



National Offender
Management Service

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

Between

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

Her Majesty's Prison Service

for

HMP Stafford

Local Establishment Annex 2014-15

| Version Control Table | | |
|-----------------------|---|-----------------------|
| Version No. | Reason for Issue / Changes | Date Issued / Amended |
| P1.0 | Published for Commissioning Round from 2014 | 01 April 2014 |
| | | |
| | | |

Table of Contents

| | Page |
|---|---------------|
| SECTION 1: SERVICE OVERVIEW | 4 |
| 1. Establishment Details | 4 |
| Table 1: Establishment Details | 4 |
| 2. Establishment Population | 4 |
| Table 2a: Capacity Specification | 4 |
| Table 2b: Population Allocation Specification | 5 |
| Table 2c: Population Assumptions – Origin of the Population | 5 |
| Table 2d: Population Assumptions – Estimated Background of the Population | 5 |
| SECTION 2: ESTABLISHMENT DELIVERY | 6 |
| Table 3: Local Response to Commissioning Intentions | 6 |
| Table 4a: Rehabilitation Services – Core Offer | 19 |
| Table 4b: Rehabilitation Services - Additional Services Offer | 25 |
| Table 5: Accredited Programmes provided in the establishment | 29 |
| Table 6: Development Objective | 30 |
| Table 7a: Mandatory Service specifications applicable under this Local Annex | 36 |
| Table 7b: Service specifications applicable under this Local Annex | 37 |
| Table 7c: Service Options, above the national minimum | 38 |
| Table 7d: Agreed delivery hours for specified services | 38 |
| Table 8a: Agreed Activity Allocations Places | 39 |
| Table 8b: Services (not industries) | 41 |
| Table 8c: Other Activities | 42 |
| SECTION 3: REGIME OUTLINE | 44 |
| SECTION 4: SLA DELIVERY REQUIREMENTS AND LEVELS AT COMMENCEMENT DATE | 45 |

This document is the Local Establishment Annex 2014-15 to the West Midlands 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 Stafford |
| Establishment type | Trainer/ Sex Offender |
| Specialist function | Sex Offender Treatment Hub from late spring. |
| Security Category / Categories: | Category C or lower |
| Annual Operating Price | 11,508,731 |

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 | 741 |
| Operational Capacity | 741 |

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

| Table 2b: Population Allocation Specification | |
|---|--|
| Gender: | Male prisoners only |
| Age: | Adults (21 and over) and starred up Young Adults (18-21) (subject to agreement with DDC) |
| Security Category: | Category C or lower |
| Sentence Status: | Sentenced prisoners |
| Sentence Length / Type: | Prisoners sentenced to over 6 months or best fit No restrictions |
| Offence Type: | No restrictions |
| Nationality: | No restrictions |

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

| Table 2c: Population Assumptions – Origin of the Population |
|---|
| <i>HMP Stafford is a Category C 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 West Midlands regions and receives most of its prisoners from local prisons, particularly Birmingham and Hewell. This establishment holds approximately 330 Vulnerable Prisoners.</i> |

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

| 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 | 597 | N/A | N/A | N/A | 597 |
| Indeterminate prisoners | N/A | N/A | 73 | N/A | N/A | N/A | 73 |
| Determinate and indeterminate Recallees | N/A | N/A | 71 | N/A | N/A | N/A | 71 |
| Non-criminals | N/A | N/A | 0 | N/A | N/A | N/A | 0 |
| Resettlement | N/A | N/A | N/A | N/A | N/A | N/A | 0 |
| Discretionary | N/A | N/A | N/A | N/A | N/A | N/A | 0 |
| Total | 0 | 0 | 741 | 0 | 0 | 0 | 741 |
| | | | | | | | |
| Resettlement | No | Reset % | | NA | Reset No. | | NA |
| Specialist Function | Sex Offender Treatment Hub from late spring. | | | | | | |

