



HMP Sudbury

Annual Report

June 2010 – May 2011

*Compiled and submitted by the full Board,
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Section 1

Statutory Role of the IMB

The Prisons Act 1952 and the Immigration and Asylum Act 1999 require every prison and Immigration Removal Centre (IRC) to be monitored by an Independent Board appointed by the Home Secretary from members of the community in which the prison or centre is situated.

This Board known as the Independent Monitoring Board (IMB) is specifically charged to:

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

In enabling the Board to carry out these duties effectively its members have right of access to every prisoner, every part of the prison and to the prisons records, with the exception of individual's medical records unless specifically granted in writing by each individual.

Here at HMP Sudbury the IMB is of the opinion that as a Cat 'D' prison, resettlement underpins the work of each prisoner. It is therefore considered of major importance that the establishment has good links in place to assist prisoners resettle into their community on release. Hence the importance that, with the assistance of the personal officer scheme, prisoners are encouraged to increase their community links.

The IMB endeavours to closely monitor this area of a prisoner's life.

Section 2

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Section 3

Description of HMP Sudbury

HMP Sudbury was originally built as a US Air Force hospital for D-Day landing casualties during the 2nd World War. It was converted to a prison during 1948 and is situated in a rural landscape of some 43 acres on the Derbyshire and Staffordshire border just off the A50 to the west of Derby.

At present it is a designated category 'D' male establishment for sentenced prisoners with a present operational capacity of some 580, with a total foreign population throughout the year of just over 2%. The establishment caters for those who are in the latter stages of their sentence by specialising in the prisoner's rehabilitation and resettlement in preparation for their release into the community, and to reduce the likelihood of their re-offending. As part of this process approximately 45% work within the community on a daily basis as part of their rehabilitation and resettlement programme on a paid or unpaid basis.

Most of the original single story accommodation is still in use but has been converted and refurbished and in some instances replaced to provide single and double rooms. In addition, during 2003/4 a Modular Temporary Unit (MTU), containing 40 single rooms on two floors was installed.

The most significant improvement to the accommodation made during the reporting year has been to the Segregation Unit in order to ensure prisoners could be held overnight before being moved to other prison establishments.

Section 4

Executive Summary

This report has been compiled by the Independent Monitoring Board of HMP Sudbury and covers the period between 1st June 2010 and 31st May 2011.

During the year the Board wishes to acknowledge that the Governor and his former Deputy have instigated improvements to the induction process by conducting a full review of the prison's policy. The Board is also pleased to report that staff also responded in a positive manner to positive directives from both the Governor and former Deputy to staff to show a greater respect to prisoners.

Summary of Improvements during the year is as follows:-

- The Board is pleased to report its appreciation of the continued excellent working relationship, which it has with the Governor and the prison's management team. The Board also recognised the continued introduction of progressive and welcome initiatives set against a period of uncertainty for the Prison Service stemming mainly from financial constraints.
- The Board and the SMT are in agreement that a more frequent dialogue between them would greatly enhance the overall day-to-day running of the establishment.
- The Board has taken into consideration the changes in overall staffing levels within the prison have resulted in changed accountabilities within the senior management team and amalgamation of areas of responsibility. This will need to be monitored by the Board in 2011/12 to ensure all the senior team adopts a consistent approach.
- The Board wishes to draw attention to the, outsourcing of the Healthcare provision, which has resulted in some changes in the service provision. This will need to be monitored to ensure there is not a lessening of the current service level. Concern has been expressed by the Healthcare staff that prisoners are being allocated to the prison with a level of healthcare requirement that they are unable to support. This will need to be monitored.
- The Board is pleased to see the new upgrade of the Segregation Accommodation in the early part of 2011 to provide a Secure Accommodation Unit means that prisoners can now be held in the area for longer than before. It is therefore even more crucial that IMB are kept informed when prisoners are transferred into this area.

- The Board is sad to see that, due to the changes in finance, the farm and shop are considered to be effectively shutdown. Cuts in finance have also impacted upon staffing levels with reduced resources having knock-on effects upon almost all areas.

The Board this year said farewell to two experienced members whilst welcoming two new members bringing with them a new range of experiences. On completion of their probationary period one new member has unfortunately resigned. A Recruitment campaign is now in place. Retention of Board membership remains a priority.

