



National Offender
Management Service

**Annex to High Security Estate
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 Woodhill

Local Establishment Annex 2014-15

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This document is the Local Establishment Annex 2014-15 to the High Security Estate 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 Woodhill
Establishment type	High Security
Specialist function	Close Supervision Centre, Managing Challenging Behaviour Unit, Witness Protection Unit
Security Category / Categories:	Category A or lower/ Young Adults suitable for closed conditions or lower including Restricted Status
Annual Operating Price	27,394,533

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	660
Operational Capacity	819

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.

Table 2b: Population Allocation Specification	
Gender:	Male prisoners only
Age:	Adults (21 and over) and starred up and Restricted status Young Adults (18-21)
Security Category:	Category A or lower/ Young Adults suitable for closed conditions or lower including Restricted Status
Sentence Status:	Remand and 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 & YOI Woodhill is a High Security Core local holding male prisoners aged 18 and over. The population is mainly comprised of Adult and YO remand and newly sentenced prisoners from Northampton, Aylesbury Milton Keynes and Wellingborough Crown Courts among others. Woodhill will receive redirections from other local prisons as necessary, particularly High risk prisoners (including high risk Young Adults).</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	12	1	11	1	18	200	243
Prisoners sentenced to less than 12 months	1	15	85	0	2	0	103
Determinate prisoners serving 12 months or more but less than 4 years	5	32	94	0	0	0	131
Determinate prisoners serving more than 4 years	10	26	20	0	3	0	59
Indeterminate prisoners	28	23	0	0	5	0	56

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Determinate and indeterminate Recallees	4	4	30	0	3	0	41
Non-criminals	0	0	3	0	1	18	22
Resettlement	N/A	78	78	0	8	0	164
Discretionary	N/A	0	0	0	0	0	0
Total	60	179	321	1	40	218	819
Resettlement	Yes	Reset %	20%	Reset No.	164		
Specialist Function	Close Supervision Centre, Managing Challenging Behaviour Unit, Witness Protection Unit						

SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	Response to Commissioning Intention
1a	<p>HMP Woodhill will prioritise offender rehabilitation as core everyday business through two Workstreams. The first strand is to promote a rehabilitative culture throughout the staff at HMP Woodhill. This will be written into a local strategy to develop a Rehabilitative Culture over the next 3 years (see Table 6 for linked development objective). This will subsequently be promoted through full staff briefings lead by the Senior Management Team and reinforced through all Staff Performance and Development Records.</p> <p>The second aspect is to focus on improving the establishment's current weaknesses in violence management and drug supply. The last MQPL report from November 2012 found the following;</p> <p>Whilst Woodhill's scores for the Security dimensions in November 2012 were quite typical, these had decreased since February 2010. Most responsible for this decrease in scores were participants' responses to statements about: trouble between groups of prisoners; certain prisoners running things on the wings or perceptions that prisoners ran things rather than staff; not being able to relax around or the need to be wary of other prisoners; a perceived need to buy and sell things to get by; the level of threats/bullying; that drugs caused a lot of problems between prisoners; and efforts by the prison to prevent drugs coming in.</p> <p>More than a dozen participants wrote that one of the three most negative aspects of life at Woodhill was bullying, the risk of violence and fighting, or the presence of drugs.</p> <p>This is also reflected in the Q2 2013-14 Performance Rating System (PRS) Report, which shows HMP Woodhill to be failing to meet targets for Violence Management and Mandatory Drug Testing. These improvements are already underway with a review of the Violence Reduction Policy and the introduction of a new Drug Strategy including the withdrawal of Buprenorphine as a prescribed drug, which is currently the drug most misused as identified from positive tests on MDT.</p> <p>The MQPL report in November 2012 found that fewer than average prisoners believed the establishment regime was constructive. This is believed to be linked to the lack of infrastructure for purposeful work at HMP Woodhill. The establishment will work to achieve the objectives identified in the Benchmarking report to improve the number of work opportunities for prisoners in order to improve this view as a means to improve the working culture amongst prisoners.</p>

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1b	<p>An assessment of HMP Woodhill's current weaknesses identified from current performance and the most recent MQPL survey can be found in the response to Commissioning Intention 1a above.</p> <p>In line with the High Security Estate regional response, HMP Woodhill will develop a three year local strategy that details how we intend to develop a rehabilitative culture (see Table 6 for linked development objective). This will be reviewed annually and include:</p> <ul style="list-style-type: none"> • An Action Plan to address identified needs in progressing towards a rehabilitative culture • A Communications Strategy • Coaching and training support • Consider consistency and fairness in the application of rules in enabling a rehabilitative culture • How to promote Inclusiveness • The involvement of the Prisoner Consultative Committee
1c	<p>HMP Woodhill's Senior Management team will continue to demonstrate a leadership commitment to understanding and reducing violence, bullying, intimidation and victimisation within the prison. Ensuring that effective local policies are in place for Violence Reduction and Safer Custody which are in line with the applicable Prison Service Instructions. By briefing staff daily about prisoners held in the establishment who are either at risk of harm or require their behaviour to be challenged and by empowering staff to challenge violent behaviour through encouraging the effective use of the IEP scheme and Adjudication Process. Other important feedback on feelings of safety, including recent HMIP reports, MPQL/SQL, complaints etc are scrutinised to ensure learning points are raised and acted upon quickly.</p> <p>The performance of the establishment against these objectives are monitored through monthly Safer Custody and Violence Reduction Meetings where Senior Managers are in attendance and prisoners are invited to present their views. These meetings discuss the current trends and identify any 'hotspots', good practice which has been identified as well as any learning points to be addressed. HMP Woodhill had a disappointing year 2013-14 only achieving a level 2 on PRS for the violence management measure. In addition to this, HMIP found that 32% of prisoners reported that they had been victimised by other prisoners within the establishment. To address these concerns an action plan will be researched and devised by the Head of Safer Custody which will look at identifying and addressing the core causes of violence and bullying and ensuring that a zero tolerance to violence is adopted prison-wide mirroring HMPS national policy. This will include consideration of the introduced of Violence Reduction Prisoner Representatives, Prisoner forums to generate ideas for tackling bullying and violence and staff contributions. The action plan will be completed by 31st May 2014 and completion will then be monitored through our monthly Senior Management Team meetings and the Quarterly Service Level Agreement meetings with the Deputy Director for the High Security Estate.</p> <p>HMP Woodhill's zero tolerance to violence is assured and monitored by ensuring that; all incidents of violence including assaults and fights are recorded accurately and appropriately on the performance hub through a robust reporting system. All incidents are reported to the Orderly Officer who records this on the Establishment's Daily Briefing Sheet, the Violence Management Log and IRS. The Orderly Officer ensures that appropriate sanctions follow and also records this on the two reports. The Violence Management Log is then sent to the Safer Custody Department who at the end of each month complete a further check via PNOMIS to confirm that prisoners were placed on Basic Regime / placed on Report / Referred to the Police following an act of violence. This information is also scrutinised at the Violence Reduction Meeting.</p>

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1d-g	HMP Woodhill will fulfil a commitment to comply with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that our Local Security and Public Protection Strategies will be kept up to date in line with current policy.
2a	<p>HMP Woodhill will maximise investment of all partners and providers delivering services for offenders here and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By September 2014 we will review who we work with and how we work with them and ensure that all contracts and service level agreements demonstrate how each service fits within the overall strategic context of the establishment. This review will include all statutory and non statutory, existing and new partners and providers (including by anticipating any changes as a result of Through the Gate). We will develop a plan which describes how, within 2014-2016 we will deliver:</p> <ul style="list-style-type: none"> • A clear shared strategic vision for how services align to maximise outcomes and create an integrated, seamless offender management service (including a shared understanding of outcomes and priorities) • A clear agreed plan of how services sequence and compliment each other, providing continuity of services to offenders both within and across prisons (facilitating the needs of all providers and contractual partners to allow them to effectively deliver) • Leadership which actively enables and integrates services, where partnership working arrangements improve performance and aid resolution of issues • An understanding of resource allocation, and how delivery and choices impact on the investment and activity of others • An agreement on how to safely use and share data and information <p>Progress will be monitored against the plan at the monthly Reducing Reoffending meetings and at a regional level with the DDC.</p>
2b	<p>At HMP Woodhill the DWP staff (Employment Benefit Advisers) are located within the prison resettlement hub. Located alongside other providers and operational staff to provide an integrated Resettlement Service. In accordance with mandatory requirements DWP have private office space containing standalone broadband and telephone line. This office spaces allows for private interviews to take place.</p> <p>During the induction process screening is conducted and prisoners identified for referral to an EBA. The EBAs also participate in the regular discharge boards and are provided with data on releases via the activities hub as well as direct access to P NOMIS.</p> <p>All our service providers are members of our reducing re-offending committee and are represented at our monthly meetings. Providers are required to update on performance and delivery and also have the opportunity to raise any concerns re non attendance.</p> <p>As with all activities, absentee information is robustly managed and DWP provide monthly reports of missed appointments. Our attendance rate for scheduled appointments has been running at 87% (Apr-Nov 13) with 100% of eligible offenders being signed to the programme and making an advance claim.</p>

