



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 Whatton

Local Establishment Annex 2014-15

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Table of Contents

	Page
SECTION 1: SERVICE OVERVIEW	4
1. Establishment Details	4
Table 1: Establishment Details	4
2. Establishment Population	4
Table 2a: Capacity Specification	4
Table 2b: Population Allocation Specification	5
Table 2c: Population Assumptions – Origin of the Population	5
Table 2d: Population Assumptions – Estimated Background of the Population	5
SECTION 2: ESTABLISHMENT DELIVERY.....	6
Table 3: Local Response to Commissioning Intentions.....	6
Table 4a: Rehabilitation Services	16
Table 4b: Rehabilitation Services - Additional Services Offer.....	19
Table 5: Accredited Programmes provided in the establishment	23
Table 6: Development Objective	24
Table 7a: Mandatory Service specifications applicable under this Local Annex	27
Table 7b: Service specifications applicable under this Local Annex	28
Table 7c: Service Options, above the national minimum.....	29
Table 7d: Agreed delivery hours for specified services.....	29
Table 8a: Agreed Activity Allocation places.....	30
Table 8b: Services (not industries).....	32
Table 8c: Other Activities	33
SECTION 3: REGIME OUTLINE	34
SECTION 4: SLA DELIVERY REQUIREMENTS AND LEVELS AT COMMENCEMENT DATE.....	35

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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 Whatton
Establishment type	Trainer National Resource Sex Offender Treatment
Specialist function	
Security Category / Categories:	Category C or lower
Annual Operating Price	14,486,590

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	769
Operational Capacity	841

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 C or lower
Sentence Status:	Sentenced prisoners
Sentence Length / Type:	No restrictions No restrictions
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 Whatton is a Category C training prison holding male prisoners aged 21 and over. The population is mainly comprised of indeterminate prisoners. This establishment mostly holds prisoners sentenced at courts in the East Midlands and the Yorkshire & Humber regions and receives most of its prisoners from local prisons, particularly Nottingham and Doncaster. This establishment only holds vulnerable prisoners (including sex offenders).</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	N/A	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	70	N/A	N/A	N/A	70
Determinate prisoners serving more than 4 years	N/A	N/A	349	N/A	N/A	N/A	349
Indeterminate prisoners	N/A	N/A	422	N/A	N/A	N/A	422
Determinate and indeterminate Recallees	N/A	N/A	N/A	N/A	N/A	N/A	0
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	841	0	0	0	841
Resettlement	No	Reset %		0	Reset No.		0
Specialist Function	National Resource, Sex Offender Treatment Site						

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SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	Response to Commissioning Intention
1(a) There is a sense of purpose in relation to rehabilitation, desistance, and progression through the sentence which is shared and understood by all who work with Offenders	<ul style="list-style-type: none"> HMP Whatton has a unique, specialist and recognisable culture and ethos that are firmly embedded in our day to day core business. As a sex offender treatment site, HMP Whatton has at its core a therapeutic approach empowering staff , stakeholders and prisoners to actively buy in and engage to ensure the success of the interventions delivered which contribute to reducing the risk of harm and protect the public. This core business is articulated in SMT priorities and the wider Whatton staff, prisoner and stakeholder community to ensure a whole prison approach. HMP Whatton is seeking whole site Enabling Environment accreditation. This will recognise the close working links between partners and internal stakeholders and a shared view in working with and supporting offenders in their progression towards release and reintegration into society A Reducing Reoffending survey was issued in July 2013 in order to assess needs in relation to Resettlement Pathways including Mental and Physical Health. The results of this inform the Reducing Reoffending Strategy and Action Plan which will run over 3 years (2013 - 2016) with an annual refresh. The results of this survey also informed the establishment Self Assessment Report (SAR) for Learning and Skills and Quality Improvement Plan The Reducing Reoffending Action Plan will be reviewed monthly and gaps in provision or inequities will be allocated to a member of the Reducing Reoffending Committee to progress. The Self Assessment Report and Quality Improvement Plan will be reviewed quarterly at the Quality Improvement Group (QIG) meeting.
1(b) All who work with Offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance	<ul style="list-style-type: none"> All staff understand the need to ensure that behaviour and attitudes support the desistance agenda. Pro-social modelling is evident in staff-prisoner relationships and interactions and is supported through the line management process.

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<p>1(c) Efforts are made to ensure Offenders experience the environment as safe</p>	<ul style="list-style-type: none"> • A proactive Safer Custody Team promotes and delivers the local strategy to reduce levels of self harm and acts of anti-social behaviour and violence. • A monthly Safer Prisons meeting is held to monitor and review all incidents and plan for continuous improvement. • The Safer Custody team support a large team of Samaritan trained Listeners and a group of trained Insiders who offer peer support. • A good support and training for ACCT assessors and Case Managers is in place and all prisoners have a designated Personal Officer. • There are a number of identified reduced risk cells, a Care suite which offers overnight support for men in crisis, a Constant Watch cell and a Listener suite. • All wings have direct dial telephone to contact the Samaritans. • A Zero tolerance to violence policy is embedded; all acts of anti-social behaviour are investigated and dealt with robustly. • All wings and large work areas have a designated Insider to support and reinforce the importance of reducing violence and to offer support. • We ensure that the IEP scheme is operating effectively and expect prisoners to work with their personal officers to build up a supportive and dynamic relationship. • A self-harm support group for prisoners takes place on a regular basis managed by our Counselling Psychology team. • Staff training for understanding and working with those who self harm is a regular part of our staff training programme. • Information about prisoner safety and how to report incidents relating to safety is displayed on the prisoners' information channel as well as notice boards in all main areas around the establishment.
<p>1(d) 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>	<ul style="list-style-type: none"> • HMP Whatton commits 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>1(e) Intelligence is gathered, developed, and shared in a timely and effective manner.</p>	<ul style="list-style-type: none"> • Whatton commits to complying with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that Local Security and Public Protection Strategies will be kept up to date in line with current policy.

