



HER MAJESTY'S PRISON
SWANSEA

ANNUAL REPORT
2013 – 2014

DATE: Submitted August 2014. (Covering period end May 2013 – end May 2014)

SECTION 1 The statutory role of the IMB

1.1

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 Secretary Of State for Prisons from members of the community in which the Prison or centre is situated.

The Board is specifically charged to:

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

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

SECTION 2

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SECTION 3 Description of the Prison

3.1 Her Majesty's Prison Swansea is a Category B local Prison, holding adult males and young adults. Adult Prisoners have either been remanded into custody from the courts while they await trial, or are convicted prisoners generally serving less than two years. The young adults are all remand prisoners.

3.2 H.M.P. Swansea was built in 1861 and the residential block is structurally unchanged although modernisation and upgrading has taken place. Swansea was designed to hold 219 prisoners but due to the ever increasing prison population, Swansea has a current operational capacity of 455.

3.3 Respect for individuals is paramount at H.M.P. Swansea whereby relationships between staff and prisoners is central to the well being of the prison. Staff play a vital role in maintaining a stable and above all, safe environment. The aim for the prison, through the varied and positive programmes and activities available, is to enable prisoners to address and thus reduce their reoffending and to assist with resettlement. This is achieved through effective partnerships with a wide range of statutory, private and voluntary organisations.

EXECUTIVE SUMMARY

EQUALITY AND INCLUSION

4.1.1 Poor attendance at the meetings is still a cause for concern. It means that a number of points raised at meetings are not dealt with and are postponed.

4.1.2 Pictorial menus have been introduced for prisoners who do not speak English and both the gym induction manual and the manual handling information are to be printed in different languages.

4.1.3 An imam is now visiting Muslim prisoners every week.

EDUCATION, LEARNING AND SKILLS

4.2.1 A successful year for the Department led to 88% of the Welsh Government's targets being met.

4.2.2 The Shannon Trust's Reading Plan was implemented in September 2013

4.2.3 The new Virtual Campus system was installed in March 2014 and this should help prisoners find employment post release.

4.2.4 The new Print Shop is now up and running. It will train prisoners to a Level 2 qualification in Desktop Publishing.

4.2.5 The Department received a Gold Award for its contribution to a European Sustainability Project.

4.2.6 The number of workshop places available is increasing in line with New Ways of Working. There are a range of NVQ's being offered at H.M.P. Swansea and the intention is to increase the number of qualifications being offered.

HEALTHCARE AND MENTAL HEALTH

4.3.1 Last year the Board reported its concerns about access to optician and dental services. Nothing has changed. Waiting lists can be unacceptably long and visits from these health professionals can appear to be infrequent and haphazard.

PURPOSEFUL ACTIVITY

4.4.1 Considerable work has been done to ensure that as many prisoners as possible are engaged in purposeful activity. A number of new projects and work spaces have been made available.

4.4.2 Prisoners are being given the opportunity to gain qualifications and skills which should help them gain employment post release.

RESETTLEMENT

4.5.1 The Board is disappointed that the anger management course has been lost due to restructuring.

4.5.2 PACT Cymru are piloting two courses in the prison based on relationships.

SAFER CUSTODY

4.6.1 The Board is extremely saddened to report another death in custody at H.M.P. Swansea

4.6.2 There is concern that there is still no suitable accommodation for the listeners to conduct confidential interviews.

4.6.3 A Safer Custody Audit in October 2013 found that the quality of ACCT documents was not up to standard.

SEGREGATION

4.7.1 The Board continues to have concerns that members are not always informed about segregation reviews and despite every effort being made by members to attend, these are often rescheduled at very short or even notice being given.

4.7.2 There has been a 31% rise in the number of adjudications and as a result a considerable rise in the number of prisoners being segregated.

4.7.3 The use of force increased by 26% during this reporting period.

RESIDENTIAL SERVICES

4.8.1 The Board again raise concerns about overcrowding. Swansea is still one of the most overcrowded prisons in the country.

4.8.2 The Catering Manager and his staff can be justifiably proud of retaining their five star hygiene rating for yet another year. While visiting the prison the NOMS Wales manager commented on the high standards of catering at H.M.P. Swansea.

DEATH IN CUSTODY

4.9.1 It is very disappointing and saddening to have to report that yet again there has been a death in custody.

As the Coroner has not yet reported on this incident it would be inappropriate to comment further on this matter.

