



National Offender
Management Service

**Annex to North West
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

Kirkham

Local Establishment Annex 2014-15

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Table of Contents

	Page
SECTION 1: SERVICE OVERVIEW	4
1. Establishment Details	4
Table 1: Establishment Details	4
2. Establishment Population	4
Table 2a: Capacity Specification	4
Table 2b: Population Allocation Specification	5
Table 2c: Population Assumptions – Origin of the Population	5
Table 2d: Population Assumptions – Estimated Background of the Population	5
SECTION 2: ESTABLISHMENT DELIVERY.....	7
Table 3: Local Response to Commissioning Intentions.....	7
Table 4a: Rehabilitation Services – Core Offer	23
Table 4b: Rehabilitation Services - Additional Services Offer.....	27
Table 5: Accredited Programmes provided in the establishment Error! Bookmark not defined.	
Table 6: Development Objective	33
Table 7a: Mandatory Service specifications applicable under this Local Annex	37
Table 7b: Service specifications applicable under this Local AnnexError! Bookmark not defined.	
Table 7c: Service Options, above the national minimum.....	39
Table 7d: Agreed delivery hours for specified services.....	40
Table 8a: Agreed Activity Allocation places.....	41
Table 8b: Services (not industries).....	43
Table 8c: Other Activities	45
SECTION 3: REGIME OUTLINE.....	46
SECTION 4: SLA DELIVERY REQUIREMENTS AND LEVELS AT COMMENCEMENT DATE.....	47

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This document is the Local Establishment Annex 2014-15 to the North West 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 Kirkham
Establishment type	Open resettlement
Specialist function	
Security Category / Categories:	Category D only
Annual Operating Price	To be agreed

2. Establishment Population

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

Table 2a: Capacity Specification	
Certified Normal Accommodation	634
Operational Capacity	634

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

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Table 2b: Population Allocation Specification	
Gender:	Male prisoners only
Age:	Adults (21 and over)
Security Category:	Category D only
Sentence Status:	Sentenced prisoners
Sentence Length / Type:	No restrictions No restrictions
Offence Type:	Sex Offences by arrangement only
Nationality:	No restrictions

of the change in population, using the **Notice of Change** process.

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 Kirkham is an open prison holding male prisoners aged 21 and over. The population is mainly comprised of longer sentenced determinate prisoners. This establishment mostly holds prisoners sentenced at courts in the North West and the North East regions and receives most of its prisoners from the training estate as appropriate to prisoner resettlement needs. This establishment has a lifer centre.</i>

Table 2d: Population Assumptions – Estimated Background of the Population							
OCTOBER 2014							
	Cat A	Cat B	Cat C	Cat D	Male YO	Other	Total
Prisoners on remand, convicted unsentenced, or sentenced uncategorised	0	N/A	N/A	N/A	N/A	N/A	0
Prisoners sentenced to less than 12 months	N/A	N/A	N/A	10	N/A	N/A	10
Determinate prisoners serving 12 months or more but less than 4 years	N/A	N/A	N/A	80	N/A	N/A	80
Determinate prisoners serving more than 4 years	N/A	N/A	N/A	411	N/A	N/A	411
Indeterminate prisoners	N/A	N/A	N/A	50	N/A	N/A	50
Determinate and indeterminate Recallees	N/A	N/A	N/A	20	N/A	N/A	20
Non-criminals	N/A	N/A	N/A	N/A	N/A	N/A	0
Resettlement	N/A	N/A	N/A	63	N/A	N/A	63
Discretionary	N/A	N/A	N/A	N/A	N/A	N/A	0
Total	0	0	0	634	0	0	634
Resettlement	Yes	Reset %		All	Reset No.		NA
Specialist Function							

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SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	Response to Commissioning Intention
THEME 1 – ENHANCE PUBLIC PROTECTION AND ENSURE A SAFE, DECENT ENVIRONMENT AND REHABILITATIVE CULTURE.	
1(a) There is a sense of purpose in relation to rehabilitation, desistance, and progression through a sentence which is shared and understood by all who work with offenders.	<p>Our regime is planned and organised using the metaphor of a “Bridge”. This offers prisoners a clear framework to understand their experience of open prison as a transition between closed prison and their return to the community as a graduated process. Our emphasis to the prisoner is gradually increased responsibility, autonomy and citizenship.</p> <p>All offenders at Kirkham are allocated an Offender Supervisor within the first 3 days of transfer. Offender Supervisors will remain with the prisoner until release or transfer. At the initial interview, the Offender Supervisor will address attitudes and motivation to progress the man to lead a crime-free life - getting the offender to ‘see himself differently’. By concentrating on the factors that create compelling reasons to give up crime, eg family and children, stable relationships and employment, we aim to give all men a sense of purpose as they progress throughout their sentence.</p> <p>Offender management will deliver this by:-</p> <ol style="list-style-type: none"> 1. Ensuring offenders are met within 3 days of reception and interviewed by a multi-agency progression board by including education, employment partners and activities. The purpose of the meeting is to review the single sentence plan and that all partners understand the sentence and those interventions are sequenced correctly. 2. Face-to-face meeting between the Offender Supervisor and the offender within the first 2 weeks of reception occurs. 3. To ensure that resources follow risk and frequency of contact will be greater with higher risk

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	<p>men.</p> <ol style="list-style-type: none"> 4. To record all interaction with offenders, no matter how brief, on P-NOMIS case notes to ensure that every contact matters. 5. For the Offender Supervisor to encourage an open dialogue with an Offender Personal Officer and key workers to monitor progress, rehabilitation and encouraging a sense of citizenship for our offenders. 6. To aim for offender management to be the driver of the whole prison regime and at the heart of all activities.
<p>1(b) All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance.</p>	<p>We will ensure that all staff who have contact with offenders consistently demonstrate a positive attitude which promotes positive change by</p> <ol style="list-style-type: none"> 1. Ensuring that Offenders understand the levels of contact that will occur between them and their Offender Supervisors, and that resources will follow risk. 2. Where contact levels will be low we will ensure that men are signposted and have access and support to their priority intervention. 3. Giving all men an opportunity to ask questions by holding regular twice weekly surgeries in the offender management department <p>To provide consistent positive and professional behaviour, this supports rehabilitation and desistance.</p> <p>The Personal Officer Policy facilitates officer accountability in building positive and effective relationships with prisoners. The IEP policy is operated with a requirement that positive challenge is directed to the prisoner before a warning is issued. This generates an establishment wide approach to communicating effectively with prisoners, with the IEP emphasis very much on encouragement and not punishment.</p> <p>In Employment Activities, staff will act as role models that encourages offenders to act in a responsible manner when participating in their work tasks, ensuring offenders are aware of their responsibilities to H&S and other policies.</p> <p>Staff will actively seek to develop offender's skills and behaviour to improve their employability prospects and rehabilitation.</p>

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<p>1(c) Efforts are made to ensure offenders experience the environment as safe.</p>	<p>The induction process is planned to support offenders at HMP Kirkham on arrival. Our Admissions Unit holds the new offenders together following their reception process on arrival. Any concerns are highlighted immediately and passed to the relevant departments such as Safer Custody/Equalities/HCC/Substance Misuse Services. Part of the safety screening is the CSRA. This is imperative to an offender's initial safety on arrival in open conditions. Once the assessment is complete it is sent to Safer Custody for checking. Any High Risk CSRA is reviewed in a timely manner by the safety group. This is a multi disciplinary group to review the risk.</p> <p>Men are allocated an Offender Supervisor and Personal Officer at the earliest opportunity to provide support and a link to their sentence plan for effective and swift resettlement opportunities.</p> <p>Any prisoner with a history of substance / alcohol abuse will be identified by the SMS Team during the induction process and allocated a Recovery Co-Coordinator who will carry out a risk assessment and treatment care plan for each individual. Particular attention is given to men who are prescribed substitute medication, have a history of class A substance use, intravenous users, anyone diagnosed with a BBV or other factor that is implicit in their substance use.</p> <p>Substance Misuse billets are available within the prison which offer a recovery environment within which men can work on becoming / maintaining their abstinence.</p> <p>Staff are encouraged to challenge offenders appropriately and reward positive behavior through the Incentive and Earned Privileges Scheme.</p> <p>Prisoners' consultation groups will take place regularly where relevant information and updates will be relayed. Terms of reference will govern this meeting with oversight from the functional head</p> <p>A full two day induction takes place. This induction sets out what to expect at Kirkham and services available to support offenders. Offenders and staff are part of this process to ensure offenders have an opportunity to be supervised but also have access to induction orderlies/listeners/safer custody reps and Samaritans whenever required. The 'ethos' of every contact matters is embedded in our processes and staff are encouraged to record every contact</p>
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	<p>with offenders. Successful rehabilitation and positive attitudes are encouraged to reduce reoffending and engage offenders to change.</p> <p>Management checks are completed on Personal Officer entries to support staff and offender engagement and contact. Offender Supervisors support this work by focusing on the sentence plan and targets prior to release.</p> <p>Our safer custody systems are in place to support offenders at HMP Kirkham. We utilise the ACCT and the locally-initiated Additional Support Protocol (ASP) process to provide the additional support to men that require this.</p> <p>Risk Management meetings are held as required, whenever there are concerns about an offenders increase in risk. Meetings are multi-disciplinary in order to share and assess information and to discuss how to manage the risk proportionately. These are fully documented and used as a care plan.</p> <p>Any prisoner that fails a drug test or admits to using any illicit substance is placed on an SMS Risk Management Care Plan that balances treatment needs alongside management of increased risk.</p>
1(d) Good quality risk assessments, risk management systems and information-sharing between partner agencies (where relevant) result in the application of appropriate public protection and security measures, and these ensure the needs of victims are appropriately addressed.	HMP Kirkham 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 the establishment's own Local Security and Public Protection Strategies will be kept up to date in line with current policy.
1(e) Intelligence is gathered, developed and shared in a safe and timely manner.	HMP Kirkham 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 the establishment's own Local Security and Public Protection Strategies will be kept up to date in line with current policy.
1(f) The availability of drugs and mobile phones in prisons is tackled.	HMP Kirkham 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 the establishment's own Local Security and Public Protection Strategies will be kept up to date in line with current policy.

