



National Offender
Management Service

**Annex to East Midlands
Service Level Agreement
for Prison Services Commissioned
by the National Offender
Management Service from the
Public Sector Provider**

Between

**The National Offender Management
Service as Commissioner and**

Her Majesty's Prison Service

for

HMP Gartree

Local Establishment Annex 2014-15

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This document is the Local Establishment Annex 2014-15 to the [Region] Regional SLA 2014-17. The Regional SLA, including this Annex, has been agreed between NOMS commissioners and the Deputy Director of Custody and signed by both parties confirming the agreement.

Section 1: Service Overview

From the **Commencement Date**, **HMPS** will deliver offender services as set out in this **SLA** and applicable **NOMS service specifications**. Additional commissioning arrangements with the YJB will be described within the National YJB SLA.

1. Establishment Details

Table 1: Establishment Details	
Establishment name	HMP Gartree
Establishment type	Trainer
Specialist function	National Resource
Security Category / Categories:	Category B or lower
Annual Operating Price	14,204,504

2. Establishment Population

HMPS shall provide the Operational Capacity and Certified Normal Accommodation (CNA) at the **Establishment**, as recorded in the table below. There is a legal requirement for any variations to Operational Capacity or CNA to be approved through the cell certification process set out in PSI 17/2012 Certified Prisoner Accommodation. Where there is a material difference between the commissioned Operational Capacity and CNA recorded in the table below and the certified levels, the **Notice of Change** process must be followed.

Table 2a: Capacity Specification	
Certified Normal Accommodation	708
Operational Capacity	708

Any restrictions in the establishment's allocation criteria must be recorded in the Population Specification in the table below. Material changes to the Population Specification must be agreed between the **Commissioner** and **HMPS** in advance of the change in population, using the **Notice of Change** process.

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Table 2b: Population Allocation Specification	
Gender:	Male prisoners only
Age:	Adults (21 and over) and starred up Young Adults (18-21) (subject to agreement with DDC)
Security Category:	Category B or lower
Sentence Status:	Sentenced prisoners
Sentence Length / Type:	ISPs only 4 Years Plus
Offence Type:	Sex offences by agreement only
Nationality:	No restrictions

The assumptions of the **Commissioner** regarding the origins of the **Establishment's** population, the estimated numbers comprising each population segment and any specialist function are as recorded in the tables below. Some variance is always to be expected in the Population Assumptions, but where there is a material change between the assumptions recorded in the table below and the actual population held at the **Establishment**, the **Notice of Change** process must be followed.

Table 2c: Population Assumptions – Origin of the Population
<i>HMP Gartree is a Category B training prison holding male prisoners aged 21 and over. The population is exclusively comprised of indeterminate prisoners. This establishment is a dedicated lifer centre and acts as a national resource, receiving allocations from across the country.</i>

Table 2d: Population Assumptions – Estimated Background of the Population							
OCTOBER 2014							
	Cat A	Cat B	Cat C	Cat D	Male YO	Other	Total
Prisoners on remand, convicted unsentenced, or sentenced uncategorised	0	N/A	N/A	N/A	N/A	N/A	0
Prisoners sentenced to less than 12 months	N/A	N/A	N/A	N/A	N/A	N/A	0
Determinate prisoners serving 12 months or more but less than 4 years	N/A	N/A	N/A	N/A	N/A	N/A	0
Determinate prisoners serving more than 4 years	N/A	N/A	N/A	N/A	N/A	N/A	0
Indeterminate prisoners	0	0	640	58	4	0	702
Determinate and indeterminate Recallees	N/A	N/A	4	2	N/A	N/A	6
Non-criminals	N/A	N/A	N/A	N/A	N/A	N/A	0
Resettlement	N/A	N/A	N/A	N/A	N/A	N/A	0
Discretionary	N/A	N/A	N/A	N/A	N/A	N/A	0
Total	0	0	644	60	4	0	708
Resettlement	No		Reset %	NA		Reset No.	NA
Specialist Function				National Resource			

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SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	Response to Commissioning Intention
1) Enhance Public Protection and Ensure a Safe Decent Environment and Rehabilitative Culture	
1a) There is a sense of purpose in relation to rehabilitation, desistance, and progression through a sentence which is shared and understood by all who work with offenders.	HMP Gartree will ensure staff are led in the vision of Hope and Optimism in the growth of strength and the desistance of offending behaviour. They will build their culture of Every Contact Matters. In this they will enhance their Orderly, Safe, Decent, Secure, Caring and rehabilitative culture. Staff and the individuals in their care will be coached and managed in this vision, pro social behaviour being demanded and rewarded. There will be a coordinated and integrated Offender Management and Sentence Planning approach as the facilitator of each individual's choices. They will utilise intelligence led risk management processes. There will be delivery of effective and targeted rehabilitative services, creating a whole prison approach to delivery that both reinforce public protection and encourage individuals to take personal responsibility for their own progress.
1b) All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance.	<p>HMP Gartree will ensure via management visibility, example and compliance checks that staff interact with the men in their care in a positive, optimistic and hopeful manner. They will avoid the continued labelling of individuals as offenders and will provide redemption opportunities such as programme graduation celebrations in line with desistance theory. This is particularly important for the men in their care as they are serving indeterminate and life sentences, often a long way from the possibility of release. HMP Gartree will be vigilant in its assessment of staff prisoner relationships.</p> <p>HMP Gartree will continue to build on its staff prisoner relationships which were found to have stayed positive or grown in strength in vast majority of domains from the MQPL results of the June 2013 survey.</p> <p>HMP Gartree senior managers will coach the middle managers in behaviours that support the desistance process. HMP Gartree</p>

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	<p>Middle Managers will coach staff in behaviours that support the desistance process. HMP Gartree will continue to encourage staff to work in a positive way with the men in their care, encouraging them to treat each other positively in order to continually combat the negative effect of imprisonment on the desistance process.</p> <p>HMP Gartree will use group events on training days, 1:1 supervision sessions, newsletters and full staff briefings to encourage train and motivate staff to demonstrate behaviour that supports desistance.</p> <p>HMP Gartree will use its formal reward and recognition framework as well as management praise and thanks to reward those who demonstrate the behaviours that promote desistance.</p>
1c) Efforts are made to ensure offenders experience the environment as safe.	<p>HMP Gartree will manage Safer Custody procedures self testing the following outcomes for assurance; HMIP Safety, MQPL Safety, Management of Prisoners at Risk of Harm to Self and Others.</p> <p>HMP Gartree will follow the good practise in relation to the strategic management of safer custody, meeting monthly to review progress and trends for example; reviewing data of incidents of harm, adjudications, Use of Force, Use of Segregation, Complaints and intelligence. Trends and patterns will be identified by stakeholders who will take responsibility for identifying a response to this that ensures the safety of all in their care.</p> <p>HMP Gartree will use compliance checks to ensure that incidents of harm are both reported accurately on the Incident Reporting System and followed up satisfactorily. Post incident learning will also be taken forward to build best practise.</p> <p>HMP Gartree will consistently apply the IEP policy and Prisoner Discipline Procedures alongside Public Protection and intelligence sharing to interrupt and prevent the continuation of criminal behaviour.</p> <p>HMP Gartree will continue to deliver the local zero tolerance strategy to ensure staff and prisoner feel safe in Gartree environment.</p>
1d) Good quality risk assessments, risk management systems and information-sharing between partner agencies (where relevant) result in the application of appropriate public	<p>HMP Gartree will commit to complying with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that individual establishments' Local Security and Public Protection Strategies will be kept up to date in line with current policy'.</p>