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<p>1(f) The availability of drugs and mobile phones in prisons is tackled.</p> <p>1(g) Prisoners are prevented from continuing criminality from within prisons.</p>	<p>date in line with current policy.</p>
<p>2(a) There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximise outcomes for Offenders</p>	<ul style="list-style-type: none"> • Whatton will work to develop and maximise investment in respect of all partners and providers that deliver services for Prisoners to ensure that outcomes are consistent and delivered according to identified need. By October 2014 we will ensure that we have reviewed how we work with partner agencies/providers and that all partner agencies/providers deliver services to meet the identified need and support prisoners in our care. We will ensure that SLA's are formulated, agreed and monitored to ensure that services provided are fully integrated into the strategic context of Whatton. 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, we will deliver: • 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 at quarterly stakeholder meetings, monthly SMT at Regional level with the DDC.</p> <ul style="list-style-type: none"> • Meeting structures are in place to ensure work is co-ordinated and monitored regularly and effectively • Informal relationships are well managed at all levels within the Prison • SLAs and Partnership agreements in place with Functional Head responsibility allocated to ensure clarity of dotted line accountability and support is in place. These agreements exist with Nottinghamshire Healthcare trust, Milton Keynes College, Department of Work & Pensions, Futures, Circles Uk, PACT, Age UK, SSAFA, Lincolnshire Action Trust and Nottingham Trent University • Develop relationship with NHS England for resource to deliver support to Prisoners with Personality Disorders whilst in custody and for Prisoners with Learning Disabilities whilst in custody and upon transition and return to the community

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	<ul style="list-style-type: none"> • Regular working groups and steering groups in place with regional and national resource including: Anti-Libidinal Medication programme, Learning Disability Development Programme, Circles of Accountability Project and NSPCC Partnership. • Integrated EMPS counselling psychology service work with the Mental health team to provide seamless and consistent assessment and treatment of clients • The establishment will work collaboratively with all providers to create a joined up approach to each offender journey.
2(b) 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 Whatton facilitates the operation of day one entry of prison leavers onto the DWP Work Programme and any future changes through the introduction of Universal Credit by providing facilities for DWP staff to engage with prisoners and enable them to conduct interviews with DWP externally by telephone and email
2(c) 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>Strong, positive and proactive working group in place to deliver services to Prisoners whilst in custody comparable to that in the community including mental health, substance misuse, palliative care and dementia care. We will work collaboratively with colleagues from NHS England and Nottinghamshire Health Care Trust who deliver Health Care Services to ensure strategic direction, management and Governance arrangements are in place regarding Health and Substance misuse for the prisoners we manage. Ensuring engagement, information sharing and collaborative working is maintained and monitored working jointly with co –commissioners to support development of appropriate Health Needs Assessments in line with the changes in the prisoner estate from the Transforming Rehabilitation Programme. We have in place a local delivery agreement in line with the National Partnership agreement between NOMS and NHS England and will work to prioritise strategic efforts in line with establishment and regional need to reduce the supply of drugs and alcohol into Whatton and ensure that we minimise the diversion of prescribed medication by ensuring appropriate sharing of information and intelligence within the establishment and wider Region as need necessitates.</p> <ul style="list-style-type: none"> • Health Care provision is commissioned from NHS England and provided by Nottinghamshire Healthcare Trust, which provides a level of service comparable to that within the community. This is monitored and measured locally to ensure quality of service and compliance with contractual obligation. • Upon reception a health care professional will discuss and review individual health care needs and conduct a health needs assessment. This is reviewed and prisoners are signposted and supported to access services to deal with any identified health issues. • Prisoners have the opportunity to access a comprehensive range of primary and secondary health services according to identified need, such as Mental Health Services, Alcohol/Drug, Doctor/GP service, Dentist, Nursing care, Optician and Physiotherapy. • Prisoners are discharged from Whatton under escort and where applicable Released on Temporary Licence (ROTL) to access outpatient treatment/hospital in patient appointments/stays.

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	<ul style="list-style-type: none"> • A palliative care suite ensures that end of life care is provided which is comparable to that available in the community
2(d) 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	<ul style="list-style-type: none"> • Developing relationship with Nottinghamshire County Council to provide out of hours social care to vulnerable Prisoners in need in order to ensure that Prisoners live as independently as possible • The establishment will work collaboratively with the Local Authority Nottinghamshire Healthcare Trust to determine the level of need for Social Care at the establishment through 2014/15 • The Governor meets with the Strategic Health Partnership Board and is actively discussing Social Care within the context of the social care bill and its implications to whatton and its prisoners ensuring that we have a clear strategy and appropriate resources and support are made available for the needs of our prisoner demographic • Individual assessment of prisoner Health Care needs will be conducted by Healthcare professional who deliver primary/medical care on behalf of Nott's NHS Trust, this process will commence with all prisoners being seen in private upon reception and the assessment of patient need will be conducted using the 'Activities of Daily Living' tool. Prisoners that show a requirement for ongoing assistance with social care needs are assessed and a care package is agreed with the Commissioners where appropriate external agency staff are brought in to work/support the individual. • Through previous research and identified need the establishment has commissioned and opened a Dementia Suite and palliative Care Suite to meet the needs of our prisoner demographic. • Working in conjunction with AGE UK a support group for older prisoners has been established (OPAL – Older Prisoners Activity and Learning) • Peer Support (DACs) provide a level of care to Prisoners who require assistance with eating, cell cleaning, movement around the Prison and social support • Intimate care provided by healthcare assistants or paid agency carers when necessary
2(e) In England - Work with Local Authorities to promote inclusion of and maximise benefits to Offenders' families	<ul style="list-style-type: none"> • Prisoners are able to access visits in line with their IEP level • Well managed visits booking system that allows the option for visitors to book their next visit prior to leaving their current visit • Around 6 family day visits a year are run for those eligible • Telephone, correspondence by post and e-mail are permitted with family – subject to public protection restrictions • Families are encouraged to engage with the prisoners sentence/resettlement plans via the OMU department • General relationship counselling is available for prisoners and their immediate family • Almost 50% of prisoners receive visits from family despite the high level of restrictions placed on many of the men for public protection reasons • There are many positive comments from both prisoners and their visitors regarding the visits facilities

