



National Offender
Management Service

**Annex to North West 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 Garth

Local Establishment Annex 2014-15

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This document is the Local Establishment Annex 2014-15 to the North West Regional SLA 2014-17. The Regional SLA, including this Annex, has been agreed between NOMS commissioners and the Deputy Director of Custody and signed by both parties confirming the agreement.

Section 1: Service Overview

From the **Commencement Date**, **HMPS** will deliver offender services as set out in this **SLA** and applicable **NOMS service specifications**. Additional commissioning arrangements with the YJB will be described within the National YJB SLA.

1. Establishment Details

Table 1: Establishment Details	
Establishment name	HMP Garth
Establishment type	Trainer
Specialist function	
Security Category / Categories:	Category B or lower
Annual Operating Price	15,549,911

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	811
Operational Capacity	798

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

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Table 2b: Population Allocation Specification	
Gender:	Male prisoners only
Age:	Adults (21 and over) and starred up Young Adults (18-21) (subject to agreement with DDC)
Security Category:	Category B or lower
Sentence Status:	Sentenced prisoners
Sentence Length / Type:	Sentences of 4 years or more and ISP prisoners 4 yrs +
Offence Type:	Adults (21 and over) and starred up Young Adults (18-21) (subject to agreement with DDC)
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 Garth is a Category B training prison holding male prisoners aged 21 and over. The population is mainly comprised of indeterminate prisoners. This establishment mostly holds prisoners sentenced at courts in the North West and the Yorkshire & Humber regions and receives most of its prisoners from local prisons, particularly Liverpool and Manchester.</i>

Table 2d: Population Assumptions – Estimated Background of the Population

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	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	300	20	N/A	N/A	N/A	320
Indeterminate prisoners	0	450	13	0	N/A	0	463
Determinate and indeterminate Recallees	N/A	12	3	0	N/A	N/A	15
Non-criminals	N/A	N/A	N/A	N/A	N/A	N/A	0
Resettlement							
Discretionary							
Total	0	762	36	0	0	0	798
Resettlement	No	Reset %	NA	Reset No.		NA	
Specialist Function							
Personality Disorder Unit							

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SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	Response to Commissioning Intention
There is a sense of purpose in relation to rehabilitation, desistance and progression through a sentence which is shared and understood by all concerned. 1.a	<p>The prison will prioritise offender rehabilitation as core everyday business :</p> <ul style="list-style-type: none"> ➤ Management will support and promote a rehabilitative culture by ensuring there is a visible, shared focus on positive change and progression. This will be supported through local meetings (including the Senior Management Team meeting and the Reducing Re-offending meeting), written communications and through staff roles and responsibilities, including through the personal officer scheme and the role of the offender supervisor. ➤ We will ensure that managers and staff understand the factors which impact on re-offending and desistance through involvement in meetings and staff forums, attending training and through formal and informal supervision. ➤ As a long term category B prison we are well aware of the potential negative impact of imprisonment on desistance. We will mitigate this through the positive staff culture and by ensuring all prisoners are positively engaged with the regime. ➤ Our current strengths include a robust resettlement strategy closely linked to an annual analysis of the needs of the population, a broad and balanced range of activities and interventions linked to the needs of the population, and a strong and proactive management team. We need to further develop the personal officer scheme and links between personal officers and offender supervisors. ➤ Our sense of purpose in relation to reducing re-offending is communicated by the senior management team at key meeting including strategy meetings and staff briefings. The focus of development is through the senior management team and reducing re-offending meetings and it is monitored through formal and informal engagement with staff and prisoners, through the annual needs analysis, and through advice and observations from external audit and inspection. ➤ We are developing a local strategy in relation to every contact matters as we progress through the benchmark process. ➤ The assessments that are undertaken by prisoners when they arrive at Garth, and whilst they are here, form the framework for their sentence planning targets which helps to define the purpose for their time at Garth. As Garth works with long term offenders, prisoners are encouraged to take ownership of their progress at Garth in partnership with their offender supervisor and other staff using their sentence plan as the guide for this, and work towards progression towards lower security conditions.

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<p>All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance. 1.b.</p>	<p>The prison will prioritise, encourage, enable and support staff to consistently demonstrate behaviours and attitudes that supports rehabilitation and desistance.</p> <ul style="list-style-type: none"> ➤ At HMP Garth there are strong and effective relationships between staff and prisoners, there is a well developed offender management unit staffed by experienced and well trained members of staff. We have good relationships with our partners and a good integration between prison staff and those from partner organisations. We need to further develop the personal officer scheme and the links between that and OMU. ➤ We will ensure that staff and managers are helped to understand the factors that impact of re-offending and desistance and how these can be addressed within the prison through the way they behave towards prisoners and others. We will do through this through a combination of coaching staff, formal and informal learning and development opportunities, and through staff supervision. ➤ We will use the same methods to ensure that staff have an awareness of the potential negative impact of imprisonment on desistance and that they are encouraged to take action in their daily engagement with prisoners to mitigate this. ➤ We will reward behaviour from staff that supports rehabilitation and desistance through our formal staff recognition process, as well as through informal means. ➤ Positive staff interactions will be promoted, modelled, communicated, developed and monitored by senior leaders through staff supervision, coaching, meetings and briefings and through a visible management presence. ➤ We will develop the prisons approach to the every contact matters agenda through the benchmarking process over the course of the year.
<p>Efforts are made to ensure offenders experience the environment as safe 1c</p>	<ul style="list-style-type: none"> • Security link closely with Safer Custody in an effort to ensure Garth is a safe environment for both prisoners and staff. • As part of the Monthly Security Intelligence meeting we consider as a threat priority, Violence and Safer Custody. Sub section contained within this priority includes assaults on staff/assaults on prisoners/threats to prisoners/threats to staff and others/weapons/bullying taxing and perpetrators/bully victims/self harm/ food refusal/suicide. • The safer custody team at Garth is currently running on an Amber / Green rating from our audit 5-8 November and currently on green on PRS on quarter 2. The Garth safer team meetings take place monthly with a slot at the end of the meeting dedicated to reviewing high CSRA. All wings at Garth have prisoner VR representatives and named staff members with responsibility for safety.
<p>Good quality risk assessments, risk management systems and information sharing between partner agencies result in the application of appropriate public protection and security measures</p>	<p>HMP Garth commits to complying with the instructions set out in the National Security Framework and the Public Protection Manual and to provide assurance that the Local security Strategy and Public Protection Strategies will be kept up to date in line with current policy</p>