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1(g) Prisoners are prevented from continuing criminality from within prisons.	HMP Kirkham 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 the establishment's own Local Security and Public Protection Strategies will be kept up to date in line with current policy.
THEME 2 – STRENGTHEN INTEGRATION OF SERVICE DELIVERY BETWEEN DIRECTLY FUNDED, CO-COMMISSIONED PROVIDERS AND WIDER PARTNERS	
2(a) There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximise outcomes for offenders.	Please refer to Local Development Objective in Table 6
2(b) Facilitate the ongoing operation of mandating day one entry of prison leavers onto the DWP Work Programme and any future changes through the introduction of Universal Credit.	<p>Job Centre Plus through direct referrals work with DWP to embed the new process, facilities are in place suitable for offenders to be interviewed with the necessary resources so prompt referrals to the work programme takes place.</p> <p>Currently our partners Job Centre + have a private office, suitable for interviews, access to broadband and telephones to make suitable referrals with the current system in place.</p> <p>Monitoring takes place on ensuring offenders attend appointments.</p>
2(c) In England - work together with NHS England and Public Health England in line with the National Partnership and Co-commissioning Agreement to ensure that NHS commissioned health services (including clinical and non-clinical substance misuse services) in custody support both health and justice outcomes and: <ul style="list-style-type: none"> Are informed by an up to date Health Needs Assessment taking account of the 	<p>Health needs assessment is in place and currently being updated by PH England. The action plan for this is updated and delivered via the Health Improvement group in the prison, evidenced in the meeting minutes. Additionally we are aware and are working towards the 12 joint identified priorities for 2013/14</p> <p>Care planning for men on release take place and is in place for home leaves and days in the community prior to release. Collaborative working is in place between agencies involved in the care planning for men with long term conditions in both primary and secondary care.</p> <p>The SMS team includes both nurses and doctors who specialise in addiction and recovery and the team also works closely with the healthcare department to facilitate treatment needs that overlap both areas such as mental health, BB, medication reductions and detoxifications.</p>

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<p>reconfiguration of the custodial estate including the creation of Resettlement Prisons;</p> <ul style="list-style-type: none"> • Support sustainable recovery from addiction to drugs and alcohol and improved mental health including dual diagnosis; • Promote continuity of care from community to custody, between establishments and through the prison gate in partnership with new providers of probation services; • Are implemented alongside efforts to reduce the supply of drugs and alcohol into prisons and the diversion of prescribed medication. 	<p>Substance misuse services are a commissioned service with CRI as the nominated provider.</p> <p>A joint protocol between SMS, Healthcare and the Security department is in place that sets out the procedure for dealing with high risk medications / prescriptions in order to ensure appropriate measures are in place to meet treatment needs and manage identified risks.</p> <p>In order to reduce the supply of illicit drugs and alcohol into Kirkham the Security Team will:</p> <ol style="list-style-type: none"> 1. Introduce supply control measures to reduce illicit substances from entering the Establishment. 2. Prevent and reduce the trafficking and abuse of prescribed medication 3. Introduce methods to disrupt the internal drug markets. <p>This will be done by improving the intelligence system to ensure key information is received and handled appropriately.</p> <p>A separate agenda item is included within the security meeting to focus on this with actions being cascaded appropriately. Attendance at the security meeting is multi disciplinary to ensure the strategy is cascaded establishment-wide.</p>
<p>2(d) In England - Work together with local authorities to ensure that adult offenders and defendants with care and support needs are appropriately identified, their needs are assessed and they are supported to live with decency and as independently as possible; and that arrangements are made for continuity of care when an individual moves.</p>	<p>Please refer to Local Development Objective in Table 6</p>
<p>2(e) In England - Work with local authorities to promote inclusion of, and maximise benefits to, offenders' families.</p>	<p>HMP Kirkham recognises that supportive and pro-social family / marital relationships is one of the key factors linked to desistance.</p> <p>Work in this area is lead and supported by the Head of Reducing Reoffending.</p> <p>We deliver core delivery requirements for Rehabilitation Services and Services for Visitors.</p>

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	<p>We have established with our Local Authorities and we attend the Lancashire Safer Communities Board and will develop and work with them to enable us to identify families meeting the Troubled Families Criteria.</p>
<p>2(f) In England - Continue to improve access to a pathway of new and existing services for offenders with severe personality disorders. Services are primarily targeted at men who present a high risk of serious harm to others and women who present a high risk of committing further violent, sexual or serious criminal damage offences. Services are co-commissioned with NHS England Specialised Commissioning to support health and justice outcomes.</p>	<p>A Care pathway in place with Lancashire care Foundation trust regarding the treatment and management with men with personality disorders. Men are initially seen and identified by the integrated Mental Health team in Healthcare. Referral pathway to forensic In reach team based at Parlick Centre at guild lodge. In addition complex case forums are held to work collaboratively with all agencies in the treatment and management of these men both in the prison and into the community.</p>
<p>2(g) In England - Align services with Offender Learning and Skills Service (OLASS 4) providers in prisons. Put in place local partnership working arrangements and determine what learning opportunities will be offered in each prison. Support initiatives to make prisons places of work and strengthen the focus on employability. Enhance access to mainstream learning and employment services for offenders on return to the community.</p>	<p>The Head of Reducing Re-offending ensures the Activities Hub Manager facilitates a monthly prison based multi-disciplinary partnership meetings to discuss all aspects of learning and skills delivery and performance.</p> <p>The HERR chairs a quarterly Quality Improvement Group meeting and the Hub Manager holds regular formal and informal meetings with the provider Education Manager.</p> <p>The group(s) report to the Cluster OLASS/ Learning and Skills meetings facilitated by the lead Governor and in turn to the Regional Governance Board, chaired by the DDC. This ensures alignment with regional and national learning and skills policy and priorities and the movement of funds, where deemed appropriate. We have clear agreed governance for our meetings; minutes are recorded and action plans are in place.</p> <p>We access reliable labour market information pertaining to the areas into which prisoners will be released. This is used to inform our curriculum which is reviewed on-going, so as to meet the needs of a diverse and changing prison population and maximise employment opportunities. We have established good relationships with employers and colleges in resettlement and we regularly refer prisoners to them.</p> <p>Prisoners who are reaching the end of their custodial sentence (1year –18 months) are undertaking vocational training and preparation for employment. They are supported by the National Careers</p>

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	<p>Service in career planning. We also have the Community Team and Custody 2 Work projects for prisoners at this stage of their sentence.</p> <p>All prisoners are screened for functional skills needs on reception and, where a need is identified, a full assessment is undertaken by the OLASS provider and maths and English courses are offered as a matter of priority. Our regimes are planned so as to reduce any interruption to a prisoner's learning; sentence planning and IEP are used to effect in securing prisoner engagement in their learning. Working in collaboration with our OLASS provider, we are closely monitoring recruitment, attendance and punctuality and we are planning and maximising our resources to ensure that prisoner achievement is optimised, using our OLASS budget to the full. Data is collected and a report submitted to the Governor, Cluster Lead Governor and DDC.</p>
<p>2(h) In England - Strengthen partnership working to ensure that offenders have access to support and services to both prepare for and enable access to employment.</p>	<p>The provision we currently offer includes internal and external opportunities for offenders.</p> <p>Our partners Amaryllis provide a workplace that reflects their business; offenders are training in tasks relevant to the business and are offered the opportunity for permanent employment upon release if their performance is suitable.</p> <p>Our partnership with Recycling Lives is being expanded so a clear employment pathway enables the offender to work on-site learning specific tasks and skills that are transferrable to Recycling Lives depots in the community. Offenders may progress to external work during and after sentence.</p> <p>Our Custody to Work scheme enables offenders to work unsupervised in the community on paid employment at the latter stage of their sentence using our established links with over 50 businesses.</p> <p>The Community Team offer IPP and Life Sentence offenders the opportunity to be tested doing external work under supervision as part of their sentence plan.</p> <p>We aim to engage with the wider Civil Service providers to enable offenders to receive support on improving their employability skills, the Going Forward project is an example.</p>
<p style="text-align: center;">THEME 3 – DELIVER AN EFFICIENT, QUALITY SERVICE</p>	