- Board members have been successfully been through their annual review. This year we have also created a new and improved induction pack to facilitate the integration of new members of IMB.
- The Board Members have found the secure email a real issue due to its inaccessibility, and the non user-friendly format. Whilst training has been given. We still have concerns at the enforcement usage, which is blatantly unsuitable for IMB needs.
- The Board has completed its Annual Team Performance Review (ATPR) immediately after this reporting period the Board is able to report that it has identified a number of areas in which it is actively improving its efficiency and approach to some areas of its monitoring role.
- The Board recognises that the number of applications received annually is considerably lower than other than on other similar establishments. To try and address this we have put in place a monthly 'drop in' session.
- The Board was quite disappointed with the result of the recent Security audit. Sudbury scored 78% and the DDC target is set at 85%. However, we are aware that new practices and targets have been put into place and will be carried out by everyone within the prison.

Questions to the Minister

None

Questions to the Prison Service

None

Section 5

5.1 *Diversity*

Diversity and Race Equality

An IMB representative has regularly attended these meeting during the past year and perceived a radical change due to the Introduction of PSI 32/201. This was implemented to ensure compliance with the Equality Act 2010 'Ensuring Equality' published in April 2011. It was necessary to review and revise the management of equality issues at HMP Sudbury.

It was felt that a failure to meet our moral duty and legal obligations to provide a fair service to all could have significant consequences on both those in our care and the establishment. As such it is vital that all departments at HMP Sudbury take a full and active responsibility for ensuring equality in their area.

The Sudbury SMT team felt that to effectively manage the requirements set out within PSI 32/2011 it is proposed the current, Diversity and Race Equality Action Team is replaced by the, **Equalities Action Team**. This team would be focused on ensuring the delivery of equality and provide accountability and transparency. It's proposed make-up and key functions are outlined below.

- An Equalities Action Team (EAT) is expected be the focal point for the management of all diversity related issues. The EAT is to be chaired by the Governing Governor who is the establishment's Head of Equalities.
- The EAT shall comprise of all function heads/SMT members, the Diversity Senior Officer, Chaplaincy, external agencies, union representatives, staff group representatives, Foreign Nationals Liaison Officer, Disability Liaison Officer and prisoner representatives
- The primary role of the EAT will be to scrutinise monitoring and to implement and manage the progress of an Equality Action Plan and related matters.
- Meetings are held on a quarterly basis. This will allow for a co-ordination between meetings and the timescale/deadline for Impact Assessment and Equality Action Plans.
- The Diversity Senior Officer must deliver verbal report to the meeting as outlined in the draft agenda.
- All functions/departments must be represented at every meeting, ideally by the function head.
- All functions/departments must present a verbal report to the meeting as outlined in the draft agenda.

- Prisoner representatives must present a verbal report to the meeting as outlined in the draft agenda.
- Disability and Foreign National Liaison Officers must present a verbal report to the meeting as outlined in the draft agenda.
- Minutes of the EAT are to be published and placed in appropriate locations for prisoner access.

The new PSI places significant responsibility on each function to effectively manage equality issues in their department. This includes complaints, where appropriate managers within the relevant function will be expected to investigate equality incidents within their area, as they would any other issue.

Managers have a responsibility to possess a good knowledge of all equality issues and should provide a positive example to staff through their own actions and behaviour. The entire department below will be managed by a Senior Manager representing Operations, Residential, Resettlement/OMU, Learning, Skills and Activities, Finance, HRBP, and Performance Management. However the role of Diversity Senior Officer will change and meet the needs of the PS1.

