



HMP/YOI Drake Hall

Annual Report

**1st November 2015
to
31st October 2016**

Section one

Statutory role of the IMB

The Prison Act 1952 and the Immigration and Asylum Act 1999 require every prison and immigration removal centre to be monitored by an Independent Board appointed by the Minister of Justice 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 Minister, or any official to whom he has delegated authority as is judged appropriate, any concern it has;
- (3) report annually to the Minister on how well the prison has met the standards and requirements placed on it and what impact these have on those in 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.

Section Two

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Section Three

Description of HMP & YOI Drake Hall

Drake Hall is situated in rural Staffordshire, about a mile from the town of Eccleshall. It is 10 miles from Stafford and the nearest railway station. Although designated a closed prison Drake Hall is designed to provide significant freedom of movement for prisoners within the perimeter fence. This environment demands that women accept personal responsibility for managing key aspects of their lives. The women and Young Offenders within the closed prison are accommodated in 15 houses, each with around 20 rooms; most are single rooms, with a small number of doubles. An average of 16 Young Offenders were accommodated during the year alongside adult prisoners. Drake Hall closed prison has a certified normal holding capacity of 315.

An additional house lies beyond the perimeter fence of the prison as recommended in the Review of the Women's Estate. This "Open Unit" provides a notional additional capacity for 25 women bringing the total Drake Hall prison capacity to 340.

The capacity of the Open Unit cannot always be fully utilised as strict criteria for admission are rigorously applied. The unit aims to provide those in residence, and of working age, with employment in the community. It also aims to prepare all residents as fully as possible for a productive life in the community after release.

The population of the prison as a whole averaged over 90% of capacity this year.

Section Four

Executive Summary

4.1 Overall Judgement

Overall, the Board continues to believe that Drake Hall provides a safe and secure environment for prisoners where they are treated with humanity and decency. High professional standards are observed by staff and there are consistently good relationships between staff and prisoners. The prison also upholds a committed and innovative emphasis on preparing women for resettlement and reintegration into the community. This has been achieved by a focus on developing a positive environment now validated by the "Enabling Environment" award. The creation and management of the "Open Unit" provides strong evidence of a sustained drive by the Governor and staff at all levels to support effective rehabilitation.

In common with other prisons in the Women's Estate, Drake Hall has been subject to the effects of the closure of HMP Holloway. There have been higher occupancy rates and less flexibility has been possible in locating individuals. Facilities and creating opportunities for productive work have, at times, been pressed to the limit. Both staff and prisoners are to be commended on their response to this challenge.

4.2 Issues of Concern

This section of the report identifies those issues noted in the body of the report which currently inhibit or threaten the effectiveness of the development of Drake Hall as a centre for rehabilitation and resettlement.

a. Matters for the consideration of the Secretary of State

The Board urges the Secretary of State to:

- (i)** review the effectiveness of the Community Rehabilitation Companies;
- (ii)** consider the possibility of greater flexibility in the regulations controlling Release on Temporary Licence;
- (iii)** ensure that any comprehensive ban on smoking is introduced in a phased manner and is adequately resourced;
- (iv)** note the substantial revenue implications of ensuring more comprehensive professional accreditation of women's workplace and soft skills.

b. Matters for the consideration of the Chief Executive of the National Offender Management Service (NOMS)

The Board urges the Chief Executive of NOMS to:

- (i)** give final approval to the plans for the replacement during 2017 of the two residential houses built during WWII and thus provide equally acceptable accommodation for all prisoners without further delay;
- (ii)** review arrangements for the transport of women prisoners inter-prison or from Court to prison so as to provide 'decency and respect';
- (iii)** review and remedy continued failings in the systems for the transfer of property and monies when prisoners are moved between different prisons.
- (iv)** review the effectiveness of the personal officer role in the present staffing situation.

c. Matters for the consideration of the Governor

The Board urges the Governor to:

- (i)** continue to seek effective means to support and monitor the small number of Young Offenders within Drake Hall.

