



National Offender  
Management Service

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

**Between**

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

**Her Majesty's Prison Service**

**for**

**HMP Kennet**

**Local Establishment Annex 2014-15**

## OFFICIAL

Version Control Table		
Version No.	Reason for Issue / Changes	Date Issued / Amended
P1.0	Published for Commissioning Round from 2014	1 April 2014

## Table of Contents

	Page
<b>SECTION 1: SERVICE OVERVIEW .....</b>	<b>4</b>
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
<b>SECTION 2: ESTABLISHMENT DELIVERY.....</b>	<b>6</b>
Table 3: Local Response to Commissioning Intentions.....	6
Table 4a: Rehabilitation Services – Core Offer .....	22
Table 4b: Rehabilitation Services - Additional Services Offer .....	28
Table 5: Accredited Programmes provided in the establishment .....	37
Table 6: Development Objective .....	38
Table 7a: Mandatory Service specifications applicable under this Local Annex .....	42
Table 7b: Service specifications applicable under this Local Annex .....	43
Table 7c: Service Options, above the national minimum .....	44
Table 7d: Agreed delivery hours for specified services .....	45
Table 8a: Agreed Activity Allocation places .....	46
Table 8b: Services [not industries] .....	47
Table 8c: Other Activities .....	48
<b>SECTION 3: REGIME OUTLINE .....</b>	<b>51</b>
<b>SECTION 4: SLA DELIVERY REQUIREMENTS AND LEVELS AT COMMENCEMENT DATE.....</b>	<b>52</b>

## OFFICIAL

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	<b>HMP Kennet</b>
Establishment type	<b>Trainer resettlement</b>
Specialist function	
Security Category / Categories:	<b>Category C or lower</b>
Annual Operating Price	6,378,066

#### 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	175
Operational Capacity	342

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

## OFFICIAL

Table 2b: Population Allocation Specification	
Gender:	Male prisoners only
Age:	Adults (21 and over)
Security Category:	Category C or lower
Sentence Status:	Sentenced prisoners
Sentence Length / Type:	No restrictions 28% resettlement
Offence Type:	Sex offences by agreement only
Nationality:	No restrictions

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

Table 2c: Population Assumptions – Origin of the Population
<i>HMP Kennet is a Category C resettlement training 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 region and receives most of its prisoners from the training estate as appropriate to prisoner resettlement needs.</i>

Table 2d: Population Assumptions – Estimated Background of the Population							
OCTOBER 2014							
	Cat A	Cat B	Cat C	Cat D	Male YO	Other	Total
Prisoners on remand, convicted unsentenced, or sentenced uncategorised	0	N/A	N/A	N/A	N/A	N/A	0
Prisoners sentenced to less than 12 months	N/A	N/A	N/A	N/A	N/A	N/A	0
Determinate prisoners serving 12 months or more but less than 4 years	N/A	N/A	N/A	N/A	N/A	N/A	0
Determinate prisoners serving more than 4 years	N/A	N/A	58	154	N/A	N/A	212
Indeterminate prisoners	N/A	N/A	N/A	N/A	N/A	N/A	0
Determinate and indeterminate Recallees	N/A	N/A	N/A	N/A	N/A	N/A	0
Non-criminals	N/A	N/A	N/A	N/A	N/A	N/A	0
Resettlement	N/A	N/A	96	0	N/A	N/A	96
Discretionary	N/A	N/A	34	N/A	N/A	N/A	34
Total	0	0	188	154	0	0	342
Resettlement	Yes	Reset %		28	Reset No.		96
Specialist Function							

# OFFICIAL

## SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	Response to Commissioning Intention
Enhance public protection and ensure a safe, decent environment and Rehabilitative culture. [1]	
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. [1a]	<ul style="list-style-type: none"> <li>• Sentence Planning, as part of Integrated Offender Management, is a multi disciplinary process at HMP Kennet involving Partner Agencies, Offender Managers, Offender Supervisors, Personal Officers and the prisoner.</li> <li>• The Reducing Re-offending Committee and Action Plan ensures focus on Resettlement. The Committee is well attended and all partner agencies contribute.</li> <li>• Kennet has an arrangement with Merseyside Probation Trust to allow suitably risk assessed offenders to attend community based offending behaviour programmes if required. To date, one offender has been ROTL'd to attend CDVP in the community. This arrangement is ongoing but, as our population matures into what we expect, most offenders will have completed O/B programmes prior to transfer to Kennet.</li> <li>• Merseyside Probation Trust also run a Pre-tenancy Course around six times per year for those close to release.</li> <li>• We work closely with our partner agencies such as Job Centre Plus, Shelter, NCS and Sefton CVS. We are developing a Resettlement Centre that now houses our partners with a drop-in facility for offenders.</li> <li>• We have a team of Outreach Officers who are responsible for all Stage 1 and Stage 2 work placements. Each placement is subject to a Risk Assessment and a Memorandum of Understanding.</li> <li>• Offenders are encouraged to use Resettlement Day and Overnight Release to actively look for Stage 2 employment opportunities and to build family ties.</li> </ul>

## OFFICIAL

	<ul style="list-style-type: none"> <li>As a Resettlement prison Kennet operates a zero tolerance approach for substance misuse, anti-social behaviour and ROTL failure.</li> </ul>
<p>All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance. [1b]</p>	<p>The purpose of HMP Kennet's role as a Resettlement prison is to provide prisoners with a structured and supervised gradual reintegration to the community.</p> <p>The objective is that of prisoners leave with restored family relationships, accommodation and employment as well as the support and motivation to continue a crime free lifestyle. Each prisoner's progress is planned and supervised in accordance with an individual ongoing multi disciplinary risk assessment process.</p> <p>As part of the re-roll, training for Staff in the work of a Resettlement prison has been vital.</p> <p>The recent HMIP inspection recognised good work and practice as part of the establishment's resettlement agenda.</p> <p>Our Comprehensive ROTL policy allows prisoners to engage in resettlement opportunities as they approach release, including home leaves and maintaining family ties and work/training experience. This process has supported excellent outcomes in accommodation and ETE. We also offer good domestic visits arrangements and family days.</p> <ul style="list-style-type: none"> <li>We will continue to work with our partner agencies in developing our Resettlement offer at Kennet, developing our relationship with JC+, NCS, Achieve NW and Sefton CVS.</li> <li>We will maintain a personal officer scheme that will support the Sentence Plan process and the Offender Journey.</li> <li>Up to date information about available services, their content and eligibility criteria are published, advertised and promoted</li> <li>We will embed the "every Contact Matters" concept into our staff/prisoner relationships.</li> <li>We will continue to deliver the Duke Of Edinburgh Award scheme for suitable offenders under the age of 25. we will deliver a minimum of one course per year with a cohort of between 4 [minimum] and 7 [maximum].</li> <li>Training is also provided to prison staff on substance awareness and legal highs.</li> </ul>

## OFFICIAL

	<ul style="list-style-type: none"> <li>• The prison pursue liP</li> <li>• The prison has constructed a training plan from the training needs analysis to target relevant enabling experiences for staff.</li> <li>• The establishment has introduced early the mandatory Civil Service Competency Framework and behaviour into 100% of SPDRs, including SMT.</li> </ul>
Efforts are made to ensure offenders experience the environment as safe. [1c]	<ul style="list-style-type: none"> <li>• We have a dedicated Safer Custody and Equalities Team with a prisoner committee and regular focus groups to capture the key issues affecting prisoner life at Kennet.</li> <li>• There are robust anti-bullying and SASH procedures in place.</li> <li>• The recent Safer Custody Audit was all Green.</li> </ul>
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. [1d]	In line with the North West Regional SLA, HMP Kennet is committed to comply with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that individual establishments' Local Security and Public Protection Strategies will be kept up to date in line with current policy
Intelligence is gathered, developed and shared in a safe and timely manner. [1e]	In line with the North West Regional SLA, HMP Kennet is committed to comply with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that individual establishments' Local Security and Public Protection Strategies will be kept up to date in line with current policy
The availability of drugs and mobile phones in prisons is tackled. [1f]	In line with the North West Regional SLA, HMP Kennet is committed to comply with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that individual establishments' Local Security and Public Protection Strategies will be kept up to date in line with current policy