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and these ensure the needs of victims are appropriately addressed. 1d	
Intelligence is gathered, developed and shared in a safe and timely manner 1e	HMP Garth commits to complying with the instructions set out in the National Security Framework and the Public Protection Manual and to provide assurance that the Local security Strategy 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 1 f	HMP Garth commits to complying with the instructions set out in the National Security Framework and the Public Protection Manual and to provide assurance that the Local security Strategy and Public Protection Strategies will be kept up to date in line with current policy
Prisoners are prevented from continuing criminality from prison – 1.g	HMP Garth commits to complying with the instructions set out in the National Security Framework and the Public Protection Manual and to provide assurance that the Local security Strategy and Public Protection Strategies will be kept up to date in line with current policy
There is evidence of effective coordination of delivery of services and integration locally, regionally and nationally to maximise outcomes for offenders 2 a.	<ul style="list-style-type: none"> ➤ A record of partners will be maintained in the establishment partnership directory, this is reviewed twice annually and overseen by the reducing re-offending meeting. ➤ All providers concerned with the rehabilitation of offenders are invited to and attend as appropriate the Reducing re-offending Meeting. At that meeting their contribution to the reducing re-offending pathways is discussed and overseen, and this also provides a good opportunity to integrate their work with other providers and departments within the establishment. ➤ The majority of providers who make the most significant contribution to rehabilitation are not directly commissioned or funded by the establishment. We engage with these providers and with the commissioners of those providers through a variety of formal and informal routes including partnership meetings, contract meetings and other meetings types. Representatives from the provider organisations also attend and are represented on all relevant prison strategy and communication forums. ➤ Each provider has an appropriate contact appointed in the senior management team for the purposes of communication and consultation. The designated senior manager will also ensure that the prison enables the provider to carry out the function for which they are commissioned within the custodial setting. ➤ The central point for the coordination of an offender's involvement with rehabilitative partners will be the offender management unit. ➤ The risks arising from an increasing number and range of providers will be managed through the risk register process and overseen by the senior management team. ➤ Providers will be fully consulted and engaged with the development of the new ways of working in the establishment as we work through the benchmarking process.
Facilitate the ongoing operation of	<ul style="list-style-type: none"> ➤ DWP staff based at Garth have access to appropriate accommodation suitable for interviews, and adequate access to broadband lines and telephones to enable them to advance claims for jobseekers allowance and make referrals to the work programme.

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<p>mandating day one entry of prison leavers onto the DWP Work programme and any future changes through the introduction of Universal credit. 2b</p>	<ul style="list-style-type: none"> ➤ Although numbers of appointments are low, arrangements are in place for any issues regarding failed or cancelled appointment to be discussed and appropriate action taken.
<p>Work together with NHS England and Public health England in line with the national partnership and co commissioning agreement to ensure that NHS commissioned services (including clinical and non clinical substance misuse services) in custody support both health and justice outcomes. 2 c</p>	<ul style="list-style-type: none"> ➤ We will continue to work together with NHS and Local Authority health and substance misuse providers to continue to develop and implement local delivery arrangements in line with the national partnership and co commissioning agreement and the Enablers of National co commissioned services specification. In particular we will work closely with providers of Healthcare and Substance misuse services through our local Healthcare Partnership Board which meets quarterly and representation of Healthcare on the establishments SMT through the Healthcare manager. This governance provides a mechanism to identifying and addressing delivery and strategic issues. ➤ We will work with the NHS Commissioners and Local Authority and the Local Provider to support the refresh of the health needs analysis. We will work with them to review our local provision based on the outcome of this. This will be affected by the significant change to our local prisoner population which will affect need and therefore the service provision. ➤ We will engage with Health and Substance Misuse Stakeholders locally and through the regional mechanisms to review the impact of estate reconfiguration. As a non resettlement prison the current understanding is that Garth are not likely to be discharging prisoners into the community on release. However, we will engage with our local resettlement prisons, NPS and CRC's to ensure appropriate links and the communication is in place to support the resettlement of prisoners. ➤ Security will work closely with the health and substance misuse providers to ensure that work on promoting recovering is aligned with efforts to reduce the supply of drugs and alcohol into prisons and the diversion of prescribed medication through appropriate sharing of information and intelligence. This is overseen locally by the substance misuse strategy meeting.
<p>Work together with local authorities to ensure that adult offender and defendants with care and support needs are appropriately identified, their needs are assessed</p>	<p>This intention is dependent upon the passage of the Care Bill in Parliament. We anticipate further mandatory service specification to be developed and issued in 2014-15.</p> <ul style="list-style-type: none"> ➤ We will provide a level of social care that reflects the evidence needs of the prisoner population. Every prisoner that arrives at Garth is assessed by Health Care and also has an educational assessment. As part of this assessment any social care or learning disability needs are highlighted and appropriate care arrangements put into place. This may involve discussion between the establishment and either the education or health provider about how this is provided pending the Care Bill. ➤ In the event of any urgent personal care cases we would take immediate action as far as we were able. We would then ensure a

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<p>and they are supported to live with decency and as independently as possible, and that arrangements are made for continuity of care when an individual moves. 2d</p>	<p>care plan was in place to properly assess and address an individual's needs in an appropriate timescale and in liaison with all key stakeholders.</p> <ul style="list-style-type: none"> ➤ In some cases an individuals needs change whilst they are at Garth and we will put appropriate assessments and arrangements in place as required i.e. resource/building adaptations. ➤ We anticipate the overall level of need to be assessed as part of the Health Needs Analysis. This would incorporate observations or feedback from HMIP, IMB, Commissioners or other Stakeholders.
<p>Work with local authorities to promote inclusion of and maximise benefits to offender families. 2 e</p>	<ul style="list-style-type: none"> ➤ We recognise that a lack of supportive and pro social family / marital relationships is a key factor linked to re-offending / desistance. We will work to enhance and secure existing delivery in terms of services for visitors through the benchmarking process. ➤ We will look to develop our work with families as part of the work on this reducing re-offending pathway, overseen by the reducing re-offending meeting. The Head of Operations is the lead for this pathway. We will work closely with POPS – who run the visitors centre, to do this. ➤ POPS advises families and provides contact details of a number of services outside. Typically POPS sign posts to: CAB – benefit advice and legal advice APVU- transport costs Local Authorities- contact with school inclusion officers with regards to advising with parents' consent. School pastoral teams again with parental consent to advise school of a parental imprisonment and how this may impact the child so that they are in a position to better support the child instead of excluding them for their challenging behaviour which is their way of venting their emotions. DWP with regards to benefit entitlements JCP- back to work programmes and GP's and health visitors Children Centres local to the home for activities and sessions that are often ran. Local Council re housing benefits and council tax. <p>On the above occasions POPS may advocate on the families behalf or where they feel families are capable merely sign post them.</p> <ul style="list-style-type: none"> ➤ We deliver core delivery requirements for Rehabilitation Services and Services for Visitors ➤ We will continue to run family forums in partnership with POPS, and to invite families to post programme reviews. Prisoners can