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protection and security measures, and these ensure the needs of victims are appropriately addressed.	
<p>1e) Intelligence is gathered, developed and shared in a safe and timely manner.</p> <p>1f) The availability of drugs and mobile phones in prisons is tackled.</p> <p>1g) Prisoners are prevented from continuing criminality from within prisons.</p>	<p>HMP Gartree will commit to complying with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that individual establishments' Local Security and Public Protection Strategies will be kept up to date in line with current policy'.</p>
2) Strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners.	
<p>2a) There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximise outcomes for offenders.</p>	<p>HMP Gartree will integrate all partners within the establishment management structure, taking into account the needs of the partner and their contribution to decide positioning. There will be shared forums for multidisciplinary working, learning and delivery.</p> <p>HMP Gartree will deliver a reducing reoffending strategy that includes continuous assessment of need of in relation to services and interventions provided. Multidisciplinary membership will ensure local integration of providers and stakeholders with the overall aim of maximising outcomes for individuals according to their needs. This forum will take forward their vision and purpose whilst ensuring open engagement between all agencies.</p> <p>HMP Gartree will work with partners that share NOMS vision and Ethos ensuring in their partnership that learning and development is shared both ways for the effective growth of both organisations in the delivery of their shared and respective aims.</p> <p>HMP Gartree shall work with the probation service, social services and police in order to protect the public.</p> <p>HMP Gartree will have the Healthcare, Substance misuse and Education managers on their Reducing Reoffending Committee</p>

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	which will continually ensure delivery of sustainable recovery based approaches to the men in their care, including evidence based support for those with a dual diagnosis.
2b) Facilitate the ongoing operation of mandating day one entry of prison leavers onto the DWP Work Programme and any future changes through the introduction of Universal Credit.	HMP Gartree does not release individuals as they are Category B and Indeterminately sentenced. In the event of an immediate release HMP Gartree will seek advice from the DWP of the individuals' home area, signposting him to them.
2c) In England - work together with NHS England and Public Health England in line with the National Partnership and Co-commissioning Agreement to ensure that NHS commissioned health services (including clinical and non-clinical substance misuse services) in custody support both health and justice outcomes and: <input type="checkbox"/> Are informed by an up to date Health Needs Assessment ²⁴ taking account of the reconfiguration of the custodial estate including the creation of Resettlement Prisons	<p>HMP Gartree will work with the NHS commissioned healthcare provider (Leicestershire Partnership Trust, LPT) to ensure that services match population needs as identified by the health needs assessment. As this was conducted at the end of 2013 the results will be used to inform service provision throughout 2014. The needs analysis will be repeated at the end of 2014 in order to ensure readiness for 2015. Due to the nature of HMP Gartree in that the population is life sentenced or IPP and Category B, there will be no impact in terms the reconfiguration of the prison estate to enable the creation of resettlement prisons.</p> <p>HMP Gartree will continue to proactively participate in the NHS partnership board meeting on a quarterly basis. They will build on their excellent working relationships and the Governor will continue to be the chair of this meeting. The focus of the coming year will be;</p> <p>Ensuring service provision that meets the needs of the population</p> <p>Maintaining best practise handovers of medical care to receiving establishments at the point of transfer. This is consistent with HMP Gartrees vision of increasing desistance opportunities in their approaches. Good handovers maintain a good consistency of healthcare, ensuring safety as well as increasing individual's sense of being cared for and supported in line with desistance theories.</p> <p>Developing relationships with sending establishments to ensure all key information is shared ahead of an individuals transfer to Gartree in order to plan and deliver their medical care and or substance rehabilitation needs with all key stakeholders. Again this is to improve consistency, safety and desistance opportunity.</p> <p>To maintain good relationships, shared responsibility and focus the Head of Healthcare will continue to be a member of the Senior Management Team ensuring delivery of each organisations individual and shared aims. The Head of Healthcare and Substance misuse manager will continue to be members of the monthly Reducing Reoffending and Security committees, the establishments drug strategy is a key feature at both.</p>

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<p> <input type="checkbox"/> Support sustainable recovery from addiction to drugs and alcohol and improved mental health including dual diagnosis; <input type="checkbox"/> Promote continuity of care from community to custody, between establishments and through the prison gate in partnership with new providers of probation services; <input type="checkbox"/> Are implemented alongside efforts to reduce the supply of drugs and alcohol in to prisons and the diversion of prescribed medication. </p>	<p>HMP Gartree will continue to monitor the needs of the population and provide in partnership with STaRT (Substance misuse team as provided by LPT) an appropriate recovery led intervention framework. Substance Misuse is not due to be re tendered in the business year.</p> <p>Interventions currently provided as demonstrated in the needs of the population;</p> <p>Opiate substitute prescribing 1:1 Psychosocial Interventions Dual diagnosis best practise approaches including a dual diagnosis trained nurse. HMP Gartree will provide betterment here by introducing a structured peer mentoring provision to support recovery.</p> <p>HMP Gartree will ensure that Security and Healthcare have effective partnerships underpinned with a working protocol that enables both to work together to combat the misuse of substances including diverted medication. This will form part of the establishments overall drug strategy where Healthcare is a key stakeholder.</p>
<p>2d) In England - Work together with local authorities to ensure that adult offenders and defendants with care and support needs are appropriately identified, their needs are assessed and they are supported to live with decency and as independently as possible; and that arrangements are made for continuity of care when an individual moves.</p>	<p>HMP Gartree will undertake a scoping exercise of the numbers of individuals in the establishment with enhanced social care needs. HMP Gartree currently ensures that all men coming into their care have their needs assessed on induction. Those identified with having enhanced social care needs have a care plan in place to meet their individual need via healthcare and the prison. This work needs to be built up to ensure that the overall response is appropriate and developing to its fullest in partnership between the local authority and healthcare provider. Provision at HMP Gartree is good as there is an over 50s wing, a PIPE unit and a TC+ for those with learning difficulties. They have earned Leaders in Diversity award in 2013 and demonstrate strong responses to individuals needs overall. HMP Gartree needs to be assured there is no hidden population where need is not being identified and met.</p> <p>Once needs are fully measured and articulated HMP Gartree will ensure delivery against an action plan to meet these fully. This will include;</p> <p>Identifying and responding to changes in legislation Training needs analysis Building / environment adaptations</p> <p>HMP Gartree will continue to ensure that urgent needs for care and support are responded to on a 1:1 basis whilst developing its overall strategy. This will be done via reception and induction interviews and assessments leading to planned care and reasonable adjustments. The OMU will support in all cases where it is clear the individual needs specialist support for example in a secure hospital. In partnership with the healthcare provider support will be sought where necessary from local authorities to enable an</p>

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	<p>appropriate response.</p> <p>HMP Gartree will continue to provide an “over 50s” wing with support, advice and guidance from professionals specialising in age and mobility issues.</p> <p>HMP Gartree will implement a peer mentoring system that enables individuals to support those from their peer group with social care needs in risk assessed situations. This is commensurate with the recently changed IEP policy that promotes citizenship and caring for others.</p>
2e) In England - Work with local authorities to promote inclusion of, and maximise benefits to, offenders’ families.	<p>HMP Gartree will engage and facilitate involvement with the Local Authorities in relation to the Troubled Families agenda should this be relevant to the family of an individual in their care.</p> <p>HMP Gartree will further scope how Local Authorities and the support they offer may be relevant to the families of individuals in their care given the specialist nature of the establishment and the indeterminacy of the sentences of the men who live there.</p>
2f) In England - Continue to improve access to a pathway of new and existing services for offenders with severe personality disorders. Services are primarily targeted at men who present a high risk of serious harm to others and women who present a high risk of committing further violent, sexual or serious criminal damage offences. Services are co-commissioned with NHS England Specialised Commissioning to support health and justice outcomes.	<p>HMP Gartree will continue to provide progression support to men who have completed an intervention and who also have a Personality Disorder (PD) via the Psychologically Informed Planned Environment (PIPE) as per the PD strategy.</p> <p>HMP Gartree PIPE caters for indeterminately sentenced prisoners who have completed a Medium or High Intensity Programme and are looking for progression to a lower category prison, but need to consolidate their learning. 60 places are offered to both men with and without a diagnosable Personality Disorder.</p> <p>HMP Gartree will continue to provide a specialist Therapeutic Community (TC+) for the men in their care who have a Learning Disability that prevents their engagement with traditional programmes and interventions. The TC+ is in the 2nd year of a 3 year pilot programme. It is co-commissioned with the Department of Health and NOMS, with staff provided by HMP Gartree and a seconded service from Rampton Hospital. Staff have been specially selected and trained. There is no target for completions however individuals are expected to remain in treatment for 2 -3 years. The Local Learning Disability Forum is chaired by the Cluster Manager East Midlands Psychology Services with representatives from Health, Education, Chaplaincy and OMU.</p> <p>HMP Gartree will continue to offer a Democratic Therapeutic Community to those individuals who represent a high risk of harm to others.</p>

