



National Offender
Management Service

**Annex to East Midlands Area
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 & YOI Foston Hall

Local Establishment Annex 2014-15

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This document is the Local Establishment Annex 2014-15 to the East Midlands 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 & YOI Foston Hall
Establishment type	Female Closed
Specialist function	
Security Category / Categories:	Female prisoners suitable for closed conditions or lower
Annual Operating Price	To be agreed

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	290
Operational Capacity	310

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:	Female prisoners only
Age:	Adults (21 and over) and Young Adults (18-21)
Security Category:	Female prisoners suitable for closed conditions or lower
Sentence Status:	Remand and Sentenced prisoners
Sentence Length / Type:	No restrictions 29% Resettlement
Offence Type:	No restrictions
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 & YOI Foston Hall is a female local prison holding prisoners aged 18 and over. The population is mainly comprised of remand prisoners and longer sentenced determinate prisoners. This establishment mostly holds prisoners remanded or sentenced by courts in the East Midlands and the West Midlands regions and receives most of its prisoners from courts in the area, particularly Birmingham and Wolverhampton.</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	39	39
Prisoners sentenced to less than 12 months	N/A	N/A	N/A	N/A	N/A	41	41
Determinate prisoners serving 12 months or more but less than 4 years	N/A	N/A	N/A	N/A	N/A	47	47
Determinate prisoners serving more than 4 years	N/A	N/A	N/A	N/A	N/A	35	35
Indeterminate prisoners	N/A	N/A	N/A	N/A	N/A	39	39
Determinate and indeterminate Recallees	N/A	N/A	N/A	N/A	N/A	19	19
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	90	90
Discretionary	N/A	N/A	N/A	N/A	N/A	0	0
Total	0	0	0	0	0	310	310
Resettlement	Yes	Reset %		0.29	Reset No.		90
Specialist Function							

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SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	Response to Commissioning Intention
Theme 1 Enhance public protection and ensure a safe, decent environment and rehabilitative culture. This intention focuses on protecting the public and reducing reoffending by providing a safe, secure and decent delivery environment where offenders are enabled to make positive changes to their lives.	
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.	<p>Foston Hall will ensure that those who work with offenders do so with a sense of purpose to rehabilitation and desistance; this will be achieved by ensuring we have an equipped workforce who fully understand and appreciate the essential part and role they as individuals play.</p> <p>The Governor, as the most senior manager at the establishment will ensure that a safe, legal and decent environment exists, and that positive and professional staff prisoner relationships are encouraged. The Governor will ensure, that all staff who work at Foston Hall are aware of and uphold the Prison Services Principals, as a minimum all staff are expected to adhere to Annex A of the Professional Standards Statement</p> <p>The Senior Management team at Foston Hall will promote the concept of 'every contact matters' ensuring those staff who have contact with offenders see their daily interactions as part of a holistic approach in reducing reoffending. There is already a sense of genuine care for offenders at Foston Hall, the development of an 'every contact matters' approach will be used to further underpin and develop this sense.</p>
1b All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance	<p>The Governor, as the most senior manager at the establishment will ensure that a safe, legal and decent environment exists, and that positive and professional staff prisoner relationships are encouraged. The Governor will ensure, that all staff who work at Foston Hall are aware of and uphold the Prison Services Principals, as a minimum all staff are expected to adhere to Annex A of the Professional Standards Statement</p>