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	<p>The establishment understands that the resources needed by DWP are likely to increase as Universal Credit is rolled out. The need for additional accommodation, telephony and broadband is being planned for as part of the move to resettlement prisons. Recruitment is currently ongoing for an additional 0.5 position.</p>
2c	<p>The healthcare team at HMP Woodhill work closely with the Commissioners within NHS England and their partner agencies. There are quarterly Prison Partnership Meetings which are attended by the healthcare provider for Primary Care and Mental Health, the Substance Misuse Service providers, the mental health providers for the CSC together with the prison Governor and representatives from Public Health. There are also quarterly contract review meetings with the commissioners. The healthcare provider attends the Drug Strategy Meeting, chaired by the prison governor and works in collaboration with the prison and the Substance Misuse service.</p> <p>The focus of the Drug Strategy meeting is to review any issues in relation to illicit drug use and the misuse of prescribed medication and agree a strategy of managing this. There is also a Medicines and Therapeutics Committee which is chaired by the Chief Pharmacist, and attended by the Security Department at HMP Woodhill, the Substance Misuse Service and key healthcare professionals from the healthcare team. This group has developed a pain management plan and strategy to look at reviewing the use of highly tradable medications and the effect such medications can have on an individual when accessing certain areas of the Gym. The strategy allows prisoners on these medications to access the gym but reviews the suitability of the equipment and exercises undertaken.</p> <p>Healthcare attends the weekly discharge board within Resettlement to ensure that the prisoner also has all the relevant information he needs when leaving in relation to him accessing services outside. A number of CPA reviews have been held to ensure appropriate and relevant information is cascaded when a prisoner is either transferred or released.</p> <p>Becoming a resettlement prison will increase the requirement and demand for close liaison with local services (GPs, social care, community mental health team etc) to ensure that there is effective communication for continuity of care on discharge from prison. Further links will be made with local services to make sure the discharge pathway is robust and effective.</p> <p>Westminster Drug Project (WDP) provide HMP Woodhill's substance misuse service. To support sustainable recovery from addiction to drugs and alcohol they provide an integrated service including peer support workers, substance misuse support groups, key worker resettlement pathway planning, liaise with NA and AA to enable them to provide a regular service and structured and semi-structured programmes for prisoners that are responsive to the client group and current trends.</p> <p>To ensure mental health needs of this population are met WDP staff have an assessment tool used to assess prisoners who may have mental health needs. All WDP staff have been trained in 'working with dual diagnosis clients' and working practices are in place to ensure that WDP works with the mental health team to support shared clients.</p> <p>To promote continuity of care from community to custody, between establishments and through the prison gate WDP assess prisoners as part of the induction process. They have a release planning protocol to safely manage discharge of clients from their care detailing how the service is communicated and handed over to a new provider whether another establishment or on release. Prisoners attending court have a court notification sent and their medical chart is sent to the relevant DIP team in case of release. To prepare for release, WDP have a Release Plan Co-ordinator who liaises with DIP teams to make appointments on the day of prisoners' release. The process commences 6 weeks prior to</p>

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	<p>discharge with a release plan drawn up by a clinical member of staff.</p> <p>WDP support HMP Woodhill in our efforts to reduce the supply of drugs and alcohol by engaging with MDT process by working with referred prisoners, educating prisoners in relation to the harm of substance and alcohol misuse, by sharing information on supply which sits outside of the confidentiality offered to prisoners, by being active members of the substance misuse committee and medicines and therapeutic committee, by following a published zero tolerance policy in relation to medication diversion and providing an incentive based drug testing programme that supports Woodhill's employment and IEP policies.</p>
2d	<p>A full health needs assessment has been completed which is currently with the Commissioners awaiting sign off. Once this is completed a detailed action plan will be put into place to address any recommendations, which will be completed by 31st May 2014. Currently all social care needs are addressed by the healthcare team and additional resources made available to meet these needs of identified prisoners. This is either provided by a paid carer within the prison system or additional healthcare assistant resources.</p> <p>Those that are most likely to require additional support or support from a social care perspective are those with complex health needs, disabled prisoners, older prisoners or prisoners with Learning Difficulties. The Primary Care Team have a register of those prisoners with complex needs, which includes those with social care needs. The Mental Health team are aware of all prisoners with a Learning Difficulty. Discussions have taken place at the quarterly contract review meetings with the Commissioners to consider how to engage the local authority in the provision of social care in this environment. At present the Local Authority Contact is ASCAT (Adult Social Care Access Team) who HMP Woodhill is building a relationship with ready for the implementation of the Care Bill. This work is currently on going. Healthcare is due to be re-tendered in 2014.</p> <p>For older prisoners at HMP Woodhill we currently have a Local Policy detailing the support available. This includes a dedicated Disability and Older Persons Liaison Officer (DOPLO) and further information can be found at CI 5A. Additional support services are also available for prisoners with learning disabilities which are identified through the induction process. Again this is detailed in the response to CI 5A.</p>
2e	<p>A supportive family environment is a key factor in the reduction of re-offending. At HMP Woodhill our aim is to maintain and improve family relationships in line with PSI 12/2012. Output 17 of the PSI states <i>"that prisoners visited by families whilst in custody are 39% less likely to offend than those who are not."</i> <i>"to ensure systems are in place for the provision of advice and signposting"</i>. The Resettlement Chaplain is our named lead for this work.</p> <p>Identification of prisoners who would benefit from interventions comes from self referral, the prisoner's Offender Supervisor or contact with family members during visits.</p> <p>HMP Woodhill currently has a number of ways we support prisoners. We have a published delivery plan for Family Visit Days and we run the Storybook Dad programme which allows the father-child bond to be maintained and developed during custody.</p> <p>To improve on this we have recently started work with an external family support agency 'Family Matters' and are planning for them to have regular visits to our visitors centre to offer specialist family support sessions and put families in contact with community based family centres.</p>

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	<p>Work is also ongoing with the Mothers Union to develop a parenting course for prisoners. The course will utilise newly acquired parenting skills, to build relationships and contribute to the stability of family life in society; helping support, maintain, renew and improve links between offenders and families generating powerful motivation and commitment to the long term desistence from crime (PSI 12/2012 Output 17).</p> <p>We support the needs of offender families by identifying needs and by signposting to specific agencies. An independent visitor survey has been completed to assist in provision of appropriate services. Launching in February 2014 under the banner of 'Family Matters' we will provide access to agencies on a range of issues such as finance, substance misuse and children's issues.</p> <p>We have a named contact within the local authority in the Troubled Families programme. Our aim to develop this initiative is to put in place a shared delivery plan (which includes sharing aggregate and individual data to identify families meeting the Troubled Families programme criteria). Its aim to identify new opportunities and interventions for offenders' families to strengthen our services and support. This is underpinned by a Development Objective found in table 6.</p>
2f	<p>HMP Woodhill does not provide a Personality Disorder service however the Mental Health department completes assessments where required. If a personality disorder is identified in an individual HMP Woodhill refers these individuals to a site which is equipped to deliver Personality Disorder interventions. Please see table 6 for the development objective related to further improving this service.</p>
2g	<p>The Learning, Skills and Employment offer at HMP Woodhill is reflective of the findings within the annual Needs Analysis. This process involves a range of partners including Milton Keynes College (OLASS 4 provider) and Tribal (National Careers Service provider) and analyses a range of considerations including; demography, average length of stay, functional skills needs, labour market information in resettlement areas, local opportunities for employability, HMIP and Ofsted feedback.</p> <p>The Head of Learning, Skills and Employment facilitates monthly Quality Improvement Group meetings with a range of partners. Performance is measured through quality assurance processes and a self assessment development plan monitors areas for improvement. Milton Keynes College (OLASS 4 provider) holds a weekly data meeting with curriculum managers to scrutinize performance and the Head of Learning, Skills and Employment attends to ensure any local issues impacting on performance are managed promptly. Most qualifications offered are on the Qualifications & Credit Framework (QCF) giving learners the best opportunity to achieve credits that contribute to a full qualification.</p> <p>The Head of Learning, Skills and Employment and the Education Manager attend a monthly cluster meeting facilitated by the Lead Governor where performance is scrutinized further. The Skills Funding Agency provide information on the number of learners engaged in learning and skills and validates provider data. The OLASS budget is monitored closely and every effort is made to maximise resources and optimise outcomes for learners. Recruitment and attendance are also monitored and the Head of Learning, Skills and Employment and the Head of Reducing Re-offending address local issues in support of engagement in the learning journey. Our learners do not routinely transfer within cluster and therefore the strategic learning offer considers progression opportunities outside of cluster. An exception report is produced from the monthly cluster meetings if appropriate and submitted to the regional steering committee. Movement of funds within cluster and region are agreed at regional governance meetings with Lead Governors and the DDC if necessary.</p>