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	<p>request that members of their family are able to attend parole board hearings but this would be subject to agreement by the parole board themselves.</p> <p>▷ POPS employ a play worker who works in visits to supervise and occupy children during domestic visits.</p>
Continue to improve access to a pathway of new and existing services for offenders with severe personality disorders 2f	<p>HMP Garth in partnership with Mersey Care NHS Foundation Trust provide a designated 48 bed personality disorder treatment service targeting men who are assessed as presenting a high likelihood of violent or sexual offence repetition and high or very high risk of serious harm to others; are likely to have a severe personality disorder and there is a clinically justifiable link between the personality disorder and the risk.</p> <p>Working collaboratively with our partner agencies we will ensure that::</p> <ul style="list-style-type: none"> • Offenders complete a programme of psycho-social and learning activities, based on individual and group work, that increases their motivation to engage in current and future treatment; increases and improves coping strategies; more pro-social behaviour; and improved psychological health; • The service operates an integrated model of care, involving health, criminal justice and social care professionals, as well as non-statutory partners as appropriate, which can inform and deliver treatment to meet the spectrum of need. The model is underpinned by the concept of relational security and a clear understanding of the importance of boundaries; • There is a coherent philosophy of care that is understood by staff and offenders which is supported by policy and operational practice documentation; • Referral and assessment processes are designed to ensure that the service appropriately targets the appropriate offenders and are integrated with the services delivered under community services specification(s); • the service operates at the agreed contract capacity; • The offender reports that the service is useful in helping them to make progress, and that they feel healthier, more stable, and increasingly motivated to engage in current and future treatment; The offender has contributed to and understands their treatment plan; • Offenders and staff feel safe in a psychologically-informed, supportive and respectful environment; • There is a reduction in adjudications, self-harm, and suicide attempts in this treatment service population; • Plans are in place for each offender to make a progressive move post-treatment, and to enable appropriate follow-up, regardless of the move-on location. <p>The effective delivery of the service will ensure that each offender has an assessment, case formulation and sentence/treatment plan which:</p> <ul style="list-style-type: none"> • enables staff to have a better understanding of the person, risk factors and effective management strategies;

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	<ul style="list-style-type: none"> • helps the offender to better understand the risk scenarios and strategies he needs for managing those risks; • helps offenders actively engage in evidence-based, group and/or individualised treatment activities focussed on improvements in their personality difficulties and anti or asocial behaviours; • ensures offenders participate throughout the week in constructive, pro-social living activities that are designed to reflect likely experiences in the community; • ensures appropriate interpersonal relationships are developed between offenders themselves and with staff which model skills required in the community; <p>➤ results in offenders and staff feeling safe in the treatment environment.</p> <p><u>Local Response</u></p> <p>➤ We will work together with our partners Mersey Care, NHS England and NOMS Personality Disorder Service co-commissioners to continue the development local delivery arrangements in line with the agreed service specification, new research, areas of good practice and national policy.</p> <p>➤ We will work with community PD specification leads to ensure that clear referral processes are followed to ensure that offenders which they case manage can access the service as part of a North of England Pathway.</p> <p>➤ We will cooperate and participate in service evaluation as directed by the national PD strategy to further improve both the service delivery and the access to the service.</p>
<p>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 prison places of work and strengthen the focus on</p>	<p>➤ We have in place and will continue to develop good local partnerships arrangements with our local OLASS provider in the establishment, support by the regional head of Learning and skills, and incorporating a mixture of formal and informal contact. We also attend the regional learning and skills cluster meetings.</p> <p>➤ The Head of Reducing Reoffending facilitates monthly prison based multi disciplinary partnership meetings to discuss all aspects of learning and skills delivery and performance. The Quality Improvement Group is facilitated at least quarterly. The groups report to the Cluster OLASS / learning and skills meetings facilitated by the lead Governor and in turn to the regional governance board. This ensures alignment with regional and national learning and skills policy and priorities and movement of funds, where deemed appropriate. We have clear agreed governance for our meetings, minutes are recorded and action plans are in place.</p> <p>➤ All prisoners are screened for functional skills needs on reception and, where a need is identified, a full assessment is undertaken by OLASS provider and maths and English courses are provided as a matter of priority. Sentence planning and I&EP are used to effect in securing prisoners engagement in their learning. Working in conjunction with our OLASS provider, we are closely monitoring recruitment, attendance and punctuality.</p> <p>➤ We will analyse the needs of learners in the establishment during the reporting year, and this feedback will be included in our</p>

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<p>employability. Enhance access to mainstream learning and employment for offenders on return to the community. 2 g</p>	<p>local self assessment report with other data, and actions identified and followed through to address any concerns that arise. From the self assessment report we will have in place a comprehensive action plan that addresses the findings of the self assessment. This action plan will be formally monitored on a bi-monthly basis through the QIG (Quality Improvement group) chaired by the Head of Reducing Re-offending.</p> <ul style="list-style-type: none"> ➤ We will review the type and method of delivery of learning and skills activity by the OLASS provider as we refresh our regime as part of the benchmarking process. The review will be informed by the results of the individual assessments of prisoners entering Garth undertaken by the OLASS provider. They will be reviewed at partnership meetings with TMC and attended by the Regional Cluster Head of Learning and Skills. ➤ Due to the longer term nature of the population at Garth and due to the fact that the provision in the resettlement prisons rolls out during the year there may be less focus on employability as this would be better addressed nearer to a prisoner's release. More appropriate provision for this population focuses on functional skills, and this is provided at an appropriate level to meet the needs of the population. ➤ Performance will be monitored regionally through the cluster meetings, and locally through meetings held with the OLASS lead at Garth, and through the data and other information supplied to the local Quality Improvement Group and the Performance Development Group. We will monitor recruitment, attendance and punctuality with TMC, planning and maximising the use of the available budget and ensure that we make appropriate use of the full OLASS financial allocation to allow for the greatest possible prisoners achievement. ➤ In order to take advantage of the real work environment provided by our prison industries we are developing OLASS provision in the work place that is complimentary to the needs of the individuals concerned and the work in that area.
<p>Strengthen partnership working to ensure that offenders have access to support and services to both prepare for and enable access to employment.2 h</p>	<ul style="list-style-type: none"> ➤ HMP Garth discharges a very low rate of prisoners and once the resettlement prisons are operating it is anticipated that Garth will not be directly releasing any prisoners. Those prisoners that are discharged from Garth are discharged into a very wide geographical area (most of England) making partnerships with local employers very difficult. ➤ All prisoners prior to release are seen by the National Career Service in good time to assist their employment, training or educational needs on release and work to undertaken by them to try and support those needs. They will also be seen by Shelter, who will ensure that they are not released from Garth without settled accommodation. All prisoners who are due for release are discussed by the Inter departmental Risk management team six months prior to discharge (excepting any prisoners who are given immediate release by the parole board) and this process ensure that that the reintegration planning for prisoners in well integrated between all partner agencies.
<p>Target resources on evidence –informed interventions and</p>	<ul style="list-style-type: none"> ➤ Interventions will be targeted (in line with the information in tables 5 and 4 a & b) and the up to date guidance from OSIG. This will be done in close liaison with OMU.