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<p>1c Efforts are made to ensure offenders experience the environment as safe.</p>	<p>To meet the requirements of the Regional SLA we have visited the MQPL and SQPL report from August 2013, it is clear that the 'Every Contact Matters' initiative and a Safe & Decent environment are not as embedded as was expected. The findings from the SQL suggested that throughout the establishment staff members were positive on average with regards to their feelings of safety within the prison (Safety/Control/Security), however discipline staff members produced a score which clearly indicated negative perceptions on average for this dimension and their response seemed somewhat less positive than average. They were least positive in response to the statement about assaults by prisoners on staff. The concerns raised through the SQL will be monitored through the local Listen to Improve/Staff engagement exercises.</p> <p>The MQPL findings showed that over 50% of the prisoner population felt safe from being injured, bullied or threatened, half of the remainder neither agreed or disagreed and the rest felt unsafe. Our assessment from MQPL is that our weaknesses are shown as follows;</p> <ul style="list-style-type: none"> * Decency – 62.5% of prisoners have stated that they spend too long locked up in their cells, but 47.1% of the population thought this is a decent prison * Bureaucratic Legitimacy – 68.5% of prisoners stated they have to be careful about everything they do or it can be used against them and 59.4% feel they have no influence about the decisions that are made about them. * Organisation and Consistency – 86.1% of prisoners felt they have to repeatedly ask to get things done and 57.9% say they don't know where they stand in the prison. 48% of the population also thought that there was no enough structure in the establishment. * Drugs and Exploitation – The highest score was 54.5% of prisoners felt that drugs cause a lot of problems between prisoners and all the other statements within this category were relatively high. <p>On review of the Dimension scores from the MQPL, there is a clear pattern of inconsistency between the various residential wings and the scores across a variety of headings. We will continue to investigate and explore through staff groups and prisoner council our concerns with regards to the areas of weakness and will implement improvements which will be tested with regular meetings with both staff and prisoners. Consideration will be given on how we can test the dimensions on a regular basis to gauge prisoners perception.</p> <p>The SQL report indicates that there are a high proportion of operational staff who perceive the following areas of concern</p> <ul style="list-style-type: none"> * Attitudes towards the SMT * Relationships with the organisation * Stress * Punishment and discipline * Positive attitudes to prisoners <p>However apart from stress, this is not seen as a concern by the non operational staff. The Governor is keen to establish a stable and consistent SMT to work through the identified areas above with a view to making improvements. These</p>
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	<p>improvements will be monitored through staff engagement events.</p> <p>A safe environment will be promoted from the reception process through to the discharge process. The experience on Reception and through to the Induction programme will reinforce the Prison Service approach to Zero Tolerance through the message given by Staff and through the support of the prisoner peer support processes. The violence reduction policy will be made available to all and guidance on what to do to make Staff aware of what to do in the event that someone does not feel safe. The establishment will monitor the safeness of the environment through information sources such as those listed below:</p> <ul style="list-style-type: none"> • Data quality on the violence management hub • Safer Custody Audit Reports • Pulse Survey results • Complaints • MQPL indicators (see Annex A) • Reportable Incidents • Adjudications, and follow up activity • Use of Force statistics • Rule 45 applications • SQPL indicators • ACCT data <p>We will continue to robustly manage prisoners through the Violence Reduction Strategy which includes Zero tolerance towards bullying and any anti-social behaviour.</p> <p>Under the Benchmarking process linking into the changes identified from the female estate review and the female publication specification, we will maximise the procedures to operate a safe, decent and secure environment.</p> <p>As per the requirement of the Regional SLA requirement we will work with the Area Lead for the negotiator strategy to support the development of an area based support mechanism.</p>
<p>1d Good quality risk assessments, risk management systems and information-sharing between partner agencies (where relevant) result in the application of appropriate public protection and security measures, and these ensure the needs of victims are appropriately addressed.</p>	<p>HMP Foston Hall are committed to comply with the instruction 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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<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 Foston Hall are committed to comply with the instruction 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>
<p style="text-align: center;">Theme 2</p> <p>Strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners This integration of services is critical to maximising investment and securing better outcomes for offenders, their families and local communities.</p>	
<p>2a There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximize outcomes for offenders</p>	<p>During a transition and development period following benchmarking and female estate review, a range of services will be delivered to offenders at Foston Hall, which when sequenced correctly are intended to reduce the risk of offenders reoffending. We have partnerships in place with a range of providers, notably commissioned Educational, Health, Psychological, substance misuse and Probation Services, each providing interventions to offenders additional to those provided directly by the establishment. Partnerships are maintained by the inclusion within the SMT of representatives some of the commissioned service providers (Health and Substance misuse)</p> <p>We will use any development opportunities that present as a result of the 'Female Estate Review' and work closely with both Drake Hall and Styah, with who we have been identified to provide a 'Hub' service for effective and efficient care for Female Offenders in custody.</p> <p>The establishment will remain responsive to the changing landscape of TTG services, by developing a closer relationship at Director level for our commissioned Probation Services.</p> <p>To support this intention, a Development Objective has been included in Table 6.</p>
<p>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.</p>	<p>We have in place the associated IT that enables the seconded DWP staff member to access clients records regarding closing current benefit claims and ensuring that offenders are enrolled onto work programmes prior to their release. We will continue to support DWP through the introduction of the universal credit initiative and will ensure no barriers exist at the point of delivery of this service.</p> <p>Offenders will be allocated appointments through the PNOMIS system in line with activity allocation processes. Any appointments not attended by prisoners, will be dealt with through the IEP policy to ensure we are responsive to requests to assist in ensuring offenders are available, and that any barriers we are able to control that prevent access to this service are removed.</p>

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<p>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</p>	<p>HMP Foston Hall will continue to work closely with NHS England Health & Justice Commissioning unit to ensure that Health & Justice outcomes of all offenders are met. The service will continue to be managed through Quarterly Partnership boards. NHS England has commissioned a full Health Needs Analysis for the new period to ensure appropriate services are delivered. Representatives from NHS England and the lead Commissioners will meet regularly with the Governor to ensure services being delivered are appropriate for the population and to discuss any items of concern. All parties will ensure that good quality lines of communication are in place at all times.</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>All offenders on reception will be screened by our Healthcare provider and Equalities Officer to identify the needs of all individuals entering custody. On identification these offenders are referred appropriately in line with their care needs, urgent needs are prioritised and where available are dealt with within the first 24 hours of reception, where this is not possible, they are dealt with at the very earliest opportunity. Our current provision through Healthcare provides group sessions with women with personal care needs to ensure they are appropriately supported. Provisions that are currently in place to meet care and support needs of offenders coming into custody are:</p> <ul style="list-style-type: none"> • Learning disability group sessions • Smoking cessation • Mental Health • Counselling • Primary care with outside agencies • Physiotherapy • Occupational health therapy • Specialist nurses in the community <p>This will also link in with sentence planning to ensure they are prepared for final release into the community. Information is shared with other establishments and the community wherever possible. We are strengthening relationships with Local Authority Directors of Social Care through Joint Commissioning Health Partnership Board, which is essential in securing improved access to services and continuity of care. We will provide local links with Social Services to ensure offenders are not disadvantaged in accessing Adult Social Care. This will be monitored and measured through meetings with the DHU Manager</p> <p>We are awaiting the outcome of the Care Bill discussion through parliament, expected April 2015 when we will be able to link with other establishments within the female estate, local authorities and health providers to ensure appropriate support for prisoners will be available to meet their individual needs.</p>

