case reviews not being multi-disciplinary. However steps are being taken to make improvements.

In the YOI during the reporting year there has been use of force 388 times and 37 assaults on staff. Recording of these incidents does not always appear to have been consistent. The management has recognised this and is in the process of addressing the issue.

5.1.2 YOI

During the reporting period, of the 255 reported violent incidents involving 530 prisoners, 403 were in the 18 - 21 age group.

Staff training to increase ability and confidence in dealing with young offenders has been completed. Training for young offenders to help counter the high levels of prisoner on prisoner violence is planned following staff visits to other establishments. A database of the known gang membership of prisoners has been introduced. This is in order to ensure that the prisoners are located on the wings with an awareness of allegiances. This database needs to be kept up to date by the Young Offender Induction Team.

There were 146 cases of self-harm in the 18 - 21 age group. There were no self inflicted deaths in custody. Training has been underway for 11 YOI prisoners to become Listeners so that the Listener scheme can be extended to the YOI. There are no Buddies in the YOI at present.

5.1.3 Cat C

There were 306 cases of self-harm of which 160 cases (52%) were in the Cat C. There were no self inflicted deaths in custody and one natural death.

At the end of the reporting period there were 18 Listeners and 10 Buddies in the Cat C prison. The Listeners make themselves highly visible doing numerous wing walks and supporting prisoners

through what can be a distressing time. The Buddies continue to offer advice and support to prisoners, dealing with issues before they escalate into real problems. A Buddy resides on the Induction Wing to deal with any problems new arrivals may have. Representatives from both groups give a full presentation in the Induction programme.

5.2 Learning and Skills

5.2.1 General

During the reporting period Milton Keynes College was in its first year as the designated provider of learning and skills at HMP Littlehey having replaced A4e in 2009.

The courses offered are designed to meet Government recommendations for employability and aim to provide students with a wide range of courses to suit specific abilities and interests. 140 courses are offered between the YOI and Cat C ranging in level and length of time but linked to certified outcomes. Courses are funded on the basis of a 62% success rate.

Recognition for participation and skills achieved are often celebrated weekly with awards being displayed on classroom walls. This is particularly important for prisoners who have had little previous recognition or encouragement during their experience of education. Prisoners are encouraged to participate in the annual Koestler awards offered for writing, performance, audio, film, visual arts and crafts and project work.

There are currently 31 prisoners across both sides of the Prison who are taking Open University courses, 10 of whom are in the YOI.

5.2.2 YOI

All new prisoners are given an initial induction and assessed for their literacy and numeracy skills by Milton Keynes College. Prisoners are advised on the variety of courses available. Besides basic literacy/numeracy there are courses in: CAD, Business ICT, performing arts, music technology, healthy living, computer maintenance, business management, employment skills and fine arts courses. Vocational courses include plumbing, painting and decorating, carpentry and bricklaying.

Milton Keynes College offers primarily entry level, level 1 and level 2 education and vocational training, certified from a variety of awarding bodies. The Board is concerned that in some areas there is a lack of opportunity to progress to higher level courses for prisoners on a longer tariff.

Education at the YOI got off to a slow start. With so few prisoners initially, a full range of courses could not be offered. Many of the teaching staff had never experienced teaching within the confines of a YOI before and there was a large cohort of temporary staff. This is no longer the case as the YOI has become fully occupied and more permanent teaching staff have been recruited. However, the Board does have a concern about the numbers of YOIs who were unassigned at end of January, which was just under 100, and also there were 98 individuals who were assigned an activity on a part time basis.

Due to the initial low numbers of prisoners in the YOI, Milton Keynes College did not start to keep statistics on outcomes until September 2010, so the Board cannot reasonably comment on prisoner

achievement during this period. However, the Board anticipates it will become easier to monitor successes as prisoner length of stay becomes less of an issue as the YOI settles down.

The Board also notes that there seems to be an ongoing issue about the process of checking those attending education sessions. There seems to be a lack of clarity in the procedures. Some prisoners do not have movement slips, some leave sessions to go to the gym and some even return to the wings. The Board would like to see procedures regarding movement to and from education tightened.