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<p>2g) In England - Align services with Offender Learning and Skills Service (OLASS 4) providers in prisons. Put in place local partnership working arrangements and determine what learning opportunities will be offered in each prison. Support initiatives to make prisons places of work and strengthen the focus on employability. Enhance access to mainstream learning and employment services for offenders on return to the community.</p>	<p>HMP Gartree work in partnership with Milton Keynes College to promote the delivery of qualifications that are relevant, valued and have transferability for individuals who will move to successive establishments. As HMP Gartree do not release individuals as they are serving indeterminate sentences the focus is to deliver long term sustainable vocational qualifications.</p> <p>HMP Gartree will continue to assess the learning needs of individuals at Induction stage and then throughout the sentence following successive completions of qualifications.</p> <p>HMP Gartree will market provision in the establishment via a comprehensive Induction Programme. Learning and development opportunities are promoted via the National Careers Service who assess and signpost individuals.</p> <p>HMP Gartree will continue to build collaborative relationships which have already been established with a wide variety of organisations that are able to provide learning and development opportunities. These include private training organisations, FE Colleges and the Third/Voluntary sector. In these partnerships they will promote new behaviours and encourage a new and different approach to engagement that are not necessarily qualifications-focused but aim to provide a different outlet for traditionally under-represented groups.</p> <p>HMP Gartree will continue to robustly manage delivery of outcomes via the OLASS contract meeting.</p> <p>HMP Gartree will continue to ensure attendance in education places via their robust management of the regime, compliance with which is monitored daily in the morning operational meeting.</p>
<p>2h) In England - Strengthen partnership working to ensure that offenders have access to support and services to both prepare for and enable access to employment.</p>	<p>HMP Gartree will continue to provide long term sustainable qualifications via the OLASS provision to individuals in light of the fact they will all transfer to other establishments for ultimate release. There are no ROTL opportunities at HMP Gartree as it is a Category B establishment for indeterminately sentenced individuals.</p>
<p>2i) In Wales - Continue to work with the Welsh Government and its devolved agencies to</p>	<p>Due to the location of HMP Gartree this intention is not applicable to them.</p>

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ensure alignment between offender services directly commissioned by NOMS and the Welsh Government's devolved responsibilities, to maximise outcomes for offenders, their families and local communities.	
3) Deliver an efficient, quality service	
3a) Target resources on evidence-informed interventions and services which are likely to deliver the best outcomes for the investment. This includes targeting factors shown to be related to NOMS intended outcomes and using a service design which will be effective with the groups which receive it.	<p>HMP Gartree will provide services to individuals based on risk, need and Responsivity principles.</p> <p>HMP Gartree will broadly use segmentation data as described in table 4b bringing together other assessments that met the unique need of their indeterminately sentenced prisoners with convictions for violence; such as OVP and programme specific assessments</p> <p>HMP Gartree will continue to build their contemporaneous needs analysis capability using data from OASys and related risk assessments, overall segmentation data, programme assessments, programmes completions, population churn, 1:1 support, tariff and sentence milestones in order to create a service design that facilitates evidence-informed interventions to the men that need them in a timely manner. HMP Gartree will formulate a 3yr delivery plan based on this evidence.</p> <p>Current needs analysis of all factors listed above demonstrates in regard to accredited programmes the following in year delivery schedule;</p> <ul style="list-style-type: none"> 3 x TSP 3 x RESOLVE 2 x HRP High 1 x HRP Moderate 3 x VRP (non accredited pilot programme) <p>PIPE DTC TC+</p>
3b) Have robust quality assurance processes in place to ensure offender	HMP Gartree will quality assure the outcomes of the non accredited VRP via a local steering group who will consider the quality of the programme delivery against the intended outcomes and approaches, using best practise measures as described for accredited programmes. Programme participants will be asked to provide feedback on their experiences within the programme.

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<p>services are</p> <p>(i) delivered as they are intended (i.e. with integrity and as planned and designed) and</p> <p>(ii) that they are effective.</p>	<p>HMP Gartree will quality assure the Sycamore Tree programme via a local steering group who will consider the quality of the programme delivery against the intended outcomes specification. Programme participants will be asked to provide feedback on their experiences within the programme.</p> <p>Steering group meetings will consider; need, participant recruitment, staffing, institutional support, delivery, attrition, good practise and wider staff awareness.</p> <p>HMP Gartree will hold a monthly Accredited Intervention Management (AIM) meetings to ensure the high quality of delivery of all accredited programmes.</p> <p>HMP Gartree will ensure that Treatment Managers assure programme delivery according to the original plan and intention of the programmes via supervision.</p> <p>HMP Gartree will manage best practise in terms of delivery of services for all interventions via the Reducing Reoffending Committee which will consider issue on a wider scale than numbers and targets.</p> <p>Core delivery will be centred around; an annual Assurance Statement and Local Risk Register, a comprehensive performance/assurance framework, which as well as enabling both Delivery Requirements and audit performance (IA&A, HMIP, MQPL and local self-audit) to be monitored, analysed and interpreted to identify and subsequently act on risk, ensures that local ownership and accountability for performance and structured processes to provide quality, timely and cost effective delivery. The performance/assurance framework underpins the achievement of NOMS aims and objectives, ensuring that through the delivery of minimum service specification outcomes, the required standards of Public Protection, Reducing Re-offending, Decency and Resource Management are upheld and a culture of continual performance improvement to be engendered.</p>
<p>4) Ensure delivery is matched to population, purpose and NOMS outcomes</p>	
<p>4a) Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where they deliver the greatest outcomes for investment.</p>	<p>HMP Gartree segmentation data shows the population is convicted of violent offences. HMP Gartree will provide interventions to address offending and violent behaviour. Risk management is key with the population of HMP Gartree, manage the custodial sentence outcomes and public protection management will be central to all decision making regarding the management of individuals.</p> <p>As segmentation data does not adequately describe the needs of the population (all violent, ISP) HMP Gartree will continue to build their contemporaneous needs analysis capability using data from OASys and related risk assessments (SARA, OVP) overall segmentation data, programme assessments, programmes completions, population churn, tariff and sentence milestones in order to create a service design that facilitates evidence-informed interventions to the men that need them in a timely manner. HMP Gartree</p>

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	<p>will formulate a 3yr delivery plan based on this evidence.</p> <p>HMP Gartree will monitor the needs of the men in their care across the key pathways (accommodation, finance benefit and debt, children and families, education training and employment, attitudes thinking and behaviour, health, alcohol and substance misuse, abuse and domestic violence), ensuring public protection and reducing re-offending are central to the work carried out.</p> <p>HMP Gartree will ensure that they are given the required information on their needs or signposted to the information on reception.</p> <p>HMP Gartree will monitor the relevance and efficacy of delivery via the reducing reoffending committee.</p> <p>HMP Gartree completed a 100% review of all men to ensure the correct public protection measures where in place in 2013. The men in their care are convicted of serious violent offences. To maintain this focus on risk management HMP Gartree will continue to meet monthly to review all new cases and those where public protection measures are in place. This meeting will be multidisciplinary including representation from all functions, offender supervisors, and probation officer. The Senior Management Team will represent their functions and use their collective risk management knowledge to take responsibility for delivery of this key area. The OMU will keep an action plan detailing current public protection risk management measures and review dates.</p> <p>HMP Gartree will provide support to the individuals in our care based on the need of the individual. This will be continuously assessed via the manage the custodial sentence outputs and will be segmented according to three levels:</p> <ul style="list-style-type: none"> • Low intensity case management consisting of basic assessment, sentence planning and support from personal officers and offender supervisors. • Medium intensity which would include low intensity case management with additional support and guidance from one to one supervision, based on a pro-social approach focusing on recognising achievement, motivation to maintain or make progress, reflecting on setbacks and planning for positive change, consolidating learning from interventions, observing changes in behaviour or attitudes, encouraging the offender to own their change. • Highest intensity case management is as above, with more frequent/longer supervision sessions.
5) Ensure that delivery of services is responsive to individual needs and characteristics to maximise outcomes.	
5a) Relevant individual needs and characteristics are effectively identified, assessed, and monitored.	<p>HMP Gartree will facilitate the progression of individuals through their sentence as their primary role is to provide interventions that enable category B adult males to lower their risk. HMP Gartree will ensure individual needs and characteristics are part of the assessment and support process. Offender supervisors will undertake a coordinating role in ensuring the individual needs of those on their case load have been documented well in the first instance and subsequently at reviews that these do not prevent sentence</p>