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<p>2e In England - Work with Local Authorities (LA's) to promote inclusion of, and maximise benefits to, offenders' families</p>	<p>We will continue to explore what opportunities we can offer to offenders families, linking in where possible with the local authorities to ensure family ties are maintained. A development objective is included in Table 6.</p>
<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>	<p>Work on the development for a PD Pathway within the Midlands area is well underway with work taking place within Foston Hall to provide the specific needs for those identified as having a PD. Links are well established with HMP & YOI Drake Hall as well as external agencies with the support of external partners. An enabling environment will be in place and operating for the period</p>
<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>The establishment is working within a cluster that includes two other establishment, one being Drake Hall. The cluster HOLS is actively working with both sits to ensure that joined up working is happening as it is our intention to work closely with Drake Hall with regard to sequencing offenders through the prison system with as little disruption as possible. The cluster HOLS is working closely with the Governor and local head of Activities to ensure that the curriculum delivered meets the needs of the population and that we utilise the maximum capacity that we are in contract for. The establishment itself would be difficult to make a complete place of work due to the service we provide but it will be out intention to provide some areas as a 'Working Prison'.</p> <p>Employment and training opportunities are an important factor to reduce reoffending and we aim to continue the level of performance in to a new period.</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>Work opportunities will be improved throughout the establishment with opportunities being introduced that will hopefully link in with external partners which could lead to employment opportunities on release. We will review the current ROTL opportunities in line with the potential change of population due the closure of the open establishments within the female estate to support the resettlement process.</p>

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Theme 3

Deliver an efficient, quality service

Delivery should be evidence-informed, efficient, quality-assured, well targeted, within minimum requirements as set out in specifications, instructions and contracts. Services must be of appropriate quality and delivered in the most efficient way to obtain the best value for the taxpayer

<p>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>	<p>Foston Hall will deliver targeted interventions aimed at offenders who have a OGRS score above medium, we have previously delivered Choices, Actions, Relationships, Emotions (CARE) which is a specific intervention aimed solely at female offenders, and Thinking Skills Programme (TSP). Both courses are aimed at offenders with the Offender Group Reconviction Score (OGRS) scores above medium, who pose the greatest risk of re offending. We also provide non accredited services from Anawim (domestic violence), spurgeons (under 25's), worship 2 (self harm) and Substance Misuse.</p> <p>We envisage that we will continue to use competent staff to deliver our accredited programmes, which at present includes using commissioned staff from our local probation trust. We will target resources used from our Segmentation data to deliver these interventions.</p> <p>Working within the recommendations from the female estate review and potential additional court catchment, the prison will review the type of strategies it employs, and the services and interventions it offers to ensure that the approaches being used are ones which are effective with the type of offenders that receive them, and that the factors being targeted for change are related to desistance, reduced reoffending and public protection, or a reduction in harmful institutional behaviour.</p>
<p>3b Have robust quality assurance processes in place to ensure offender services are (i) delivered as they are intended (i.e. with integrity and as planned and designed) and (ii) that they are effective.</p>	<p>The Governor and SMT will ensure that offender services are monitored for compliance with specifications and outcomes through Bi-lat meetings with functional Heads. All Functional heads will be required to offer assurance through evidence based discussions that the required level of service is being provided and any areas of note will be monitored to ensure compliance. Foston Hall will only use appropriately trained staff to deliver accredited courses, delivery and governance of these courses will be in line with nationally agreed delivery models, and we will ensure that suitable management support is given.</p> <p>We will monitor the Performance requirements of the SLA including SDR's, Development objectives etc through weekly performance meetings and monthly SMT performance reports. All actions following inspections or audits will be transferred to a local Consolidated Action Plan which will be monitored through bi-weekly meetings with Functional Heads and Business & People Hub Manager, chaired by the Deputy Governor</p> <p>Foston Hall will offer a range of accredited and non-accredited activities to equip prisoners with the skills required to assist them with resettlement and to help reduce the risk of re-offending. Those who fail to comply with regime requirements will be dealt with through the IEP and other available processes in line with PSO 4350 effective regime and interventions.</p> <p>In order for the Governor to have confidence in the internal assurance process, the current systems will be reviewed and updated as required in line with the Regional SLA by June 2014.</p>

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Theme 4

Ensure delivery is matched to population, purpose and NOMS outcomes

All providers should think about matching their delivery to their population, purpose and outcomes.