SECTION 2: ESTABLISHMENT DELIVERY

| Table 3: Local Response to Commissioning Intentions | |
|---|---|
| CI Title & No. | Response to Commissioning Intention |
| Theme 1 Enhance public protection and ensure safe, decent environment and rehabilitative culture | <p>A – There is a sense of purpose in relation to rehabilitation, desistance, and progression through a sentence which is shared and understood by all who work with offenders.</p> <p>Response - HMP Stafford will manage the offender journey of medium to very high risk sex offenders in partnership with the Probation Services and other resettlement or intervention providers. Staff support and encourage prisoners to participate fully in rehabilitation services by having a good knowledge of available rehabilitative services, interventions and activities and sharing this with prisoners. Prisoners' anti-social attitudes, thinking and behaviours are addressed by staff through pro-social interaction and engagement.</p> <p>We are fully aware of how the prison experience can influence an offender's view on desistance and future objectives. At HMP Stafford we will aim to provide constructive regimes and meaningful interactions in order to ensure all prisoners feel supported, listened to and assisted in being able to improve their lives whilst in custody.</p> <p>In order to continually learn and improve our delivery we have stringent oversight and strategic planning with regards to the views of stakeholders and the outcomes of audits / inspection. These are managed and co-ordinated via the Business Hub using a variety of methods which are all shared and interpreted by the Senior Management Team, discussed with staff and prisoners in order to ensure improved outcomes with regular reviews being undertaken to avoid complacency and create an environment of continual development.</p> <p>B – All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance.</p> <p>Response - Specialist services for high risk and sex offenders and directly employed staff will be inducted, supported and trained</p> |

to deal with the complex public protection issues sensitively and confidentially.

All staff understand the rehabilitative ethos that Stafford is aspiring to provide. Internal and external training is provided to ensure staff have the suitable skills and knowledge to undertake their roles in a proactive and empowered manner. Development of first line managers has included the requirements upon them to assist, support and develop staff that they manage. Senior managers provide a visible presence throughout the Establishment. In this manner both staff and prisoners feel supported whilst not impinging upon the constructive relationships being made by prisoners and front line staff.

If staff feel supported and valued this will be communicated and evidenced within their interactions with prisoners. At Stafford we have created a range of initiatives to provide feedback and recognition. These include staff performance wards, monthly team wards and supplemented by formal and effective staff appraisals.

C – Efforts are made to ensure offenders experience the environment as safe.

Response - HMP Stafford has set the safety of prisoners and quality of their environment as a key strategic priority contributing towards the overall vision of the Establishment.

We have systems in place that challenge poor behaviour and management processes in place to ensure the perpetrator understands their misdemeanour, its impact and that it will not be tolerated. In our most recent HMIP Inspection (July 2011, it was judged that our safety measures were mixed, there was also evidence to suggest the majority of prisoners felt safe but the perceptions of some groups, notably Muslims and those from black and minority ethnic backgrounds, were very poor. Overall half indicated that they had, at some time, felt unsafe in the prison.

Since this inspection significant improvements and development have been made in our safer custody strategies, this work has been reflected in us holding a Green Safer Custody Audit score. In addition to this we use a variety of management information to continuously monitor and improve our management of safety and the experiences of prisoners. This is done using the following tools:

- Violence Management Data recorded on the Hub and our commitment to ensuring all data recorded is accurate and a validated assurance process is in place.
- Use of Force statistics, which are reviewed monthly and a committee is set up to review the output and to monitor improvement plans set.
- Pulse survey results and the information provided by the annual Staff Survey to monitor the views and feeling of staff and how they feel regarding the safety of the environment to which they and prisoners experience. This then feeds into our local People Plan Strategy and each strand is lead by a member of the Senior Management Team.

HMP Stafford is also committed to working on the feedback received from MQPL and improve upon the areas where weaknesses have been identified. Our last MQPL Survey received positive feedback from prisoners with regard to the questions surrounding safety. One area received an unfavourable response compared to rest of the questions in this area was:

- 40.80% of prisoners felt that they had to be wary of everyone around me.

This feedback has been linked into our local Master Action Plan and work has been ongoing to improve the perception of prisoners, in August 2013 we completed over one hundred local surveys to gauge the views of prisoners on a range of topics covered by MQPL. This feedback was encouraging and pointed towards improvements in a number of areas. This piece of work remains ongoing as we look to continuously improve upon the feedback received.

D - Good quality risk assessments, risk management systems and information-sharing between partner agencies (where relevant) result in the application of appropriate public protection and security measures, and these ensure the needs of victims are appropriately addressed.

- HMP Stafford will 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 are kept up to date in line with current policy.

E - Intelligence is gathered, developed and shared in a safe and timely manner.

- .HMP Stafford will 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 are kept up to date in line with current policy.