Section Five

5.1 Equality and Inclusion

The prison gives careful attention to the Issues of qualities and inclusion. The monthly Equalities Meetings continue to be well attended by staff and prisoners. Prisoners' concerns are given proper consideration. Prisoners welcome the regular explanations of management decisions.

Incidents of DIRFs remain low overall. Alleged racism is usually the reason and even if the charge is not upheld it is impressive that all parties receive mediation. The PAKs hair and beauty product catalogue has been well received and the items available have increased from 50 to 75. The ethnic protected canteen items have now been included in the main canteen list. Inclusion of diabetic items is also being considered.

Foreign National prisoners represent 8.25% of the prison population, a considerable reduction over 12 months. Issues arise over provision of educational qualifications and the cost of overseas phone calls. These matters are being addressed.

There are now 3 non-smoking residential houses at Drake Hall and a waiting list is operated. One room is always available for any pregnant prisoner. The appointment of a female GP who held regular surgeries was very much welcomed. The IMB regrets a recent reduction in her hours and also her subsequent notice of resignation.

The IMB has examined concerns about prisoner transport arrangements. The evidence leads the board to conclude that the current vehicles are inadequate in failing to ensure decency and respect for the needs of female prisoners on long journeys. The vehicles lack an internal toilet and no 'comfort breaks' are provided for women who need to relieve themselves or who are menstruating. The offer of a polythene bag to resolve the situation must be regarded as degrading. An early review at a national level of the current problems seems desirable in the interests of the welfare of all female prisoners.

The Chaplaincy team makes a significant contribution to the welfare of minority groups. As a result of changes in personnel, several denominations have had appreciable gaps in cover. A new Managing Chaplain is currently being sought. The Staff Equalities Group, set up in 2015, continues to make slow progress.

5.2 Education

The IMB Report for 2014-15 noted significant improvements in the quality of teaching and in attendance monitoring. During 2015-16 there were further developments, such as innovations in digital business. Funding beyond the normal annual budget was approved by Milton Keynes College. Funds were vired from prisons where the budget remained under-spent, for example, because of staff recruitment problems.

A key event this year was an OFSTED Inspection of education alongside a parallel HMIP inspection. OFSTED commended high quality teaching as well as steps taken to improve attendance and to accredit all skills acquired by prisoners at Drake Hall. Since the inspection, its findings have been used primarily to channel energies into areas

where further improvements can be achieved without major disruption to those programme elements currently found to be most valuable.

The Post Inspection Action Plan (PIAP) now drives further improvements. Greater personal accountability for specific improvements is accepted as being desirable. It will also help to strengthen skills in Leadership and Management. More consistently differentiated work in classrooms is taking account of varied ability and aptitude. Measures to achieve more systematic recording of attendance in workplaces will build upon the lessons learned in improving attendance at education classes.

Our 2014-15 annual report highlighted the need to ensure accreditation of all vocational skills, preferably through nationally recognised Vocational Qualifications. Visits to other prisons have examined successful initiatives in recording workplace skills. The medium term aim is that all workplaces within the prison should offer some form of accreditation. Stoke College, for example, will now accredit workplace skills in the Laundry and in Cleaning. Prison based employers, such as Halfords and Greggs, offer employer specific qualifications which will be honoured on release.

Greater attention is also being given to recognising and recording soft skills and the activities of individual women. OFSTED recommended that these should be given greater emphasis in the Personal Learning Plan (PLP) document which aids transition into the world of work. The budgetary implications of increasing accreditation constitute a significant constraint. The possibility of greater usage of the Adult Skills Budget within Staffordshire is, therefore, being explored.

Expenditure is being made available to update some gym equipment condemned on health and safety grounds and other equipment nearing obsolescence. Measures are also being taken to improve communication between healthcare and the gym over the suitability of programmes and activities for individuals. Consideration is also currently being given to appropriate provision for physical activities for those in the Open Unit.