## OFFICIAL

Prisoners are prevented from continuing criminality from within prisons. [1g]	In line with the North West Regional SLA, HMP Kennet is committed to comply with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that individual establishments' Local Security and Public Protection Strategies will be kept up to date in line with current policy.
Strengthen integration of service delivery between directly funded, co commissioned providers and wider partners. [2]	
There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximise outcomes for offenders. [2a]	Please refer to Table 6 for a Development Objective in relation to CI2a.
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. [2b]	<ul style="list-style-type: none"> <li>• HMP Kennet provides JCP with a fixed broadband line, a telephone and a private interview room as per the DWP/MOJ Joint Working Agreement.</li> <li>• JCP are also given access to the C-NOMIS system to enable them to schedule offenders interviews efficiently and are kept informed by the OMU of any ad-hoc releases to ensure those awarded HDC or Parole are mandated to the Work Programme where appropriate.</li> <li>• Additionally JCP are located in an offender accessible area of the establishment and so are able to resolve offender's employment or benefit queries quickly.</li> </ul>
In England - work together with NHS England and Public Health England in line with the National Partnership and Co-commissioning Agreement to ensure that NHS commissioned health services [including clinical and non-clinical substance misuse services] in custody support both health and justice outcomes and: <input type="checkbox"/> Are informed by an up to	<ul style="list-style-type: none"> <li>• The establishment actively screens potential transfers in 2 days prior to arrival to ensure that offenders arrive in the correct CPA.</li> <li>• Allocating agreements are in place with NW feeder prisons to funnel offenders requiring access to TR and Through the gate into the correct CPA as part of the estate re-configuration.</li> <li>• Regular Partnership and Governance boards are attended with all Merseyside prisons, commissioners and partners. A Health Needs Assessment is required [see Table 6]. We will ensure that the LAT complete a comprehensive Health Needs Assessment for the population at Kennet in September 2014.</li> <li>• The IDTS system is embedded and we work closely with Lifeline, Sefton's Substance Misuse Service provider.</li> <li>• Medicines Management is a standing agenda item on Governance Boards.</li> </ul>

## OFFICIAL

<p>date Health Needs Assessment<sup>24</sup> taking account of the reconfiguration of the custodial estate including the creation of Resettlement Prisons</p> <ul style="list-style-type: none"> <li>□ Support sustainable recovery from addiction to drugs and alcohol and improved mental health including dual diagnosis;</li> <li>□ Promote continuity of care from community to custody, between establishments and through the prison gate in partnership with new providers of probation services;</li> <li>□ Are implemented alongside efforts to reduce the supply of drugs and alcohol into prisons and the diversion of prescribed medication. [2c]</li> </ul>	<ul style="list-style-type: none"> <li>• ROTL will be used where appropriate for attendance at clinics in the community.</li> <li>• The DARS [Lifeline] team at HMP Kennet deliver Induction sessions to all offenders that are transferred in.</li> <li>• The Induction session gives information about the service that we provide and also gives harm reduction and overdose prevention advice to all offenders.</li> <li>• Additional advice is given about Legal Highs.</li> <li>• Lifeline carries out a comprehensive assessment with all offenders that engage with them in order to identify immediate needs and long term goals.</li> </ul> <p style="margin-left: 40px;">A Recovery Plan is developed with clients and the following interventions are provided to help to meet their needs:</p> <p style="margin-left: 40px;">Lifeline Recovery Programme- A five week programme aimed at breaking the cycle of addiction and building Recovery Capital.</p> <p style="margin-left: 40px;">AARO [Addressing Alcohol Related Offending] –A Four week programme to explore links between alcohol use and offending behaviour. The programme focuses on making and maintaining changes to alcohol use and developing relapse prevention skills.</p> <p style="margin-left: 40px;">Psycho social interventions also include one to one sessions using ITEP mapping and group work sessions including awareness sessions on various substances, relapse prevention, harm reduction and a ROTL group to give specific advice to offenders that will be going out to the community on home leaves.</p>
<p>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</p>	<p><b>Key Delivery Milestones 2014/15</b></p> <ul style="list-style-type: none"> <li>• <b>Quarter 1: The prison has approached the LA with a view to developing a joint prison/LA action plan to prepare for April 2015.</b> The LA 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.</li> <li>• <b>Quarter 2: A prison/LA action plan is in place to prepare for April 2015 and implementation has commenced.</b> The action plan considers the requirement 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 informing</li> </ul>

## OFFICIAL

and as independently as possible; and that arrangements are made for continuity of care when an individual moves. [2d]	<p>the design of any local authority service specifications.</p> <ul style="list-style-type: none"> <li>• <b>Quarter 3/4: The Prison/LA action plan is implemented to prepare for April 2015.</b> Each prison has suitably robust arrangements in place with the LA to ensure that social care needs assessment can be routinely undertaken and that social care services, equivalent to those in the community, can be accessed by prisoners who are eligible for such services.</li> <li>•</li> </ul>
In England - Work with local authorities to promote inclusion of, and maximise benefits to, offenders' families. [2e]	<ul style="list-style-type: none"> <li>• HMP Kennet recognises that supportive and pro-social family / marital relationships is one of the key factors linked to desistance</li> <li>• Work in this area is lead and supported by Shelter and JC+</li> <li>• We deliver core delivery requirements for Rehabilitation Services and Services for Visitors [prisons should give detail here against service specification elements]</li> <li>• We have established relationships with our Local Authorities and have named contacts for this work and a shared delivery plan (which includes sharing aggregate and individual data to identify families meeting the Troubled Families programme criteria).</li> <li>• For offenders and their families generally, we offer family related interventions and services such as themed family days and parenting 2000 and will seek to enhance these where appropriate and in response to offender need over the SLA period.</li> </ul>
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. [2f]	<ul style="list-style-type: none"> <li>• We do not envisage that we will hold this type of prisoner at Kennet.</li> </ul>

## OFFICIAL

<p>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. [2g]</p>	<p><b>HMP Kennet will continue to develop a community employment strategy as part of the requirements of being a Resettlement Prison.</b> This will support a vision of an end to end employment journey for offenders in which working out opportunities will be available to offenders that provide opportunities for gaining employment on release. Community work placements will meet the requirements of the working prison priority set out in the green paper.</p> <p>Measurable outcome: HMP Kennet will aim to have up to 150 community based placements for Category D offenders in the SLA year 2014 2015, during the transitional period of reconfiguration to a resettlement prison.</p> <p>We will continue to develop our working relationship with Sefton Council., in particular with the Parks Department and the King's Gardens Project.</p> <p>We will continue to work with our partner agencies in developing our Resettlement offer at Kennet, developing our relationship with JC+, NCS, Achieve NW and Sefton CVS.</p> <p>Sefton CVS will continue to develop Through the Gate opportunities throughout the Borough.</p> <p>We aim to expand our Horticulture activity as follows:</p> <ul style="list-style-type: none"> <li>• Create a further 20 prisoner places. This will enhance our purposeful activity for the 20% category 'C' prisoners that we envisage at Kennet.</li> <li>• To expand our Horticulture activity to provide the following qualifications: <ul style="list-style-type: none"> <li>• Up to Level 2 NVQ in Work-based Horticulture</li> <li>• City &amp; Guilds NPTC</li> </ul> </li> </ul> <p>We propose that this will allow us to provide produce for both our catering course and our main kitchen.</p> <p>Going forward we propose that this would enable us to grow premium crops such as varieties of chilli peppers, aubergines, courgettes, etc for sale to the local restaurant and domestic market. This will also allow us to expand our planned Project Eden which will involve using products grown at Kennet to be used in a staff/prisoner restaurant facility which will be based on healthy Eating with the menu reflecting our seasonal cropping plan.</p> <p>This proposal will also form part of the GOOP [Greener on the Outside in Prisons] agenda which is championed by our DDC.</p> <p>HMP Kennet has a large space between the OMU and the Wordsworth Building which we propose as a site for 2 x Glasshouses</p>
---	---

## OFFICIAL

	<p>and 4 x external growing areas for root vegetables, brassicas and onions with a storage/preparation area based on a 3 unit utility building manufactured at HMP Kirkham. The space currently houses one poly-tunnel and a small domestic greenhouse. We also plan to crop approx 1 Hectare of land in the Sterile Area.</p> <p>There is a centralised partnerships office that includes JC+, Sefton CVS, NCS and Achieve NW. This is a drop-in centre with access for prisoners throughout the Core day.</p>
In England - Strengthen partnership working to ensure that offenders have access to support and services to both prepare for and enable access to employment. [2h]	<p>All offenders will have the opportunity to access careers advice during induction.</p> <p>There is a centralised partnerships office that includes JC+, Sefton CVS, NCS and Achieve NW. This is a drop-in centre with access for prisoners throughout the Core day.</p> <ul style="list-style-type: none"> <li>• Literacy and Numeracy Skills are supported from Entry Level to L3</li> <li>• The curriculum will be reviewed with the OLASS 4 provider to take account of the changing offender population of the Resettlement prison. In line with OLASS 4 North West cluster developments HMP Kennet will work with the Manchester College and SFA to align Merseyside and North West Employability Skills training to the emerging labour market.</li> <li>• Amber Trains will deliver 8 Track Laying and Track Safety Courses during 2014 – 2015.</li> <li>• We will ensure that all learners have an ILP which reflects their sentence plan, identifying the appropriate interventions.</li> <li>• We will review the ILP with prisoners on reception</li> <li>• LMI data will continue to be a main driver in the curriculum review.</li> <li>• Prisoners that are due for release and undergoing the job search process will be provided with information on disclosure. This information is -provided by the National Career advisors.</li> <li>• An Achieve NW worker will attend Kennet Monday – Wednesday. The Manchester College and Achieve NW will employ a Through the Gate worker.</li> <li>• We will continue to develop the Toe By Toe Reading scheme; peer mentoring programme which encourages and supports prisoners who can read to give one-to-one tuition to prisoners who struggle to read. Now under the national reading Network, supported by the Shannon Trust.</li> <li>• HMP Kennet will continue to develop a community employment strategy as part of the requirements of being a Resettlement Prison. This will support a vision of an end to end employment journey for offenders in which working out opportunities will be available to offenders that provide opportunities for gaining employment on release. Community work</li> </ul>