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<p>3(a) Target resources on evidence-informed interventions and services which are likely to deliver the best outcomes for the investment. This includes targeting factors shown to be related to NOMS intended outcomes and using a service design which will be effective with the groups which receive it.</p>	<p>See development Objective in Table 6</p>
<p>3(b) Have robust quality assurance processes in place to ensure offender services are (i) delivered as they are intended (i.e. with integrity and as planned and designed) and (ii) that they are effective.</p>	<p>See development Objective in Table 6</p>
<p style="text-align: center;">THEME 4 – ENSURE DELIVERY IS MATCHED TO POPULATION, PURPOSE AND NOMS OUTCOMES</p>	
<p>4(a) Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where they deliver the greatest outcomes for investment.</p>	<p>The data from segmentation figures dated March 2013 identified the following Offenders according to their OGRS score.</p> <p>Very high – 30 [4.7%] High risk – 180 [28%] Medium – 181 [28%] Low – 217 – [34%]</p> <p>The most prevalent crimes are Violence [13%] Robbery [16%] Acquisitive [35%]</p> <p><u>Very high risk</u> Acquisitive crime [2%] is the main offence for our very high risk population. No accredited programmes are offered at Kirkham so our focus is on successful Resettlement. We will offer enhanced case management for Offender whom are a high risk of harm and high risk of</p>

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	<p>reoffending. Focus will be on intensive management from induction to release. Regional psychology services are developing a bespoke training package to deliver to our staff and partners to enable us to manage this group of very high risk offenders effectively. This will consist of regular reporting and feedback for any member of staff or partners who come into contact with the Offender. High risk management meetings, one to one with their Offender Supervisor and monitoring arrangements by staff whilst out on ROTL. This group of Offenders will be identified upon reception. The multi agency progression board will identify his priority pathway. Offender Supervisor will ensure that a single sentence plan is created to target greatest need. Early referrals to substance misuse services if required will be made. Depending on their sentence length supervised community work, charity work progressing to charity work. Contact with the Offender Supervisor will be weekly.</p> <p><u>High risk</u></p> <p>Acquisitive [6%] violent [9%] drugs [6%] and Robbery [3%] crime forms this group of Offenders and is the second largest group at Kirkham. Early referral to SMS if appropriate Early contact with their Offender Supervisor to identify other Priority pathways. One to one work by their Offender Supervisor if appropriate Will be seen by the Progression board and allocated to education and labour according to their sentence length, risk and need. .Victim awareness and restorative justice identified if appropriate. Community supervised work, one to one work with their Offender on Preparation for Rotl, Rotl clinic for help and advice, charity work, Progression to paid employment.. Contact with the Offender Supervisor will be fortnightly.</p> <p><u>Medium risk</u></p> <p>Drugs [14%] violent offending [7%] Robbery [5%] acquisitive [2%] crime form main part of this group of Offenders. Early referral to SMS services will be made from the Progression board, and allocation employment and education according to their sentence length and need. Early intervention with their Offender Supervisor to identify any outstanding need through Oasys Pathway. Referral to Resettlement services inside and outside the Prison Offender Supervisor will ensure Offenders make the link from one intervention to the next Depending on sentence length, charity work, access to Rotl, Rotl clinics and paid employment. Victim awareness and restorative justice identified if appropriate Contact with their Offender Supervisor will be monthly.</p> <p><u>Low Risk</u></p>
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	<p>Drug crime [25%] from the largest part of crime from this group, acquisitive [8%] violence [4%] robbery [2%] Are the main offence types at Kirkham and form the largest group. Early referral to SMS is made at the Progression board stage. Offender Supervisor will identify any other Priority pathway through Oasys and signpost to relevant agencies. Depending on sentence length and need Offenders will be give access to supervised community work, charity work, Rotl and Rotl clinics, and finally paid employment. Offender Supervisor contact will be light.</p> <p>Our largest group of offenders regarding sentence length are 4 years+ which includes 62% of the population [376] Prisoners. The next largest group of Offenders are the determinate population which forms 25% of our population [149] The smallest group of Offenders are serving between 1-3 years and forms 12% of our population [73]</p> <p>Therefore resettlement services for high risk groups and above will also be prioritised by time left to service in addition to need to ensure that Prisoners arriving at Kirkham with relatively short time to service are appropriately assessed and have the opportunity to access necessary interventions prior to release.</p> <p>OGRS data will be used to target any interventions required. Services at Kirkham are proportionate to risk. However, most prisoners here require employment, bank accounts and building family ties and substance misuse support rather than offending behaviour programmes. The substance misuse team will formulate a care plan with the offender with an appointment post-custody to ensure the transfer of care continues from custody into release.</p>
THEME 5 – ENSURE THAT DELIVERY OF	SERVICES IS RESPONSIVE TO INDIVIDUAL NEEDS AND CHARACTERISTICS TO MAXIMISE OUTCOMES
5(a) Relevant individual needs and characteristics are effectively identified, assessed and monitored. This information is shared appropriately, proactively and sensitively across the organisation, and with delivery partners.	<p>The Progression Board, which includes Offender Management and Education, will focus on individual prisoner risk and need within the first few days of reception. Appropriate allocation to employment will consider the needs identified.</p> <p>A subsequent 1:1 Offender Supervisor interview will support Progression Board interventions and provide further prisoners analysis to identify need.</p> <p>Education induction will target Learning Difficulties, both assessing need and developing</p>

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	<p>appropriate support strategies within the first two weeks of reception at Kirkham.</p> <p>The Equalities Officer will ensure that NOMIS data input levels for the Equalities Monitoring Tool will be sufficient and in accordance with national requirements. The Equalities Officer will confidentially analyse each individual submission of information. Individual needs disclosed which relate to Age, Race, Gender, Sexual Orientation, Faith and Gender re-assignment will be analysed and prisoners interviewed on a 1:1 basis. Care plans will be generated which include the prisoner, Equalities Officer and key stakeholders to ensure appropriate interventions are implemented. Reasonable adjustments will be considered and escalated to the Head of Residence and Services and the Equalities Action Team as appropriate. An example of this work is outlined within the Personal Escape & Evacuation Plan Protocol established in partnership with our Healthcare provider.</p> <p>Each prisoner will receive a detailed healthcare screen on arrival which will identify current health needs (including Mental Health). In addition, health surveillance screening is available as per services in the community. Care is identified and tailored towards differing cultural, gender, age and disability for all men and is equitable to care in the community. Access to secondary care is appropriate and based on need. Healthcare staff are trained and proficient to meet the differing Healthcare needs.</p> <p>The Equalities Monitoring Tool will be used to inform Equalities Strategies in relation to identified areas where discrimination is suggested. The areas monitored will include segregation, complaints, IEP and adjudications. The Equalities Action Team will have responsibility for the analysis of this information and remedial actions needed to address it. All available data will be presented to the SMT on a quarterly basis for scrutiny.</p> <p>All information/data collected will be managed sensitively and shared only with key partners requiring it.</p> <p>Prisoner representatives will be trained to promote Equalities issues and signpost complaints processes to facilitate the reporting of discriminatory practices or issues. Regular prisoner forums will be held and minuted to record general concerns arising. Any issues relating to the protective characteristics will be monitored through the Equalities Action Team.</p>
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<p>5(b) Information regarding individual needs and characteristics is used to adapt and sequence services to meet individual needs and maximise their benefit, and offenders are supported and encouraged to access appropriate services.</p>	<p>The Oasys risk assessment will identify any barriers to engagement and the risk management plan will clearly describe how it will be adapted to meet each offenders individual needs.</p> <p>Referrals to our partner agencies will be made by the Offender Supervisor taking into account any activities that may need to be adapted in order to meet the Offenders needs.</p> <p>Establishment structure includes a dedicated Equalities/Disability Officer to identify & support prisoners with specific need, linking them with aspects of local provision, including OMU and Education.</p> <p>The Discrimination Information Reporting system is embedded, advertised and utilised appropriately to address discrimination and ensure need is met.</p> <p>The Manchester College screen for LDD and contribute to Offender Supervision through the Progression Board. The Progression Board is chaired by OMU and attended by not only the Education Provider but also the Careers Service which collectively assess and direct individual need as appropriate. Communication within is instant and effective. The prisoner plays a fundamental role in agreements and decisions taken.</p> <p>The Progression Board fits within the OMU structure and is chaired by a Custodial Manager, other board representatives are Education Manager, Industries, SMS and Offender Supervisor and National Careers Service that enables a holistical approach to setting targets, addressing offenders needs and allocating the prisoner an appropriate job relating to his sentence plan and aspirations, Communication within is instant and effective. The prisoner plays a fundamental role in agreements and decisions taken.</p> <p>In their early part of sentence much support is given relating to employment and educational needs, partners are available for support and advice.</p> <p>As the sentence progresses the prisoner can work in private sector workshops to earn enhanced monies in preparation for release, then he can apply for supervised work in the Community for a period of up to three months.</p>
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	The final stage is C2W opportunities for paid employment with work placements, along side this services like Shelter, Achieve and job centre + are providing support and advice prior to discharge.
THEME 6	– DELIVER PRIORITY NATIONAL OR SPECIALIST SERVICES
6(a) Continue to identify, assess and manage extremist offenders by engaging with existing local structures and ensuring that training and awareness is embedded among key staff groups. Ensure referral, where appropriate, to interventions, structured assessment and structured interventions and faith-based programmes according to offender risk and need.	<p>In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Kirkham will ensure delivery in the key thematic areas of Intelligence Gathering and Management; Offender Management and Public Protection; and Interventions and Resettlement, as assessed by NOMS HQ.</p> <p>HMP Kirkham 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 timescales.</p>
6(b) Deliver victim-offender conferences (Restorative Justice) where capacity exists and develop partnerships and a supportive environment to enable delivery where it does not.	<p>6b) HMP Kirkham has accessed the NOMS Grant RJ Programme to provide RJ training and support.</p> <p>All staff at HMP Kirkham are able to refer appropriate offenders to Restorative Justice. Two (Band 4) members of staff have been trained as RJ facilitators and have gained experience in this role.</p> <ul style="list-style-type: none"> • Staff in Offender Management roles have been made aware of RJ processes and have gained experience of facilitating RJ through partnerships with Police and Probation Service colleagues. Staff awareness training has included a presentation at a full staff meeting, and information is available to prisoners, including referral from victim awareness work (Chaplaincy). • The establishment will facilitate RJ conferences in partnership with the Probation Service and Police. The existing internal RJ capacity will be maintained and the use of external RJ delivery organisations will be explored further through commissioning arrangements facilitated by the PCCs. • HMP Kirkham works in partnership with The National Probation Service (North West), and

