



HMP Forest Bank

Annual Report

1st November 2014 – 31st October 2015

Prepared by Stephen Maslivec, Board Member

Chairman: John Beaumont J.P

Vice Chairman: Barry Cave J.P

INTRODUCTION

Amendments to Prison and Immigration Rules governing the role and purpose of the IMB approved by Ministers in June 2004 require Boards “to report annually to the Secretary of State how well the prison/centre has met the standards and requirements placed on it and what impact these have had on those in its custody/held in the centre”.

This is a very broad remit and to help Boards increase the focus and value of their reports, the National Council has prepared the following template and guidance. It is drafted in the light of comments made by Chairs who helped trial the document, good practice found in IMB Annual Reports and comments and observations from those who evaluate the information these reports contain.

The format contained in this document enables Ministers, The Prison Service, NOMS, UKBA management and contractors in the prison and immigration estate to see more clearly what the IMB is telling them about their establishments and to make comparisons across the estate. At the same time, agencies with special interests and responsibilities such as the Skills Funding Agency (SFA), Primary Care Trusts (PCTs), healthcare providers and Safer Custody Group will be able to readily find the specialist information they require. It will also enable the IMB National Council to identify emerging themes and trends, inform NC priorities and identify training possibilities for IMB members.

Additional guidance has been included on content, style and layout, on preparing and producing the report and on contacting the media. Boards retain their right ‘to inform the Secretary of State or any official to whom he has delegated authority, where it judges appropriate, of any concern it has’ and to report to the Minister any matter which in its independent judgement it believes the Minister should know’. A common format and good practice followed by all Boards will ensure that the voice of each Board is heard more clearly and more powerfully.

Forms designed to assist Boards record and collate information in the preparation of the report have also been included. Of course, a Board has the right and duty to report to the Minister any matter with in its independent judgement it believes the Minister should know.

1. STATUTORY ROLE OF THE INDEPENDENT MONITORING BOARD (IMB)

The Prison 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 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 prison's records.

CONTENTS		Page
1.	Statutory role of the I.M.B	3
2.	Executive Summary	5
3.	Description of HMP/YOI Forest Bank	7
4.	Areas of prison regime	
4.1	Equality and Inclusion	9
4.2	Education, Learning and Skills	12
4.3	Healthcare and Mental Health	14
4.4	Purposeful activity	17
4.5	Resettlement	19
4.6	Security	20
4.7	Segregation, Care and Separation, Close Supervision	25
4.8	Residential Services (accommodation, food, catering and kitchens)	28
5.	Other areas	
5.1	Induction/reception	30
5.2	Visits	30
5.3	Chaplaincy	31
6.	Work of the Independent Monitoring Board	32
7.	Glossary of establishment related terms and abbreviations	36

2. EXECUTIVE SUMMARY

HMP Forest Bank is an excellent performing prison. During the year the prison achieved and maintained a Level 4 on the Prison Rating System, making it the 6th best performing prison out of the 116 in the country. In October 2015, however, the rating was reduced slightly to a high performing Level 3.

The prison's Director or his representative attends the Board's monthly meeting to give progress reports on its Key Performance Indicators (KPI), audit inspections and performance. A number of positives have been reported to the Board throughout the year, including a 96% compliance of an external, unannounced Security Audit; the award of the Elton Trophy (Prison Industries Award); an excellent performing education service; and high scoring status of its KPI.

A significant issue that the prison is currently addressing is the increasing number of prisoner assaults and violent conduct. This is also a concern for the Board as the number of applications the Board received during the year relating to unacceptable behaviours has more than doubled in comparison with last year.

It is not clear why the prison has experienced increasing violence, but the increasing finds of 'legal highs' (New Psychoactive Substances, NPS) within the prison would appear to be a significant factor.

NPS and the resultant behavioural issues that stem from their use would appear to be a growing issue for all prisons nationally. In response Forest Bank has set up a Violence Reduction Group. Also, a diagnostic tool has been developed which monitors incidents and their causes. Detailed information is provided which has enabled management to target their response. This has been through tackling the supply and demand for NPS, developing harm reduction strategies, promoting education and increasing the penalties for offenders. The prison also works in collaboration with the Greater Manchester Police.

For the second year running the Board has seen a fall in the number of prisoner complaints (applications). In 2013, 582 prisoner applications were made to the Board. This fell to a low of 466 in 2015, a 20% reduction. The Board considers the active Prisoner Consultative Panel to be one of the reasons for this reduction.

The Board has had an unsettling year. Issues include fewer Board members than desired; difficulties in the recruitment of sufficient numbers of new members; retaining existing members; and the election of a new chairman and deputy chairman. At the end of the reporting period, the board was at less than half of its desired compliment of 20. Further difficulties will arise when in early 2016 another member leaves the Board because of the tenure rule and when the existing, short term chairman steps down.

Despite these issues and difficulties the Board has continued to function and to fulfil the majority of its duties, as detailed in this report. Indeed, through the commitment of the existing members' visits to the prison were double on last year.

To help boost Board membership a recruitment campaign was launched in October 2015, and by the time of this report 15 applications have been received.

In summary, the Board is pleased to acknowledge the excellent professional working relationship that exists with the prison's director, his management team and the staff. The Board's work is made easier by the efficient and effective information systems that exist within the prison and the cooperation that the Board receives from all those involved in managing and caring for those who are held in custody.

All members of the Board are grateful for the continued 'open door' policy that the new Director and the new Controller have each adopted, and the result of this policy benefits all within the prison and beyond.

Question for the Minister:

1. With the growing problem of prisoners accessing New Psychoactive Substances ('Legal Highs') and the challenging management consequences that result for HMP Forest Bank, including the IMB, what effective action is the Government taking or planning to take?
2. There has been an incident of newspaper reporting which is wildly inaccurate, with photographs attributed to Forest Bank when they clearly are not taken at the establishment.
This leads to unrest in both the local community and the prisoners in the jail.
Would the Minister consider writing to all members of the press and to urge them to be factual in their reports?

3. DESCRIPTION OF HMP/YOI FOREST BANK

HMP/YOI Forest Bank (Forest Bank) is a purpose built category 'B' prison operated by Sodexo Justice Services. It is in its 16th Year of operation. It is a local prison serving courts in Manchester, Bolton, Oldham, Bury, Tameside, Rochdale, Stockport, Blackburn, Burnley, Chorley and Wigan. The establishment holds adult men both on remand or sentenced and young prisoners between the ages of 18-21 years.

Forest Bank is also used in overcrowding drafts for areas as far away as Birmingham but the majority of the population is from the Greater Manchester area.

The operational capacity is set at 1460 with a Certified Normal Accommodation (CAN) of 1064. There are eight residential house-blocks with a total of sixteen wings as follows.

Wing	Function
A1	Young adults
A2	General Population
B1	General Population
B2	General Population
C1	Challenging Behaviour Unit (NPS)
C2	Kitchen Workers
D1	General Population
D2	Drug Free
E1	Induction
E2	General Population
F1	Challenging Behaviour Unit
F2	General Population
G1	Eden Unit – Drug Recovery
G2	Vulnerable Prisoners
H1	Detox
H2	Vulnerable prisoners

There is also a Healthcare Centre which has a twenty bed in-patient facility and a Care and Separation Unit which can house up to twenty five prisoners if necessary. Other areas of the prison include an Education Centre with classrooms, a library and computer suite; a Chapel; a Gymnasium with a Sports Hall and an outside all weather Astro pitch; industries comprising of separate workshops; a reception; a visits hall; an administration centre; and kitchens.