The Board will be closely monitoring the implementation of any possible recommendations made by both the Prisons and Probations Ombudsman and H.M. Coroner in the hope of preventing further deaths.

Commendations

4.9.2 Since the introduction of MTT considerable efforts have been made to increase the number of work places and education places at H.M.P. Swansea with significant success. It is an ongoing challenge because of the limited space available within the prison. However more prisoners are now having the opportunity to acquire skills which may be of use to them post release. It is hoped that this may assist them in gaining employment and thereby reduce reoffending.

Concerns

4.9.3 The continuing requirement to make savings has been a challenge. Whilst the Board feels that the Governor and Staff have managed and dealt with this effectively there are concerns that further financial cuts along with reductions in staff could have a serious and detrimental effect on the lives of prisoners and the ability of staff to carry out their roles effectively. It will also have a negative impact on staff morale which is already low, in part, due to the considerable changes the prison has gone through in the past two years.

4.9.4 The number of adjudications has continued to rise this year. The Board is concerned that the use of Incentives and Earned Privileges is inconsistent and limited.

PREVIOUS YEAR'S CONCERNS

4.9.5 Despite raising concerns about access to the optician last year, the situation has not improved. There are not regular clinics and access appears haphazard.

4.9.6 There has still been no improvement in attendance at meetings and many are cancelled at very short notice.

4.9.7 The Induction Unit has moved again since last year's report and there is again no room available for the Samaritans to deliver training. There are no facilities currently on this wing for officers to conduct interviews where confidential personal matters are raised.

4.9.8 Despite assurances that review boards will always be held at 10.00 hours, this is not always the case. The Board is not always informed of the change of time nor the reason for it.

SECTION 5- THE REPORT

EQUALITY AND INCLUSION

5.1.1 Equality meetings are held every four – six weeks and are chaired by either the Deputy Governor or his representative. Representatives from the I.M.B, Catering, Healthcare, Learning and Skills and Prisoner representatives from all wings are invited to attend.

5.1.2 Poor attendance at these meetings has raised concerns. It suggests that these meetings have little value and that senior management do not regard them as a priority. Many points raised in the agendas often have to be postponed to the next meeting.

5.1.3 There have been positives during the reporting period. Talking books are being provided in the library for prisoners with learning difficulties. Pictorial menus are now provided along with special boxes for Muslim prisoners to use during Ramadan. Gym induction and manual handling instructions are to be printed in other languages. Cultural events are also being promoted via the incell TV system.

5.1.4 Again, Age Cymru provided coats and hats for older prisoners to wear during the winter months.

5.1.5 An Imam now visits weekly and greater links have been established with the Hindu community and the Sikh community.

EDUCATION, LEARNING AND SKILLS

5.2.1 The department has had a good year in terms of performance against a backdrop of constant national change with the New Ways of Working. The department reached 88% of the targets set by the Welsh Government.

5.3.2 The Shannon Trust Reading Plan was implemented in September 2013 to ensure that the Reading Plan was available to every non-reading prisoner. Through the hard work of dedicated volunteers the Plan is developing well. There are now 12 trained prisoner mentors across the main wings. A prison officer lead has been nominated to support the scheme on the wings. This is reported by the inmates as very helpful in promoting their learning.

5.2.3 Distance Learning and Open University Courses have increased over the last year. Due to the profile of the prison this type of learning is usually limited. However, there are now 5 prisoners taking part in a variety of courses from Environmental Studies, Certificate in Counselling and Business Studies.

5.2.4 The new updated hybrid Virtual Campus system was installed in March 2014. This will enhance the resettlement process for prisoners being released as it will enable them to search for jobs in their community in real time. The 'closed internet

system' allows them access to Job Centre vacancies through a third party. An e-learning programme will assist prisoners to produce a professional CV.

5.2.5 A new Print Shop was opened in the learning and skills department in March with the installation of high spec Apple Mac computers. It will train prisoners up to Level 2 in Desktop Publishing using a variety of industry recognised software programmes of Photoshop, In-design and Illustrator. Work has already started with the Credit Union to produce publicity material for interested prisoners to encourage them to join the savings scheme. Posters can be produced to a professional level for the establishment. There is scope for links to be made with local employers to develop small enterprise projects.

5.2.6 The department has contributed to a European Sustainability Project over the last 2 years which has culminated in the prison being given a 'Gold' award. The department was commended for its delivery of Energy Awareness sessions to prisoners and raising awareness across the prison. It is hoped to maintain the work carried out so far.