F - The availability of drugs and mobile phones in prisons is tackled.

- HMP Stafford will 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 are kept up to date in line with current policy.

G - Prisoners are prevented from continuing criminality from within prisons.

HMP Stafford will 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 are kept up to date in line with current policy

| | |
|---|--|
| <p>Theme 2 Strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners This integration of services is critical to maximising investment and securing better outcomes for offenders, their families and local communities.</p> | <p>A - There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximize outcomes for offenders.</p> <p>Response – We will maximise investment of all partners and providers delivering services for offenders at HMP Stafford and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By 30 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). See development objective</p> <p>B - Facilitate the ongoing operation of mandating day one entry of prison leavers onto the DWP Work Programme and any future changes through the introduction of Universal Credit.</p> <p>Response – DWP staff (Employment Benefit Advisers) are located within the prison resettlement hub alongside other resettlement services. They are provided with an office with space for private interviews and have a standalone broadband and telephone line for each member of staff. The EBAs participate in the regular discharge boards and are provided with data on releases via the resettlement staff and also have access to P- NOMIS. EBAs join the weekly resettlement meeting and are able to express any concerns about non attendance for interviews”.</p> <p>The establishment understands that the resources needed by DWP are likely to increase as Universal Credit is rolled out. The need for additional accommodation, telephony and broadband is being planned for as part of the move to resettlement prisons.</p> <p>C - In England - work together with NHS England and Public Health England in line with the National Partnership and Co-commissioning Agreement to ensure that NHS commissioned health services (including clinical and non-clinical substance misuse services) in custody support both health and justice outcomes.</p> <p>Response – Partnership working the local NHS Trust is crucial to the success of HMP Stafford. Close working relationships have been established and are led by the Governor. Healthcare managers routinely attend morning operational meetings in addition to monthly SMT meetings and their contribution and input is seen as invaluable. Substance misuse provision is provided through our work with Lifeline and once more managerial support is provided by the Head of Reducing Reoffending. Cross functional working is highlighted and encouraged particularly between Healthcare, Security and Residential staff to ensure prisoner health needs are being met whilst security considerations are also known and brought to the fore under any management plans.</p> <p>D - In England – Work together with local authorities to ensure that adult offenders and defendants with care and support needs are appropriately identified, their needs are assessed and they are supported to live with decency and as</p> |
|---|--|

independently as possible; and that arrangements are made for continuity of care when an individual moves

Response – Work on this commissioning intention is dependant upon the passage of the Care Bill in Parliament. Although we await further service specification we will endeavour to work with our local authority with a view to developing a joint action plan for 2015. The level of social care services required in Stafford may however be considerable due to the age profile of our prisoners. Future events may exacerbate this issue, however we will work closely with commissioners, IMB, local authority and other key stakeholders to ensure our systems and procedures will be fit for purpose and meet the needs of our population.

By the end of March 2015 there is evidence of joint work between the prison regime, healthcare and social care services so that:

- The level of social care services provided in each prison reflects the evidenced needs of the prison population; evidence of how needs are met is identified by the Governor, HMIP/IMB, commissioners or other stakeholders.
- As a minimum, every prison has arrangements for suitably qualified staff to assess prisoners social care needs.
- As a minimum, arrangements are in place to ensure the provision of urgent personal care services to individuals with a high level of need, such as the need for assistance with feeding or toileting.

E - In England - Work with Local Authorities (LAs) to promote inclusion of, and maximise benefits to, offenders' families.

Response – HMP Stafford's Governor is a member of the Integrated Offender Management Strategic Board (IOM). As part of her work, within this, she has taken a number of work streams to develop cross agency work and create safer communities. The Governor has commissioned an HMP Stafford Project Manager who also works across region to enhance custody to community projects. The role includes work related to engaging offenders and their families, to address their needs by developing family's plans that encourage the whole family's functional links with the local authorities, and therefore building stronger communities and promoting the reduction of reoffending.

On going work includes alliances with Staffordshire County Council, Commissioner for Stafford Borough Council, Operational Lead for families for the County, Prisoner Advise and Care Trust (PACT), Barrow Cadbury and the Staffordshire Police. Over the last twelve months, HMP Stafford has been an integral part, in sharing information using a Memorandum of Understanding, agreed by the Deputy Director Custodial Services West Midlands (DDC), The medium for sharing communications is ECINs a computer system designed by a not for profit social enterprise and is funded by the police. ECINs has been integrated into each of the public sector West Midlands prisons and is being used to pilot an IOM management model and has commenced work with the Troubled Families cohort from the first and now second phase of the Building Resilient Families pilot.