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<p>services which are likely to deliver the best outcomes for the investment. 3 a</p>	<ul style="list-style-type: none"> ➤ The level and balance of the accredited programme provision will be reviewed annually based on the need of the population and appropriate professional advice, in liaison with the regional psychology service. ➤ HMP Garth does not run non-accredited programmes that are prison funded. The substance misuse service provides a range of psycho social interventions as part of its Building Futures Programme. The substance misuse provider has quality assurance arrangements in place for this delivery which is targeted based on assessments by the Discover Team. ➤ Prisoners can access the substance misuse therapeutic community if required and this is reflected in their assessment. The TC is also subject to internal quality assurance and evaluative arrangements as part of the contract with the provider. ➤ We will continue to run the SORI programme however we will review this provision in relation to the change in population (for e.g. evidence suggests that this type of provision is much less appropriate for prisoners convicted of sexual offences). The quality assurance for the SORI programme is in line with the National Framework. ➤ The prison will conduct an annual needs analysis which will compare need to delivery against each reducing reoffending pathway. The Reducing Re-offending Meeting will look strategically at any imbalance across these factors.
<p>Have robust quality assurance processes in place to ensure offender services are (1) delivered as they are intended and (11) they are effective 3 b</p>	<ul style="list-style-type: none"> ➤ We will have clear processes in place for monitoring the quality of delivery of services overseen by senior managers in the establishment. ➤ For learning and skills activities, we will collate and report a range of data that is explored at the appropriate meeting monthly. We will review provision annually through the self assessment process and in liaison with the regional heads of learning and skills. ➤ We will use the annual needs analysis to review the overall level and balance of provision and to look at any development issues to take forward from the last year's provision. ➤ The accredited offending behaviour is subject to audit and assurance procedures overseen by OSIG. ➤ Any quality issues that arise are addressed through the appropriate meeting or forum depending on the issues involved, for example this may be a partnership meeting or other forum for some co commissioned services. ➤ The reducing re-offending meeting continues to maintain an overview of services aimed at rehabilitation and desistance and will provide monitoring, coordination and oversight of those services. In order to do this reference will be made to a range of sources of information, including feedback from MQPL, prisoners committees, needs analysis, external advice or inspection, and other relevant information. ➤ Managers responsible for services are asked to ensure that contingency plans are in place for dealing with issues such as staff absence or training.

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<p>Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where they deliver the greatest outcomes for investment. 4 a</p>	<ul style="list-style-type: none"> ➤ The population at Garth is due to change quite significantly over the next 6 months. We will assess the new population as they arrive and review provision once enough information is available to do so. Garth will maintain a population that overall consistent of prisoners serving longer sentences and a significant percentage of high risk offenders. For that reason the predominant focus of our programmes is towards high intensity provision. ➤ We are committed to targeting resources in line with appropriate evidence to maximise the outcomes from investment. ➤ We will assess violent offenders with an OVP score of 60+, taking into account the remaining length of their sentence, and target them towards SCP or Resolve provision as appropriate. ➤ All violent offenders with a domestic violence flag on OASys will be assessed using SARA. Where their risk is above low, we will assess their suitability for HRP. ➤ As the sex offender population arrives, we will target those with a Medium RM2000 or above for assessment for SOTP or for TSP as appropriate, depending on that assessment. Low RM2000- will not be referred for SOTP unless they are serving an indeterminate sentence ➤ Non acquisitive offenders who are high or very high risk of re-offending (OGRS over 50) will be assessment for and a place on TSP as appropriate. ➤ The level and intensity of case management will be matched to the risk and needs of offenders as far as resources allow, with the highest risk / need offenders being subject to the highest intensity case management ➤ The frequency of reviews will take place in accordance with MTCS operating model - Review OASys Assessment and Sentence Plan, Categorisation Review and Pre-Tariff Sift Review (Adult Male Indeterminate offenders) – For those with over 6 years left to serve – 3 yearly. and those with less than 6 years left to serve - annually ➤ We will review resettlement provision for prisoners once robust arrangements are in place for prisoners to be transferred to a resettlement prison, following an assessment of any residual requirements that might remain. ➤ As an establishment with a large number of high risk prisoners, we will share data and information with colleagues in the police and probation (and others as appropriate) through the data sharing and partnership arrangements that exist with MAPPA. We will also share appropriate operational of security information with colleagues working with prisoners in the establishment at an appropriate level in order to maintain a safe operating environment for all staff.
<p>Relevant individual needs and characteristics are effectively identified, assessed and monitored. This information is shared appropriately, proactively and sensitively across the organisation and</p>	<ul style="list-style-type: none"> ➤ We will screen prisoners at Garth when they arrive and as the need is identified through the sentence planning or other processes. This screening assessment will be conducted by a range of partners and agencies and will cover any issues in relation to the protected characteristics. The results of these assessments will be shared appropriately, and used by the offender supervisor to direct an individual into appropriate interventions as required. ➤ We will take into account the specific needs and characteristics of individuals and ensure offenders are supported and encouraged to access appropriate services with reference to learning disability and difficulty, physical health and disability, mental health, maturity (including capacity for taking responsibility, understanding consequences and attitudes to risk taking) family circumstances. We will take into account the protected characteristics including gender, sexual orientation, race, age, faith and gender reassignment.

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with delivery partners. 5a	<ul style="list-style-type: none"> ➤ Information will be shared in line with our data sharing agreements to those who legitimately require that information, or on the basis of managing risk.
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	<ul style="list-style-type: none"> ➤ The offender supervisor will use the results of the assessments and information on an individual offender to target interventions for that person in an appropriate sequential order. ➤ We will do an annual needs analysis collating data from a range of sources and use that data to review the range and quantity of overall provision. ➤ The diversity manager will monitor a range of data related to the protected characteristics, and we will take action to prevent individuals being disadvantaged owing to their protected characteristics. The diversity manager is supported by the disability liaison officer and appropriate peer support is also in place. The process is overseen by dedicated quarterly Diversity Equality Action Team meetings and the monthly local prisoner consultative committee. ➤ In the event of a potential individual being disadvantaged they would be highlighted. In a case of a protected characteristic then the offender supervisor will link with appropriate colleagues in for e.g. Healthcare, education, chaplaincy or programmes and adapt the sequential order for targeting interventions in relation to individual need, or to put adaptations into place to ensure that the individual is not disadvantaged. For example if a prisoners had learning difficulties then the OLASS provider will make an assessment of their need and provide a tailored support package to run along side their normal classes. ➤ Staff will receive information and training to support them to recognise barriers to engagement that may arise owing to factors such as age, sexuality, disability, intellectual functioning etc.
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 6a	<p>In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Garth will ensure delivery in the key thematic areas of: Intelligence Gathering & Management, Offender Management and Public Protection and Interventions & Resettlement as assessed by NOMS HMP Garth will also ensure that any recommendations related to the identification, assessment and management of extremist prisoners which are identified in year through the NOMS assessment process are implemented within reasonable timescales.</p>
Deliver victim-offender conferences (RJ) where capacity	<p>We will facilitate the arrangements for one to one victim offender conferences, in partnership with the police and probation, subject to suitable risk assessments and there being suitable motivated candidates.</p> <p>Individuals may be identified either by self referral which most commonly arises from a participant on the SORI programme. Since SORI</p>

