



**Annual Report**  
of the  
**Independent Monitoring Board**  
at

**HMP High Down**

**January 2016 to December 2016**

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*Monitoring fairness and respect for people in custody*

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## A Sections 1 - 3

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### 1 STATUTORY ROLE OF THE IMB

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The Prison Act 1952 requires every prison 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.

## HMP High Down

### 2 EXECUTIVE SUMMARY

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#### Main judgements

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- HMP High Down was announced as a Reform prison in April 2016, effective during June /July 2016, together with the appointment of an Executive Governor. However, the prison is yet to see any significant changes.
- 2016 has been a challenging year. The early part of the year saw a period of approximately 4 months where a restricted regime was introduced for safety reasons due to shortage of operational staff, and during which virtually no purposeful activity was offered save for essential areas such as kitchens, and with hardly any time 'out of cell'. This had a significant impact on fairness and decency for prisoners.
- The Board took the unusual step of writing to Michael Spurr, Chief Executive of NOMS (National Offender Management Service), in June 2016 with concerns for safety and decency at High Down. The Executive Governor and Governor were informed of this decision.
- The operational capacity of the prison was reduced from 1203 to 1023 in July 2016 for safety concerns, with a slow decant of Houseblock 3 that was completed in September 2016.
- In its 2015 Annual Report the Board highlighted the negative impact of staff sickness levels that increased during this reporting period. High Down has suffered the loss of experienced staff, many of whom have left the service, in addition to those previously lost under the Voluntary Exit Departure Scheme (VEDS) process. It is the Board's belief that this has contributed to decreasing levels of staff morale. It would, however, be fair to state that the dedication and goodwill of the existing officers, in the face of increased assaults on their colleagues, have attempted to minimise the impact on the prisoner's experience. The Board understands that High Down should have received extra detached duty officers when Downview re-opened, and also officers that had been on detached duty from there transferred back. This did not happen.
- The rest of the year saw sporadic improvement in purposeful activity and time out of cell, but virtually no access to resettlement and other appointments. Prisoner induction has also been limited.
- Lower staff numbers required the regular cross deployment of officers. The resulting impact on continuity of staff in Residential areas added to prisoner frustrations and anxieties. The areas housing more complex prisoners such as Segregation and Healthcare In-patients have been most acutely affected by the loss of specialist officers.

Nos. at 31.12.16	Allocated Staff	In Post	Sickness	Detached Duty Officers
Band 3 - Officer Grade	166	114.5	16	14
Band 4 - Supervising Officer	36	34	3	0
Band 5 - Custodial Manager	16	12	0	0

*At the time of this report the figures show a deteriorating picture for Band 3 Officers.*

## HMP High Down

- The cross deployment of uniformed Offender Supervisors mainly to Residential areas, on average 80-100 hours per week, created significant backlogs across all Offender Management Unit (OMU) functions. This added to prisoners' resentment and mistrust of the system.
- As reported in 2015, the Board is still of the opinion that there may be a causal connection between the general frustration and violence towards fellow prisoners and officers. Violent incidents against staff rose from 47 to 89, and prisoner on prisoner incidents rose by approximately 25%.
- The increase in violence is symptomatic of a national prison issue about which the Prison Officers Association (POA) has made continuous representations. This culminated in High Down officers taking part in industrial action on 15<sup>th</sup> November 2016.
- Adding to prisoner's frustrations, and despite a review, the Prison complaints system has seen no improvement since the Board's 2015 Annual Report and continues to be a significant cause for concern.

## HMP High Down

### Main Areas for Development

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#### TO THE MINISTER

- How does the Minister propose to fully deliver and measure the success of the Reform prison strategy, particularly in relation to High Down in its current transitional state?
- How does the Minister intend to make provision for the progressive transfer of prisoners to work through their sentence plan and prepare them for local release given the over population of the prison estate? This includes the continued imprisonment of IPP (Imprisonment for Public Protection) Prisoners.

