



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

**HMP Swaleside**

for reporting Year  
1 May 2016 to 30 April 2017

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*Monitoring fairness and respect for people in custody*

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## 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.

The Board's report this year has been produced in a revised structure as directed by the IMB National Council. In particular, this means that concentration is on only major elements of concern or improvement, with a focus on the treatment of prisoners under the headings of Fair and Humane treatment and on Preparation for Release.

The Senior Management Team have continued efforts to regularise and improve the regime in the prison and this has been largely successful in that there is more certainty for staff and prisoners in their everyday activities. This has been achieved against a background of major permanent staff shortages, working with detached duty staff and with an exceptionally high sickness rate (some 42 staff). In recent months, this situation has been turned around radically with sickness figures now generally below 10, a reasonable number of recruits joining the staff and permanent staff shortage reduced although remaining a major concern.

Considerable efforts have also been made to improve the cleanliness and appearance of the prison, especially the residential wings. This has been achieved to some extent, although the litter problem remains and there is still some way to go.

However, what is inescapable is an unacceptable escalation of instability in the prison, continuation of assaults by prisoners on both staff and prisoners and the increased use of both drugs and weapons as evidenced by the number of 'finds' by the staff. This latter point itself represents a significant improvement by the staff. To some extent, the increase in the number of assaults must reflect the very much improved and accurate Incident Reporting System but nevertheless the sheer number of assaults is worrying. The impact of drugs, especially NPS, and 'hooch' on prisoners has been seen in the number of cases requiring intervention by Healthcare staff and admissions to outside hospital.

The move of the prison into the Long Term and High Security Estate, although very recent, has already shown benefits in security and staff matters and in improving the morale of the staff.

The services provided under contract to the prison by Carillion (building services) has not been satisfactory because of failure to deal with day to day problems in a timely manner and the overrun of project work. In recent months, these problems have been a focus at weekly meetings between Senior Management of HMPPS and Carillion.

Healthcare support for prisoners on an everyday basis has brought about many complaints about lack of timely appointments. In particular waiting lists for podiatry, dentistry and optical care often exceed those found outside the prison environment. Support for Social Care cases, in conjunction with KCC, has had to receive much attention following the change in legislation. In addition, the Senior Management Team are concerned that NHS England have failed to ensure the provision of Staffed Hatches on residential wings to help prevent the illegal use of tradeable medications.

### **Main judgements**

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#### **Are prisoners treated fairly and humanely?**

Fair and Humane treatment of prisoners is dependant to a very large extent on having sufficient staff to achieve a consistent regime. This provides known working, resting and

association periods overlooked by a staff including personal officers who are in post such that they are able to get to know the prisoners for whom they are responsible.

Until the last few months there has been a severe shortage of permanent staff and consequently a high use of detached duty staff. This led to allocation of unified staff to wings on a daily basis leading to a lack of knowledge of prisoners on a wing. As inferred, this situation has now largely been overcome by a swinging reduction in sick leave and a flow of recruits into the prison. This has allowed an increase in stability resulting from allocation of staff to the residential wings on a longer term basis.

The regime has been maintained surprisingly well given the staffing situation. Scheduled lockdowns of the wings have occurred only at weekends.

The number of prisoners electing to stay behind their doors has been running at about 10-15 for the year. Although this is an apparent improvement on the 20-30 behind their doors reported last year, it remains unacceptable: despite efforts to achieve humane treatment of these men it is not always possible to allow showers, telephone calls and exercise for them when other prisoners are not present. Action must be taken swiftly to resolve this problem possibly by transfer to other establishments of these prisoners, or of the other prisoners causing the problem.

Weapons, including blades fashioned in many different ways, are frequently found by staff and are also unfortunately used in assaults. This, together with Hooch and drugs, is the cause of much of the instability within the prison.

The Board has received several applications during the year which indicate that the IEP Board and appeal process is not always made known to the prisoners and the process is not always followed consistently. This should be remedied.