The project manager is also a member of the Building Resilient Families Community strategic group. That aligns strategic county work to enhance cross partnership working with those held in custody. To this end the DDC has been granted innovation funding to

promote parenting skills to 18-21 year old males, at Brinsford prison; it is our intention to use this money to create further community links, build better processes that meet the needs of the individuals in our care, promoting the Every Contact Matters agenda and Troubled Families agenda to reduce reoffending and lower the risk of intergenerational crime.

Further to the above, the project manager and Senior Psychologist are working in partnership to offer a package to inclusion teachers at local schools to assist in managing children who are not coping or who are not attending school. The Regional Psychologist Team have agreed that a trainee psychologist will deliver a teaching package to the inclusion teachers and evaluate the process as part of gaining their degree. This is assisting the District Inclusion Panel (DIP) to achieve their objectives when addressing the needs of children who are refractory or unable to couple with the conventional education system. This also ties in with the Troubled Families agenda, and reduces reoffending/antisocial behaviour and lessens the opportunity for intergenerational crime.

Amongst other emerging pieces of work is the work that HMP Stafford is completing with the Station Commander of Newcastle Under Lyme, Fire Station to promote a reduction in costs across the County using a non target driven approach.

F - In England - Continue to improve access to a pathway of new and existing services for offenders with severe personality disorders. Services are primarily targeted at men who present a high risk of serious harm to others and women who present a high risk of committing further violent, sexual or serious criminal damage offences. Services are co-commissioned with NHS England Specialised Commissioning to support health and justice outcomes.

Response – No response require at this time for HMP Stafford but within our Development Objectives we have noted that we will be working towards becoming a sex offender Establishment during 2014 / 2015 reporting period. Preliminary work is currently being undertaken however we are at the very early stages of design and co-ordination. We are however even at this stage ensuring effective communication with all key stakeholders.

G - In England - Align services with Offender Learning and Skills Service (OLASS 4) providers in prisons. Put in place local partnership working arrangements and determine what learning opportunities will be offered in each prison. Support initiatives to make prisons places of work and strengthen the focus on employability. Enhance access to mainstream learning and employment services for offenders on return to the community.

The Head of Learning and Skills and/or Head of Reducing Re-offending facilitate monthly prison based multi-disciplinary partnership meetings to discuss all aspects of learning and skills delivery and performance. A quarterly Quality Improvement Group is facilitated and the Head of Learning and Skills holds regular formal and informal meetings with the provider Education Manager. The group(s) report to the Cluster OLASS/ Learning and Skills meetings facilitated by the lead Governor and in turn to the Regional

| | |
|--|--|
| | <p>Governance Board, chaired by the DDC. This ensures alignment with regional and national learning and skills policy and priorities and the movement of funds, where deemed appropriate. We have clear agreed governance for our meetings; minutes are recorded and action plans are in place.</p> <p>We access reliable labour market information pertaining to the areas into which prisoners will be released. This is used to inform our curriculum which is reviewed on-going, so as to meet the needs of a diverse and changing prison population and maximise employment opportunities. We have established good relationships with employers and colleges in resettlement and we regularly refer prisoners to them. Prisoners who are reaching the end of their custodial sentence (1year –18 months) are undertaking vocational training and preparation for employment. They are supported by the National Careers Service in career planning.</p> <p>All prisoners are screened for functional skills needs on reception and, where a need is identified, a full assessment is undertaken by the OLASS provider and maths and English courses are offered as a matter of priority. Our regimes are planned so as to reduce any interruption to a prisoner's learning; sentence planning and IEP are used to effect in securing prisoner engagement in their learning. Working in collaboration with our OLASS provider, we are closely monitoring recruitment, attendance and punctuality and we are planning and maximising our resources to ensure that prisoner achievement is optimised, using our OLASS budget to the full. Data is collected and a report submitted to the Governor, Cluster Lead Governor and DDC</p> <p>H - In England - Strengthen partnership working to ensure that offenders have access to support and services to both prepare for and enable access to employment.</p> <p>Response – Within the Establishment we have an active Reducing Re-offending and Resettlement Department that actively work to prepare prisoners for release and to assist them in gaining employment or further education placements. We involve partner agencies such as JCP whilst undertaking events within the Establishment to promote employment opportunities to prisoners. Due to our prisoner profile ROTL opportunities are limited however we seek to maximise these wherever possible.</p> |
| <p>Theme 3 Deliver an efficient, quality service Delivery should be evidence-informed, efficient, quality-assured,</p> | <p>A -Target resources on evidence-informed interventions and services which are likely to deliver the best outcomes for the investment. This includes targeting factors shown to be related to NOMS intended outcomes and using a service design which will be effective with the groups which receive it.</p> <p>Response – HMP Stafford ensures that all interventions and targeted based on independent analysis of the likelihood of reconviction. This takes into consideration both OSP and OVP scores and using the segmentation data that is available. HMP Stafford will target interventions and services on those offenders it is most likely to impact upon , using the factors shown to be related to reducing re-offending, placing particular focus on those highlighted through the segmentation data, relating to risk and offence type or needs.</p> |