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	<p>New prisoners receive a basic literacy and numeracy assessment during their Induction and are given access to a careers advisor who completes an Individual Learning Plan with them. Functional skills are addressed as a priority and where a need is identified, prisoners are enrolled onto a relevant course with additional learning support available. The Shannon Trust Reading Plan is being re-launched to develop the overall reading abilities of prisoners. Progression is encouraged where appropriate and access to Open University, Higher education and Distance Learning is provided.</p> <p>Employability skills are developed through a range of Vocational training and offer qualifications in PICTA, BICS, Horticulture, Catering and PE. Health & Safety qualifications prepare prisoners for the workplace and support the 'working prisons' agenda. In April 2014, a new Painting & Decorating workshop will be in operation offering further vocational qualifications. Development plans are in place to expand the provision further within the Laundry and Waste Management Unit utilising all available opportunity and space. The Learning and Skills development fund from BIS is appropriately utilised to ensure the maximum opportunities exist for prisoners to develop their employability skills.</p> <p>The Learning and Skills Strategy identifies sequencing of interventions to ensure the right offer is available to prisoners at the right time during their stay at Woodhill. The regime aims to support the learning journey and interruptions are monitored and limited as far as practicable in a core local setting. Sentence planning supports the learning journey and IEP processes encourage engagement and commitment to learning. Engagement events are programmed throughout the year to develop links and relationships with local employers and education/training providers to improve employment and training outcomes for prisoners on release.</p>
2h	<p>As part of every offenders induction a full resettlement needs interview is conducted which records an offenders circumstances on reception in relation to employment and what impact a custodial sentence will have on this. Resettlement staff and partner agencies will assist in contact with current employer if this is requested to see if employment may be maintained. For those that are serving shorter sentences this early intervention is key as employers may support and provide employment on release.</p> <p>Where employment was not in place or can not be maintained prisoners are referred to the Careers Service provider for career planning, advice and guidance. Advice and guidance on possible training and career paths are discussed and matched to opportunities within the establishment. Where opportunities do not exist within Woodhill and the length of sentence allows referral will be made to Offender Management for onward allocation where appropriate.</p> <p>The reducing re-offending committee has employment as the as its priority development objective for 2014/2015. Our partners such as DWP, Job Centre Plus, Careers Advisors and Job Deal are fully integrated members of the Reducing Reoffending Committee and share in our work to engage with local business and employers. An action plan is in place and a series of employer engagement events are planned for 2014/15.</p> <p>Linked to intention 6d we aim to engage with local business that may provide work within the establishment as well as potential for employment on release.</p> <p>Our progress against our employer engagement development plan will be reviewed monthly at the Reducing Reoffending meeting.</p> <p>The Learning & Skills curriculum maximises opportunities for prisoners to improve their employability skills through vocational qualifications in</p>

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	<p>PICTA, BICS, Horticulture and PE. By April 2014 a new Painting & Decorating vocational course will be available. Developments are planned to expand the range of vocational qualifications on offer to utilise every opportunity within the establishment including development of PICTA, Waste Management and Laundry. The Learning and Skills development fund from BIS is appropriately utilised to ensure the maximum opportunities exist for prisoners to develop their employability skills.</p> <p>We are working with One3One solutions and with their support have met with local businesses. From this we have two companies who we are working with in relation to our available workshop space. As part of bench mark we have identified further accommodation that may be suitable for small workshops and will continue to work with One3One in 2014/15 to develop opportunities.</p>
3a	<p>In commissioning services HMP Woodhill is aware of the need to target evidence-informed quality assured interventions. In delivery we should demonstrate appropriate assessment and sequencing of offenders' engagement in interventions as well as the intervention being appropriate to the groups that receive them.</p> <p>In commissioning services we will also consider the factors linked to re-offending.</p> <p>Drug & alcohol misuse – Our substance misuse service is provided by Westminster Drug Project. Providing both clinical and psycho social services. Prisoners can access treatment, services, advice and support around drug and alcohol needs via WDP ROOTS (Recovery, Orientated, Offender, Treatment, Service). All prisoners entering custody will be screened for drug and alcohol misuse by a healthcare professional. Identified prisoners will be located on a specific unit supported through a recovery model. All prisoners received into HMP Woodhill will receive harm reduction information and equal access to clinical assessment if required. This will be monitored by commissioning outcomes, linked to payment by results points and via local monitoring and engagement with establishment substance misuse strategy.</p> <p>Impulsivity/low control - We deliver structured cognitive offending behaviour programmes shown to be effective with this group. TSP and RESOLVE are group based programmes with specific criteria and assessment processes. As detailed in table 4b these programmes will be aimed at those prisoners with OGRS scores of 50+. In the selection process we will also consider factors linked to reoffending and how to address them. For example evidence shows that cognitive programmes do not impact on acquisitive offenders but that they are effective for violent offenders.</p> <p>Attitudes that support crime – Delivery of cognitive programmes as detailed above will be delivered to this group. In challenging attitudes Victim-offender conferencing is being developed and will be delivered in 2014 as part of NOMS RJ Capacity Building Programme.</p> <p>Social network also engaged in crime & Lack of positive recreation / leisure activities – It is recognised that offenders released to the same area within the same criminal network are more likely to reoffend. We work with community partners and charity to provide through the gate mentoring and support. This is difficult to evidence as many of our population disengage and can also become transient in their lifestyle. Our resettlement chaplain is developing further links to community support groups but we recognise that breaking this cycle is also linked to required improvements in positive outcomes for employment, education & training on release.</p>

	<p>Lack of supportive and pro-social family/marital relationships - During their time in custody all offenders will have access to social visits with their families delivered in line with the Visits Specification. Social visits are encouraged at Woodhill as it is recognised that offenders who receive visits from family whilst in custody are 39% less likely to reoffend. Visits information is provided to offenders during induction. Offender Supervisors discuss with offenders involvement of family in sentence planning process. With consent families are provided with updates on progress and invited to make representations in regards to objective setting. Every offender receives a resettlement induction and as part of this one to one interview signposting to appropriate agencies & services takes place including family related services.</p> <p>Our OLASS provider delivers a Family Relationship course that helps prisoners understand the potential impact of their imprisonment on their families, and PACT provides visitor support, advice and guidance to families visiting prisons. Additionally the Resettlement Chaplain service provides links to external faith support for families groups.</p> <p>We are further developing the service in this area working alongside community partners with a scheme called 'Family Matters'. Based on family surveys we will bring key agencies into the visitors centre to offer access and support to families on key issues as identified by them. This is hoped to reduce the anxiety caused by offenders being in custody and so provide a more settled base on which to support family relationships.</p> <p>Lack of Work/unstable employment – Activity within the establishment is based on the working prison model. Development of activity places is ongoing and the recent benchmarking report will provide an action plan to take forward. Vocational training is being developed to provide real employability skills for release. This work is supported by access to numeracy and literacy work through OLASS providers. Working with One3One the establishment has sourced commercial contract work that will provide offenders with experience of the workplace and develop associated skills. Employment on release is a development area for Woodhill. A strategy day is planned with existing partners along with national organisations and local employers. A development plan will be in place to guide this work. Effectiveness will be measured through establishment performance target for employment on release.</p> <p>Homelessness, or living in a criminogenic neighbourhood – All offenders will have access to core offer which provides access to services designed to maintain and source accommodation. All offenders are informed of these services during induction and are signposted to the appropriate service during resettlement intervention plan. The performance of these services is measured by establishment KPT for offenders having settled accommodation on release. The area of release is a focus of Offender Manager and Offender Supervisor but is usually dependant on family and support network location. Provision of services as detailed in social and family factors above can assist this factor.</p>
3b	<p>At HMP Woodhill there are strict assurance processes in place in ensuring the quality of the cognitive offending behaviour programmes we deliver; Thinking Skills Programme (TSP) and Resolve.</p> <p>Session plans are generated for every session to highlight what is to be delivered, which facilitator is delivering it, participant diversity/learning needs, participant treatment targets and other relevant information.</p> <p>Each TSP course has four group supervision sessions where the participants' diversity needs, and progression towards their treatment targets are monitored, discussed and evaluated. One session from each of the three modules, (either an individual session or a group session) is DVD monitored. This checks the facilitators' skills (regarding responsiveness with integrity, treatment style and facilitation skills) meet with the</p>

