



INDEPENDENT MONITORING BOARD

Of

HMP Manchester

Annual Report

1st March 2012 – 28th February 2013

Section One

The Statutory Role of the Independent Monitoring Board

1.1

The Prisons Act 1952 and the Immigration and Asylum Act 1999 require every prison and Immigration Removal Centre to be monitored by an independent board, appointed by the Minister for Justice, from members of the community in which the prison or centre is situated.

1.2

The board is specifically charged to:-

1.2.a 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

1.2.b inform promptly the Secretary of State, or any official to whom he has delegated authority as it judges appropriate, any concern it has

1.2.c 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 Three

Description of the Prison

3.1 Manchester prison is predominantly a local prison holding adult males sentenced and remanded from courts in the Greater Manchester area. 34 Category A prisoners are also held at HMP Manchester. Also there are 3 centrally managed prisoners who are resident in the Specialist Interventions Unit (SIU).

3.2 The residential accommodation comprises two Victorian radial blocks known as the Top and Bottom jails. Both these have five wings where the population is housed in single or double cells, all having integral sanitation and in-cell power points.

3.3 There is a separate Health Care Centre (HCC) which incorporates both in- and out-patients. All facilities available in the community including dentistry, optical, podiatry and pharmacy facilities are also available at the centre.

3.4 Education

The main education provider is Manchester College. Classes offered include Functional Skills, Information Technology, English for Speakers of Other Languages (ESOL), Numeracy, Literacy, Flexible Learning, Art, Life Skills, Parent Craft and Victim Awareness. Some classes are held in the Education Department which is situated in the Bottom jail, whilst others are wing-based for those who are unable to attend and some education classes are situated on the Croft area. There is also educational support for prisoners who work in the workshops on a full-time basis. More than 400 prisoners attend education classes. Pendleton College provide the catering training. There is also a well stocked Library in the education department provided by Manchester City Library Services. Prisoners resident in the HCC, the Segregation Unit, SIU and on the Category A wing have wing based access to reading material.

3.5 Industries and training workshops

The workshops, sited separately from the main buildings, include a laundry, 3 textiles workshop, 2 printing workshops, and a bakery will be operating Vocational Training when it is up and running. Also there is a waste management unit where normal location vulnerable prisoners work. There is also an industrial cleaning course running for suitable prisoners on application; this is wing based and runs in both the Top and Bottom jail (this is really an education provision, as is the bakery, as they are run by The Manchester College). The Crofters restaurant gives prisoners an opportunity to practise their cooking and serving skills. All courses offer nationally recognised certificates and are linked to employment opportunities, or alternatively they contain functional skills support.

3.6 Physical training

There is a large sports hall and several gymnasiums. Recreational gym takes place every day. Accredited courses are available. Most wings have cardio-vascular suites.

3.7 Programmes

The Psychology/Programme Department offers courses to prisoners who apply and are considered to be suitable candidates in the following:-Thinking Skills Programme, Healthy Relationships and RESOLVE programme.

3.8 The Chapel is situated between the two accommodation blocks where services for different denominations take place every week. A World Faith Centre is situated in the Education centre. There are several volunteer workers who help the Chaplaincy team.

3.9 Transport for Category B and C prisoners is provided by GeoAmey, whilst the prison service is responsible for that of Category A prisoners.

3.10 Manchester Mental Health and Social Care Trust (MMHSCT) is the Healthcare services provider.

3.11 The Samaritans attend the prison regularly. They train the Listeners in one to one skills.

3.12 Certified normal accommodation is 948; operational capacity is 1355, whilst the population at the time of writing this report is 1077.

Section Four

Executive Summary

Particular issues requiring a response

Each item is cross referenced to the relevant section of the report.