## OFFICIAL

	<p>placements will meet the requirements of the working prison priority set out in the green paper.</p> <ul style="list-style-type: none"> <li>We will continue to develop our “Fit for Work Course” that will include H&amp;S, Manual Handling, Heart Start and IAG. This is the week immediately following the induction week.</li> </ul>
	Deliver an efficient, quality service [3]
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. [3a]	<ul style="list-style-type: none"> <li>Please refer to Table 6</li> </ul>
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. [3b]	<ul style="list-style-type: none"> <li>Please refer to Table 6</li> </ul>
	Ensure delivery is matched to population, purpose and NOMS outcomes [4]
Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where	<ul style="list-style-type: none"> <li>HMP Kennet will be responsive to the needs, circumstances and protected characteristics of our offender population. Provision will not be restricted by OGRS score but will be based on the need and assessed risks posed by the individual. Offenders with a 2<sup>nd</sup> year OGRS Score of over 50 would be the target group for any community programmes.</li> <li>Segmentation data suggests that the offender population generally fall into the low and medium risk of reoffending groups</li> </ul>

## OFFICIAL

<p>they deliver the greatest Outcomes for investment. [4a]</p>	<ul style="list-style-type: none"> <li>• OGRS 0-24 33% (82)</li> <li>• OGRS 25-49 36% (89)</li> <li>• OGRS 50-74 25% (63)</li> <li>• OGRS 75-89 6% (15)</li> </ul> <ul style="list-style-type: none"> <li>• Offence groups held at Kennet are:</li> <li>• Drugs 37% (93)</li> <li>• Violent 26% (64)</li> <li>• Acquisitive 19% (48)</li> <li>• Robbery 11% (28)</li> <li>• Motoring 4% (9)</li> <li>• Other 3% (7)</li> </ul> <ul style="list-style-type: none"> <li>• Average stay at Kennet is 12-18 months</li> <li>• There is a mix of 80% category 'D' and 20% Category 'C' with no separation.</li> <li>• IPPs and Lifers are accepted.</li> <li>• There is no Segregation Unit.</li> <li>• All except 6 cells are double accommodation</li> <li>• The majority of offenders will settle in Merseyside on release.</li> <li>• We expect the vast majority to be ROTL'd for Stage 1 and Stage 2 Resettlement work.</li> <li>• We will use a targeted approach to case management and, in each case, we will consider:</li> </ul> <p style="margin-left: 40px;">Likelihood of reconviction Time left to serve Any re-call history</p> <p style="margin-left: 40px;">We will ensure that our resource is proportionate to the likelihood of re-offending.</p> <p style="margin-left: 40px;">We will ensure that "Every Contact Matters" is used for all offenders from what we consider Low Intensity cases to Higher Intensity cases where more structured one-to-one interventions will be required</p> <ul style="list-style-type: none"> <li>• We will use a targeted, whole prison, approach to risk management based on ROSH.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Low intensity</b> case management is the core level of service, to enable the following to take place:             <ul style="list-style-type: none"> <li>- Assessment</li> <li>- Sentence planning</li> </ul> </li> </ul>
--	---

## OFFICIAL

	<ul style="list-style-type: none"> <li>- Referral to rehabilitative services provided under the 'core offer'</li> <li>- Keeping in touch – this should be part of a whole prison approach (Our New Way) so that any contact, e.g. when supervising a wing, is used to check in with offenders and is fed back to the Offender Supervisor. Other approaches might include offering a 'surgery' or drop-in session whereby low risk offenders are offered brief appointments to check on progress.</li> </ul> <ul style="list-style-type: none"> <li>• Low intensity case management should be aimed at those with low OGRS scores and is expected to be all a local prison can offer</li> <li>• <b>Medium intensity</b> case management involves one to one supervision, based on a pro-social approach and focuses on:             <ul style="list-style-type: none"> <li>- recognising achievement</li> <li>- motivation to maintain or make progress</li> <li>- reflecting on setbacks and planning for positive change</li> <li>- consolidating learning from interventions</li> <li>- observing changes in behaviour or attitudes</li> <li>- encouraging the offender to own their change</li> </ul> </li> <li>• Medium intensity case management should be aimed at those with medium or high OGRS, OVP or RM2000 scores, and indeterminate sentence prisoners</li> <li>• <b>Highest intensity</b> case management is:             <ul style="list-style-type: none"> <li>- As above, with more frequent/longer supervision sessions</li> <li>- Active advocating for offenders where they may need help in accessing services to reduce reoffending</li> </ul> </li> <li>• Highest intensity case management should be reserved for those with the highest OGRS scores (75+ where resources allow) and ISPs who are approaching a key stage such as tariff date, Parole review, or move to open conditions</li> <li>• Describe how <b>risk management</b> activity vary, informed by security considerations and offender's risk of serious harm rating</li> <li>• A <b>minimum risk management</b> approach should be based on partnership between the OMU, Security Department and others as required, so that all risk information is shared</li> <li>• <b>More intensive risk management</b> should be targeted according to OASys Risk of Serious Harm ratings, including observing and recording behaviour, and restricting/monitoring visits where necessary.</li> <li>• Highest levels of risk management, which includes monitoring of communications and discussion at inter-departmental risk management meetings in cases of greatest concern, should be prioritised from those with the highest OASys Risk of Serious Harm ratings.</li> <li>• OASys will be monitored to ensure that any backlog is dealt with effectively.</li> <li>• CDVP, Resolve [CALM replacement for 2014 onwards] and TSP will, where required, be accessed in the community by suitably risk assessed Category 'D' prisoners who have been referred to the Community team by the Offender Supervisor and the Offender Manager. Programmes will be in line with community guidance and completions will belong to the</li> </ul>
--	---



## OFFICIAL

	<p>community. We note that robbery and acquisitive crime is not included for TSP. This will be dependent upon the availability of such programmes from the appropriate providers in the community. However, it is anticipated that in the majority of cases all OBP work is completed prior to transfer to HMP Kennet. In relation to ISP offenders, cognisance will be taken of Parole Board recommendations in terms of work required including Psychological interventions.</p> <ul style="list-style-type: none"> <li>• HMP Kennet will promote and develop access to the core rehabilitation offer as detailed in the Rehabilitation Services specification.</li> <li>• Whilst the Offender Supervisor is the central point in the establishment, numerous others within Kennet will have important roles especially relating to interventions.</li> <li>• OASys is the main tool used to identify the needs of the offender population at Kennet. OASys underpins effective offender management.</li> <li>• We will use segmentation data from the Hub to inform our decision making.</li> <li>• There is a high possibility that Category 'D' sex offenders will form a significant part of our population going forward. However, Kennet will continue to focus on pre release preparation and reintegration into community. Basic skills, employability, accommodation advice and assistance with opening bank accounts will continue to be core work.</li> </ul>
	<p style="text-align: center;">Ensure that delivery of services is responsive to individual needs and characteristics to maximise outcomes. [5]</p>
<p>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. [5a]</p>	<ul style="list-style-type: none"> <li>• All prisoners will be screened on induction to ensure that any relevant needs can be catered for. All public bodies have a legal duty under the In all cases we will consider the nine 'protected characteristics of the Equality Act 2010 namely:</li> </ul> <p>Race Sex Disability [Mental Health screening is provided at Induction by LCH and Learning Difficulties screened by TMC.] Sexual orientation Religion and belief Age Marriage and civil partnership Gender reassignment Pregnancy and paternity issues Mental Health</p>

## OFFICIAL

	<ul style="list-style-type: none"> <li>• Evidence for monitoring interventions and services will include the following:</li> <li>• KPT data</li> <li>• Audit</li> <li>• OFSTED</li> <li>• SLA/MOU</li> <li>• CVS monitoring</li> <li>• HMIP Report</li> <li>• MQPL</li> <li>• Prisoner surveys</li> <li>• P-NOMIS</li> <li>• MOUs have been constructed in consultation with the DPA in place for immediate sharing of relevant data and access to PNOMIS.</li> <li>•</li> <li>• Mental Health screening is provided at Induction by LCH and Learning Difficulties screened by TMC.</li> </ul>
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. [5b]	<p>HMP Kennet will be responsive to the needs, circumstances and protected characteristics of our offender population</p> <p>HMP Kennet will ensure that The Reducing Reoffending Strategy Committee and specifically the Pathway Leads will review service provision monthly against identified needs of particular prisoner groups and their protected characteristics and will use this information to shape provision accordingly. Offenders will be supported by Offender Supervisors and Key Workers and encouraged to access relevant services by formal scheduled meetings and sentence plan reviews.</p> <p>information gained is then used to develop an individualised plan which adapts and sequences services to maximise the benefit to the offender, using OASys which is monitored annually or when a significant change occurs. Additional reviews will occur if necessary.</p>