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	<ul style="list-style-type: none"> • There are a number of outside agencies that support the men in relation to the Children's and Families pathway, the main contributors are – probation services, church services and SSAFFA (for ex armed forces) • The visitors centre delivered by PACT who subcontract to Rushcliffe Council for Voluntary Services provides a high standard of service to visiting family and friends • This pathway is monitored through the Reducing Re-offending team; any action deemed appropriate will be driven from this group. • Reducing reoffending action plan for children and families pathway is now complete and work throughout the year will take place to meet planned actions <p>A Development Objective has been included in Table 6 to assist with Troubled Families.</p>
2(f) In England - Continue to improve access to a pathway of new and existing services for Offenders with severe PD. 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	<ul style="list-style-type: none"> • NHS England is providing funding to HMP Whatton for an initial period of twelve months to enable a Manager to project manage the setting up of the complex need pathway and develop a strategy to enhance current services for prisoners who suffer from severe personality disorder. • The key objectives of this role are to oversee to pathway project by contributing to the funding bid, the tendering process, identification of the most suitable service provider, selection of suitable prison staff and ensuring that the pathway process is embedded across HMP Whatton and its partner sites. • Through use of the OASys Harm Screening Tool, 44% of our prisoners have been identified as posing a high or very high risk of harm on their OVP and/or OSP assessments. • 24% also satisfy at least one of the other five screening criteria used for Personality Disorders. • A significant gap has been identified between the need and provision of treatment of prisoners for PD behaviours. • HMP Whatton, subject to funding approval, will develop appropriate systems and working partnership with HMP Lincoln, HMP North Sea Camp and Approved Premises. • The purpose of this partnership will be to provide a pathway for the provision of PD treatment services. • Treatment will be facilitated at HMP Whatton and outreach support services provided to our partner establishments/APs.
2(g) In England - Align services with 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 of	<ul style="list-style-type: none"> • Milton Keynes College are closely integrated into the Induction process and assess prisoner's needs as they arrive at the establishment as part of the induction process during early days in custody at Whatton. To support this Psychology staff conducts assessment of need for specialist support required by individual prisoners including those with Learning Difficulties and Personality Disorders. • Prisoners are allocated Employment/Activity via the Employment Board according to identified individual need taking into account the information obtained as part of the Induction process. • An OLASS 4 curriculum review is underway to determine the education offer within funding parameters • As funding has been severely restricted within OLASS 4 a bid for supplementary funding of £118610 for this

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<p>employability. Enhance access to mainstream learning and employment services on return to the community</p>	<p>Academic Year (2014/15) and an increased allocation of £1,000,054 for year 3 of OLASS 4</p> <ul style="list-style-type: none"> • A project funded by NHS England is underway in order to bid for additional funding to support prisoners with Personality Disorders • A Learning Disabilities and Aspergers Steering Group Chaired by the Governor meet bimonthly and are developing a strategy to support these prisoners. This group consists of stakeholders from the establishment, Milton Keynes College, Nott's Healthcare Trust and Nottingham Trent University • Workers Education Association (WEA) partnership - a review of pilot courses is to take place in January 14. This will determine provision through 2014 - 2015 • Renewed engagement with external training providers to offer learning opportunities in Workshops/Activities which are aligned with the national labour market (Due to Whatton's prisoner demographic prisoners are discharged nationally) - AIM, C&G, ITSSAR (FLT), Guild of Cleaners and Launderers, Manchester College (DHL)
<p>2(h) 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>	<ul style="list-style-type: none"> • The establishment is supported in Resettlement provision by Lincolnshire Action Trust (REACH) who provide support on a weekly basis. The level of support is under review and may be increased • Boots PLC are developing a 'Preparation For Work' course to support prisoners approaching their release date. This will help them in seeking employment on release • DHL are working with the establishment both in terms of internal prisoner activity (within a workshop) and providing routes into employment on release. This includes engagement with the 'Prisoner Superstar' scheme supported by NOMS • National Careers Service (NCS) support the establishment and engage with prisoners at Induction and prior to release, along with other times during their stay at HMP Whatton. NCS work very closely with the Activities team in order to target engagement and make best use of resources • Open University and Distance Learning opportunities are widely publicised and supported. Including a recent Road show provided by the Open University.
<p>3(a) 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>	<ul style="list-style-type: none"> • Segmentation data based on RM2000 data rather than OGRS is used to inform the planning and targeting of Offending Behaviour Programmes for sex offenders in order to ensure the best outcome for investment (see table 4B). As OGRS data does not accurately determine need of treatment for sex offenders and for this reason the establishment will prioritise delivery of OBPs via RM2000 process. This will help prioritise treatment along with need identified and documented in Sentence Plans and prisoner's readiness to engage. • The establishment delivers all OBPs agreed within the SLA in Table 4b however the agreed delivery of OBP's and subsequent funding is currently insufficient for our prisoner demographic to reduce waiting lists of Life Sentenced and IPP prisoners who are over Tariff.

