



Annual Report

HMP Huntercombe

January - December 2014

Section 1

Statutory Role of the IMB

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

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 right of access to every prisoner and every part of the prison and also to the prisoners records.

Section 2

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Section 3

DESCRIPTION OF THE PRISON

HMP Huntercombe is a Category C training prison for foreign national adult males who are of interest to the Home Office's Immigration Enforcement section.

The operational capacity is 430, split between 5 residential units, with a mixture of single and double cells. A residential accommodation refurbishment programme was started at the end of 2013 and is now complete; this included the installation of privacy locks on cells. In addition to the residential wings, the prison complex contains education facilities, a large indoor gym, a healthcare outpatient facility, workshops, gardens (polytunnels and open spaces), sports pitches, exercise yards, a visits hall for domestic visits, a cafeteria run by prisoners and a multi-faith room. Due to the rural location, access by public transport is limited.

Healthcare is provided by Oxford Health NHS Foundation Trust. Education, training, learning and skills are provided by Milton Keynes College. There are a number of other services and voluntary organisations who provide assistance to prisoners, covered in more detail in Section 5.5.

Section 4

EXECUTIVE SUMMARY

Overall judgment

Overall, the IMB find Huntercombe to be a well operated prison. It is judged that the needs of the current Foreign National population are effectively catered for. There are many points of commendation highlighted within this report and the Board believes that the prison is in a good position to address the areas for attention that are identified. The Huntercombe IMB receives good support and assistance from both the prison and agency staff.

Following on from our 2013 report, during 2014 the IMB relationship with the Number One Governor continued to deteriorate. However, the Governor transferred to another prison in the Summer and following this, we are pleased to report that the Board has been able to foster a good professional working relationship with the new Governor whose level of commitment to keeping the Board informed and to engage with any concerns raised by us has facilitated our ability to carry out our independent duties effectively.

Summary of key points

Summary of points of commendation

Equality and Inclusion

- The dedicated equalities team work hard to identify and address trends.
- Negative trends are frequently noted early and 'nipped in the bud'.

Education, learning and skills

- Vocational areas continue to be a strong point of the Huntercombe educational provision and the gardens are of particular note.

Healthcare and mental health

- Successful implementation and early outcomes of the Substance Misuse Service (SMS)
- Good provision of preventative health screening and health awareness events.
- Language line is routinely used in Healthcare.

Purposeful activity

- The Chaplaincy department provides a good range of religious and non-denominational services and events that are well attended.
- The Gym is well attended and valued by the prisoners.

Resettlement

- Visits are well handled by the prison.

- The work done by the Resettlement Team is to be commended given the increasing pressure of resource.

Safer custody

- The Board continues to be impressed by the commitment of the Safer Prisons Team to ensure the environment at Huntercombe remains as safe as possible.
- Good liaison between HOIE and the Safer Prisons Team.

Care and separation unit (CSU)

- There has been a low use of C&R and ratchet handcuffs and zero occupancy of the 'special accommodation' cell.
- Whilst the number of long stayers has increased during 2014, the prison has dealt well with these to resolve the situation in a timely manner.
- Listeners are available to prisoners in CSU.

Residential services

- The prison has a good atmosphere, a high level of cleanliness and the grounds are well kept.
- The prison is dealing as well as it can with the pressure on staffing levels and is so far managing to maintain a full regime.

Home Office Immigration Enforcement (HOIE)

- Good working relationships have been forged with the Safer Custody team and Offender Management Unit.
- Increased staffing levels have enabled a more consistent service to be provided.
- The understanding of and provision for the needs of the population has increased.

Summary of points for improvement

Equality and inclusion

- Increase in staffing within the equalities team and greater consistency of staff would bring further benefits.
- Additional methods of efficiently disseminating information to prisoners would increase the likelihood of all prisoners feeling well informed.
- More frequent use of LanguageLine to cover all situations in which it could be of benefit.