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<p>exists and develop partnerships and a supportive environment to enable delivery where it does not. 6b</p>	<p>started in May 2008, we have run 23 courses. The first 2 programmes took place during 2008, with 4 per year following that. In all, 223 prisoners have completed the course. All prisoners who complete SORI are asked if they would like to participate in an RJ conference. With the introduction of sex offenders to Garth we anticipate that this will also impact on the number of prisoners eligible and suitable for an RJ conference. On that basis we will aim to have 10 prisoners go forward for an RJ conference, and anticipate that this will result in one successful conference. RJ is targeted to violent or acquisitive offenders with a clear victim and where the offender is medium or high risk of reconviction (as defined by an OGRS score of 25 and 74).</p> <p>Also we will continue to run the SORI programme (Supporting Others through Restoration Inside) however we will review the level of need for this programme as the population at Garth changes for e.g. prisoners convicted of sexual offences are in most cases not suitable for such an intervention. The SORI programme is delivered as a partnership with volunteers, prison, probation and the local victim support organisation.</p>
<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 Services (6c)</p>	<p>We will continue to deliver an HDC strategy which ensures that all prisoners eligible for HDC who cannot provide an accommodation address will be offered accommodation through BASS - in accordance with PSI 25/2013 and Annex I of PSO 6700 (Home Detention Curfew).</p> <p>BASS support-only will be considered for those with their own accommodation who could be released with additional support. We will also ensure that BASS is considered as an option when non-BASS HDC placements fail.</p> <p>The HDC strategy will stress the importance of liaison with the license supervisor (offender manager) and ensure that releases to BASS are credited as 'suitable and settled' for the purpose of delivery levels</p> <p>HDC referrals to BASS will be delivered from within existing resources.</p>
<p>Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners. 6d</p>	<p>Our response to this is in tables 8 a, b & c and our Development Objective.</p>
<p>Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links. 6e</p>	<ul style="list-style-type: none"> • We will adopt the NOMS video action plan and have in place plans to deliver milestones and measure success. • We will publish video booking arrangements on the establishment homepage • We will develop local processes to ensure video usage is captured recorded and reported under existing resources. • We will continue to increase the use of video usage with courts as far as resources allow. <p>We are currently exploring the options to relocate x 2 video conferencing equipment to other areas of the establishment to a) support the delivery of legal visits and inter prison visits. b) help to reduce prisoner movements on F & G wing</p>

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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"> ➤ We have a clear strategic vision including a shared understanding of outcomes and priorities to effectively engage prisoners with the regime and associated rehabilitative services. ➤ Outstanding rehabilitative need is identified and discussed with prisoners at induction and information is shared with those who work with the prisoner to encourage and support their engagement with the rehabilitative process. ➤ Risk management – all staff will make effective use of information sharing and monitoring mechanisms as part of their core tasks to contribute to a safe and secure, decent and rehabilitative environment. ➤ At HMP Garth we operate an integrated I&EP system where level of engagement with the regime is a key part of influencing attainment levels. ➤ We will develop the 'every contact matters' concept encouraging pro-social role modelling and meaningful interactions with prisoners from prisons staff. We will also engage with our partners and contractors to introduce the every contact matter agenda and ensure that this is reflected by all staff operating within the establishment. ➤ We will work with our regional HRBP and Organisation and Development consultant to explore how to develop a coaching culture within the establishment through benchmarking. 	NOMS Locally
Prisoners are made aware of their responsibilities in engaging with and accessing services	<ul style="list-style-type: none"> ➤ We will monitor outcomes from the sentence planning process including objective setting in relation to completions, and take up of rehabilitative services including qualifications and skills achieved. ➤ All communication with prisoners is accessible and responsive to their diverse needs. All staff are supported to ensure effective engagement through completion of mandatory equality and diversity training. ➤ Prisoners' individual responsibility to engage with services is encouraged through the sentence planning process, and by staff working alongside prisoners in their daily activities. 	NOMS Locally
Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<ul style="list-style-type: none"> ➤ We will take active measures to promote and improve the understanding of the importance of demonstrating pro social behaviours and attitudes at all levels. ➤ We are developing clear links between the new competency framework and the annual staff reporting mechanism. ➤ We will measure the impact we are having through assessing trends in adjudications, violence management and MDT data and longer term through the findings from external scrutiny such as MQPL and HMIP. ➤ A prison council exists as does a range of other prisoners' consultative meetings, which are used to highlight good practice and identify further where we may need to develop. ➤ We will work with our regional HRBP and Organisation and Development consultant to explore how to develop a coaching culture within the establishment through benchmarking. 	NOMS Locally

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Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	<ul style="list-style-type: none"> ➤ OLASS provision of basic skills (level 1) training which enables prisoners to engage with the regime as well as providers of rehabilitative services. ➤ Toe by toe – peer mentoring scheme. ➤ NCS – provide careers advice and support. ➤ JC+ provides advice and information to prisoners at the end of their sentence. ➤ IMPACT project – further advice for eligible prisoners. 	<p>Co commissioned – national SFA</p> <p>Co commissioned – national SFA National contract DWP ESF co funded project.</p>
Prisoners can access services that enable them to manage housing needs created as a result of their custody.	<ul style="list-style-type: none"> ➤ Shelter – provide advice and broker access to settled accommodation. 	NOMS commissioned
Prisoners can access services that enable them to seek settled and suitable housing for release.	<ul style="list-style-type: none"> ➤ Shelter – provide advice and broker access to settled accommodation. 	NOMS commissioned
Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.	<ul style="list-style-type: none"> ➤ Finance and debt advice and support provided via the contract with Shelter. ➤ DWP – assistance to close down and reinstate benefit claims 	NOMS commissioned National contract DWP
Prisoners can access available services which enable them to address their family welfare and family support needs.	<ul style="list-style-type: none"> ➤ Domestic visits ➤ Prisoners immediate family invited to post programme reviews . ➤ POPS provide support to families and visitors. 	NOMS commissioned
Prisoners have equivalence of access to health services in custody as in the community.	<ul style="list-style-type: none"> ➤ On reception current health needs assessment is reviewed, prisoners are signposted and supported in tackling any additionally identified needs. ➤ Prisoners have access to primary and secondary health services, including mental health service, commissioned through health – including doctor, GP, dentist, nursing care and optician. 	National co commissioned – NHS England
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	<ul style="list-style-type: none"> • Lancashire care Foundation trust – all prisoners have an individual health assessment. Essential immediate clinical needs are met. • Discover drug and alcohol service. Stabilisation, detoxification and observation are undertaken as appropriate. Ongoing clinical and psychosocial support is provided based on the needs of the prisoner. 	National co commissioned – NHS England Co commissioned – local authority.
Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	<ul style="list-style-type: none"> • Prisoners will be provided with appropriate contact details for support services as required. 	NOMS Locally