4.1 Issues for the Minister

4.1.1 Although there has been a marked improvement in the number of outstanding inquests, at the time of writing this report there is an inquest still outstanding relating to a death which occurred in 2010. Such delay causes unnecessary stress on the bereaved family and the staff members who are called to give evidence.(5.6.3)

4.1.2 The Board has concerns about the length of time taken for Counter Terrorist Clearance (CTC) security checks to be processed. IMB Manchester has suffered from a spate of resignations and are operating very much under complement. Last year there was a recruitment campaign. Five candidates were recommended for appointment in August 2012. Conditional appointments were made in October 2012. The new recruits then had to apply for CTC clearance. This security check is necessary and the Board fully understand and endorse the fact. However, to date only two of the recruits have received clearance and will attend their first Board meeting in March 2013. There is the potential for the Board to lose good recruits when they have to wait for so long to be able to begin their work.(7.1.2)

4.2 Issues for the Prison Service

4.2.1 The Board remains concerned about the continued necessity for most prisoners to eat their meals 'in cell' within close proximity of a toilet. (5.8.7)

4.3 Issues for the Governor

4.3.1 The Board have some concerns about the length of time certain prisoners are kept in the Segregation Unit. (5.7.7)

4.3.2 Despite reassurances given in previous years, the temperature of food served on the wings is still a point of issue. (5.8.5)

Section Five

Specific Areas

5.1 Equality and Inclusion

5.1.1 There is a full time Equality/Diversity Co-ordinator in post.

5.1.2 There is a full time Disability Liaison Officer in post who works closely with the Equality/Diversity Co-ordinator.

5.1.3 A forum for elderly and disabled prisoners, where prisoners are able to express their opinions and concerns, is held monthly.

5.1.4 The prisoners' Race Equality Group (PREG) meets monthly. Prisoners attend and the meeting is chaired by a Governor.

5.1.5 The Veterans in Custody forum (VIC) meets monthly to address specific problems resulting from active service in the Forces.

5.1.6 Bi-sexual, gay and transgender prisoners meet six times a year to discuss issues which affect them.

5.1.7 The problems highlighted in last year's Annual Report regarding access to Healthcare for disabled prisoners have now been addressed. A suitable route has now been provided to facilitate ease of access. All escorting officers are aware of the arrangements and all disabled prisoners needing to use this facility carry a card showing their needs.

5.1.8 Elderly and disabled prisoners are given specific gymnasium time each week.

5.2 Education Learning and Skills

5.2.1 Offender Learning and Skills Services (OLASS) continues to be provided by Manchester College. Since the introduction of OLASS4, HMP Manchester is clustered with HMPs Thorncross, Stoke Heath, Buckley Hall, Risley and Styal. The system of clustering ensures continuity of learning opportunities if a prisoner is relocated.

5.2.2 Every course is accredited. A certificate is issued when the course is completed successfully. Manchester College is now assessed on results which are judged 80% on outcome and 20% on attendance.

5.2.3 Prisoners are comprehensively assessed for numeracy, literacy and learning capacity shortly after reception into the prison. They are then allocated courses, which are many and varied, designed to meet their individual needs.

5.2.4 Adult Learning Weeks are run during the year. Special programmes are presented including music and drama. Board members observed a thought provoking play about prisoners whose first language is not English, which was produced and performed by the drama class.

5.2.5 Classes are very rarely cancelled. If a tutor is absent, the OLASS manager arranges for a different tutor to take the class. Manchester College staff are very flexible in their approach and attitude.

5.2.6 Vulnerable prisoners (VPs) are taught in the Print Shop. This provides a safe environment for the duration of the course.

5.2.7 The success rate for prisoners gaining qualifications during the last complete educational year to August 2012 was 93%.

5.2.8 Manchester City Library Service provides library facilities within the Education wing. A smaller facility is provided on the HCC, the Category A wing and the Segregation Unit for prisoners who are not allowed to visit the Library. In the last calendar year, prisoners made 12,427 visits to the Library, 28,305 books were issued and 2453 pieces of information was provided to users. During the same period 2551 new books were added to the stock. Also the Library stocks bi-lingual dictionaries and provides newspapers for foreign national prisoners.

5.2.9 The Toe by Toe reading scheme is operational in the Library. This is a phonetic reading method which is suitable for adults. It is a mentoring 'one-to-one' method where learning takes place 5 times a week for no more than 20 minutes per session. Posters advertising the scheme actively encourage prisoners to become mentors.