5.2.3 Cat C

The Board is pleased to report that some of the workshops have been changed by the senior management of the prison. Most workshops now give the prisoners an opportunity to obtain qualifications or skills that will help them on release back into society. The Board regards this as a positive development.

In particular, Workshop One which used to focus on CD destruction as well as the packing of small items for the motor trade (together with the manufacture of 'green coffins'), is now being transformed into an engineering (metal welding and fabrication) workshop that will concentrate on making security equipment, stillages etc. for the NHS, MOD and Police. It is anticipated that some twenty four prisoners will be working in the workshop with two instructors using state of the art facilities. The officers in charge are directly employed by the Prison Service. Other workshops operated by the Prison Service include Motor Vehicle Technician training, and Workshop Two which manufactures and alters electronic equipment for the visually impaired.

Some workshops are operated in conjunction with Milton Keynes College and include a very popular 26 week Music Technology course which leads to Level 1 and 2 Certificates under the National Open College Network. Workshop Five is still being operated as a carpentry workshop, currently with 18 students who are working towards Open College Network qualifications.

The Board notes that other workshops have opened, or are about open, after this year's reporting period. These include the Industrial Cleaning course which was delayed from two years ago as well as bricklaying, painting and decorating.

5.3 Healthcare and Mental Health

5.3.1 General

Healthcare once again continued to operate well during the year under review. With the new YOI being opened the need for a new Clinical Manager and additional nursing staff was required. A mixture of recruitment and transfers from the Cat C prison resulted in little or no turmoil in the period.

During the year the specific health needs of the prisoners in the YOI have been identified and addressed. Acne and sports injuries seem to be a reoccurring issue along with dentistry. Sexual healthcare is also an issue but to date there is little evidence that incoming prisoners have a major drug problem.

The treatment room on E Wing within the Cat C prison was refurbished. The prison now has operational treatment rooms on three of the wings. This has helped the process of prisoners receiving treatment without the need of major prisoner movements.

Since last year's report the needs of the elderly have continued to be addressed. The planned installation of a stair lift has now been completed. The allotment and therapy garden have been developed. In conjunction with the Local Area Health Authority a Health Needs Assessment is being carried out to ensure the social care of the elderly is understood and managed. With the prison population continuing to increase, the specific needs of the older prisoner, which may fall outside of the skills of prison staff, requires action. This is particularly important as it is believed that the needs of older people requiring nursing care in the community generally begin approximately 10 years after the same issues impact on long term prisoners. The results of this work will be known later and will be reported on in next year's report. It should be noted however that the staff at Littlehey continue to offer a high level of care to the older prisoners at Littlehey.

Over the last twelve months Dental Services, Optician Services and the provision of Doctors have been market tested. The Dental and Optician services continue to be carried out by the same suppliers. The doctors are now supplied by a new company. Additional funds have again been allocated to Dentistry in order to reduce waiting lists. This area is still causing a concern with current waiting times of 8 weeks in the Cat C and 4 weeks in the YOI for a first appointment and 18 weeks and 14 weeks for subsequent treatment respectively.

As reported last year, the provision of mental health care has been provided and managed by the local PCT. This has worked well in the cases where prisoners have needed support across various mental health areas.

Once again the cost of Escort and Bed Watch has exceeded the budget. This has partly been offset by savings in other areas but is something that needs to be addressed. The Board will report on any savings in this area next year.

During the year the Pharmacist resigned and the provision of pharmacy is now carried out by an outside contractor. This has caused some problems with the issue of daily prescriptions. At the time of writing it is not clear whether this is due to new procedures or whether it may be a longer term problem. The Board can report that the Healthcare Manager is aware of this issue and is actively looking to see if a new supplier is needed.

The year has seen major changes as the YOI has been populated, and although there are a number of areas that the Board needs to monitor over the coming months, it is pleasing to report on another successful year for the department who generally offer a caring environment for the prisoners within HMP Littlehey.

5.3.2 The Psychology and Programmes Unit

The Psychology and Programmes Unit ably meets the targets set for the SOTP (Sex Offender Treatment Programme) on the Cat C although resources limit the Core SOTP to two groups of nine prisoners per year which results in a long waiting list. The Rolling SOTP is continual through out the year and there is usually a three month waiting list. The Board reports that there are no sex offenders who are in denial on an enhanced regime. This has been a huge challenge for the prison to address.

