



Annual Report
of the
Independent Monitoring Board
at

HMP & YOI Styal

for reporting Year
1 May 2016 to 30 April 2017

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Monitoring fairness and respect for people in custody

STATUTORY ROLE OF THE 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 Monitoring Board (IMB) 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.

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Section 1: DESCRIPTION OF THE PRISON

1. HMP/YOI (Her Majesty's Prison and Young Offenders Institution) Styal is a closed female establishment. It consists of 14 stand-alone houses accommodating approximately 20 women in each, including a community house for women with Release On Temporary Licence (ROTL) enabling them to work in the community, a drug recovery house, Mother and Baby Unit, which accommodates up to 9 women and 10 babies, and a further house which has been adapted to accommodate women with disabilities. In 2015 Bollinwood House, with accommodation for up to 25 women living in open conditions was opened outside the prison fence. The prison also has a cellblock with two wings used for remand, de-toxing and women with discipline issues. There is a ten bed Care and Separation Unit used to house women whose behaviour is such that it makes them unsuitable for housing in other areas of the prison. Prisoners can also be held here for their own safety. Women are in this unit for relatively short spells only. The Dove unit accommodates up to 10 women, often with complex needs, who would find difficulty, if only temporarily, if housed in main residence.
2. HMP Styal, when fully operational, holds up to 486 female prisoners, who may be on remand, immigration detention or serving sentences ranging from 5 days to life. Around 35-40% of women are on remand or serving sentences of less than 12 months.
3. The provision of healthcare is contracted to Spectrum Community Health CIC, with mental health services provided by Greater Manchester West NHS Mental Health Foundation Trust. Psycho-social drugs and alcohol services were, in the period covered by this report, provided by Lifeline. Education services are provided by Novus (Manchester College). Action for Children run the Mother and Baby Unit. The contract for works within the prison is held by Amey. The Community Rehabilitation Companies (CRC) working in Styal are Shelter and Achieve (part of Cheshire and Greater Manchester CRC).

Section 2: EXECUTIVE SUMMARY 2016- 2017

Overall, the Board considers that HMP Styal continues to provide for a diverse population of women in a largely decent and caring environment. Staffing issues, discussed within this report, have, however, adversely impacted all aspects of prison life in the last year.

a) Previous Year's Concerns

1. Imprisonment for public protection (IPP). The prisoner referred to in the Board's last report has now moved to another establishment. Other women continue to be held in the prison on IPP sentences.
2. Near the end of the reporting year there were indications that preparatory work might be going ahead on a new gate. Some repairs, noted in last year's report as outstanding, have been carried out, often after very lengthy delays. At the end of the reporting period the prison was awarded a capital sum for window replacement. This is, however, unlikely to be sufficient to do all the work that is necessary, even on windows. Other aspects of the buildings continue to deteriorate and the heating system continues to be a cause of discomfort.
3. Staffing. Over the reporting year operational staff shortages have adversely affected every aspect of the work of the prison.

b) Matters requiring the attention of the Minister

At any one time about 12-16 women are in the prison having breached the terms of their release following a short sentence. It is believed that some of these women have the potential to return to the prison endlessly, following a relatively minor offence. It is not evident that this would benefit the women concerned, indeed, the Board has received a number of complaints from women returned, for example, having missed an appointment for which they had a sick note. Such returns can be disruptive of women's efforts to find and keep accommodation and employment, and can provide opportunities for trading in drugs and other banned items. The short period for which such women are in prison following return is insufficient for the prison to undertake any meaningful work, training or other programmes with them. Does the Minister have any evidence that this initiative is reducing reoffending rates amongst women with custodial sentences of less than 12 months?

c) Matters requiring a Response from the Prison Service

Staffing

As will be seen from the report below, staffing issues have affected almost all aspects of prison life over the year. (See Section 3 para1, Section 5 paras 2,3,5, Section 7 para 1, Section 8 paras1,4,6, Section 9 para 6, Section 10 para 8, Section 11 para 1). These are mainly attributable to the effects of benchmarking and the new core day, introduced in early 2016. However, processes to assist prison management in dealing with cases of long-term sick leave, and also recruitment and appointment processes, have been slow and unwieldy, leading to further problems. What steps is the prison service taking to ensure that the prison is appropriately and fully staffed without further delays?