## OFFICIAL

	<p>Staff receive information and training to support them in recognising barriers to engagement that may arise owing to factors such as age, sexuality, disability, intellectual function, etc. Induction information is available in a wide range of languages and members of staff are trained in signing.</p> <ul style="list-style-type: none"> <li>• Toe by Toe is available at Kennet.</li> <li>• The Manchester College employ a full-time LD specialist.</li> <li>• A translation service is available.</li> <li>• A Braille service is available.</li> <li>• Two members of staff are trained signers.</li> </ul>
	Deliver priority national or specialist services. [6]
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. [6a]	<ul style="list-style-type: none"> <li>• In relation to NOMS approach to the identification, assessment and management of extremist offenders, HMP Kennet will ensure delivery in the key thematic areas of Intelligence Gathering &amp; Management; Offender management and Public Protection and Interventions &amp; Resettlement, as assessed by NOMS HQ.</li> <li>• HMP Kennet will ensure that any recommendations related to the identification, assessment and management of extremist offenders which are identified in year are implemented within reasonable timescales.</li> </ul>
Deliver victim-offender conferences [Restorative Justice] where capacity exists and develop partnerships and a supportive environment to enable delivery where it does not. [6b]	<p>HMP Kennet will participate in a Restorative Justice project with HMP Liverpool. This will be delivered by staff trained by Restorative Justice Solutions, as part of the Thames Valley Partnership arrangements.</p> <p><b>Offence type:</b> acquisitive and violent crime, including burglary, assault and public order offences. Offences will usually require an identifiable victim who has suffered personal harm.</p> <p><b>Exclusion criteria:</b> The following offences are likely to be excluded by new schemes: cases in which the offender has pled not guilty and a trial has taken place; cases of child abuse [although victims aged under 18 of other eligible offences may be suitable];</p>

## OFFICIAL

	<p>cases of domestic violence [violence between partners, or ex-partners].</p> <p><b>Risk Group – 25-74 OGRS</b></p> <p>Further conclusions on suitability will be drawn as population data matures and shapes our rehabilitative offer for OGRS bands and offence types.</p> <ul style="list-style-type: none"> <li>• Offender Supervisors, Prison officers and Resettlement staff would be core facilitators. The team would comprise of Kennet and Probation staff.</li> <li>• In the first instance our RJ Champions will train as trainers and there would be a selection of Prison Officers s and Offender Supervisors with the appropriate abilities who could also train as trainers. This would make the project sustainable.</li> <li>• One RJ intervention per month and a minimum of six conferences per year will accommodated by all partners. Accommodating 7-10 hours per working week is a commitment we can clearly achieve.</li> <li>• In the first instance our RJ Champions will train as trainers and there would be a selection of CPO's and Offender Supervisors with the appropriate abilities who could also train as trainers. This would make the project sustainable.</li> </ul> <p>Measurable outcome: HMP Kennet will aim to complete up to six case conferences during 2014/15.</p>
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. [6c]	<ul style="list-style-type: none"> <li>• Bail is not required from HMP Kennet</li> <li>• HDC operates effectively and use of Bail hostels is accessed where required.</li> </ul> <p>To ensure the efficient use of prison places through development and implementation of a local bail strategy and use of HDC HMP Kennet will:</p> <ul style="list-style-type: none"> <li>- monitor BASS Referral and Placement trends and will investigate when these are outside the expected range for the prison HDC releases.</li> </ul>
Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners. [6d]	<p>We aim to expand our Horticulture activity as follows:</p> <ul style="list-style-type: none"> <li>• Create a further 20 prisoner places. This will enhance our purposeful activity for the 20% category 'C' prisoners that we envisage at Kennet.</li> <li>• To expand our Horticulture activity to provide the following qualifications:</li> </ul>

## OFFICIAL

	<ul style="list-style-type: none"> <li>• Up to Level 2 NVQ in Work-based Horticulture</li> <li>• City &amp; Guilds NPTC</li> </ul> <p>We propose that this will allow us to provide produce for both our catering course and our main kitchen.</p> <p>Going forward we propose that this would enable us to grow premium crops such as varieties of chilli peppers, aubergines, courgettes, etc for sale to the local restaurant and domestic market. This will also allow us to expand our planned Project Eden which will involve using products grown at Kennet to be used in a staff/prisoner restaurant facility which will be based on healthy Eating with the menu reflecting our seasonal cropping plan.</p> <p>This proposal will also form part of the GOOP [Greener on the Outside in Prisons] agenda which is championed by our DDC.</p> <p>HMP Kennet has a large space between the OMU and the Wordsworth Building which we propose as a site for 2 x Glasshouses and 4 x external growing areas for root vegetables brassicas and onions with a storage/preparation area based on a 3 unit utility building manufactured at HMP Kirkham. The space currently houses one poly-tunnel and a small domestic greenhouse. We also plan to crop approx 1 Hectare of land in the Sterile Area.</p> <p>There is a centralised partnerships office that includes JC+, Sefton CVS, NCS and Achieve NW. This is a drop-in centre with access for prisoners throughout the Core day.</p>
<p>Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links.</p> <p>[6e]</p>	<p>HMP Kennet will continue with our strategy for extending use of video conference facilities by November 2014, consistent with the NOMS Video Action Plan, ensuring that use is consistent with type of establishment and makes maximum usage of existing/planned facilities. The Head of Reducing Re-offending will be the establishment lead for the NOMS video action plan and will establish and maintain relationships with the relevant stakeholders.</p>

# 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	<ul style="list-style-type: none"> <li>We will maintain a personal officer scheme that will support the Sentence Plan process and the Offender Journey.</li> <li>Up to date information about available services, their content and eligibility criteria are published, advertised and promoted</li> <li>A directory of services is available across the establishment electronically.</li> <li>All Residential Units have up to date notice boards which markets the Resettlement provision available.</li> <li>All prisoners will be screened on induction to ensure that any relevant needs can be catered for. All public bodies have a legal duty under the In all cases we will consider the nine ‘protected characteristics of the Equality Act 2010 namely: Race Sex Disability Sexual orientation Religion and belief Age Marriage and civil partnership Gender reassignment Pregnancy and paternity issues Mental Health Learning Difficulties</li> <li>HMP Kennet operates an integrated IEP Policy in line with PSI 30/2013 that aims to ensure that prisoners are able to attain levels through engagement with rehabilitative activity such as becoming Recovery Champions, Gym Representatives, etc.</li> <li>We will embed the “every Contact Matters” concept into our staff/prisoner relationships.</li> </ul>	NOMS

## OFFICIAL

Prisoners are made aware of their responsibilities in engaging with and accessing services	<ul style="list-style-type: none"> <li>• It is envisaged that suitably risk assessed Category 'D' prisoners will engage with community based accredited programmes delivered by Merseyside Probation Trust where required as part of their sentence plan.</li> <li>• Our Statement of Purpose reflects our commitment to developing a rehabilitative culture and is publicised around the Establishment.</li> </ul>	NOMS
Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<ul style="list-style-type: none"> <li>• Prisoners' anti-social attitudes, thinking and behaviours are addressed by staff through pro-social interaction and engagement.</li> <li>• We will maintain a personal officer scheme that will support the Sentence Plan process and the Offender Journey.</li> <li>• We will use data from external audits such as HMIP &amp; MQPL and local data such as MDT &amp; adjudications to inform local policy.</li> </ul>	NOMS

## OFFICIAL

<p>Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.</p>	<ul style="list-style-type: none"> <li>• We will continue to use the services of JC+ and National Career Service.</li> <li>• All offenders will have the opportunity to access careers advice during induction.</li> <li>• Prisoners who have may have problems with employment can refer at any time to see the jobcentre plus worker or National Careers Service advisor via the application process..</li> <li>• Literacy and Numeracy Skills are supported from Entry Level to L3</li> <li>• The curriculum will be reviewed with the OLASS 4 provider to take account of the changing offender population of the Resettlement prison. In line with OLASS 4 North West cluster developments HMP Kennet will work with the Manchester College and SFA to align Merseyside and North West Employability Skills training to the emerging labour market.</li> <li>• Amber Trains will deliver 8 Track Laying and Track Safety Courses during 2014 – 2015.</li> <li>• We will ensure that all learners have an ILP which reflects their sentence plan, identifying the appropriate interventions.</li> <li>• We will review the ILP with prisoners on reception</li> <li>• LMI data will continue to be a main driver in the curriculum review.</li> <li>• Prisoners that are due for release and undergoing the job search process will be provided with information on disclosure. This information is -provided by the National Career advisors.</li> <li>• We will continue to develop the Toe By Toe Reading scheme; peer mentoring programme which encourages and supports prisoners who can read to give one-to-one tuition to prisoners who struggle to read. Now under the national reading Network, supported by the Shannon Trust.</li> </ul>	<p>NOMS National Commissioning</p>
<p>Prisoners can access services that enable them to manage housing needs created as a result of their custody.</p>	<ul style="list-style-type: none"> <li>• Shelter will deliver information and advice on housing matters, finance, benefit and debt, within a case management approach that recognises the benefit and value of partnership work. The provider is expected to develop and maintain effective operational links with Local Authorities, Housing Associations and Registered Social Landlords, as well as voluntary sector organisations and, by using information gained in the course of providing the service[s] to assist the Prison Service inform policy development and service improvement.</li> <li>• Shelter will work with offenders to maintain tenancy agreements during the custodial part of the sentence.</li> <li>• The Stonham BASS service will be accessed where suitable for prisoners who would otherwise be NFA.</li> </ul>	<p>NOMS National Commissioning</p>