TSP (Thinking Skills Programme) and CALM (Controlling Anger and Learning to Manage it) are successfully run in both the C Cat and YOI with the addition of ARV (Alcohol Related Violence) in the YOI.

The Motivating Offender to Change (MOTC) strategy has been developed to involve the adult and young offender population who are not engaging in their sentence plans. Programme awareness training has been developed to involve officer grade staff as well as staff from Education, the Chaplaincy and the Visitor Centre. Family and friends are encouraged to get involved with sentence plans and offenders to engage in all services available at HMP/YOI Littlehey

5.3.3 Drugs Strategy

The main focus this year has been on setting up the IDTS (i.e. the controlled and supervised provision of a heroin substitute, Methadone). The system went live in both parts of the prison in November 2010 but to date only a very limited number of prisoners have received the treatment. In the Cat C, this is because only a small numbers of IDTS prisoners have been transferred in under existing reception criteria. With regard to the young offenders, there is a low prevalence of problematic heroin dependency within this age group. Those on the programme have all reduced their levels of methadone and this trend will hopefully continue.

The other main focus of the Drug Strategy is the dispensing of prescription drugs and the prevention of their misuse. In collaboration with Security, compliance checks are carried out to prevent misuse of prescription drugs and this is working well.

The CARAT team continues to provide drug dependency treatment on both sides of the prison. This includes RAPt treatment on H wing in the Cat C. Unfortunately, the CARAT programme does not allow for treatment of alcohol only dependency. The prison's recent Needs Analysis shows that there is great need for this. The Board understands that, thanks to the initiative of the prison's CARAT team, it is likely that some alcohol only services will be provided by Addaction in the coming year. Currently, the sole alcohol only services are AA in Cat C and ARV in the YOI.

5.4 Diversity

5.4.1 General

Since the last report, the YOI has been opened and all Diversity and Race Equality forums are in operation in both prisons.

The Race Equality Action Team meeting is held monthly in each prison and generally chaired by the governing Governor. The race equality action plan is very near completion with only 7 areas that have actions yet to be completed.

The Board is pleased to see the Disability and Elderly local policy is now in place. The Race Equality Reps meeting, Foreign Nationals, Elderly Persons, Disabled and Travellers Forums have all met on a regular basis. These forums are replicated on the YOI side with the exception of the Elderly Persons Forum. At the time of writing there were 22 Foreign National Prisoners who are detained past their release date.

5.4.2 YOI

The number of race related incident reports in the YOI totalled 47. Of these, none was referred to the Governor. Figures show that there were, on average, 28 different nationalities speaking 25 different languages in the YOI through the year.

	Average	Percentage
No of Foreign National (FN) Prisoners	55	12.70%
No of Black & Minority Ethnic (BME) Prisoners	212	48.96%

Of the 450 young offenders who have been assessed, there are currently 20 young offenders with disabilities. Of these, nine have been assessed with dyslexia.

5.4.3 CAT C

There were 87 reported race related incidents and, of these, 3 reports were referred to the Governor.

	Average	Percentage
No of Foreign National (FN) Prisoners	105	14.66%
No of Black & Minority Ethnic (BME) Prisoners	260	32.90%

5.4.4 Elderly Prisoners

Just under 25% of the adult population are over 50 years old. Currently there are two prisoners over the age of 85. With the aging population of prisoners the number of declared disabilities is rising. The Board is pleased to see the opening of the OAP activity room. The older persons' garden will open in the spring and remain open for eight months of the year. The older persons support scheme is in place to assess an individual's personal needs relating to looking after themselves on release. It involves an interview six months prior to release and lessons on basic cookery and clothes washing are given. The Board is pleased that three prisoner orderlies are now employed to help with the elderly and disabled.

5.5 Segregation

5.5.1 YOI - Separation and Care Unit

The dedicated SCU unit has 12 cells. It is apparent that the specification for the unit was not appropriate as the unit is often run at capacity and having to utilise the wings as overflow. No other YOI has this few cells in the segregation unit.