Building maintenance

The timeliness and quality of repairs to prison buildings has declined markedly since Amey took over this work (see Section 5 para 11, Section 10). What steps are being taken to ensure that the relevant contracts are fit for purpose and are monitored and enforced effectively?

Section 3: EQUALITY AND INCLUSION

1. Equality meetings are timetabled to take place quarterly. Staffing pressures in the year have meant that they have been cancelled and rearranged, often at very short notice. Meetings of groups for women with protected characteristics have taken place during the year, although not always regularly. Attendance at some, such as Marriage and Partnership and Religion and Belief, was low and work is ongoing to understand the reasons why and improve attendance.
2. As a result of representations from older women, the range of clothing available from the 'Pick and Mix' has been extended and an 'Over 50s' clothing catalogue has been introduced.
3. In the reporting year 37 Discrimination Incident Reporting Forms (DIRFs) were submitted; 25 of these related to race and 5 to disability. Overall, the figures are lower than last year and are lower than the national average. Work is therefore starting to raise awareness and understanding of the process.
4. Not having recruited in the reporting year, the Board has taken no steps regarding equality in its own recruitment.

Section 4: EDUCATION AND LEARNING

1. Offender Learning and Skills Service (OLASS) funded courses continue to be provided by NOVUS (The Manchester College). Despite a reduction in funding, the curriculum offer remains largely the same as last year, as does the high (50%) number of women attending education provision.
2. Women benefit from nearly all of the provision being accredited through nationally recognised qualifications as this gives their learning in prison currency when they are released. As well as the standard vocational qualifications those women acting as mentors can gain an NCFE accredited qualification and women (400+ over the last three years) can access an NCAF accredited programme (PEARL) which helps them address their personal and education needs.
3. The allocation process is prompt as the Progress Board is held twice a week. The women attend the Board and are encouraged to actively participate in the planning process; staff ensure each woman understands what has been put in place before asking them to sign the agreement document. This approach helps to ensure that each woman is given a plan that meets her training, education and work needs as well as highlighting other interventions which could help, such as DARS (Drugs and Rehabilitation Services) programmes. The outcome for education is that retention rates across all programmes are high (92% to 100%).
4. All new arrivals are tested for functional skills and approximately half of the women come out as operating at Entry Level. At the Progress Board some women are really reluctant to go to literacy and numeracy classes so alternative ways of delivering these skills have to be found. The recently introduced short, fast track course is having good results with 100% success rate. This also goes some small way to addressing the problem of providing meaningful activity for high numbers of very short stay prisoners, approx 15-20% of the sentenced population currently. Literacy and numeracy teaching is more effective when it can be embedded into vocational courses and assessed 'on the job' as is the case in hair and beauty. Women with learning disabilities, including dyslexia (92 in current reporting year) and moderate learning difficulty (129 in current reporting year) have good success rates (75-85%) as do women from BME (Black Minority Ethnic) groups.
5. Attendance on courses is monitored by education staff but there have been issues where prisoners leave classes for appointments then do not return to class. Steps are being taken to curtail this.
6. Women can progress to higher level qualifications in hairdressing with six women doing Level 3 and two training to be workplace assessors. This greatly enhances their chances of employment on release as does the recently introduced Business Enterprise course offered in conjunction with a commercial chain of hairdressing salons.
7. The Education Department has a well - established process for gathering learner feedback with views, issues and suggestions being gathered three times a year for each course. This information forms a 'Learner Forum Action Plan' that ensures the women are informed of which decisions are made and what they can expect as a result. A request to be able to do Level 3 Business Admin could not be agreed as some units on it require internet access, but a request from students on the Industrial Cleaning course to be allowed to practise by cleaning the wing, before their assessments, was agreed.