Education, learning and skills

- Additional opportunities for applied work-based activities should be sought.

Healthcare and mental health

- Work with the Healthcare team to understand how better to address their concerns regarding prisoner behaviour.

- A whole-prison approach to tackling the recent incidences of Novel Psychoactive Substances (NPS) entering the prison is required.
- Implementation of the prison's process for food refusal requires consistent application.

Purposeful activity

- The Chaplaincy department provides a good range of religious and non-denominational services and events that are well attended.
- The Gym is well attended and valued by the prisoners.

Resettlement

- It is a pity that family visit days were reduced due to the staff shortages at the time as these were popular events.
- It has become clear to the Board that with the changes in the law for FNs implemented in July and completed in November 2014, there will continue to be pressure on resources for resettlement due to the level of prisoners who will now be deported. There is concern that these prisoners will not receive the level of care in terms of resettlement that is given to the prison population in general and the Board will be carefully monitoring this area in the next reporting period.

Safer custody

- Commitment to continued improvement of ACCT entries.
- Commitment to the consistent use of LanguageLine, where appropriate.
- The caseloads of Offender Supervisors should be assessed and action taken to ensure they are manageable.

Care and separation unit

- Improve use of LanguageLine within the CSU.
- Ensure the IMB are informed on every occasion in which prisoners are relocated to the CSU.

Residential services

- The IMB would like to see a decrease in the amount of 'doubling up'.
- Kitchen equipment needs to have an increased reliability.
- Efforts should be made to increase staffing levels.

Home Office Immigration Enforcement (HOIE)

- None identified.

Section 5

SPECIFIC AREAS

5.1 Equality and inclusion

There is a dedicated equalities and diversity team embedded within the prison who meet regularly and look to monitor and address any negative trends identified. However, the Board have noted prisoners expressing dissatisfaction with the level of information they feel they receive and consider that it is likely that low levels of staffing and a lack of continuity in personnel for this area may be one reason for this.

With over 80 different nationalities within the population, the prison does an excellent job of encouraging prisoners to mix. Great efforts are made to recognise and celebrate a wide variety of events and prisoners of all backgrounds are encouraged to take part. Good examples include the sharing of hot cross buns at Easter and Eid celebrations.

Whilst in general, levels of spoken English within the population are good, the Board has noted language issues causing problems for a small proportion of prisoners. In particular, the Vietnamese population are a group who have a tendency to have lower levels of English. The prison has recognised that, at times, a general inability to speak sufficient English within this population is hampering their ability to take part in the full regime and make use of the services on offer.

LanguageLine is used but it is noted that the quality is variable; use is not always encouraged by staff. Discussion with the Equalities orderly revealed that there is a perception that staff made less effort to support prisoners with poor English and were in this way discriminating against them. There was also an issue around prisoners understanding complex paperwork at Reception and being asked to sign it.

Throughout the year, there have been a number of instances noted by the Board as having the potential to cause concern and unrest within the prisoner population. Examples include changes in government policy such as the virtual elimination of the opportunity for FNOs to obtain Category D status or ROTL. However, the prison has pre-empted difficulties and worked hard to reassure the population and minimise any potential disruption. Similarly, where concerning trends have emerged, these have been quickly identified by the prison and 'nipped in the bud' using practical and effective methods. An example is where there was concern that groups of prisoners began meeting in small groups and a prisoner took the role of preacher - there was concern over the potential for prisoners to be radicalised. However, the prison reacted quickly, reinforced an existing rule regarding how many people could meet in a 'non formal meeting' and emphasised the presence of the organised chaplaincy activities.

Points of commendation

- The dedicated equalities team work hard to identify and address trends.
- Negative trends are frequently noted early and 'nipped in the bud'.

Areas for improvement

- Increase in staffing within the equalities team and greater consistency of these staff would bring further benefits.
- Additional methods of efficiently disseminating information to prisoners would increase the likelihood of all prisoners feeling well informed.
- Increased use of LanguageLine to cover all situations in which it could be of benefit.