5.2.10 The Story Book Dads facility is operated by Library staff. The prisoner reads a story, which is taped and transferred to a CD. The CD is then sent to his child who can listen to him read the story. Library staff are in the process of enhancing the process so that the prisoner can be filmed whilst reading the story. This will be edited to include graphics and recorded onto a DVD. The prisoner and his child will be able to read together and both benefit from the experience.

5.2.11 Throughout the reporting year the Library has offered a varied and innovative range of activities. Examples include a business club and a reading group for prisoners on B, C or D wing, and a 'read aloud' group on A wing.

5.2.12 The Library at HMP Manchester was shortlisted for the Prison Library of the year 2012 award.

5.3 Healthcare and Mental Health

5.3.1 The health and welfare of prisoners is given high priority. The following paragraphs confirm this statement.

5.3.2 Healthcare is provided by MMHSCT, who also provide the Mental Health In-Reach Team. (MHIT) Members of the team visit prisoners with such needs on their respective wings regularly, assessing and providing support for a wide range of needs.

5.3.3 Appointments continue to be available within primary care situated within the HCC. Treatment clinics are also operational in the out-patient area of the HCC. Total appointments average 60 per day. Due to the introduction of new initiatives and dedicated staff, the appointment failure rate has reduced in the last reporting year from 40% to 28%. Following the introduction of Unilink (Kiosk), a system whereby the prisoner can book his own appointment directly, there is the future potential of a further reduction in missed appointments.

5.3.4 The role of the specialist nurse for older prisoners is still in operation and is working well. New evidence now shows that prisoners in their 50s have a physical health status 10 years older than men not in prison. Based on the findings, older prisoners are now identified as being 50 or over. Currently one in ten prisoners is over 50.

5.3.5 All prisoners, including elderly prisoners receive discharge information, detailing any medical condition and treatment given. This is sent to their General Practitioner (GP) so that they are fully aware of any health issues. At the time of the report, there are 21 prisoners over the official retirement age. Of these, nine are still working, one of whom is aged 82 and is still working in the Print Shop.

5.3.6 An X-ray machine sited in a lead lined room is now fully operative. Three Healthcare staff are fully trained to use it. An average of three prisoners per month have been screened for TB. Radiographers attend the prison on a weekly basis and can be contacted out of hours and will come into the prison to carry out their diagnostic work. These measures reduce the need for prisoners to go to hospital which in turn negates the need for prison escort staff.

5.3.7 Crisis suites situated on some of the wings helped to reduce the number of prisoner in-patients residing on the HCC, for whom Assessment Care In Custody and Teamwork (ACCT) forms were opened. However the crisis suites have limited use as they cannot be used if the prisoner is classed as a high cell sharing risk because he cannot be placed in a cell with a Listener. Statistical evidence held in IMB records shows that during October 2012, the percentage of prisoners resident on HCC for whom there were open ACCT documents was only 20% of the total ACCT documents in the whole jail. This is an encouraging improvement.

5.3.8 In addition to this, HCC staff have to regularly provide a constant watch over prisoners in gated cells. The Board wish to applaud the exceptional dedication and care of all HCC staff whether nursing or uniformed. The numbers of prisoners on special unlock fluctuates, but can be as high as 20% of the total HCC population. Prisoners who need special unlock procedures, present unique problems for HCC staff, particularly when the number of prisoners requiring this procedure is high.

5.3.9 All new prisoners are seen by nursing staff on reception and by the medical staff within 24 hours of reception to identify any health concerns (e.g. asthma, diabetes, heart problems, mental health, alcohol/drug issues or detoxification etc.). If mental health issues are indicated, however minor they may appear to be, the prisoner is seen within 48 hours by the MHIT.

5.3.10 A guide has been issued in pamphlet format, which is both visually and textually informative and easy to assimilate. This is given to all new prisoners at the time of the triage assessment. The guide explains all aspects of Healthcare, together with advice about how to make an appointment with the doctor, dentist, optician, podiatrist and other allied professionals.

5.3.11 In the reporting year there were 25 prisoners transferred to secure hospitals and 6 were transferred in from secure hospital to HMP Manchester. 90% of prisoners who were assessed as requiring transfer to secure accommodation were dealt with within the prescribed time scale of two weeks.