5.2.7 The department was awarded a Grade A in the annual British Computer Society Audit.

5.2.8 The workshops are increasing activity places in line with the New Ways of Working. External contracts are being finalised with Swansea City Council for recycling projects to bring work into the prison. A bicycle workshop trains prisoners to re-furbish bicycles supplied from the local council. Once refurbished the prison receives a percentage of the re-sale costs. HMP Swansea currently offers NVQ's in Performance Manufacturing Operations, Laundry Operations and a Level 1 City and Guilds Re-cycling Activities. The hope is to extend further qualifications as more activity is put in place.

5.2.9 A recruitment campaign for a new BICs Instructor was successful. Accredited cleaning training will re-start in July 2014.

5.2.10 A comprehensive training course in Level 1 Health and Safety is delivered over one and a half days to every prisoner before being allocated an activity in the prison.

HEALTHCARE AND MENTAL HEALTH

5.3.1 We have had, a new internal appointment, Head of Health Care, Marie Phillips, this is an interim appointment only, and until such time the 'Review of Health Care' restructure is complete.

The day to day running of Health Care is provided by:

1 Band 8A

1 Band 7

2 Band 6

11 Band 5

Two of these are on night duty, one permanent and one part time.

Health care continues to function without the use of agency staff.

5.3.2 It must be noted that there is no inpatient facility at H.M.P. Swansea. Should the need arise the prison has the benefit of two local Health Board Hospitals, Morriston

and Singleton. There is also a prisoner inpatient facility at H.M.P. Cardiff. There is a daily visit by a general practitioner.

5.3.3 Although prisoners have access to dentists, podiatrists, opticians and psychiatric services, there can be lengthy waiting periods for dental and eye care. The optician's visits seem to be somewhat ad hoc and appear to be determined by the number of prisoners on the waiting list.

5.3.4 There are excellent links with the Homeless Nurse, and the Mental Health and Vulnerable Housed Persons Outreach Nurse, and to the doctors at the High St Surgery, where prisoners of NFA can attend on release. The Mental Health Homeless and Vulnerable Housed Persons Outreach Nurse also sits on the Prison Health Partnership Board. Health care staff will liaise with the homeless team prior to release, informing them of treatments, and medication of the released prisoner, this has proven to be a very positive step in the majority of cases.

5.3.4 There is also access to the GP out of hours service. There are regular visits from sexual health specialists. Waiting list times are similar to those in the community, but can vary in time depending on the referral speciality.

5.3.5 Bearing in mind that there is not any inpatient prisoner facility at H.M.P. Swansea, health care issues are dealt with efficiently and effectively by all in health care

PURPOSEFUL ACTIVITY

5.4.1 In addition to work available under the learning and skills initiatives, prisoners carry out purposeful work in several areas. They can work in the Kitchen after a two week basic hygiene course. They can also go on to gain a Level 1 and 2 NVQ. They are also employed in the Clothing Exchange.

5.4.2 Currently there are :

30 employed in the Sewing workshop [both full time and part time] Currently 160 prisoners have been trained to work in this area where tracksuits and white linen garments are made for the Prison Service.

13 employed in the Laundry [both full time and part time]

15 employed in the Bike Shop [full time] 33 employed in mattress recycling [full time and part time]

24 employed in cassette recycling [full time and part time]

20 employed in assembly work [full time and part time]

All prison waste is sorted by prisoners for recycling and compacting.

5.4.3 Great efforts have been made to ensure prisoners at H.M.P. Swansea are gainfully and purposefully employed. As a Board we recognise these efforts and recognise the challenges involved.

RESETTLEMENT

5.5.1 The aim of the resettlement team is to ensure all prisoners are prepared appropriately for their release and in doing so reduce reoffending behaviour. The loss of the Community Chaplaincy Project has had a significant impact on resettlement. They played a vital part in obtaining employment for prisoners on release as well as providing practical support for those who requested it. Current targets for employment on release are being met and the team engage with a number of groups providing social housing. Information on how to access a range of benefits is also available.

5.5.2 Unfortunately the anger management courses have been lost and this is as a result of national restructuring.

5.5.3 A lottery funded project; PACT Cymru which is nearly at the end of its first year is piloting two courses in the prison. From September a relationship course called 'Within My Reach' will start along with a Student Assistance Programme. The PACT project is targeted at prisoners in the 18- 25 age group. The team have hosted a number of functions for outside agencies which they hope will lead to better support and understanding of prisoners.