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<p>3(b) 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>	<ul style="list-style-type: none"> • The establishment has effective Quality Assurance processes such as those below which monitor the quality of delivery of Activities and Interventions. These are monitored, reviewed and discussed at SMT to support the integrity of the QA process. • The interventions and programmes are delivered in line with, and compliance tested against, the operating manuals provided for them. These manuals are nationally rolled out and contain measures against all operating criteria for the individual programmes. Manual compliance is included in all treatment managers and programmes manager SPDR's and is the subject of discussion at bi lat meetings. • Compliance with operating manual guidelines forms the basis of the clinical and compliance audit process. During these audits over previous years there have been no instances of deviation from these manuals and no issues or causes for anything other than minor concern have come from them. • The Quality Improvement Group has been relaunched and the Self Assessment Report process for non-OLASS Learning & Skills has been reimplemented. The SAR and the resulting Quality Improvement Plan have been agreed at SMT level and will be monitored through the QIG. • External Verification visits have been arranged for non-OLASS Learning and Skills areas. • The AIM qualification delivery has been completely renewed in Gym and workshops - first External Verification visit is due 10.12.13 • HMP Whatton does not currently deliver any unaccredited Rehabilitation Programmes
<p>4(a) Use segmentation and local data sources to target resources for rehabilitation services, case managements and risk management where they will deliver the greatest outcomes for investment</p>	<ul style="list-style-type: none"> • For the core rehabilitative offer, alternative interventions are in place for low risk Prisoners • Offending Behaviour Programmes are targeted at medium and high risk Prisoners • Case management is tiered according to need and risk within the Offender Management Unit
<p>5 . Ensure the delivery of services is responsive to equality characteristics and individual needs to maximise outcomes (a). Individual need and characteristics are identified, assessed for significance and monitored (b). Information on individual need and characteristics is used to sequence and adapt service to</p>	<ul style="list-style-type: none"> • An experienced and motivated Equalities team deliver innovative work. • All protected characteristics are identified and recorded on NOMIS with the exception of Tran's gender where we have a named point of contact who will undertake specific work to establish the pathway. • Equality Induction training for both staff and prisoners informs those new to the establishment of support groups, information sources and introduces the Equalities team. • Individual disability needs are identified on the "personal care needs" section on pnomis and reasonable adjustments highlighted. • Personal emergency evacuation plans (PEEPS) are formulated for all of those are identified as requiring assistance.

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individual need	<ul style="list-style-type: none"> • All complaints regarding discrimination are robustly investigated and appropriately managed. • A Steering group for Learning Disability, Deaf & Aspergers prisoners is held on a regular basis who aim to improve provision and support for these groups • Adapted programmes to accommodate hearing impaired Offenders are in place and counselling services are also provided for these Prisoners • LD is identified by Healthcare Staff or Education staff on initial assessment and recorded to alert staff and allow them to manage accordingly. • Equality prisoner groups offer support and provide a forum to share concerns, common issues and celebrate diversity. Some of our regular groups include, X-Pressions, Gypsy, Romany travellers, BME, Faith reps, Disability and Older Prisoners. • A large team of prisoners trained to act as wheelchair pushers. • Disability Awareness Co-ordinators (DAC's) who offer social care and support for those with disabilities who require additional support. • The Whatton Equality Action Team (WEAT) meet bimonthly, identify areas that may require impact assessments, monitor all protected characteristics and set improvement objectives.
6(a) 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 Extremist Risk Guidance (ERG22+) and structured interventions including Healthy Identity Interventions (HII) and, within Prisons faith based programmes (including Tarbiyah and Ibaana) according to Offender risk and need	<ul style="list-style-type: none"> • In relation to NOMS approach to the identification assessment and monitoring of extremist offenders, HMP Whatton will ensure delivery in the key thematic areas of intelligence gathering and management, Offender Management and Public Protection and Interventions and Resettlement as assessed by NOMS HQ. • HMP Whatton will ensure that any recommendations related to the identification, assessment and management of extremist offenders which are identified in year are implemented within reasonable timescale.

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6(b) Deliver victim-offender conferences (Restorative Justice) where capacity exists an develop partnerships and a supportive environment to enable delivery where in-house capacity dose not exist	Upon request, subject to appropriate risk management and safeguarding, for suitable cases, restorative justice would be considered
6(c) 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	All prisoners at Whatton serving a sexual offence are not suitable for HDC however for any offenders who do fit the criteria the HDC process will be followed
6(d) Increase the amount of commercial and economically beneficial work in prisons undertaken by Prisoners	<ul style="list-style-type: none"> • The Head of reducing reoffending is working with activities management to increase commercial and economically viable work for prisoners to access in line with identified need. • 1:3:1 Solutions have provided a garment printing machine in the Textiles workshop and commercial orders are being received • At a recent 1:3:1 workshop the Prison was advised that commercial contracts would increase for this equipment and that an additional contract is currently being drawn up for other external Textiles work. • Workshop 8 currently has a contract producing gas caps. • As demand for slippers has declined across the estate so production of these items will shortly cease. Prison issue shoes are currently sourced from China and 1:3:1 are looking for a locally produced version which will be provided by the Footwear Workshop at HMP Whatton
6(e) Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links	HMP Whatton will develop a strategy for extending use of video conferencing facilities by March 2015 consistent with the NOMS Video Action Plan, ensuring that use is consistent with the type of establishment and makes maximum usage of planned facilities. Head of Offender Management will be the establishment lead for the NOMS Video Action Plan and will establish and maintain relationships with the relevant stakeholders to ensure that a viable business plan is formulated that meet both need and cost.