5.3.12 Treatment clinics continue to be held in the out-patient area of the HCC each weekday. Prisoners can ask to see the doctor, dentist, optician or podiatrist. Dental treatment and podiatry are available for all prisoners equal to that in the community.

5.3.13 The prison successfully applied for and received a grant from the Kings Fund, to be used to enhance the healing environment. The work that has been done with the financial assistance of the grant has greatly improved the facilities in the waiting areas.

5.4 Purposeful Activity

5.4.1 The term Purposeful Activity encompasses all work, education, gymnasium activity, visits to the Library and legal visits.

5.4.2 HMP Manchester has achieved a Level 4 marking for purposeful activity calculated on the average prison population of 1149.

5.4.3 Time out of cell at HMP Manchester is 8 hours 28 minutes on Monday to Thursday, on Friday it is 5 hours 1 minute and for both Saturday and Sunday it is 5 hours 27 minutes.

5.4.4 34 prisoners work in the Laundry.

5.4.5 68 prisoners work in the two Print Shops, 17 of whom stay for their lunch break which lasts half an hour. The remaining 51 prisoners return to the wing for their lunch break. It is then two hours before they return to the Print Shop for the afternoon session. Eventually it is hoped that all prisoners who work in the Print Shop will stay for their lunch break. This will further the efforts to replicate the working day and the working week with that for workers who are not in prison.

5.4.6 20 prisoners work in the Waste Management Unit. They all return to their wing for the lunch break.

5.5 Resettlement

5.5.1 For excellent achievements the Print Shop was awarded the Elton Trophy in 2012. It continues to operate as a commercial venture. Quotations for work and contracts are managed externally by 'One 3 One Solutions'. Competitive rates along with quick and efficient service, ensure regular orders from many public agencies. There has also been an increase in orders for work from private companies. Two civilian staff and a Prison Officer oversee the workers.

5.5.2 In operation since November 2012, the STAR (Substance, Treatment and Recovery) service project is responsible for ensuring that every prisoner identified on Reception with a substance misuse problem is comprehensively managed. Following stabilisation and detoxification, volunteers take part in this project. They are placed on accredited programmes tailored to further assist their recovery process. The success of the project will, in due course be evaluated.

5.5.3 The Choose Change project continues to support short term sentenced local prisoners after release. This extends the original support which was given only for the first three months after release. At present the support is open-ended, and funding has been secured until October 2013. The long term future of the project is uncertain as Trafford Council withdrew their financial contribution, leaving only Manchester and Salford Councils giving financial aid.

5.5.4 The bakery project has been delayed because asbestos was found in the roof space of the workshop. The removal of this asbestos has been costly and time consuming. The prison is hopeful that it will be up and running by the end of May 2013.

5.5.5 The Laundry is staffed by up to 34 prisoners. It has contracts with seven prisons and one police authority. The Board has some concerns about the condition of the roof which results in the ingress of water into the light fittings. This could prove to be a hazard. Additionally, some of the floor tiles are in need of replacement. In their present state they could cause an accident.

5.5.6 The Waste Management Unit is now staffed by 20 vulnerable prisoners. Paper, metal and plastic is still recycled along with prison and civilian clothing, bedding and towels. Office furniture is repaired when possible and reused. Old wooden benches from the gymnasium which are beyond repair, are dismantled and used as firewood for the wood burner, situated in the cabin on the unit. The unit saves the equivalent of £150,000 per annum.

5.6 Safer Custody

5.6.1 The prison is totally committed to safer custody. Suicide Prevention, Self Harm Management, Violence Reduction, Anti-Bullying, and Anti-Social Behaviour focus groups all help with this process and meet regularly. Prison staff are hard working and conscientious in ensuring the safest environment possible for prisoners.

5.6.2 One such strategy provided a fresh look at all aspects of suicide prevention. Self-inflicted deaths in custody have significantly reduced following the results of the task force established in 2011. Whilst, sadly there have been 4 deaths in custody during the reporting year, this compares favourably with the previous year, showing a reduction of over 69%. Despite the best efforts of prison staff to prevent them, two of these deaths resulted from self-inflicted injuries.