5.5.4 Themed family days have been extremely successful and trained volunteer mentors are in place to supervise the play area during visits. Family visits are held prior to release and a course called 'Storybook Dads' is run with one of the aims being the rebuilding and improving of relationships.

SAFER CUSTODY

5.6.1 Safer Custody Management was been taken over by a new team on March 31st 2014.

5.6.2 A Safer Custody Audit took place in October 2013 with a score of Green/Amber. The quality of some of the ACCT (Assessment, Care in Custody & Teamwork) documents was not up to the required standard, which caused a reduction in the overall score.

5.6.3 The Samaritans continue to visit the prison weekly for debriefing/supervision of the Listeners and attend the bi-monthly Safer Custody Meetings.

5.6.4 There are currently 7 Listeners. The Samaritans are currently running a Listeners course and it's hoped their numbers will be significantly increased. Problems are still being experienced by Listeners, as suitable accommodation for private interviews cannot be found. This problem has been on going for some considerable time.

5.6.5 During the period May 2013 to April 2014 a total of 238 ACCT (Assessment, Care in Custody & Teamwork) documents were opened which are similar to the 2012 numbers.

5.6.6 In the year to date, 1 death in custody was recorded.

5.6.7 Meetings are held on a bi-monthly basis, attendance varies greatly with an average attendance for the year of 8.8.

SEGREGATION, SEPARATION AND CARE

5.7.1 Segregation is a part of the establishment that is most visited and monitored by the Board members. Each Board member will make a visit to this area of the Prison on each occasion that they attend HMP Swansea.

5.7.2 It is pleasing to note that the same members of staff are retained in this area and this brings continuity to the section. The staff are highly experienced and ensure that Board members have access to segregated prisoners upon demand. The paperwork and prisoner records are readily available to Board members upon request.

5.7.3 Whilst the Board are usually informed about reviews, this is not always the case and this is an area that the Board feel could / should be improved. Similarly, reviews are often rescheduled at short or no notice. No improvement has been noted since the previous year's report.

5.7.4 Use of the Safe cell fell sharply by 43% on the previous year and this is to be commended.

5.7.5 Adjudications are also heard in this area of the establishment and it is noted that there has been a large 31% increase in adjudications on the previous year. Additionally, the work of the Independent Adjudicator increased significantly on the previous year by 24%. Whilst this is perhaps a worrying trend, the Board notes that it is perhaps commensurate with a 21% increase on the previous year of prisoners being segregated (up from 139 to 176)

5.7.6 The use of force increased by 26% on the previous year and the Minister can be assured that the Board will be monitoring this very closely over the forthcoming year.

ADJUDICATIONS

5.7.7 All Board Members take the opportunity to sit in and observe Governors Adjudications during their rota visits whenever possible. The board monitors and verifies that the hearings are carried out in a fair and concise manner with the offender understanding all aspects of the proceedings. The board also ensures that hearings are disseminated to be conducted by all the Governor Grades, reflected in the aspect that 7 different governors presided over adjudications in 2013.

5.7.8 The total number of charges brought for offences against prison rules has continued in an upward trend in 2013 showing an overall total increase of 89% in the past 5 years.

5.7.9 In total 736 charges were brought against prisoners during the year. In 161 (22%) of all cases the charges were considered not to be established on further review and subsequently dismissed. In 13 (2%) cases the prisoner had been released, did not return from court, or was transferred to another prison. In 187 (25%) of the more serious cases the adjudication was referred to an Outside Independent

Adjudicator/District Judge, and 12 (2%) offences were considered serious enough to be referred outside to the Police.

5.7.10 In total around 75% of heard adjudications were dealt with by the Prisons Governors and 25% by an external judge with the awards involving a range of punishments from the loss of prison privileges and earnings for lesser misdemeanours, to the loss of association and additional days being added to the sentence for more serious misdemeanours.

A detailed examination of adjudication records reveals the following apportionment of offences.

• Assault	30%
• Refusal to Comply	22%
• Drugs Related	21%
• Property Damage	8%
• Breach PSO 4400/Harassment	6%
• Unauthorised Possession	6%
• Mobile / Pin Phone	4%
• Alcohol Related	2%
• In Unauthorised Place	1%
• Racism	<1%

A breakdown of the offences by ethnicity shows that it is generally proportionate to the ethnic distribution of the prison population.