In January 2015 Forest Bank received Level 4 status on the Prison Rating System (PRS), placing it 6th best out of the 118 prisons listed nationally on the PRS. Unfortunately, towards the end of the reporting period the prison slipped back to a Level 3 status. This was because of the prison's failure to submit a timely challenge to some inaccurately presented data in respect of probationary matters.

During the year Forest Bank appointed a new Director, Mr Matthew Spencer. The previous Director, Mr Trevor Short, had a good working relationship with the Board's Chairman and with the Board in general. Mr Short had been in post for 7 years, and he has since moved on within the Sodexo Justice Services.

Mr Spencer took up his new appointment in January 2015 and he informed the Board that priorities for the 2015 include: maintaining the prison's Level 4 status; developing a new business plan for a new house block; maintaining the additional number of prisoners the prison is currently holding; reducing the incidents of violence; to be more established as a re-settlement prison; and to improve and increase local links with organizations outside the prison.

It is pleasing to report that Mr Spencer has continued where Mr Short left off, in that he attends the monthly board meetings, he is receptive to approaches by the Board about issues raised and he disseminates information to the Board about procedural matters. He has also maintained an "open door" policy in respect of the Board, a policy that his managerial team also puts into practice.

During the year, the prison's Controller, Mr Brian Langdon, moved on after 8 years of service. The Board had a good working relationship with Mr Langdon, and he was always available to furnish members with information and assist in resolving prisoner issues. He was a regular attendee at Board meetings where his knowledge and expertise about the prison and the justice system in general was clear. The new Controller, Mr Roger Fisher who took up his post in June 2015 and has proved an asset both to the prison and to members of the board with whom he liaises regularly, again he and his staff operate an open door policy.

4. AREAS OF PRISON REGIME

4.1 Equality and Inclusion

Forest Bank recognises Diversity and it is committed to the equality of treatment regardless of age, race, ethnic origin, gender, sexual orientation, religion or disability. Discrimination or any form of abuse is deemed unacceptable and the prison has a zero tolerance policy in terms of discrimination or abuse.

All staff take Diversity seriously, and Senior Managers from all departments and prisoner representatives attend bi monthly Diversity and Inclusion meetings, at which the Board report their observations.

Through weekly inclusion surgeries, monthly forums and one-to-one meetings, the Diversity and Inclusion lead officer aims to break down barriers and create an inclusive, supportive and understanding environment.

During 2015, 794 Diversity Care Plans for any prisoner with a disability have been created. The chart below gives further details.

The Diversity and Inclusion surgeries monitor and champion equalities across the establishment to develop and maintain care plans. The care plans are then disseminated to the different departments i.e. Healthcare, Education, Safer Custody, Housing etc. Referrals are made and a multi-disciplinary approach is taken to ensure full support is offered.

At Forest Bank 129 disability cards have been issued during the year. Currently 26 prisoners are holding disability cards, 21 are medically unfit for work and 14 have PEEPS (Personal Emergency Evacuation Plan) in place.

The following is a list of characteristics that the prison regard as protected within Diversity:

- * Age
- * Disability
- * Gender
- * Gender Reassignment
- * Race and Ethnicity
- * Religion and Belief
- * Sexual Orientation
- * Marriage and Civil Partnership
- * Pregnancy and Maternity

Each of these characteristics are safeguarded and promoted through various discussion groups and forums, including:

- * BAME/FNP (Foreign National Prisoners)

- * Roma Gypsy Travellers
- * Majority (25-50)
- * Gay rights and supporting prisoners (GRASP)
- * Older prisoners (50 and over)
- * Younger prisoners (21 and under)
- * Faith
- * Learning difficulties / learning disabilities
- * Vulnerable Prisoners diversity forum

These groups feed into the overarching DAIT (Diversity and Inclusion Team) group (sub group of SMT (Senior Management Team)). DAIT also attend Safer Custody meetings.

Race Equality

Of the 81 Foreign National Prisoners in Forest Bank, 12 are held on IS91's (Foreign Nationals authorisation for detention). The number of prisoners held solely on IS91 is 8.

The Forest Bank Foreign National information booklet carries the contact details of the immigration advisory service.

All non speaking English prisoners are passed by the Diversity and Inclusion team within a week of coming into the prison at the 'big word surgeries'.

Cultural Awareness

The study of the history of many faiths and festivals linked to the prison population has continued throughout the year, and displays are created for special days. The recent Black History Celebration was educational with live entertainment. All celebrations are attended well by both staff and prisoners. For the month of November 2015 the team have scheduled sessions on Hate Crime.

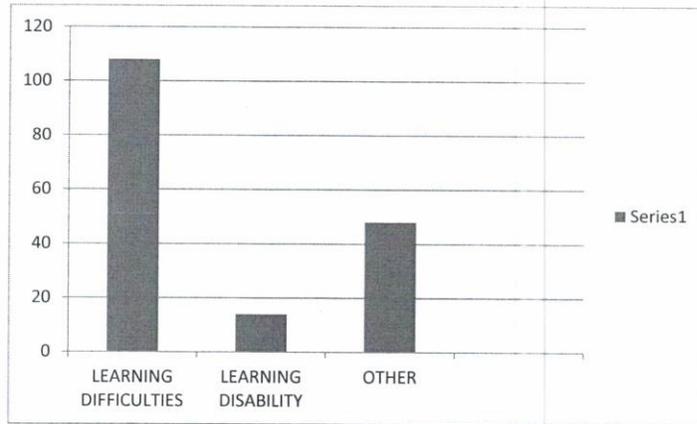
Special catering arrangements were made for Ramadan during the year to ensure a hot meal was available at sunset each day for the 28 days of the festival. The feedback from the prisoners was very positive with no complaints received.

The Board is satisfied that all prisoners have equal access to regimes and facilities provided by the prison. As described above there are various avenues prisoners can follow if they do not feel safe, respected or feel disadvantaged.

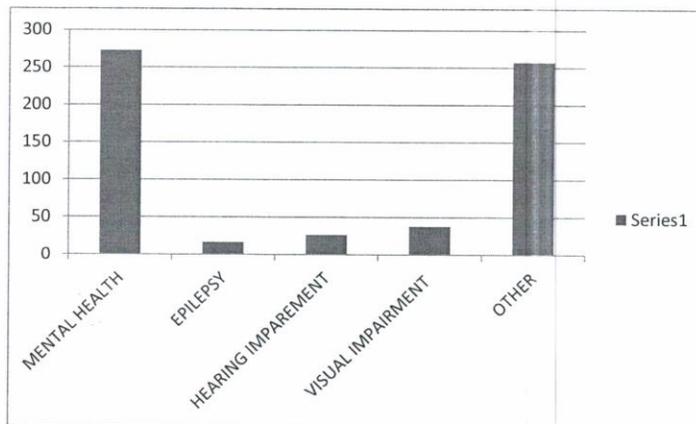
In terms of Diversity and Inclusion related applications the Board received only 3 during the year. In 2014, the number of applications received was 23. For the last 3 years the trend has been downward (see Table 6.2) and this may be symptomatic of the positive efforts of the prison's management.