4a Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where they will deliver the greatest outcomes for investment

Consider this information as 4b

The following segmentation data has been used by the establishment to inform decisions in targeting resources effectively.

Sentence Length	< 12 months	42	19%
	1-4 years	66	29%
	4 years+ Determinate	40	18%
	Indeterminate	57	25%
	Recall	19	8%
	Total	224	100%

Those sentenced to 4 years and under form the largest proportion of the prison population, this equates to app. 48% of the offender population.

	OGRS 0-24, Low	65	29%
	OGRS 25-49, Medium	43	19%
Re offending Risk Level	OGRS 50-74, High	65	29%
	OGRS 75-89, Very High	36	16%
	OGRS 90-100, Prolific	15	7%
	Total	224	100%

Offenders with either a Low or Medium risk of re-offending represents the majority of offenders at Foston Hall, it is difficult to give an accurate assessment of the sentence length of offenders and how they fit into the risk of re-offending scales, however it can be said with some certainty that offenders with short sentences (under 4 years) may make up a disproportion of offenders who pose a higher risk of re-offending

Offence Type	Sexual	5	2%
	Violent	107	48%
	Robbery	23	10%
	Acquisitive	59	26%
	Drugs	17	8%
	Motoring		
	Other	13	6%
	Total	224	100%

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	<p>Offenders with offences that are deemed as violent represents the majority group at Foston Hall, it is unclear what this groups sentence length or OGRS score would be.</p> <p>With the above information we have based our intention to continue to deliver both CARE and TSP courses; both these target offenders with an OGRS score above medium, and do not have length of sentence restrictions placed up on.</p> <p>There may be changes to the offender population and make up at Foston Hall as a result of changes resulting from the 'Female Estate' review, we are also mindful of potential changes to the make up of the offender population that may occur resulting in the commencement of PD services at Foston Hall.</p>
<p>Ensure that delivery of services is responsive to individual needs and characteristics to maximise outcomes Offenders can present with a wide range of experiences and needs that impact on their ability to engage with interventions and services, successfully complete their sentence, and live independent crime-free lives. This intention requires the delivery of services to be responsive to individual needs and characteristics and to maximise outcomes.</p>	<p style="text-align: center;">Theme 5</p>
<p>5a Individual need and characteristics are identified, assessed for significance and monitored</p>	<p>We have a number of standard processes for identification and assessment of individual needs within first days in custody which include healthcare screening, education assessments, equalities questionnaires, safer custody and cell sharing risk assessments. In addition we recognise that a number of offenders may have possible unidentified learning disabilities and mental health problems. To meet this need we have additional screening and assessment arrangements in place for these areas of need and strategies for sharing assessment information across partners. These processes are monitored to ensure they are of a good standard and delivered as expected. The results are used to develop individual plans where offender needs are identified.</p> <p>Individual needs are monitored through a range of tools such as the OASys sentence plans, ACCT plans, Care plans and Individual learner plans. In addition we monitor the needs of our populations against the services and activities received in order to ensure that appropriate services and interventions are in place and adapted to meet needs, and to ensure that groups with particular characteristics are not discriminated against.</p> <p>Individual needs may arise from enduring characteristics such as age, ethnicity or disabilities or could be more temporary, for example bereavement or depression. We ensure that our staff have adequate training so that they are able to identify offenders who may need additional support and can take appropriate action.</p> <p>Data on all protected characteristics is collected from all prisoners and recorded on Prison-Nomis.</p>
<p>5b Information on individual need and characteristics is used to sequence and adapt service to individual need</p>	<p>Information gained is then used 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 necessary.</p> <p>Through our equalities officer, staff will 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.</p>

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Theme 6

Deliver priority national or specialist services

There are some services that, because of their nature or the offender group they are targeted at, require a greater level of guidance and specification.

<p>6a Engage with existing local structures and ensure that training and awareness is embedded among key staff groups, in order to deliver on the identification, assessment and management of extremist offenders. Ensure referral, where appropriate, to interventions (including Channel), structured assessment (including Extremism Risk Guidance (ERG22+) and structured interventions including Healthy Identity Intervention (HII)) and, within prisons, faith-based programmes (including Tarbiyah & Ibaana) according to offender risk and need.</p>	<p>In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Foston Hall will ensure delivery in the key thematic areas of Intelligence Gathering & Management; Offender Management and Public Protection; and Interventions & Resettlement, as assessed by NOMS HQ.</p> <p>HMP Foston Hall 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> <p>We have established working relationships with Derbyshire SB, whom are invited to our scheduled pathfinder meetings.</p>
<p>6b Deliver victim-offender conferences (Restorative Justice) where capacity exists and develop partnerships and a supportive environment to enable delivery where in-house capacity does not exist</p>	<p>HMP Foston Hall will support the Restorative Justice project to enable the delivery of victim-offender conferencing (RJ), which as well as raising awareness of RJ amongst relevant staff groups, includes the provision of infrastructure to support delivery, such as the development of processes which contribute to suitability and risk assessments; appropriate gate procedures for entry into the prison of victims and other participants and providing appropriate rooms for the conference to take place.</p>
<p>6c Ensure the efficient use of prison places 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.</p>	<p>We will continue to ensure offenders held on remand are offered BASS accommodation and support for release on bail. Offender Supervisors, whilst not directly resourced for the management of unconvicted offenders will support the bail process by referring offenders to the accommodation provider and liaising with solicitors and the court to ensure timely applications are dealt with.</p> <p>The prison will also continue to promote BASS to offenders through leaflets, posters etc who do not have a release address for HDC and support the process by completing referrals enabling offenders to be released on their HDC eligibility date. We will consider BASS support-only for those with their own accommodation who could be released with additional support to assist them.</p>