5.3 Healthcare and Mental Health

The Prison Service, in partnership with the NHS, has to ensure that prisoners have access to health services broadly equivalent to those in the community. In Drake Hall efforts are made to build the physical, mental and social health of prisoners as part of a whole prison approach. Its aim is to prevent the deterioration of prisoners' health during or because of custody and to help prisoners adopt positive health behaviours that can be taken back into the community upon release.

The IMB monitors all areas related to health closely, given the impact they have upon the experience of the women at Drake Hall. Rota visits are vital in listening to prisoner concerns. However, the IMB also has observer rights at a monthly clinical governance meeting and a bimonthly partnership board. This provides the IMB with a strategic overview of the health care delivery issues facing the prison

All women are subject to health screening on admission to the Prison. This reveals that many entering the prison have complex health care needs. These may be both physical and psychological. Analysis of prescribing practices also reveals a high level of

prescribed medication for a range of physical and mental health problems. A significant number of prisoners require support in combating drug and alcohol dependency.

In April 2016 the contractual arrangements supporting health care in the prison changed. From this date overall responsibility for health services transferred to Care UK. Staffordshire and Shropshire and Healthcare NHS Trust continues to provide mental health services. The transfer of services has been challenging. A number of staff chose not to transfer their employment to the new provider. This resulted in a high turnover of existing health care staff and the need to recruit new staff.

Mental health services have subsequently been reorganised by the South Staffordshire and Shropshire Healthcare NHS Foundation Trust. It is a matter of regret that this took place without prior consultation with the prison management. It also resulted in yet more staff changes.

The IMB notes concerns about health issues raised individually and at the Prisoner Forum. Many concerns differ little from those that are common within the community. However, prisoners may experience greater anxiety than those in the community. Waiting times can be lengthy but did not attend (DNA) rates contribute to this problem.

A review by Her Majesty's Inspectorate of Prisons and the Care Quality Commission (CQC) has resulted in the issue of an Advance Requirement Notice. The concerns expressed relate to waiting times; health screening; delays in cervical smears and breast screening; care planning and antenatal care; medicines management and the maintenance of equipment. There has been a positive response to the challenges and significant improvements have already taken place. An increased opportunity was offered for the women to see a female GP. A mobile breast screening unit has been brought into the prison. This allowed a large number of women eligible for breast screening to be seen quickly, avoiding escort costs for hospital visits. These changes were positively received.

There are now several smoke free houses within the establishment. A process that is supported by access to smoking cessation programmes. A well attended Prisoner Health Fair also took place. A Health Promotion strategy focuses on 5 major areas; mental health promotion and well-being; smoking; healthy eating and nutrition; healthy lifestyles, including sex and relationships and active living; drug and substance misuse.

Prisoners who have qualified as Health Trainers are in place to enable prisoners to make informed choices about their health and the changes that are achievable within the prison environment. They also ensure that all prisoners are aware of the Healthcare services available and how they can be accessed. The trainers participate in the prisoner induction and support existing health promotion activities across the prison.

The board accepts that, in spite of difficulties, things are moving in the right direction. The recent Care Quality Commission (CQC) also assessed the standard of service as adequate overall. The Board also shares the concern of the CQC that the overall perception of the women about the health care service is negative. The issues raised by the CQC on the quality of service will help to inform our future monitoring.

5.4 Purposeful Activity

The Activities Department co-ordinates purposeful activity. This year, in response to the HMIP/Ofsted Inspection, a new process has been developed for employment allocation. A multi-disciplinary approach aims to match each woman to the needs of their sentence plan, to prison security and to learner pathways.

Two new commercial contracts have been established this year. The Halfords Academy, opened in August 2016 is running extremely well. Halfords were fully involved in every process including interviewing 'future employees' in the Halfords Team. They have guaranteed jobs on release in one of their stores for all those who succeed in their work-based training. The first ROTL should take place in early 2017.

The Call Centre contract has changed and the prison is now working in partnership with Census Data. The type of calls the women are targeting are friendlier, giving a more relaxing feel to the working environment. Census Data are also offering guaranteed employment opportunities on release. The employer also offers flexible working which encourages those wanting to work around family responsibilities.