5.6.3 Two inquests into deaths in custody during this reporting year have yet to be heard. At the end of the reporting year there were a total of 9 outstanding inquests. This represents a slight reduction, although as deaths in custody have more than halved during the same period, it is disappointing that the outstanding figure remains high. There is still one outstanding inquest from 2010, although the Board believes this inquest is due to be heard in March 2013. The Board would like to see a continuing improvement in the reduction of inquests still to be heard.

5.6.4 It is worthy of note that five prisoners have been resuscitated and their lives saved. This has been due to the swift intervention of staff, on alert due to effective strategies being in place. These cases are rarely reported but are very significant.

5.6.5 There is a Safer Prisons Team, full-time Safer Custody Manager and deputy in post.

5.6.6 Board members attend Safer Custody meetings when possible. Minutes of the meetings are provided to the Board to enable all the meetings to be monitored.

5.6.7 Safer Custody advice is provided to prisoners during their induction.

5.6.8 The quality of ACCT documents continues to be monitored by the Safer Custody Officer as well as by Board members to ensure they meet the requirements of Prison Service Instruction (PSI) 64/11. The standard of completion is high. There were 736 ACCT forms opened during 2012. For the first quarter of 2013, there have been 153 ACCT forms opened.

5.6.9 There are 18 Listeners appointed within the prison, mainly located on the prison wings. Together with other organisations and professionals, they are working hard to keep all prisoners safe.

5.7 Segregation, Care and Separation Unit

5.7.1 The Board is informed timeously of prisoner moves to segregation and members are encouraged to review confinement and special accommodation. The Board also reviews prisoners on dirty protest regularly.

5.7.2 Segregation reviews are held regularly each Monday, Wednesday and Friday during normal working hours. The Board are regular observers at these reviews, attending almost all of them. There is a regular presence of MHIT, relevant prison staff and the chaplaincy at such reviews.

5.7.3 All prisoners in segregation are seen by the Board each week. Cells are opened and prisoners spoken to, at which time their concerns are addressed.

5.7.4 For a large proportion of the reporting year there has been only one cleaner on the wing, rather than the usual two. The unit has an exceptionally high standard of cleanliness, and for this both the staff and cleaners are to be commended.

5.7.5 The very nature of the unit means that prisoners require special attention and are sometimes difficult, vulnerable and violent. We have observed staff on many occasions providing care and support for such prisoners who are treated with a high degree of professionalism and respect. Because of this staff have a good rapport with most of the prisoners.

5.7.6 The Board are informed by the prison as and when mechanical restraints are deployed. During this reporting year, mechanical restraints have been used on 288 occasions in all parts of the prison, to enable the movement of difficult and violent prisoners.

5.7.7 There have been several occasions when prisoners have been located in the Segregation Unit for long periods as there is no other location suitable within the prison. This can be because of their behaviour, an ongoing police investigation or as the result of the need to keep gang members apart. This is of some concern, but accepted by the Board as an inevitable result of a prison running at near full capacity.

5.8 Residential Services

5.8.1 Meals are produced in the kitchen to a very high standard, to 1200 prisoners on a budget that has been reduced from £2.12 to £1.96 per day, per prisoner. This takes considerable planning by the kitchen staff, who manage to produce a varied menu including hot and cold choices. The kitchen staff are to be commended for their skill and imagination.

5.8.2 Providing prisoners with a varied diet is extremely challenging with the limited budget available. Kiosk (Unilink) ordering has helped to reduce food wastage. New menus are being prepared with a view to healthier eating. The Kitchen Manager has devised a menu system which provides lighter meals on rotation thus enabling a more substantial meal to be offered on the menu regularly. The menu changes every four weeks.

5.8.3 The kiosk system is now running on all the wings. It enables prisoners to plan their diet and importantly allows kitchen staff to order and prepare food by the most economical means, thus avoiding wastage. The kiosk system is also used to book visits, order canteen and make applications to wing staff.