## OFFICIAL

<p>Prisoners can access services that enable them to seek settled and suitable housing for release.</p>	<ul style="list-style-type: none"> <li>• Pre-tenancy Course run by Merseyside Probation Trust</li> <li>• Merseyside Probation Trust is delivering short workshops to current prisoners around housing options for release. The workshop will cover:</li> </ul> <p>The role of the Local Authority – Homelessness and Choice Based Lettings</p> <p>The role of the Private Rented Sector – what to look out for, things you need to be aware of</p> <p>The role of the Supported Housing sector – explaining how it operates, who it can assist and the benefits of support</p> <p>Offers tenancy advice to offenders over 2 sessions. Includes Being a Good Neighbour, Rent Arrears, Benefits, etc.</p>	<p>Funded by MPT</p>
<p>Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.</p>	<ul style="list-style-type: none"> <li>• Sefton CVS continue to work with Sefton Credit Union and promote their services on the wings for offenders. Sefton Credit Union attends HMP Kennet on a regular basis to provide 'not for profit' community banking facilities for offenders.</li> <li>• Shelter will assist prisoners to open Halifax Bank accounts.</li> </ul>	<p>Co-commissioned</p>
<p>Prisoners can access available services which enable them to address their family welfare and family support needs.</p>	<ul style="list-style-type: none"> <li>• Visits are provided in accordance with the Visits MTT model.</li> <li>• POPS provide visitor support, advice and guidance to families visiting prisons.</li> <li>• Resettlement Chaplain Service provides links to external faith support for families groups.</li> <li>• HMP Kennet will work with Sefton Borough Council to promote inclusion of, and maximise benefits to, offenders' families. Sefton CVS will be our partner in this pathway.</li> </ul>	<p>NOMS National Commissioning</p>

## OFFICIAL

<p>Prisoners have equivalence of access to health services in custody as in the community.</p>	<ul style="list-style-type: none"> <li>• We will ensure that prisoners have equivalence of access to health services in custody as in the community.</li> <li>• Health provision is monitored through a number of Key Performance Indicators that we report on to our own commissioners.</li> <li>• HMP Kennet aim to improve shared health and criminal justice outcomes for prisoners alignment of local needs assessments, resources and commissioning strategies with the new local commissioners of primary, secondary, mental health and public health including substance misuse services. We aim to produce an overarching Needs Assessment which will focus on all aspects of offender health and wellbeing. The Prison Health Improvement Group [PHIG] will be the vehicle that drives this agenda.</li> <li>• We will also work towards the Wellbeing Charter</li> <li>• We will also continue to develop our Older Prisoners agenda and our relationship with Sefton Pensioners Advocacy Committee [SPAC].</li> <li>• HMP Kennet will work with Sefton Borough Council to ensure that adult offenders and defendants with social care needs are appropriately assessed and supported to continue to live with decency and as independently as possible while completing their order or sentence. We will continue to develop projects with Sefton Healthwatch</li> </ul>	<p>NOMS National Commissioning</p>
--	--	------------------------------------

## OFFICIAL

<p>Prisoners can access treatment, services, advice and support around drug and alcohol needs.</p>	<ul style="list-style-type: none"> <li>Any prisoner identified either by the Substance Misuse Service Case Manager, any Offender Supervisor or any other member of staff within HMP Kennet. We will also ensure any transfers in, who have had a need to attend any of the short courses, will undertake and fulfil that requirement upon arrival at Kennet.</li> <li>The DARS team at HMP Kennet deliver Induction sessions to all offenders that are transferred in.</li> <li>The Induction session gives information about the service that we provide and also gives harm reduction and overdose prevention advice to all offenders.</li> <li>Additional advice is given about Legal Highs.</li> <li>Lifeline carries out a comprehensive assessment with all offenders that engage with them in order to identify immediate needs and long term goals.</li> </ul> <p style="padding-left: 40px;">A Recovery Plan is developed with clients and the following interventions are provided to help to meet their needs:</p> <p style="padding-left: 40px;">Lifeline Recovery Programme- A five week programme aimed at breaking the cycle of addiction and building Recovery Capital.</p> <p style="padding-left: 40px;">AARO [Addressing Alcohol Related Offending] –A Four week programme to explore links between alcohol use and offending behaviour. The programme focuses on making and maintaining changes to alcohol use and developing relapse prevention skills.</p> <p style="padding-left: 40px;">Psycho social interventions also include one to one sessions using ITEP mapping and group work sessions including awareness sessions on various substances, relapse prevention, harm reduction and a ROTL group to give specific advice to offenders that will be going out to the community on home leaves.</p> <ul style="list-style-type: none"> <li>Recovery Champions work along side Lifeline employees to help to offer support to offenders at HMP Kennet. These are clients who are in recovery themselves that have been trained in group work facilitation and also in Heart Start.</li> <li>Acupuncture sessions are offered to all clients- Auricular Acupuncture for addiction helps to reduce cravings for substances, reduce withdrawal symptoms and anxiety and stress and also improves sleep patterns.</li> <li>Lifeline also works alongside clinical provider Delphi by attending joint clinics and offering support to clients on substitute prescribing.</li> <li>Lifeline also works with families by offering the opportunity for the families of our clients to be involved in their recovery whilst they are at HMP Kennet.</li> <li>Lifeline works closely with the Drug Intervention Programme to make referrals for offenders leaving prison to ensure continuity of care in the community.</li> <li>Training is also provided to prison staff on substance awareness and legal highs.</li> <li>HMP Kennet is engaged with Liverpool Community Health [our Healthcare provider] to ensure that the commissioning strategy is suitable.</li> </ul>	<p>NOMS National Commissioning</p>
--	---	------------------------------------

## OFFICIAL

Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	<ul style="list-style-type: none"> <li>Contact details are provided for community based services that support victims of domestic violence, rape or abuse.</li> </ul>	Locally funded
Prisoners who have been sex workers can access services that offer them advice and support.	<ul style="list-style-type: none"> <li>Contact details are provided for community based services that support sex workers.</li> </ul>	Locally funded

**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

<b>Segment</b>	<b>Total no. of Prisoners within Segment</b> <ul style="list-style-type: none"> <li>Use the segmentation data tool on the NOMS Performance HUB to get the numerical data you need to populate this column</li> </ul>	<b>Strategic approach to meeting the needs of the segment</b> <p><b>Title and description of rehabilitative services/interventions and case management activities</b></p> <ul style="list-style-type: none"> <li>Give the title and a brief description of the case management activities offered to offenders in each segment</li> <li>Give a brief description of the range of rehabilitative services and interventions offered to offenders by segment. Include any accredited programmes on offer.</li> <li>Use the guidance on targeting in Commissioning Intention 4a</li> <li>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.</li> </ul>	<b>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</b> <ul style="list-style-type: none"> <li>For accredited programmes give the number of completions</li> <li>It is not necessary to record volumes for case management activities</li> </ul>
All Offenders – where service targeted by need rather than risk	<b>342</b>  Offence Type:  Sexual: 0 Violent: 72 [22%] Robbery: 32 [10%] Acquisitive: 51 [15%] Drugs 157: [47%]	<ul style="list-style-type: none"> <li>Lifeline Recovery Programme [LRP]</li> <li>Addressing Alcohol Related Offending Programme [AARO]</li> <li>Lifeline psychosocial interventions [LPI]</li> <li>Narcotics Anonymous [NA]</li> <li>Gamblers Anonymous [GA]</li> </ul>	LRP/AARO – 8 x 5 week courses [needs led] – 95 places  LPI – 84 starts  NA – 1 session per