The following statistics have been provided by the Diversity officer:-

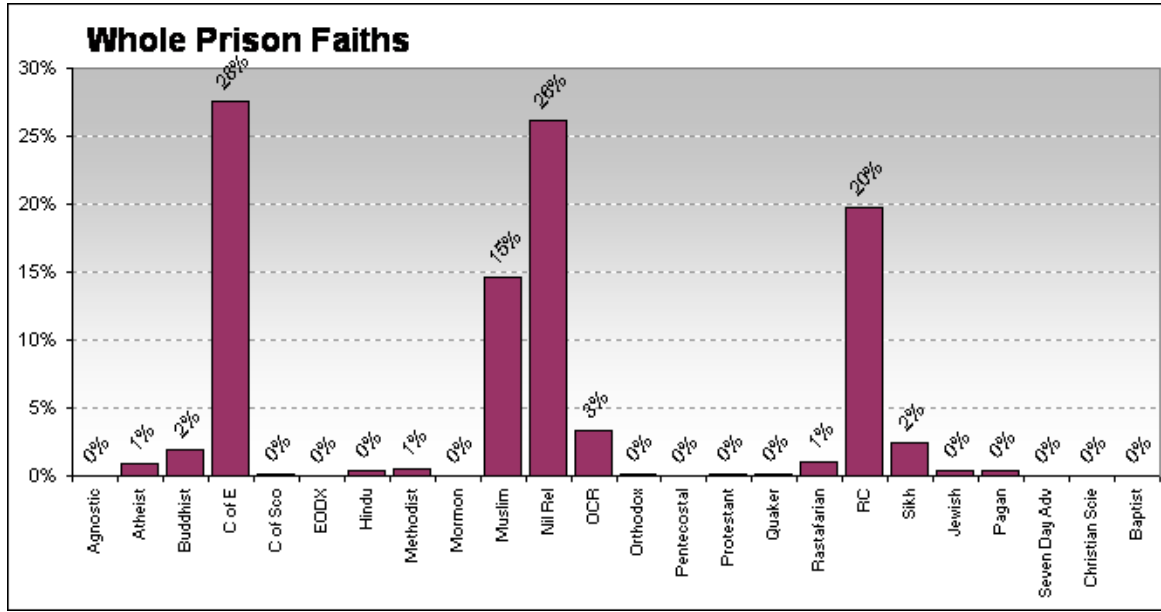
AVERAGE HMP SADBURY POPULATION 2010-11

ASIAN = 82 (14.40%)
BLACK = 71 (12.50%)
MIXED = 16 (2.80%)
OTHER = 1 (0.20%)
WHITE = 382 (67.30%)
WHITE IRISH OR WHITE OTHER = 16 (2.80%)
NOT STATED = 0 (0.00%)

TOTAL BME POPULATION = 186 (32.70%)

TOTAL FOREIGN NATIONAL POPULATION = 12 (2.11%)

Faith



AGE

AGED 21-39 = 375

AGED 40-54 = 161

AGED 55-64 = 20

AGED 65+ = 12 (*Oldest age is 77years)

***TOTAL 'OLDER PRISONER' POPULATION = 32**
 (* 'Older Prisoners' classed as those aged 55 and over)

Complaints

Total complaints in last calendar year = 23

Disability

Disabilities	ASIAN	BLACK	MIXED	OTHER	WHITE BRITISH	WHITE OTHER	NOT STATED	Total Disabilities	%
Hearing Difficulty	1	0	0	0	7	1	0	9	1.585
Visual Impairment	1	0	0	0	1	0	0	2	0.352
Reduced physical capacity	0	0	0	0	2	0	0	2	0.352
Progressive condition	0	0	0	0	0	0	0	0	0
Learning Difficulties	0	1	0	0	1	0	0	2	0.352
Reduced Mobility	2	0	0	0	9	0	0	11	1.937
Mental Illness	0	0	0	0	0	0	0	0	0
Dyslexia	0	0	0	0	0	0	0	0	0
Severe Disfigurement	0	0	0	0	0	0	0	0	0
Speech Impediment	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Refused to Disclose	0	0	0	0	0	0	0	0	0
Total Ethnicity	4	1	0	0	20	1	0	26	4.577

5.2 Learning & Skills

The Head of Learning & Skills is responsible for the internal and external provision of academic and vocational training opportunities within the prison. Lincoln College is the main external provider of educational and vocational training classes and also the delivery of qualifications in most of the workshops, gym, catering and library. Library services are still provided by Derbyshire County Council.

This year has seen a good development of the Brick and paints departments. The excellent success rates in bricks and paints, and the good relationships between the prison and the education provider working together to offer a comprehensive approach to improving skills.

Throughout the year, members have reported positively on activities and attitudes to observed classes and workshop activities. The workshop has a good role on and role off programme and this meets the need of the Sudbury prison. The prisoners are gaining good skills and qualification in NVQ levels, C&G level 1 and 2 in various vocational courses.

The Learning and Skills Department also monitor all the prisoners that come into Sudbury. All prisoners are given a prospectus of available activities on induction and have an assessment interview with CIAS (Careers Information and Advice Service) at an early stage, which is followed up in interim and exit reviews. If a prisoner does not have an existing score for literacy and numeracy on arrival at Sudbury they will be tested to assess their needs. Provision is made for prisoners with special learning needs.

The Sudbury Library and, its facilities and learning activities offered have been excellent in members' reports and feedback from prisons, shows that they value this resources, and the various project that are carried out within the library i.e.: toe to toe mentoring, creative writing workshop, Distance learning research and support.

Members have reported positively on prisoners' experience in various workshops and the opportunity to obtain qualifications.