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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	<ul style="list-style-type: none"> The ethos of Whatton has been developed to foster a community which includes staff and stakeholders having a shared understanding of priorities and outcomes to foster and create a rehabilitative culture that empowers prisoners to effectively engage with the regime, offending behaviour interventions and rehabilitative services. All functions have agreed performance and business objectives that are monitored and measured to support us to realise our vision. To realise 'Our New Way of Working' where every contact matters we will employ Safe, Decent & Secure operating levels which will allow staff the time to interact and engage with prisoners so that through pro social modelling and constructive engagement/signposting staff support prisoners where there is clear identified need to access and engage rehabilitative services that are available at Whatton. Through effective use of information sharing and stakeholder engagement risk is managed and monitored both internally and externally as part of our core business, this allows Whatton to safely manage risk and protect the public whilst supporting the prisoner to access a safe, secure and decent rehabilitative environment. HMP Whatton operates an integrated IEP system that provides both staff and prisoners with the ability to influence attainment levels through engagement with rehabilitative engagement. A full, comprehensive and up to date schedule of rehabilitative services on offer at Whatton is published, reviewed and available for prisoners to access. It is also produced in a variety of media, written and pictorial form for prisoners to access. Prisoners who maintain innocence and are not prepared to engage with rehabilitative services are transferred out of Whatton in order maintain the whole prison enabling environment and to ensure that Offending Behaviour Programmes are not compromised 	Commissioned in partnership with Region.
Prisoners are made aware of their responsibilities in engaging with and accessing services	<ul style="list-style-type: none"> All prisoners entering Whatton are required to attend a mandatory induction programme. This provides prisoners with an awareness of services on offer and how best to access them. Induction is delivered by a multi disciplinary team consisting of colleagues from statutory and voluntary service providers who signpost and support prisoners to access the most appropriate services. At Whatton we will measure the impact we are having by reviewing and monitoring sentence planning objectives along with progress made against the plan including the take up of rehabilitative activities which will include numbers and types of qualifications/skills attained. We will ensure through 'Every Contact Matters' that staff provide accurate and consistent messages to prisoners providing them with practical assistance that encourages them to take responsibility to solve problems thus fostering and ensuring a culture of responsible citizenship that is embedded into our rehabilitative ethos. Through locally delivered mandatory Equality/Diversity awareness training we will ensure that all communication with prisoners is readily accessible in a varied form of media taking into account the diverse needs of our community. 	Commissioned in partnership with Region.

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Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<ul style="list-style-type: none"> • Whatton fosters a community which includes staff and stakeholders having a shared understanding of priorities and outcomes to create and Safe, Decent & Secure rehabilitative environment that empowers prisoners through pro social modelling to effectively engage with the regime, offending behaviour interventions and rehabilitative services. • Whatton employs a Personal Officer scheme where prisoners have an identified member of staff to provide support and guidance through mentoring and pro social modelling during time spent in custody. High expectations, consistency, integrity and professional standards are expected from staff and this is re enforced by clear expectations/outcomes as documented in the form of the Personal Officer Policy. • Regular awareness training for staff and use of ex-programmes staff on the wing support the application of pro-social behaviours in the wing environment • To measure our impact we will assess trends in population demographics, adjudications, violence management, safer custody, and MDT data. This will be reaffirmed by assessing empirical data obtained via external scrutiny from MQPL, HMIP & the IMB. 	Commissioned in partnership with Region
Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	<ul style="list-style-type: none"> • At Whatton prisoners are given access and assistance from Employment and Benefit Advisors regarding future employment prospects or in respect of support onto the Department Work and Pensions (DWP) work programme and how to apply for job seekers allowance. • Milton Keynes College who provide OLASS provision and the provision of basic skills level 1 training which enables prisoners to engage with the regime as well as providing rehabilitative services. • Prisoners can access information about employment and training upon release via the Virtual Campus • Whatton offers the Toe by Toe – Peer mentoring reading scheme. • All prisoners can access the National Careers Service (NCS) – Futures. • A job search facility is provided to all prisoners who can access it via the Job Centre Plus Team. 	<p>Co – commissioned national contract – DWP.</p> <p>Co – commissioned locally.</p>
Prisoners can access services that enable them to manage housing needs created as a result of their custody.	<ul style="list-style-type: none"> • Upon reception/induction all prisoners complete a housing need assessment so immediate need can be assessed and prisoners are signposted and supported to resolve immediate housing needs. • Prisoners are provided with housing advice leaflets and have access to contact details for existing housing service providers. • The Citizens Advice Bureau (CAB) provides support and advice to all prisoners regarding mortgage advice, tenancy agreements and retention of property. 	<p>National Co – commissioned contract.</p> <p>Co – commissioned local authority.</p>
Prisoners can access services that enable them to seek settled and suitable housing for release.	<ul style="list-style-type: none"> • Prisoners are provided with housing advice leaflets and have access to contact details for existing housing service providers. • Prisoners can access information about availability of accommodation, housing and benefits via the Virtual Campus. • Prisoners can be signposted and access the service of NACRO – who provide housing information and advice service including maintaining tenancy agreements and support for securing settled accommodation. • Due to the nature and risk of our Prisoners approved premises are frequently made available 	<p>National Co – commissioned contract.</p> <p>Co – commissioned local authority.</p>
Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.	<ul style="list-style-type: none"> • All prisoners are provided with a debt advice pack. • Prisoners with debt management issues are signposted and can access the service of the Citizens Advice Bureau (CAB). • Via the Department of Work and Pensions (DWP) assistance is provided to close down and reinstate benefit claims. • Working in partnership with the Co – operative Bank a service is offered that enables prisoners the facility for opening and management of bank accounts. • All prisoners can access via Milton Keynes College a Budgeting and Money Management Course. 	<p>Local commissioning arrangements/agreements.</p> <p>Banking Partnership with Co – operative Bank.</p>