Earlier in this reporting period, the CSU/Segregation unit went through a period which led the Board to believe that the regime for those prisoners was not always being followed. The Board is pleased that in recent months a regular segregation staff have been put in place and that the regime is more consistent. It is also helpful to the humane treatment of these prisoners that the appearance of the unit has been much improved.

The work and activities available to prisoners is an inherent part of their fair and humane treatment. The shortcomings to the way this is provided are referenced in the appropriate section. A lack of work leading to a qualification is unfair to working prisoners who would strive to benefit from this for their future resettlement.

The separation of sex offenders to a separate wing has meant that these prisoners have not had regular and consistent access to the Prison Library. In addition, the classrooms and worship facilities provided have not been adequate.

### **Are prisoners prepared well for their release?**

The Board have been surprised for many years at the number of prisoners released from Swaleside given that it is not a resettlement prison. For this reporting year a total of 62 prisoners were released directly from Swaleside.

Whilst attempts are made to provide some resettlement services for these prisoners, it is on an ad hoc basis and is not complete or satisfactory. The situation has worsened over the past year since it was previously understood that prisoners would be transferred to a local prison nearer

to their home some 8-12 weeks prior to their release. These moves are no longer supported by PMU leading to much frustration on the part of staff and prisoners (motivating some of the decisions to remain behind cell doors). The previous policy should resume urgently.

As mentioned above NVQ courses have not been available in some workshops due to the lack of workshop staff with NVQ assessor qualifications. This needs to be remedied.

## **Main Areas for Development**

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### **TO THE MINISTER**

The requirement for a staffed distribution hatch for prescribed medicine on each wing has long been understood to be essential to help reduce the trade in drugs. The difficulties preventing the service to be offered by NHS England must be resolved urgently. *(Section 4 Safety, Page 9)*

The improvement to permanent staff numbers in recent months is to be commended. However, this needs continued attention due to the increasing employment opportunities in the local area. Salary levels for staff need to be compatible with local industry to prevent a further outflow of experience. *(Section 2 Executive Summary, Page 4: Section 4 Safety, Page 9)*

### **TO THE PRISON SERVICE**

It is essential as part of the requirement to provide resettlement for prisoners that the previous practice of transferring prisoners to a local prison nearer to their homes, within 8-12 weeks of their release, is urgently resumed and supported by PMU. *(Section 11 Resettlement Preparation, Page 14)*

Complaints sent on to other establishments are frequently not answered within the required timescales despite reminders. This causes additional work within the Business Hub and dissatisfaction with the prisoners concerned. *(Section 5 Equality, Page 10)*

The number of failures to allow prisoners to attend outside hospital appointments indicates a need for an increase in officers profiled for escort duty. *(Section 4 Safety, Page 9)*

### **TO THE GOVERNOR**

Improvement to the searching processes to reduce ingress problems should be supported by making the necessary equipment and staff available. *(Section 4 Safety, Page 9)*

The Board have indications that the current IEP process is not followed consistently. In particular prisoners seem not to be informed of the board and appeal process. This should be corrected urgently. *(Section 5 Equality & Fairness, Page 10)*

The efforts to improve the appearance and cleanliness of the prison are commended. However, the planned further improvements should continue particularly in regard to litter, food waste and the rodent problem. *(Section 7 Accommodation, page 11: Page 7)*

Several of the workshops, Engineering in particular, have scope for the introduction of clearly defined and supported NVQ courses to benefit prisoners. This approach should be supported. *(Section 10 Work, Vocational Training & Employment, Page 14)*

## **Improvements**

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The Complaints System has been very much improved leading to a situation where only a very small number of complaints are left outstanding beyond the due response date. These are monitored daily at a Senior level. However, a remaining issue results from the complaints to other establishments which are frequently left unanswered beyond the specified time.

Efforts to improve the appearance and cleanliness of residential areas have been successful, even though there is further work to be done.

Staff allocated to the Care and Segregation Unit have been allocated on a more permanent basis allowing more stability of the unit.