5.3 Healthcare

Healthcare has recently gone through tendering and monitoring of services will need to be maximised to ensure that there is not lessening of current service levels to prisoners.

Information regarding services offered by the healthcare team and how to access those services is displayed around the prison, the board is pleased to report the continuation of a variety of campaigns to promote smoking cessation, diabetes care, dental health, and healthy eating.

There has been bullying and threatening behaviour affecting prisoners and much of this is linked to drug debt and it is pleasing to note that overall level of drug use in HMP Sudbury is not rising. The drug team and CARAT (Counsellor, Assessment, Referral, Advise and Through Care) service is well used and the random drugs test carried out by the team is having an impact on the amount of people using drugs within prison.

HMP Sudbury has had a rise in population of elderly and disabled prisoners. Resources have been stretched.

5.4 Safer Custody

The Board expects those held in an Open Prison environment and therefore being prepared for their release and resettlement to be gaining confidence in themselves as people and be treated with respect from all charged with their care and safety. Previously a number of prisoners have reported that they do not feel as safe as one would wish, particularly on first arrival, in open conditions. Significant changes have been made to the Induction Process (refer to separate section) and it is hoped that over time this will have an impact.

The Board is also aware that some staff transferring from closed conditions find the transition difficult adjustment to make. This will be monitored by the Board with a view to rising, this with the management team as a training need.

Efforts are being made by the management team to facilitate the re-introduction of the Listener Scheme but this is still not resolved with the local branch of the Samaritans.

Low-level bullying in the food line has continued to be a problem, which has been highlighted to senior management. This is now being addressed by ensuring sufficient allocation of staff and closer liaison between staff and the kitchens in respect of opening times. A slightly longer opening time for the evening meal is under consideration. CCTV is due to be installed in this area.

5.5 Segregation Unit

For the first 9 months of this reporting period the situation remained as detailed in the notes submitted for the 2010 report.

During February and March 2011 however, the block itself underwent a project of modernisation and general improvement including the following:

- Double door entry into the block itself
- Higher specification doors and windows
- Secure exercise Yard
- Vehicular access.

From late March 2011 when this project was completed and operational many savings and improvements have been achieved including:

Improvement to the vehicular access to this block has now made it possible for the prison service transport provider to access the area more easily.

Prisoners can now be held for a longer period (72 hours) prior to transfer.

Savings have been achieved by using the prison service transport provider therefore eliminating the use of private taxis and a prison officer escort.

The unit will continue to operate as previously in compliance with all prison service rules and from March 2011 will be officially recognised as the Secure Accommodation Unit.

Section 6

6.1 Accommodation

The majority of accommodation remains single storey wings in a dormitory style with both double and single occupancy, with the exception of a single modular unit which has two levels with just single occupancy. These wings have their own shower and washing facilities as well as hot water boilers for convenience. Whilst the overall standard of accommodation is adequate and well maintained by the Prison, some areas will be approaching their threshold for versatility in the coming years and will require refreshing. The maintenance of shower facilities in some areas are less than adequate and a cause for concern to both Board members and prisoners. Much of the prison layout and fabric stems from its original use as an US Army hospital during World War II. These observations are played out in the comments from the prisoners around extremes of temperature in the dorms and damp in some areas at certain times of the year and almost certainly will not be cost effective in terms of energy usage - although some improvement has been seen in this area with double glazing and motion reactive lighting. A recent influx of longer term prisoners especially lifers, mean that demand for single occupancy dorms will always exceed supply. Many of the cells have little secure space for personal items such as medication and most lifers are unable to launder their own clothes, which would be an expectation around independence following release. There are also limited specific facilities for disabled prisoners in Sudbury, although reasonable disabled access is possible to all areas of the prison.

Prisoner / staff relationships remain an issue as highlighted by the HMIP inspection just over a year ago in April 2010. Many staff wish to spend more time with prisoners in support of rehabilitation through personal officer time and pro-social modelling. The Prison has attempted to facilitate this through placing staff on individual wings as opposed to a centralised area or office. Unfortunately, this tactical use of staff appears to now be in process of being reversed due to pressures from the economic climate and central cuts. The impact of these measures coupled to a new higher proposed unlock figure of 600 are yet to be assessed by the Board but it will continue to monitor.