#### TO THE PRISON SERVICE

- How does the Prison Service intend to tackle the ubiquitous use of drugs and alcohol by prisoners that significantly contributes to the levels of violence and anti-social behaviour?
- How might the Prison Service improve the assessment and expedition of transfers to Mental Health facilities?
- How will the Prison Service provide facilities for the increasing number of vulnerable prisoners who do not fall under the mental health provision, but who exhibit ongoing patterns of anti-social behaviour and often occupy Segregation and Healthcare spaces for long periods?
- The Board would like to understand what the Prison Service intends doing to rehabilitate the number of sex offenders who serve their entire sentence at High Down where no relevant courses are available.

#### TO THE GOVERNOR

- How will the Governor improve the safety strategy in High Down, including quality of recording and compliance for policies and processes such as Assessment, Care in Custody Teamwork (ACCT) and Segregation?
- As highlighted in the Board's 2015 Annual Report, the Complaints system remains a major cause for concern. How does the Governor intend to address the missed response deadlines and quality of response issues?
- How does the Governor intend addressing the poor state of hygiene throughout the prison, both inside and out?
- How will the Governor ensure continuity of High Down staff, particularly in the Residential areas where we believe it is essential to develop positive staff/prisoner relationships?

## HMP High Down

### **Improvements**

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- The Board has seen an improvement in procurement of basic decency items such as kettles and pillows since the appointment of the Executive Governor (under Reform) who has local budget autonomy.
  - The Board believes that the appointment of a permanent Governor and Deputy in May 2016 has brought about a gradual stabilising effect on High Down.
  - A more robust relationship with Carillion (providers of maintenance and repair to the prison), has improved with the inception of monthly scrutiny meetings.
  - The Board has observed an improvement in relations between the Governor and POA towards the end of the reporting year.
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### 3 DESCRIPTION OF THE PRISON

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- High Down is designated as a Category B male local prison but also houses some Category C prisoners.
- It serves the Crown Courts of Croydon, Guildford and their surrounding Magistrates Courts.
- The Operating Capacity of the prison at start of year was 1203. However, this was reduced to 1023 in 3<sup>rd</sup> quarter following closure of Houseblock 3 for operational safety reasons and subsequent refurbishment. Decant started on 4<sup>th</sup> July 2016.
- The prisoner population includes Young Offenders (2.8%), and an average of 247 remand prisoners (around 20%-25% of the population).
- Healthcare is managed by various partners:
  - ⊖ In and Out-patient services, medical care on the residential houseblocks, and dental care are provided by Virgin Healthcare;
  - ⊖ GP services are provided by Achor Healthcare;
  - ⊖ Central North West London (NHS Foundation Trust) is responsible for In Reach mental health care and addiction, with Rehabilitation for Addicted Prisoners Trust (RAPt) providing substance misuse programmes;
- Education and training are delivered by Novus.
- Carillion is the maintenance and repair contractor.

## B Evidence sections 4 – 11

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### 4 SAFETY

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#### Safety

- Concerns about personal safety have been made to Board members by prisoners (verbally and via applications) and staff at various times, particularly during the first half of the year. For prisoner-on-prisoner threats these are often related to debts incurred within High Down or from other prisons.

#### Houseblock 3

- For operational safety reasons Houseblock 3 was closed and remains closed at the time of submission of this report.

#### Statistics

Nos.	2016	2015
Use of Force	92 (Jun-Nov)	72 (Jun-Nov)
Self-harm incidents	313	281
ACCTs opened	593	602
Assaults: Prisoner on prisoner	221	170 (no Aug data)
Assaults: Prisoner on staff	89	47
Deaths in Custody	3 (2 x natural causes)	4 (1 x natural causes)
Near Misses	7	3

#### Victim Support Log (VSL)

- High Down has ceased using Victim Support Logs (VSLs) as a means of supporting Prisoners who have been subjected to intimidation and violence. The Board considers this is unfortunate because such unlawful activity has increased in High Down.

Nos.	2016	2015
Victim Support Logs opened	3	33

#### Assessment, Care in Custody Teamwork (ACCT)

- The inquest into the death of a prisoner in April 2015, concluded in November 2016, included within its findings faults with the ACCT process. The prison has taken steps to improve the training and quality control for ACCTs and to improve multi-disciplinary attendance at case reviews, but the Board continues to have some concerns about the quality of ACCT documents.