Diversity careplans-2015 01/01/2015-08/12/2015

LEARNING DIFFICULTIES	108	TOTAL=170
LEARNING DISABILITY	14	
OTHER	48	



MENTAL HEALTH	273	TOTAL =624
EPILEPSY	17	
HEARING IMPAREMENT	27	
VISUAL IMPAIRMENT	38	
OTHER	257	



Total =794

4.2 Education, learning and skills

Education continues to be a strategic priority at Forest Bank. There is a clear focus on improving the standard of teaching and learning. The length of stay of prisoners at Forest Bank has altered significantly over the past 12 months. In April 2014 only 44% of the population was here for less than 6 months, this figure is now 80% of the population. Indeed 25% of learners are staying for less than one month and 60% are staying from one to three months. The education Management have adapted to this and created specific pathways for various lengths of stay and levels of ability.

The allocation of sentenced young offenders to the establishment has increased during the last 12 months. The under-25 age group has risen from 20% of the prison population in April 2014 to over 30% in April 2015. Forest Bank has responded well to this rise by increasing the provision for young learners. The 45 to 55 age group is well represented in education. The only group which shows a reduction as a percentage of the prison is the 25 to 35 group. However, this reduction is being taken up by the industries department.

The education standard for ethnic minorities entering Forest Bank is very positive. They have a lead over the white British population in both Maths and English. There is a concern that the white British population could fall further behind during their stay at Forest Bank. Learning support has been strengthened and an extra maths class opened. Higher levels of educational progression show that Asian prisoners are making better progression than the white British population. This is because a higher percentage stays in education other than the white British population who prefer to change to vocational workshops, wing cleaning jobs or kitchens. As regards classes in I.T, Business Studies and Self-Employment, the split is 55% Asian and 45% white British.

A needs analysis shows an increasing number of prisoners are stating that they have a learning difficulty. Such prisoners are referred from initial assessment to the Diversity and Inclusion team and other areas of the prison and are given one to one support.

As stated previously, the churn rate has increased significantly over the last 12 months. In 2014 the education Manager was working on an 8 week churn rate for exams. In 2015 this has been reduced to a 4 week turn around. Teachers are therefore working to put learners into a formal assessment situation after they have been in class for three weeks. This allows more learners to have access to examinations as they could be available every 4 weeks. Consequently there has been over a 300% increase in exams sat in the quarter ending December 2014 as compared with the same quarter the previous year. The improvement in English pass rates is 16% but there has been a reduction in Maths pass rates of almost 6%. The number of actual passes has increased from 93 to 359 for Maths and from 68 to 270 for English.

The Educational Department continues to have success with Personal and Social Education and Gym courses. The budgeting and preparation for work courses are delivered in 15 hours and Healthy Lifestyles in 30 hours. The courses are aimed at learners on very short sentences. A recent needs analysis report indicates that prisoners need help with budgeting and managing debt and there is a debt management

service and course available through education. A needs analysis indicates that learners are struggling with self-esteem and the Education Department has responded to this by designing an effective communications course that examines these issues.

As regards vocational skills, the kitchens are very busy catering for the provision of meals for the whole prison. There have been 70 NVQ level one courses delivered for the year ending May 2015. The kitchen supports a positive work ethic and there is excellent co-operation between prisoners and staff. In Industries there are 5 forty hour workshops and 9 workshops in total. There is specific focus on creating a positive work ethic. NVQ are available in Performing Manufacturing, Warehousing and Storage and Sustainable recycling.

Forest Bank won the Elton Trophy in 2015 (Industries Award) for its collaborative work with other companies.

The prison has an excellent library that is well stocked and meets the varied needs of prisoners and reflects the population. All prisoners are entitled to one 30 minute visit per week.

Learner feedback is generally good, particularly for Maths and English classes. In English a small number of learners feel that they are no more able to communicate with different types of people than they were before. The Educational Department are addressing this issue and a course on assertiveness, confidence and self-esteem is now delivered.

The Educational Department at Forest Bank continues to improve and has adapted well to the changes in churn rate. Relations with employers are excellent and employment and training places continue to be made available. The education provision is based on analysis and research of learner's needs and the economic situation.

During the year 15 applications were made to the Board under the category education/employment/training. This number has been consistent for the last 4 years, with no significant matters being brought to the Board's attention (see table 6.2).

The Board is satisfied that the Education Department has adapted well to the increased rate of churn in the prison population and is meeting the needs of prisoners within the resources available.

4.3 Healthcare and Metal Health

Staffing

The Healthcare Team comprises of a Healthcare Manager supported by three clinical leads; Primary Physical Health, Primary Mental Health and Integrated Drugs treatment Services (IDTS). The Primary Physical Health team consists of 11 Registered General Nurses (RGN) and the Primary Mental Health team comprises 5 Registered Mental Health Nurses (RMN). Both of these teams are further supported by 6 Healthcare Assistants (HCA). The IDTS team comprises of a team of 11 nurses, 7 are RGN qualified and 4 RMN. The IDTS team also has 6 HCA's to give support to the nursing staff. The Health Service is further complemented by a regular team of 5 GP's and a GP with Special Interest who supports the IDTS clinical interventions. A full pharmacy service is also currently delivered by Boots Alliance, who employs a full time pharmacist and two pharmacy technicians. Secondary mental health provision is provided by GMW Foundation Trust.

The residential units G and H have their own doctor, Detox wing and pharmacy. Prisoners arriving at the prison are carefully monitored for their drug use and are dealt with appropriately. A drug recovery wing called the Eden Unit is where prisoners are able to volunteer to become drug free.

The GPs are on the contract from Cimarron UK Ltd and physically cover the hours of 9.00-21.00 hr. An out-of-hours service provided by the NHS can be contacted.

Forest Bank spends £2500 on average per week on medicines

Primary Care Services

Healthcare continues to provide a wide range of services including partnership delivery with the local services. Forest Bank is fully linked into Salford NHS monitoring and management systems through both the Clinical Governance and Partnership Board meetings with attendance from the NHS and other partner agencies regularly maintained.

The Board is pleased to report that a prisoner needing medical treatment can be seen at very short notice. On a daily basis a Triage Nurse will assess the patient's problem and either treat it, or refer it to the Doctor. The Dentist is able to deal with most emergencies the same day when on site, which is two or three days of week. The waiting time has been reduced to three weeks for non-urgent cases however it has been found necessary to introduce an additional surgery on occasions to deal with any backlog.

During the year planned appointments by prisoners to see the GP numbered 8099, of which 20% were not attended. Planned appointments for the nursing clinic, the dentist and the optician were 13146, 2445 and 180, respectively. The percentage of

appointments that were not attended for each of these services was 8%, 39% and 30%. The 2014 figures were comparable with no significant variance.

Sodexo Justice Services works in cooperation with the Department of Health to ensure that the delivery of primary health services is in line with current practice, and to ensure continuity of care for prisoners transferring to and from SJS prisons and into the wider HMP prison estate

Meetings are convened every week by the clinical leads to discuss patients of concern which may need multi disciplinary needs. Services include GP, Respiratory, Bloods, Sexual Health, Anti-Coagulant, Dermatology, IHD under 50's, Ear Clinic, Older Patients, Minor Operations Dressings, Immunisations, Triage, Hepatitis Clinic, Pain Management, Diabetes, Injection Clinic, BBV Clinic and Palliative Care.