6.2 Adjudications

The Board monitors a large proportion of the adjudications, which are all, conducted by Governor Grades. It is observed that they are conducted in a professional manner with the correct procedures being followed as per the Prison Discipline Manual. During the proceedings it is observed that there is a respect shown to prisoners and that during the proceedings everything is conducted in a manner that the individual prisoner understands. Offences considered to be of a more serious nature are adjourned, to be heard by an Independent Adjudicator (Visiting Judge) who, on hearing the evidence and finding the case proven may award 'added days' to the sentence.

6.3 Chaplaincy

The chaplaincy team play an active role within the establishment with the chapel being open for 12 hours each day from 8am. The recruitment of a Muslim Minister as helped with advises around Ramadan and doing staff training at Sudbury. There are also two multi-faith rooms with washing facilities for the Muslims. The Board consider that the religious needs of all prisoners are well catered for with a range of ministers being available throughout the week for all major faiths. It is pleasing that the Board can report that links are in existence with many community-based faiths. This is considered an important factor especially for a prisoner's resettlement.

6.4 Foreign Nationals

Some 2% of those residing in Sudbury are classed as foreign national.

6.5 Induction Process and Programme

Sudbury has recently changed its induction policy this was partly due to the HMP review and partly due to the MQPR survey results. The new policy came into effect from March 2011.

HMP Sudbury has a duty of care to all prisoners held in custody here; Sudbury aim to respond to the different needs of prisoners within 24 hours of their arrival. Information is provided to enable them to make a positive transition into the prison regime.

Prisoners received into custody participate in an induction process, this is designed to deal with any immediate needs that they may have. It also supports and furthers the abilities of prisoners to cope with custody whilst also providing relevant, local and mandatory information to prisoners. Therefore helping integrate the prisoner into the life of the establishment as well as aiding their eventual transfer from the induction unit into the main prison population

The responsibility for Prisoner Induction policy is designated to the Residential Governor and daily management of the induction process is devolved to the Senior Officer.

The Residential Governor will convene a multi disciplinary meeting to discuss prisoner induction every six months.

The five main purposes of this meeting shall be to consider:-

- Development and implementation of local policies in accordance with national standards.
- Reviewing completed stakeholder questionnaires and identifying any deficiencies in local policy
- Reviews of local policy, including actively seeking the views and experiences of stakeholders, and subsequent revisions of policy.

- Adherence to SAU baselines and preparation for external and internal audit.
- Effective management and delivery of the induction programme.

Induction Process

Cell sharing risk assessment will be completed in all cases and a copy will be sent to the induction staff.

Once the reception process has been completed an Induction Officer and Induction orderly will guide the prisoners to the induction office. Both the Induction Officer and the Reception Officer will allocate prisoners to rooms on the induction dormitory, 7-East. Accommodation will be available on 7 West for prisoners who have significant physical disabilities or impairment. All of the rooms are double rooms but may be designated single occupancy if this is indicated necessary by the cell sharing risk assessment.

Each prisoner is issued with two keys; one for entry to the dormitory, the other for their room.

Prisoners will be located on 7 East dormitory initially or the duration of their induction period, then on completion of induction, if not already re-allocated, moved in reception date order into appropriate spaces within the main body of the prison.

Prisoners will be instructed to report to the East 7 Office for the first night briefing at 18:00 hours. The first night briefing will be delivered by the Induction Officer and the Induction Orderly. **This non flexible task therefore must be delivered on the first night.**

Prior to delivering this briefing the Induction Officer will refer to completed pre induction questionnaires and cell sharing risk assessments. If necessary, also liaise with reception staff to gain any relevant information that may need to be addressed during the first night briefing.

Prisoners have the opportunity to ask any questions about issues that they do not understand and will also be required to sign a declaration confirming that they have received the first night briefing, this will be filed in Induction and then added to the prisoners core file.

Prisoners also receive information on Resettlement into the community during the Induction Programme

Induction Programme

All Prisoners will participate in a five-day rolling induction programme. The induction programme will be delivered in the induction classroom situated within the old education centre by induction staff.

Induction staff will individually interview each prisoner. The programme is designed to ensure that prisoners visit and receive information about all relevant areas of the establishment, and that induction staff have the opportunity to identify and address any immediate needs when they interview prisoners.

Information on the following areas are included in the programme, and will either be delivered by the induction staff in the classroom, or by staff visiting from specific areas:-

Healthcare, Reception, Chapel, CES, Wing Office, Resettlement/Through Care, Education, Drug Support, Gymnasium, Gardens, Maintenance, Carpentry, Newgate Furniture, Catering, CIT Brick Construction, CIT Decoration.

Employment opportunities both within the prison and with external agencies are explained.