OFFICIAL

	<p>Lancashire Constabulary, to provide RJ conferences as requested by victims of crime.</p> <ul style="list-style-type: none"> • HMP Kirkham will respond to agency requests for RJ conferences to the volume of 5 commencements in 2014/15. As previously, the establishment will commit to facilitating 'out of area' RJ conferences, and will use ROTL to facilitate conferences in non-prison environments with facilitators from other agencies (specifically Probation Service colleagues). Volume is dependent on demand from other areas and agencies, but has the potential to offer additional conferences to those facilitated locally. • The establishment will endeavour to offer alternative forms of indirect communication for participants who, during preparation choose not to meet face to face or where the risk assessment indicates that it is unsafe to do so. • HMP Kirkham has yet to go through the Competition Benchmarking process, and will register the resources required for facilitation of RJ conferences in the local issues log in order to ensure this is considered in the final resource model. <p>We will continue to target our resources at:-</p> <ol style="list-style-type: none"> 1. Offenders with violent or acquisitive crime with a clear victim who has a medium/high risk of reconviction. 2. By engaging with our partner agencies i.e. police, probation and victim organisations to deliver effective face to face conferences. 3. Consider alternative form of communication i.e. letter writing using Victim liaison services where face to face communications cannot be achieved. 4. To raise awareness of RJ to staff at Kirkham through staff awareness including presentations at full staff meetings, posters and leaflets.
<p>6(c) Ensure the efficient use of prison places through development and implementation of local bail strategies and use of HDC for appropriate offenders, including making full use of Bail Accommodation and Support Service.</p>	<p>We will continue to deliver a HDC strategy which ensures that all prisoners eligible for HDC who cannot provide an accommodation address will be offered accommodation through BASS - in accordance with PSI 25/2013 and Annex I of PSO 6700 (Home Detention Curfew).</p> <p>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</p>

OFFICIAL

	HDC referrals to BASS will be delivered from within existing resources.
6(d) Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners.	<p>In year 1 we will review the core day to facilitate activities for offenders in line with the benchmarking process and new ways of working.</p> <p>Create a strategy to include One 3 One business solutions to maximise work opportunities with employers and provide modern equipment for offenders to use that reflects the external job market.</p> <p>Table 8 reflects 2014 agreed numbers as a baseline for workshop capacity.</p> <p>New partnerships have been developed resulting in additional private sector activities and a social charity enterprise, and where viable, commercial work will be increased.</p> <p>Woodwork Enterprise is allocated funding from One 3 One for materials these are not hard charged.</p> <p>All host model contract agreements now show sales and income benefits on the ACF documents.</p>
6(e) Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links.	<p>We will complete a business case to purchase an additional VCT to support the delivery of court productions via Video link.</p> <p>We will achieve this by</p> <ol style="list-style-type: none"> 1. purchasing a VCT that is compatible with courts and the wider CJS 2. Publishing a local protocol which includes video booking arrangements including a single point of contact, email and telephone details and availability. 3. Publish arrangements on the home intranet page 4. ensure that wherever possible court appearances are made by video link to achieve a significant reduction in discharges to court 5. To offer VCT to the Parole Board for Oral hearings. 6. To keep effective records of usage/ savings during the next 3 years.

OFFICIAL

Table 4a: Rehabilitation Services – Core Offer

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 Core Offer Outputs	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>All Offenders are allocated an Offender Supervisor within the first 3 days of reception according to their risk. High risk men are allocated to our Probation colleagues and to our experienced Offender Supervisor</p> <p>All offenders attend a 'Progression Board' as part of the induction programme. This is a fifteen minute interview to identify appropriate allocations to work and to identify offending behaviour, educational and/or NCS needs. Initial targets set are agreed, monitored and linked to progression to most other activities and opportunities, including those external to the prison.</p> <p>The strategy for employment is in four phases:-</p> <ol style="list-style-type: none"> 1. Employment in Prison Activities (10 weeks) where offenders can combine work experience with other targets set by the Progression Board. 2. Offenders may submit a change of activities application for employment with our private sector partners where they have the opportunity to enhance their skills and save monies for release. 3. Apply for unpaid charity work, and complete a successful period of three months. 4. Apply for paid work C2W scheme. <p>All staff encourage Prisoners to engage fully with rehabilitation services and the IEP Policy assesses and encourages prisoners to comply with interventions and expectations.</p> <p>The Offender Supervisor will conduct a one to one interview with their Offender to verify the actions and referrals set on the Progression board and to identify any additional priority need linked to their OASys Pathway.</p> <p>Listeners at HMP Kirkham are fully engaged in the two day induction process. They work with the Samaritans offering confidential and safety services. Any men in crisis are managed through the Safer Custody procedures supported by Listeners and staff. The Listeners and Samaritans meet monthly. Full training is supplied by the Samaritans for newly recruited Listeners.</p> <p>Listeners work on a rota system to provide advice and support in the visits area at weekends and the admissions unit Monday to Friday 18.00 to 18.30 to speak to new receptions, answer any questions and generally offer an avenue of support to the men on admissions. This service was offered as a result of our safety survey when new receptions felt vulnerable on the admissions unit.</p> <p>The insiders also engage in the induction process by explaining the rules to new receptions and also offering advice.</p> <p>The induction orderlies include men specifically trained to work alongside staff to deliver a safe and effective induction programme. Recently reviewed we have taken advice from offenders, staff and orderlies to change the approach to delivery. We encourage positive reinforcement of the rules and taking responsibility for every action.</p> <p>The Information Prisoners Advice Centre (IPAC) is peer led and fully accessible for all men; providing help and</p>	Locally commissioned

OFFICIAL

	<p>guidance on completion of ROTL application forms including explaining eligibility dates, clarifying procedures, etc. The centre offers a point of contact for support, enquiries, retail, catalogue orders and other issues or concerns.</p> <p>There are safer custody representatives for all billets at Kirkham. The representatives overall responsibility is to help make Kirkham a safer place to live by offering support to the men on their billets. Working closely with the safer custody team to improve services and support. This additional support to men underpins our systems to provide a safe environment.</p> <p>Signposting to the correct services are part of all the above roles including staff.</p>	
Prisoners are made aware of their responsibilities in engaging with and accessing services	<p>All Prisoners are made aware of their responsibilities in engaging with and accessing services by information given in person, using leaflets and video by:</p> <ol style="list-style-type: none"> 1. induction staff 2. personal officers 3. offender supervisor 4. Partners seconded to and working with Kirkham <p>All Kirkham staff can refer Prisoners into any of the services below:</p> <ul style="list-style-type: none"> • Education – provide education services from Manchester college • Employment Hub – provide help and advice on further education, employment opportunities, CV writing and interview techniques to all Prisoners. • SMS – provide specialist drug services • Shelter – provide advice and support for accommodation and financed and debt advice • Healthcare – Lancashire NHS Trust provide health care services for all Prisoners • Probation service – provide specialist risk management services • Recycling lives – provide training and job opportunities for Prisoners • POPS 'partners of Prisoners – deliver our visits provision and provide support for Prisoners families • Job Centre Plus • Achieve North West • National Careers Service 	Locally commissioned
Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<p>Anti-social behaviour and attitudes are addressed by all staff at Kirkham and managed by the positive relationships between all grades of staff and Prisoners at Kirkham.</p> <p>This consistency is supported by the IEP scheme.</p> <p>The Personal Officer Scheme provides individual officer accountability for offering support through positive interactions between prisoners and staff. The IEP policy is operated in such a way that challenging conversations are required as an initial action to promote pro-social communication between all staff and prisoners.</p>	Locally commissioned
Prisoners can access appropriate services that enable them to seek suitable employment and/or	<p>The Manchester College are the provider under OLASS 4. The curriculum is designed on a needs analysis of the offender population and provides classroom places on a sessional release from the workplace. Vocational training is delivered in Painting and Decorating and Brickwork – both are CSkills Level 2 Diplomas. These two workshops provide a total of 22 full times places. The OLASS 4 provision covers functional skills – entry to level 2 in both maths and English, ITC levels 1 and 2, distance learning support, assertiveness and decision making. OLASS 4 provision of</p>	Co-commissioned