The continued development of the Pathways Service into an Enabling Environment is showing encouraging results.

The Emotional Well-Being Support Centre established on one wing is having significantly positive results in improving care for prisoners needing support.

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### **3 DESCRIPTION OF THE PRISON**

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The Prison was opened in August 1988 and was part of a group with HMPs Standford Hill and Elmley. However, from 1<sup>st</sup> April 2017 became part of the HMPPS Long Term and High Security Estate.

Resettlement Services are not directly provided by Swaleside, as Swaleside should not be releasing prisoners from custody, but use is made of these services from outside the prison.

The establishment is primarily a Category B Lifer Main Centre training prison which accepts first and second stage lifers, section two automatics and IPP (Indeterminate Public Protection) prisoners. As at end of May 2017 there were 864 B category, 181 C category and 12 D category prisoners in the overall population. Between 1<sup>st</sup> May 2016 and 30<sup>th</sup> April 2017 62 prisoners were released from Swaleside. At the end of April, there were no foreign national prisoners who had completed their sentence awaiting deportation.

One wing of the prison houses prisoners suffering from Personality Disorders being treated by a specialist team. A further wing solely holds prisoners convicted of sex offences.

Prisoners should normally be sent to establishments nearer to their homes about three months before their release date.

The certified normal accommodation is 1112 in single cells over eight wings.

Contractors delivering services are:

- Healthcare provided by Integrated Care 24 (IC24).
- Inreach (Mental Health) provided by Oxleas
- Education by NOVUS
- Maintenance Services are provided by Carillion.

All figures recorded in this report are as of 30<sup>th</sup> April 2017 unless otherwise stated.

### 4 SAFETY

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During the reporting year there have been 4 deaths in custody, one of which is thought to be from natural causes. The Board is impressed by the care taken during the DIC procedure and the manner in which the Governors, Chaplaincy and FLO ensure that the next of kin are approached, informed and supported.

The prison has been making intense efforts to ensure that the ACCT process is followed correctly. The number of ACCT documents opened during the year totalled 336. Although some prisoners have had multiple ACCTs. There has been some evidence that occasionally a prisoner's ACCT document has not followed him, eg from CSU to Healthcare. This has been brought to the attention of the staff concerned.

The number of prisoners on an ACCT has remained consistently high during the year. The process followed by the Safer Custody team in ensuring timely reviews has been much improved and involves pertinent team members and staff working together each day to visit those prisoners due for review. Daily reporting of ACCT status takes place.

During the year staff shortages have led to 232 outside hospital appointments being missed due to lack of escorts. This is regrettable because of the detrimental effect on the prisoners concerned and on local hospital resources. The escorts available on a daily basis are limited by the prison being profiled for only 6 officers per day for this duty. It is evident that an increase in this number is urgently required.

There has been a major increase in prisoners being affected by drugs, often prescribed medication. A number of medications, e g co-codamol, gabapentin, mirtazapine and amitriptyline, are regarded as tradeable by prisoners. This trading is exacerbated by a single hatch on Healthcare being the main point of distribution leading to prisoners collecting medication being observed by others. Part of the solution lies in distribution hatches being opened on each residential wing (as is the case in other prisons, including HMP Elmley). The Governor has been trying to achieve this for some time and the Board very much support him in this.

NPS has been a growing problem leading to violence, self-harm and assaults as well as the severe impact on the health and mental health of those prisoners taking it. Despite the increase in the quantity of substances found by staff, this use by prisoners is growing, continues to cause problems, and places an increased burden on Healthcare and other staff.

The feedback from prisoners to HMIP indicated that they do not always feel safe in the prison. This is confirmed by applications received by the Board, particularly those giving this as a reason for requiring a transfer out of the prison or remaining behind their door. The Senior Management Team have instituted a scheme ensuring that any prisoner electing to stay behind their door is reviewed regularly; the Board often attends these weekly reviews. On average there are up to 15 prisoners at any one time electing to stay behind their door. This causes problems for those prisoners if staffing is not at the correct level in allowing showers, telephone calls and exercise at times when other prisoners are not present.