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Prisoners can access available services which enable them to address their family welfare and family support needs.	<ul style="list-style-type: none"> A provision for prisoners to have domestic/family visits is in place in line with the Benchmark Specification. Prisoners are signposted towards both internal and external services that are available to support them and their families in respect of welfare and family support needs. 	Locally commissioned services.
Prisoners have equivalence of access to health services in custody as in the community.	<ul style="list-style-type: none"> Health Care provision is commissioned from NHS England and provided by Nottinghamshire Healthcare Trust, which provides a level of service comparable to that within the community. This is monitored and measured locally to ensure quality of service and compliance with contractual obligation. Upon reception a health care professional will discuss and review individual health care needs and conduct a health needs assessment. This is reviewed and prisoners are signposted and supported to access services to deal with any identified health issues. Prisoners have the opportunity to access a comprehensive range of Primary and Secondary health services according to identified need, such as Mental Health Services, Doctor/GP service, Dentist, Nursing care, Optician and Physiotherapy. Prisoners are discharged from Whatton under escort and where applicable Released on Temporary Licence (ROTL) to access outpatient treatment/hospital in patient appointments/stays. A palliative care suite ensures that end of life care is provided which is comparable to that available in the community 	<p>National Co – commissioned NHS England.</p> <p>Local Authority Director Public Health Co – commissioned.</p> <p>Locally Co – commissioned.</p>
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	<ul style="list-style-type: none"> Whatton meets regularly and engages with the healthcare commissioners and the provider Nottinghamshire Healthcare trust in order to ensure that prisoner needs are understood and the commissioning strategy is appropriate for our prisoner demographic. A healthcare needs analysis is conducted on a regular basis Upon reception all prisoners have an individual health assessment that is undertaken by a healthcare professional. Prisoners' clinical needs are met. If applicable stabilisation, detoxification and appropriate support/care are put into place. Nottinghamshire Healthcare Trust provides ongoing clinical & psychosocial support according to any individual identified need. 	<p>National Co – commissioned NHS England.</p> <p>Local Authority Director Public Health Co – commissioned.</p> <p>Locally Co – commissioned.</p>
Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	<ul style="list-style-type: none"> Whatton provides all prisoners that have been identified as experiencing domestic violence/abuse & rape with information and contact details of community based services that provide appropriate support. It fosters a caring/supportive environment where prisoners are actively encouraged to seek help/support and engage with organisations that may support them. Counselling / Psychology appointments are available for Prisoners that have experienced domestic abuse / trauma 	Local Authority Co – commissioned.
Prisoners who have been sex workers can access services that offer them advice and support.	<ul style="list-style-type: none"> Whatton provides all prisoners that have been identified as being involved as sex workers with information and contact details of community based services that support sex workers. It fosters a caring/supportive environment where prisoners are actively encouraged to seek help/support and engage with interventions that may support them. Counselling / Psychology appointments are available for Prisoners that have been sex workers who require support, counselling and advice 	Local Authority Co – commissioned.

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Table 4b: Rehabilitation Services - Additional Services Offered

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 <p>Title and description of rehabilitative services/interventions and case management activities</p> <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		<p>Alcohol awareness - Group work Groups offered according to identified need</p> <p>Tackling Substance Misuse through PE (Carats gym) IDTS Healthy lifestyle module and healthy diet/nutrition is incorporated into the above group.</p> <p>Smoking Cessation Support Group - to provide support and develop abstinence from smoking</p> <p>Weight Management Support Group - to provide support and develop an awareness of healthy living, and to provide education, advice and support to reduce obesity</p>	<p>12 week course with 10 offenders allocated we run 6 courses per year.</p> <p>15 prisoners every 12 weeks = 60 per year Annual Health awareness promotion day</p> <p>12 week course at 2 sessions per week.</p> <p>8 week course meets once per week.</p>

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		<p>Juggles Course for those suffering from Diabetes - to provide support and advice</p> <p>Workers Education Association; A range of lifestyle and educational courses provided to offenders to support and enhance that provided by the education provider and to help prepare Prisoners for release and to use leisure time constructively</p> <p>Loss and Bereavement – Aimed at offenders understanding issues around loss, exploring feelings, thinking and individuals reactions.</p> <p>Self-harm awareness- therapy group for offenders aimed to explore feelings and thoughts around self-harming behaviour, they also look at possible causes, other ways of coping and how to deal with difficult feelings and emotions.</p> <p>Counselling service – aimed at one-to-one or group sessions it deals with: Depression, Anxiety Panic Disorder, Stress and Stress Management, Post Traumatic Stress Disorder, Obsessional Compulsive Disorder, Assertiveness Skills, Relationship Work, Self-esteem Raising, Phobias, insomnia.</p> <p>COPE group is aimed at clients who are having problems with coping with emotions, it helps them to think about & manage their feelings and emotions in a better way, and also how they effect behaviour.</p> <p>Depression group is aimed at clients who are suffering from depression & anxiety and helps them deal with the underlying issues that cause or worsen these feelings & emotions.</p> <p>Accommodation - advice given regarding gaining and sustaining tenancies, help in attaining accommodation applications, advice on application writing, bidding for properties via the internet and gaining identification for application processes</p> <p>Employment - Preparation for Employment Resettlement Course – two week course run by Learning and Skills department including: CV writing, interview skills, disclosure, job applications</p> <p>Resettlement Drop in Centre – Resettlement Officer (NACRO Trained) gives advice with gaining and sustaining employment, as well as help with job applications.</p> <p>Application Procedure – Resettlement Officer (NACRO Trained) gives one to one advice to prisoners regarding gaining and sustaining employment this includes: Disclosure, CV writing,</p>	<p>2 courses per year</p> <p>Twice a week</p> <p>3 course at 8 sessions per course.</p> <p>3 course per year at 12 sessions.</p> <p>Sessions are held within the normal working week.</p> <p>2 groups per year at 12 sessions.</p> <p>1 per year at 8 sessions.</p> <p>200 to 300 spaces per year depending on amount of discharges</p> <p>According to need expected to be 130+</p> <p>According to need expected to be 100+</p> <p>According to need expected to be 50 and 75 per year</p>
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		<p>applications, self employment</p> <p>National Careers Service - gives one to one and group work advice to Prisoners regarding gaining employment, including: disclosure, CV writing, applications, self employment and educational courses</p>	<p>25 Prisoners seen per week</p>
Sexual Offenders	<p>All sex offenders ()</p> <p>156 (22%) low 227 (32%) Medium 147 (21%) High 72 (10%) Very High</p>	<ul style="list-style-type: none"> All sex offenders will be assessed using RM2000 to establish their risk of sexual reconviction, where this has not already been done. Low RM2000: not referred for assessment for SOTP unless they are indeterminate sentence, mandatory or discretionary life sentence prisoners or are identified to be intellectually disabled (IQ between 60 – 80 and adaptive functioning deficits). Offenders identified as Medium Risk and above will be assessed and once there individual needs are identified and they will be placed on the waiting list for treatment. The provision of Medium to High Risk places has increased for the year 2014 to 2015 the spaces have been allocated to the needs of the Prison's population. Anti-libidinal medication: targeted according to risk in order to prioritise use. Prescribed due to sexual preoccupation, engaging in frequent sexual activity, having offence related sexual thoughts, easily and / or frequent arousal. Medication is used to reduce the frequency of these feeling and emotions in order to support the Prisoner's engagement with and reception to treatment 	<p>Core SOTP = 77</p> <p>Becoming New Me = 7</p> <p>Better Lives Booster = 17</p> <p>Adapted Better Lives Booster = 22</p> <p>Healthy Sex Programme = 10</p> <p>Extended SOTP = 17</p>
Violent offenders	<p>All violent offenders ()</p> <p>271 (39%) Low 170 (24%) Medium 106 (15%) High 46 (7%) Very High</p>	<p>Where the OASys has not been completed, Prisoners are prioritised for early completion and subsequent reviews.</p> <ul style="list-style-type: none"> Domestic Abuse Offenders will be assessed for their suitability using Spousal Assault Risk Assessment Guide (SARA); depending on the risk levels identified we will refer them to the treatment manger for placement on the programmes waiting list. Where we have violent offenders or offenders with a history of violence we will prioritise for Resolve. For Thinking Skills Programme selection is based on OTR3-24 or RM2000 Medium plus or needs scores 2.6, 7.2, 11.4, 11.6, 11.7, 11.9, 12.1 or OASys score of 7 or more or 5+ with 11.6 or 11.7 with a score as a 2. 	<p>Resolve = 18</p> <p>HRP – 15</p> <p>TSP – 45</p>