There is a 5 bed ward equipped and furnished specifically for use of those prisoners needing specialist treatment or End of Life Care, the refurbishment was funded by the King's Fund. The ward is a first class example of how such a unit should be presented and maintained in a prison environment.

A new I.T system has been set up with a direct link to the NHS system so that information can be shared. This is situated in the G-H residential unit along with the IDTS wing, making it easier to control and administer methadone treatment.

Mental Health – In reach services

Staff are contracted from the NHS to work at the prison to treat prisoners who are judged to have enduring or serious mental illness, similar to Community Mental Health Teams. Prisoners are given the same sort of specialist care as in the community. The Unit is staffed by 1 professional lead, 1 deputy, 3 nurses and 1 administrator.

Vulnerable Prisoners and Healthcare Provision

A separate regime is allocated for vulnerable prisoners to give them access to healthcare facilities.

They also have specific times for work and recreational facilities to ensure they are not excluded in any way.

The Vulnerable Prisoners wing houses up to 80 prisoners.

IMB applications

Applications made to the Board about healthcare related issues continue to rank second in number only to property related applications. During the year 82 applications were received and responded to. Last year the number was 70 applications (see table 6.2).

The vast majority of application cases relate to medication matters, something which the Board through confidential matters are unable to actively get involved with. This often leads to frustration on the prisoners' part in that they perceive the Board as being powerless. In such cases Board members will liaise with Healthcare management, establish the facts about appointments and report back to the prisoner accordingly.

Deaths in custody

It is with deep regret that the Board has to report the death of 3 prisoners during the reporting period, 2 died of natural causes and 1 self-inflicted death.

Summary

In general the Board is satisfied with the way in which the prison's health care responsibilities are provided and there have been no significant issues arising throughout the year.

4.4 Purposeful activity

Forest Bank provides prisoners with various work opportunities, ranging from cleaning roles to work within the prison's kitchens. In industries, there are 5, 40 hour workshops and 9 workshops in total. The workshops are filled with constructive work and activities. A short report about each workshop is provided below:

Workshop 1 – Tier 1 is a company that recycles computer components and granulates the plastic elements. The monthly average weight of plastics recycled is about 7 tonnes. During the year the stripping machine was encased in a sound proof structure, enabling the workforce a more suitable environment to work in. The equipment's dust extraction system has also been improved. Noise and dust levels are monitored to ensure acceptable levels.

Workshop 2 & 3– Marshall Tufflex provides electrical component work where electrical items are assembled and packed for delivery. More than 1 million components are processed each month.

Workshop 4 – Tier 1 .Computers are stripped down and various items e.g. motherboards, power packs, are either scrapped or sent away for reuse. All cables are sent to Workshop 1 for stripping, with the copper and PVC recycled. This company sends generous amounts to ANTZ Junction, a charity that provides work ready programmes and places ex-prisoners into employment.

Workshop 5 – RMS International is involved with the re-cycling and re packaging of arts and crafts materials and products. In February 2015 more than 98,000 items were handled. A typical monthly average is 30,000 items handled.

Workshop 6 –Offender Management Offices

Workshop 7 - The Timpson's workshop is in the business of repairing shoes, handbags, provision of new zips and other repairs of various types. The workshop employs prisoners. The prisoners work 40 hours per week. Upon release, prisoners are given the opportunity for an interview with the Company. Timpson's have 3 full time officers to teach, supervise and inspect before delivery. Typically 1200 items per month are repaired.

Workshop 8 – Painting and decorating skills are taught to the appropriate NVQ levels. A printing shop has also been set up and this produces printing for internal and external contracts.

Also in this workshop is Intelling's Call Centre. It accommodates up to 50 prisoners, who process data at computer work stations. Intelling is a Wythenshawe based company which provides digital marketing and contact centre services for business.

Workshop 9 – Long Time Ventures. This company organises books, DVDs and CDs ready for re-use. They sort, pack and ship the books to various stores for their re-sale. Books that are not deemed fit for re-sale are recycled. During the year the book side of the business ceased and the handling of DVD's and CD's became the priority. In October, 700,000 items were processed. 42 prisoners are employed on a 2 week shift system working 40 hours per week.

Workshop 10 – Long Time Ventures DVD recycling. Old and new DVD's are cut down, granulated and then loaded into 1 tonne bags for shipment. These granules are then used to make the reflective strips on high visibility clothing and accessories. The cardboard cases are shredded and recycled. The DVD polystyrene cases are reused if they are fit, for as many as 5 times. All unfit cases are granulated for reuse. Tin CD cases are also recycled in this workshop. Approximately 35 pallets are worked each week. On average 8 tonnes of recycled items are generated per week.

It is pleasing to report that Forest Bank won the Elton Trophy in 2015. It is an Industries Award that prisons nationally can apply for. The award is given for the type and quality of work provided, effective partnership working with industry and meaningful training and deployment of prisoners. Tier 1 applied for the award on the prison's behalf. It is the first time that a privately run prison has won the Elton Trophy. This is quite an achievement therefore and is indicative of the prison's commitment to the rehabilitation of prisoners through the development of work based skills and increasing prisoners' employment opportunities on their release.

In respect of prisoner complaints about industries the Board received relatively few in the last year. 15 applications were received, which also included education and training related issues.

In summary, the Board reports few issues in respect of industries and purposeful activity through out the year. Indeed, the prison has excelled in its provision of purposeful activity for interested prisoners.

4.5 Resettlement

Due to lack of Board members, a comprehensive report is not available.

However, the prison has in place various programmes to reduce re-offending; to ensure continuity and consistence of offender management; provision of advice and assistance to prisoners; to co-operate with Probation Services; provision of post release accommodation administration; to encourage family links; and the use of Home Detention Curfews and Release on Temporary Licences.

During the year, the Board received and dealt with 36 resettlement and sentence related applications, a number which has been reasonably consistent over the past 4 years (see Table 6.2).

4.6 Security

Security Department

The aim of the Department is to provide security, safety and control within the prison for staff and prisoners but also to take account of visitors and the general public.

At Forest Bank the Head of Security achieves this by the development of a physical, procedural and dynamic system. All members of staff in the prison are encouraged to contribute to the safe and effective running of the establishment by assisting with the gathering of operational and strategic information in order that detailed and accurate intelligence assessments can be made.

Security meetings are held monthly. Each meeting is chaired by the Director, Deputy Director or the Head of Security and the meeting is formed of representatives from Security, Catering, Wing Governors, Police, Health and Safety, Safer Custody, Healthcare, Geo Amy, I.M.B and Maintenance.

The Department set priority objectives which can change on a monthly basis. Towards the end of this report's reporting period the Department's priorities were to prevent escapes, to prevent suicides, to reduce assaults and fights and to reduce the availability of drugs and mobile phones in the prison. In addition, as circumstances change during the year additional objectives are set to meet new challenges. Each meeting works to an agenda, a full set of statistics and a detailed intelligence assessment which is discussed in detail.

The department processed on average 700 Intelligence Reports (IR) a month dealing with issues inclusive of violence, drug use, mobile phone activity, conveyance, bullying, extremism, inappropriate behaviour, self-harm, escape and racism. Each IR has to go through a number of stages, from initial analysis to final action complete. All intelligence is graded. The Mercury Intelligence system allows sharing of information between establishments and is a good source of intelligence.