8. Accommodation for specialist vocational classes, such as hairdressing, is good but the main education block of classrooms is sub-standard as it fails to provide a physical environment that supports a range of teaching and learning methods. Women have complained of dirty classrooms and toilets on the upper floor and there have been long delays (almost two years, to date) in replacing inappropriate doors on the toilets.

Section 5: HEALTHCARE AND MENTAL HEALTH

1. Spectrum Community Health continues to take the lead for healthcare within the prison having successfully retained the contract in April 2016. This contract could potentially last for seven years.
2. Prison staffing levels following the introduction of benchmarking have hindered the administration of medications at more appropriate times. The prison is engaged in a re-profiling exercise which should enable the administration of OST/Methadone in the morning. This is unlikely to be resolved until the end of 2017.
3. Escorts and bed-watches continue to cause major disruption to regime particularly at weekend. Crisis point occurred with one prisoner earlier this year when there was nowhere for her to be treated as the hospital returned her to the prison. However, Ultrasound and Radiography on site reduced the number of escorts by 54 over a two month period.
4. There was a significant increase in healthcare staff long term sickness over the summer months and this impacted on the delivery of services, within budget, due to the need to increase staff overtime and use of expensive agency staff. The absence of one member of the nursing staff on long term sick leave impacted particularly on the Health and Wellbeing programme and on the bi-monthly patient focused group meetings.
5. In April 2016 Spectrum became the provider of social care services as part of the new healthcare contract, the services being co-commissioned with Cheshire East Council. There is a designated lead for this area and collaboratively with Cheshire East the delivery is effective in meeting the needs of the targeted women.
6. Staffing issues continue to challenge with seven nursing staff (a variety of grades) leaving within the next few months. Despite proactive efforts to recruit replacements the process is long and not always productive. Relationships with the PCT and health providers in the main are good.
7. Constant changes of staff both within the prison service and, especially, healthcare continue to impact on all areas of the services being offered and significantly slow any progress that can be made on the above issues. Prisoners opinions of the standard of care and treatment they receive are regularly sought and indicate a high level of satisfaction, although there have been a small number of complaints about the attitude of some supply staff towards prisoners. The prisoners have access to a variety of information about NHS services as well as access to other complaints procedures.
8. Healthcare is available equally to all prisoners with medical examinations in the majority of cases available within 24 hours of reception. Exceptions occur when women are taken direct from Reception to the Care and Separation Unit (CSU) or the Dove Unit on arrival in the prison although steps are being taken by the prison to address this.
9. The Mental Health Integrated Team continues to face challenges associated with demand from patients for its range of services. Collaborative work between the team, the Drug & Alcohol Service (provided by Lifeline) and the personality disorder staff (ADAPT) has been observed to be particularly effective in the treatment and care of patients. Referrals to the team from all sources within the prison are discussed within a weekly multi disciplinary team review meeting and targeted support is identified

when appropriate. First night mental health screening continues as part of an integrated medical assessment on admission to the prison. Women who decline to participate in this assessment have a follow up appointment made for them with a mental health nurse within two weeks of their arrival.

- 10.** Dentistry is staffed and organised to ensure that patients are seen. However, there are issues with non-attendance; work is continuing to reduce these numbers.
- 11.** Accommodation within healthcare affords privacy for patients, but ongoing maintenance issues with AMEY resulted in a Doctor's surgery being taken out of operation for several months awaiting repair to the floor.