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Prisoners who have been sex workers can access services that offer them advice and support.	<ul style="list-style-type: none"> Prisoners will be provided with appropriate contact details for support services as required. 	NOMS Locally
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Table 4b: Rehabilitation Services - Additional Services Offer			
Using segmentation and local data sources to target resources where they will deliver the greatest outcomes for investment - this table should reflect the case management activity, risk management activity and rehabilitative services and interventions, delivered within the establishment which are additional to the core offer			
Segment	Total no. of Prisoners within Segment <ul style="list-style-type: none"> Use the segmentation data tool on the NOMS Performance HUB to get the numerical data you need to populate this column 	Strategic approach to meeting the needs of the segment Title and description of rehabilitative services/interventions and case management activities <ul style="list-style-type: none"> Give the title and a brief description of the case management activities offered to offenders in each segment Give a brief description of the range of rehabilitative services and interventions offered to offenders by segment. Include any accredited programmes on offer. Use the guidance on targeting in Commissioning Intention 4a If a service or intervention is available across more than one segment (for example – TSP may be available to both sex offenders and violent offenders) then state in each applicable box, making clear in the next column the number of completions relating to each segment. 	Indicate whether the service or intervention is commissioned or co-commissioned and the number of offenders who will be able to access the intervention or service annually <ul style="list-style-type: none"> For accredited programmes give the number of completions It is not necessary to record volumes for case management activities
All Offenders – where service targeted by need rather than risk	Op Cap: 846 Current roll 737 (segmentation data covers population 790)	N.A.-Fortnightly SMART recovery-weekly-delivered by Discover Smoking cessation	Co commissioned
Sexual Offenders	195 - first of who are arriving Feb 14. We do not know which prisoners from other segments are going so this will impact on data.	<p>All sex offenders will be assessed using the RM2000 to establish the risk of sexual re offending if this has not already been done.</p> <p>Low RM2000- will not be referred for SOTP unless they are indeterminate sentence, mandatory or discretionary life sentenced prisoners or are identified to be intellectually disabled.</p> <p>Medium RM2000 or above: as the new sex offender population arrives we will measure the need across the whole population and evaluate where TSP places are best targeted.</p>	Commissioned 18 SOTP places offered (for 16 completions)
Violent offenders	All violent offenders: 554 Of whom 74 are low OGRS	Where OASys has not been completed we will prioritise violent offenders for an early OASys completion and subsequent reviews.	Commissioned 40 resolve places (36 completions)

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	<p>and low OVP</p> <p>59 are of medium OGRS and medium OVP</p> <p>4 are of medium OGRS and high OVP</p> <p>129 are of high OGRS and medium OVP</p> <p>28 are of high OGRS and high OVP</p> <p>41 are of very high OGRS and medium OVP</p> <p>23 are of very high OGRS and high OVP</p>	<p>We will take OVP in to consideration when targeting activities and services for violent offenders</p> <p>For the violent offenders that have an OVP score of 60+, we will assess them with assistance from the regional psychology team for SCP. For those who do not have long enough left to serve, they will be prioritised for RESOLVE.</p> <p>DV offenders: All offenders with a DV flag on OASys will be assessed using SARA. Where their risk is above low, we will assess their suitability for HRP.</p> <p>For those DV offenders that are high risk on the SARA, Offender supervisors will be informed and we will prioritise offenders from this group for higher intensity risk management including monitoring of visits, effective sharing of intelligence with external partners and where necessary, the monitoring of correspondence.</p> <p>RJ conferences will be targeted to violent or acquisitive offenders with a clear victim and where the offender is medium or high risk of reconviction (as defined by an OGRS score of 25 and 74).</p>	<p>SCP – places for 16 completions</p> <p>HRP – 16 starts with 14 completions</p>
Indeterminate Sentenced Prisoners (ISPs)	<p>463</p> <p>Of whom 407 are convicted of violent offences and 48 are convicted of robbery</p>	<p>The intensity of case management for ISPs will range from medium to high and will vary over the course of their sentence. The highest levels of intensity will be around key events; eg a move from Cat B to Cat C. Intensity of case management will also vary according to the level of risk the offender presents; risk of re offending, violence, sexual offending. Case management sessions will be staged around key events in their sentence and will focus on preparing for or consolidating learning from a programme, reviewing progress, addressing any set backs and helping the offender plan his progression. Offenders who are approaching their earliest date of release will be prioritised for access to interventions although consideration on a case by case basis will be made where this means that a determinate prisoner could be released without treatment.</p>	Commissioned
Low likelihood of any reconviction OGRS 0-24%	<p>152</p> <p>Of whom</p> <p>102 are violent and 6 have OVP of 30+</p> <p>80 are indeterminate</p> <p>None are convicted of acquisitive offences</p> <p>38 are convicted of drug offences</p>	<p>Low intensity case management for offenders in this band except for violent offenders with OVP of +30, sexual offenders assessed as medium risk or higher on RM2000 or indeterminate sentence prisoners.</p> <p>Low intensity case management includes: offender supervisor review of sentence plan, and offenders supervisors will make use of their wing supervision duties to catch up with some of their caseload.</p> <p>We will put in an approach based on every contact matters ensuring that all staff who have contact with offenders understand their role in contributing to rehabilitation and feedback on any relevant contact to OMU and offender supervisors.</p> <p>Our minimum risk management approach for all offenders is based on partnership between OMU, security department and others so that all risk information is shared. Medium ROSH prompt a proactive approach to observing and recording behaviour, sharing information across the prison, and restricting and monitoring visits where necessary. High / Very high ROSH ratings are prioritised for the highest levels of risk managements,</p>	Commissioned