The Drake Hall laundry now has a more secure future. A contract with a commercial company has been signed to maintain significant purposeful laundry work. The income from this contract will also secure the future of the laundry and its equipment. The contract is due to commence in January 2017. ROTL opportunities will be offered in Birmingham. The contractor will also support women with transferable skills into similar employment upon release.

The pay policy for all those in work is currently being reviewed. The Activities Hub strives to balance the challenges of women's needs and wants with prison requirements. Benchmarking secured increased staffing in some areas of employment. Recruitment of staff has been generally successful and industries such as cleaning, laundry and warehousing plan to offer accredited vocational training.

HMIP/Ofsted recognised the excellent and varied Community Engagement as well as the role of paid employment places as a part of rehabilitation. Drake Hall has also built up strong relationships, through the Open Unit, with the Staffordshire Women's Aid. The aim is to ensure that support can continue to be offered to those in the local community who have suffered domestic violence.

5.5 Reducing Reoffending & Resettlement

There is a clear understanding of the resettlement issues and needs of the women in Drake Hall. It continues to be a focus for the prison and its work ethos. Self reliance and personal development are set as key objectives. The work programme has expanded to encompass more and more meaningful jobs together with appropriate qualifications, as reported elsewhere in this report.

The Offender Management Unit (OMU) identifies the women's needs and plans for them appropriately with the majority of OASys and sentence plans up to date at any one time. Individuals participate in the formulation of their objectives and cooperate in following their plans. Robust systems take full account of the need for public protection. There are regular meetings of the Reducing Reoffending and

Resettlement team. The meetings ensure oversight of behaviour and assess work, activities, therapies and offending behaviour as well as overseeing courses.

Most of the women leaving the prison are released to approved accommodation; however, some housing providers only assess the women upon release. The Community Rehabilitation Company (CRC), whilst helping with release plans for some of the women, has also added another layer of bureaucracy. This can frustrate administrative and clerical casework. The revised ROTL arrangements, while still limiting, are now more clearly understood by the prisoners. In this reporting period 285 applications were received, 25 were refused and there was only one failure: indications of a sound system more clearly understood.

The Open Unit is a major asset and continues to provide excellent opportunities and support for open category women nearing the end of their sentence; particularly those able to work in the community. A total of 39 women have been successfully released after being placed in the unit at some time during the year. Over 25 others, several present at the end of the reporting period, lived successfully in the unit. Only seven women failed to benefit from the facility. Two found the regime too difficult to cope with on entry. A further five breached licence conditions. The high value that most women place on living there make it a positive aspiration for other prisoners.

PACT is working well to help women maintain and develop family ties and is a supportive asset. Family visits are held regularly and are joyful and child-friendly occasions: it is noted that the number of male visitors has increased over the year. The facility for children to stay overnight in the Open Unit is excellent but its use needs to be further developed.

5.6 Safer Custody

The population has risen to maximum capacity after dispersal of prisoners from HMP Holloway. Despite such challenges Drake Hall remains a safe environment for women. They are treated with respect and there is a culture of healthy relationships with staff. The HMIP 2016 inspection also concluded that Drake Hall was a safe environment and that inappropriate behaviour was dealt with efficiently and fairly.

The poor accommodation for prisoners on induction has previously caused some tension. The IMB fully supports plans to invest in new accommodation to replace Richmond and Plymouth which have been a source of friction and dissatisfaction over many years. In the meantime the situation for prisoners on induction has been eased by locating them in Keele House where the accommodation is more modern.

Security has been vigilant in attempting to prevent the brewing of alcohol or 'hooch' and the ingress of drugs. Hooch incidents, though comparatively rare, are alarming because of their frequent link to localised violence. The misuse of 'Buscapan', an approved medication, remains a problem. The trading of such medications between women almost invariably leads to prisoner debts with consequent bullying.

ACCT documents, indicative of vulnerability, have continued to decline through 2016. Younger prisoners are more likely to be subject to an ACCT, but all ages are

vulnerable. ACCTS are reviewed throughout the day by staff, and prisoners will have a formal review to discuss their action plan on a regular basis.