Section 6: PURPOSEFUL ACTIVITY

1. At times during the year when the prison has been particularly full there has been a shortage of appropriate jobs, although this has only affected a small number of women for a short period. Recycling Lives has opened a workshop dismantling computers within the prison. The work is noisy and physically demanding, but enjoyed by most of the women who work there. The great majority of work opportunities lead to a qualification, the role of orderly being the main exception. Glove packing, which provided an occupation for more vulnerable women, has ended and work is ongoing to develop a structured programme of activities and interventions for these women.
2. The role of peer mentors is continuing to develop, and they are increasingly being trained to deliver interventions such as courses in confidence and self-esteem, anti-bullying (following input from the NSPCC) and Positive You. For part of the year it was not possible to deliver the Thinking Skills Programme due to difficulties in replacing the Programme Manager who left. A new Manager has now been appointed and the programme has restarted.
3. A number of interventions are delivered by Lifeline, who provide psychosocial Drug and Alcohol services in the prison. Given the nature of the issues addressed it is difficult to assess their effectiveness. However, interventions in the drug recovery house are assessed by means of questionnaires analysed by computer to measure changes in attitudes.
4. The Sycamore course, an accredited restorative justice/victim awareness course, is delivered by external providers through the chaplaincy, which also delivers Supporting Offenders through Restoration Inside (SORI) a voluntary restorative justice/victim awareness course. This is one of the few programmes available to short-sentence prisoners as it runs over four days in one week, rather than one day a week for several weeks, which is the more usual structure. While direct evaluation of effectiveness is difficult, the chaplaincy has noted that a large proportion of attendees at one or other of these programmes move on to open conditions or positions of greater responsibility within the prison. As well as enabling women to recognise the effects of their crimes on direct victims and their family and friends and others, the chaplaincy has observed that in many cases attendees have for the first time recognised the underlying causes of their behaviour and begun work to address these.
5. Styal again entered an exhibit at the RHS Tatton flower show, and were awarded a Silver Medal.

Section 7: RESETTLEMENT

1. In previous years the Board reported on the difficulties experienced by the Offender Management Unit (OMU). Significant challenges remain in that when there is pressure on staffing, such as unplanned escorts or bed watches, OMU is one of the sources called on to provide cover, inevitably causing disruption. The prison is taking steps to address this by replacing some operational staff with non-operational staff.
2. Almost all women are now given decisions on release on Home Detention Curfew (HDC) by the due date, the main exceptions being women on very short sentences, as a period of ten weeks is normally required to complete the process. 85-90% of women are approved for HDC, the exceptions, in the main, being those whose behaviour has been poor or who have no suitable address to go to.
3. Most of the women who are on open conditions live in Bollinwood House. In total 30 women work in the Clink restaurant and a further 14 in the local community. This is to be celebrated in terms of the number of women involved and the type of work they are engaged in but the figure could be higher if the prison could match the availability of work in the community with women who meet criteria. Boards risk assessing women's suitability to be on open conditions can typically take between 8 to 10 weeks, dependent on the level of risk. Women serving sentences of 12 months or less, if not immediately categorised as 'open', are not immediately eligible for re-categorisation. Furthermore, many women serving short sentences who might be suitable if reviewed are likely to be granted release on HDC.
4. The monthly target of 3% of women finding employment on release is usually met. Placing women in work or education is an ongoing priority and the acquisition of functional skills, skills for life and work. The reducing re-offending and resettlement team demonstrate a real commitment to make things happen for the women by way of programmes developing psycho/social skills, employment skills and other activities underpinning employability such as CV writing. Additionally and in collaboration with staff in Education every attempt is made to find either employment or education for women on release.
5. The Women's Centre continues to provide a wide range of services, with a number of external agencies providing regular 'clinics' for women. There is evidence of very effective networking between agencies particularly in relation to through the gate support. However, up to 40% of women fail to keep their pre and post release appointments. Many short term prisoners face an added difficulty on release in being turned away for accommodation because of their previous tenancy behaviour.
6. It is reported that there is simply not enough secure accommodation available in local areas for women to access on release from prison. Local authority cut backs have impacted negatively on the work of Shelter, in finding secure accommodation for some women on release because of the closure of funding for projects. The key performance target of 84% of women in secure accommodation on release is not met, with the prison average being around 72%.
7. The percentage of women accessing training or education on release has worsened over the last six months of the reporting period. The target figure of 14.34% has been missed and instead has hovered around 4% to 5%. The Education department is looking to strengthen relationships with local colleges to help more women get into education.