Intelligence received is used to conduct searches, separate prisoners prior to potential incidents, prevent violence, and monitor activities and associates. It is further to use to support other departments such as the Offender Management Unit, (OMU) and the Parole Board in their decision making.

To assist in maintaining the good order of the prison the security office is operated between 06.30hrs and 20.30hrs each day and daily operations are ran by a team of 1 Manager, 1 Senior Prison Custody Officer, 2 Analysts, 2 Prison Custody Officers and 1 Administrative Officer. Each month they recorded between 150 – 170 reportable incidents. These were logged with National Offender Manager Service (NOMS) and they provided national figures for the prison service.

The introduction of Titan (a computerised communication system) has provided a means to share information with the police and for them to share information with the prison. It has allowed for an easier flow of information than previously.

Gang Members

The Security Department has continued with last year's initiative to have a dedicated member of staff who monitors gang members within the prison.

Nationwide, Organised Crime Groups (OCG) are on the increase. These groups are involved in the most serious crimes and as such are high on the list by police to be disrupted and arrested.

The number of OCG members in the prison is on the increase. This brings with it extra work for the Security Department. It is well known that OCG members in the establishment are involved in drug trafficking and violence; however the department works very hard to prevent the use violence, threats and intimidation by this group of offenders.

The department actively reviews intelligence to ensure rival gangs are not in contact with each other.

Drugs

This area of responsibility for the Security Department continues to be a constant learning curve for both prison staff in general and the security staff in particular to combat the problem of drugs being smuggled into the prison. The Board continue to be very impressed with the dedication shown by the Security Department in combating this problem.

Due to the location of the prison, (being set in a country park), approaches to the outside wall have in the past been common with parcels being thrown over during exercise periods or during the night. External patrols are deployed on a regular basis in an attempt to thwart this practice.

Visits are an obvious route for drugs and mobile phones to enter the prison. The Board is pleased to report that the measures being undertaken by the Security Department are working well with the search procedures being detailed, comprehensive and effective.

New psychoactive substances (NPS)

NPS is the current drug of choice within the establishment. They are synthetically manufactured drugs which mimic the effects of conventional illicit substances. There are many examples of NPS and amongst the most common found in Forest Bank are 'Spice' and 'Black Mamba'. Effects are individual to each person and can cause their behaviour to become erratic, threatening and violent to others. Other risks to stem from the use of NPS are:

- Hospitalisation which increases the risk of escape and puts pressure on resource.
- Potential increase to the risk of death in custody
- The substances are readily available and can cause debt driven violence

- Seen by offenders as low risk in terms of adjudication
- Increase in reports suggesting dependency

Since January this year (2015) staff have recovered more than 4000g of NPS through cell searches, visit interceptions, prisoner searches, mail and parcels thrown over the walls. However, the rate of usage is on the increase not helped by the fact that conventional drug detecting equipment at the prison cannot detect NPS. NPS is a national problem across the entire prison estate.

In relation to other drugs seized, Cannabis is now in smaller quantities, prescribed medication such as Tramadol and Pregabalin are occasionally seized along with much smaller quantities of Heroin. Steroids are found during cell searches as is alcohol.

The figures of drugs seized for the current reporting period are:

NPS	4,439g
Cannabis	114g
Subutex	208g
Heroin	21g
Steroids	451g

Mobile Phones

Mobile phones pose a high threat to security; they provide the potential to orchestrate escapes, drug conveyance and violent incidents. Mobile phones continue to be detected by night detectors, wands and the BOSS Chair. However, advances in technology are making this harder. The ever changing advances have produced new challenges for the prison, phones are getting smaller and becoming de-metallised which makes them harder to detect with the current technology. However, considerable advances are being made in this area.

As with drugs, mobile phones are a very valuable commodity in prison with a cheap £10 model fetching between £400 to £500 and more for i-phones.

During the reporting period staff have recovered:

Mobile Phones	254
Sim Cards	109
Chargers and accessories	205

Staff Searches

The target for staff searches throughout the year has been exceeded. This target has been met.

Items that have been found during the course of searches have been brought in either by mistake or ignorance. In each case the employee is given advice and this is followed up by a letter from personnel reminding them of their responsibilities. Where mobile

phones are found the change in the law now requires that these incidents are reported to the police and are considered a serious breach of security.

Particular attention has been paid to inform all staff of the sophisticated methods of conditioning being employed by prisoners; this is clearly an area which must remain at the forefront of every persons mind and the training is ongoing.

Reception

This is another vulnerable area where prohibited items can be smuggled into the prison. Prisoners who appear in court and are aware that they face a custodial sentence use the opportunity to “plug” both drugs and mobile phones and a recent concern is those prisoners on licence recall who use the same opportunity in the knowledge that their sentence is generally a short one.

The searching practices in reception are excellent but the prisoners know their rights and as such realise that intimate searches are not allowed.

New equipment has now been installed which further assists with the search for contraband.

Mandatory Drugs Testing.

The prison has a turnover (churn rate) of approximately 26,000 prisoners per annum. Random, Suspicion and Risk tests are completed regularly in line with the contract. The annual level of MDT is 1.4% random and 19.56% suspicion against a fixed target of 10%.

Information to the Board

It is pleasing to report that as in previous years the Board has been extended the utmost courtesy and consideration when conducting our business at the prison. Any information requested has been provided promptly and fully. The Board has been kept informed of current trends and where possible details of staff and wing searches along with an invitations to attend and observe. The excellent professional working relationship enjoyed during last year has continued along with mutual respect and co-operation.

The Security Manager and all of his staff deserve recognition for their dedication and attention to detail which makes this department a leading light in the prison service.

Table 4.6 below provides some detail in relation to security and operations, reportable incidents.

Security and operations

Reportable Incidents	Nov '14	Dec '14	Jan '15	Feb '15	Mar '15	Apr '15	May '15	Jun '15	Jul '15	Aug '15	Sep '15	Oct '15
All	160	165	187	165	202	245	241	232	204	229	205	221
Assaults on Staff	1	0	1	0	0	1	0	0	0	0	0	0
Assaults and Fights	12	9	24	13	25	25	31	19	30	29	24	35
Use of Force	31	39	25	32	49	79	66	56	61	50	48	49
Drug/Implement Finds	64	88	95	54	67	84	83	107	65	91	74	
Self Harm	52	29	42	66	61	56	61	50	48	49	59	63

Table 4.6 - Monthly breakdown of assaults, fights, use of force, drug finds and incidents of self harm.

Applications to the Board

During the year the Board received almost 3 times the number of prisoner applications in respect of safer custody related complaints than it did in 2014. For the three years 2012 to 2014, the number of applications was consistent, but the jump from 24 applications received in 2014 to 69 received in 2015 is quite significant. This increase would appear to coincide with the rise in violent incidents that the prison has witnessed this reporting period.

4.7 Segregation, Care and Separation, Close Supervision.

The Board's role is to ensure that:

- activity of the unit is carefully observed, with each prisoner spoken to on every rota visit; and
- the Board is informed consistently about developments for which the IMB has specific monitoring responsibilities

Examples of the type of monitoring undertaken to achieve these objectives include at least weekly rota visits at which all prisoners are spoken to and details are recorded; monitoring the physical condition of the accommodation and facilities to ensure it is similar to normal accommodation; receiving notification from the unit within 24 hours of a prisoners segregation; attendance at prisoner reviews and adjudications; and ensuring all paperwork is complete.