This reporting year has seen:

11 held for R49 Own Interest; 122 held for R49 Good Order/Discipline; 0 Under Constant Observation; 1 Protracted Dirty Protest and 5 Staff injured within unit.

The unit is well managed and is visited daily by a member of the Healthcare team, Chaplaincy and the duty Governor. The SCU staff are professional and diligent. There have been times when, because of the sheer numbers of young people passing through the unit, the staff have been overstretched. This has sometimes been exacerbated when an SO is re-allocated to other duties.

Each week all prisoners are seen at least once by an allocated IMB member on specific Rota duty. Monday, Wednesday and/or Friday reviews are held in order to meet the PSO 1700 72hours review requirement and are attended by the IMB. There have been some lapses where agreed time frames have been missed either by Healthcare or the Review Governor.

Generally the unit is calm and orderly. We note that the provision of a telephone access is very open and affords little privacy as well as a potential security risk at busy times.

Adjudications are carried out within the SCU unit. In this reporting period 1081 adjudications were held. Of these, 32 resulted in cellular confinement and 1 resulted in suspended cellular confinement. We noted 106 adjudications pending as at 31st January 2011. An IMB member observes a dip sample of adjudications when procedural practices are seen to be in the main effective.

The Independent Adjudicator usually has at least ten times more cases to deal with in the YOI than in the Cat C. The IMB have also noted that some adjudications have failed or been delayed due to incorrect file preparation and/or witness non attendances. On one occasion the IMB observed that the Independent Adjudicator had cases adjourned because the reporting officer was not present and CCTV tape not available.

5.5.2 CAT C - Care Separation Unit

The CSU contains prisoners serving Cellular Confinement sentences following adjudication, or removed from the wing under Rule 45. It also holds prisoners overnight pending adjudication the next day when required.

This unit has 10 cells. One can be used for strip searches and used as reception point. One can be utilised as a constant observation cell and two as safer cells. In addition there is one constant observation cell.

A dedicated room is available to carry out adjudications. This is also used as an interview room. There is also a purpose built canteen preparation/serving area. The secure exercise facility is attached to the unit and is regularly used.

This reporting year has seen:

8 held for R45 Own Interest; 38 held for R45 Good Order/Discipline; 3 Constant Observation; 3 Dirty Protests and 0 Staff injured within unit.

The unit is well managed and each day a member of the Healthcare team, Chaplaincy and a duty Governor see prisoners within the unit. The staff are professional and diligent in their approach to prisoner welfare.

Each week all prisoners are seen at least once by an allocated IMB member on specific Rota duty. Monday, Wednesday and/or Friday reviews are held in order to meet the PSO 1700 72hours review requirement and are attended by the IMB. There have been some lapses where agreed time frames have been missed either by Healthcare or the Review Governor.

Adjudications are carried out within the unit. In this reporting period 464 adjudications were recorded. Of these, 28 resulted in cellular confinement and 14 resulted in suspended cellular confinement. Only 3 adjudications were outstanding at 31st January 2011.

An IMB member observes a dip sample of adjudications when procedural practices are seen to be in the main effective. This adult side of the establishment manages its relatively low adjudications well.

No complaints have been received by the IMB board of inappropriate sentences or procedures.

6. The Work of the Board

During the reporting year, the Board has been very focussed on how the monitoring of the two prisons was undertaken within the budgetary constraints that had been set by the IMB Secretariat. Originally it had been agreed that the Board should expand its numbers from 12 to 20 in order to treat the two sides of the prison as separate entities in the execution of its monitoring duties. However, the ideal size of the Board and the execution of its monitoring duties had to be reviewed during the year due to the reduction in the size of budget allocated from the IMB Secretariat. The Board agreed to monitor both the Cat C and YOI as one prison.

However, members felt very dissatisfied that budget restrictions meant that they could not monitor the whole prison as they felt was appropriate. In particular, there was a concern about the frequency with which individual members were able to visit the prison. Therefore, the Board agreed to revert to monitoring the two prisons separately, but to reduce the number of special interest meetings attended.

The Board holds weekly Application Clinics in both the YOI and Cat C. The disruption caused by the opening of the YOI was clearly felt in the Cat C. This was evidenced by the vast increase in Applications to see the IMB during February and March 2010 when the IMB had to hold two weekly clinics instead of the normal one in order to meet demand.