- 8.** Figures for accommodation, education and work on release are still low. Women working out of the prison on temporary licence have the best record for conversion into employment upon release. However around 25% of the prison population are serving a sentence of less than one year. In addition 9% of the women are Home Detention Curfew recalls or 'frequent returners'. A sizeable proportion of these women have complicated learning needs and/or learning disabilities. Moreover some will never have worked in their lives.
- 9.** Significant emphasis is placed on maintaining family ties. Up to 40 women, assessed as not presenting a risk to the public or in not returning, regularly go home for weekends. Family days are a success story. Improvements in the women's families getting through the gate quicker and the days themselves running longer enable.
- 10.** The Mother and Baby Unit can accommodate up to nine mothers and ten babies. The staff are very effective in helping mothers to develop the necessary skills to care for and nurture their children thus preparing them for family life in the community.

Section 8: SAFER CUSTODY

1. Benchmarking has caused staffing reductions in this area of the prison's work, as elsewhere. Increased government funding for prison safety has resulted in an additional 2 posts in this area.
2. A Safer Regime meeting is held every week. It is always very well attended by all the significant staff from around the prison. The meetings discuss the challenging women brought to the attention of any staff. The meeting also focuses on the women who have complex needs. ADAPT personality disorder service attend one week and mental health the following week. Follow through is thorough and effective.
3. There has been a very big increase over the year in use and trading of drugs around the prison. New psychoactive substances are the biggest concern. They cannot be detected by the drug dogs. Where intelligence or history on previous admissions indicates the possible possession of drugs on a new admission, the woman concerned will be sent directly to CSU and held under Prison Rule 45/49 for up to 2 weeks. This reduces the opportunity for drugs to be traded and also acts as a disincentive for any women tempted to engineer a recall in order to trade drugs.
4. Violent assaults on staff have risen. This seems to be associated with increased drug use. Prisoner on prisoner assaults and fights are mainly due to drug and relationships issues. Mandatory drug tests (MDTs) are still not being used effectively due to the limited hours that testing is available. The punishment for refusing an MDT is greater than for a positive test result.
5. Relocation of women following prison closures has resulted in the prison reaching close to full capacity on occasion, thus putting strain on a number of areas.
6. After a period when they were largely withdrawn to perform other duties, officers are now back patrolling the avenues, which is much more reassuring for the women.
7. There have been two deaths in custody in the year, one of which appeared to be from natural causes. Inquests have yet to be held. In the Board's view, both cases were handled very well in terms of support for those affected, both within and outside the prison.
8. During the year 764 ACCT documents were opened compared to 671 in the same period last year.
9. Acts of self harm have increased from 705 in 2014/15 to 950 in 2015/16 and to 1236, an increase of 286 or more than 25%, over the same period in 2016/17.