5.2 Education, Learning and Skills

There is excellent work being done in the vocational areas such as paints, tiling, etc and Milton Keynes College continues to offer a good range of educational courses. However, it is noted that this population would value an increase in work-based opportunities. Unfortunately, the prison infrastructure is not yet well placed to provide this due to the previous focus having been education for young people (HMP Huntercombe was a YOI until June 2010). Additionally, the government decision to disallow Release On Temporary Licence (ROTL) for FNOs has further decreased the opportunities available to the men. The prison is making good efforts at rectifying this situation and bringing focus to purposeful activity workshops suited to the provision of skills that will be relevant once individuals return to their countries of origin. Examples include the recycling workshops and the increase in places on the industrial cleaning training course.

It was disappointing that the virtual campus is no longer operating due to financial cuts and that careers advice provision has been reduced as a result of far more prisoners being deported. Advice continues to be offered where possible regarding opportunities in the receiving countries. Supplementary opportunities such as Open University courses are increasingly unlikely for FNOs as the required funding, such as a student loan, is unavailable to them.

The gardens are of particular note at HMP Huntercombe. The prisoners attending the horticulture courses have put much work into them, supported by excellent and dedicated staff. Most recently beekeeping has been added to the provision.

Points of commendation

- Vocational areas continue to be a strong point of the Huntercombe educational provision and the gardens are of particular note.

Areas for improvement

- Additional opportunities for applied work-based activities should be sought.

5.3 Healthcare and Mental Health

Overall, the Healthcare staff are dedicated and do an excellent job. However, during 2014, some staff were dismissed for misconduct issues. Other staff moves left a number of vacancies later in the year that proved slow to fill. There was a Trust-trained prisoner in place for the PALS officer role.

There have been a small but notable number of occasions where communication between wing and Healthcare staff has not supported prisoners in addressing their needs. Examples include occasions where prisoners requiring items such as bedding have been incorrectly sent to Healthcare who can not help with such matters.

The dispensing times have been reduced which initially resulted in prisoners waiting excessive periods of time and staff reporting an

increase in aggression towards them. However, as the year progressed, this stabilised. Notwithstanding, Healthcare staff have raised concerns regarding lack of officer presence and believe that this contributes to a propensity for aggressive attitudes towards Healthcare staff from some prisoners. Whilst it is within the remit of Healthcare staff to issue behaviour warnings for such incidents, few of them will do this in practice as they do not consider it to be their role. Healthcare staff also seem reluctant to use the official prison complaints procedure and this is preventing the prison from addressing the various issues.

The mental health team have seen a number of staff leaving throughout the year and it is reported to be difficult to recruit, perhaps due to the prison environment. Very few applications were received for the advertised posts.

During the year, there was a successful introduction of the integrated drug treatment system (IDTS) to the substance misuse service (SMS). Increasing numbers of prisoners have been making use of SMS and the results have been good. SMS is integrated into other departments around the prison e.g. CARATs, who facilitate a number of groups. In July, two new focus groups were introduced to compliment the service - relaxation and nutrition and links were being formed with the gym.

The Board is pleased to note that prisoners appear to be receiving preventative health screening on a par with that in the community, for example, bowel cancer screening, etc. Additionally, the prison continues to run popular health awareness events covering aspects such as smoking cessation, weight management, BBVs, alcohol awareness etc.

Towards the end of the year, the prison reported its first incidences of the drug NPS or NPS. Whilst it is currently believed not to be a large scale problem, this is a worrying development.

The Healthcare facilities are generally good and housekeeping is of a high standard. However, the dental surgery has been noted as not fit for purpose and the prison is looking to address this in due course.

Notwithstanding the comments made in Section 5.1, Healthcare is one area in which LanguageLine is routinely used.