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<p>This information is shared appropriately, proactively and sensitively across the organisation, and with delivery partners.</p>	<p>progression. The Head of OMU will take responsibility for quality assuring the management of the custodial sentence and will report progress to the Reducing Reoffending committee on a monthly basis.</p> <p>Individual differences will be responded to making adjustments to ensure individuals can access the interventions required and take part in the regime. The Equalities team will assist with making reasonable adjustments. Interventions such as programmes will support the individual to participate fully.</p> <p>HMP Gartree will ensure that individuals capabilities and needs are assessed by the Healthcare provider during the induction phase of the sentence by screening for ;</p> <ul style="list-style-type: none"> • Learning Disability and Difficulty • Physical health and disability • Mental health <p>HMP Gartree is a Leader in Diversity and as such will continue to demonstrate in their actions their ability to meet the needs of individuals in their care in relation to the nine characteristics covered by the 2010 Equality Act</p> <p>Working in partnership stakeholders in an individuals sentence progression; the individual, personal officers, offender supervisors, programme facilitators, psychologists, chaplaincy, volunteers, workplace supervisors and education providers will continuously assess;</p> <ul style="list-style-type: none"> • Maturity, including capacity for taking responsibility for and understanding consequences of one's actions, and attitudes to risk taking • Family circumstances (e.g. relationship breakdown) <p>To enable the coordination of responses to individuals sensitive and accurate records will be kept on NOMIS as to the individuals progression or otherwise. These are shared with all stakeholders. HMP Gartree will continue with the management checks in place that monitor the effect use of NOMIS and the quality of the relationships between staff and the men in their care.</p> <p>HMP Gartree will ensure the above listed are regularly reviewed by staff via the sentence planning and support processes of Offender Supervisor meetings and Personal Officer interactions. These interactions will be monitored by managers. Partner agencies will monitor progress and changes as part of their support framework.</p> <p>HMP Gartree will identify both on induction and throughout the sentence the protected characteristics of individuals recording on NOMIS to enable appropriate overall provision in regard to:</p> <ul style="list-style-type: none"> • Gender
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	<ul style="list-style-type: none"> • Sexual orientation • Race • Age • Faith • Gender re-assignment <p>Data will be initially recorded by reception and induction staff however; changes can be made by the personal officer or offender supervisor after the fact. The personal officer will have responsibility for ensuring the data recorded about the men in their care is accurate and complete. The data will be used to provide SMART analysis as to outcomes or disadvantage linked to protective characteristics.</p> <p>HMP Gartree will monitor and develop their response, (using SMART data, complaints, DIRFs, investigation outcomes, PEEPs and EIA findings) to Equalities issues building on their current best practise by continuing their monthly multidisciplinary Equality Action Team (EAT) meetings. All Functional Heads and Senior Managers are represented at this meeting as well as the Equalities team and Prisoner Representatives for each of the protected characteristics. Via this meeting good practise is identified and shared in terms of approach. An Equalities Action Plan (EAP) will be maintained and reviewed at this meeting to ensure continuous development of staffs capabilities and the outcomes for the men in their care.</p> <p>Transfers out will be well planned and coordinated by the OMU who will ensure that all information will be handed over to enable the receiving establishment to provide continuity of care and support.</p>
5b) Information regarding individual needs and characteristics is used to adapt and sequence services to meet individual needs and maximise their benefit, and offenders are supported and encouraged to access appropriate services.	<p>HMP Gartree will continue to support the people in their care, ensuring that they meet their individual needs; this will be completed through support from Personal Officers, Offender Supervisors and partners agencies.</p> <p>HMP Gartree will consider their individual's specific characteristics; ensuring that they are able to make any reasonable adjustments required by the law. Where reasonable adjustments require partnership working, co-commissioned approaches should be looked at.</p> <p>HMP Gartree will monitor and develop their response, (using SMART data, complaints, DIRFs, investigation outcomes, PEEPs and EIA findings) to Equalities issues building on their current best practise by continuing their monthly multidisciplinary Equality Action Team (EAT) meetings. All Functional Heads and Senior Managers are represented at this meeting as well as the Equalities team and Prisoner Representatives for each of the protected characteristics. Via this meeting good practise is identified and shared in terms of approach. An Equalities Action Plan (EAP) will be maintained and reviewed at this meeting to ensure continuous development of staffs capabilities and the outcomes for the men in their care.</p> <p>HMP Gartree will use the information gained to develop an individualised plan which adapts and sequences services to maximise the benefit to the offender, using OASys which is monitored annually or when a significant change occurs. Additional reviews will occur if and when necessary.</p>

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	HMP Gartree will ensure that staff receive information and training to support them in recognising barriers to engagement that may arise owing to factors such as age, sexuality, disability, intellectual function, etc.
6) Deliver priority national or specialist services	
6a) Continue to identify, assess and manage extremist offenders by engaging with existing local structures and ensuring that training and awareness is embedded among key staff groups. Ensure referral, where appropriate, to interventions, structured assessment and structured interventions and faith-based programmes according to offender risk and need.	<p>In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Gartree will ensure delivery in the key thematic areas of Intelligence Gathering and Management; Offender Management and Public Protection; and interventions, as assessed by NOMS HQ</p> <p>HMP Gartree will also ensure that any recommendations related to the identification, assessment and management of extremist offenders which are identified in year through the NOMS assessment process are implemented within reasonable timescale.</p>
6b) Deliver victim-offender conferences (Restorative Justice) where capacity exists and develop partnerships and a supportive environment to enable delivery where it does not.	<p>HMP Gartree will deliver victim – offender conferencing ensuring at least 10 interventions.</p> <p>HMP Gartree will place emphasis on Restorative Justice incorporating the ethos across delivery. Conferencing will be offered in regard to victims of offences in the traditional way. HMP Gartree will provide betterment here as they will offer conferencing in regard to their zero tolerance safer custody procedures and relevant adjudications. HMP Gartree will operate a supportive environment where redemption opportunities are continually offered to enable individuals to progress.</p>
6c) Ensure the efficient use of prison places	HMP Gartree will ensure that they efficiently use all their prison places however due to the sentences of the men in their care; they are unable to use or develop any local bail strategies, use of HDC including making any use of Bail Accommodation and Support Service.

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through development and implementation of local bail strategies and use of HDC for appropriate offenders, including making full use of Bail Accommodation and Support Service.	
6d) Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners.	<p>HMP Gartree will continue to implement their activity growth strategy following completion of phase 1 that produced an increase of 550 hours per week. These will be implemented in stages over the next 3 years to ensure that the growth is developed with one3one, sustainable to guarantee commercial creditability ensuring that they meet the needs of NOMS as well as the needs of the men in their care.</p> <p>HMP Gartree will continue to increase the amount of economically beneficial and commercial work through their Industries expansion plan as per MTT.</p>
6e) Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links.	<p>HMP Gartree will develop a strategy for extending use of video conference facilities by 30/6/14 consistent with the NOMS Video Action Plan, ensuring that use is consistent with type of establishment and makes maximum usage of planned facilities. The Deputy Governor will be the establishment lead for the NOMS video action plan and will establish and maintain relationships with the relevant stakeholders.</p>

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Table 4a: Rehabilitation Services

This table should reflect all NOMS Commissioned and NOMS Co-Commissioned services delivered as part of the Core Rehabilitation Offer. It is assumed all the services described below are available to all prisoners with an identified need: therefore targeting information is not applicable to this section. It is understood that these services may change in year as a result of the Through The Gate competition and tendering process. Changes to this table will be managed through existing NoC mechanisms.