Although still a concern, the number of prisoners involved in incidents of self-harm has remained relatively low. There were no incidences that needed reporting under annex 'A' procedures. Use of ACCT documents and supervision through the care map process has proved effective in monitoring this vulnerable group, with little need for constant supervision. The voluntary no smoking houses have had fewer incidents of self-harm. There is concern that a general "No Smoking" ban will incur increased risks to women. Many use smoking as a coping mechanism. The prison will require adequate resources in terms of medical expertise and personnel to manage the transition.

Safer Custody Statistics

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Ave Population	299	299	266	309	309	327
No of Adjudications	338	719	609	609	1029	997
No held in CSU	118	199	133	142	279	288
No of ACCTs opened	106	152	143	171	231	228
Self harm incidents	N/R	326	182	178	166	189
No of R & C	847	693	444	531	474	510
No of ASBOs			12	43	99	109
No of UBRFs	105	96	67	235	125	76
No of DIRFs	47	19	36		14	19

The "Listener service" provided by the prisoners and supported through the Samaritan organisation was recognised for the valuable contribution made to the safety of women at a celebration marking 25 years of this support group. The group of Listeners have respect for their work from the prison population and also make a valuable contribution to Safer Custody meetings.

Young Offenders (YOs) are regarded by the IMB as an especially vulnerable group and too often over-represented in adjudication statistics. The board believes that the monitoring, as well as the mentoring and support of this group is not always sufficiently effective. YOs were previously dispersed between residential houses. At close to maximum capacity, the prison now has less flexibility to achieve this aim. The IMB has also expressed concern about the effectiveness of the personal officer system. Prisoners report difficulties in speaking to their personal officer due to shift systems and / or their location in areas inaccessible to prisoners.

5.7 Care and Support Unit (CSU)

Although a closed prison, Drake Hall has an open environment allowing free circulation of prisoners during the day. The rehabilitation ethos and the systems operated by the prison mean that each prisoner is given a timetable each week setting out where they should be at any one time. The onus is on the individual to ensure that they adhere to this timetable. For some women, especially those who have recently transferred from traditional, fully closed establishments, this can prove difficult. One result may be frequent absence from where they should be.

On average there are 83 adjudications per month. There are generally low levels of adjudication for assaults, fighting and threatening behaviour. The high numbers for 'absents' and 'disobeying and fails to comply' – especially in the work environment are a concern. They contribute significantly to the overall number of adjudications and reflect a pro-active approach to censuring any failure to comply with the prison regime. Repeat offenders may also be subject to a spell in the CSU.

The CSU is also used constructively for Removal from Wing as an alternative to CC. This seems to be having a positive effect as the prisoners continue to work but their leisure and association activities are stopped. There has been minimal need to use the Safer Custody constant watch suite this year which reflects the robust Safer Custody systems in place at the prison. There are a high number of prisoners with enhanced or standard status within the "incentives and earned privileges" (IEP) system. The IMB, therefore, welcomes steps to ensure that the incentives available are reviewed.

There has been an increase in the use of segregation this year. This can in part be explained by the increase in population (6% on average) resulting from the closure of Holloway. Among the new arrivals have been a small number of difficult Young Offenders whose behaviour has resulted in several periods within the CSU.

The adjudication Peer Support system continues to work well and the staff in the Care and Support Unit have continued to work in commendable and compassionate fashion to ensure that the women can be reintegrated as soon as possible.

Board members are routinely notified within 24 hours of any prisoner being located and have attended nearly every review during the year. There have been no "long stays" in the CSU this year. Members also regularly visit the CSU during rota visits and check all the relevant paperwork as well as speaking to the prisoners.

There have, unusually, been a number of occasions where it has been necessary to either raise an ACCT on a prisoner while in the CSU, or to locate a prisoner there while already on an ACCT. Such events have taken place only in the best interests of the safety of the individual and all procedures have been carefully followed. Overall, the Board commends the working of the CSU. Its operation has given the Board no cause for concern.