The unit comprises of 24 cells, including 2 special accommodation cells, 2 holding cells and a meeting room used for adjudications, reviews and general meetings.

Staffing in CSU is normally 10 officers (3 Senior and 7 Prison Custody Officers) but when the weekly average prisoner roll count is over 15, 2 additional staff are brought from the wings.

The number of prisoners held in CSU varies from week to week. In the 2013 reporting period the average was 12 per week and in 2014 the number jumped to 19. In 2015 the figure was 15.

There is probably no one single reason for the general increase in the number of prisoners being held in CSU since 2013. However, there would appear to be increasing number of prisoners requesting CSU for their own protection.

Incidents involving New Psychoactive Substances (Legal Highs) have grown throughout the year. The substances have become the `drug of choice` for many prisoners. CSU are finding that more prisoners are continuing to seek refuge within the unit because of debt issues associated with purchasing the drugs and the resultant threats and serious assaults that are being recorded.

Further pressures will be put on Management to control the numbers of prisoners in CSU when in November 2015 the maximum length of stay for prisoners in CSU will be reduced from 90 to 42 days.

In the 2015 reporting period the majority of prisoners held in CSU were there under Prison Rule 45/YOI rule 49 (removal from association either in their own interest / own protection or in the interests of good order or discipline (GOOD) or as a consequence of Rule 53/4 (segregation pending adjudication) The monthly average for Rule 45 prisoners was 26 (29 in 2014) and Rule 53/4 prisoners the monthly average was 18 (22 in 2014).

It is pleasing to report that in the 2015, as in 2014, no prisoner was held in segregation for over 3 months and only 1 prisoner was held in the special accommodation cell, albeit for no more than 24 hours.

During the year 124 prisoners were held in CSU under an open ACCT (Assessment, Care in Custody Teamwork) whereas in 2014 there were 66 prisoners on an open ACCT, almost a two fold increase. In 2013 the figure was 28.

The CSU is managed to a high standard adhering to appropriate rules and procedures, with appropriate monitoring and reporting mechanisms to the IMB in place. CSU statistics are kept and every 3 months the Segregation Monitoring and Review Group (SMARG) meet monitor trends and to address any emerging issues.

Periodically, the CSU accommodates particularly difficult to manage prisoners, notably those that undergo `dirty protests`. Throughout the year 9 prisoners were on a `dirty protest`.

Reviews

Reviews of prisoners held in CSU are held 3 days a week, Monday, Wednesday and Friday. Board members attend reviews to ensure that they are properly conducted in accordance with set procedures and that the proceedings are properly documented. There is always a representative from the mental health team present and the prisoner is given the opportunity to make their representations and to discuss any issues. Board members have attended several reviews throughout the year. The monthly average number prisoner reviews carried out by management over the year was 70. No issues or matter for concern have been reported by the Board.

The CSU Management have had another challenging year. They would appear to have responded well to the above average numbers of prisoners within the unit and the pressures attributed to the growing number of vulnerable prisoners in the unit (e.g. the growing number who are on open ACCT) and when the maximum 42 day rule is introduced the management challenge will be even greater.

Adjudications

The Board's role is to ensure that prisoner adjudications are monitored regularly for fairness, consistency and prisoner understanding.

The Board monitors adjudications on a monthly basis by attending hearings. Adjudication hearings take place daily and the Board attends on average 3 times per month.

The Board receives the adjudication sheet, which contain details of the decisions made and details of adjudication charges to be heard are available the day before.

Independent Adjudications (Tier 2) are held about twice per month. The Board carry out periodic monitoring of Tier 2 adjudications.

The table below shows the total number of adjudications held throughout the reporting period. The figures in brackets are for the same month but in the previous year.

Table 4.7 Total Adjudications 2014 to 2015

Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	April 2015	May 2015	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Totals
432 (228)	490 (239)	428 (290)	399 (286)	420 (253)	350 (328)	429 (330)	387 (277)	353 (288)	356 (237)	385 (211)	418 (245)	4847 (3212)

Each month there has been an increase in the number of prisoners adjudications held in comparison with the corresponding month the year before. This year the total number of adjudications held was 4847. Last year the figure was 3212 and in 2013 the figure was 2205. The 2015 figure represents a 51% increase on last year and a doubling on 2013.

Over the reporting period no issues have been raised by the Board about the way adjudications were conducted and adjudicators are reported as being consistent in the way the hearings are held. In respect of punishments and awards senior managers review their relevance, fairness and appropriateness on an on-going basis at the quarterly SMARG meeting.

In summary, the CSU Management have had another challenging year. They would appear to have responded well to the above average numbers of prisoners within the unit and the resultant pressures attributed to the growing number of vulnerable prisoners in the unit (e.g. the growing number who are on open ACCT) and when the maximum 42 day rule is introduced the management challenge will be even greater.

4.8 Residential services

Accommodation

A regular aspect of the Board's rota duties is to inspect and report on the condition of the accommodation within the prison's 8 residential house-blocks and 16 wings, plus the accommodation provided in the Care and Separation Unit and in Healthcare.

Generally, the Board has few concerns about the state of the accommodation provided, although there have been occasions throughout the year when issues of general maintenance have been brought to the Board's attention or have been identified on inspection.

A common issue is the condition of some of the showering facilities on the wings. Heavy usage, build up of condensation and inadequate ventilation have resulted in some units requiring complete refits and upgrading.

Towards the end of the year, the Board embarked on a survey of the showering facilities and to report the findings to the prison's maintenance team. Early indications are that the prison has welcomed the survey and action is being taken.

During the year only 12 complaints have been made to the Board about accommodation issues. In the main these have related to cells being either too cold or too warm, or prisoners having to share cells. In each case the issue was resolved to the satisfaction of the complainants.

Catering and kitchens

The kitchen at HMP Forest Bank is headed by a Catering Manager followed by:

- 2 Catering Leaders
- 5 Prison Custody Officers
- 2 NVQ Tutors

They work along with 60 prisoners all with enhanced status, to cook and distribute meals to all wings of the prison on a two shift system 07.00-12.00 for lunch and 14.00-17.00 for evening meals. On a Sunday they also provide a cooked breakfast. The kitchen provides in excess of 3500 meals 7 days a week.

There is a 4 weekly cycle menu in place offering 5 choices for lunch and 6 choices for dinner. They cater for medical and religious diets and also provide meals for Sodexo employees. The meal can be chosen by the prisoner via the electronic kiosk on the wing, each meal has a picture, description and allergen advice. The menu is changed every 6 months and a catering survey amongst the prisoners is carried out.

Every prisoner completes an in house food hygiene test on Induction. When prisoners are employed to work in the prison kitchen they have to take and pass the Level 2 in food hygiene within 8 weeks of becoming a food handler, this is accredited by the Royal Society of Public Health.

All food is temperature controlled and is transported from the prison kitchen to the wings in thermal trollies and is then placed in a heated temperature controlled unit. Each wing has a servery which is staffed by prisoners but controlled by officers.