Whilst it is acknowledged that there is a process in place for monitoring and reporting on prisoners who are refusing food, the Board has some concerns regarding how this is implemented in practice. There was an example during the year where a prisoner with Asperger's syndrome lost a considerable amount of weight. No food refusal book was opened and the Governing Governor was not aware until a late stage. Whilst food refusal is not particularly common and this incident was eventually successfully addressed by good work from prison staff, the delay was concerning.

Points of commendation

- Successful use and early outcomes of the substance misuse service (SMS)

- Good provision of preventative health screening and health awareness events.
- LanguageLine is routinely used.

Areas for improvement

- Work with the Healthcare team to understand how to better address their concerns regarding prisoner behaviour.
- A whole-prison approach to tackling the recent incidences of NPS/NPS entering the prison is required.
- Implementation of the prison's process for food refusal requires consistent application.

5.4 Purposeful activity (including work)

The majority of information relating to purposeful activity is covered in Section 5.2: Education, Learning and Skills.

Huntercombe continues to provide a range of purposeful activity with jobs and courses suitable for the FN population. Particularly of note is the Waste Management facility, not only just providing work but a good example of how a prison deals effectively with its waste recycling. Hairdressing/barbering and wing cleaning are also featured and the Board is aware that management are constantly seeking new activities.

Literacy E3 attainment is required for eligibility on most work and course placements and there are procedures in place to help with this attainment to maximise placement benefits. However, there are constraints on places for popular courses and a waiting list system is in place which is explained to the prisoners. With the tight number of staff there is inevitably some cancellation of courses and work due to staff sickness and annual leave.

Due to the changes which took place in the status of FN prisoners, Huntercombe ROTL and outside work placements are no longer a feature of this establishment.

The gym and the Chaplaincy are well used.

The Chaplaincy department provides a good range of religious and non-denominational services and events that are well attended. Activities include Vietnamese coffee mornings, meetings for older prisoners and a guitar group.

The gym is well attended and valued by prisoners. The Board is aware however that there is frequently broken and out-of-order equipment and the climbing wall can no longer be used.

Points of commendation

- The work, particularly in Waste Management and courses in painting/tiling etc. are of good quality.

- The Chaplaincy department provides a good range of religious and non-denominational services and events that are well attended.
- The Gym is well attended and valued by the prisoners.

Areas for Improvement

- Despite the efforts of management, the Board would like to see more purposeful activity and, in particular, an increase in the opportunities for work-based activities.

5.5 Resettlement

Due to benchmarking, the budget for resettlement has been cut, affecting the ability to offer the services of outside agencies.

Visits are well handled by the prison and busy. There is always a good atmosphere and whilst there continues to be no specific provision for children, many do attend. It is a pity that family visit days have been reduced as these were popular.

When required, the arrangements for inter-prison phone calls can be lengthy.

Towards the end of the year, some of the courses were stopped.

Prisoners have been supported with resettlement by a wide variety of organisations and schemes although some of this funding has now been lost and the Board is concerned going forward that more funding gaps may follow.

FN prisoners need support, particularly around their immigration status and whilst the Migrant Help facility continues it cannot address all the needs that are required within this establishment.

Home Office Immigration Enforcement (HOIE) is closely involved and can work with various countries of origin but the needs are still far greater than the resource available.

FN prisoners, particularly where deportation is extremely likely, need support to face what lies ahead for them, particularly as many may be returning to countries they have either never lived in or have little experience of.

Faith facilities are well catered for generally within the establishment and good efforts are made to address the many faiths involved.

Resettlement staff have been involved in excellent work over the period, providing prisoners with information they might need in their countries of origin and excellent library facilities are available for prisoners and they are encouraged to make use of these and research themselves.

Excellent support is also available from the Samaritans and a good Listeners service is available. The Safer Custody Team, as mentioned

elsewhere in this report, play an important role in coordinating this work.

Points of commendation

- Visits are well handled by the prison.
- The work done by the Resettlement Team is to be commended given the increasing pressure of resource.