5.8 Residential Services.

The accommodation blocks are clustered together to provide a pleasant campus environment for prisoners. Houses contain a mixture of single and double rooms to offer a communal setting while allowing women to live independently. The majority of buildings are warm, well maintained and decorated to an acceptable standard. The Houses are also kept in a clean state by the occupants. The women are generally content with their accommodation and feel that they live in a safe environment.

As mentioned elsewhere and in previous reports, Plymouth and Richmond Houses are well beyond their economic life span. The Property Management regime struggles to manage repairs and maintenance. The difference in the standard of accommodation compared with newer houses is widening. Women consider themselves disadvantaged compared with residents of the other, more modern, higher quality accommodation. The IMB continues to regard replacement of these blocks as a high priority,

St David's House, provides a safe environment specifically for older prisoners and women with particular health-care needs. A refurbished association building for enhanced prisoners was created in 2015. This provides a pleasant environment with areas to relax and socialise and a kitchen for creative cooking. This incentive continues to contribute to maintaining a high level of good behaviour within the prison.

Concern has been expressed during the year over the reliability of delivery of cleaning and toiletry products by the national supplier. During the summer months Drake Hall received only 2 of a scheduled 7 deliveries. Staff had to make emergency purchases on Friday afternoons. The situation has recently improved and is being monitored.

The prison continues to offer smoke free accommodation blocks which have proved to be popular and effective. There are proposals to extend this to more houses in preparation for a total smoking ban. The proposed total ban will provide a significant challenge for the prison. The IMB is encouraged that plans are being put in place to provide support to prisoners to give up smoking ahead of the ban.

The open unit, outside the perimeter fence, was opened early in 2015 and houses up to 25 women. Whilst it is still relatively new, the original concept *"of providing a facility that promoted self-discipline, reliability and communal support prior to release"* has already proved its value in practice for many prisoners prior to release. The level of income for those in the unit remains problematic as living costs greatly increase when living there.

The visits area has been given a facelift providing a pleasant and comfortable environment for visits. The provision of a children's play area is very welcome and well used by visitors, providing a safe and stimulating area for the younger children to play in. Both visitors and prisoners have welcomed this improvement.

The prison second hand clothes shop, run in association with the charity shop of the Katherine House Hospice, remains a very positive initiative. Clothes donated to the charity are washed and prepared for sale in the prison shop, allowing women to purchase clothing at reasonable prices. This can be particularly helpful when they are preparing for release. The funds raised support the work of the charity in the local community. This symbiotic relationship is of benefit to all, providing good quality clothing to the prisoners, work opportunities in the shop and support for the charity.

Section 6: Other Areas of the Prison

The Catering Department has successfully passed two regional audits and was commended by the recent HMIP inspection for the quality of food provided. The kitchen, along with the prison as a whole, has been operating at full capacity but has managed to deliver its usual high standard of food. One member of staff has gained promotion to the new band 4 under the benchmark. This has helped resolve an issue of job security and staff retention which has been giving concern for some time.

The kitchen continues to provide a good standard, quantity and variety of food. Provision for religious and personal preferences is good and complaints are very rare. The IMB welcomes plans for a limited upgrade of the restaurant area. This should provide an enhanced mealtime environment. The increased use of produce grown on site is a welcome initiative as the market gardening area matures.

Alongside delivery of its normal regime, the kitchen supports a coffee shop and a visits function. It also caters for events such as Religious Festivals, All Nations Day and Black History Month. Special arrangements for fasting during Ramadan proved effective.

During the year a number of more challenging prisoners were allocated work in the kitchens. This reflected the changed demographic of the prison. The success of staff in handling this situation contributed to the recent Enabling Environment award.

The prison recycling facility employs a significant number of prisoners and ensures that a very high percentage of waste generated within the site is productively recycled. The devotion of a larger area of the gardens to food production is also commendable. This is teaching useful skills to prisoners as well as providing useful produce for the kitchens.