| | |
|---|---|
| <p>well targeted, within minimum requirements as set out in specifications, instructions and contracts. Services must be of appropriate quality and delivered in the most efficient way to obtain the best value for the taxpayer</p> | <p>HMP Stafford has identified in Table 5 all of the Accredited Programmes that will be delivered for 2014 / 2015.</p> <p>During 2014 / 2015 HMP Stafford will re-configure to a specialist sex offender treatment site, we will be completing a full needs analysis by October 2014 to establish an Accredited Programme needs for this specialist group.</p> <p>B - Have robust quality assurance processes in place to ensure offender services are (i) delivered as they are intended (i.e. with integrity and as planned and designed) and (ii) that they are effective.</p> <p>HMP Stafford has a comprehensive Assurance Framework that covers all areas of delivery and enables us to assess performance, identify areas for improvement and provide evidence to interested parties on quality of delivery and defensible use of resources. Our internal Assurance Framework consists of but is not limited to:</p> <ul style="list-style-type: none"> • Delivery against Service Delivery Indicators (SDI's) and internally set monitoring targets (Management Information) – Remedial Actions directed, agreed and discussed at SMT where appropriate and disseminated out. • Action Plan Completion – Self Audit, Functional, HMIP, External Audit, Programmes Audit etc – Assurances given through direct reporting to Region, the Governor and SMT • Audit – Self Audit (Action agreed by standard owner), Internal Audit/Inspection (Actions agreed by functional head/directed by Governor), National Systems Audit (local processes reviewed and remedial action taken where necessary – e.g. Payment Plus, Use of Force), Audit and Corporate Assurance (Governor agrees Action plan with Functional Lead and progress is formally reported back). • HMIP – expectations and progress against recommendations accepted in Action Plan • Assurance against Specifications (including all PSI Required Actions) – SBC Programme surrounds both Cost and Delivery • MQPL – Performance is monitored through Prisoner Consultation (You Said/We Did) and specific actions surrounding issues raised – Task and Finish Group in existence. • Risk Register – Risks are allocated to owners – feedback is given at SMT – formal Risk Reviews take place quarterly and following a significant event. • National Training Requirements completed – Information Assurance, Fire Safety etc • Internal Quality Assurance Frameworks pertaining to specific Service Delivery Elements e.g. Programme Delivery, Learning and Skills Delivery, Healthcare Services • Contract Management and Monitoring Forums in place in respect of all Commissioned Services |
| <p>Theme 4 Ensure delivery is matched to</p> | <p>A - Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where they will deliver the greatest outcomes for investment</p> |