Areas for improvement

- It is a pity that family visit days were reduced due to the staff shortages at the time as these were popular events.
- It has become clear to the Board that with the changes in the law for FNs implemented in July and completed in November 2014, there will continue to be pressure on resources for resettlement due to the level of prisoners who will now be deported. There is concern that these prisoners will not receive the level of care in terms of resettlement that is given to the prison population in general and the Board will be carefully monitoring this area in the next reporting period.

5.6 Safer Custody

During the year it was not uncommon for Offender Supervisors to have up to 60 cases. The Board considers this to be an excessive number for staff to work effectively with.

There have been significant changes in the deportation situation and new laws implemented in July and November of 2014 made the work of the Safer Custody team even more essential.

The Board has continued to monitor the monthly meetings regularly and have been impressed by the continued commitment of the Safer Custody team. During the year it has been noted that the information presented at meetings has improved, creating an excellent overview for all participants, allowing discussion to be succinct and focused.

The Board has been pleased to note the work done to gain a better understanding and co-operation between HOIE and the Safer Custody team to ensure that prisoners receiving deportation orders are identified and supported where possible within the constraints of the HOIE remit.

It remains difficult to recruit ACCT assessors and it is recognised that with current staffing levels this will remain a challenge. ACCT numbers have remained manageable this year, but there is concern going forward of the effects of increased deportation orders and the strains this will inevitably bring to the prison population at Huntercombe.

The maintenance of the ACCT documents and the standard of entries, whilst somewhat improved, remains a constant focus for the Safer Custody team to maintain the high standards they need.

The use of the LanguageLine facility is inconsistent and the Board support the prison's aim to ensure it's use if there is any doubt about full understanding by prisoners and staff. This is particularly important in cases where ACCT documentation is open for long periods and little progress is being made.

The attendance at the meetings of Listeners and Insiders continues to be good and the Board wishes to note that they are always encouraged to participate, bringing an important dimension to the meetings. It is clear from the input of these prisoners that Huntercombe is seen as a safe environment and the levels of violence have remained relatively low.

Points of commendation

- The Board continues to be impressed by the commitment of the Safer Prisons team to ensure the environment at Huntercombe remains as safe as possible.
- Good liaison between HOIE and the Safer Prisons team.

Areas for improvement

- Commitment to continued improvement of ACCT entries.
- Commitment to the consistent use of LanguageLine, where appropriate.
- The caseloads of Offender Supervisors should be assessed and action taken to ensure they are manageable.

5.7 Segregation, Care & Separation, Close Supervision

There were a total of 530 adjudications during 2014 and of the 23 appeals made by prisoners, 7 were found in favour of the prisoner and 16 were upheld in favour of the prison. There were 4 cases referred to the Independent Adjudicator and 7 cases required police investigation.

There were a total of 29 Control and Restraint (C&R) forms logged during the year. It is notable that these forms include verbal negotiations between prisoners and officers and also personal safety concerns of the officers. Of the occasions of C&R use, 5 resulted in a relocation of the prisoner to the CSU - 2 of which required cuffs to be employed in addition to C&R techniques. Batons were not used or drawn throughout 2014.

The numbers of prisoners held in CSU for longer than 10 days has increased since 2013, with the majority being held due to refusing to share a double cell or on Rule 45 (Own Protection). The increase in numbers of 'long stayers' is almost certainly due to the increase in the requirement to 'double up' cells, as discussed in Section 5.8. The majority of these 'long stayers' are ultimately transferred to other prisons but these transfers are frequently delayed as they are considered a low priority in terms of the prisoner transport contract.

The Special Accommodation cell has not been occupied at any point throughout the year although it has been used on a handful of

occasions in order to perform strip searches prior to the relocation of a prisoner to the standard CSU cells.

Although the budget has finally been secured for electric sockets within the CSU cells, at the end of 2014 these had still not been fitted although the work is planned for early in 2015.