Rehabilitation Services in Custody	Name of Service Service Description	Commissioning Arrangements (NOMS Locally, Regionally or Co-Commissioned)
Staff support and encourage prisoners to participate fully in rehabilitation services	<p>HMP Gartree will use the new civil service SPDR to ensure all staff have an objective linked to encouraging, supporting and modelling rehabilitative behaviours. The advantage of this new SPDR is the opportunity to describe the behaviours required from staff, this will be used to underpin the expectation of this output and our desistance approach culture.</p> <p>HMP Gartree will ensure that the individuals in their care are encouraged to participate in their rehabilitative regime from the first instance via an informative motivational Induction programme.</p> <p>HMP Gartree will ensure that the individuals in their care have a Personal Officer who understands that Every Contact Matters and supports the delivery of the sentence plan.</p> <p>HMP Gartree will ensure that the individuals in there care have an Offender Supervisor who understands that Every Contact Matters and uses a Whole Prison Approach to sentence planning.</p> <p>HMP Gartree will ensure Personal Officers interactions are frequent and qualitative demonstrating knowledge of the underpinning sentence plan. Every Contact Matters and will be grounded in the optimism of every individual's potential being realised in the present and future. This will be assured by management checks, coaching of staff and performance management.</p> <p>HMP Gartree will use the prisoner pay structure to incentivise sentence progression.</p> <p>HMP Gartree will use the IEP system to incentivise sentence progression.</p>	
Prisoners are made aware of their responsibilities in engaging with and accessing services	<p>HMP Gartree will ensure that individuals are aware of their sentence plan targets within the first two weeks of their arrival.</p> <p>HMP Gartree will use induction as a vital opportunity to outline each individual's personal responsibility in engaging with and accessing services. Stakeholders and providers will be introduced via the induction process.</p> <p>HMP Gartree will ensure that in addition to promoting Interventions work, learning and skills are fully promoted. They will fully market provision via a comprehensive Induction Programme. Learning and development opportunities are promoted via the National Careers Service.</p> <p>HMP Gartree will ensure that individual's choices to engage and take responsibility for accessing interventions and services are reflected in their IEP reviews, NOMIS entries, sentence plans, post programme reports and reviews. At every key intervention moment progress will be reviewed with the aim of maintaining or increasing the individuals understanding of and commitment to their rehabilitation.</p>	Co –Commissioned; National Careers Service provision via Futures of Nottingham.

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Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<p>HMP Gartree will ensure that staff pro social model.</p> <p>HMP Gartree will promote the Every Contact Matters approach.</p> <p>HMP Gartree will coach and encourage staff in pro social modelling and Every Contact Matters.</p> <p>HMP Gartree will provide training to staff in pro social modelling, Every Contact Matters and desistance approaches of hope, optimism and trust.</p> <p>HMP Gartree will use the IEP system to incentivise pro social behaviour from the individuals in their care.</p> <p>HMP Gartree will use measures such as IEP levels, violence, Use of Force, DIRFs, complaints and bullying rates to monitor potential erosion of and ensure a pro social culture. Information gathered from these sources will be used to inform and design responses such as staff training and development.</p>	
Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	<p>HMP Gartree will align services, in particular the Industries expansion as per benchmarking Mobilisation, Transition and Transformation (MTT) with Offender Learning and Skills Service (OLASS 4) to ensure work and activity create sustainable employment skills and qualifications commensurate with an indeterminately sentenced prisoners likely length of imprisonment and future transfer to other establishments.</p> <p>HMP Gartree will continue to prepare the men in their care for their ultimate release in terms of their employability. The Reducing Reoffending Committee will drive this ensuring that Industries, education and Careers services integrate their services and deliver them in accordance with individual sentence plans.</p> <p>HMP Gartree will ensure learning and development opportunities are promoted via the National Careers Service. HMP Gartree will pilot a new series of Group Sessions which overcome low confidence levels and give employability skills.</p>	
Prisoners can access services that enable them to manage housing needs created as a result of their custody.	<p>HMP Gartree will source advice services that can support individuals who have issues relating to their ongoing mortgage commitments should this need arise.</p> <p>HMP Gartree will promote this on induction.</p>	
Prisoners can access services that enable them to seek settled and suitable housing for release.	HMP Gartree care for indeterminately and life sentenced individuals who are Category B, they do not release individuals, they prepare them for Category C conditions. They will ensure they have arrangements in place to deal with the immediate housing needs of individuals who may be released at short notice.	
Prisoners can access services to enable them to address	HMP Gartree will identify at the point of induction if the individuals in their care have ongoing debt commitments / issues and will provide them the opportunity to make repayments.	

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personal financial management issues created as a result of their custody.	HMP Gartree will provide a financial advisory service for the individuals in their care who have need of advocacy and specialist support in this regard.	
Prisoners can access available services which enable them to address their family welfare and family support needs.	<p>HMP Gartree shall continue to work in partnership with PACT who provide support and signposting to the families and visitors of the individuals in their care.</p> <p>HMP Gartree will continue to pilot the One Stop Shop run by Civil service Local. This provides services to the families and visitors of the individuals in their care such as benefits and social care advice.</p>	
Prisoners have equivalence of access to health services in custody as in the community.	<p>HMP Gartree will continue to work in partnership with Leicestershire Partnership Trust to ensure that health services accessed in the establishment have equivalence with those accessible in the community. This will be monitored via the health needs analysis and the contract review meetings.</p> <p>HMP Gartree will promote and explain how to access Healthcare provision on Induction.</p> <p>HMP Gartree will hold patient led forums to improve services.</p>	
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	<p>HMP Gartree will continue to work in partnership with STaRT provided by Leicestershire Primary Care Trust to provide substance misuse services that are commensurate with the identified needs of the individuals they have in their care.</p> <p>HMP Gartree will integrate STaRT with the Reducing Reoffending Committee to ensure an integrated approach to identifying need, and ensuring provision meets the needs of the individuals in their care.</p>	
Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	HMP Gartree will identify a support service should an individual in their care be identified as needing support to come to terms with previous, recent or current sexual abuse.	
Prisoners who have been sex workers can access services that offer them advice and support.	HMP Gartree will identify a support service should an individual in their care be identified as needing support to come to terms with previous, recent or current sex work.	

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Table 4b: Rehabilitation Services - Additional Services Offer

Using segmentation and local data sources to target resources where they will deliver the greatest outcomes for investment - this table should reflect the case management activity, risk management activity and rehabilitative services and interventions, delivered within the establishment which are **additional** to the core offer

Segment	Total no. of Prisoners within Segment	Strategic approach to meeting the needs of the segment	Indicate whether the service or intervention is commissioned or co-commissioned and the number of offenders who will be able to access the intervention or service annually
	<ul style="list-style-type: none"> Use the segmentation data tool on the NOMS Performance HUB to get the numerical data you need to populate this column 	Title and description of rehabilitative services/interventions and case management activities <ul style="list-style-type: none"> Give the title and a brief description of the case management activities offered to offenders in each segment Give a brief description of the range of rehabilitative services and interventions offered to offenders by segment. Include any accredited programmes on offer. Use the guidance on targeting in Commissioning Intention 4a If a service or intervention is available across more than one segment (for example – TSP may be available to both sex offenders and violent offenders) then state in each applicable box, making clear in the next column the number of completions relating to each segment. 	<ul style="list-style-type: none"> For accredited programmes give the number of completions It is not necessary to record volumes for case management activities
All Offenders – where service targeted by need rather than risk	708	Restorative Justice – Offered to all in terms of , zero tolerance, IEP and adjudication Sycamore Tree – Restorative Justice Programme, self referral. 1 to 1 Psychology Case Management - Individuals with complex needs and/or those assessed as unable to access Offending Behaviour Programmes AA – Weekly sessions for those presenting with a need and self motivation Grief Counselling - Run via Chaplaincy for all those presenting with issues relating to loss Listeners – For all prisoners in crisis on request Samaritans – Via telephone for all prisoners in crisis on request Family Visits – 1 per month. Alternated between child and adult relationship focus supported by PACT	10 40 10 240
Sexual Offenders	2 Men	Individuals will be assessed according to their offending behaviour needs and will be transferred to an appropriate establishment to meet that need if specialist intervention required. This category will be monitored to ensure rising numbers are identified and catered for if necessary.	
Violent offenders	OGRS 0-24 33% - 226 Men OGRS 25-49 29% - 195 Men OGRS 50-74 29% - 199 Men OGRS 75-89 7% - 50 Men	Healthy Relationships Programme High Healthy Relationships Programme Moderate Violence Reduction Programme RESOLVE Thinking Skills Programme PIPE	2 programmes 15 (A) 1 programme 8 (A) 2 programmes 18 3 programmes 27 (A) 5 programmes 45 (A)