| | |
|--|---|
| <p>population, purpose and NOMS outcomes</p> | <p>Core Offer – All NOMS Commissioned and NOMS Co-Commissioned services delivered as part of the Core Offer described in the Rehabilitation Services In Custody Specification.</p> <p>Response – Currently our services are targeted at prisoners presenting a high risk of reconviction or risk to the public. Rehabilitation services and interventions are targeted on our prisoner population in line with segmentation data as evidenced in Table 4b. In summary at this time are identified resources target prisoners convicted of sexual offences and those with identified needs based on OASYS assessments. In the future however our population will be changing to all sex offenders. As such we anticipate rehabilitation services remaining the same but needing to be targeted across a larger number of prisoners. In order to ensure sufficient resources are in place to both meet prisoner needs and achieve challenging but realistic performance targets we will closely work with our partner agencies and the Regional Commissioning Team.</p> <p>In addition to the above Offender Supervisors ensure prisoner needs are accurately captured and where we are unable to provide relevant rehabilitation services, prisoners are signposted to appropriate assistance and support services, if required through progressive transfer arrangements.</p> <p>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.</p> <p>Response – This response can be found within Table 4b.</p> <ul style="list-style-type: none"> • Low intensity case management is the core level of service, to enable the following to take place: <ul style="list-style-type: none"> - Assessment - Sentence planning - Referral to rehabilitative services provided under the 'core offer' - 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. • Low intensity case management will be aimed at those with low OGRS scores and is expected to be all a local prison can offer • Medium intensity case management involves one to one supervision, based on a pro-social approach and focuses on: <ul style="list-style-type: none"> - recognising achievement - motivation to maintain or make progress |
|--|---|

| | |
|---|---|
| | <ul style="list-style-type: none"> - reflecting on setbacks and planning for positive change - consolidating learning from interventions - observing changes in behaviour or attitudes - encouraging the offender to own their change <ul style="list-style-type: none"> • Medium intensity case management will be aimed at those with medium or high OGRS, OVP or RM2000 scores, and indeterminate sentence prisoners • Highest intensity case management is: <ul style="list-style-type: none"> - As above, with more frequent/longer supervision sessions - Active advocating for offenders where they may need help in accessing services to reduce reoffending • Highest intensity case management will 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 • Risk management activity will vary, informed by security considerations and offender's risk of serious harm rating • A minimum risk management approach will be based on partnership between the OMU, Security Department and others as required, so that all risk information is shared • More intensive risk management will be targeted according to OASys Risk of Serious Harm ratings, including observing and recording behaviour, and restricting/monitoring visits where necessary. • Highest levels of risk management, which includes monitoring of communications and discussion at inter-departmental risk management meetings in cases of greatest concern, will be prioritised from those with the highest OASys Risk of Serious Harm ratings. |
| Theme 5 Ensure the delivery of services is responsive to equality characteristics and individual needs to maximise outcomes. | <p>5a: Individual need and characteristics are identified, assessed for significance and monitored.</p> <p>We have a number of standard processes for identification and assessment of individual needs within first days in custody which include healthcare screening, education assessments, equalities questionnaires, safer custody and cell sharing risk assessments. In addition we recognise that a number of offenders may have possible unidentified learning disabilities and mental health problems. To meet this need we have additional screening and assessment arrangements in place for these areas of need and strategies for sharing assessment information across partners. These processes are monitored to ensure they are of a good standard and delivered as expected. The results are used to develop individual plans where offender needs are identified.</p> <p>Individual needs are monitored through a range of tools such as the OASys sentence plans, ACCT plans, Care plans and Individual learner plans. In addition we monitor the needs of our populations against the services and activities received in order to ensure that appropriate services and interventions are in place and adapted to meet needs, and to ensure that groups with particular characteristics are not discriminated against.</p> |

| | |
|--|---|
| | <p>Individual needs may arise from enduring characteristics such as age, ethnicity or disabilities or could be more temporary, for example bereavement or depression. We ensure that our staff have adequate training so that they are able to identify offenders whom, may need additional support and can take appropriate action.</p> <p>Data on all protected characteristics is collected from all prisoners and recorded on Prison-NOMIS.</p> <p>5b: Information on individual need and characteristics is used to sequence and adapt service to individual need.</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. Offenders are supported and encouraged to access appropriate services with reference to:</p> <ul style="list-style-type: none"> • Learning Disability and Difficulty • Physical health and disability • Mental health • Maturity, including capacity for taking responsibility for and understanding consequences of one's actions, and attitudes to risk taking • Family circumstances (e.g. relationship breakdown, caring responsibilities, financial difficulties etc) <p>Staff receive information and training to support them in recognising barriers to engagement that may arise owing to factors such as:</p> <ul style="list-style-type: none"> • Gender • Sexual orientation • Race • Age • Faith • Gender re-assignment <p>Stafford will support meetings chaired by ERDG lead for West Midlands regions(x3per annum),to promote best practice and learning(this links to regional SLA)</p> |
| Theme 6 Deliver priority national or specialist | <p>A: Continue to identify, assess and manage extremist offenders by engaging with existing local structures and ensuring that training and awareness is embedded among key staff groups. Ensure referral, where appropriate, to interventions, structured assessment and structured interventions and faith-based programmes according to offender risk and need</p> |