The violence and number of assaults has increased markedly during the year (161). The number of assaults on officers, some of them serious, has also risen (79).

Following the transition to the Long Term and High Security Estate the method of searching for mobile phones, weapons and drugs has intensified and this is evidenced by the increased finds. There are continuing efforts to find the way in which contraband enters the prison. Staff are to

be commended for the finds which are made. There have been several prosecutions of prisoners' visitors found in possession of drugs, mobiles and the like.

The high number of Muslim prisoners within the establishment has led to allegations of radicalisation and attempts by some of them to persuade other prisoners to convert. The Chaplaincy monitor this situation very closely. The staff are reminded to listen out for problems of this nature on a regular basis.

## **5 EQUALITY AND FAIRNESS**

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During the past year the Complaints Procedure was revised and now ensures that very rapid responses are given within the expected timescale. The governor is informed on a daily basis of the number of late responses to complaints and ensures that these are rapidly followed up. At the time of writing there are 6 late responses outstanding. Unlike previous years a bland acknowledgement to a complaint is not regarded as a reply. However, a remaining issue results from the complaints to other establishments which are frequently left unanswered beyond the specified time.

The Board has received several applications during the year which indicate that the IEP Board and appeal process is not always made known to the prisoners and followed by senior staff.

Family Days are regularly held, some 6 or 7 a year which are much appreciated by prisoners and their families. In the Visits Hall the care of children is assisted by a dedicated worker from PACT.

The facilities within the Visits Hall have been much improved following the setting up of the refreshment bar by The Coffee Bean Company under the banner "Not Just Porridge". This facility is available to staff until visiting times in the afternoon when it is then available for visitors and prisoners.

The Chaplaincy Team has continued to minister to the spiritual needs of prisoners. There have been some changes in personnel during the year, in particular a second Muslim Chaplain has been a positive addition for the team. The Prisoner's Faith Council; an initiative introduced by the Church of England Chaplain in 2016 and which is fully supported by the whole multi-faith team, continues to go from strength to strength.

In addition to the three major faith traditions of Church of England, Roman Catholic and Islam (Muslim) other faiths are present and the department has visits from Pagan, Christian Science, Mormon, Jehovah's Witness, Buddhist, Sikh, Jewish, Hindu, Salvation Army, Free Church chaplains as well as facilitating visits from the home ministry of less represented faith traditions. The biggest challenge for Chaplaincy during the year has been the introduction of sex offenders to the population mix, because of issues of safety of these prisoners.

New prisoners are seen by one of the Chaplains within 24 hours of their initial reception into the establishment. During the last year the Chaplaincy department has liaised with prisoners' families where there has been serious illness (97) and bereavement (102). Chaplains made nine pastoral visits to prisoners in outside hospitals whose condition was deemed serious. Major Religious Festivals have been recognised and special catering arranged where appropriate. Chaplaincy continue to seek agreement to the recognition of religious festivals for all prisoners and not just those who attend Corporate Worship. Three weddings have taken place and memorial services have been held in the prison for prisoners who have unfortunately died in custody; in some cases family for the prisoners have attended along with prisoners and staff.

The wing established to hold those convicted of sex offences has been remarkably successful. The appearance and cleanliness of the wing has been outstanding thanks to the efforts put in by the prisoners themselves. The work output from these prisoners has also been above average resulting in those workshops being regarded as top of their class. However, because of the decision to separate prisoners on this wing from others there have been aspects of the prisoners' everyday life which are not satisfactory, e.g. it is unfair that regular access to the prison library has not been available nor adequate classroom or worship facilities.