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		DTC TC+ Restorative Justice Conferencing – STaRT – Pilot programme from LPT in substance misuse which includes alcohol abuse, strongly linked to violent offences.	10 30
Indeterminate Sentenced Prisoners (ISPs)	OGRS 0-24 33% - 226 Men OGRS 25-49 28% - 192 Men OGRS 50-74 29% - 197 Men OGRS 75-89 7% - 50 Men	Healthy Relationships Programme High Healthy Relationships Programme Moderate Violence Reduction Programme RESOLVE Thinking Skills Programme PIPE DTC TC+	Included above
Low likelihood of any reconviction OGRS 0-24%	OGRS 0-24 33% - 226 Men	Low intensity case management consisting of basic assessment, sentence planning and support from personal officers and offender supervisors.	226
Medium likelihood of any reconviction OGRS 25-49%	OGRS 25-49 29% - 195 Men	Medium intensity case management which would include low intensity case management with additional support and guidance from one to one supervision, based on a pro-social approach focusing on recognising achievement, motivation to maintain or make progress, reflecting on setbacks and planning for positive change, consolidating learning from interventions, observing changes in behaviour or attitudes, encouraging the offender to own their change.	195
High likelihood of any reconviction OGRS 50- 74%	OGRS 50-74 29% - 199 Men	High intensity case management is as above, with more frequent/longer supervision sessions. MAPPA working and local adherence to public protection procedures to manage risk. Thinking Skills Programme (Other programmes do not rely on the OGRS score as the measure of need whereas it is a driver in the case of TSP)	199
Very high likelihood of any reconviction OGRS 75-89%	OGRS 75-89 7% - 50 Men	Highest intensity case management is as above, with more frequent/longer supervision sessions. MAPPA working and local adherence to public protection procedures to manage risk. Thinking Skills Programme (Other programmes do not rely on the OGRS score as the measure of need whereas it is a driver in the case of TSP)	50
Extremely high likelihood of any reconviction (prolific) OGRS 90-100%	None		

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Table 5: Accredited Programmes provided in the establishment		
Does this establishment deliver NOMs Commissioned accredited programmes?		Yes
Name of accredited programme	Number of agreed starts (expected for 2014-15)	Number of agreed completions (planned total for 2014-15)
Living Skills Programmes		
Thinking Skills Programme (TSP)	50	45
Healthy Relationships Programme -High Intensity (HRP-HI)	16	15
Healthy Relationships Programme - Moderate Intensity (HRP-MI)	8	7
Democratic Therapeutic Communities (DTC)	23	10
RESOLVE	30	27
Grand Total	127	104

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Table 6: Development Objective		
CI Title & No.	Objective: Describe a SMART objective including what you want to achieve how you will measure your success and key milestones	Does this contribute to a regional objective (yes/no)
1a) There is a sense of purpose in relation to rehabilitation, desistance, and progression through a sentence which is shared and understood by all who work with offenders.	Train 25% of staff in desistance theories by March 2015. May 6% Aug 6% Nov 6% Mar 7%. The Head of Reducing Reoffending will be responsible and will monitor progress via the Reducing Reoffending action plan.	No
Enhance public protection and ensure a safe, decent environment and rehabilitative culture 1 (a.), 1 (b.)	HMP Gartree will implement the 'Every Contact Matters' Strategy being developed nationally in order to ensure that staff-prisoner engagement is positive and effective (i.e. through the use of pro-social modelling). Implementation within 6 months of publication of the national strategy.	Yes
Enhance public protection and ensure a safe, decent environment and rehabilitative culture 1 (c.)	HMP Gartree will support the Regional Negotiator Strategy to meet the needs of establishments, to ensure that negotiators are deployed as quickly as possible to all incidents. This strategy will ensure consistency of approach and will aim to develop the skills and experiences of negotiators. Regional strategy to be agreed and implementation to commence by 1 October 2014.	Yes
Enhance public protection and ensure a safe, decent environment and rehabilitative culture 1 (a.) (d.)	HMP Gartree will remove the back-log of OASys assessments and improve the quality and timeliness of assessments undertaken throughout 2014-15. The OASys Quality indicator will provide a monthly assessment of quality and the backlog of assessments will be monitored quarterly through the use of completion data provided by the OASys Business Team.	Yes
2) Strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners.	HMP Gartree shall identify and work with third sector and public services to increase support for visitors of offenders. We will identify the needs of visitors and seek out projects and services addressing those needs, exploring the capacity to become involved with and support them. A visitor survey will be conducted and evaluated by the end of March 2014	No

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	incorporating an element to assess need with the evaluation identifying relevant services to approach. This will be monitored and driven by the Head of Operations with responsibility for visit provision.	
2a Effective co-ordination and integration of services	<p>Locally HMP Gartree will support the regional objective in that HMP Gartree will maximise investment of all partners and providers delivering services for offenders at HMP Gartree and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By September 2014 we will review who we work with and how we work with them and ensure that all contracts and service level agreements demonstrate how each service fits within the overall strategic context of the establishment. This review will include all statutory and non statutory, existing and new partners and providers (including by anticipating any changes as a result of Through the Gate). We will develop a plan which describes how, within 12 months we will deliver:</p> <ul style="list-style-type: none"> • A clear shared strategic vision for how services align to maximise outcomes and create an integrated, seamless offender management service (including a shared understanding of outcomes and priorities) • A clear agreed plan of how services sequence and compliment each other, providing continuity of services to offenders both within and across prisons (facilitating the needs of all providers and contractual partners to allow them to effectively deliver) • Leadership which actively enables and integrates services, where partnership working arrangements improve performance and aid resolution of issues • An understanding of resource allocation, and how delivery and choices impact on the investment and activity of others • An agreement on how to safely use and share data and information <p>Progress will be monitored against the plan monthly through the SMT meetings and at a regional level with the DDC.</p>	Yes
2f) In England - Continue to improve access to a pathway of new and existing services for offenders with severe personality disorders. Services are primarily targeted at men who present a high risk of serious harm to	HMP Gartree will continue to provide a specialist Therapeutic Community (TC+) for the men in their care who have a Learning Disability that prevents their engagement with traditional programmes and interventions. The TC+ is in the 2 nd year of a 3 year pilot programme. It is co-commissioned with the Department of Health and NOMS, with staff provided by HMP Gartree and a seconded service from Rampton Hospital. Staff have been specially selected and trained. There is no target for completions however	No

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others and women who present a high risk of committing further violent, sexual or serious criminal damage offences. Services are co-commissioned with NHS England Specialised Commissioning to support health and justice outcomes.	individuals are expected to remain in treatment for 2 -3 years. The Local Learning Disability Forum is chaired by the Cluster Manager East Midlands Psychology Services with representatives from Health, Education, Chaplaincy and OMU.	
3. Deliver an efficient, quality service 3 (b.)	HMP Gartree will aim to establish sustainable performance and ensuring that the they remain a safe, respectable, decent and purposeful environment where prisoners are able to engage in activity and are prepared for release into the community, focus is to be applied to the delivery of HMIP expectations & gaining of positive MQPL inspection outcomes throughout 2014-15, ensuring that action plans are implemented within deadline and an assurance system specific to addressing requirements is in place to enable continual review.	Yes
3. Deliver an efficient, quality service 3 (b.)	HMP Gartree will be assessed through the IA&A Governance & Operational Audit and based on the requirements of the Assurance Framework Test Guide, embed a robust assurance framework by June 2014, to ensure that service specifications and delivery requirements are continually monitored and reviewed, risk is effectively managed and data quality is maintained.	Yes
4) Ensure delivery is matched to population, purpose and NOMS outcomes	Through 2014/2015, HMP Gartree will continue to pilot the Violence Reduction Programme as a possible alternative to the Self-Change Programme for the prison population. The evaluation strategy which supports this pilot will also be ongoing throughout the year.	Yes
4. Ensure delivery is matched to population, purpose and NOMS outcomes 4 (b.)	HMP Gartree will assist through the delivery of actions established at regional reconfiguration briefings and implement a strategy to manage the population transition, ensuring that establishments are in a positive position to adopt 'Through the Gate' services expected by October 2014 and through the delivery of a needs analysis, that resources are aligned with need.	Yes
5) Ensure that delivery of services is responsive to individual needs and characteristics to maximise outcomes.	To progress and support the emphasis of good family ties on reducing risk Family Visit Provision for 2014 will be expanded to support different family dynamics including individuals with adult children or no children. HMP Gartree will provide 12 Family Days in	No