RESIDENTIAL SERVICES

5.8.1 Swansea is still one of the most overcrowded prisons in the country. The Board has for many years expressed disappointment at this situation, and it is a source of regret that we have to report no improvement this year. The prison was designed to hold 219 prisoners and it currently holds up to 455. There are few single cells and facilities on cell blocks are sadly lacking.

5.8.2 This year the Catering Services has introduced a pre-selection menu for all meals. The varied menu includes vegetarian, vegan and Halal choices.

5.8.3 It is pleasing to report that the Kitchen has once again been successful in retaining its Five Star Hygiene Rating awarded by Swansea Environmental Health Department.

5.8.4 The Department has undertaken three surveys to gain feedback on food quality and choice, which have been used to improve menus and practices wherever possible. One example has been the introduction of special “theme” meals.

5.8.5 The Catering Manager and his staff are to be congratulated on providing a high quality service, particularly given the tight budget controls with which they are faced. It is to be noted that Sara Payne (NOMS Wales), on her recent visit to Swansea Prison was complimentary on the standard of food provided.

5.8.6 The works department has been involved in a number of projects over the last twelve months. Some of the work involved has been supervision of outside contractors, carrying out improvements and general maintenance within the establishment.

5.8.7 All work, including upgrading the stonework and windows to the front elevation of the prison was completed in early July, and was done to a very high standard.

5.8.8 In the plant room all new heat plate exchanges providing hot water to all wings and administrative offices has been completed.

5.8.9 A number of proposed projects are about to commence in the coming weeks- they include:-

- Relaying floors in the main kitchen.
- Refurbishment of showers in A wing.
- Improvements to the C.C.T.V. system in the visits hall.
- Providing a new fibre glass roof to workshop.
- Replacing generator housing for sound proofing and general maintenance.
- An additional 59 bed unit with facilities for disabled prisoners.

5.9.1 Office Clear signs have been issued as appropriate throughout the prison after it was noted that fire doors were being wedged open.

5.9.2 On September 1st 2013 a new round of fire risk assessments was undertaken.

5.9.3 It was decided to remove the term “false alarm” from radio calls and to replace it with the word “Alarm” followed by “All clear”.

5.9.4 Since January of this year, 41 alarm calls have been made compared with 49 for the whole of last year. All fire alarms are tested weekly by the Fire Safety Officer.

5.9.5 93% of staff at H.M.P. Swansea have received Fire Awareness training. 75% of staff have received training in the use of fire hoods.

5.9.6 Although there are obvious steps being taken to ensure that Health and Safety is a paramount concern, and the necessary training is being provided, the Board is disappointed that the monthly Health and Safety meetings are cancelled frequently at very short notice.

SECTION 6 OTHER AREAS OF THE PRISON

RECEPTION AND INDUCTION

6.1.1 Prisoners on arrival are seen by a member of the Healthcare Team prior to leaving the Reception Area. This ensures prisoners with medical and/ or drug issues are identified and appropriate assistance facilitated. Shower facilities are available.

6.1.2 The Reception Area has a wide range of posters available, in a variety of languages to help prisoners understand the system. Telephone translation facilities are also available. In addition, Listeners are available in the Reception Area from 1630 and during the evenings who informally “mingle” with new arrivals to address any concerns. Prisoners who arrive before this time have to request the services of a Listener and this would be accommodated as far as practicable.

6.1.3 Staffing levels appear to be satisfactory. However, concerns have been expressed that revised staffing allocations, whereby a small, dedicated team of staff have been replaced by a larger, more general pool of staff, have led to a reduction in efficiency and effectiveness. These concerns relate to the fact that staff require a concerted period of training to become fully acquainted with the full role and responsibilities of working in Induction. A larger pool means staff are not receiving this intensive training nor gaining appropriate on the job experience as they are not spending sufficient time in the Unit to do so.

6.1.4 In previous years the Board has raised concerns in relation to the late arrival of prisoners from distant Courts, due to the inability of closer establishments to take them. The Board is pleased to note that whilst this situation has improved, due mainly to the work of the Prison Escort Service, it remains the case that Swansea continues to take prisoners from outside the area late into the day. It appears that other prisons have Lock Up / Out regimes which means they do not take prisoners after specified times of the day. Swansea does not appear to operate such a regime.