The Reception area operates in a user friendly manner and has had to adapt flexibly to the changes in the operation of the female prison estate. There have been too many occasions during the year when prisoners have arrived without all their possessions. Evidence also indicates that the women's possessions are not reliably treated with adequate respect on transfer. This has increased the pressure upon arrival and subsequently on the reception and other staff. IMB members have also had to pursue several cases of lost or missing possessions at great length.

Section 7: The work of the Independent Monitoring Board

The prison is characterised by an openness to constructive criticism. The active encouragement of the Governor and the positive attitudes of both staff and prisoners greatly aid the effective operation of the Board. The Board thus feels able to make a useful contribution to the continuous improvement of overall provision.

The Governor regularly attends the monthly Board meetings and reports on developments and on plans. He responds readily to most issues raised by the Board and welcomes informal meetings, as needed, with the Chairman and with individual Board members. Staff at all levels make Board members feel welcome and respond readily to the raising of legitimate concerns.

Prisoners almost invariably have some knowledge of the work of the IMB before arriving at Drake Hall. However, the Board continues to contribute to the induction of new arrivals so that they can familiarise themselves with the means of access to Board members. The Board has been able to assist in resolving a wide variety of problems raised by the women, as well as being able to ease their anxieties through independent intervention.

The Board regularly invites members of the prison staff to provide training sessions prior to the Board meetings and discuss their area of work. The Board has found this to be an effective way of keeping up-to-date with procedures and changes.

Once again, we must record our concern at the amount of time required of Board members and prison staff in resolving problems arising from apparently inexplicable failings in the transfer of property and monies from other prisons.

Board Statistics for the period November 2015 to October 31st 2016

Recommended complement of Board members	12
No. of Board members at the start of the reporting period	8
No. of Board members at the end of reporting period	9*
No. of new members joining within the reporting period	1
No. of members leaving within the reporting period	0
Total number of Board meetings during the reporting period	12
Total number of visits to the Establishment	266
Total number of segregation reviews held	40
Total number of segregation reviews attended	37

Members of the Board attended many meetings in the prison as observers. These meetings covered most aspects of the management of the prison.

*One board member commenced leave of absence through ill health.

Statistics on Applications to the Board.

Co de	Subject	2008/ 9	2009/ 10	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/ 15	2015/ 16
A	Accommodation	2	5	0	1	0	2	0	10
B	Adjudications	3	2	2	0	1	4	3	1
C	Diversity related	1	2	2	0	4	5	0	0
D	Education/ employ't/ training	5	2	1	2	2	2	1	6
E	Family/ visits	8	12	5	2	2	8	14	6
F	Food/ kitchen related	0	0	0	0	1	1	0	1
G	Health related	5	9	1	7	6	12	1	13
H	Property	13	6	6	9	5	13	10	13
I	Sentence related (incl. ROTL)	10	24	14	14	19	6	7	9
J	Staff/ prisoner related	7	6	4	5	2	3	0	2
K	Transfers	8	4	6	2	0	1	4	3
L	Miscellaneous	6	9	3	2	3	6	13	6
	Total	68	81	44	44	43	63	53	70

Section 8: Glossary

ACCT	Assessment Care in Custody Teamwork
CC	Cellular Confinement
CM	Custodial Manager
CRC	Community Rehabilitation Company
CSU	Care and Support Unit
DIRF	Discrimination and Inequality Report Form
DNA	Did not attend
HMP	Her Majesty's Prison
IDTS	Integrated Drug Treatment Service
IMB	Independent Monitoring Board
MASH	Multi Agency Safer Health
MDT	Mandatory Drug Testing
MOJ	Ministry of Justice
NOMS	National Offender Management Service
NVQ	National Vocational Qualifications
OASys	Offender Assessment System
PACT	Parent and Children Team
P-NOMIS	Prison – National Offender Management Information System
R&C	Requests & Complaints
ROTL	Release on Temporary Licence
SIR	Security Information Report
SO	Supervising Officer
UBRF	Unsocial Behaviour Report Form
YO	Young Offender
YOI	Young Offender Institution