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	2014. Every 4 months Family Days will have contained a mixture of days supporting different offender groups and family dynamics. Feedback and evaluation of attendance figures compared to the establishment population will be evaluated. This will be monitored and measured by the Head of Operations with responsibility for visit provision.	
6d) Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners.	HMP Gartree will increase the number of commercial and economically beneficial work places following their 3 year growth strategy. These will be implemented in stages over the next 3 years to ensure that the growth is developed with one3one, sustainable to guarantee commercial creditability ensuring that they meet the needs of NOMs as well as the needs of the people in their care.	No
6e) Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links.	HMP Gartree will undertake a scoping exercise to assess the feasibility of a Video Link facility.	Yes

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Table 7a: Mandatory Service specifications applicable under this Local Annex

The following specifications are mandatory for all establishments.
For the full list of NOMS Service Specifications, please refer to the Ministry of Justice website:
<http://www.justice.gov.uk/about/noms/noms-directory-of-services-and-specifications.htm>

	Service Specification	Implementation detail	Notes
1	Early Days & Discharge – First Night in Custody	Existing service specification which remains in force	
2	Early Days & Discharge – Induction to Custody	Existing service specification which remains in force	
3	Early Days & Discharge – Reception In	Existing service specification which remains in force	
4	Early Days & Discharge – Discharge	Existing service specification which remains in force	
5	Cell and Area Searching	Existing service specification which remains in force	
6	Catering	Existing service specification which remains in force	
7	Visits – Services for Visitors	Existing service specification which remains in force	
8	Visits – Visits Booking	Existing service specification which remains in force	
9	Visits – Conduct Visits	Existing service specification which remains in force	
10	Prisoner Property Services	Existing service specification which remains in force	
11	POSOE – Communication & Control Rooms	Existing service specification which remains in force	
12	POSOE – Gate Services	Existing service specification which remains in force	
13	POSOE – Internal Prisoner Movements	Existing service specification which remains in force	
14	Residential Services	Existing service specification which remains in force	
15	Nights	Existing service specification which remains in force	
16	Prisoner Discipline and Segregation – Prisoner Discipline Procedures	Existing service specification which remains in force	
17	Prisoner Discipline and Segregation – Segregation of Prisoners	Existing service specification which remains in force	
18	Immigration, Repatriation and Removal Services	Existing service specification which remains in force	
19	Faith and Pastoral Care for Prisoners	Existing service specification which remains in force	
20	Physical Education	Existing service specification which remains in force	
21	Mandatory Drug Testing	Existing service specification which remains in force	
22	Prisoner Communications Services	Existing service specification which remains in force	
23	Management of Prisoners at Risk of Harm to Self or Others	Existing service specification which remains in force	
24	Security Management	Existing service specification which remains in force	
25	Activity Allocation	Existing service specification which remains in force	
26	External Movements and Appearances	Existing service specification which remains in force	

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27	Manage Prisoner Finance	Existing service specification which remains in force	
28	Prisoner Retail	Existing service specification which remains in force	
29	Enablers of national co-commissioned services in prisons	Existing service specification which remains in force	
30	Processing and Resolution of Prisoner Complaints	Existing service specification which remains in force	
31	Manage the Custodial Sentence - Categorisation & Allocation for Custody	Existing service specification which remains in force	
32	Manage the Custodial Sentence - Manage the Sentence Pre & Post Release from Custody	Remains in force until all outputs in new specification (Manage the Custodial and Post Release Periods) go live	
33	Manage the Custodial & Post Release Periods +	Some provisions go live April/May 2014, others from contract award	Outputs 22, 22a and 23 (relating to the new risk escalation process), output 8 (which covers the resettlement needs screening of prisoners and for remand prisoners was previously an output in the Rehabilitation in Custody Specification) and outputs 53/54 (jurisdiction is transferred in/out) will go live April/May 2014. The remainder of the specification will go live at the date of CRC contract award.
34	Rehabilitation Services - In custody	Go live April/May 2014	
35	Bail Accommodation Services (BASS)	Go live April/May 2014	
36	Prisoner Employment, Training & Skills	Existing service specification which remains in force	

** Note: 'Manage the Custodial & Post Release Periods' will replace 'Manage the custodial sentence - Manage the sentence pre & post release from custody', once new legislation in force and CRC contracts awarded.*

Table 7b: Service specifications applicable under this Local Annex

For the following specifications, indicate which are applicable to the establishment by confirming Yes or No

37	Specialist Units (HSE)	No	Existing service specification which remains in force
38	Bail Services	No	Go live April/May 2014
39	Deliver Accredited Programmes	Yes	Go live April/May 2014
40	Mother & Baby Unit	No	Existing service specification which remains in force
41	Deliver Victim Offender Conferencing (Restorative Justice)	Yes	Go live April/May 2014

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Table 7c: Service Options, above the national minimum		
(which are commissioned under this SLA)		
Service specification	Output(s) commissioned	Service Option Commissioned [YES / NO]
Cell & Area Searching	A risk assessed programme of routine area searching is agreed, documented and completed correctly.	Yes
Cell & Area Searching	Assurance is sought through a risk assessed programme of covert testing. Non HSE	Yes
Early Days & Discharge - First Night in Custody	One-to-one welfare support is provided within courts/custody suites to address immediate needs of the prisoner.	No
Visits - Conduct Visits	There are facilities for children to participate in supervised play whilst visiting a prisoner	Yes
Visits - Services for Visitors	Visitors are able to purchase snacks and hot/cold drinks prior to the visits period.	No
Visits - Services for Visitors	Visitors are able to purchase a meal and hot/cold drinks prior to the visits period.	No
Visits - Services for Visitors	Private meetings can be facilitated between visitors and Partner Agencies.	No
Visits - Services for Visitors	There are facilities for children to play whilst waiting to visit a prisoner.	No
Visits - Services for Visitors	Visitors receive information through a variety of media regarding relevant support services.	Yes
Visits - Services for Visitors	A Family Support Worker is available to support families.	No
Faith and Pastoral Care	Prisoners have access to a Resettlement Chaplaincy Scheme.	No
Mandatory Drug Testing	Prisoners found guilty of misuse of Class B and/or Class C drugs or who frequently refuse to comply with MDT testing may be subject to a Frequent Testing Programme.	Yes
Mandatory Drug Testing	Prisoners may be subject to Reception testing.	No
Prisoner Employment, Training & Skills	Prisoners have the opportunity to gain industry recognised and accredited qualifications through employment, training and skills according to risk and need.	Yes
Prisoner Employment, Training & Skills	Qualifications gained are aligned with market needs and within the Qualifications and Credit Framework	Yes
Deliver Accredited Programmes	Competent staff are contributed to the national training provision as agreed by the commissioner. Output wording subject to revision	Yes

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Table 7d: Agreed delivery hours for specified services

Service Specification	Output	Agreed hours	Rationale (where hours are agreed above the minimum set within specifications)
Residential Services	Daily time in open air [minimum 30 minutes] (row 21 of the specification)	45 Minutes daily	HMP Gartree will deliver the 45 minutes as this meets the needs of the core day to allow for other activities crossing into the activity window.
Physical Education	Minimum number of PE Hours [per week] (row 1 of the specification) (as calculated using the SBC published spreadsheet product)	4 hours weekly	HMP Gartree will deliver 4 hours per individual as opposed to 2.5 as set out in the Physical Education model. They will initially continue to deliver above the level of required output reducing through the next 3 years phased against their activity growth strategy. This phased increase in activity will counter balance the decrease in the Physical Education commitment.

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8. Activity Places (Work and Prison Services)

Table 8a: Agreed Activity Allocation places

Table 8a: CU095a (Hours Worked in Industry) activity places allocation

The content of this table 8a removes the need for an establishment to complete a separate Annual Capacity Forecast (ACF) by documenting the workshop activity details and predicted outputs.