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	<p>programme requirements.</p> <p>Each Resolve course has four group supervision sessions and 3 DVD monitoring sessions.</p> <p>Every session that is delivered is evaluated at the end of the session where the two facilitators highlight any issues for the next supervision session and provide feedback on their strengths and development areas to integrate into their next delivery.</p> <p>The participants provide feedback on each programme at the end of the course and following their post programme report disclosure. The programmes team do a self audit at the end of each programme to check that all compliance measures (for IU - Interventions Unit audit requirements) are met.</p> <p>IU review a selection of the DVD monitored sessions as part of the compliance and quality audit measures. All post programme reports are proof read by the treatment manager or another facilitator.</p> <p>To ensure that appropriate prisoners are referred to the programmes HMP Woodhill provides programmes awareness training as part of our training schedule for staff.</p> <p>Team meetings are held fortnightly with the resettlement manager to highlight current issues. AIM (Accredited Intervention Management) meetings, ten per year, discuss in detail any issues with the facilitators, group participants, and other programme matters.</p> <p>For non accredited interventions currently delivered at HMP Woodhill (as detailed in 3a) there are currently no formal assurance processes in place. Development of these assurance processes is required and detailed as a development objective in table 6.</p> <p>All interventions and services are subject to external assurance processes such as audit, HMIP and MQPL.</p>
4a	<ul style="list-style-type: none"> • The data from 2013-2014 Segmentation Local Tool: Custody identifies that the main risk group of offenders at HMP Woodhill are offenders with OGRS scores of 50-74 who are deemed to be high likelihood of reconviction. This group accounts for 232 (40%) of the sentenced population and so this group will be the focus of core and additional resource investment for 2014-2015. • Violent offending accounts for 37% of the sentenced population and is the largest single group of offenders. Within the OGRS high offenders this is also the largest offence group accounting for 17%. Resolve is a specific violence reduction programme. This programme looks at instrumental and reactive violence and aims to equip offenders with skills to manage their violence and so reduce risk factors. There exists very good integrated working between the Programmes Team and Offender Management Unit. Offender Supervisors will take into account the target group when setting sentence plan objectives and will discuss this with programme facilitators to ensure realistic plans are set. For those who meet our agreed offender group the national programme criteria and assessment process will then be followed. <p>For offenders to complete Resolve they would need to have a minimum of 3 months left to serve. Segmentation data shows that 15% of the</p>

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	<p>17% OGRS high are serving sentences of over 1 year and so would be able to access this intervention.</p> <ul style="list-style-type: none"> • All other offence types; sexual, robbery, drugs, motoring & other could be assessed for TSP Cognitive Skills intervention. This intervention aims to challenge the way offenders think and their behaviour associated with offending. It involves offenders developing skills in setting goals and making plans to achieve these without offending. These offence types account for 37% of the population. The target group would also be the OGRS high likelihood of reconviction. Within the OGRS high score these offences account for 13% of offenders. • Acquisitive offenders do not currently have a specific intervention. Where linked to violent offending they may be considered for Resolve if they fall in the OGRS high category. Offender supervisors will consider the background to the acquisitive offending such as substance misuse, violence, finance and debt issues caused by unemployment and these aspects will be targeted. Due to this we have agreed that acquisitive offenders in the high risk group will be prioritised for additional service interventions that meet these underlying issues. This group accounts for 27% of the population. Within the OGRS high group it accounts for 10%. <p>Further work is required to improve our sequencing of interventions both in relation to core offer and additional services offer. In particular further development of integration between Offender Management Unit and Resettlement functions. This will be outlined within a revised Reducing Reoffending Strategy 2014-2016</p>
4b	<p>Please see Population Specification in Section 1 of this SLA.</p>
5a	<p>At HMP Woodhill we utilise the full range of possesses available to all establishments in identifying and assessing individual prisoner's needs.</p> <p>On the day of arrival this includes a private consultation with a nurse on arrival, which will lead to referral to other services if required (such as a substance misuse doctor or mental health nurse), a first night interview with a member of staff which captures information regarding protected characteristics, any safer custody concerns and the completion of a cell sharing risk assessment which will have input from an operational manager where any concerns are highlighted. Induction information is available to prisoners in a variety of languages and where a barrier remains the language line facility is used to overcome this. Currently there is no recorded assurance process in place for induction. This will be rectified by the end of May 2014. See table 6 for the associated development objective.</p> <p>Following from this as part of the induction process every prisoner completes a basic skills assessment. This process ensures that we identify any prisoner with learning disabilities and support is then provided by our education partners Milton Keynes College by their Additional Learning Support Tutor for those prisoners who are enrolled in education. They receive one to one support and have an individual learning plan. All convicted prisoners who have education attainment below level 1 are required to enrol to improve their skills.</p> <p>For prisoners identified with protected characteristics there are a number of services available which are advertised through different mediums. All prisoners receive information on how to declare a disability and the support available to them including a designated Disability and Older Persons Liaison Officer (DOPLO), prisoners aged over 55 are sent information by the DOPLO, prisoners who declare they are homosexual</p>

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	<p>have a monthly forum which they are invited to attend, foreign nationals are sent an additional induction pack by the BME & FN Officer outlining support including a monthly immigration clinic. BME prisoners are supported by walk around clinics by the equalities team every fortnight, which are advertised by posters displayed on the House Units. Additional forums are held where there is an identified need, such as a recently introduced Muslim prisoner forum led by our Imam following feedback from HMIP.</p> <p>Ongoing identification of the needs of individuals is achieved through a number of additional processes including the ACCT process for prisoners at risk of harm, OASys sentence plans, cell share risk assessment reviews in addition to prisoners being able to self report a change in circumstances to staff. For some characteristics such as a change in religion, this is supported by an interview by the head of the faith they wish to convert to.</p> <p>These processes are underpinned by staff training in both equalities through the nationally developed 'challenge it, change it' programme delivered locally, through ACCT delivery training at foundation, case manager and assessor levels and through locally delivered faith awareness training.</p>
5b	<p>As described in the response to commissioning intention 5a, HMP Woodhill has a number of systems in place to ensure that prisoners are encouraged to access the services available to them in respect of protected characteristics, learning disabilities and health.</p> <p>With regard to the sequencing of services, as identified in our response to 4B work is needed as currently this area is underdeveloped. Therefore a development objective relating to this can be found in table 6.</p>
6a	<p>In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Woodhill will ensure delivery in the key thematic areas of Intelligence Gathering & Management; Offender Management and Public Protection; and Interventions & Resettlement.</p> <p>HMP Woodhill will also ensure that any recommendations related to the identification, assessment and management of extremist offenders which are identified in year through the NOMS assessment process are implemented within reasonable timescale.</p>
6b	<p>HMP Woodhill have identified staff to deliver RJ conferences who have received training from the Thames Valley led Capacity Programme. Our local lead and point of contact is the Head of OMU. Woodhill has three trained facilitators however only two are currently working at the establishment with the third to join us at the end of May 2014. An area for the conferences to take place has been identified however there is significant development required before Woodhill is able to facilitate conferences. Woodhill will target prisoners with violent or acquisitive offences with a medium/high rate of reconviction with clear victims who have successfully completed the Sycamore Tree Programme. HMP Woodhill will develop and implement a plan by November 2014 for the creation of a supportive environment which will enable delivery of victim-offender conferencing (RJ) of up to 10 conferences per year. The plan will focus on developing;</p> <p>A plan for focused delivery to acquisitive and violent offenders where there is a medium/high risk of reconviction</p>

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	<p>Building awareness of RJ amongst relevant staff groups Developing partnerships with organisations and local commissioners to support delivery of RJ</p> <p>Infrastructure to support delivery, including development of;</p> <ul style="list-style-type: none"> • agreed referral processes with partners • processes which contribute to suitability and risk assessments • appropriate gate procedures for entry into the prison of victims and other participants • Integration of RJ into sentence planning <p>Please see Table 6 for the associated Development Objective.</p>
6c	<p>HMP Woodhill will develop an HDC strategy which ensures that all prisoners eligible for HDC who cannot provide an accommodation address must be offered accommodation through BASS - in accordance with PSI 25/2013 and Annex I of PSO 6700 (Home Detention Curfew). BASS support-only will be considered for those with their own accommodation who could be released with additional support. We will also ensure that BASS is considered as an option when non-BASS HDC placements fail.</p> <p>The HDC strategy will stress the importance of liaison with the license supervisor (offender manager) and ensure that releases to BASS are credited as 'suitable and settled' for the purpose of delivery levels. HDC referrals to BASS will be delivered from within existing resources.</p>
6d	<p>Working with One3One we have met with commercial companies and are in process to complete contract work. Local contacts have been developed and small contract work is now being tested that should lead to an increase in activity places.</p> <p>Increasing employment opportunities both in custody and on release is part of our Reducing Reoffending (RR) Strategy and as such this work is monitored by the RR Action Plan.</p> <p>The regime review within the recently received benchmarking plan outlines activity for all offenders at Woodhill. Our work during 2014-2015 will be to source appropriate work and implement this plan.</p>
6e	<p>HMP Woodhill is able to meet the current demand for the use of video link. No extra resources are required at present. This situation will be reviewed if demand increases. Video usage data is recorded and reported via VL2. This is monitored locally monthly by the Senior Management Team and is led by the Head of Operations.</p> <p>HMP Woodhill actively engages with Northampton's criminal justice board. We will develop our relationships with other local Criminal Justice boards such as Thames Valley (Milton Keynes) in the forthcoming year.</p> <p>Local arrangements for booking video facilities have been shared with our CJS and OM partners. We actively encourage visits by partners.</p>