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Indeterminate Sentenced Prisoners (ISPs)		Case management is managed by the offender managers with day-to-day case management managed by the offender supervisors.	Offender Managers aim to meet with their offenders once per quarter. An ISP day is held at the establishment twice per year.
Low likelihood of any reconviction OGRS 0-24%		Not applicable the establishment uses the RM2000 DATA which is an assessment more suitable to the needs of sex offenders	
Medium likelihood of any reconviction OGRS 25-49%		Not applicable the establishment uses the RM2000 DATA which is an assessment more suitable to the needs of sex offenders	
High likelihood of any reconviction OGRS 50- 74%		Not applicable the establishment uses the RM2000 DATA which is an assessment more suitable to the needs of sex offenders	
Very high likelihood of any reconviction OGRS 75-89%		Not applicable the establishment uses the RM2000 DATA which is an assessment more suitable to the needs of sex offenders	
Extremely high likelihood of any reconviction (prolific) OGRS 90-100%		Not applicable the establishment uses the RM2000 DATA which is an assessment more suitable to the needs of sex offenders	

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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)	8	7
Healthy Relationships Programme - Moderate Intensity (HRP-MI)	8	7
RESOLVE	20	18
Total	86	77
Sex Offender Treatment Programme (nationally commissioned)		
Core Sex Offender Treatment Programme (C-SOTP)	81	77
Adapted Sex Offender Treatment Programme (A-SOTP) (Becoming New Me) (BNM)	8	7
Extended Sex Offender Treatment Programme (E-SOTP)	18	17
Sex Offender Treatment Programme (A-SOTP) 'Better Lives' Booster (BLB)	18	17
Adapted Sex Offender Treatment Programme (A-SOTP) 'Better Lives' Booster (ABLB)	24	22
Healthy Sexual Functioning (HSF) Programme	10	10
Total	158	150
Grand Total	244	227

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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)
3(a) 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	A programme of Circles of Support and Accountability beginning in custody and managing the transition into the community for Prisoners with Learning Disabilities will commence in 2014. This project is being evaluated by our partner academic organisation; Nottingham Trent University	No. This development objective is specific to preventing reoffending of sex offenders at Whatton upon release
2(e) Work with Local Authorities to promote inclusion of and maximise benefits to Offenders' families	It is recognised that supportive and pro-social family / marital relationships is one of the key factors linked to desistance Work in this area is led and supported by the Head of Offender Management and Head of Operations. Whatton will establish relationships with our Local Authorities throughout 2014-15 (Nottinghamshire County Council, Police and Crime Commissioners office, Social Services and National Probation Service) and a shared delivery plan will be formulated and agreed to meet and support our prisoner demographic and their families. This includes sharing aggregate and individual data to identify families meeting the Troubled Families programme criteria.	No

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<p>2(f) In England - Continue to improve access to a pathway of new and existing services for Offenders with severe PD. 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>Personality Disorder Project. Subject to funding being made available, the PD project will be implemented in 2014 to address the needs of those Prisoners identified as having a Personality Disorder</p>	<p>No. This development objective is specific to preventing reoffending of sex offenders at Whatton upon release</p>
<p>5. Ensure the delivery of services is responsive to equality characteristics and individual needs to maximise outcomes (a). Individual need and characteristics are identified, assessed for significance and monitored (b). Information on individual need and characteristics is used to sequence and adapt service to individual need</p>	<p>Continue to develop a programme of services and support for Prisoners with Learning Disabilities which will continue in conjunction with the newly funded LD Nurse</p>	<p>No. This development objective is specific to preventing reoffending of sex offenders at Whatton upon release</p>