OFFICIAL

training for release.	<p>employability skills – this covers CV writing, interview techniques and disclosure. Also offered is a PEARL qualification which covers social skills, self awareness, empathy, managing feelings and motivation. Additional services include the Community Team where prisoners have the opportunity to carry out work in the community under supervision for up to two months learning skills and gaining experience whilst being tested in the public domain.</p> <p>Custody to Work (C2W) is a project scheme where prisoners engage on community payback (charitable or public) for up to three months unsupervised. Prisoners can then progress onto paid external work during the remainder of their sentence; this can often lead to prisoners being offered permanent job opportunities upon release.</p> <p>Achieve North West provide funding for prisoners to receive training or work placements this is facilitated by two full time staff based at HMP Kirkham.</p> <p>JOB Centre PLUS provides one member of staff part time to link job opportunities to prisoners on release.</p> <p>National Careers Service provides two full time staff to interview prisoners on induction and target set their career aspirations.</p>	
Prisoners can access services that enable them to manage housing needs created as a result of their custody.	Kirkham is part of a North West contract for the provision of housing services delivered by Shelter which include liaison with social housing providers and mortgagors where a tenancy or owner occupation comes to an end during custody. Including where appropriate the setting up of payment plans to manage arrears or stave off repossession.	Regionally commissioned
Prisoners can access services that enable them to seek settled and suitable housing for release.	<p>Shelter is the current provider of housing needs and advice. They are based in the Employment Hub where leaflets and advice is available as well as facilities for interviews, and on average 99% of offenders leave Kirkham with housing.</p> <p>Robust monitoring is in place to ensure targets are met on Shelter performance as per MOU</p>	Regionally commissioned
Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.	<p>Shelter deliver services on housing matters, finance, benefit and debt. They will also work towards specific debt aiming to achieve resolution to critical financial benefit and debt issues. Improving access for offenders and their families to mainstream services including financial advice.</p> <p>Offenders are given the opportunity and are encouraged to open bank accounts with RBS (Nat West)</p>	Regionally commissioned
Prisoners can access available services which enable them to address their family	<p>We are part of a pilot project funded by Dept for Education and delivered by Marriage Care, which provides two qualified relationship counsellors on a weekly basis offering 4 x 1 hour, one-to-one sessions. Clients are identified and nominated by offender supervisors, chaplains and personal officers.</p> <p>More informal family contact takes place within the context of domestic visits utilising resources provided by two</p>	Co-commissioned

OFFICIAL

welfare and family support needs.	POPS children and families workers who are available informally before visits commence and with the offender during the visit period. Prisoners may also apply for family days and in the coming year these monthly days will be targeted at specific groups, such as grandparents, families with adolescents and toddler days. Family days will also give time for relationship group work with prisoners and their partners whilst children undertake productive activities. External agencies such as Citizen Advice and Help Direct are in attendance on family days to offer advice on a range of issues such as benefit eligibility.	
Prisoners have equivalence of access to health services in custody as in the community.	Men have access to care as provided in the community. Staff are trained and experienced to deliver healthcare programmes and screening equitable to the community services. The Healthcare department is compliant with regulation and inspection processes as detailed by HMIP, Prison Health Performance and Quality Indicators and Care Quality Commission. Men have access to primary care Doctor, Dental, optician, podiatry, stop smoking services, pharmacy, chronic disease clinics, minor illness, mental health, vaccination and screening services as is place in the community. All evidenced by regulatory and inspection process. Patient experience questionnaires are collected from all prisoners on release to ensure that we are responsive to needs.	Co-commissioned
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	All offenders who have a history of drugs/alcohol will mandatory engage with SMS at some level. Drug and alcohol questionnaires are completed during induction which covers previous substance misuse and any work already undertaken. Drug test undertaken and result recorded on induction sheet. Positive tests or clinical clients are prioritised and seen in 24 hours. Other prisoners with drug/alcohol history are then passed to the assessment team who will then interview them and complete a more comprehensive one to one assessment around the 12 Recovery Pathways. A recovery programme is developed and a portfolio is completed during their stay at Kirkham. All activities in the portfolio are completed during their stay at Kirkham and are inline with the 12 pathways.	Co-commissioned
Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	Prisoners who have been victims of domestic violence or abuse can be referred to specialist counselling services outside the Prison Safer Custody facilitate 'Additional Support Plans' for prisoners requiring individualised and specific arrangements. In addition there is access to psychological therapies and mental health via the healthcare service within the prison.	Co-commissioned
Prisoners who have been sex workers can access services that offer them advice and support.	All prisoners have access to screening services for blood born virus screening and sexual health screening, with onward referral to specialist services for identified problems. Via the healthcare department within the prison.	Co-commissioned

OFFICIAL

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	All	<p>All offenders will have access to the Core Service as described in Table 4a.</p> <p>Victim Awareness Courses are run at six week intervals. The course is currently facilitated by the chaplaincy and is an offshoot from the SORI programme delivered at Garth. Referrals are made directly from Offender Supervisors, Personal Officers and the Progression Board.</p> <p>Family days forums; these monthly days will be targeted at specific groups, such as grandparents, families with adolescents and toddler days. Family days will also give time for relationship group work with prisoners and their partners whilst children undertake productive activities. External agencies such as Citizen Advice and Help Direct are in attendance on Family Days to offer advice on a range of issues such as benefit eligibility. take place once a month</p> <p>DVD/Storybook Dads initiative led by Lancashire Library Service offers the opportunity for prisoners to read stories to their children and thus maintain a connection with the child's day to day life.</p>	<p>Locally commissioned service delivered by chaplaincy staff Not accredited and available to all offenders.</p> <p>Locally Commissioned service delivered by staff. Not accredited and available to all offenders</p> <p>Locally Commissioned</p>

OFFICIAL

		Well being clinics are run on a drop-in basis twice a week in the Sports Centre the sessions are peer led with support and guidance provided by staff when required. Rehabilitation and remedial guidance and activities are offered throughout the week for men with specific needs.	service delivered by staff. Not accredited and available to all offenders																																											
Sexual Offenders	0	N/A	N/A																																											
Violent offenders	184 of which 74 have an identified OVP score (Likelihood of Violent Reoffending) <table><tr><td>No OASys</td><td>22</td><td>10%</td></tr><tr><td>Low, 0-29%</td><td>46</td><td>21%</td></tr><tr><td>Medium, 30-59%</td><td>24</td><td>11%</td></tr><tr><td>High, 60-79%</td><td>4</td><td>2%</td></tr></table>	No OASys	22	10%	Low, 0-29%	46	21%	Medium, 30-59%	24	11%	High, 60-79%	4	2%	Where OASys has not already been completed, we will prioritise violent offenders for early OASys completion and subsequent reviews (as well as sexual offenders, and ensuring OASys is completed for those with no PSR first or shortest time left to serve). We will take OVP into consideration when targeting activities and services for violent offenders. <u>Preparation for ROTL</u> Local initiative which is delivered to all high risk men whom are eligible for ROTL. This is delivered in a group session by Offender Supervisors and looks at the different situations men may face when out on ROTL. It also gives them an opportunity to talk about their expectations about going home. Offenders must complete a workbook before their first period of ROTL. After their first ROTL a follow up session with their Offender supervisor will be completed.	In house programme delivered by OS. Not accredited and available to all 184 violent offenders prior to Rotl																															
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Indeterminate Sentenced Prisoners (ISPs)	<table><tr><td rowspan="3">OGRS 0-24, Low</td><td>Violent</td><td>29</td><td>5%</td></tr><tr><td>Robbery</td><td>2</td><td>0%</td></tr><tr><td>Total</td><td>31</td><td>5%</td></tr><tr><td rowspan="4">OGRS 25-49, Medium</td><td>Violent</td><td>30</td><td>5%</td></tr><tr><td>Robbery</td><td>9</td><td>1%</td></tr><tr><td>Acquisitive</td><td>1</td><td>0%</td></tr><tr><td>Total</td><td>40</td><td>7%</td></tr><tr><td rowspan="4">OGRS 50-74, High</td><td>Violent</td><td>48</td><td>8%</td></tr><tr><td>Robbery</td><td>13</td><td>2%</td></tr><tr><td>Motoring</td><td>1</td><td>0%</td></tr><tr><td>Total</td><td>62</td><td>10%</td></tr><tr><td rowspan="2">OGRS 75-89, Very High</td><td>Violent</td><td>14</td><td>2%</td></tr><tr><td>Acquisitive</td><td>1</td><td>0%</td></tr></table>	OGRS 0-24, Low	Violent	29	5%	Robbery	2	0%	Total	31	5%	OGRS 25-49, Medium	Violent	30	5%	Robbery	9	1%	Acquisitive	1	0%	Total	40	7%	OGRS 50-74, High	Violent	48	8%	Robbery	13	2%	Motoring	1	0%	Total	62	10%	OGRS 75-89, Very High	Violent	14	2%	Acquisitive	1	0%	<u>Preparation for ROTL</u> Local initiative which is delivered to all high risk men whom are eligible for ROTL. This is delivered in a group session by Offender Supervisors and looks at the different situations men may face when out on ROTL. It also gives them an opportunity to talk about their expectations about going home. Offenders must complete a workbook before their first period of ROTL. After their first ROTL a follow up session with their Offender supervisor will be completed. The intensity of case management for ISPs will range from medium to high and will vary over the course of their sentence, with highest levels of intensity around key events such as preparing for moves to open conditions. Intensity of case management for ISPs will also vary according to the level of risk the offender presents (including risk of reoffending, violence, sex offending etc). Bi-annual one to one case management sessions will be staged around key events in their sentence will focus on preparing for/consolidating learning from a programme, reviewing progress, addressing any setbacks, and helping the offender plan next steps.	In house programme delivered by OS. Not accredited and available to all 132 violent offenders prior to Rotl
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OFFICIAL