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	<p>HMP Woodhill facilitates regular visits to Woodhill by magistrates, Crown Court Judges and Northampton CJB</p> <p>HMP Woodhill attends the Northampton Court user group and has recently been invited to attend the Thames Valley Group, which will commence towards the end of the 2013-14 financial year.</p> <p>HMP Woodhill requests that all CAT A prisoner court appearances are heard via video link. This decision is made by the preceding Judge. The Judge often requests that the prisoner is produced for court even for a hearing such as PCMH, which could be heard via video link. This has been fed back at the user group meetings.</p>
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Table 4a: Rehabilitation Services

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

Rehabilitation Services in Custody	Name of Service Service Description	Commissioning Arrangements (NOMS Locally, Regionally or Co-Commissioned)
Staff support and encourage prisoners to participate fully in rehabilitation services	<p>Induction - Attendance at Induction is mandatory as part of the establishments activity allocation. This ensures all offenders are aware of services and access routes to these services. The Induction programme is delivered with input from multi disciplinary team and service providers.</p> <p>Staff involved in delivery of the Induction process record completion on C-Nomis to assist with the new IEP policy, and prisoners who do not engage fully are managed through this process.</p> <p>The Resettlement Hub NOMS staff complete a Resettlement Pathway Intervention Plan (RPIP) for all prisoners attending Resettlement Induction. This will provide early identification of risk, core service needs and an understanding of the individual obstacles to reintegration.</p> <p>Sentenced prisoners will have a OASYs sentence plan completed in line with MTCS. The RPIP document will be used to inform this process.</p> <p>All prisoners received into HMP Woodhill are seen by a member of the WDP ROOTS team and given harm reduction information as well as information about how to refer into the service</p>	NOMS Locally
Prisoners are made aware of their responsibilities in engaging with and accessing services	<p>Induction - Attendance at Induction is mandatory as part of the establishments activity allocation. This ensures all offenders are aware of services and access routes to these services. The Induction programme is delivered with input from multi disciplinary team and service providers.</p> <p>Staff involved in delivery of the Induction process record completion on C-Nomis to assist with the new IEP policy, and prisoners who do not engage fully are managed through this process.</p> <p>Prisoners are required to complete a Basic Skills assessment and the results inform their Learning Plan. Results from prisoners BKSB assessment is recorded on C-Nomis.</p> <p>Careers Advisors refer prisoners to the Education department to improve basic skills levels and also advise on work and activity opportunities and assist with their application.</p> <p>The Resettlement Hub NOMS staff complete a Resettlement Pathway Intervention Plan (RPIP) for all prisoners attending Resettlement Induction. This will provide early identification of risk, core service needs and an understanding of the individual obstacles to reintegration. Prisoners are provided with a copy of the RPIP that advises them of the Resettlement Worker managing their custody plan and what services/needs have been identified.</p> <p>Sentenced prisoners will have an OASYs sentence plan completed in line with MTCS. The RPIP document will be used to inform this process.</p>	<p>NOMS Locally</p> <p>OLASS</p> <p>NOMS Nationally</p> <p>NOMS Locally</p> <p>NOMS Locally</p>
Prisoners anti social	HMP Woodhill operates a personal officer scheme that requires minimum levels of interaction and engagement with all	NOMS Locally

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<p>attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement</p>	<p>offenders.</p> <p>The establishments Violence Reduction Policy aims to challenge anti-social behaviour and provides tools for staff to manage prisoners displaying this behaviour.</p> <p>The establishments Incentive & Earned Privileges scheme is used to recognise and reward pro-social behaviour & interaction as well as challenging behaviour below that expected.</p> <p>Through local induction and national training staff are aware of their role in appropriately addressing anti social behaviour.</p>	<p>NOMS Locally</p> <p>NOMS Locally</p> <p>NOMS Locally</p>
<p>Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.</p>	<p>Following the RPIP process and at the earliest opportunity, short term prisoners are encouraged to liaise with their employer to establish if they are able to retain their employment upon release. This process will be supported and can also be delivered by the Resettlement Team or the Jobcentre plus worker.</p> <p>As part of Induction process all prisoners have an assessment of Basic skills (BKSB Tool). This assesses literacy and numeracy levels. This score is used to identify needs and is shared with National Career Service and Offender Management.</p> <p>The establishment operates the DWP "Work Programme" from the Resettlement hub. This scheme enables prisoners to have a referral to the Work Programme immediately on release and to provide a true "through the gates" service. Part of this process involves undertaking the Job Seekers Allowance claim at the establishment prior to release thus ensuring the prisoner has access to benefits at the earliest opportunity upon release. The prison leaver will remain on the Work Programme for the standard period of two years unless they move into employment.</p> <p>National Career Service is provided by Babcock. All offenders will have opportunity to access careers advice during induction. A career plan will be completed. The Education department also deliver employability skills.</p> <p>The establishment has a job point that is installed in the library. The job point gives prisoners access to all current local and national vacancies and they are encouraged to access this.</p> <p>Offender Supervisors will continue to work with those offenders who are in scope and advice, guidance and signposting to employment will be undertaken where appropriate.</p> <p>OLASS4 is delivered through Milton Keynes College. Curriculum is designed on needs analysis of offender population and provides maximum of 200 activity spaces. Literacy, Numeracy and IT are provided within the core offer to improve functional skills of offenders. Passport to Work covers essential Health & Safety knowledge in preparation for the workplace within the establishment.</p> <p>The Resettlement team delivers a weekly discharge board where a prisoners needs are again assessed prior to his release from custody. This is a multi disciplinary process and referrals can also be made for job search, employment advice.</p>	<p>NOMS Locally</p> <p>NOMS Nationally</p> <p>NOMS Nationally</p> <p>NOMS Nationally</p> <p>OLASS</p> <p>NOMS Locally</p> <p>OLASS</p> <p>NOMS Locally</p>

Prisoners can access services that enable them to manage housing needs created as a result of their custody.	<p>Specialist support in respect of mortgage advice and retention is offered by the CAB.</p> <p>Housing needs assessment form is completed. Prisoners are signposted to the Housing Team (St Giles & NOMS). Immediate housing issues are managed to retain accommodation.</p> <p>When a tenancy cannot be saved St Giles housing advisors will support clients to relinquish it as soon as possible to reduce the amount of debt that may occur.</p>	<p>NOMS Nationally</p> <p>NOMS Locally</p> <p>NOMS Nationally</p>
Prisoners can access services that enable them to seek settled and suitable housing for release.	<p>Initial signposting takes place during Induction and Resettlement RPIP completion. Follow up appointments will then be made with housing service provider.</p> <p><u>St Giles</u> The St Giles housing advisors will receive referrals of offenders requiring the support / advice of housing services. They prioritise referrals and arrange suitable appointment times attending the Resettlement Clinic to meet with offenders.</p> <p>Receive HDC referrals through the induction process, assess and check HDC eligibility, liaise closely with HDC staff and facilitate referrals to BASS for those who are eligible for HDC but have no address to propose.</p> <p>Work with those being released on licence by liaising with their Offender Managers to find suitable accommodation.</p> <p>Where possible, if the client meets the criteria, continue a claim for housing benefit, completing a change of circumstances form or making a fresh housing benefit claim form on their behalf.</p> <p>Prisoners may also self refer should circumstances have changed since reception.</p> <p>Prisoners are provided with a pack which contains the names and addresses of housing departments, private landlords, hostels, shelters etc. Individual Offender Supervisors can liaise with the Housing Team on any emergent needs.</p> <p><u>Mayday Trust</u> Provides a service within the resettlement hub. A charity providing accommodation and life support for vulnerable adults. This provides for emergency and long term accommodation needs. The Mayday Trust is developing property in the Milton Keynes area that could be made available for prisoners being discharged into the local community.</p>	<p>NOMS Locally</p> <p>NOMS Locally</p> <p>NOMS Nationally</p> <p>NOMS locally</p>
Prisoners can access services to enable them to address personal financial management issues created as a	<p>As part of the RPIP process all prisoners are issued with a debt advice pack. Prisoners can then identify the area of debt management that they may need help with. Prisoners may self-refer to the CAB at any time.</p> <p>They are signposted to the Citizens Advice Bureau (CAB) for support and advice. Complex cases are referred to outside specialists who work for the CAB in the community.</p>	<p>NOMS Locally</p>