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	We will monitor through the OMU, BASS referrals and placement trends and investigate when these are outside the expected range and establish improvement objectives where outcomes are substantially below the expected or historic level for the institution.
6d Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners.	We intend to liaise with local companies and enterprises to source work opportunities that would benefit the population. We have the opportunity to develop some new work areas within the establishment which will assist in this area.
6e Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links.	HMP Foston Hall will continue to develop a strategy for extending use of video conference facilities by 31/12/14 consistent with the NOMS Video Action Plan, ensuring that use is consistent with type of establishment and makes maximum usage of existing/planned facilities. Head of Operations and Security will be the establishment lead for the NOMS video action plan and will establish and maintain relationships with the relevant stakeholders.

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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	All Offenders go through an Induction programme where they will be made aware of the services that are available within Foston to assist them in there rehabilitation. We will identify the requirements with regard to working to towards targets contained within sentence plans and the Utilise the Every Contact Matters agenda, use of prison compacts, prison rules, administrative processes in the event of any breaches of local rules such as adjudication. IEP, VR strategies.	NOMS Locally & Co-commissioned.
Prisoners are made aware of their responsibilities in engaging with and accessing services	All Offenders go through an Induction programme where they will be made aware of the services that are available within Foston to assist them in there rehabilitation. We will identify the requirements with regard to working to towards targets contained within sentence plans and the Utilise the Every Contact Matters agenda, use of prison compacts, prison rules, administrative processes in the event of any breaches of local rules such as adjudication. IEP, VR strategies.	NOMS Locally & Co-commissioned.
Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<p>All staff at Foston Hall will use their contact with offenders in a positive way, as a minimum the expected standard will be that as outlined in the Prison Services Professional Standard Statement.</p> <p>All offenders at Foston Hall will be encouraged to engage in a positive manner, and will be encourage doing so by the application of the recently revised IEP Scheme. Staff will apply the incentives and sanctions with integrity ensuring offenders are made aware of why their behaviour is anti social.</p> <p>We ensure that effective information sharing is undertaken between all staff at Foston Hall, ensuring partner organisations are not excluded from this process. Staff from all organisations who deliver offender related services are expected to do so in a positive way.</p>	NOMS Locally & Co-commissioned.
Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	Offenders training and employment needs are assessed as part of their introduction to custody, this information is then used to target individuals training and employment needs, relevant interventions are then delivered at strategic parts of the offender's sentence, ensuring that the offender's greatest need is addressed prior to their discharge.	NOMS Locally & Co-commissioned.

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Prisoners can access services that enable them to manage housing needs created as a result of their custody.	Offenders housing needs are assessed as part of their introduction to custody, this information is then used to target individuals housing needs, ensuring that the offenders who have the greatest need is prioritised prior to their discharge. The aim is to ensure that the offender existing housing provision is not unduly put at risk due to their time in custody.	NOMS Locally & Co-commissioned.
Prisoners can access services that enable them to seek settled and suitable housing for release.	Offenders housing needs are assessed as part of their introduction to custody, this information is then used to target individuals housing needs, ensuring that the offenders who have the greatest need is prioritised prior to their discharge. The lack of existing resources and secured funding to provide much more than a sign posting services proves difficult to ensure the needs of some of the more challenging offenders are addressed.	NOMS Locally & Co-commissioned.
Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.	IAG Money matters through education provider to be considered. Advice lines made available through the PIN phone system as well as information through the Information, Advice and Guidance centre.	NOMS Locally & Co-commissioned.
Prisoners can access available services which enable them to address their family welfare and family support needs.	<p>Foston Hall we continue to deliver a range of services which will enable offenders to address family needs, the majority of the interventions available will be delivered through sign postings of services by staff who work most closely with offenders on a daily basis (wing staff) Foston Hall will also continue to provide domestic visits sessions, contact through mail and PIN phone and continued provision of 'family visits' in a structured setting.</p> <p>We will also ensure that we support the troubled family initiative by not placing any undue restrictions on local authority visits.</p>	NOMS Locally & Co-commissioned.
Prisoners have equivalence of access to health services in custody as in the community.	The current Health care provider will be conducting a Health Needs Analysis early in the new year which will ensure that the provision is in line with an identified need. The provider will, where ever possible, forge links with external health services to support the care given in custody and upon release. This intention will develop with the increase in resettlement provision following the recommendations from the female estate review.	NOMS Locally & Co-commissioned.
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	Substance Misuse services will be provided through a commissioned service provider. These services will be advertised during the Reception and Induction process, but will also be available at any point during a prisoners stay.	NOMS Locally & Co-commissioned.