On arrival all hot food is temperature tested with digital thermo-probes and the readings are recorded.

Catering is subject to several external audits, including Salford City Council's Environmental Health Service, the Prison Service (6 monthly) and ISO QAR (Certificate for Europe). Sodexo also provide an in-house audit.

To date all aspects of catering hold green audits, together with a 5 star rating from the City Council.

In respect of food related complaints the Board received only 8 complaints during the year. Portion size was the main concern. The catering manger responds directly to every complaint that is brought to his attention.

The Board is delighted to report that the catering facilities at Forest Bank exceed expectations. Board members regularly dine within the prison's canteen, and the tasting of food during rota visits is standard practice.

5.0 Other areas

5.1 Reception/induction

Reception has had another busy year as a consequence of the increase in the prison's operating capacity from 1364 to 1440 within the last 2 reporting periods

Reception's staffing level is currently 4 officers, including 1 Senior Officer, for mornings; 6 officers, including 1 Senior Officer for afternoons; and 2 officers on Saturday mornings.

It is pleasing to report that no major issues have arisen in reception during the year. The operational issues caused by changes to the escort contract as previously reported, have been largely resolved and it would appear the escort service is operating satisfactorily.

The Board, however, has continued to receive high numbers of applications in relation lost and misplaced property. A quarter of all applications received are property related. Reception staff have continued to work with the Board in trying to resolve property related issues, although the Board encourages prisoners to go through the prison's complaints procedure beforehand.

During the year Board members have attended inductions for new prisoners. A new leaflet was produced in the last reporting period summarising the role of the IMB, and this now forms part of the information pack that is distributed to new prisoners.

In summary, there are no significant issues to report for the Reception in 2015.

5.2 Visits

During the reporting period 82,891 visitors entered the prison visits hall. Last year, the visitor number was 87,256 and the year before that 88,712.

The Ion drugs scanner is very effective. It allows for a faster but more comprehensive check in and search procedure for visitors. However, the increasing volumes of 'legal highs' getting into the prison undetected is a continuing concern, something which the scanner is unable to detect. The prison has not used 'sniffer dogs' for a about 3 years, something which some prison officers have regarded as a retrograde step.

The maximum length of time for a visit is two hours, which would appear acceptable, and the times of social and domestic visits are:

Monday	Closed
Tuesday – Friday	13.00-19.30
Saturday – Sunday	12.00 – 16.30

The majority of visits are still booked by telephone phone even though they can be booked by text or email. Prison staff report that they have a preference for telephone bookings because when bookings are made by text a lot of visitors still ring to check

their visits have gone through. This means it is double the work load for staff. An additional issue is that family members will book several visits at a time and then not turn up.

The visits hall contains a crèche, and no major concerns have been reported during the year.

During the year, the community led PACT contract for the visit hall's tuck shop was not renewed and the prison took over its management.

Family days were organised by the prison and 5 events took place during the year.

5.3 Chaplaincy

The Chaplaincy team consists of two full time chaplains, one Roman Catholic and one Church of England, with seven part time chaplains covering a wide range of different faiths.

The team's activities include daily visits to prisoners in Healthcare, Care and Separation and all new reception prisoners. Help and assistance with prisoner's religious and pastoral needs is offered.

The Chaplaincy is represented in most of the operational meetings of management and staff, and they are actively involved in the well-being of prisoners, assisting prisoners and in prisoners' rehabilitation.

The Board is pleased to report that the Chaplaincy continues to maintain a happy and harmonious relationship with the Director and his management team.

No significant issues or concerns in respect of the Chaplaincy have been brought to the Board's attention during the year. Indeed Chaplaincy has been open to the Board's enquiries about wider pastoral matters and they have often assisted the Board in addressing particular prisoner applications in respect of personal issues.

6.0 THE WORK OF THE INDEPENDENT MONITORING BOARD

Chairman

During the reporting period the Board elected a new Chairman, Mr John Beaumont. His predecessor, Mr Barry Cave has served the Board at Forest bank for 13 years, the last 6 years as Chairman. Due to governance rules, Barry was required to stand down as Chairman last year. He has led the Board through some difficult times but his hard work and dedication to the role is to his credit. It is through Barry's leadership that the Board enjoys a good working relationship with the Director, his management team and the prison staff, which in turn benefits the prisoners. Barry remains on the Board as Vice Chairman, helping and supporting John in his first year as Chairman.

General

The general work of the Board is arranged on a weekly rota basis, with adjudications arranged on a monthly basis. Work is planned at a Board meeting for the following month.

Each week one Board member will cover applications, one member will cover general rota duties and another member will cover segregation reviews, ACCT books and prisoner inductions. A fourth member will be on adjudications rota except when mentoring new members when the numbers attending will be double. Adjudications take place daily within the prison and the Board is expected to attend at least three adjudication sessions in the month.

The Board at Forest Bank does have a clerk to assist in general work duties, taking minutes at Board Meetings and generally assisting the Chairman and Deputy.

Members of the Board have attended the following meetings throughout the year:

- Security
- Diversity and Inclusion
- Prisoner Consultative Meetings
- Safer Custody and Violence Reduction
- Healthcare
- Reception Inductions
- Care and Separation Reviews
- Board Meetings
- Health and Safety
- Controller
- New Officers Courses

The Board has generally managed to fulfil its general work duties throughout the year, despite the Board being at less than half its recommended complement. To compensate, Board Member have actually undertaken significantly more visits to the prison in comparison to last year (see Board Statistics, table 6.1 below)

The number of Board members in attendance was up by one on last year, from 8 in 2014 to 9 in 2015. There were 3 new members joining the Board throughout the reporting period.

Board issues

Issues the Board has had to contend with during the year have included recruiting new members following the resignation of 6 members in 2014; the resignation of 2 members during 2015 (including the Board's Development Officer); appointing a new Chairman and Deputy; providing for 3 new Board members; and managing the Boards responsibilities in respect of ACCT books.

BOARD STATISTICS	2015 (2014)
Recommended complement of Board members	20 (20)
Number of Board members at the start of the reporting period	8 (7)
Number of Board members at the end of the reporting period	9 (8)
Number of new members joining within the reporting period	3 (7)
Number of members leaving within reporting period	2 (6)
Total number of Board meeting during reporting period	12 (12)
Total number of visits to the Establishment	628 (550)
Total number of segregation reviews held	165 (165)
Total number of segregation reviews attended	45 (21)
Date of Annual Team Performance Review	N/A (N/A)

Table 6.1 Board Statics 2015 (Figures in brackets = 2014 reporting period)

Applications to the Board

Throughout the reporting period the Board received and dealt with a total of 466 prisoner applications, 21 of which were of confidential access status. Table 6.2 below provides a breakdown of available figures for the last 4 years

Over the last 3 reporting periods the total number of applications received and dealt with by the Board have fallen from 582 (2013), to 494 (2014) to 466 (2015). The 2015 figure represents a 20% reduction on the 2013 figure. It is not clear why this reduction has taken place, but the introduction of a Prisoner Consultative Panel in 2014 and 2015 has helped prisoners with their issues. The reducing trend of applications being made is encouraging for the Board.

In terms of the reason for the application property related issues continue to dominate, being almost 25% (110) of all applications received during the reporting period. Health related issues made up about 18% (82) of applications received, with prisoner concerns about staff and other prisoners at about 15% (66) of applications received.