INDUSTRIES (ONE3ONE)										
INDUSTRY SERVICE CODE	WORKSHOP NAME	Maximum number of prisoner places per activity (planned per week total for 2014-15)	TOTAL STAFF NUMBERS	CORE HOURS PER WEEK	Annual Internal Soft Charged Sales Predictions	Annual Internal Hard Charged Sales Predictions	Annual External Sales Predictions	Annual Internal Soft Charged Materials Predictions	Annual Internal Hard Charged Materials Predictions	Annual External Materials Predictions
Industries Cleaning BICS	Workshop 5 recycling and BICs	20	1	28.25	0	0	0	0	0	0
Industries Enterprises contract services	Workshop 2 decoration	30	1	28.25	0	0	£35,100	0	0	£300
Industries Enterprises contract services	Workshop 4 Magic Carpets	15	1	28.25	0	0	£17,500	0	0	0
Industries – Desktop publishing	Studio	15	1	28.25	£4,700	0	0	£3,000	0	0

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Industries – Laundry	Laundry	12	1	28.25	£80,000	0	0	£3,000	0	0
Industries Land Based Activities	Gardens	10	1	28.25	0	0	0	0	0	0
Industries PICTA / Braille	Workshop 1 PICTA	30	2	28.25	0	0	0	0	0	0
Industries Enterprise Contract Services / Plastics	Workshop 7 Coppermill	25	1	28.25	0	£15,000	0	0	£10,000	0
Industries – Textiles	Workshop 6	30	2	28.25	0	£25,000	0	0	£23,750	0
Industries – Textiles	Workshop 9	30	2	28.25	0	£225,000	0	0	£213,750	0
Industries – Textiles	Workshop 10	30	2	28.25	0	£225,000	0	0	£213,750	0
Total		247	15		£84,700	£490,000	£52,650	£6,000	£461,250	£300

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Table 8b: Services (not industries)

Table 8b CU095b (Hours Worked in Services) – this should contain services that are measured under this specific metric			
Activity Service Code	Service Description	Maximum number of prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
HU1 Wing Activities	Orderly Cleaners ~ Library, Gym, Chapel, Visits, Reception	13	28.25
HU2 Wing Activities	Other ~ Servery Workers on Residential Units Classroom Assistants	12 14	28.25 28.25
HU3 Wing Activities	Weekend Activity~ Included in Kitchen & HU5		
HU4 Wing Activities	Nil		
HU5 Wing Activities	Wing Cleaning	88	28.25
HU6 Wing Activities	Works~ Painting Party	10	28.25
Kitchen	Includes weekend working	30	28.25
Sub total		167	169.5

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Table 8c- other permanent activity places

This will include other permanent weekly activities including OLASS activity places, ROTL places

Table 8c: Other Activities			
This should contain activities that are not in scope of either CU095a (Hours Worked in Industry) or CU095b (Hours Worked in Services) metrics.			
Activity Service Code	Activity Description	Maximum number of FTE prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
Basic Key Skills up to level 2			
Core Education Classes	English, Mathematics, ICT and ESOL	8 (34 Classes of 8 learners per class per week)	28.0
Education Induction Assessment	BKSB and Marketing	5 (1 class of 5 learners per class per week)	3.5
Education leading to accreditation	Cookery	8 (8 classes of 8 learners per class per week - cookery)	28.0
	painting and decorating	6 (8 classes of x 6 learners per class per week – painting and decorating)	28.0
	Wamitab Art	8 (8 classes of 10 learners per class per week - Art)	28.0
	Business studies	10 (1 class of 10 learners per class per week - Families)	3.5
	GCSE(Maths	10 (5 classes of 10 learners per class per week – GCSE)	17.5
	English	10 (6 classes of 10 learners per class per week – Wamitab)	21.0
	History Peer Mentoring	10 (4 classes of 10 learners per class per week – Btec Business)	14.0
	Personal Life Skills, Families	10 (1 class of 10 learners per class per week - Peer mentoring)	3.5
		8 (2 classes of 8 learners per class per week - Life skills)	7.0
		8 (3 classes of 8 learners per class per week - Virtual campus)	10.5

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PE Leading to QCA Qualifications			
Skills training leading to Accreditation		30 NVQ learners in Production Workshops with N-ergy Limited 10 NVQ learners in the Production Kitchen with Leicester College	
Prison Induction Courses/Interviews	Induction	5 (1 class of 5 learners per class per week - NCS and OLASS jointly)	3.5
Other		10 (1 class of 10 learners per class per week - WEA programmes – 2 hour duration)	2.0
		6 (1 class of 6 learners per class per week - U3A and associated activity)	3.5
Sub total		158	201.5
Table 8 Total		572	681.75

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Section 3: Regime Outline

The master record of the establishment's regime is on the NOMS Performance Hub and is subject to appropriate governance and change control. This table will document a "snapshot" of the agreed regime set following negotiations between HMPS and the Commissioner and effective at the commencement date of the SLA.

Guidance and Technical Notes relating to the Commissioned Regime Return will be available on the NOMS Performance Hub.

Out of cell session time summary by day

Day	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
Mon	5h 55m	0h 59m	1h 09m	0h 36m	0h 54m	9h 35m
Tue	5h 55m	0h 59m	1h 09m	0h 36m	0h 54m	9h 35m
Wed	5h 55m	0h 59m	1h 09m	0h 36m	0h 54m	9h 35m
Thu	5h 55m	0h 59m	1h 09m	0h 36m	0h 54m	9h 35m
Fri	5h 55m	0h 54m	1h 09m	0h 34m	0h 54m	9h 29m
Sat	1h 27m	4h 01m	0h 15m	1h 00m	0h 16m	6h 59m
Sun	1h 27m	4h 01m	0h 15m	1h 00m	0h 16m	6h 59m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	5h 55m	0h 58m	1h 09m	0h 36m	0h 54m	9h 34m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	4h 38m	1h 50m	0h 54m	0h 42m	0h 43m	8h 50m

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Section 4: SLA Delivery Requirements and Levels at Commencement Date

The master record of the Delivery Requirements and Levels for this SLA is on the NOMS Performance Hub and is subject to appropriate governance and change control. This template will document a “snapshot” of the SLA Delivery Requirements and Levels set following negotiations between HMPS and the Commissioner and effective at the commencement date of the SLA.

Guidance and Technical Notes relating to the SLA Delivery Requirements will be available on the NOMS Performance Hub.

Secure and Decent Custody

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU001	Discharge to Court	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	100.00 %
CU003	Absconds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CU006	CAT A Escapes													0	0	0	0	0	0
CU007	Escapes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CU016	Mandatory Drug Testing (MDT)	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	5.60 %	
CU031	Control & Restraint (C&R) Training	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	
CU060	Tornado Commitment																		17.00
CU074	MQPL Score BME	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50
CU056a	Security Audit -	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.56

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	Audit & Corporate Assurance (A&CA)	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU057a	Self Harm Audit (A&CA)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.40
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU067	HMIP Resettlement	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.95
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU075	HMIP Respect	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.79
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU077	HMIP Safety	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.92
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU078	HMIP Purposeful Activity	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.58
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU076	MQPL Safety	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.84
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU079	MQPL Decency	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.81
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU088	Violence Management																		

Offender Management

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU002	Release on Temporary Licence (ROTL)	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	100.00 %
CU043	Generic Parole Process (GPP)	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU083	OASys Quality																		

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			90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU086A	Return MAPPA Forms	of F																		
			90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU089	ViSOR Effectiveness (Prison)																			
			90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %

Interventions

			Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU019	Sex Offender Treatment Programme (SOTP) Completions																			942
CU021	Offending Behaviour Programme (OBP) Completions														104.00	104.00				6,456.00

Regimes

			Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU013	Settled Accommodation on Discharge		0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	
CU014	Training Education / on Discharge		0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	
CU015	Employment on Discharge		0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	
CU095a	Hours Worked In Industry																			

General

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		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CR003	Staff Sickness Absence																		
CU036	Correspondence Response Times	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	94.44 %
CU063	Water Consumption																		
CU094	Energy Efficiency (CO2e)																		
CU081	Prison Cost Analysis (PCA)	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

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