## **6 SEGREGATION/CARE AND SEPARATION UNIT**

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The Board regularly check that prisoners in CSU have access to showers, telephone calls and exercise. Staff follow the requirement to obtain authority for prisoners to remain in CSU beyond 42 days. Often lengthy spells in CSU for prisoners result from an inability to transfer out to other prisons. The Board remains concerned at the impact long spells in CSU have on the prisoner. It is to be hoped that the introduction of the CVSS initiative will help to resolve this problem.

Over the past year the Board has been pleased that staff have been more permanently allocated to the unit which has led to more stability. The appearance of the unit has been much improved by redecoration and an improved cleanliness regime.

The Special Accommodation has been used 60 times largely justifiably, although there have been some occasions where lack of segregation cells has resulted in very short term use. The Board have ensured that staff are aware of the unsatisfactory nature of this use. The Board have visited all prisoners whilst they are in special accommodation.

Use of force documentation has been the subject of several reminders from the Senior Management team and the process is now improved.

The Board regularly visit all Prisoners in the Care and Segregation Unit.

The Board attended 425 Good Order or Discipline (GOoD) Reviews conducted by Governors and also attended by Chaplaincy. A representative from Healthcare was not always in attendance as mandated.

## **7 ACCOMMODATION**

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During the year a working party was formed, comprising Carillion decorators and appropriately skilled prisoners to redecorate every cell on one wing. This was a very successful exercise and achieved by partially closing the wing and moving prisoners. This exercise is now being extended to a second wing. Unfortunately, the Boards perception is that this has not encouraged prisoners to treat the cell and wing structures any differently.

It has to be noted that the wing occupied by those prisoners convicted of Sex Offences is a model of cleanliness and good decoration.

Although improvements began to be made in the latter part of the reporting period the general cleanliness in most residential areas has been unsatisfactory.

- Litter around the outside of wings having been deposited from cell windows often extending over a long period
- General cleaning on the wings unsatisfactory leaving accumulated dirt in general areas
- Hotplates left uncleaned overnight with food scraps and evidence of rodents
- Food and waste left around bins

- Sacks of rubbish not cleared away regularly or in a timely manner

Showers have been a problem in the prison for several years due to the necessity to refurbish those on some wings. This has slowly begun to happen but because of non or late delivery by Carillion remains a major issue. The project was planned and the budget made available. However, the cost for this work was later massively increased by Carillion.

Self-Cook areas have been earmarked for replacement and improvement over the period and the budget provided but again delivery of the improvements have not been achieved by Carillion. This has continued to cause unrest and dissatisfaction in the prison population.

The lack of staff has also caused an issue when prisoners move unexpectedly or at short notices to other establishments in that cell clearance does not occur immediately and in accordance with regulations. The Board have many examples where cell clearance documentation has not been produced satisfactorily and where cell contents have remained on the wing rather than being processed and sent to Reception for onward transmission to the prisoner. This may also lead to claims for compensation by the prisoner where items are lost especially stereos and the like. The Governor has recently reminded staff about the cell clearance process.

Towards the end of the reporting period the allocation of staff to wings was more stable allowing officers to have a knowledge of prisoners for whom they were responsible. Prior to this there was a lack of this knowledge leading to dissatisfaction on the part of the prisoners.

The Pathways Service (a Psychologically Informed Planned Environment (PIPE)) opened several years ago is a successful self-contained wing for men at a high risk of re-offending and who have emotional, relationship and/or behavioral difficulties that prevent them completing their sentence plan. The wing has been successful and has been accredited as an Enabling Environment

## 7.1 Kitchen

The **Kitchen** at Swaleside continues to provide a total in excess of 3000 meals daily (lunch and dinner) for the two sites of Swaleside and Standford Hill. In addition there are about 60 packed lunches for the outworkers at Standford Hill. It also has to cope with special catering for Family Days, Religious Festivals, Fast Days and specific dietary requirements.

The staff, both professional and prisoner, are to be congratulated on meeting these targets despite a string of difficulties throughout the reporting period.

Delays in the repair, or installation, of equipment have meant that staff have had to be creative with work-arounds on numerous occasions.