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2(a) There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximise outcomes for Offenders	Develop a partnership with the NSPCC to support sex offenders learning custody with the aim of preventing re-offending	No. This development objective is specific to preventing reoffending of sex offenders at Whatton upon release
3. Deliver an efficient, quality service 3 (b)	Whatton will develop a performance culture with the aim of both establishing sustainable performance and ensuring that the region's establishments remain safe, respectable, decent and purposeful environments where prisoners are able to engage in activity and are prepared for release into the community. This will include focus on 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
Enhance Public Protection & ensure a safe, decent environment & rehabilitative culture 1(a), 1 (b), 1 (d)	Whatton will develop a strategy to ensure that all staff via pro social modelling develop prisoner engagement by firmly embedding 'Every contact matters'. Due to Whattons culture this is currently prevalent with our staff group, we will continue to develop this and review once we have achieved our steady state in respect of our transition to NWOW.	Yes
Enhance Public Protection & ensure a safe, decent environment & rehabilitative culture 1(a), 1(d)	We will work within the Public Protection team and agency stakeholders during 2014/15 to ensure the quality of OASys documents are consistent, corporate and meet identified need ensuring they are completed in a timely manner and any backlog is monitored and reviewed to ensure systems are put into place and managed to ensure completion.	Yes
3. Deliver an efficient quality service 3(b)	Whatton will ensure by June 2014 that we employ a robust Assurance framework that is embedded across the establishment to ensure that service specifications and delivery requirements are monitored and reviewed and risk is effectively managed and data quality is maintained.	Yes
4. Ensure delivery is matched to population, purpose and NOMS outcomes. 4(b)	Whatton will be a provider of choice for NOMS and Region in respect of the national sex offender population. We will ensure we adopt 'through the gate services' by October 2014. We will achieve this through the delivery of a needs analysis that aligns resources to identified need.	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	

OFFICIAL

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)	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.	No
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.	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.	Yes
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)	Minimum 30 minutes to maximum of 8 hours daily dependant on location and IEP status	
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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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	Industries-cleaning BICS-NVQ	9	1	16.25	£0	£0	£0	£0	£0	£0
Industries - Enterprise/Contracts Services	Industries-enterprise/contract services-workshop 8	15	1	28.25	£0	£0	£22,125	£0	£0	£0
Industries - Textiles	Industries-other workshop-footwear	18	1	28.25	£0	£105,000	£0	£0	£99,000	£0
Industries - Laundry	Industries-laundry	22	2	28.25	£164,000	£0	£0	£5,000	£0	£0
Industries - Land Based Activities	Industries-landbased activities-gardens	48	4	28.25	£20,000	£0	£0	£3,000	£0	£0
Industries - Other Workshop	Industries-other workshop-forklift course	3	1	28.25	£0	£0	£0	£0	£0	£0
Industries - Printing	Industries-other workshop-media	15	2	28.25	£10,000	£0	£0	£10,000	£0	£0

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Industries Retail	- Industries-retail-dhl	45	0	34.25	£0	£0	£0	£0	£0	£0
Industries Textiles	- Industries-textiles-workshop 11	18	1	28.25	£500	£35,420	£0	£100	£33,856	£0
Industries Textiles	- Industries-textiles-workshop 12	35	2	28.25	£0	£23,700	£0	£0	£22,860	£0
Industries Woodwork	- Industries-woodwork-workshop 13	12	1	28.25	£5,000	£0	£0	£3,000	£0	£0
Total		240	16	304.75	£193,700	£164,120	£22,125	£21,100	£155,716	£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
HU1 Wing Activities	HU1 Wing Activities	NA	NA
HU2 Wing Activities	HU2 Wing Activities	NA	NA
HU3 Wing Activities	HU3 Wing Activities	NA	NA
HU4 Wing Activities	HU4 Wing Activities	NA	NA
PE for Recreation Orderly	PE for Recreation Orderly	5	28.25
Library	Library	6	28.25
Kitchen	Kitchen	55 (10 working Staff mess, 45 Main Kitchen – 30 on a rota basis)	28.25
Orderly Cleaners	Orderly Cleaners	12	28.25
Recycling Activity	Recycling Activity	22	28.25
Weekend Activity	Weekend Activity	NA	28.25
Works Department	Works Department	NA	28.25
Wing Cleaning	Wing Cleaning	90	28.25
Other Occupations	Other Occupations	111	28.25
Sub total		301	254.25

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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		12	28.25
Core Education Classes		N/A	
Education Induction Assessment		Not Allocated	
Education leading to accreditation		24	28.25
PE Leading to QCA Qualifications		N/A	28.25
Skills training leading to Accreditation	NVQ Bricks	12	28.25
Skills training leading to Accreditation	NVQ Paints	12	28.25
ROTL		0	
Prison Induction Courses/Interviews		0	
Other		N/A	
Sub total		60	141.25
Table 8 Total		601	700.25

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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	6h 15m	0h 00m	2h 04m	1h 00m	1h 00m	10h 19m
Tue	6h 15m	0h 00m	2h 04m	1h 00m	1h 00m	10h 19m
Wed	6h 15m	0h 00m	2h 04m	1h 00m	1h 00m	10h 19m
Thu	6h 15m	0h 00m	2h 04m	1h 00m	1h 00m	10h 19m
Fri	3h 15m	0h 00m	4h 45m	0h 30m	0h 30m	9h 00m
Sat	0h 00m	6h 45m	0h 00m	1h 00m	0h 00m	7h 45m
Sun	0h 00m	6h 45m	0h 00m	1h 00m	0h 00m	7h 45m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	5h 39m	0h 00m	2h 36m	0h 54m	0h 54m	10h 03m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	4h 02m	1h 55m	1h 51m	0h 55m	0h 38m	9h 24m

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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)	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 %	
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)	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
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
CU067	HMIP	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

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	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	3.00
CU075	HMIP Respect	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	2.79
		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	2.86
		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	2.83
		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 MAPPA Forms	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													150	150				942

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CU021	Offending Behaviour Programme (OBP) Completions	77.00	77.00	6,456.00
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Regimes

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General

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