## OFFICIAL

	<p>Motoring 12: [4%] Other 8: [2%]</p> <p>Sentence Length:</p> <p>&lt;12 Months: 5 [2%] 1-4 Years: 120 [36%] 4 Years + Det: 200 [60%] Indeterminate: 17 [5%]</p>	<ul style="list-style-type: none"> <li>Smoking Cessation</li> <li>An Achieve NW worker will attend Kennet Monday – Wednesday. The Manchester College and Achieve NW will employ a Through the Gate worker.</li> </ul>	<p>week – 300 prisoners</p> <p>GA - 1 session per week – 300 prisoners</p>
Sexual Offenders	0	<ul style="list-style-type: none"> <li>Part of HMP Kennet's agreed Allocation Criteria is no current sex offences. Previous Sex offences by agreement only. Therefore, we do not envisage any provision for delivery of services for this group.</li> </ul>	
Violent offenders	72 [20%]	<ul style="list-style-type: none"> <li>HMP Kennet will be responsive to the needs, circumstances and protected characteristics of our offender population. Provision will not be restricted by OGRS/OVP scores but will be based on the need and assessed risks posed by the individual. Current OVP Data: <p>Low [0-29% - 36 – 56% Medium [30-59% - 16 – 25% High [60-79% - 3 -5%</p> </li> <li>CDVP, Resolve [CALM replacement for 2014 onwards] and TSP will, where required, be accessed in the community by suitably risk assessed Category 'D' prisoners who have been referred to the Community team by the Offender Supervisor and the Offender Manager. Programmes will be in line with community guidance and completions will belong to the community. We note that robbery and acquisitive crime is not included for TSP. This will be dependent upon the availability of such programmes from the appropriate providers in the community. However, it is anticipated that in the majority of cases all OBP work is completed prior to transfer to HMP Kennet. In relation to ISP offenders, cognisance will be taken of Parole Board recommendations in terms of work required including Psychological interventions.</li> <li>Victim/Offender contact <p>This will be delivered by staff trained by Restorative Justice Solutions, as part of the Thames Valley Partnership arrangements. The prison will take account of the Victims Charter in relevant cases and liaise with VLOs via Offender Managers ensuring protection of victims where required.</p> </li> </ul> <p>Where <b>OASys</b> 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).</p>	<p>Community based programmes would be commissioned by Probation Trust.</p>

## OFFICIAL

		We will take <b>OVP</b> into consideration when targeting activities and services for violent offenders.	
Indeterminate Sentenced Prisoners [ISPs]	17 [5%]	<p>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).</p> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>05/12/2013 – 17 ISP prisoners currently at Kennet.</li> <li>Community based programmes would be commissioned by Probation Trust.</li> </ul>
Low likelihood of any reconviction OGRS 0-24%	74 [ 22%]	<ul style="list-style-type: none"> <li>HMP Kennet will be responsive to the needs, circumstances and protected characteristics of our offender population. Provision will not be restricted by OGRS score but will be based on the need of the individual.</li> <li>CDVP and Resolve [CALM replacement for 2014 onwards] will where required, be accessed in the community by suitably risk assessed Category 'D' prisoners. Also, AARO will be delivered by Lifeline for prisoners with alcohol related offending.</li> <li>For prisoners in this segment HMP Kennet will promote and develop access to the core rehabilitation offer as detailed in the Rehabilitation Services specification. [Outputs of specification 1-5, 11-22]</li> <li>Accommodation Advice</li> </ul> <p>Shelter will deliver information and advice on housing matters, finance, benefit and debt, within a case management approach that recognises the benefit and value of partnership work. The provider is expected to develop and maintain effective operational links with Local Authorities, Housing Associations and Registered Social Landlords, as well as voluntary sector organisations and, by using information gained in the course of providing the service[s] to assist the Prison Service inform policy development and service improvement.</p> <ul style="list-style-type: none"> <li>Finance and Debt Advice</li> </ul>	<ul style="list-style-type: none"> <li>Community based programmes would be commissioned by Probation Trust.</li> <li>Sefton CVS Services are co-commissioned.</li> <li>Newbridge is a NOMS commissioned Service</li> <li>JC+ is a NOMS commissioned Service</li> </ul>

## OFFICIAL

		<p>Sefton CVS will continue to work with Sefton Credit Union and promote their services on the wings for offenders. Sefton Credit Union attends HMP Kennet on a regular basis to provide 'not for profit' community banking facilities for offenders.</p> <ul style="list-style-type: none"> <li>• Employment Support</li> </ul> <p>Continued use of services of JC+ and National Career Service.</p> <p>All offenders will have the opportunity to access careers advice during induction. Prisoners who have may have problems with employment can refer at any time to see the jobcentre plus worker or National Careers Service advisor via the application process..</p> <ul style="list-style-type: none"> <li>• Mentoring</li> </ul> <p>Newbridge will offer a mentoring service for prisoners at Kennet.</p> <p>We will maintain a personal officer scheme that will support the Sentence Plan process and the Offender Journey.</p> <ul style="list-style-type: none"> <li>• A directory of services is available across the establishment electronically. All Residential Units have up to date notice boards which markets the Resettlement provision available.</li> <li>• HMP Kennet will work with Sefton Borough Council to promote inclusion of, and maximise benefits to, offenders' families. Sefton CVS will be our partner in this pathway.</li> <li>• Sefton CVS continue to strategically co-ordinate engagement of a range of VCF sector organisations within HMP Kennet alongside HMP Liverpool and work with wider community groups to broker and link to new partners</li> <li>• Health provision is monitored through a number of Key Performance Indicators that we report on to our own commissioners.</li> <li>• HMP Kennet aim to improve shared health and criminal justice outcomes for prisoner's alignment of local needs assessments, resources and commissioning strategies with the new local commissioners of primary, secondary, mental health and public health including substance misuse services. We aim to produce an overarching Needs Assessment which will focus on all aspects of offender health and wellbeing. The Prison Health Improvement Group [PHIG] will be the vehicle that drives this agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• SHELTER is a NOMS commissioned Service</li> <li>• NCS is a NOMS commissioned Service</li> <li>• RJ is a NOMS commissioned Service</li> </ul>
--	--	--	---

## OFFICIAL

		<ul style="list-style-type: none"> <li>• We will also work towards the Wellbeing Charter</li> <li>• We will also continue to develop our Older Prisoners agenda and our relationship with Sefton Pensioners Advocacy Committee [SPAC].</li> <li>• HMP Kennet will work with Sefton Borough Council to ensure that adult offenders and defendants with social care needs are appropriately assessed and supported to continue to live with decency and as independently as possible while completing their order or sentence.</li> <li>• We will continue to have representation at SMT level at: <ul style="list-style-type: none"> <li>Sefton Safer Communities Board</li> <li>Sefton Adult Safeguarding Executive Board</li> <li>We will continue to develop projects with Sefton Healthwatch.</li> </ul> </li> <li>• Programmes related to Drug offending</li> <li>• Any prisoner identified either by the Substance Misuse Service Case Manager, any Offender Supervisor or any other member of staff within HMP Kennet. We will also ensure any transfers in, who have had a need to attend any of the short courses, will undertake and fulfil that requirement upon arrival at Kennet.</li> <li>• Victim/Offender contact <ul style="list-style-type: none"> <li>This will be delivered by staff trained by Restorative Justice Solutions, as part of the Thames Valley Partnership arrangements.</li> </ul> </li> </ul> <p><b>Low intensity case management</b> for offenders in this OGRS band except for violent offenders with OVP of 30%+, sexual offenders assessed as medium risk or higher under RM2000, or indeterminate sentenced prisoners.</p> <p><b>Low intensity case management includes:</b> 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>	
--	--	---	--



## OFFICIAL

		<p><b>Risk management</b> – 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"> <li>• <b>Our minimum risk management</b> approach for all offenders is based on partnership between the OMU, Security Department and others as required, so that all risk information is shared.</li> <li>• <b>Medium ROSH ratings</b> prompt a pro-active approach to observing and recording behaviour, and sharing information across the prison, and restricting/monitoring visits where necessary.</li> <li>• <b>High/Very high ROSH ratings</b> 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.</li> <li>• Offenders within this OGRS band will have access to the core rehabilitative offer as per table 4a. In general, <b>no additional rehabilitation services</b> are offered to offenders in this OGRS band (see specific approaches above for violent offenders, sexual offenders and indeterminate sentence prisoners).</li> </ul>	
Medium likelihood of any reconviction OGRS 25-49%	105 [32%]	<ul style="list-style-type: none"> <li>• For prisoners in this segment the establishment will promote and develop access to the core rehabilitation offer.</li> <li>• Services as outlined in section OGRS 0-24%.</li> <li>• HMP Kennet will be responsive to the needs, circumstances and protected characteristics of our offender population. Provision will not be restricted by OGRS score but will be based on the need of the individual.</li> <li>• There may be a need for specialist drugs input, most likely community based services to link into upon release. All offenders in this group need pro-social modelling, stigma reduction work, employment, accommodation and education input.</li> <li>• Victim-Offender Conferencing (RJ)</li> </ul> <p><b>Low Intensity case management will be provided (as described in 0-24% above)</b> 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>	<ul style="list-style-type: none"> <li>• Community based programmes would be commissioned by Probation Trust.</li> <li>• Sefton CVS Services are co-commissioned.</li> <li>• Newbridge is a NOMS commissioned Service</li> <li>• JC+ is a NOMS commission</li> </ul>