Section 9: CARE & SEPARATION

- 1.** Women are placed for a short spell on the Care and Separation Unit (CSU) for their own safety or for behavioural issues (mostly following adjudication or because of drug-related concerns, see Section 8 para 3 above). Reviews take place as required, with the emphasis placed on developing strategies to help them return to the normal regime. Regrettably, pressure on staffing throughout the prison means that, while healthcare is represented, representatives of other areas of the prison which could make a useful contribution are finding it increasingly difficult to attend reviews. The IMB is represented at reviews where possible. There have been a number of occasions during the year when notice of last minute changes of timing has been too short to permit attendance.
- 2.** On entering the unit, the women receive an initial mental health assessment but only rarely are any interventions provided by the Mental Health Team as a result of this.
- 3.** Clothing is exchanged for grey track suit tops and bottoms. This has been introduced to reduce the incidence of clothing being misplaced or soiled whilst on the unit.
- 4.** Women are given time each day on the exercise yard which is clean but can only be described as depressing.
- 5.** SMARG (Segregation Management and Review Group) meetings have had to be rearranged at short notice on a number of occasions, due to staffing issues which have also impacted on the preparation of relevant reports. The Board has raised concerns about this with senior management and reports are now up to date.
- 6.** The unit can hold a maximum of 10 women. It has been observed by the board that although the minimum staffing level is met it is often inadequate. For example, minimum staffing level is one member of staff, but some women require the presence of two or three officers when they are unlocked because of the risk they present. This means that when staffing in the prison is stretched so that CSU is in patrol state, officers have to be requested from other areas of the prison should a woman with such a risk need to be unlocked. This is less than satisfactory.

Section 10: RESIDENTIAL SERVICES (accommodation, food, catering and kitchens)

1. Over the years, requests for capital investment to enable the refurbishment of the Wing and Houses has been removed from the top ten priorities list because of more pressing issues. This has resulted in a steady deterioration of the fabric of the accommodation which must be addressed before a critical stage is reached. This situation has now become more difficult to manage as the Board has been informed that the number of items allowed on the Priorities List has been reduced.
2. On the Wing, broken window catches urgently need replacing to allow the women to ventilate their rooms especially when the ancient heating system has heated them to an intolerable level which cannot be controlled from the cells. In the Houses rotten window frames have needed replacing for years to the point where this is reaching a Health and safety concern. It seems unlikely that the money allocated for this purpose at the end of the reporting period will be sufficient to address the problem fully.
3. Repair of the Houses is planned on a rolling basis but with 18 Victorian buildings to be renovated this will take many, many years to complete. To assist with this scheme plans are in hand to train the women in basic DIY skills to enable them to tackle the smaller jobs themselves. However the need for investment in the fabric of the buildings becomes more and more pressing with each passing year.
4. There are now 5 houses equipped to allow the women to cook for themselves. This scheme has developed with each of these houses now being allocated a weekly budget which they are able to spend as they choose to purchase their food from a supplies list. This is an excellent scheme as it allows the women to learn to plan meals, budget, cook and work together as a group – all excellent preparation for life on the outside. It is hoped eventually to include most of the houses on the scheme but this again requires investment to upgrade each house with the necessary facilities.
5. Although the heating control system was replaced relatively recently there continues to be a problem with temperature control; the heating is either on or off. A bid has been submitted to Sustainable Development for a replacement control system.
6. General maintenance and repairs have deteriorated in quality and timeliness since the contract for works was awarded to AMEY. Last year's report referred to damage caused by rain entering the laundry in Willow house. While the building was made waterproof relatively quickly it took eighteen months for repairs to the window frame and replastering to be done. A broken window in First Night Centre was boarded up, and the repair marked as 'completed' at that stage. Much officer time is spent pursuing complaints through the Ministry of Justice.
7. The Board has growing concerns at some of the functions provided by the Reception area. Much good work is done here by the officers when receiving women into the prison and also in the initial screening for contraband materials, phones etc. However the handling of property is problematic. Too much property goes missing when the location of women within the prison is changed. Responsibility for this lies with all officers and not just Reception Staff. In these instances property is not dealt with promptly and in the delay often goes astray. This causes great distress to the women involved who then raise Applications regarding their lost property. In turn, these Applications are not dealt with within the time limits and this results in several

Applications about the same issue being submitted causing frustration for the women and irritation for the Staff. Property issues within the prison were the single largest cause of complaints to the prison and applications to the IMB in the reporting year.

- 8.** While reporting concern at this situation, the Board feels that much of this is due to insufficient staffing as officers are removed from reception to cover other areas such as the enablement of Association.