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result of their custody.		NOMS Nationally NOMS Locally
Prisoners can access available services which enable them to address their family welfare and family support needs.	<p>All offenders will have access to social visits as delivered in line with Visits SBC. Social visits are encouraged at Woodhill as it is recognised that offenders who receive visits from family whilst in custody are 39% less likely to reoffend. Visits information is provided to offenders during induction.</p> <p>PACT provides visitor support, advice and guidance to families visiting prisons.</p> <p>The chaplaincy service provides links to external faith support for families groups.</p>	<p>NOMS Locally</p> <p>NOMS Locally</p> <p>NOMS Locally</p> <p>OLASS</p> <p>NOMS Locally</p> <p>NOMS Locally</p>
Prisoners have equivalence of access to health services in custody as in the community.	Health provision is monitored through a number of Key Performance Indicators that we report on to our own commissioners. There are no standards set around appropriate waiting times for services currently however in the community it is expected that there is only an 18 week wait time and we certainly meet this. Waiting lists are monitored and reported on at a number of meetings. There are regular contract meetings with the commissioners in relation to the main healthcare contract and we also monitor all of our sub-contracts for example; GP contract on a regular basis to ensure compliance with the contract and our expectations.	NOMS Locally
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	Prisoners can access treatment, services, advice and support around drug and alcohol needs via WDP ROOTS (Recovery, Orientated, Offender, Treatment, Service). All prisoners entering custody will be screened for drug and alcohol misuse by a healthcare professional. Identified prisoners will be located on HU5 and supported through a recovery model of both clinical and psychosocial intervention by Westminster Drug Project. All prisoners received into HMP Woodhill will receive harm reduction information and equal access to clinical assessment if required. This will be monitored by commissioning outcomes, linked to payment by results points and via local monitoring and engagement with establishment substance misuse strategy.	NOMS Locally
Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	There are no locally delivered interventions but if an offender was identified then referral would be made to national service for male victims.	
Prisoners who have been sex workers can access services that offer them advice and support.	There are no locally delivered interventions but if an offender was identified then contact would be made and communication facilitated with organisations such as Terrence Higgins Trust; UK Network of Sex workers Project.	

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		Restorative Justice conferencing - Where there is an identified victim in offending this intervention may be considered in accordance with agreed guidelines.	
Sexual Offenders	Segmentation identifies 6% (34) of population are sex offenders. From this group only 8.8% (3) have OGRS of over 50 and could be assessed for TSP. The majority of this population 76% (26) have OGRS 0-24 and would receive the core offer at Woodhill. Onward allocation would provide offence specific interventions.	TSP – Thinking Skills Programme – for prisoners convicted and sentenced for non-acquisitive offences with a minimum of 4 months left to serve. OGRS 3 score over 50% and a need score of 7. Provides a mix of 15 group sessions and 4 individual sessions over 5 to 6 weeks plus assignments completed by the prisoner in modular workbooks. A post course review with a multi-disciplinary team, plus the participant and a family member is held 4 weeks after the course to review progress and set further objectives.	Maximum 10 participants per course and 1 course per year.
Violent offenders	Segmentation identifies 37% (213) of population with violent offending. Of these 66% (141) have OGRS of 50 and over with 3 of these being 75 and	Resolve – for prisoners who have a current conviction and sentence for offences of instrumental (premeditated) or reactive (emotionally driven) violence, sentenced to a minimum 12 months, with 6 months or more left to serve. Prisoners are eligible with an OVP 2 year medium risk of 30-59% or OGRS 3 score 50 -74% Provides a mix of group and individual sessions (26) over a 9 to 11 week course, supported by assignments and evidence	Maximum 10 participants per course and 2 courses per year.

	<p>above.</p> <p>The total number of violent offenders with OGRS of over 50 would suggest a need for increased provision however when analysed further against time to serve it shows the majority with less than 6 months. The current provision matches segmentation data.</p>	<p>developed into the participant's portfolio. A post course review with a multi-disciplinary team, plus the participant and a family member is held 4 weeks after the course to review progress and set further objectives.</p>	
Indeterminate Sentenced Prisoners (ISPs)	<p>Segmentation shows that 12% (74) of population are in this group. 78% of ISP's are violent offenders with over 50% (31) of these violent offenders having OGRS of over 50.</p> <p><i>(Of note is that these 31 would also be counted in violent offenders segmentation information as detailed above)</i></p>	<p>TSP with overrides applied.</p> <p>Resolve with overrides applied.</p>	<p>Assessed offenders part of programme totals identified above.</p>
Low likelihood of any reconviction OGRS 0-24%	<p>17% (98) population falls into this section. The majority of these offenders are violent, drug and sexual offenders and are serving sentences less than 4 years. Of these most have less than 1 year to serve.</p>	<p>Core offer based on need.</p> <p>The Resettlement team delivers a weekly discharge board where a prisoners needs are again assessed prior to his release from custody. This is a multi disciplinary process and referrals can also be made for financial management support at this late stage.</p> <p>All prisoners will be offered the opportunity of opening a bank account with TSB. Accounts can be registered the week prior to discharge or if offenders do not have all the required information available then an appointment can be made for them to attend a local branch on their release.</p>	
Medium likelihood of any reconviction OGRS 25-49%	<p>Accounts for 19% (109) of population. The majority of these offenders are violent, acquisitive and drugs offenders and are serving sentences less than 4 years. Of these most have less than 6 months to serve.</p>	<p>Core offer based on need.</p> <p>The Resettlement team delivers a weekly discharge board where a prisoners needs are again assessed prior to his release from custody. This is a multi disciplinary process and referrals can also be made for financial management support at this late stage.</p> <p>All prisoners will be offered the opportunity of opening a bank account with TSB. Accounts can be registered the week prior to discharge or if offenders do not have all the required information available then an appointment can be made for them to attend a local branch on their release.</p>	

High likelihood of any reconviction OGRS 50- 74%	<p>Accounts for 40% (232) of population. The majority are violent and acquisitive offenders and are serving under 4 years with less than 6 months left to serve.</p> <p>As detailed in segmentation data for sexual offenders for TSP.</p> <p>As detailed in segmentation data for violent offenders.</p>	<p>Core offer based on need.</p> <p>Offenders in this segment will be prioritised for Vocational training opportunities managed at the weekly labour/sequencing meeting by a multi disciplinary team. Employment focused programmes and basic literacy & numeracy are required. Cognitive skills programmes are effective for violent offenders. Interventions that address the link between alcohol and violence can be effective.</p> <p>TSP – Thinking Skills Programme – for prisoners convicted and sentenced for non-acquisitive offences with a minimum of 4 months left to serve. OGRS 3 score over 50% and a need score of 7. Provides a mix of 15 group sessions and 4 individual sessions over 5 to 6 weeks plus assignments completed by the prisoner in modular workbooks. A post course review with a multi-disciplinary team, plus the participant and a family member is held 4 weeks after the course to review progress and set further objectives.</p> <p>Resolve – for prisoners who have a current conviction and sentence for offences of instrumental (premeditated) or reactive (emotionally driven) violence, sentenced to a minimum 12 months, with 6 months or more left to serve. Prisoners are eligible with an OVP 2 year medium risk of 30-59% or OGRS 3 score 50 -74%. Provides a mix of group and individual sessions (26) over a 9 to 11 week course, supported by assignments and evidence developed into the participant's portfolio. A post course review with a multi-disciplinary team, plus the participant and a family member is held 4 weeks after the course to review progress and set further objectives.</p> <p>The establishment will provide three Sycamore Tree courses through the period 14/15. Offenders with OGRS of over 50 will be prioritised for assessment. This locally funded intervention will also provide an initial screen for further RJ work.</p> <p>Working with Thames Valley Partnership as part of NOMS Capacity Building Programme Restorative Justice conferencing will commence in early 2014. Offenders with OGRS of over 50, with identifiable victims (in accordance with RJ assessment) will be prioritised.</p> <p>Offender Supervisors discuss with offenders involvement of family in sentence planning process. With consent families are provided with updates on progress and invited to make representations in regards to objective setting. Every offender receives a resettlement induction and as part of this one to one interview signposting to appropriate agencies & services takes place including family related services.</p>	<p>Maximum 10 participants per course and 5 courses per year.</p> <p>Detailed in violent offender segment.</p>

		<p>OLASS4 is delivered through Milton Keynes College. Curriculum is designed on needs analysis of offender population and provides maximum of 200 activity spaces, 12 of which are vocational training places delivered in Catering C&G Diploma in Professional Cookery. An additional 24 vocational places are planned in the new Painting & Decorating workshop providing offenders with employable skills matching demand in the community. Literacy, Numeracy and IT are provided to improve functional skills of offenders. Passport to Work covers essential Health & Safety knowledge in preparation for the workplace. Social and Life Skills is delivered and includes, drug and alcohol awareness, family relationships and personal development.</p> <p>OLASS provider delivers a Family Relationship course that helps prisoners understand the potential impact of their imprisonment on their families.</p> <p>The Resettlement team delivers a weekly discharge board where a prisoners needs are again assessed prior to his release from custody. This is a multi disciplinary process and referrals can also be made for financial management support at this late stage.</p> <p>All prisoners will be offered the opportunity of opening a bank account with TSB. Accounts can be registered the week prior to discharge or if offenders do not have all the required information available then an appointment can be made for them to attend a local branch on their release.</p> <p>Buckinghamshire Association for Care of Offenders – Charity provides funding to buy tools and training for prisoners being released into Bucks area.</p>	
Very high likelihood of any reconviction OGRS 75-89%	<p>Accounts for 22% (129) of population.</p> <p>The majority are acquisitive and violent offenders with 66% of this group serving a sentence of less than four years. Of this group 86% have less than 1 year to serve with over 50% being at the less than 6 months to serve stage.</p>	<p>Core offer based on need.</p> <p>TSP – As outlined in OGRS 50-74% section Resolve - As outlined in OGRS 50-74% section</p> <p>For those prisoners serving over 12 months our local OMU team work with Offender Managers in sentence planning with these offenders. For those offenders under 12 months we have through the gate links to mentor and other community support agencies. Work with IOM's is a development objective for 14/15 since the loss of externally funded Short Term Prisoner Project this year.</p> <p>The Resettlement team delivers a weekly discharge board where a prisoners needs are again assessed prior to his release from custody. This is a multi disciplinary process and referrals can also be made for financial management support at this late stage.</p>	