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		<p>including monitoring of communications and discussion at interdepartmental risk management meetings in cases of greatest concern.</p> <p>Offenders in this OGRS band will be able to access the core rehabilitative offer. Apart from the exceptions described in relation to violent offenders, sexual offenders or indeterminate sentenced prisoners, no additional rehabilitation services are offered to offenders in this OGRs band.</p>	
Medium likelihood of any reconviction OGRS 25-49%	199 Of whom 147 are violent and 63 have an OVP of 30+ 130 are indeterminate 4 are convicted of acquisitive offences 12 are convicted of drug offences	<p>Low intensity case management for offenders in this band except for violent offenders with OVP of +30, sexual offenders assessed as medium risk or higher on RM2000 or indeterminate sentence prisoners.</p> <p>Offenders in this risk band may be considered for TSP and RESOLVE but will not secure a place above someone with a higher OGRS score subject to clinical judgement.</p> <p>RJ conferences will be targeted to violent or acquisitive offenders with a clear victim and where the offender is medium or high risk of reconviction (as defined by an OGRS score of 25 and 74).</p>	Commissioned
High likelihood of any reconviction OGRS 50- 74%	323 Of whom 222 are violent and 160 have an OVP of 30+ 188 are indeterminate 15 are convicted of acquisitive offences 12 are convicted of drug offences	<p>Medium intensity case management will be made available to as many offenders in the is OGRS band as resources will allow, We will prioritise violent offenders with an OVP of 30+, sex offenders with an RM2000 above low and all indeterminate sentenced offenders.</p> <p>Medium intensity case management includes: one to supervision, recognising achievement and reflecting on setbacks, planning for positive change, motivation to maintain or make progress, consolidate learning and observable changes in behaviour or attitudes. We will schedule sessions in response to need.</p> <p>Those in the last 12 months of their sentence in this OGRS band will be prioritised to access rehabilitative services in relation to their resettlement needs. Public protection contact will made as required in preparation for release.</p> <p>TSP: - non acquisitive offenders in this band will be offered assessment for and a place on TSP.</p> <p>RJ conferences will be targeted to violent or acquisitive offenders with a clear victim and where the offender is medium or high risk of reconviction (as defined by an OGRS score of 25 and 74).</p>	Commissioned 50 TSP places for 45 completions
Very high likelihood of any reconviction OGRS 75-89%	114 Of whom 83 are violent and 26 have an OVP 60+ 65 are indeterminate None are convicted of	<p>Highest intensity case management will be made available to offenders in this OGRs band as resources will allow.</p> <p>We will prioritise violent offenders with an OVP over 60, sex offenders with an RM2000 above medium and indeterminate sentenced offenders approaching tariff or a move to open conditions.</p> <p>High intensity case management is as for medium intensity but with more frequent and longer supervision sessions with a clear purpose linked to the aims of the sentence plan and active</p>	Commissioned

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	acquisitive offences 2 are convicted of robbery 38 are convicted of drug offences	advocating for offenders where they may need help in accessing services to reduce re-offending. TSP: - non acquisitive offenders in this band will be offered assessment for and a place on TSP.	
Extremely high likelihood of any reconviction (prolific) OGRS 90-100%	2 Of whom 0 are violent	Over 12 months-Highest intensity case management – as medium intensity but with frequent / longer supervision sessions (with a clear purpose linked to the aims of the sentence).	Commissioned

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Table 5: Accredited Programmes provided in the establishment		
Does this establishment deliver NOMs Commissioned accredited programmes?		Yes
Name of accredited programme	Number of agreed starts (expected for 2014-15)	Number of agreed completions (planned total for 2014-15)
Living Skills Programmes		
Thinking Skills Programme (TSP)	50	45
Healthy Relationships Programme -High Intensity (HRP-HI)	8	7
Healthy Relationships Programme - Moderate Intensity (HRP-MI)	8	7
RESOLVE	40	36
Self Change Programme	18	16
Total	124	111
Sex Offender Treatment Programme (nationally commissioned)		
Core Sex Offender Treatment Programme (C-SOTP)	18	17
Total	18	17
Grand Total	142	128

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Table 6: Development Objective

CI Title & No.	Objective: Describe a SMART objective including what you want to achieve how you will measure your success and key milestones	Does this contribute to a regional objective (yes/no)
Deliver priority national or specialist services (6c)	<p>To ensure the efficient use of prison places through development and implementation of a local bail strategy and use of HDC HMP Garth will:</p> <ul style="list-style-type: none"> - monitor BASS Referral and Placement trends and will investigate when these are outside the expected range for the prison HDC releases. - agree improvement objectives with the DDC where outcomes are substantially below the expected or historic level for the institution. <p style="text-align: right;">Quarterly Quarterly</p>	Yes
Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners (6d)	<p>To seek funding and appropriate commercial opportunities to develop the old works compound into an income generating workshop. Seek funding either through:</p> <ul style="list-style-type: none"> • One 3 One Solutions • MTT Funding • Capital Bid • Commercial Funding <p>Works are estimating this will cost 100k not including set up and tooling costs.</p> <p>This is currently a vacant area and if the funds can be sourced there is an opportunity to develop this as a facility to help broaden the diversity and range of the working opportunities that HMP Garth offers prisoners as part of the working in prison agenda.</p> <p>One3One Solutions have commissioned an electrical survey to ascertain if there is sufficient electrical power to run a 650 ton plastic injection moulding machine and expand the plastics workshop, the results of this will be known by March 31st 2014. Following the results of the survey a decision can then be made how best to proceed with timescales.</p>	No

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Table 7a: Mandatory Service specifications applicable under this Local Annex

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

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

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

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

Table 7b: Service specifications applicable under this Local Annex

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

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

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Table 7c: Service Options, above the national minimum		
(which are commissioned under this SLA)		
Service specification	Output(s) commissioned	Service Option Commissioned [YES / NO]
Cell & Area Searching	A risk assessed programme of routine area searching is agreed, documented and completed correctly. HSE only	No
Cell & Area Searching	Assurance is sought through a risk assessed programme of covert testing. Non HSE	Yes
Early Days & Discharge - First Night in Custody	One-to-one welfare support is provided within courts/custody suites to address immediate needs of the prisoner.	No
Visits - Conduct Visits	There are facilities for children to participate in supervised play whilst visiting a prisoner	Yes
Visits - Services for Visitors	Visitors are able to purchase snacks and hot/cold drinks prior to the visits period.	Yes
Visits - Services for Visitors	Visitors are able to purchase a meal and hot/cold drinks prior to the visits period.	No
Visits - Services for Visitors	Private meetings can be facilitated between visitors and Partner Agencies.	Yes
Visits - Services for Visitors	There are facilities for children to play whilst waiting to visit a prisoner.	Yes
Visits - Services for Visitors	Visitors receive information through a variety of media regarding relevant support services.	Yes
Visits - Services for Visitors	A Family Support Worker is available to support families.	Yes
Faith and Pastoral Care	Prisoners have access to a Resettlement Chaplaincy Scheme.	No
Mandatory Drug Testing	Prisoners found guilty of misuse of Class B and/or Class C drugs or who frequently refuse to comply with MDT testing may be subject to a Frequent Testing Programme.	Yes
Mandatory Drug Testing	Prisoners may be subject to Reception testing.	No
Prisoner Employment, Training & Skills	Prisoners have the opportunity to gain industry recognised and accredited qualifications through employment, training and skills according to risk and need.	Yes
Prisoner Employment, Training & Skills	Qualifications gained are aligned with market needs and within the Qualifications and Credit Framework	Yes
Deliver Accredited Programmes	Competent staff are contributed to the national training provision as agreed by the commissioner. Output wording subject to revision	Yes