LanguageLine is used when requested by the prisoner or staff feel it appropriate. The IMB has raised concerns on a number of occasions when it was not used but the Board considered it would have been of benefit to prisoners' full understanding of the situation. This is in line with observations of LanguageLine use in healthcare (see section 5.3) and is believed to be due to the same root cause - the reticence of officers to use it. Officers and IMB members have reported that the quality of the service provided by LanguageLine can be variable and this greatly impacts on how easy and useful it is.

Contrary to the prison's own guidelines, several prisoners who were on open ACCTs were held within the CSU. However, these occasions were usually as a result of threats from prisoners to self harm or for 'own protection' purposes and the prison had taken into account the balance of benefit to the prisoner.

Listeners are available to prisoners in the CSU although a risk assessment would be undertaken in order to ensure that there is no risk to the Listener.

Whilst it is general practice for the IMB to be informed promptly and routinely when a prisoner is located to the CSU, there have been occasions when this has not happened.

Points of commendation

- There has been a low use of C&R and ratchet handcuffs and zero occupancy of the 'special accommodation' cell.
- Whilst the number of long stayers has increased during 2014, the prison has dealt well with these prisoners to resolve the situation in a timely manner.
- Listeners are available to prisoners in CSU.

Areas for improvement

- Increased use of LanguageLine in CSU.
- Ensure the IMB is informed on every occasion when prisoners are located to the CSU.

5.8 Residential services (including accommodation, food, catering and kitchens)

In general, it is noted that there is a very good atmosphere on the residential wings and good relationships between staff and prisoners. This was particularly notable during Christmas and New Year.

Whilst it is acknowledged that in comparison to other prisons, Huntercombe has a reasonably good number of officers, there are

still concerns regarding low staffing levels. So far the prison has predominantly managed to maintain a full regime.

'Doubling up' continues to be an issue. In 2013's annual report the IMB reported this as an area for improvement and requesting its reversal. Since then the practice has increased not reduced. Following the residential unit refurbishment programme that has been ongoing throughout the year, the prison took the decision to leave one of the wings shut. This has exacerbated the 'doubling up' situation, but alleviated to an extent the staffing shortages and has played a part in the prison's ability to maintain a full regime.

An additional down side to the 'doubling up' has been that many prisoners coming to Huntercombe who have been used to single cells perceive 'doubling up' as a loss of privilege or a punishment. This has caused increased tension and more prisoners in the segregation unit for refusing to share a cell. These prisoners have frequently become long stayers in the segregation unit for persistent refusal to double up. Some have eventually been re-categorised and sent to other prisons. In addition, cell sharing in hot weather adds to prisoner frustrations despite the prison issuing fans to those that want them.

Food quality and portioning is well managed within the restrictions of the budget. Overall it is recognised as good by the prisoners and there has been a distinct decrease in applications to the IMB on this subject.

Kitchen equipment is frequently found to be in need of repair and this increases the pressure on the kitchen staff. This is exacerbated by the fact that equipment is purchased centrally from a company in Germany which can cause considerable delay in the delivery of spare parts or repairs. The kitchen flooring remains an area for concern but budgets have not allowed for anything other than patchy repairs.

The cleanliness of all areas of the prison continues to be high, a benefit of the industrial cleaning training provided to prisoners.

In January, a number of ex-Reading prison officers transferred to Huntercombe (as a result of the closure of HMPYOI Reading in November 2013) and it has taken a little time for them to adjust to the different regime/population.

Property remains an urgent issue for prisoners being deported. Existing national prison procedures do not take the urgent needs of FNPs into consideration. The inadequate system for retrieving items from previous prisons, courts and police stations is bureaucratic and chaotic with no-one having overall responsibility. The prison has adopted a logging system initiated by a prisoner and St Giles Trust to try to do more on this for prisoners.

A change in the core day in the first quarter took some time to bed in with staff experiencing longer days and the building up of TOIL or not taking annual leave to accommodate the regime.