Section 11: REGIME

1. The issues described in last year's annual report have continued. Low numbers of operational staff continue to cause problems across prison life, exacerbated when escorts and bedwatches are needed. Examples are given throughout this report. Association is frequently curtailed. Efforts are made to ensure that at least some women have association each day, priority being given to the wing, so that women can have access to showers and phones and have contact with other women on the wing. Women on the houses are locked into the house rather than their rooms, so have access to phones and showers, and other residents of their house, even when locked in. Where possible, women are escorted to the gym and library, but attendances at both are reduced in these circumstances. The Library has, however, been able to make arrangements with Education, under which each class has a library session, used in a variety of ways at the tutor's discretion, each week. The chaplaincy has had to cancel or try to rearrange various activities which it had put on in evenings and at weekends and which, it felt, gave women some mental escape from their surroundings. Other voluntary activities, such as knitting, which take place during association are far less well attended than previously. Without reliable association times women struggle to pursue personal problems through the women's centre.
2. Recruitment to vacancies has been slow, partly due to the process which was being followed through the first part of the year and also to the Governor's wish to increase the proportion of female officers from 60-70% for reasons of decency. Potentially this change could in future increase the number of staff unavailable for the full range of duties for maternity-related reasons.

Section 12: THE WORK OF THE INDEPENDENT MONITORING BOARD

1. At least 4 or 5 Board members visit the prison each week. Higher risk areas of the prison (First Night Centre, Waite Wing and the CSU) are visited at least weekly and rota visits cover all other areas of the prison at least quarterly. CSU reviews are attended whenever possible. In addition an IMB member attends the weekly Dove reviews in view of the particular vulnerability of the women in the Dove unit and the relatively frequent movement of women between CSU and the Dove Unit.
2. Rota visits and visits to deal with applications are usually carried out in pairs and reviews are attended by one Board member.
3. The Chair meets monthly with the Governor or Deputy Governor. The Governor or Deputy Governor attends the monthly Board meeting.
4. Board members have received mandatory training on fire safety. Members of prison staff regularly attend Board meetings to update members on their work. Many of the Board visited HMP Manchester.
5. Two Board members attended the IMB Annual Conference.
6. A Team Performance Review was held on 13 March 2017.
7. Three Board members have resigned during the year.
8. The Board very much appreciates the co-operation and good relationships it enjoys with the majority of prison staff. In particular, it is most grateful for the support and assistance of its clerk.

BOARD STATISTICS

Recommended complement of Board Members	18
Number of Board members at the start of the reporting period	18
Number of Board members at the end of the reporting period	15
Number of new members joining within the reporting period	0
Number of members leaving within the reporting period	3
Total number of Board meetings during the reporting period	12
Total number of visits to the establishment	652
Total number of CSU reviews attended	44
Date of Team Performance Review	13/03/17

APPLICATIONS TO THE BOARD

Code	Subject	2013/14	2014/15	2015/16	2016/17
A	Accommodation	24	26	15	16
B	Adjudications	14	5	7	8
C	Equality and Diversity (inc religion)	7	5	2	3
D	Education/employment/ Training (incl IEP)	15	14	18	19
E1	Family/visits (incl mail and phone)	20	18	10	14
E2	Finance/pay	18	19	20	22
F	Food/kitchen related	14	24	13	16
G	Health related	62	45	39	40
H1	Property (within current establishment)	35	33	29	40
H2	Property (during transfer/in another establishment)	7	2	5	8
H3	Canteen, facilities, catalogue shopping, Argos	7	5	11	10
I	Sentence related (inc. HDC, ROTL, parole, release dates, re-cat etc)	11	12	17	21
J	Staff/prisoner/detainee concerns inc bullying	31	23	10	8
K	Transfers	13	7	3	5
L	Miscellaneous	29	14	19	40
	Total number of IMB Applications	309	252	215	270
	Total number of Confidential applications	8	7	9	3