#### Drugs

- Illegal drugs continue to make their way into High Down; Spice and cannabis are common. Known sources are from recalled prisoners, visitors, drones and mail.
- Awareness training is given to staff but availability and continuity of staff issues have affected time spent with individual prisoners. The use of drugs dogs and CCTV monitoring during visits has been similarly affected.
- New Psychoactive Substances (NPS) awareness is ongoing with mailshots to all Houseblocks, and is also incorporated into induction. However, staff training has been organised but not well attended.

### 5 EQUALITY AND FAIRNESS

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- At the start of the reporting period Equalities Meetings were due to be held monthly but were later changed to quarterly. In the event they were frequently cancelled or postponed for operational reasons.

#### Regime

- Mid-way through the year a full regime was reinstated within the prison. However, by the latter part of the year this was adapted to full purposeful activities during the morning, but with restricted activities and no education in the afternoon. Any prisoners left in residential areas in the afternoon were given 'association time', staff numbers permitting.

#### Healthcare

- A serious incident at height resulted in the healthcare exercise yard being closed for eight weeks.
- As a Supervising Officer is only detailed in the mornings, it makes it difficult to deliver the multiple regimes.

#### Vulnerable Prisoners (VPs)

- The VP population is 208 but includes an average number of 16 non-sex offender prisoners. A decision was taken in May 2016 to change a houseblock from a Sex Offender unit to a vulnerable prisoner unit. Resulting from this the Board has observed a negative affect on the prevailing atmosphere.
- The Board believes that VPs have been additionally impacted by operational factors affecting High Down during the reporting year, examples of which are:
  - Laundry closures – a key area of employment for VPs. Carillion have been unable to locate and employ a person to attend to the boiler resulting in some of the closures;
  - Locked-up more frequently with loss of freedom;
  - Instances of occasional lodging in Healthcare due to lack of space;
  - Safety concerns when out of wing (probably linked to staff shortages);
  - No rehabilitation.

#### Purposeful activity

- There was a period of approximately 4 months when a restricted regime was introduced for safety reasons, due to a shortage of operational staff, when virtually no purposeful activity was offered save for essential areas such as kitchens, and with hardly any time 'out of cell'.

#### Induction

- Induction for new prisoners does not happen every day, or on a regular basis, due to staff shortages. Prisoners who are located anywhere other than on the Induction houseblock are, in the Board's opinion, often inducted on a random basis.

## HMP High Down

### Reception

- The Board is concerned about the information available in foreign languages to new arrivals at High Down. Very little is displayed in Reception and almost none in a language other than English, the exception being notices that a translation service is available.

### Discrimination Incident Report Form (DIRF)

- There were 91 DIRFs filed in 2016 compared to 42 in 2015.
  - 70 DIRFs submitted by prisoners, of which 5 upheld, 62 not upheld and 3 outstanding;
  - 21 DIRFs submitted by staff, of which 18 upheld, 2 not upheld and 1 outstanding.

### Foreign Nationals

- At the end of the reporting period there were 138 foreign national prisoners comprising 13.7% of the High Down population compared to 150 in 2015.

### Disabled prisoners

Percentage	2016	2015
Prisoners with a disability	19.02	14.43

The following information was taken from The Equalities Monitoring Tool.

### Adjudications – Charged

By Age Band	Percentage Charged	Percentage of Population
18-20	12.00	5.52
21-24	21.14	13.98
25-29	31.24	18.91

The above cohorts constituted 64.38% of adjudications charged compared with 60.97% in 2015.

By Disability	2016	2015
Percentage charged	26.46	14.69
Percentage of Population	19.02	14.43

By Ethnicity	Percentage Charged	Percentage of Population
Black	29.77	20.43
Mixed	13.36	6.38
White	44.66	53.97

By Religion (Muslim)	2016	2015
Percentage charged	24.95	23.45
Percentage of Population	15.22	13.79

### Adjudications – Proven

By Age Band	Percentage Charged	Percentage of Population
18-20	12.00	5.52
21-24	22.57	13.98
25-29	30.86	18.91

The above cohorts constituted 66.43% of adjudications proven compared with 61.21% in 2015.