6.1.5 After leaving Reception, prisoners are initially located on the First Night Unit, which this year has been relocated to A1 Wing. Unfortunately, facilities on the Unit are not of the standard previously available. The office space is limited, with only one computer terminal available to staff. There are no Interview Rooms, and consequently there is little privacy for staff and prisoner interface. Despite, the limitations of the facilities staff appear to have an excellent working relationship with prisoners and spend time with new arrivals until they are settled into prison life.

6.1.6 Prisoners receive an information package – “Reception and First Night Unit” which explains to prisoners a number of policies and compacts which they must observe during their stay.

6.1.7 The Drug Reduction Wing has been operable for approximately, two years and has a well deserved reputation for the work it does and is considered an exemplar for other prisons. Unfortunately, recent staff shortages particularly amongst Group

Tutors, has reduced the number of group sessions, which has detrimentally impacted upon the function of the Unit. It is hoped that this situation improves.

CHAPLAINCY

6.2.1 The Chaplain leads an enthusiastic team. Every effort is made to ensure all faiths are catered for. Links with a range of agencies offering support to prisoners while they are in custody and post release continue to be developed.

6.2.2 Organizations such as Victory Outreach, Hope Farm, Zac`s Place etc readily respond to invitations to participate in Sunday worship. These visits create opportunities for these groups to forge links with individuals seeking specific support post release.

6.2.3 The chaplaincy team facilitate courses such as “Sycamore Tree” and these continue to be very well attended.

COMMUNITY CHAPLAINCY

6.3.1 It is with huge regret that we report the impending end of the Community Chaplaincy project at Swansea on the 30th June 2014. It is hoped that the project will resume in the future and sterling efforts are being made to secure funding for this worthwhile project.

SECTION 7 WORK OF THE IMB

IMB AT SWANSEA

7.1.1 The Chair, Vice Chair and Training Officer (BDO) took up their appointments in January 2014. This year the Board has carried out a recruitment campaign to ensure that it will be operating at full strength in 2014. This situation has arisen as a result of the implementation of the recent OCPA code of practise, pertaining to length of service on Public Bodies.

BOARD MEMBERS

Chair	Mrs K Andrew JP
Vice Chair	Mr P Dwan JP
Board Development Officer	Mr M Beake
	Mr P Armstrong
	Mr P Baker
	Mr D Bentley Miller JP
	Mr B Francis
	Mr A McGetrick
	Mr B Maskell JP
	Dr Y B Mathur
	Mrs J Michael
	Mr G Morgan
	Mrs J Osborne JP
	Mr P Owen JP
	Mr J Pile JP
	Mr B Thompson
	Mr C Walters
Clerk to the Board	Mr Emeil Khalil/Ms Ceri Stokoe

APPLICATIONS TO THE IMB

7.1.2 Prisoners have a right to address grievances to the IMB and may request referral to the full Board. During the period of this report there have been no applications to the full Board. There have been 31 applications to the IMB, which is a fewer than last year but still extremely low and reflects the commitment of staff at Swansea to deal with most problems being raised by prisoners. In addition to written applications Board members deal with verbal applications on their rota visit or at any other time they are in the Prison. The Board has marked and locked IMB boxes on all wings and these are emptied daily during the working week.

Applications have been analysed by category

Category	07/08	08/09	09/10	10/11	11/12	12/13	13/14
Food	3	0	1	1	0	3	6
Property	4	0	4	0	4	1	7
Medical	14	6	13	4	8	8	11
Visits	0	5	4	4	6	3	1
Transfer	5	3	2	2	1	2	2
Adjudications	0	0	1	0	0	0	4
Mail	0	1	1	1	0	1	0
Cell Conditions	3	1		1	2	2	1
Sentence	5	5	4	0	1	0	3
Racial Abuse	3	0		0	1	0	0
Bullying	1	3	2	0	4	1	3
Miscellaneous	18	17	11	9	6	10	14
TOTAL	56	41	43	22	33	31	46

7.2.3 ATTENDANCE AT BOARD MEETING

All Board members attended the required number of monthly Board meetings throughout the year.

7.2.4. BOARD STATISTICS

Recommended compliment of Board Members	12
Number of members at start of reporting period	17
Number of Members at end of reporting period	12
Number of Members leaving within the reporting period	5
Total number of visits to the Prison (excl Monthly Meetings)	240
Total number of written applications received	46