Code	Subject	Year 2012	Year 2013	Year 2014	Year 2015
A	Accommodation	17	15	6	12
B	Adjudications	43	19	10	4
C	Equality & Diversity (inc. religion)	9	25	21	3
D	Education/employment/training inc. IEP	14	20	19	15
E1	Family/visits inc. mail & phone	35	44	17	42
E2	Finance/pay	19	38	49	39
F	Food/kitchen related	8	12	8	8
G	Health related	125	97	70	82
H1 / Property (within current establishment) H2 / Property (during transfer/in another establishment)		109	151	158	110
H3	Canteen, facilities, Catalogue shopping, Argos	16	19	18	8
I	Sentence related (inc. HDC, ROTL, parole, release dates, re-cat etc.,)	34	47	42	36
J	Staff/prisoner/detainee Concerns inc. bullying	26	30	24	69
K	Transfers	31	30	14	19
L	Miscellaneous Non Compliance with Procedure.	9	35	38	19
Total number of IMB applications		495	582	494	466

Table 6.2 Applications received and processed by the Board 2012 to 2015

7.0 GLOSSARY OF ESTABLISHMENT RELATED TERMS AND ABBREVIATIONS

AA - Administrative Assistant	LSC - Learning & Skills Council
ABS - Anti-Bullying System	MAPPA - Multi-Agency Public Protection Arrangements
ACCT - Assessment, Care in Custody & Teamwork – replacement for F2052SH	MDT - Mandatory Drugs Testing
ACR - Automatic Conditional Release	MSL - Minimum Staffing Level
AO - Administrative Officer	MQPL - Measuring the Quality of Prison Life
ARD - Automatic Release Date	NACRO - National Association for Care & Resettlement of Offenders
ATOS - Company responsible for assessing long-term sick	NC - The National Council for IMBs
BCU - Briefing and Casework Unit – PS unit handling adjudication appeals	NEC - National Exchange Centre- building between VTC & Boiler Ho. used for ETE
BME - Black & Minority Ethnic	NOMS - National Offender Manager Service – amalgamation of the Prison & Probation Services
BOV - Board of Visitors – now IMB	OASYS - Offender Assessment System – computerised risk & needs assessment
C & R - Control & Restraint	OBP - Offending Behaviour Programme
C2W, CTW - Custody to Work – pre-release focus on housing, employment and lifestyle issues	OCA - Observation, Classification & Allocations – a Reception task
CARATS - Counselling, Assessment, Referral, Advice & Throughcare Scheme – drug & alcohol team	OLASS - Offender Learning and Skills Service (part of LSC)
CC - Cellular Confinement – a punishment	OSG - Operational Support Grade
CCD - Criminal Casework Department (Croydon)	OSO – Operational Support Officer
CDRP Crime and disorder Restorative Practice	OI/OR/OP Own Interests/Request/Protection – Segregation under Rule 45/49
CLAIT - Computer Literacy and Information Technology	PACT- Prisoner Advice and Care Trust
CCT - Criminal Casework Team (part of Home Office Immigration & Nationalities Dept)	PASRO - Prisons Addressing Substance-Related Offending – an OBP
CMU - Case Management Unit – work on sentence planning & progress	PCO - Prison Custody Officer
CNA - Certified Normal Accommodation	PCT - Primary Care Trust – National Health component responsible for healthcare
CRD - Conditional Release Date	PEI/O - Physical Education Instructor/Officer
CSH - Contracted Service Hours (pre-agreed paid overtime)	PER - Prisoner Escort Record
CSU - Commissioning Support Unit	PESO/PEPO - Physical Education Senior/Principal Officer
DASU - Drug And Alcohol Support Unit	PIN - Prisoner Information Notice
DH - Dog Handler	PMU - Population Management Unit (central)
EDR - Earliest Date of Release	PO - Principal Officer
ETE - Employment-Education-Training	POA - Prison Officers' Association – the main trade union
EMU - Estates Management Unit	POELT - Prison Officer Entry Level Trainee
EO - Executive Officer	POPO - Prolific and Other Priority Offender
EPDG - Estates Planning & Development Group	PPO - Prisons and Probation Ombudsman
EGP - Ex Gratia Payment	PPP - Public Protection Panel
ETA - Employment & Training Allocation	PS - Prison Service
ETE - Employment/Training/Education	PSI - Prison Service Instruction
ETS - Enhanced Thinking Skills – an OBP	PSO - Prison Service Order – see www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos
F2050 - Prisoner's basic record	RFW - Removal from Wing – a punishment
F2052A - Prisoner's wing record	ROAD - Remission of Added Days (up to 50%)
F2052SH - Record for prisoner currently at risk of self-harm	ROM - Regional Offender Manager
FLED - Facility Licence Eligibility Date (when prisoner may be considered for ROTL)	

FOCUS - Financial Outstations and Central Unified Systems – the PS accounting system

GOOD - Good Order or Discipline – Segregation under Rule 45/49 (historically GOAD)

HCC - Health Care Centre

HDC -Home Detention Curfew – the Tag

HDCED - Earliest Date of Release on HDC

HEO - Higher Executive Officer

HMCIP - Her Majesty’s Chief Inspector of Prisons

ICA1/2 - Initial Categorisation & Classification Forms for Adults/YOs

IDU - Inmate Development Unit

IDTS Integrated Drug Treatment Services

IEP - Incentives and Earned Privileges – Prisoners can be on Basic, Standard or Enhanced

IG - Instruction to Governors

IMB - Independent Monitoring Board

IND - Immigration & Nationality Department

IRC - Immigration Removal/Reception Centre

ITC Initial Training Course for prison Custody Officers

JSA - Job-Seekers Allowance

JSAC - Job Simulation & Assessment Centre (for officers seeking promotion to SO)

KPI/KPT - Key Performance Indicator/Target

LDR - Latest Date of Release

LED - Licence Expiry Date

LIDS - Local Inmate Database System – **IMB** - can use this to check location, dates, etc.

ROR - Restoration of Remission – now ROAD; Risk of Reconviction;

ROTL - Release on Temporary Licence – e.g. to work in mess; town visits; home leave

REAT Race Equality Action Team

ROWD - Review of Works Departments (may involve privatisation/civilianisation)

RRA - Assistant to the RRLO

RRLO - Race Relations Liaison Officer

SAU - Standards Audit Unit

SCG - Safer Custody Group

SED - Sentence Expiry Date

SEO - Senior Executive Officer

SIN - Staff Information Notice

SIR - Security Information Report

SLA - Service Level Agreement

SMARG - Segregation and Monitoring Review Group

SMT - Senior Management Team

SO - Senior Officer

SPDR - Staff Performance & Development Record – reviewed annually

TOIL - Time Off in Lieu (of payment)

TSU - Technical Support Unit – part of PS responsible for repairs/installations (“Works”)

TUPE - Transfer of Undertakings (Protection of Employment) – staff transfer

VDT - Voluntary Drugs Testing

VO - Visiting Order – sent out by prisoners, allows named people to visit

VTC - Vocational Training Centre

Gold Commander Headquarters controller for serious incidents

Silver Commander Person in establishment in charge of serious incidents

Bronze Commander Local Sub Commander for serious incidents

Operation Tornado System to provide extra staff and resources for serious incidents