## HMP High Down

### Use of Force

By Age Band	Percentage Charged	Percentage of Population
18-20	17.81	5.52
21-24	15.07	13.98
25-29	36.99	18.91

*The above cohorts represent 69.87% of Use of Force but only 38.41% of total population, similar to 2015 when they represented 66.20% of Use of Force but 38.75% of population.*

### Complaints

- Throughout the report period prisoners have expressed dissatisfaction with the prison complaints system, both verbally and through applications to the IMB. Their key areas of concern were quality of response and the length of time taken to respond to their complaints. The use of interim replies was also noted by the Board.
- We have observed that complaints are often returned unnecessarily when not signed, dated or have been submitted on the wrong form.
- There is a definite correlation between applications to the IMB and the prison complaints system. In the first 6 months of the report period a total of 2558 complaints were received:
  - 10% due a final reply did not receive one;
  - 115 (46%) received an interim or holding reply;
  - 135 complaints had no response;
  - 8 of the complaints to the Deputy Director of Custody (DDC) received interim responses only.
- By the end of the reporting period the Board noted a marginal improvement, due likely to quality assurance checks by the Deputy Governor. A total of 4239 complaints were received for which:
  - 92% had received a full reply;
  - Of the remaining 8%, nearly 50% received a late response and 39% an interim reply.

### Food

- In July the Board noted that the hot and cold meal times were swapped for operational reasons to a hot lunch and a cold evening meal, Monday to Thursday. This was reversed during the last two months of 2016.

### 6 SEGREGATION/CARE AND SEPARATION UNIT

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- The Board is concerned about the number of prisoners held under ACCTs in the Segregation Unit. In December alone there were 10 prisoners on ACCTs.
- As reported in 2015 there continue to be examples of inadequate and incorrect completion of paperwork in the Segregation Unit.
- Segregation Unit prisoner numbers have been consistently high. There is a noticeable upward trend of prisoners who refuse to return to standard accommodation for a variety of reasons, some of whom become long stayers.
- The Board has been informed that, for security reasons, Listeners (prisoners trained by the Samaritans to listen to prisoners concerns) are no longer allowed into the Segregation Unit. Instead, those prisoners wishing to speak to someone are offered use of a Samaritans phone.
- The Board attends most Segregation prisoner reviews and this year this number has increased by approximately 37%.

#### Special Accommodation

*Special Accommodation is defined as either a cell specifically designed for the purpose, or improvised normal accommodation with any one, or more, of the following items removed in the interests of safety: Any item of furniture, bedding or sanitation.*

- The Board noted that on each occasion Special Accommodation was used the prisoner was on an ACCT.
- On one occasion the Board questioned whether the use of Special Accommodation was justified.
- Inadequate record-keeping meant that it was not always possible to ascertain whether a prisoner had been provided with water.

### 7 ACCOMMODATION (including communication)

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#### Property

- Lost, stolen or missing prisoner property continues to be a perennial issue, both in High Down and between prisons across the Prison estate. The Board has observed that this a frequent cause of anger and frustration for prisoners:
  - 17% of the total Applications to the IMB related to property (*same as previous year*).

#### Cleanliness

- The prison remained in a generally unhygienic state in all areas throughout the reporting period.
- Outside areas of the older units were frequently littered with food waste, clothing and general waste and attracted large numbers of birds.
- Food serveries were often very dirty with some not differentiating between halal and non-halal utensils.
- Only two of the six Residential houseblocks had wing meeting rooms/Listener suites that could be considered useable due to missing or broken furniture. Bird excrement was also seen where pigeons had found their way into these areas.

#### Hot Water

- Houseblocks 5 and 6 have experienced continuing problems with lack of hot water and heating. The persistence of this problem highlights the difficulties of maintaining a decent environment.