5.8.4 Prisoners arriving back from court late can present a special challenge to kitchen staff, as often they arrive back after the serving of meals has been completed. Buying in frozen meals from outside suppliers was expensive. A range of meals suitable for reheating in a microwave are prepared by kitchen staff, labelled, dated and packaged and frozen to be stored in a freezer located on Reception. There is a minimum of four choices which includes a vegetarian option, meat and fish. This innovative change is saving over 50% of the previous costs.

5.8.5 There have been several complaints throughout the year from prisoners on most wings about meals which are served to them soggy and lukewarm. Board members regularly taste food before it leaves the kitchen and find it hot, tasty and appetising. To be transported to the wings the food is placed in containers which keep it warm. This can have the effect of making it soggy. Board members have tasted food on the wings and found that it was not as good as when it left the kitchen. If the ovens in the wing serveries were to be switched on in good time so that they were hot when the food arrives, it might make the food more palatable.

5.8.6 All the wings are maintained to a very high standard and for this the wing staff and especially the cleaners are to be commended.

5.8.7 Once again the Board feels that it is necessary to raise concerns about the lack of 'out-of-cell' facilities, which means that most prisoners have to eat their meals in their cell, in close proximity to the lavatory. This hygiene issue remains unresolved.

Section 6

Other Areas of the Prison

6.1 Respect and Decency

6.1.1 The Board has had sight of letters of thanks and commendation again during the reporting year. One in particular was very pleasing as it was from a Forensic Psychologist who, although in private practice, assesses prisoners at various prisons. The psychologist commented about the way in which they were always greeted with a smile by polite, efficient and very professional staff. The letter also praised the Psychology Team for their co-operation in resolving a specific difficult situation.

6.1.2 The Board has been impressed by the work of the Chaplaincy team during the reporting period. In particular, at Christmas two carol services were held for prisoners. One was for VPs and the other one for other prisoners. The Chaplaincy team arranged for a band from a local church to come into the Chapel and play all the music for the services. The Chaplaincy team worked extremely hard to ensure that the services were a success. Prisoners who attended said that they had enjoyed the experience.

Section Seven

The Work of the Board

7.1.1 This has been a difficult year for the IMB at HMP Manchester. Against a complement of 24 members, the Board has operated with only 12 for most of the year. Following a further resignation at the end of December there have been 11 members. This has placed further pressure on the remaining members who should be commended for their commitment, dedication and hard work in maintaining a high level of monitoring.

7.1.2 A recruitment exercise took place during the year, resulting in the recommendation for appointment to the Minister of five candidates. The Minister made conditional appointments in October. By the end of this reporting year only two of the five new members had received their CTC clearances. This delay in new members taking up post is beyond the control of the Board. The time taken from the start of the recruitment exercise to the first of the new members attending their first Board meeting in March will have been 10 months. This delay is frustrating for the Board although the need for security clearance is understood. Hopefully the remaining three appointments will be in post soon.

7.1.3 A North West area joint recruitment exercise is due to take place shortly. IMB Manchester will participate in this exercise and the Board is hopeful that this will result in more new members arriving by the end of the next reporting year. This confirms the comments last year that recruitment will be high on the agenda.

7.1.4 The changes made last year to established practices, and the way in which the prison is monitored have continued this year for practical reasons.

7.1.5 The Board has been fully represented at Area Chairman's Meetings, High Security Estate Meetings, Category "A" Review Panels and Close Supervision Centre Management Meetings held throughout the year.

7.1.6 Board members have visited at various times of day and at weekends in order to achieve a balanced view of the establishment. Two Board Members again volunteered to cover the Christmas holiday period, actually undertaking a visit to the kitchen and residential Wings on Christmas Day. They commented on how prisoners had said that the Christmas dinner was very good. They also said that the atmosphere was very relaxed and festive.

7.1.7 The Board again agreed to attempt to attend all Segregation Reviews, and 204 out of 210 Reviews held have been observed (97%) during 203 Segregation Review sittings. Whilst attendance at Segregation Reviews is not mandatory, the Board believes that independent monitoring of the use of segregation is an essential element of the Board's role at Manchester.

7.1.8 Adjudications are monitored on a sampling basis at irregular intervals throughout the year. Board Members attend a cross-section of hearings led by different Duty Governors and the District Judge. The Board believes that Adjudications are conducted in a fair and open manner, with full participation of the individual concerned and with parity of outcome across the sample monitored.