	<table><tr><td>Drugs</td><td>1</td><td>0%</td></tr><tr><td>Total</td><td>16</td><td>3%</td></tr><tr><td>Whole population Total</td><td>149</td><td>25%</td></tr></table>	Drugs	1	0%	Total	16	3%	Whole population Total	149	25%	Offenders who are approaching earliest release date offenders will be prioritised for access to interventions although consideration on a case by case basis where this means that a determinate prisoner could be released without treatment.													
Drugs	1	0%																						
Total	16	3%																						
Whole population Total	149	25%																						
Low likelihood of any reconviction OGRS 0-24%	<table><tr><td>Violent</td><td>45</td><td>7%</td></tr><tr><td>Robbery</td><td>11</td><td>2%</td></tr><tr><td>Acquisitive</td><td>36</td><td>6%</td></tr><tr><td>Drugs</td><td>113</td><td>19%</td></tr><tr><td>Motoring</td><td>3</td><td>0%</td></tr><tr><td>Other</td><td>9</td><td>1%</td></tr><tr><td>Total</td><td>217</td><td>36%</td></tr></table>	Violent	45	7%	Robbery	11	2%	Acquisitive	36	6%	Drugs	113	19%	Motoring	3	0%	Other	9	1%	Total	217	36%	<p>Low intensity case management for offenders in this OGRS band except for violent offenders with OVP of 30%+ and indeterminate sentenced prisoners.</p> <p>Low intensity case management includes: Offender Supervisor review of sentence plan, a drop-in surgery for offenders to attend brief appointments/check on progress in engaging with rehabilitation services. Offender Supervisors will make use of their time on wing supervision duty to "catch-up" with some of their caseload. We will put in place an approach based on 'Every Contact Matters' to ensure that all staff who have contact with offenders understand their role in contributing to rehabilitation, and feed back on any relevant contact to the OMU and Offender Supervisors.</p> <p>Risk management – security considerations inform decisions about the targeting of risk management activities as does the offender's risk of serious harm rating (regardless of their OGRS band).</p> <ul style="list-style-type: none">• Our minimum risk management approach for all offenders is based on partnership between the OMU, Security Department and others as required, so that all risk information is shared.• Medium ROSH ratings prompt a pro-active approach to observing and recording behaviour, and sharing information across the prison, and restricting/monitoring visits where necessary.• High/Very high ROSH ratings are prioritised for highest levels of risk management, which includes monitoring of communications and discussion at inter-departmental risk management meetings in cases of greatest concern. <p>Offenders within this OGRS band will have access to the core rehabilitative offer as per table 4a. In general, no additional rehabilitation services are offered to offenders in this OGRS band (see specific approaches above for violent offenders, sexual offenders and indeterminate sentence prisoners).</p> <p>Offender management surgeries every Wednesday and Thursday evenings 6.30-8.00 These are attended by 2 Offender Supervisors who provide information regarding Prisoners applications for Rotl or any other OM query.</p>	Available for all offenders by 2 XOS twice weekly in house.
Violent	45	7%																						
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Medium likelihood of any reconviction OGRS 25-49%	<table><tr><td>Sexual</td><td>1</td><td>0%</td></tr><tr><td>Violent</td><td>64</td><td>11%</td></tr><tr><td>Robbery</td><td>34</td><td>6%</td></tr></table>	Sexual	1	0%	Violent	64	11%	Robbery	34	6%	<p>Low Intensity case management will be provided (as described in 0-24% above) for offenders in this OGRS band, except for violent offenders with OVP 30%+, sexual offenders assessed as medium risk or higher under RM2000, or indeterminate sentenced prisoners.</p>	Available for all offenders by 2 XOS twice weekly in house												
Sexual	1	0%																						
Violent	64	11%																						
Robbery	34	6%																						

OFFICIAL

	<table><tr><td>Acquisitive</td><td>12</td><td>2%</td></tr><tr><td>Drugs</td><td>62</td><td>10%</td></tr><tr><td>Motoring</td><td>1</td><td>0%</td></tr><tr><td>Other</td><td>7</td><td>1%</td></tr><tr><td>Total</td><td>181</td><td>30%</td></tr></table>	Acquisitive	12	2%	Drugs	62	10%	Motoring	1	0%	Other	7	1%	Total	181	30%	<p>Offender management surgeries every Wednesday and Thursday evenings 6.30-8.00</p> <p>These are attended by 2 Offender Supervisors who provide information regarding Prisoners applications for Rotl or any other OM query</p> <p>Suitable cases will be referred for RJ Conferences via the Offender Supervisor and progressed to conference with trained facilitators.</p>							
Acquisitive	12	2%																						
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Other	7	1%																						
Total	181	30%																						
High likelihood of any reconviction OGRS 50- 74%	<table><tr><td>Violent</td><td>91</td><td>15%</td></tr><tr><td>Robbery</td><td>25</td><td>4%</td></tr><tr><td>Acquisitive</td><td>28</td><td>5%</td></tr><tr><td>Drugs</td><td>28</td><td>5%</td></tr><tr><td>Motoring</td><td>5</td><td>1%</td></tr><tr><td>Other</td><td>3</td><td>0%</td></tr><tr><td>Total</td><td>180</td><td>30%</td></tr></table>	Violent	91	15%	Robbery	25	4%	Acquisitive	28	5%	Drugs	28	5%	Motoring	5	1%	Other	3	0%	Total	180	30%	<p>Medium Intensity case management will be made available to as many offenders in this OGRS band as resources will allow. We will begin by prioritising violent offenders with OVP 30%+, sex offenders with a RM2000 above 'low' and all indeterminate sentenced offenders for this level of service.</p> <p>Medium intensity case management includes: one to one supervision, recognising achievements / reflecting on setbacks and planning for positive change, motivation to maintain or make progress, consolidate learning, observe changes in behaviour or attitudes etc. This is a large group so we will schedule one to one sessions in response to events in each case, with the frequency and length of appointments increasing for those closest to release date, where key work/activity is still required.</p> <p>Short sentence prisoners and those in the last 12 months of their sentence in this OGRS band who are nearing the end of their sentence, will be prioritised to access rehabilitative services to support their resettlement needs. Contact will be made with public protection agencies, as required, in preparation for release.</p> <p>Offender management surgeries every Wednesday and Thursday evenings 6.30-8.00</p> <p>These are attended by 2 Offender Supervisors who provide information regarding Prisoners applications for Rotl or any other OM query</p> <p>Suitable cases will be referred for RJ Conferences via the Offender Supervisor and progressed to conference with trained facilitators.</p>	Available for all offenders by 2 XOS twice weekly in house
Violent	91	15%																						
Robbery	25	4%																						
Acquisitive	28	5%																						
Drugs	28	5%																						
Motoring	5	1%																						
Other	3	0%																						
Total	180	30%																						
Very high likelihood of any reconviction OGRS 75-89%	<table><tr><td>Violent</td><td>18</td><td>3%</td></tr><tr><td>Acquisitive</td><td>8</td><td>1%</td></tr><tr><td>Drugs</td><td>2</td><td>0%</td></tr><tr><td>Other</td><td>2</td><td>0%</td></tr><tr><td>Total</td><td>30</td><td>5%</td></tr></table>	Violent	18	3%	Acquisitive	8	1%	Drugs	2	0%	Other	2	0%	Total	30	5%	<p>Highest intensity case management will be made available to as many offenders in this OGRS band as resources will allow. We will begin by prioritising violent offenders with OVP over 60%, sex offenders with a RM2000 above 'medium' and indeterminate sentenced offenders approaching tariff or a move to open conditions.</p> <p>Highest intensity case management is as medium intensity but with more frequent / longer supervision sessions (with a clear purpose linked to the aims of the sentence plan), and active advocating for offenders where they may need help in accessing services to reduce re-offending.</p> <p>Offender management surgeries every Wednesday and Thursday evenings 6.30-8.00</p> <p>These are attended by 2 Offender Supervisors who provide information regarding Prisoners applications for Rotl or any other OM query</p>	Currently none at Kirkham; however, for any such instances, these services would be available, plus ROTL preparation						
Violent	18	3%																						
Acquisitive	8	1%																						
Drugs	2	0%																						
Other	2	0%																						
Total	30	5%																						