#### Communication

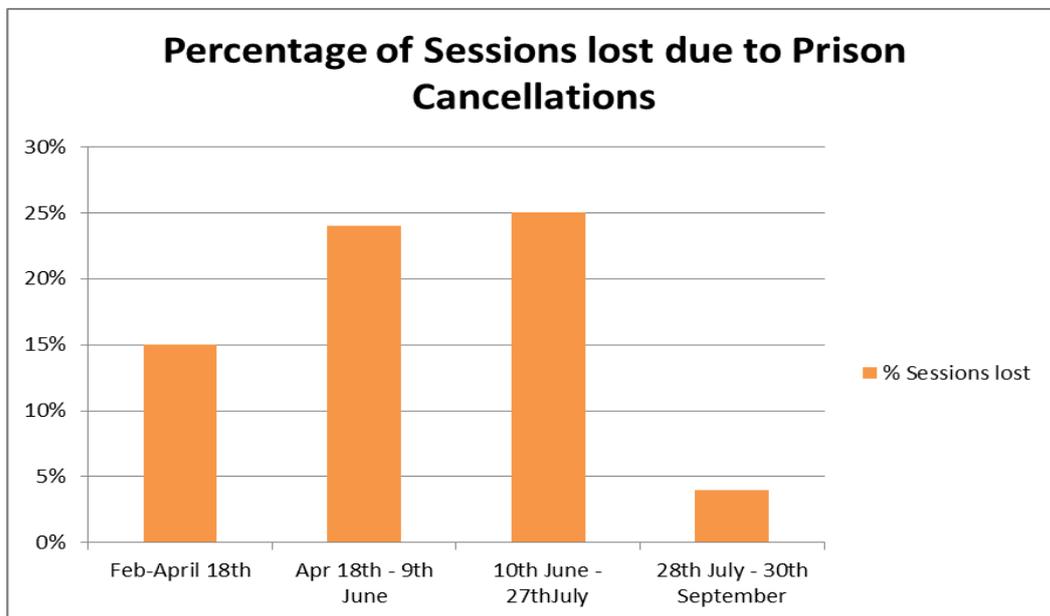
- Prisoners and staff have expressed to the Board a concern about not always being informed of changes, and reasons for change, in a timely fashion.
- Some houseblocks display few notices, many of which are undated or out of date.
- The use of cell cards is sporadic throughout the prison.