Library

The library, which is centrally sited, is well used by all the prisoners, all the prisoners have the opportunity to register for the library facilities. There is one full time librarian together with a prison orderly who are operating the library.

The library is well stocked, and attractively laid out, also contains foreign language magazines and books. Efforts are made to match the books available to the language needs of prisoners and it is pleasing to note that there has been a steady increase in the numbers using the library.

6.6 *Life sentenced prisoners*

14% of the current population are classed as serving a life sentence.

6.7 *Kitchens*

The kitchens have been through a very demanding year, through various issues with staffing and the core budget to manage and feed the prisons on.

It is always considered that catering is vital not only to the welfare of prisoners but also considerably contributes to the operational management of the establishment. Sudbury is no exception in providing meals with a range of cultural and dietary requirements. Further improvements include the making of homemade foodstuffs in a bid to further reduce the cost of providing meals at £1.74 per day.

Both the staff and prisons working in the kitchen are to be congratulated on their achievements. Special religious festivals were marked during the year including Christmas, Eid and Sikh and Hindu festivals. The kitchen continues to prepare most special food in-house coupled with experience in food presentation.

The board is pleased that there is opportunity for training at NVQ level for prisoners working in the kitchens.

6.8 Resettlement

Although Resettlement is not an area required to be included in the Annual Report, our Board agreed that it should be given priority because of its importance within an open prison environment in contributing to the successful rehabilitation of prisoners into the community as preparation for release. Approximately 45% of Sudbury's prisoner population are working outside of the prison on a paid or unpaid basis.

Throughout their time in Sudbury, prisoners are expected to be working either inside or outside the prison and there is a clearly documented Resettlement Protocol covering the criteria for each stage. During their induction period, prisoners have to find their own jobs within the prison and their behaviour within this work setting provides a basis for progress onto to outside community work and ultimately paid work. Prisoners are well prepared for outside work through training and assessment.

The Resettlement Governor co-ordinates a weekly risk assessment board to consider all applications for temporary release, which usually number in excess of 50. The individual's history is assessed in relation to his suitability and a recommendation for approval or rejection is passed to the Governor.

The Resettlement Governor also chairs a bi-monthly Reducing Re-offending Strategy Meeting, which includes representatives of all major departments within the prison as well as external agencies. The aim of this meeting is to promote awareness of resettlement and to develop initiatives to increase its effectiveness. All involved work to an Action Plan produced from these meetings.

A great deal of work is done on liaising with outside bodies to develop opportunities for prisoner placements as well as improving the level of qualifications available. The main difficulty in expanding the number of external placements is transport due to the rural location of the prison. There have been a number of developments to address this problem, for example, increasing the capacity for prisoner-owned vehicles, using bicycles for nearby locations and prisoner drivers for vans and cars.

A new initiative has created the opportunity for outside shift working which was introduced recently. Towards the end of this year there has been a change of Governor on the retirement of the previous Governor, and also an additional, temporary staff resource at Governor Level.

During this year, a questionnaire on resettlement was circulated to prisoners and the general response was positive. Similarly, we have received a few applications involving resettlement issues, but nothing to indicate a pattern of problems. Overall, the work of this section has been observed and considered to be constructive and productive

The Board has been concerned that workload pressures on completion of assessments (OASys) and other reports has had consequences for the approval of Licence applications and caused delay in some cases.

Section 7

7.1 *The Work of the Independent Monitoring Board*

7.2 *Board Statistics*

Recommended Complement of Board Members	12
Number of Board members at the start of the reporting period	10
Number of Board members at the end of the reporting period	10
Number of new members joining within the reporting period	2
Number of members leaving within reporting period	2
Number of attendances at meetings other than Board meetings	140
Total number of visits to the prison/IRC (including all meetings)	220 Not officially recorded
Total number of applications received	26
Total number of segregation reviews held	Not available
Total number of segregation reviews attended	Not available

7.3 Prisoner Applications to the Board

Code	Subject	2008/09	2009/10	2010/11
A	Accommodation	0	2	2
B	Adjudications	0	0	2
C	Diversity related	0	0	0
D	Education/employment/training	0	0	8
E	Family/visits	1	0	3
F	Food/kitchen related	0	0	0
G	Health related	1	0	1
H	Property	0	0	2
I	Sentence related	3	5	5
J	Staff/Prisoner Related	1	0	0
K	Transfers	3	5	3
L	Miscellaneous *	9	7	
	Total number of applications	18	19	26

*Miscellaneous includes: - Home Detention Curfew, Home Visits, Prison Rules & External Probation Departments.