Table 7d: Agreed delivery hours for specified services			
Service Specification	Output	Agreed hours	Rationale (where hours are agreed above the minimum set within specifications)
Residential Services	Daily time in open air [minimum 30 minutes] (row 21 of the specification)	0.5 hours daily	
Physical Education	Minimum number of PE Hours [per week] (row 1 of the specification) (as calculated using the SBC published spreadsheet product)	2.5 hours weekly (subject to change as part of benchmarking)	

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8. Activity Places (Work and Prison Services)

Table 8a: Agreed Activity Allocation places

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

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

INDUSTRIES (ONE3ONE)										
INDUSTRY SERVICE CODE	WORKSHOP NAME	Maximum number of prisoner places per activity (planned per week total for 2014-15)	TOTAL STAFF NUMBERS	CORE HOURS PER WEEK	Annual Internal Soft Charged Sales Predictions	Annual Internal Hard Charged Sales Predictions	Annual External Sales Predictions	Annual Internal Soft Charged Materials Predictions	Annual Internal Hard Charged Materials Predictions	Annual External Materials Predictions
634 Industries -Braille	Braille	6	1	27	0	0	3000	0	0	0
634 Industries - Charity	Community	13	1	27	0	0	0	0	0	0
634 Industries - Enterprise/Contract Services	Workshop 12	54	3	27	0	0	72900	0	0	0
634 Industries - Enterprise/Contract Services	Cors	27	3	27	0	0	36450	0	0	0
634 Industries - Enterprise/Contract Services	Hilclare	16	1	27	0	0	21600	0	0	0

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634 Industries - Enterprise/Contract Services	Speedy	36	2	27	0	0	46000	0	0	0
634 Industries - Land Based Activities	Farms & Gardens	16	2	27	0	0	0	0	0	0
634 Industries - PICTA	PICTA	24	2	27	0	0	0	0	0	0
634 Industries - Plastics	Plastics	24	2	27	0	250000	2500	0	235000	0
634 Industries - Textiles	Needle Trades	25	3	27	10000	200000	0	8000	190000	0
634 Industries - Woodwork	Woodwork	16	1	27	15000	0	3000	11000	0	0
Total		257	21	297	25000	450000	185450	19000	425000	0

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Table 8b: Services (not industries)

Table 8b CU095b (Hours Worked in Services) – this should contain services that are measured under this specific metric			
Activity Service Code	Service Description	Maximum number of prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
HU1 Wing Activities			
HU2 Wing Activities			
HU3 Wing Activities			
HU4 Wing Activities			
HU5 Wing Activities			
HU6 Wing Activities			
Kitchen	Food prep and meal provision	40	1080
Orderly Cleaners	Reception / Chapel / Induction / Education / Segregation / Library / Gym / stores	19	513
Recycling Activity	Waste Management / Yards Party	15	405
Weekend Activity			
Works Department			
Wing Cleaning	Cleaning / Servery	99	2673
Other Occupations	Peer Mentors /Red bands	7	189
Sub total		180	4860

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Table 8c- other permanent activity places

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

Table 8c: Other Activities			
This should contain activities that are not in scope of either CU095a (Hours Worked in Industry) or CU095b (Hours Worked in Services) metrics.			
Activity Service Code	Activity Description	Maximum number of FTE prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
Basic Key Skills up to level 2			
Core Education Classes	Education AM / PM		
Education Induction Assessment	Education Induction Initial & Diagnostic Assessment	8	12
Education leading to accreditation	ITQ L1	8	27
	Business	10	27
	FS Eng Entry	9	27
	FS Eng L1/2	9	27
	FS Maths	9	15
	FS Maths	9	12
	Cookery	8	27
	Art	9	27
	ITQ2	9	27
	SLS	8	27
	SLS	8	27
	Pathways	8	27
PE Leading to QCA Qualifications			
Skills training leading to Accreditation	OLASS VT Workshops: Catering Joinery	Catering: 10 Joinery: 12	27 27
	Industrial Cleaning	Ind.Cleaning: 11	27

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ROTL	Education AM / PM		
Prison Induction Courses/Interviews	Education Induction		
Other	Distance Learning		
Sub total		128 Full time equivalent places	
Table 8 Total		565	

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	7h 01m	0h 00m	0h 24m	0h 59m	0h 57m	9h 23m
Tue	7h 01m	0h 00m	0h 24m	0h 59m	0h 57m	9h 23m
Wed	7h 01m	0h 00m	0h 24m	0h 59m	0h 57m	9h 23m
Thu	7h 01m	0h 00m	0h 24m	0h 59m	0h 57m	9h 23m
Fri	2h 51m	3h 00m	0h 24m	0h 44m	0h 28m	7h 29m
Sat	3h 00m	2h 34m	0h 00m	0h 49m	0h 00m	6h 24m
Sun	3h 00m	2h 34m	0h 00m	0h 49m	0h 00m	6h 24m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	6h 11m	0h 36m	0h 24m	0h 56m	0h 51m	9h 00m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	5h 16m	1h 10m	0h 17m	0h 54m	0h 36m	8h 16m

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Section 4: SLA Delivery Requirements and Levels at Commencement Date

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

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

Secure and Decent Custody

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU001	Discharge to Court	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	100.00 %
CU003	Absconds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CU006	CAT A Escapes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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)	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	6.80 %	
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)	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.40
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
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00

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CU075	HMIP Respect	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.79
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU077	HMIP Safety	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.92
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU078	HMIP Purposeful Activity	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.58
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU076	MQPL Safety	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.86
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU079	MQPL Decency	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.83
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU088	Violence Management																		

Offender Management

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

Interventions

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU019	Sex Offender Treatment Programme (SOTP) Completions												17	17					942
CU021	Offending Behaviour Programme													111.00	111.00				6,456.00

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(OBP)
Completions

Regimes

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU013	Settled Accommodation on Discharge	95.00 %	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 %	
CU014	Training / Education on Discharge	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	
CU015	Employment on Discharge	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	13.00 %	
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