## HMP High Down

### 8 HEALTHCARE (including mental health and social care)

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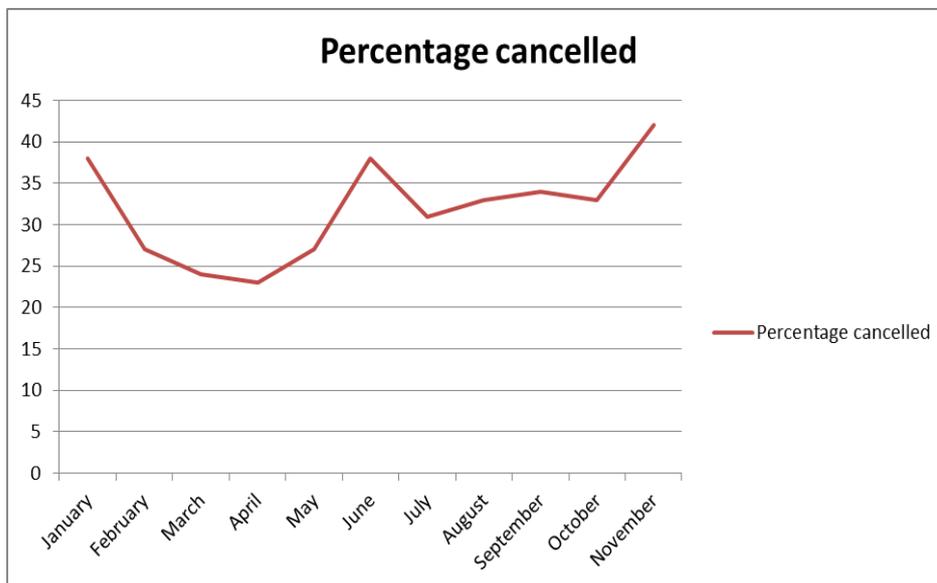
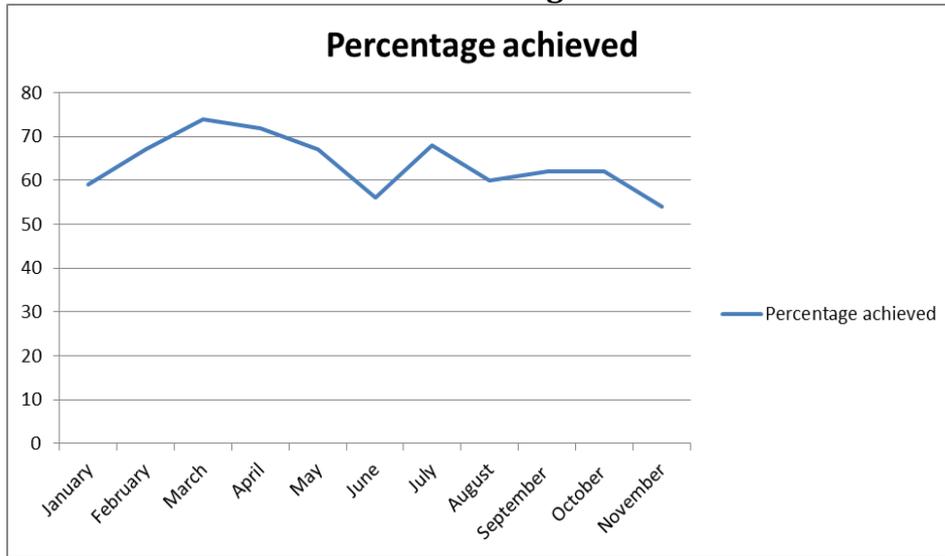
- The Virgin Care Primary Healthcare Contract ends in March 2017. The decision on the new contractor has been delayed as bids were re-tendered in the light of the decision to re-roll High Down as a Category C establishment.
- The five HealthCare partners and prison management meet regularly to discuss issues and take forward the Health Improvement Plan.
- Healthcare has suffered from the cancellation of clinics due to the shortage of uniformed staff. The new regime introduced in the autumn resulted in a considerable reduction in the number of cancelled clinics.
- At its height 47% of days were affected by cancelled clinics. This reduced to less than 5% by year end.



*Where GP clinics are cancelled they go to the Houseblocks to see patients that day.*

- Ensuring that prisoners attend hospital appointments is a priority. From June Healthcare had been largely restricted to two escorts per day, reducing the number from four. The key data is the percentage of hospital escorts achieved and the percentage cancelled.

## HMP High Down



*Figures for October and November show the decline in percentage of hospital appointments achieved and an increase in hospital escorts cancelled, November saw the highest percentage cancelled.*

- Dental Clinics are provided by Surrey Community Dental Services under contract to VirginCare with a dentist employed 4 days per week, although no cover is provided for their 8 weeks holiday per annum, making it difficult to make inroads into backlogs. At the end of the year the waiting list for routine work was 21 weeks. If the missed appointment numbers could be reduced the waiting time for routine work could fall significantly.
- The 24/7 in-patient facility has 23 beds plus one dedicated to dialysis. The healthcare centre currently provides an area resource, accepting men from other prisons without an in-patient facility.
- The number of Healthcare lodgers has varied from week to week. This is due to space availability across all residential houseblocks.
- Healthcare In Patients has been smoke free for over a year, but this has occasionally resulted in prisoners choosing not to go to there.
- The pharmacy manages over 300 patients on repeat prescriptions, some 70% of this group having their medication “in possession”.

### **HMP High Down**

- The Mental Health In-Reach team offers a stepped care model of service provision to the prison population (primary psychological services and secondary mental health care), crisis management and case management for prisoners with a serious mental illness.
- The team has a consultant psychiatrist and psychiatrist based in the prison 4 days a week, and available for phone consultations on the days they are not present.
- Monthly referrals for the last 6 months ran at between 96 and 147 (average 112 a month). Missed appointments range between 4.9% and 9% for the last quarter.
- The discharge/transfer coordinator provides information and ensures continuity of care to those returning to the community. Monthly discharges for the last 6 months of the year average 23 a month.