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Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	The establishment has a designated lead for this pathway. Our aim will be to, where ever possible, identify offenders who come through reception and signpost to support services at the earliest opportunity and at a minimum prior to release. The establishment will endeavour to heighten Staff awareness to this particular pathway to increase the support network available to all relevant offenders.	NOMS Locally & Co-commissioned.
Prisoners who have been sex workers can access services that offer them advice and support.	The establishment has a designated lead for this pathway. Our aim will be to, where ever possible, identify offenders who come through reception and signpost to support services at the earliest opportunity and at a minimum prior to release. The establishment will endeavour to heighten Staff awareness to this particular pathway to increase the support network available to all relevant offenders.	NOMS Locally & Co-commissioned.

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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 <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 	Strategic approach to meeting the needs of the segment 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. 	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"> 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		There will be an emphasis on pro-social modelling and behaviour through the day to day contact with staff of all disciplines working within the 'Every Contact Matters' agenda. Where required or appropriate there will be interaction with OMU and other support agencies to secure accommodation, employment and/or training and education on release. Offenders will be offered education classes to improve numeracy, literacy and life skills and will be seen routinely within the early days in custody by the substance misuse and In Reach teams. Support networks through the gate and the maintaining of family ties will be a priority for this offender group.	
Sexual Offenders	5 2%	The expectation would be that this group of offenders would not be serving a very short sentence. The segmentation data identified a very low number of sexual offenders are at this establishment and because of this it is suggested that we would complete the induction process and initial sentence plan with a view on moving the individual to another establishment that could provide the necessary interventions and then receive back for local discharge.	We would not expect to deliver any accredited programmes for this group at his establishment.
Violent offenders	No OASys 10 9% Low (0-29) 63 59% Med (30-59) 27 25% High (60-79) 6 6% V High (80-99) 1 1%	The overall total for this group of offenders is high, 110, but this is broken down mostly across the low, medium and high ratings. Segmentation shows that the highest number of offenders in custody for violent offences is within the indeterminate group and so these would be best suited for the CARE and TSP at the appropriate time in their sentence plans. Other offenders are across the less than twelve months through to the four years and above and would need to be assessed against individual have less than 6 months to serve so it would	Through CARE and TSP (accredited). Additional non accredited Interventions to be confirmed

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		be suggested that we offer some sought of intensive regime covering drug and alcohol services and possibly anger management. CARE, TSP and possibly the FOR project can be an option.	
Indeterminate Sentenced Prisoners (ISPs)	Low - Violent 27 2% Med – Violent 13 6% Med – Other 0 0% High – Violent 13 6% High – Robbery 1 0% V High – Violent 2 1%	<p>This group would be priority for psychology department risk assessment and one to one work. Screening would need to take place to establish what work was required with the higher OGRS offenders. Those with the lower OGRS will need to have any suitable interventions identified and added to sentence plans and a suitable plan put in to place to ensure delivery for parole processes.</p> <p>This group of offenders should be considered for CARE and TSP assessments at an appropriate time in their sentence.</p>	Through CARE and TSP (accredited). Additional non accredited Interventions to be confirmed
Low likelihood of any reconviction OGRS 0-24%	Sexual 5 2% Violent 39 17% Robbery 4 2% Acquisitive 10 4% Drugs 6 3% Motoring 0 0% Other 1 0%	<p>Offenders from all offence types, with the exception of motoring offences, are included within this OGRS. Violence has the highest number with 39 and acquisitive crimes being second with 10. A low percentage of this group, 1%, are serving less than twelve months which would suggest that we provide the Core offer only. The higher percentage includes 27 indeterminate sentenced offenders, all of which are convicted of violent offences which would give a period that may be utilised for the delivery of suitable interventions locally or even to transfer to another establishment if required.</p> <p>The use of sentence planning, alcohol and drug services, housing and employment opportunities would need to be a focus with this group.</p> <p>A high number of offenders in this band are serving indeterminate sentences and so appropriate interventions will need to prioritised and linked to sentence plans, parole board requirements etc.</p>	Through CARE and TSP (accredited). Additional non accredited Interventions to be confirmed
Medium likelihood of any reconviction OGRS 25-49%	Sexual 0 0% Violent 28 13% Robbery 7 3% Acquisitive 2 1% Drugs 5 2% Motoring 0 0% Other 1 0%	The range of sentence is from 1 year through to indeterminate for this OGRS. This group will be considered for TSP and CARE as well as potentially being considered for the PD Pathway. Sex Offenders and Indeterminate sentenced prisoners who fall in to the lower categories will be prioritised for appropriate interventions over and above the core offer.	Through CARE and TSP (accredited). Additional non accredited Interventions to be confirmed
High likelihood of any reconviction OGRS 50- 74%	Sexual 0 0% Violent 35 16% Robbery 10 4% Acquisitive 10 4% Drugs 6 3% Motoring 0 0% Other 4 2%	The highest offence for this group is one of violence with sentence lengths ranging from less than twelve months through to indeterminate. Those offenders serving over twelve months will be considered for CARE, TSP and the PD pathway. Those sentenced for inquisitive crimes will have the core offer and any specific interventions delivered on a needs basis either locally or at an alternative establishment.	Through CARE and TSP (accredited). Additional non accredited Interventions to be confirmed