# OFFICIAL

			<p>ed Service</p> <ul style="list-style-type: none"> <li>• SHELTER is a NOMS commissioned Service</li> <li>• NCS is a NOMS commissioned Service</li> <li>• RJ is a NOMS commissioned Service</li> </ul>
High likelihood of any reconviction OGRS 50- 74%	116 [35%]	<ul style="list-style-type: none"> <li>• For prisoners in this segment the establishment will promote and develop access to the core rehabilitation offer.</li> <li>• Services as outlined in section OGRS 0-24%.</li> <li>• TSP will, where required, be accessed in the community by suitably risk assessed Category 'D' prisoners</li> <li>• HMP Kennet will be responsive to the needs, circumstances and protected characteristics of our offender population. Provision will not be restricted by OGRS/OVP scores but will be based on the need and assessed risks posed by the individual. Current OVP Data:  Low [0-29% - 36 – 56% Medium [30-59% - 16 – 25% High [60-79%] - 3 -5%</li> <li>• There may be a need for specialist drugs input, most likely community based services to link into upon release. All offenders in this group need pro-social modelling, stigma reduction work, employment, accommodation and education input.</li> <li>• Victim-Offender Conferencing (RJ)</li> </ul> <p><b>Medium Intensity case management will be made available to as many offenders in this OGRS band as resources will allow.</b> 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>	<ul style="list-style-type: none"> <li>• Community based programmes would be commissioned by Probation Trust.</li> <li>• Sefton CVS Services are co-commissioned.</li> <li>• Newbridge is a NOMS commissioned Service</li> <li>• JC+ is a NOMS commissioned Service</li> <li>• SHELTER is a NOMS</li> </ul>

## OFFICIAL

		<p><b>Medium intensity case management includes:</b> 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><b>Short sentence prisoners and those in the last 12 months of their sentence in this OGRS band who</b> 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>commissioned Service</p> <ul style="list-style-type: none"> <li>NCS is a NOMS commissioned Service</li> <li>RJ is a NOMS commissioned Service</li> </ul>
Very high likelihood of any reconviction OGRS 75-89%	36 [11%]	<ul style="list-style-type: none"> <li>For prisoners in this segment the establishment will promote and develop access to the core rehabilitation offer.</li> <li>Services as outlined in section OGRS 0-24%.</li> <li>TSP will, where required, be accessed in the community by suitably risk assessed Category 'D' prisoners</li> <li>HMP Kennet will be responsive to the needs, circumstances and protected characteristics of our offender population. Provision will not be restricted by OGRS/OVP scores but will be based on the need and assessed risks posed by the individual. Current OVP Data:  Low [0-29% - 36 – 56% Medium [30-59% - 16 – 25% High [60-79%] - 3 -5%</li> <li>HMP Kennet will be responsive to the needs, circumstances and protected characteristics of our offender population. Provision will not be restricted by OGRS score but will be based on the need of the individual.</li> <li>There may be a need for specialist drugs input, most likely community based services to link into upon release. All offenders in this group need pro-social modelling, stigma reduction work, employment, accommodation and education input.</li> </ul> <p><b>Highest intensity case management</b> 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><b>Highest intensity case management is</b> as medium intensity but with more frequent / longer</p>	<ul style="list-style-type: none"> <li>Community based programmes would be commissioned by Probation Trust.</li> <li>Sefton CVS Services are co-commissioned.</li> <li>Newbridge is a NOMS commissioned Service</li> <li>JC+ is a NOMS commissioned Service</li> <li>SHELTER is a NOMS commissioned Service</li> </ul>

## OFFICIAL

		<p>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><b>Acquisitive offenders:</b> The prison is engaged with Public Health England in order to ensure that prisoner needs around drug misuse are understood and the right services are available at HMP Kennet. Offender supervisors will work to motivate and encourage acquisitive offenders to take part in drug treatment.</p> <p><b>Short sentence prisoners:</b> those that are nearing the end of their sentence, will be prioritised to access rehabilitative services to support their resettlement needs.</p>	<ul style="list-style-type: none"> <li>• NCS is a NOMS commissioned Service</li> <li>• RJ is a NOMS commissioned Service</li> </ul>
Extremely high likelihood of any reconviction [prolific] OGRS 90-100%	1 [Drugs]	<p><b>Over 12m - Highest Intensity case</b> 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 RM2000 groups, 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><b>Short sentence prisoners:</b> those that are nearing the end of their sentence, will be prioritised for IOM and to access rehabilitative services that support safe resettlement.</p>	

OFFICIAL

Table 5: Accredited Programmes provided in the establishment	
Does this establishment deliver NOMs Commissioned accredited programmes?	No

# OFFICIAL

**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]
All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance. [1b]	<ul style="list-style-type: none"> <li>The prison will take forward the staff engagement strategy and develop Group Delivery Plans. And will integrate the recent HMIP action plan. The MQPL and SQL report due in May 2014 will be developed and put into the staff/offender engagement.</li> </ul> <p>Responsibility: Head of Corporate Services</p>	
2a. There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximise outcomes for offenders.	<p>We will maximise investment of all partners and providers delivering services for offenders at HMP Kennet and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By September 2014 we will review who we work with and how we work with them and ensure that all contracts and service level agreements demonstrate how each service fits within the overall strategic context of the establishment. This review will include all statutory and non statutory, existing and new partners and providers /(including by anticipating any changes as a result of Through the Gate). We will develop a plan which describes how, within [time period] we will deliver:</p> <ul style="list-style-type: none"> <li>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).</li> <li>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 delivery).</li> <li>Leadership which actively enables and integrates services, where partnership working arrangements improve performance and aid resolution of issues.</li> <li>An understanding of resource allocation, and how delivery and choices impact on the investment and activity of others.</li> <li>An agreement on how to safely use and share data and information.</li> </ul> <p>Progress will be monitored against the plan at monthly SMT Performance meetings and at regional level with the DDC.</p>	

## OFFICIAL

	Responsibility: Head of Reducing Re-offending	
integration of service delivery between directly funded, co-commissioned providers and wider partners. [2, 2g, 2h]	<p><b>HMP Kennet will continue to develop a community employment strategy as part of the requirements of being a Resettlement Prison.</b> This will support a vision of an end to end employment journey for offenders in which working out opportunities will be available to offenders that provide opportunities for gaining employment on release. Community work placements will meet the requirements of the working prison priority set out in the green paper.</p> <p>Measurable outcome: HMP Kennet will aim to have up to 150 community based placements for Category D offenders in the SLA year 2014 2015, during the transitional period of reconfiguration to a resettlement prison.</p> <p>We will continue to develop our working relationship with Sefton Council., in particular with the Parks Department and the King's Gardens Project.</p> <p>We will continue to work with our partner agencies in developing our Resettlement offer at Kennet, developing our relationship with JC+, NCS, Achieve NW and Sefton CVS.</p> <p>Sefton CVS will continue to develop Through the Gate opportunities throughout the Borough.</p> <p>Responsibility: Head of Reducing Re-offending</p>	YES
integration of service delivery between directly funded, co-commissioned providers and wider partners. [2, 2g, 2h]	<p>We aim to expand our Horticulture activity as follows:</p> <ul style="list-style-type: none"> <li>• The measurable outcome will be the creation of a further 20 prisoner places. This will enhance our purposeful activity for the 20% category 'C' prisoners and Category 'D' sex offenders at Kennet by the end of the SLA year 2014 – 15.</li> <li>• To expand our Horticulture activity to provide the following qualifications [for both Category 'C' and sex offenders] <ul style="list-style-type: none"> <li>• Up to Level 2 NVQ in Work-based Horticulture</li> <li>• City &amp; Guilds NPTC 002012 - Level 2</li> </ul> </li> </ul> <p>We propose that this will allow us to provide produce for both our catering course and our main kitchen in consultation with the Catering Manager and according to an agreed cropping plan.</p>	YES

## OFFICIAL

	<p>Going forward we propose that this would enable us to grow premium crops such as varieties of chilli peppers, aubergines, courgettes, etc for sale to the local restaurant and domestic market. This will also allow us to expand our planned Project Eden which will involve using products grown at Kennet to be used in a staff/prisoner restaurant facility which will be based on healthy Eating with the menu reflecting our seasonal cropping plan.</p> <p>This proposal will also form part of the GOOP [Greener on the Outside in Prisons] agenda which is championed by our DDC.</p> <p>HMP Kennet has a large space between the OMU and the Wordsworth Building which we propose as a site for 2 x Glasshouses and 4 x external growing areas for root vegetables brassicas and onions with a storage/preparation area based on a 3 unit utility building manufactured at HMP Kirkham. The space currently houses one poly-tunnel and a small domestic greenhouse. We also plan to crop approx 1 Hectare of land in the Sterile Area.</p> <p>This will support the QIG Action Plan, the Resettlement Agenda and enable those who wish to undertake employment in these areas to gain qualifications and experience. This also underpins the Business Studies qualification by adding real project management experience to the regime at Kennet.</p> <p>Responsibility: Head of Reducing Re-offending</p>	
We will ensure that the LAT complete a comprehensive Health Needs Assessment for the population at Kennet [2, 2c]	<ul style="list-style-type: none"> <li>We will ensure that the LAT complete a comprehensive Health Needs Assessment for the population at Kennet in September 2014. This will form part of the bi-lats between Deputy Governor/HoRR/Head of Healthcare [LCH] This is a bi-monthly process that monitors actions from the HNA via a formal performance appraisal and sets personal development objectives.</li> </ul> <p>Responsibility: Head of Reducing Re-offending/LCH</p>	No
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	<ul style="list-style-type: none"> <li>By November the prison 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 (available at <a href="http://www.justice.gov.uk/about/noms/commissioning">www.justice.gov.uk/about/noms/commissioning</a>.) when completing these reviews and have in place a strategy for developing its use of evidence to inform practice to maximise outcomes.</li> </ul> <p>Responsibility: Deputy Governor</p>	Yes