7.1.9 The Annual Team Performance Review of the work of the Board (ATPR) took place in October and was attended by 12 Board members. This review is an opportunity for the Board to reflect on the previous year and plan for the forthcoming one. Prison staff gave presentations to the Board about ex-servicemen suffering from post traumatic stress syndrome, elderly prisoners and mental health. These presentations were of considerable interest and were very well received by the Board who are grateful to the staff who delivered them.

7.1.10 The Board Development Officer (BDO) organised in-house training for the Board in April 2012 which was attended by 11 Board members. The subject of the training was effective monitoring and encompassed information gathering, and report writing. The way prisoner applications are written up was also considered in the report writing session.

7.1.11 In November 2012 the BDO arranged for a member of the prison Training Team to deliver a training session on the revised ACCT document. Seven Board members attended this interesting session.

7.1.12 In March 2012 the BDO hosted a visit from the Buckley Hall IMB BDO when they discussed and compared the ways in which they work. In May, IMB Manchester hosted a visit from Leeds IMB plus a Board member from Buckley Hall. In November the Board hosted a visit from the Maghaberry Prison IMB, Northern Ireland.

7.1.13 The Manchester Board was unable to make any visits to other establishments during the year, mainly because of the extra work resulting from the shortage of board members. However this should be remedied in the forthcoming year.

7.1.14 Three Board members attended the staff Christmas carol service, and two attended one of the two prisoners' carol services. They found it an uplifting experience as did most of the prisoners who attended. The Chaplaincy team are to be commended for their commitment.

7.2

Board Statistics

7.2.1

	2009-2010	2010-2011	2011-2012	2012-2013
Recommended Complement of Board Members	20	20	24	24
Number of Board members at the start of the reporting period.	16	19	22	12
Number of Board members at the end of the reporting period.	19	22	12	11
Number of new members joining within the reporting period	3	4	0	0
Number of members leaving within the reporting period	Nil	1	10	1
Total number of Board Meetings during the reporting period	12	10	12	12
Average number of attendances at Board Meetings during the reporting period	15	14	13	8
Number of attendances at meetings other than Board Meetings	56	21	19	27
Total number of visits to the prison, including meetings	918	678	590	528
Total number of Applications received	397	350	113	125
Total number of Segregation Reviews held	254	240	204	210
Total number of Segregation Reviews attended	253	228	197	204
Total number of Adjudication Sessions attended	12	12	6	9
Total number of Call Out attendances	N/A	15	10	19
Total attendances at Training sessions held	N/A	54	13	32
Total Training visits for new members with Mentors.	N/A	N/A	44	0
Board attendance at Annual Team Performance Review	19	18	15	12

7.2.2 Most applications are actioned within the Board's agreed time limit of seven days from receipt of the request. Some applications are more complex and take longer to complete.

7.2.3 The following table shows the number and category of applications received by the Board during the reporting period, together with four previous years' figures for comparison.

IMB Manchester Prisoner Applications 2012-2013

Code	Category	2008/9	2009/10	2010/11	2011/12	2012/13
A	Accommodation	8	15	22	3	2
B	Adjudications	6	7	3	2	4
C	Diversity related	16	2	2	0	2
D	Education/employment/training	18	16	12	3	5
E	Family/visits/inc mail & phone	38	28	59	10	28
F	Food/kitchen related	3	3	0	1	3
G	Health related	40	55	42	20	15
H	Property	39	88	105	18	22
I	Sentence related	28	46	22	16	10
J	Staff/prisoner related	28	48	46	17	16
K	Transfers	23	44	34	2	4
L	Miscellaneous	60	45	3	21	14
	Total number of applications	307	397	350	113	125

7.2.4 Within the total number of applications, 14 came to the Board as confidential applications. However, upon scrutiny, none of them was deemed to be appropriate for consideration under confidential access procedures. All 14 were either returned to the prisoner, or dealt with as ordinary applications.

7.2.5 The reduction in applications received has been maintained this year. The Board has continued to encourage prisoners to first use the procedures in place within the prison, before making applications to the Board.