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Very high likelihood of any reconviction OGRS 75-89%	Sexual	0	0%	Segmentation shows that the majority of this group are serving sentences of less than twelve months for acquisitive crimes. Services should be focused around employment, education and training as well as addressing any alcohol and drug addiction issues. This group of offenders would not normally be considered for CARE and TSP assessments	Through CARE and TSP (accredited). Additional non accredited Interventions to be confirmed
	Violent	4	2%		
	Robbery	2	1%		
	Acquisitive	24	11%		
	Drugs	0	0%		
	Motoring	0	0%		
	Other	6	3%		
Extremely high likelihood of any reconviction (prolific) OGRS 90-100%	Sexual	0	0%	Individual plans for each person in this group may be required. Although this group is represented as only 4% of the prisons population the main offence is for acquisitive crime and as suggested in the segmentation tables a co-ordinated approach will be required on a one to one basis. This group could contain PPO's who will require multi-agency working with clear links with external agencies during custody and prior to release. This group of offenders could be considered for CARE and TSP assessments	Through CARE and TSP (accredited). Additional non accredited Interventions to be confirmed
	Violent	1	0%		
	Robbery	0	0%		
	Acquisitive	13	6%		
	Drugs	0	0%		
	Motoring	0	0%		
	Other	1	0%		

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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)	30	27
Choices, Actions, Relationships, Emotions (CARE)	24	22
Grand Total	54	49

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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 & 1b Enhance public protection and ensure a safe, decent environment and rehabilitative culture	<p>Implement 'Every Contact Matters' Strategy, currently being developed nationally, in order to ensure that staff-prisoner engagement is positive and effective. Implementation within 6 months of publication of the national strategy.</p> <p>The establishment has yet to go through the benchmarking process and we will endeavour to implement a safe, decent and secure regime to ensure we will fulfil the identified requirements</p>	Yes
1c Enhance public protection and ensure a safe, decent environment and rehabilitative culture	In line with the Regional Negotiator Strategy designed to meet the needs of establishments by ensuring that negotiators are deployed as quickly as possible to all incidents HMP Foston Hall 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
1d Enhance public protection and ensure a safe, decent environment and rehabilitative culture	Work to reduce the establishment OASys backlog, with a target of zero backlog for OASys reviews by April 2015, in line with "manage the custodial sentence" specification. We will maintain current OASys quality assurance processes.	Yes
2a There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximize outcomes for offenders	<p>We will maximise investment of all partners and providers delivering services for offenders at HMP Foston Hall and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By December 2014 due to benchmarking and the Female Estate Review, 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 the next 9 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 	Yes

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	<ul style="list-style-type: none"> • 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 through the SMT, Consolidated Action Plan, Functional head bilats, quarterly SLA meeting with region and DDC visits with Governor.</p>	
2e In England - Work with Local Authorities (LA's) to promote inclusion of, and maximise benefits to, offenders' families	<p>Consideration will be given to reviewing the provision of Lifer days, family days and children's visits in line with the introduction of a family support officer. We recognise that the rate of re-offending can be attributed to several factors including accommodation, employment and more importantly the lack of family support.</p> <p>Using guidance provided as part of the Commissioning Round, we will develop a co-commissioning relationship with Local Authorities and other partners which seeks to deliver the aims of the Troubles Families Project, through identifying named Local Authority and Prison contacts; establishing and agreeing a shared delivery plan including sharing aggregate and individual data to identify families meeting the Troubled Families programme criteria and explore current work and new opportunities to strengthen or extend proven interventions and services, by 31/03/15.</p>	No
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.	Needs analysis to be undertaken in conjunction with the other female establishments in the Strategic Hub (in line with the Female Estate Review) – Drake Hall and Styal. This will encompass Regimes, interventions and health needs, across the sites. Results to be implemented by 31 October 2014.	No
3b Have robust quality assurance processes in place to ensure offender services are (i) delivered as they are intended (i.e. with integrity and as planned and designed) and (ii) that they are effective.	Phase 3 Benchmarking – Female Estate. This will also be managed in conjunction with the changes via the Female Estate Review. To ensure that 'scoping' visits are facilitated and input and co operation is offered to the Benchmarking Lead for changes to core day to be implemented by 30 November 2014.	No