The issues at the time of writing include:

- A dishwasher installed but leaking and therefore not available for use
- 1 oven not working for 2 weeks
- Coppers that continue to trip out (several weeks)
- 1 butcher's freezer out of action for 15 months
- 2 fridges out of action for 2 months
- 2 new ovens remain outside, uninstalled for 3 months

Several recommendations were made at the Environmental Health Audit on 17<sup>th</sup> January 2017, which at the time of reporting had largely been actioned, though the promised re-inspection had not yet taken place.

Some of the issues above have been exacerbated by the national contract with Carillion, where response times have been poor, as well as occasions when demarcation has been an issue.

The Board have received no complaints about the quality of food served from the hotplates on the wings.

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

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Primary care is provided by Integrated Care 24 (IC24). The unit is well equipped and clean.

A dental service provides 4 to 6 sessions per week. The waiting list for dental care has increased this year with many prisoners waiting 9 weeks or more for first treatment. At the end of the reporting year the number of prisoners waiting for treatment was 135, slightly increased from last year.

There is good provision of optical and podiatry care for prisoners. Waiting time for an appointment with the Optician is approximately 6 weeks. At the end of April there were 44 prisoners on the waiting list.

The actual number of prisoners waiting for dental and optical care is higher than these figures indicate as once a prisoner has been allocated an appointment they are taken off the waiting list although their appointment could be some weeks hence.

Support for Social Care cases, in conjunction with KCC, has had to receive much attention following the change in legislation. There have been several instances requiring support for prisoners with physical disabilities.

The Senior Management Team are concerned that NHS England have failed to ensure the provision of Staffed Hatches on residential wings to help prevent the illegal use of tradeable medications.

The Board find it difficult to get regular information regarding complaints from IC24.

Mental Health services (Inreach) continue to be provided by Oxleas. The service has now been located on the wing established as the Emotional Well-Being Support Centre which is having significantly positive results in improving care for prisoners needing support. The Inreach Team were awarded a national Patient Safety Award and a High Sheriff of Kent award for their Emotional Well-Being work.

## **9 EDUCATION AND OTHER ACTIVITIES**

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The Novus Manager has developed strong links with the establishment and has been developing a new curriculum. Staff have been recruited to support this and it will be put in place later in the year. This will include additional tutors in catering, multi-skills and functional skills. One tutor has been specifically recruited to run the Open Academy level three courses incorporating Open University and distance learning. This is an area commented on as 'Good Practice' by both HMCIP and Ofsted.

Novus is producing a monthly newsletter for all offenders and has planned and run successful events such as the Macmillan Cancer research coffee morning and has taken an active part in family days.

Over the year the attendance by prisoners was disappointingly low running at under 60%. Latterly this has been receiving attention on a daily basis and is much improved.

## **10 WORK, VOCATIONAL TRAINING and EMPLOYMENT**

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The work and activities available to prisoners is an inherent part of their fair and humane treatment. There are shortcomings as to the way this is provided. Lack of work leading to a qualification is unfair to working prisoners who would benefit from this.

Notable achievements:

- The continued authorisation of the Woodwork Shop for the production of fire doors for the prison estate. Woodwise course now offered (the first course for 3 years). The specialist benches used in the Zone 7 camouflage netting workshop were crafted in this workshop.
- The continued authorisation of the Engineering Shop for the production of security gates for the prison estate.
- Marley workshops heralded as flagship sites to the point that a second quality check has now been dispensed with because of the high standards achieved. Production increased by 25%.
- MOD camouflage workshop publicised as an exemplary workshop within the estate by the MOD.
- The successful introduction of the Coffee Bean Company to Visits catering under the banner "Not Just Porridge". This facility is available to staff until visiting times in the afternoon when it is then available for visitors and prisoners.