There has been an increase in the number of serious incidents due to the opening of the YOI and, when informed, members have monitored these incidents.

The increased Board was joined by two new members and one member went to monitor at HMP Bure.

The Board has had monthly training sessions from a variety of specialist departments in the prison and a Serious Incident refresher course took place during the year. Training for the whole Board was given on personal safety.

New officers were elected in October 2010 and took up their positions as of the 1st January 2011. The new Chair, Vice Chair and Board Development Officer have either attended, or are due to attend, their respective courses. The two new members attended the national induction course and two members attended the Annual Conference.

A Team Performance Review was held in December 2010.

7. Conclusion

This report has focussed on the serious issues and concerns with the opening of the YOI and during its first year of operation. After issues came to a head in January 2011 the Board can now see, with the change of regime, a calmer, more controlled atmosphere and a lot of positive interaction between staff and prisoners and some exciting new initiatives delivering some positive outcomes for individual prisoners.

The Board would not like the issues on the YOI side to overshadow the fact that the Cat C has continued to provide a safe and respectful environment for those prisoners. The Board is impressed with the huge progress made in some areas since the last report. The Board would especially mention the replacement of the workshops offering manual labour with vocational training workshops, turning them into places of learning and opportunity. With the Government's focus on reducing re-offending and turning prisons into full-time working prisons, HMP Littlehey is laying the foundations for this to happen

It has been a very busy year with the opening of the new YOI, which has brought many challenges to all involved. The Board hopes that the current good atmosphere and obvious good relationships developing between staff and prisoners continues and develops.

The Board hopes the budget constraints the Governor is under will not threaten the rehabilitation opportunities for the prisoners residing at HMP/YOI Littlehey.

Appendix 1 – Board Statistics

1st February 2010 – 31st January 2011

Recommended Complement of Board Members	20
Number of Board members at the start of the reporting period	16
Number of Board members at the end of the reporting period	18
Number of new members joining within the reporting period	2
Number of members leaving within reporting period	1
Number of attendances at special interest meetings other than Board meetings	104
Total number of visits to the prison (including all meetings)	812
Total number of applications received	584
Total number of segregation reviews attended	78

Appendix 2 - Application Clinic Statistics

Code	Subject	05/6	06/7	07/8	08/9	09/10	CAT C 10/11	YOI 10/11
A	Accommodation	6	8	9	Five	23	12	7
B	Adjudications	9	7	6	Three	8	10	4
C	Diversity related	7	5	4	Five	3	7	11
D	Education/employment/training	15	14	21	17	23	18	10
E	Family/visits	12	15	13	11	17	8	6
F	Food/kitchen related	8	8	3	Five	6	5	1
G	Health related	36	33	15	22	24	43	3
H	Property and mail	64	61	47	71	47	77	67
I	Sentence related	9	18	19	24	25	49	15
J	Staff/prisoner/detainee related	4	5	6	12	18	22	24
K	Transfers	16	18	37	23	30	24	40
L	Miscellaneous	13	11	51	30	40	25	26
M	Recall	3	13	4	Four	2	3	2
N	No show			49	57	34	60	5
	Total number of applications	202	216	284	289	300	363	221