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3b Have robust quality assurance processes in place to ensure offender services are (i) delivered as they are intended (i.e. with integrity and as planned and designed) and (ii) that they are effective.	By 31st December 2014 the prison will develop and implement effective quality assurance processes which indicate whether the services, activity and interventions it provides are of an acceptable standard of quality and are having the impact they are intended to deliver in line with the requirements of PSO 4350 Effective Regimes and Interventions. Information from these processes will be regularly reviewed by the senior management team and specific members of staff will be given responsibility for the QA processes and following through on actions identified in the reviews.	No
3b Deliver an efficient, quality service	We will ensure delivery of the agreed SLA, through the use of SPDR, Bilat meetings, SMT reports, weekly performance meetings and quarterly SLA meetings with region. We will ensure we are prepared for MQPL and HMIP by inclusion of expectations current and proposed for Female specific establishments, in Functional Head SPDRs, with monitoring through Bilats and SMT meetings as part of our Assurance Framework to be in place by September 2014. Where reports are received following inspections/visits, we will ensure effective and timely response, including detailed action planning, in line with required timescales.	Yes
3b Deliver an efficient, quality service	Assessed through the IA&A Governance & Operational Audit and based on the requirements of the Assurance Framework Test Guide, we will work to implement 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
4b Ensure delivery is matched to population, purpose and NOMS outcomes	Implement a strategy to manage population transition, including any requirements identified from the Female Estate review that are specific to HMP Foston Hall and ensure that we 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
4b: Ensure the use of custodial capacity delivers the most cost-effective configuration of places and meets the MOJ's strategic requirements and the needs of co-commissioning and delivery partners whilst reducing cost.	Additional population increase by 34 places, in line with the accepted recommendations from the Female Estate Review. Too strategically plan, in conjunction with MOJ Estates and Women's Group and to ensure accommodation and infrastructure changes are realised and operational by 31 October 2014.	No

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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	
27	Manage Prisoner Finance	Existing service specification which remains in force	

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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	Yes	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)	No	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	No
Visits - Services for Visitors	Visitors are able to purchase snacks and hot/cold drinks prior to the visits period.	Yes
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.	Yes
Visits - Services for Visitors	There are facilities for children to play whilst waiting to visit a prisoner.	Yes
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.	Yes
Faith and Pastoral Care	Prisoners have access to a Resettlement Chaplaincy Scheme.	Yes
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

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)	0.5 hours daily	
Physical Education	Minimum number of PE Hours [per week] (row 1 of the specification) (as calculated using the SBC published spreadsheet product)	2.5 hours weekly	

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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
Contract Services	Sewing Shop	6	1	27	£0	£0	£8100.00	£0	£0	£0
	Gardens	24	2	27	£0	£0	£0	£0	£0	£0
Total		30	3	54	£0	£0	£8100.00	£0	£0	£0

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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
Wing Cleaning	Cleaners	21	27
Other Occupations	Wing Servery	19	27
Wing Cleaning	Wing Laundry	6	27
Wing Cleaning	Wing Litter Picker	6	27
Wing Cleaning	Orderly	32	27
Wing Cleaning	E Wing Activities	1	27
Industries – Land Based Activities	Animal Sanctuary	4	27
Skills Training leading to accreditation	BICS	8	27
Skills Training leading to accreditation	BICS Team Leaders	2	27
Orderly Cleaners	Carats T Wing Ground Floor	1	27
Industries - Laundry	CES Stores	4	27
Safer Custody Based Activities	Diversity & Equalities	2	27
Education leading to accreditation		60	27
Other Occupations	First Night Mentors	5	27
Kitchen	Kitchen	16	27
Other Occupations	Recycling	12	27
Staff Mess	Operatives	4	27
Visits Tuck Shop	Operatives	2	22
Sub total		205	481

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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	English/Maths Functional Skills. ITC – ITQ qualifications	18	27
Core Education Classes	Study Skills	8	27
Education Induction Assessment	Initial Assessment	10	27
Education leading to accreditation			
PE Leading to QCA Qualifications			
Skills training leading to Accreditation	Beauty/Hair, H & S at Work, Catering, Industrial Cleaning & Food Hygiene.	207	27
ROTL	Visitors centre x 2	2	22
	External gardens x 2	2	27
Prison Induction Courses/Interviews			
Other			
Sub total		247	157
Table 8 Total		482	692

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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	3h 53m	2h 13m	3h 34m	0h 51m	0h 25m	10h 58m
Tue	3h 53m	2h 13m	3h 34m	0h 51m	0h 25m	10h 58m
Wed	3h 53m	2h 13m	3h 34m	0h 51m	0h 25m	10h 58m
Thu	3h 53m	2h 13m	3h 34m	0h 51m	0h 25m	10h 58m
Fri	1h 50m	4h 14m	1h 52m	1h 06m	0h 12m	9h 17m
Sat	0h 00m	7h 40m	0h 12m	1h 00m	0h 00m	8h 53m
Sun	0h 00m	7h 40m	0h 12m	1h 00m	0h 00m	8h 53m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	3h 28m	2h 37m	3h 14m	0h 54m	0h 23m	10h 38m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	2h 28m	4h 03m	2h 22m	0h 56m	0h 16m	10h 08m

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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)	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	
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 - 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	3.56

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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 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	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	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	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	2.92
		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	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 of																		

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	MAPPA Forms	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														49.00	49.00				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		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 %	
CU014	Training Education / on Discharge		26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	26.00 %	
CU015	Employment on Discharge		8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	8.00 %	
CU095a	Hours Worked In Industry																			

General

			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 Sick 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																			

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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	3