Areas for concern:

- The inability of the Engineering workshop to provide NVQ despite continued promises and the advertising of its provision. One prisoner worked towards his NVQ Level 2 for 2.5 years (average time to achieve this is 6 months), but could not be assessed during this period.
- The loss of more than 1000 DHL orders because of the failure to adequately populate the workshop. There were several reasons for this which have now largely been mitigated and the work is coming back to Swaleside.
- The closure of the LMB rag cutting workshop after suffering machine problems, short staffing and security issues.

At mid-point of this reporting period hours worked in Industries reach an all-time low, mainly due to staff shortages. This trend was reversed in the second half of the period.

There are major plans to enhance the work carried out in the Workshops to the benefit of prisoners.

## **11 RESETTLEMENT PREPARATION**

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The Board have been surprised for many years at the number of prisoners released from Swaleside given that it is not a resettlement prison. For this reporting year a total of 62 prisoners were released directly from Swaleside.

Whilst attempts are made to provide some resettlement services for these prisoners, it is on an ad hoc basis and is not complete or satisfactory. The situation has worsened over the past year since it was previously understood that attempts were made to transfer prisoners to a local

prison nearer to their home some 8-12 weeks prior to their release. These moves are no longer supported by PMU leading to much frustration on the part of staff and prisoners (including some of the decisions to remain behind their cell doors). The previous policy should be reintroduced urgently.

As mentioned above, NVQ courses have not been available in some workshops due to the lack of workshop staff with NVQ assessor qualifications. This needs to be remedied.

Great effort has been made during the year by OMU to reduce the number of outstanding OASys reports. At the time of writing last year's report the total outstanding was 505. The equivalent figure this year is 98. Of these 27 are the responsibility of the Probation Service.

## Section – Work of Board

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Apart from the main duties of the Board, members have areas of special interest which are reported to the Board at its monthly meeting.

A member of the Board attends Senior Management Team meetings and the Chair attends quarterly meetings with the DDC, the latter being chaired by the IMB Area Representative.

### Membership

The Board comprises 11 members (five women) including two JPs. Two members were in training during the year. Only one member lives on the Isle of Sheppey.

### Recruitment

During the year we have recruited 4 potential members, of whom only one became a full Board member.

### Visits to the Prison

Members of the Board made 471 visits to the prison in the reporting year. Apart from Board meetings, one member was usually in the prison most weekdays. Compromises continue to be made as to which areas of the prison are monitored, though Members attempted to visit their areas of special interest as well as the Care and Segregation Unit, Healthcare and the Kitchen on their rota visits.

### Training

The Annual Team Performance Review Questionnaire was completed and areas for improvement were identified.

### Confidential Access

The Board received 16 confidential access applications (14 last year). Only 13 were worthy of the Confidential Access procedure, the rest appearing to be an attempt to bypass the normal system. These applications were returned to the sender with an appropriate message.

<b>BOARD STATISTICS</b>	
Recommended Complement of Board Members	19
Number of Board members at the start of the reporting period	12
Number of Board members at the end of the reporting period	11
Total number of visits to the Establishment	471
Total number of segregation reviews attended	425

## Section - Applications

<b>Code</b>	<b>Subject</b>	<b>Current reporting year</b>	<b>Previous reporting year</b>
A	Accommodation including laundry, clothing, ablutions	13	36
B	Discipline including adjudications, IEP, sanctions	10	32
C	Equality	10	11
D	Purposeful Activity including education, work, training, library, regime, time out of cell	23	41
E 1	Letters, visits, phones, public protection restrictions	26	52
E 2	Finance including pay, private monies, spends	26	25
F	Food and kitchens	15	16
G	Health including physical, mental, social care	78	111
H 1	Property within this establishment	88	136
H 2	Property during transfer or in another establishment or location	67	79
H 3	Canteen, facility list, catalogue(s)	19	17
I	Sentence management including HDC, ROTL, parole, release dates, re-categorisation	65	77
J	Staff/prisoner concerns including bullying	75	72
K	Transfers	44	90
L	Miscellaneous	121	151
	<b>Total number of IMB applications</b>	680	946