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<p>Extremely high likelihood of any reconviction (prolific) OGRS 90-100%</p>	<p>0</p>	<p>Over 12m - Highest Intensity case management – as medium intensity but with frequent / longer supervision sessions (but with a clear purpose linked to the aims of the sentence), including commissioning specialist one to one interventions as required, active advocating for offenders where they may need help in accessing services to reduce re-offending. Where resources allow, we will particularly prioritise the highest OGRS, OVP and indeterminate sentenced offenders approaching a key stage in their sentence. As part of our case management approach for this risk group, offenders are referred to IOM services in the community for post release supervision and support.</p> <p>Short sentence prisoners: those that are nearing the end of their sentence, will be prioritised for IOM and to access rehabilitative services that support safe resettlement.</p> <p>Offender management surgeries every Wednesday and Thursday evenings 6.30-8.00 These are attended by 2 Offender Supervisors who provide information regarding Prisoners applications for Rotl or any other OM query <u>Preparation for ROTL</u> Local initiative which is delivered to all high risk men whom are eligible for ROTL. This is delivered in a group session by Offender Supervisors and looks at the different situations men may face when out on ROTL. It also gives them an opportunity to talk about their expectations about going home. Offenders must complete a workbook before their first period of ROTL. After their first ROTL a follow up session with their Offender supervisor will be completed.</p>	<p>Available for all offenders by 2 XOS twice weekly in house In house programme delivered by OS. Not accredited and available to all prolific t offenders prior to Rotl</p>
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Table 5: Accredited Programmes provided in the establishment	
Does this establishment deliver NOMs Commissioned accredited programmes?	No

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Table 6: Development Objective

CI Title & No.	Objective: Describe a SMART objective including what you want to achieve how you will measure your success and key milestones	Does this contribute to a regional objective (yes/no)
Deliver priority national or specialist services (6c)	<p>To ensure the efficient use of prison places through development and implementation of a local bail strategy and use of HDC HMP Kirkham will:</p> <ul style="list-style-type: none"> - monitor BASS Referral and Placement trends and will investigate when these are outside the expected range for the prison HDC releases. - agree improvement objectives with the DDC where outcomes are substantially below the expected or historic level for the institution. <p style="text-align: right;">Quarterly Quarterly</p>	Yes
Provide cost-effective accommodation aimed specifically at the elderly prisoner population (4b)	<p>To introduce a specialist unit to meet the needs of the increasing numbers of Category D elderly prisoners requiring higher-level medical attention. The proposed unit would be created in a currently vacant area, adjacent to the Healthcare Dept. It would provide 23 additional spaces, with an indicative target construction price as drawn up by Regional Estates of approx £6k per place. The aim is for this facility to be in place by the end of March 2015, allowing for a construction phase of approx 10 weeks; this bid is subject to the necessary funding being made available.</p>	Yes
Provide additional commercial employment opportunities for prisoners (6d)	<p>To develop further training and employment opportunities through a partnership with the Recycling Lives charity and its social responsibility network. Recycling Lives has connections with its suppliers, customers and other organisations, and agreements to consider the employment of men connected with the charity in their various businesses. This offers a broader network of potential employers that just those operating directly as part of the Recycling industry.</p> <p>During 2014/15 we will develop a process for the selection and training of up to 25 prisoners to work in the recycling industry, and to gain experience and guidance into appropriate work through the network. A residential unit will be refurbished to provide a base for selected prisoners, and incentives to engage with the scheme. The timescale is to start designing in August 2014 and completed by the end of October 2014.</p>	Yes
2(a) There is evidence of effective coordination of delivery of services	<p>We will maximise investment of all partners and providers delivering services for offenders at HMP Kirkham 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</p>	Yes

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<p>and integration of providers locally, regionally and nationally to maximise outcomes for offenders.</p>	<p>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).</p> <p>We will develop a plan which describes how within the six month period 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 information <p>Progress will be monitored against the plan at monthly SMT meetings and at regional level with the DDC.</p>	
<p>2(d) In England - Work together with local authorities to ensure that adult offenders and defendants with care and support needs are appropriately identified, their needs are assessed and they are supported to live with decency and as independently as possible; and that arrangements are made for continuity of care when an individual moves.</p>	<p>By the end of March 2015 there will be evidence of joint work between the prison regime, healthcare and social services so that:</p> <ul style="list-style-type: none"> • The level of social care services provided by HMP Kirkham reflects the evidenced needs of the prison population; evidence of how needs are met is identified by the Governor, HMIP /IMB, commissioners and other stakeholders. • As a minimum, arrangements will be in place to ensure that suitably qualified staff assess prisoners' social care needs. • As a minimum, arrangements will be in place to ensure the provision of urgent personal care services to individuals with a high level of need, such as the need for assistance with feeding or toileting. • Arrangements will be in place for regular care services to be available. <p>Key Delivery Milestones 2015/15</p> <ul style="list-style-type: none"> • Quarter 1: HMP Kirkham has approached the Local Authority with a view to developing a joint prison / LA action plan to prepare for April 2015. The Local Authority sits on / has been invited to sit on the Prison Health Partnership Board/Local Delivery Board to ensure an integrated approach to health and social care. • Quarter 2: Working with the Local Authority we will ensure a local action plan is in place to prepare for April 2015 and implementation has commenced. The action plan will consider the requirements for: needs assessment; information sharing agreements and local referral protocols for individuals with a high level of need; the physical environment for service delivery; the role of the prison in 	<p>Yes</p>

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	<p>informing the design of any local authority service specifications.</p> <p>Quarter 3/4 The Establishment / LA action plan is implemented to prepare for April 2015. Suitably robust arrangements with the LA will be in place to ensure that social care needs assessment can be routinely undertaken and that social care services, equivalent to those in the community, can be assessed by prisoners who are eligible for such services.</p>	
<p>2e Work with local authorities to promote inclusion of, and maximise benefits to, offenders' families.</p>	<p>HMP Kirkham recognises that supportive and pro-social family / marital relationships is one of the key factors linked to desistance, and will enhance provision in this area.</p> <p>During this period, we will engage with Lancashire County Council to establish:</p> <ol style="list-style-type: none"> 1. a process to identify prisoners with Troubled Families locally 2. appropriate advice and signposting services 3. Explore options for further intervention 	Yes
<p>3(a) Target resources on evidence-informed interventions and services which are likely to deliver the best outcomes for the investment. This includes targeting factors shown to be related to NOMS intended outcomes and using a service design which will be effective with the groups which receive it.</p>	<p>By November HMP Kirkham will review <u>the type</u> of strategies it employs, and the services and interventions it offers to ensure that the approaches being used are ones which are effective with the type of offenders that receive them, and that <u>the factors</u> being targeted for change are related to desistance, reduced reoffending and public protection, or a reduction in harmful institutional behaviour. It will draw on local data and evidence, including that provided within the NOMS Evidence and Segmentation Companion Document when completing these reviews and have in place a strategy for developing its use of evidence to inform practice and maximise outcomes.</p>	Yes

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<p>3(b) Have robust quality assurance processes in place to ensure offender services are (i) delivered as they are intended (i.e. with integrity and as planned and designed) and (ii) that they are effective.</p>	<p>By November HMP Kirkham will develop and implement effective quality assurance processes which indicate whether the services, activity and interventions it provides are of an acceptable standard of quality and are having the impact they are intended to deliver. Information from these processes will be regularly reviewed by the by the senior management team and specific members of staff will be given responsibility for the quality assurance processes and following through on actions identified in the reviews.</p>	
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Table 7a: Mandatory Service specifications applicable under this Local Annex

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

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

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

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

Table 7b: Service specifications applicable under this Local Annex

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

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

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Table 7c: Service Options, above the national minimum		
(which are commissioned under this SLA)		
Service specification	Output(s) commissioned	Service Option Commissioned [YES / NO]
Cell & Area Searching	A risk assessed programme of routine area searching is agreed, documented and completed correctly. HSE only	NO
Cell & Area Searching	Assurance is sought through a risk assessed programme of covert testing. Non HSE	NO
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.	YES
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	NO