Appendix 3 - Glossary of Prison-Related Abbreviations

<p>AA Administrative Assistant</p> <p>ABS Anti-Bullying System</p> <p>ACCT Assessment, Care in Custody & Teamwork – replacement for F2052SH</p> <p>ACR Automatic Conditional Release</p> <p>AO Administrative Officer</p> <p>ARD Automatic Release Date</p> <p>ATOS Company responsible for assessing long-term sick</p> <p>BCU Briefing and Casework Unit – PS unit handling adjudication appeals</p> <p>BME Black & Minority Ethnic</p> <p>BOV Board of Visitors – now IMB</p> <p>C & R Control & Restraint</p> <p>C2W, CTW Custody to Work – pre-release focus on housing, employment and lifestyle issues</p> <p>CARATS Counselling, Assessment, Referral, Advice & Throughcare Scheme – drug & alcohol team</p> <p>CC Cellular Confinement – a punishment</p> <p>CCD Criminal Casework Department (Croydon)</p> <p>CLAIT Computer Literacy and Information Technology</p> <p>CCT Criminal Casework Team (part of Home Office Immigration & Nationalities Dept)</p> <p>CMU Case Management Unit – work on sentence planning & progress</p> <p>CNA Certified Normal Accommodation</p> <p>CRD Conditional Release Date</p> <p>CSH Contracted Service Hours (pre-agreed paid overtime)</p> <p>DASU Drug And Alcohol Support Unit</p> <p>DH Dog Handler</p> <p>EDR Earliest Date of Release</p> <p>EMU Estates Management Unit</p> <p>EO Executive Officer</p> <p>EPDG Estates Planning & Development Group</p> <p>EGP Ex Gratia Payment</p> <p>ETA Employment & Training Allocation</p> <p>ETE Employment/Training/Education</p> <p>ETS Enhanced Thinking Skills – an OBP</p> <p>FOCUS Financial Outstations and Central Unified Systems – the PS accounting system</p> <p>GOOD Good Order or Discipline – Segregation under Rule 45/49 (historically GOAD)</p> <p>HCC Health Care Centre</p> <p>HDC Home Detention Curfew – the Tag</p> <p>HDCED Earliest Date of Release on HDC</p> <p>HEO Higher Executive Officer</p> <p>HMCIP Her Majesty's Chief Inspector of Prisons</p> <p>ICA1/2 Initial Categorisation & Classification Forms for Adults/YOs</p> <p>IDU Inmate Development Unit can be on Basic, Standard or Enhanced</p>	<p>IEP Incentives and Earned Privileges – Prisoners Instruction to Governors</p> <p>IMB Independent Monitoring Board</p> <p>JSA Job-Seekers Allowance</p> <p>JSAC Job Simulation & Assessment Centre (for officers seeking promotion to SO)</p> <p>KPI/KPT Key Performance Indicator/Target</p> <p>LDR Latest Date of Release</p> <p>LED Licence Expiry Date</p> <p>LIDS Local Inmate Database System – IMB can use this to check location, dates, etc.</p> <p>LSC Learning & Skills Council</p> <p>MAPPA Multi-Agency Public Protection Arrangements</p> <p>MDT Mandatory Drugs Testing</p> <p>MSL Minimum Staffing Level</p> <p>MQPL Measuring the Quality of Prison Life</p> <p>NACRO National Association for Care & Resettlement of Offenders</p> <p>NC The National Council for IMBs</p> <p>NEC National Exchange Centre- building between VTC & Boiler Ho. used for ETE</p> <p>NOMS National Offender Manager Service – amalgamation of the Prison & Probation Services</p> <p>OASYS Offender Assessment System – computerised risk & needs assessment</p> <p>OBP Offending Behaviour Programme</p> <p>OCA Observation, Classification & Allocations – a Reception task</p> <p>OLASS Offender Learning and Skills Service (part of LSC)</p> <p>OSG Operational Support Grade</p> <p>OI/OR/OP Own Interests/Request/Protection – Segregation under Rule 45/49</p> <p>PASRO Prisons Addressing Substance-Related Offending – an OBP</p> <p>PCO Prison Custody Officer</p> <p>PCT Primary Care Trust – National Health component responsible for healthcare</p> <p>PEI/O Physical Education Instructor/Officer</p> <p>PER Prisoner Escort Record</p> <p>PESO/PEPO Physical Education Senior/Principal Officer</p> <p>PIN Prisoner Information Notice</p> <p>PMU Population Management Unit (central)</p> <p>PO Principal Officer</p> <p>POA Prison Officers' Association – the main trade union</p> <p>POELT Prison Officer Entry Level Trainee</p> <p>POPO Prolific and Other Priority Offender</p> <p>PPO Prisons and Probation Ombudsman</p> <p>PPP Public Protection Panel</p> <p>PS Prison Service</p> <p>PSI Prison Service Instruction</p> <p>PSO Prison Service Order – see www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos</p> <p>RFW Removal from Wing – a punishment</p>
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Appendix 3 - Glossary of Prison-Related Abbreviations (Cont'd)

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