Points of commendation

- The prison has a good atmosphere and a high level of cleanliness.

- The prison is dealing as well as it can with the pressure on staffing levels and is so far managing to maintain a full regime.

Areas for improvement

- The IMB would like to see a decrease in the amount of 'doubling up'.
- Kitchen equipment needs to have an increased reliability.
- Efforts should be made to increase staffing levels.

Section 6

ADDITIONAL AREAS

6.1 Home Office Immigration Enforcement team

The management of this area has improved from 2013. Attention has been given to the expansion of the team with new staff being trained to manage the case load with the result that it is more fully and consistently staffed; a new criminal immigration officer started in September. There is also a clearer understanding of the team's purpose and staff have built on the good start made during 2013 and continues to adapt its requirements to the FNO population.

There is now a closer liaison with Safer Custody which is a significant improvement and discussed more fully within Section 5.6. Staff also work well with the Offender Management Unit (OMU) and both of these partnerships are invaluable as the number of deportations continues to rise.

During 2014, the Board was fully briefed by the HOIE team regarding the changes that were being introduced and also what to look out for.

The number of IS91 detainees was of concern during the year but this improved with more successful bail applications and men transferring to other establishments.

Points of commendation

- Good working relationships have been forged with the Safer Custody team and OMU.
- Increased staffing levels have enabled a more consistent service to be provided.
- The understanding of and provision for the needs of the population has increased.

Areas for improvement

- None identified.

Section 7

THE WORK OF THE INDEPENDENT MONITORING BOARD

7.1 Board Statistics

Recommended complement of board members	15
Number of Board members at the start of the reporting period	11
Number of Board members at the end of the reporting period (31-12-14)	7
Number of members joining within the reporting period	1
Number of members leaving within the reporting period	5 (includes 2 due to tenure)
Total number of Board meetings during the reporting period	12
Total number of visits to the establishment	391
Total number of segregation reviews (adjudications) held	530
Total number of segregation reviews (adjudications) attended	49
Date of Annual Team Performance Review	January 2015

7.2 Application Statistics

Code	Subject	2012	2013	2014
A	Accommodation	23	10	15
B	Adjudications	14	5	7
C	Equality & Diversity (inc religion)	5	16	6
D	Education/employment/training inc IEP	7	29	14
E1	Family/visits inc mail & phone	7	11	10
E2	Finance/pay	3	1	10
F	Food/kitchen related	19	9	10
G	Health related	14	21	20
H1	Property (within current establishment)	37	11	14
H2	Property (during transfer/in another establishment)	6	16	37
H3	Canteen, facilities, catalogue shopping, Argos	4	9	6

I	Sentence related (inc, HDC, ROTL, parole, release dates, re-cat, etc)	26	41	35
J	Staff/prisoner/detainee concerns inc bullying	10	28	14
K	Transfers	11	20	5
L	Miscellaneous	11	25	46
	Total number of IMB applications	244	252	249

Section 8 – Glossary of establishment-related terms and abbreviations used in this report

ACCT	Assessment care in custody teamwork
BBV	Blood-borne viruses
BICS	British Institute Cleaning Science
CAB	Challenging Antisocial Behaviour
CSU	Care and Separation Unit
FN	Foreign National
FNO	Foreign National Offender
HMP	Her Majesty's Prison
HOIE	Home Office Immigration Enforcement
IDTS	Integrated Drug Treatment System
IEP	Incentives and Earned Privileges
IMB	Independent Monitoring Board
MKC	Milton Keynes College
NPS	Novel Psychoactive Substances
OMU	Offender Management Unit
OU	Open University
PALS	Patient Advice and Liaison Service
PEEP	Personal Emergency Evacuation Plan
PEOs	Physical Education Officers
ROTL	Release On Temporary Licence
SMS	Substance Misuse Service
TAB	Target of Antisocial Behaviour