### **Mental Health Transfers**

- There were 27 transfers to mental health facilities compared with 19 for 2015:
  - 5 of these were to Broadmoor special hospital, managed by the Department of Health;
  - 74% of the 27 transfers were not made within the recommended 14 days;
  - 5 were moved as late as between 13 and 20 weeks.

### **Social Care**

- Under the Social Care Act 2015, Surrey County Council has a duty to provide relevant prisoners with social care interventions. Since August there have been 39 referrals, of which 9 were eligible and are receiving support from both the Care Team and Peer workers.

Education and training are delivered by Novus.

#### Induction

- Most incoming prisoners are assigned to Houseblock 2, Induction and FNIP (First Night in Prison), and are offered induction in two parts comprising general induction to prison life led by peer supporters, and a Basic Skills Assessment (BSA) conducted by education staff.
- Throughout the reporting year, fewer than 40% of new prisoners were able to complete a BSA, this rate falling to 7% for a period of serious staff shortages. As a prisoner cannot be assigned to work or education without a BSA rating, this leads to lost opportunities for rehabilitation and increased frustration for the prisoner.
- Inductions are causing considerable difficulties at the moment, with very poor attendance overall. If prisoners do not attend that constitutes missed opportunities to engage with them.

#### Education

- Due to the significant number of ad-hoc closures from August to November, education attendance dropped to 35%. The prison Senior Leadership Team (SLT) introduced a predictable regime that, although restricted to mornings and whatever outreach was possible, had an immediate and improving impact, with attendance climbing to 55% for December: the Key Performance Target (KPT) is 80%.
- Currently projected to achieve 97% retention (completion rate) and 94% success rate, an increase on last year, but on reduced number of learners, due to regime and staffing issues.
- There is a committed and talented group of teaching and support staff but there are frustrations in relation to delivery of the service.
- Homework Club recently started where fathers inside are supported to work with their children in helping them with their homework.
- Some of the construction skills courses were diverted to the refurbishment of HouseBlock 3 where the learners can achieve accreditation in a real working environment.
- The delivery of library books to workshops has continued and the team will also deliver to Houseblocks on request. However, the Board has received a number of applications from prisoners who are not able to access the library because escorting officers are not available. This has also caused frustration for the librarians.
- There has been an excellent range of outside visitors, including Simon Stephens (playwright), Andrew Robertshaw (historian), Meg Rosoff (author) and Henry Maybury (singer/songwriter), with good interaction by prisoners.
- Latest figures for Activity Places: 427 with 350 employed and 77 vacancies.

## HMP High Down

### 10 WORK, VOCATIONAL TRAINING and EMPLOYMENT

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- There are valuable opportunities for work and training, such as workshops in building skills, barbering, gardening and industrial cleaning. However, during the reporting period such opportunities were undermined by regime strictures or lack of Basic Skills Assessment (BSA) completion, both resulting from staff shortages.