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		All prisoners will be offered the opportunity of opening a bank account with TSB. Accounts can be registered the week prior to discharge or if offenders do not have all the required information available then an appointment can be made for them to attend a local branch on their release.	
Extremely high likelihood of any reconviction (prolific) OGRS 90-100%	Accounts for 2% (10) of the population. All have less than 2 years to serve with 80% having less than 6 months.	<p>Core offer based on need.</p> <p>TSP – As outlined in OGRS 50-74% section Resolve - As outlined in OGRS 50-74% section</p> <p>There is no evidence about effective approaches but rather it is recognised that this prolific offending group has multiple needs. Acquisitive offenders are very high likelihood of reoffending but the nature of their offending is comparatively low harm.</p> <p>For those prisoners serving over 12 months our local OMU team work with Offender Managers in sentence planning with these offenders. For those offenders under 12 months we have through the gate links to mentor and other community support agencies. Work with IOM's is a development objective for 14/15 since the loss of externally funded Short Term Prisoner Project this year.</p> <p>The Resettlement team delivers a weekly discharge board where a prisoners needs are again assessed prior to his release from custody. This is a multi disciplinary process and referrals can also be made for financial management support at this late stage.</p> <p>All prisoners will be offered the opportunity of opening a bank account with TSB. Accounts can be registered the week prior to discharge or if offenders do not have all the required information available then an appointment can be made for them to attend a local branch on their release.</p>	

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)	60	54
RESOLVE	20	18
Total	80	72

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)
1B	<p>For all HSE prisons to develop a local strategy that details how they intend to develop a <i>Rehabilitative Culture</i> over the next 3 business years and identifies areas of priority / weakness for action. This strategy should be reviewed annually and include as a minimum approaches to; <i>Every Contact Matters</i>, communications strategy, coaching and training support, fairness and consistency, inclusivity, and Prisoner Consultative Committee's. (Further reference should be made to the NOMS Evidence and Segmentation 2014 document pages 10 & 11 and the slides from the Rehabilitative Culture event in October 2013)</p> <p style="text-align: right;">Target date 30/9/2014</p> <ul style="list-style-type: none"> An Action Plan to address identified needs in progressing towards a <i>Rehabilitative Culture</i>, for instance – introducing innovations such as: “Drop In Centres” providing awareness and advice to Prisoners with regards possibilities for progression, or “Celsius Meetings” gauging the “temperature” of the prisons. 	Yes
1C	<ol style="list-style-type: none"> I. Maintaining a safe environment – To implement the recommendations of the Review of Front End Searching carried out in November 2013 in line with the published time frames (when confirmed) II. Improving staff and prisoner confidence in safety – To introduce body worn video to staff working in segregation units in line with the roll out timescales when confirmed III. Promoting a zero tolerance to violence – HMP Woodhill will take action to increase local awareness amongst staff, prisoners and visitors of NOMS policy of zero tolerance to violence. This will be monitored by quarterly review. This will be led by the Head of Safer Custody and Equality IV. Preservation of Life – HMP Woodhill will ensure our Local Assurance framework reflects the accepted recommendations arising investigations into murder in custody. 	Yes

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	<p>Quarterly assurance fieldwork will be undertaken also covering compliance with the HSE Population Strategy – Strategic Management and Transfer of Prisoners and an evidence file maintained with a Quarterly review. This will led by the Head of OMU</p> <p>V. Extremist Prisoners –To ensure that individuals that seek to impose extreme views or ideologies on others are robustly managed in order to minimise their ability to be able to impact on the safe operating of establishments, individual offenders or groups of offenders. How. A range of management options will be explored in order to both minimise the effect this offender type may have and to offer developed interventions in order to address their views. Measure. Through competitive analysis of related intelligence from NOMS and partner agencies in order to assess any changes in dynamics following management strategies having been agreed and put in place.</p> <p style="text-align: right;">Under constant operational review</p> <p>An action plan will be researched and devised by the Head of Safer Custody which will look at identifying and addressing the core causes of violence and bullying and ensuring that a zero tolerance to violence is adopted prison-wide mirroring HMPS national policy. This will be completed by 31st May 2014.</p>	No
1D	Promoting Public Protection – HMP Woodhill will ensure that there is consistent information sharing between security and public protection departments, specifically the transfer of information from IR's onto VISOR. This will be reviewed quarterly. This will be led by the Head of Security.	Yes
2A	<p>HMP Woodhill will maximise investment of all partners and providers delivering services for offenders here and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By September 2014 we will review who we work with and how we work with them and ensure that all contracts and service level agreements demonstrate how each service fits within the overall strategic context of the establishment. This review will include all statutory and non statutory, existing and new partners and providers (including by anticipating any changes as a result of Through the Gate). We will develop a plan which describes how, within 2014-2016 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) 	Yes

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	<ul style="list-style-type: none"> • 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 the monthly Reducing Reoffending meetings at a regional level with the DDC.</p>	
2D	<p>In readiness for the enactment of the Care Bill in Parliament HMP Woodhill will meet the following key delivery milestones during 2014-15;</p> <ul style="list-style-type: none"> • By Quarter 1 we will have approached the LA with a view to developing a joint prison/LA Action Plan to prepare for April 2015 • By Quarter 2 we will have commenced implementation of the action plan • By Quarter 3/4 the action plan will have been implemented to prepare for April 2015 <p>Additionally a full health needs assessment has been completed which is currently with the Commissioners awaiting sign off. Once this is completed a detailed action plan will be put into place to address any recommendations, which will be completed by 31st May 2014.</p> <p>This will be led by the Head of Healthcare</p>	No
2E	<p>HMP Woodhill will continue to build upon our relationship with local Authorities by agreeing a shared delivery plan including sharing aggregate and individual data to identify families meeting the Troubled Families programme criteria and to introduce the interventions listed in Table 3. Progress will be monitored through monthly SMT meetings. This will be achieved by April 2015. This will be led by the Head of Reducing Re-Offending</p>	No

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2F	<p>HMP Woodhill will maximise opportunities to identify appropriate referrals for High Security OPD sites by utilising the Referral Information Document when it is published.</p> <p><u>Offender Personality Disorder (OPD) Pathway for Close Supervision Centre prisoners</u></p> <ol style="list-style-type: none"> 1. For CSC & HS OPD Leads to develop an agreed pathway procedure model and/or criteria for moving prisoners across the specialist OPD Pathway services 2. For CSC & HS OPD Leads to review current Referral Guidelines for each service and incorporate information pertaining to the variety of OPD Pathway options available to the CSC populations. 3. CSC and HS OPD Unit staff to attend relevant meetings regarding current and future referrals across services to ensure closer links. 4. For HSE staff to be aware of the HS OPD Pathway model, and feel able to make informed and meaningful decisions regarding appropriate referrals to, and across the PD Pathway. Progress will be reviewed by the HSPG lead by 30/9/2013 5. For HSE staff to continue to make meaningful and informed referrals identifying the most appropriate Pathway service, including CSC and/or HS PD Units for HS prisoners <p>This will be led by the Head of Special Units</p>	Yes
2H	<p>HMP Woodhill will work constructively with providers in the run up, transition and post implementation phases of the Rehabilitation Programme's transfer of 'Through the Gate' services and transition to the role of Resettlement prison whilst maintaining the delivery expectations of a High Security Prison. This will be reviewed Quarterly and led on by the Head of Reducing Re-Offending</p>	Yes
3A	<p>HMP Woodhill's SMT will develop our understanding and use of Segmentation data and use it to review against our current population profile and ensure that interventions provided to this population remain relevant and appropriate. This will be reviewed quarterly.</p> <p>HMP Woodhill's Offender Management Unit will review the population segment that scores low on both OGRS score and Offender Violence Predictor score. We will complete a brief</p>	Yes