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Table 7d: Agreed delivery hours for specified services			
Service Specification	Output	Agreed hours	Rationale (where hours are agreed above the minimum set within specifications)
Residential Services	Daily time in open air [minimum 30 minutes] (row 21 of the specification)	Mon – Thurs 5.5 hours Fri – 9.5 hours Sat & Sun – 13.5 hrs	As a Category D Open prison, prisoners have access to be in the open air throughout the core day when not at work.
Physical Education	Minimum number of PE Hours [per week] (row 1 of the specification) (as calculated using the SBC published spreadsheet product)	2 hours weekly	

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8. Activity Places (Work and Prison Services)

Table 8a: Agreed Activity Allocation places

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

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

INDUSTRIES (ONE3ONE)										
INDUSTRY SERVICE CODE	WORKSHOP NAME	Maximum number of prisoner places per activity (planned per week total for 2014-15)	TOTAL STAFF NUMBERS	CORE HOURS PER WEEK	Annual Internal Soft Charged Sales Predictions	Annual Internal Hard Charged Sales Predictions	Annual External Sales Predictions	Annual Internal Soft Charged Materials Predictions	Annual Internal Hard Charged Materials Predictions	Annual External Materials Predictions
Industries – Cleaning BICs	Industrial Cleaning	22	0.5	33	£0	£0	£0	£0	£0	£0
Industries – Enterprise/Contract Services	Contract Services Calpac	47	0	35	£0	£0	£120,000	£0	£0	£0
Industries – Land Based Activities	Gardens / Amenities	20	1	33	£0	£0	£0	£0	£0	£0
Industries – Land Based Activities	Livestock	15	2	33	£0	£0	£30,000	£0	£0	£25,000

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Industries – Land Based Activities	Outdoor field scale vegetables	25	2	33	£5,000	£0	£5,000	£2,000	£0	£2,000
Industries – Land Based Activities	Propagation and Bedding	20	1	33	£13,000	£0	£8,000	£11,000	£0	£7,000
Industries – Land based Activities	Protected Cropping	30	1	33	£5,000	£0	£38,000	£4,000	£0	£35,000
Industries – Newgate Furniture	Amaryllis	22	2	33	£0	£0	£90,000	£0	£0	£0
Industries – Other Workshop	Fork Lift Training Centre	2	0.5	33	£0	£1,000	£0	£0	£0	£0
Industries – Retail	Retail Workshop	50	0	33	£0	£0	£0	£0	£0	£0
Industries – Woodwork	Woodwork	30	3	33	£230,000	£15,000	£50,000	£200,000	£0	£25,000
Industries – Charity	Bicycle Repair	4	0.5	33	£0	£0	£0	£0	£0	£0
Industries – Enterprise/Contr acts Services	Recycling Lives	8	0	33	£0	£0	£0	£0	£0	£0
Total		295								

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Table 8b: Services (not industries)

Table 8b CU095b (Hours Worked in Services) – this should contain services that are measured under this specific metric			
Activity Service Code	Service Description	Maximum number of prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
HU1 Wing Activities	N/A		
Other Industry	Launderette	13	35
HU3 Wing Activities	Stores	15	35
HU4 Wing Activities	Gymnasium	15	35
HU5 Wing Activities	Community Workshop	24	33
HU6 Wing Activities	N/A		
Kitchen	Catering	46	35
Orderly Cleaners	Library	5	27
Orderly Cleaners	Chapel	2	35
Orderly Cleaners	Employment Hub	2	33
Orderly Cleaners	SMS	2	33
Orderly Cleaners	Healthcare	5	35
Orderly Cleaners	Inductions	4	35
Orderly Cleaners	IPAC	4	35
Orderly Cleaners	Admissions	2	35
Orderly Cleaners	OMU	3	35
Orderly Cleaners	Reception	2	35
Orderly Cleaners	Workforce Development	1	33
Orderly Cleaners	Welcome Centre	3	35
Orderly Cleaners	Education	4	33
Recycling Activity	Waste	15	33

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	Management		
Weekend Activity			
Works Department	Works	15	35
Wing Cleaning			
Other Occupations	Outworkers / Unsupervised Community work	141	33
Sub total		323	

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Table 8c- other permanent activity places

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

Table 8c: Other Activities			
This should contain activities that are not in scope of either CU095a (Hours Worked in Industry) or CU095b (Hours Worked in Services) metrics.			
Activity Service Code	Activity Description	Maximum number of FTE prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
Basic Key Skills up to level 2	Functional skills	66 learners per week on Maths or English (equivalent to 26 FTE places based on 33 hour core week)	13
Core Education Classes	ITQ	60 learners per week average (equivalent to 17.7 FTE places)	9.75
	PSD	30 learners per week average (equivalent to 11.8 FTE places)	13
Education Induction Assessment	Orientation	35 learners per week (12.7 FTE places)	12
Education leading to accreditation	N/A		
PE Leading to QCA Qualifications		Not Applicable	
Skills training leading to Accreditation	P&D	8 learners per week average (8 FTE)	33
Skills training leading to Accreditation	Bricks	8 learners per week average (8 FTE)	33
External Education / ROTL			
Prison Induction Courses/Interviews	Induction/ Progression Board	35 prisoners per week average (35 FTE)	33
Other			
Sub total		119.2	
Table 8 Total		737.2	

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Section 3: Regime Outline

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

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

Out of cell session time summary by day

Day	Activity	Association	Meal	Movement	Total Time Out of Cell
Mon	7h 59m	1h 29m	3h 15m	1h 14m	13h 59m
Tue	7h 59m	1h 29m	3h 15m	1h 14m	13h 59m
Wed	7h 59m	1h 29m	3h 15m	1h 14m	13h 59m
Thu	7h 59m	1h 29m	3h 15m	1h 14m	13h 59m
Fri	3h 39m	4h 29m	3h 15m	1h 14m	12h 39m
Sat	0h 39m	8h 24m	2h 15m	0h 59m	12h 19m
Sun	0h 39m	8h 24m	2h 15m	0h 59m	12h 19m

5 day average time out of cell

Type	Activity	Association	Meal	Movement	Total Time Out of Cell
5-day	7h 07m	2h 05m	3h 15m	1h 14m	13h 43m

7 day average time out of cell

Type	Activity	Association	Meal	Movement	Total Time Out of Cell
7-day	5h 17m	3h 54m	2h 57m	1h 10m	13h 19m

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Section 4: SLA Delivery Requirements and Levels at Commencement Date

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

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

Secure and Decent Custody

	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National 100.00 %
CU001 Discharge to Court	90.0	90.0	90.0	90.0	90.0	90.0	90.0	90.0	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00 %
	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	%	%	%	%	%	%	%	%	%	90.00 %
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
	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	0.00
CU006 CAT A Escapes	0	0	0	0	0	0	0	0					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 %	8.00 %
	%	%	%	%	%	%	%	%										
CU031 Control & Restraint (C&R) Training	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	
	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	%	%	%	%	%	%	%	%	%	
CU060 Tornado Commitment																		17.00
CU074 MQPL BME Score	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.5	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50
	0	0	0	0	0	0	0	0										
CU056a Security Audit - Audit & Corporate Assurance (A&CA)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.56
	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU057a Self Harm Audit (A&CA)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.40
	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU0 HMIP Resettlement	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.95

OFFICIAL

67		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU0		3.00	3.00	3.00	3.00	3.00	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
75	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	3.00
CU0		4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.92
77	HMIP Safety	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU0		4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.58
78	HMIP Purposeful Activity	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU0		3.00	3.00	3.00	3.00	3.00	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
76	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	3.00
CU0		3.00	3.00	3.00	3.00	3.00	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
79	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	3.00
CU0																			
88	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
CU0																			100.00 %
02	Release on Temporary Licence (ROTL)	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %
CU0																			
43	Generic Parole Process (GPP)	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU0																			
83	OASys Quality	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU0																			
86A	Return of MAPPA F Forms	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU0																			
89	ViSOR Effectiveness (Prison)	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	90.0 0 %	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
CU0																			
19	Sex Offender Treatment Programme (SOTP) Completions																		942
CU0	Offending Behaviour Programme (OBP)																		

OFFICIAL

[21](#) Completions

0.00 0.00

6,456.0
0

Regimes

	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU013 Settled Accommodation on Discharge	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	
CU014 Training / Education on Discharge	13.0 0 %	13.0 0 %	13.0 0 %	13.0 0 %	13.0 0 %	13.0 0 %	13.0 0 %	13.0 0 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	
CU015 Employment on Discharge	50.0 0 %	50.0 0 %	50.0 0 %	50.0 0 %	50.0 0 %	50.0 0 %	50.0 0 %	50.0 0 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	
CU095a Hours Worked In Industry																		

General

	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CR003 Staff Sickness Absence																		
CU036 Correspondence Response Times	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.0 0 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	94.44 %
CU063 Water Consumption																		
CU094 Energy Efficiency (CO2e)																		
CU081 Prison Cost Analysis (PCA)	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

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