## OFFICIAL

using a service design which will be effective with the groups which receive it. [3a]		
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. [3b]	<ul style="list-style-type: none"> <li>By November the prison will develop and implement effective quality assurance processes which indicate whether the services, activity and interventions it provides are of an acceptable standard of quality and are having the impact they are intended to deliver. Information from these processes will be regularly reviewed by the senior management team and specific members of staff will be given responsibility for the QA processes and following through on actions identified in the reviews.</li> </ul> <p>Responsibility: Head of Reducing Re-offending</p>	Yes

# OFFICIAL

**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	

## OFFICIAL

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 <sup>+</sup>	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	

<sup>+</sup> 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

# OFFICIAL

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. <b>HSE only</b>	No
Cell & Area Searching	Assurance is sought through a risk assessed programme of covert testing. <b>Non HSE</b>	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.	No
Visits - Services for Visitors	Private meetings can be facilitated between visitors and Partner Agencies.	No
Visits - Services for Visitors	There are facilities for children to play whilst waiting to visit a prisoner.	Yes
Visits - Services for Visitors	Visitors receive information through a variety of media regarding relevant support services.	Yes
Visits - Services for Visitors	A Family Support Worker is available to support families.	Yes
Faith and Pastoral Care	Prisoners have access to a Resettlement Chaplaincy Scheme.	No
Mandatory Drug Testing	Prisoners found guilty of misuse of Class B and/or Class C drugs or who frequently refuse to comply with MDT testing may be subject to a Frequent Testing Programme.	No
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. <b>Output wording subject to revision</b>	No

## OFFICIAL

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

OFFICIAL

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 - Land Based Activities	Gardens	26	2	27	£500	Nil	Nil	Nil	Nil	Nil
<b>Total</b>		26	2		£500					

# OFFICIAL

**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			
HU2 Wing Activities			
HU3 Wing Activities			
HU4 Wing Activities			
HU5 Wing Activities			
HU6 Wing Activities			
Kitchen	Category D prisoners working in the kitchen which is situated outside. ROTL on daily basis.	20	27
Orderly Cleaners	IMF x 5, Reception x 1, Healthcare x1, Gym Education x 1, Catering x 1, Gym Stores x 2, Gym x 6, Library x 1, Induction x 1, E- Wing Education x 1, Chapel x 1, Visits x 2.	20	
Recycling Activity	Waste Management party	20	
Weekend Activity	Cleaners x 42, Gym Orderly x 6, Works x 1, Kitchens x 6, Visits x 2	56	12
Works Department	Internal Works party	10	27
Wing Cleaning	Domestic cleaning party	42 [6 per wing]	27
Other Occupations	Insiders x 7, Outside Gardens x 10, Outside Stores x 1, Collators x 7, Outside visits x 1, Outside Works x 1	27	27
<b>Sub total</b>		<b>195</b>	<b>120</b>

# OFFICIAL

## **Table 8c- other permanent activity places**

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

<b>Table 8c: Other Activities</b>			
<b>This should contain activities that are not in scope of either CU095a [Hours Worked in Industry] or CU095b [Hours Worked in Services] metrics.</b>			
<b>Activity Service Code</b>	<b>Activity Description</b>	<b>Maximum number of FTE prisoner places per activity [planned per week total for 2014-15]</b>	<b>CORE HOURS PER WEEK</b>
Basic Key Skills up to level 2	<b>OCR</b> Functional Skills Entry Level to L2 Maths and English	108	27
Core Education Classes	Brick work Diploma L2 P& D Diploma L2 Joinery Diploma L2 Plastering Diploma L2 Catering L1 Diploma  ITQ L2 Employability Skills L1 and L2 Business Venture L2 Retail Customer Service L2  Creative Techniques L1 and L2  Amber Train	87	27



## OFFICIAL

Education Induction Assessment	<p>Day One of Induction. Assessment of learner levels and additional learning needs is undertaken during a 3 hour process. This information is shared with Partner Agencies, [Careers Service, Shelter, Job Centre Plus]. Information is placed on CNomis to enable Offender Managers.</p> <p>Day Two Activity Board: During a 3 hour process learners attend the activity board with their devised employment and training action plan. One to one Interviews are conducted before a panel which includes education to make certain appropriate teaching and learning is planned to promote employment upon release</p>	10	6
Education leading to accreditation	<p>All educational programmes are accredited by the following awarding bodies:</p> <p><b>Awarding Body Construction CSkills</b></p> <p>Brick work Diploma L2 P &amp; D Diploma L2 Joinery Diploma L2 Plastering Diploma L2 <b>OCR</b></p> <p>Functional Skills Entry Level to Level 2 Maths and English ITQ L2 Employability Skills L1 and L2 Business Venture L2 Retail Customer Service L2</p> <p><b>City &amp; Guilds</b> Creative Techniques L1 and L2 Catering L1 Diploma</p> <p><b>Amber Train</b></p> <p><b>Distance Learning</b></p>		

## OFFICIAL

PE Leading to QCA Qualifications	Focus 1 Focus 2	24	20
Skills training leading to Accreditation			
ROTL	Stage 1 Resettlement – 150 placements Stage 2 Resettlement – 20 placements	170	27
Prison Induction Courses/Interviews	Five day multi Agency Induction culminating in Activity Board. Initially peer led with inputs from partner agencies, Gymnasium, Education, Chaplaincy and Library	10	27
Other	Virtual Campus – Embedded across the Establishment Shannon trust National reading Network Duke of Edinburgh Bronze and Silver Awards		
<b>Sub total</b>		409	134
<b>Table 8 Total</b>		630	254

### Section 3: Regime Outline

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

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

#### Out of cell session time summary by day

Day	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
Mon	8h 00m	3h 30m	1h 15m	2h 00m	1h 00m	15h 45m
Tue	8h 00m	3h 30m	1h 15m	2h 00m	1h 00m	15h 45m
Wed	8h 00m	3h 30m	1h 15m	2h 00m	1h 00m	15h 45m
Thu	8h 00m	3h 30m	1h 15m	2h 00m	1h 00m	15h 45m
Fri	8h 00m	3h 30m	1h 15m	2h 00m	1h 00m	15h 45m
Sat	3h 00m	9h 30m	1h 15m	2h 00m	0h 00m	15h 45m
Sun	3h 00m	9h 30m	1h 15m	2h 00m	0h 00m	15h 45m

#### 5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	8h 00m	3h 30m	1h 15m	2h 00m	1h 00m	15h 45m

#### 7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	6h 34m	5h 12m	1h 15m	2h 00m	0h 42m	15h 45m

# OFFICIAL

## Section 4: SLA Delivery Requirements and Levels at Commencement Date

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

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

### Secure and Decent Custody

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU001	Discharge to Court	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	100.00 %
CU003	Absconds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CU006	CAT A Escapes													0	0	0	0	0	0
CU007	Escapes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CU016	Mandatory Drug Testing (MDT)	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	6.50 %	
CU031	Control & Restraint (C&R) Training	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	
CU060	Tornado Commitment																		17.00
CU074	MQPL BME Score	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50
CU056a	Security Audit - & Corporate Assurance (A&CA)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.56
CU057a	Self Harm Audit (A&CA)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.40
CU067	HMIP Resettlement	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.95
CU075	HMIP Respect	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.79

## OFFICIAL

		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU077	HMIP Safety	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.92
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU078	HMIP Purposeful Activity	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.58
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU076	MQPL Safety	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	2.86
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU079	MQPL Decency	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.83
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU088	Violence Management																		

### Offender Management

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU002	Release on Temporary Licence (ROTL)	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	100.00 %
CU043	Generic Parole Process (GPP)	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU083	OASys Quality	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU086A	Return of MAPPAs	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU089	ViSOR Effectiveness (Prison)	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %

### Interventions

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU019	Sex Offender Treatment Programme (SOTP) Completions																		942
CU021	Offending Behaviour Programme (OBP) Completions													0.00	0.00				6,456.00

### Regimes

## OFFICIAL

		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	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	91.00 %	
CU014	Training / Education on Discharge	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00 %	
CU015	Employment on Discharge	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	33.00 %	
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	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	94.44 %
CU063	Water Consumption																		
CU094	Energy Efficiency (CO2e)																		
CU081	Prison Cost Analysis (PCA)	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3