## HMP High Down

### 11 RESETTLEMENT PREPARATION

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- Significant backlogs have been experienced by all Offender Management Unit (OMU) functions such as Home Detention Curfew (HDC), Re-categorisations, Transfers and the Offender Assessment System (OASys), at various times during the report period.
- Staffing in OMU suffered as uniformed officers were cross-deployed to support the regime and also impacted by ongoing staff vacancies. On average 80 -100 hours per week were lost due to cross-deployment
- Whilst the prison has been able to substantially reduce backlogs in some areas through additional resources, it has not been able to do so with OASys as this function is complex, time absorbing and requires a significant level of dedicated, trained staff. Unfortunately, insufficient numbers have been trained to cover peaks and reduce backlogs. In the Board's opinion this appears to have become an accepted situation within the OMU.
- Cross deployment and staff shortages have also impacted the time offender supervisors can spend building vital relationships with prisoners.
- The Board is aware that prisoners express their frustrations through the high number of formal complaints, and through a rising number of applications to the IMB. The number of sentence related applications to the Board in 2016 was 222, the largest category (representing 23% of the total), compared to 168 in 2015. In addition, prisoner applications to OMU are not recorded and, due to workload, are often not answered.
- The OMU has to work with, and is reliant upon, cooperation from external agencies. Failure to communicate with the prison can exacerbate backlogs and also lead to major errors occurring. For example, in August a prisoner complained about his detention over a period of months using applications and complaints to the OMU. Following investigation by the IMB it was discovered that charges had been dropped, but a failure by the Court Service to communicate this to the prison resulted in the prisoner being unlawfully detained for 8 weeks.
- The Resettlement Centre was closed for most of the time between April and November as it was not possible to supervise the movement of prisoners to their appointments, resulting from staffing constraints. Staff from the Community Rehabilitation Companies (CRCs), Job Centre Plus and National Probation Service (NPS) had thus to visit prisoners on their Houseblocks or at their place of work. This often impacted the ability of those agencies to advise prisoners in the weeks leading up to their release.
- From speaking regularly with staff it was observed that they were sometimes hampered by the need to track down some prisoners and/or being unable to speak with them face-to-face, again due to the availability of staff to perform unlocks.
- Since the introduction of a new regime began in November the Centre has been open each morning and attendance has been, on average, 80%. There is now a weekly One Stop Shop where prisoners who are in the last 12 weeks of their sentence can access all five agencies during one appointment.

Percentages achieved against 90% target

Agency	June	July	August	September
SEETEC (%)	44	68	50	53
MT Novus (%)	60	75	68	68

*SEETEC covers Kent, Sussex & Surrey. Prisoners going to any other part of the country are managed through MT Novus.*

## C Section – Work of Board

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- Board meetings take place monthly. Whenever possible the Governor or her Deputy attend to inform the Board of developments in the prison, and to respond to current observations arising from member rota visits.
- Three members of the Board monitor the prison on rota each week. Their duties involve interaction with prisoners and staff, covering all aspects of prison life and ensuring that prisoners are held in a fair and decent environment.
- Individual prisoners can request to see a Board member, via written application or face-to-face, to raise their issues and concerns. In addition, Board members also attend meetings relating to their special areas of interest and provide updates.
- Training frequently takes place before Board meetings. New Board members receive in-house training and mentoring as well as mandatory attendance on a national training course. Each year the Board undertakes an Annual Team Performance Review (ATPR) to review its working practices.
- The Board occasionally visits other establishments to experience different environments and to exchange best practice with their IMB counterparts.

## D Section – Statistics

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<b>BOARD STATISTICS</b>	
Recommended Complement of Board Members	20
Number of Board members at the start of the reporting period	13
Number of Board members at the end of the reporting period	13
Total number of visits to the Establishment	650
Total number of segregation reviews attended	341

## HMP High Down

HMP High Down

**E Section - Applications**

Code	Subject	Current reporting year 2016	Previous reporting year 2015
A	Accommodation including laundry, clothing, ablutions	25	29
B	Adjudications	7	12
C	Equality and Diversity	16	23
D	Education, Employment and Training (inc. IEP)	45	60
E 1	Family, Visits, Mail and Phone	56	63
E 2	Finance and Pay	27	26
F	Food and Kitchen	11	15
G	Health	67	87
H 1	Property within this establishment	96	158
H 2	Property during transfer or in another establishment or location	69	Inc. in H1
H 3	Canteen, facility list, catalogue(s)	32	26
I	Sentence management inc. HDC, ROTL, parole, release dates, re-categorisation	222	168
J	Staff/prisoner concerns including bullying	100	85
K	Transfers	93	59
L	Miscellaneous inc. Complaints system and Regime	91	79
	<b>IMB applications</b>	957	890
	<b>Confidential applications to IMB Chair</b>	149	
	<b>Total</b>	1106	

Houseblock 3 was closed in September 2016 resulting in a final operating capacity of 1023, down by 180 prisoners. Applications to the IMB rose by approximately 8% year-on-year.