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	review considering the justification of this cohort of prisoners being appropriately placed within the High Security Estate. This will be reviewed quarterly and will be led on by the Heads of OMU and Reducing Re-Offending	
3B	<p>Develop and implement effective quality assurance processes for non-accredited programmes which indicate whether the services, activity and interventions delivered are of an acceptable standard of quality and are having the impact they are intended to deliver. This will be led by the Head of Reducing Re-Offending and completed by November 2014</p> <p>By November the prison will develop and implement effective quality assurance processes which indicate whether the services, activity and interventions (and specifically non-accredited programmes) it provides are of an acceptable standard of quality and are having the impact they are intended to deliver. 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.</p>	Yes
4A, 4B and 5B	HMP Woodhill will review processes for sequencing of interventions both in relation to core offer and additional services offer. In particular improved communication and integration of Offender Management Unit and Resettlement functions outlined within a revised Reducing Reoffending Strategy 2014-2016. This will be completed by the end of June 2014 and will be led by the Head of Reducing Re-Offending.	No
4B	<p>HMP Woodhill will work constructively with PMU to ensure that our population profile is managed to achieve the outcomes required by the reconfiguration project which is currently in the detailed planning stages. The impact will be that the Category C prisoners currently held at HMP Woodhill will be relocated to Category C prisons to be replaced by appropriately allocated Category B prisoners from elsewhere around the prison estate.</p> <p>Progress against this Development Objective will be tracked quarterly and linked to the QSLAM reporting cycle. High Security Prisons Group will maintain overall oversight. Locally oversight will be maintained by the Population Management Unit.</p>	Yes

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5A	HMP Woodhill will review the quality assurance process for the induction processes and introduce a recorded system to ensure it is delivering inductions to all prisoners to the expected standard. This will be achieved by May 31 st 2014 and monitored through monthly SMT reporting. This will be led by the Head of Residence and Safety.	No
5B	<p>HMP Woodhill will develop a local strategy document that details specifically how provision is made and identifies gaps in provision / areas for improvement that will then be included in the Equalities Action Plan and potentially inform transition planning for the transfer of lead responsibility of Social Care to local Authorities from April 2015 for each of the following criteria:</p> <ul style="list-style-type: none"> • Learning disability and difficulty • Physical health and disability • Mental health • Maturity, including capacity for taking responsibility for and understanding consequences of one's action, and attitudes to risk taking • Family circumstances (e.g. relationship breakdown, caring responsibilities, financial difficulties etc) • Protected Characteristics including gender, sexual orientation, race, age, faith, gender re-assignment, pregnancy and maternity <p>This will include how local monitoring and management oversight is maintained and will be published and available to staff and prisoners.</p> <p>Progress will be monitored quarterly. The strategy document will be completed by 31st May 2014 and led by the Head of Healthcare.</p>	Yes
6A	<p>HMP Woodhill 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.</p> <p>Progress to be monitored Quarterly via the QSLAM process</p>	Yes

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6B	<p>HMP Woodhill will develop and implement a plan by November 2014 for the creation of a supportive environment which will enable delivery of victim-offender conferencing (RJ) of up to 10 conferences per year. The plan will focus on developing;</p> <p>A plan for focused delivery to acquisitive and violent offenders where there is a medium/high risk of reconviction Building awareness of RJ amongst relevant staff groups Developing partnerships with organisations and local commissioners to support delivery of RJ</p> <p>Infrastructure to support delivery, including development of;</p> <ul style="list-style-type: none"> • agreed referral processes with partners • processes which contribute to suitability and risk assessments • appropriate gate procedures for entry into the prison of victims and other participants • Integration of RJ into sentence planning <p>This will be led by the Head of OMU.</p>	
6C	<p>HMP Woodhill will maximise the successful utilisation of BASS accommodation places for HDC and BAIL with progress monitored quarterly against the national BASS data set at Quarterly SLA review meetings. This will be led by the Head of OMU.</p>	Yes
6E	<p>To monitor prison video link utilisation and work to achieve an increase in its use compared with 2013-14. This approach may see increased engagement with Court User Group Meetings / Magistrates visits / variation in operating hours and stakeholder groups but may also consider other innovation that reduces cost and risks to security such as showcased by HMP Frankland when they were previously able to innovatively bring 'the court to the prison'. Target date – Quarterly review.</p> <p>In addition HMP Woodhill will continue with its strategy for extending the use of video conference facilities consistent with the NOMS Video Action Plan, ensuring that use is consistent with type of establishment and makes maximum usage of existing/planned facilities. The Head of Operations will be the establishment lead for the NOMS video action plan and will establish and maintain relationships with the relevant stakeholders.</p>	Yes

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)	Yes	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)	Yes	Go live April/May 2014

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. HSE only	Delivered as minimum in HSE
Cell & Area Searching	Assurance is sought through a risk assessed programme of covert testing. Non HSE	Delivered as minimum in HSE
Early Days & Discharge - First Night in Custody	One-to-one welfare support is provided within courts/custody suites to address immediate needs of the prisoner.	No
Visits - Conduct Visits	There are facilities for children to participate in supervised play whilst visiting a prisoner	Yes
Visits - Services for Visitors	Visitors are able to purchase snacks and hot/cold drinks prior to the visits period.	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.	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)	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)	4 hours weekly	

8. Activity Places (Work and Prison Services)

Table 8a: Agreed Activity Allocation places

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

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

INDUSTRIES (ONE3ONE)										
INDUSTRY SERVICE CODE	WORKSHOP NAME	Maximum number of prisoner places per activity (planned per week total for 2014-15)	TOTAL STAFF NUMBERS	CORE HOURS PER WEEK	Annual Internal Soft Charged Sales Predictions	Annual Internal Hard Charged Sales Predictions	Annual External Sales Predictions	Annual Internal Soft Charged Materials Predictions	Annual Internal Hard Charged Materials Predictions	Annual External Materials Predictions
Industries Other workshops- Mosaics	Mosaics	22	1	26.5		1000			2500	
Industries- PICTA	PICTA	20	2	26.5						
Industries single portions	Breakfast Pack	15		26.5						
Industries-Print	Print	4		26.5						
Industries-Bics	BICS	12	1	26.5						
Industries Land Based Activity	LBA	12	2	26.5						
Industries- Laundry	Laundry	6	1	26.5	50,000			3000		
Total		91	7							

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	Laundry, Served, Painter, Communications Rep	22	26.5
HU2 Wing Activities	Laundry, Served, Painter, Communications Rep	22	26.5
HU3 Wing Activities	Laundry, Served, Painter, Communications Rep	22	26.5
HU4 Wing Activities	Laundry, Served, Painter, Communications Rep	22	26.5
HU5 Wing Activities	Laundry, Served, Painter, Communications Rep	12	26.5
HU6 Wing Activities	Cleaner, Laundry, Served, Painter, Communications Rep	26	26.5
Kitchen	Kitchen Worker	21	26.5
Orderly Cleaners	Education, Workshop, Gym, Resettlement, Reception, Chapel, FNC, Disability, HCC, Library, Seg	26	26.5
Recycling Activity	Waste Management Unit	12	26.5
Weekend Activity	N/A	0	26.5
Works Department	N/A	0	26.5
Wing Cleaning	Wing Cleaning	54	26.5
Other Occupations	Seg/HCC/FNC Laundry, Painter, Comms Rep	8	26.5
Sub total		247	

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	136 60.5	26.5
Core Education Classes	IT	63.5	26.5
Education Induction Assessment	BKSB Assessment	20	26.5
Education leading to accreditation	Catering Life Skills Painting & Decorating Passport to Work Art Music	32 32 90 24 10 27	26.5
PE Leading to QCA Qualifications	First Aid Diet & Nutrition Health & Fitness	16	26.5
Skills training leading to Accreditation	Horticulture	36	26.5
ROTL		0	26.5
Prison Induction Courses/Interviews	Induction	40	26.5
Other			
Sub total		587	
Table 8 Total			

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	4h 50m	1h 49m	0h 57m	0h 35m	0h 19m	8h 31m
Tue	4h 50m	1h 49m	0h 57m	0h 35m	0h 19m	8h 31m
Wed	4h 50m	1h 49m	0h 57m	0h 35m	0h 19m	8h 31m
Thu	4h 50m	1h 49m	0h 57m	0h 35m	0h 19m	8h 31m
Fri	1h 45m	0h 00m	3h 34m	0h 46m	0h 09m	6h 16m
Sat	5h 38m	0h 00m	0h 14m	0h 51m	0h 00m	6h 43m
Sun	5h 38m	0h 00m	0h 14m	0h 51m	0h 00m	6h 43m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	4h 13m	1h 27m	1h 28m	0h 37m	0h 17m	8h 04m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	4h 37m	1h 02m	1h 07m	0h 41m	0h 12m	7h 41m

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
		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)	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 %	
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 BME Score	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
	Security Audit - & Audit	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.56
CU056a	Corporate Assurance (A&CA)	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU057a	Self Harm Audit (A&CA)	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	3.40
		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	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

OFFICIAL

	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	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	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	2.92
		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	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	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																		942

OFFICIAL

CU021	Offending Behaviour Programme (OBP) Completions	72.00	72.00	6,456.00
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Regimes

[illegible]

General

[illegible]