| | |
|---|---|
| <p>services</p> <p>There are some services that, because of their nature or the offender group they are targeted at, require a greater level of guidance and specification.</p> | <p>In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Stafford will ensure delivery in the key thematic areas of Intelligence Gathering & Management; Offender Management and Public Protection; and Interventions & Resettlement, as assessed by NOMS HQ.</p> <p>HMP Stafford will also ensure that any recommendations related to the identification, assessment and management of extremist offenders which are identified in year through the NOMS assessment process are implemented within reasonable timescale.</p> <p>B: Deliver victim-offender conferences (Restorative Justice) where capacity exists and develop partnerships and a supportive environment to enable delivery where in-house capacity does not exist.</p> <p>Response – HMP Stafford is not currently funded to co-ordinate or deliver Restorative Justice Interventions, we will continue to work with our existing partners, the Police Force and Probation Service in order to facilitate interventions wherever possible from our existing partner resources. We have Video Link Facilities, which are currently utilised by our Offender Management Unit and Probation staff on site, this facility could be extended further to facilitate Restorative Justice Interventions.</p> <p>HMP Stafford has also taken part in an Integrated Offender Management Project during 2013-2014 which has linked in with Staffordshire Police, Staffordshire Probation Service and a number of external partners. This has been a funded piece of work that has allowed work with a number of offenders at HMP Stafford. This funded will not be extended to 2014-2015 as HMP Stafford will not perform the role of a Resettlement Prison in the future. The funding received in 2013-2014 will move to another Establishment within the West Midlands Region.</p> <p>C: Ensure the efficient use of prison places through development and implementation of local bail strategies and use of HDC for appropriate offenders, including making full use of Bail Accommodation and Support Service.</p> <p>Response – HMP Stafford will continue a HDC strategy in year 1, which ensures that a prisoners eligible for HDC who cannot provide an accommodation address will be offered accommodation through BASS, in accordance with PSI 25/2013 and annex 1 of PSO 6700 (Home Detention Curfew)</p> <p>We will monitor BASS referrals and placements trends and will investigate when these are outside the expected range for the HDC releases. This will be reviewed as HMP Stafford undertakes the reroll of its population to a full sex offender Establishment.</p> <p>D: Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners.</p> <p>Response – HMP Stafford currently has number of workshops within its Industries area, the vast majority of these workshops are run using external contract work that has been generated both locally and nationally from the strong commercial link that have been developed by HMP Stafford. The external income generated has grown this current year by over 30% and has</p> |
|---|---|

accommodated the increase in activity places and work is continually on-going to help reduce the overall cost of an activity place provided. Developing strong external commercial business links and acquiring work that is economically beneficial is essential in delivering this. The Benchmark has also contributed towards increasing our activity places for the forthcoming year.

E: Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links.

Response – HMP Stafford will be supporting the use of the prison video link system through the utilisation of the equipment that has been installed within the Establishment. This video linking equipment has been installed in a specialist area where Probation staff are located and access if available for the Offender Management Unit staff to ensure the facility is utilised to its full potential.

Table 4a: Rehabilitation Services – Core Offer

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

| Rehabilitation Services in Custody Core Offer Outputs | Name of Service Service Description | Commissioning Arrangements (NOMS Locally, Regionally or Co-Commissioned) |
|---|--|---|
| Staff support and encourage prisoners to participate fully in rehabilitation services | <p>HMP Stafford has undertaken Team Planning events and every department now has a clear Team Plan with identified outcomes designed to both encourage and support prisoner rehabilitation needs.</p> <p>As part of the induction process prisoners are actively engaged with in order to identify rehabilitation needs prisoners will be directed to available support, resources and services.</p> <p>As a consequence of the implementation of New Ways of Working, new shift profiles now provide for clear handover and briefing arrangements. These will be utilised by staff to not only monitor good order and security within the Establishment but to also identify and address specific prisoner risk management issues in order to ensure a rehabilitative environment. This will also include amendments and new provision made for prisoner rehabilitation services.</p> <p>At HMP Stafford we operate an integrated IEP Scheme that ensures all staff and prisoners have the ability to influence attainment levels through engagement with rehabilitative activity.</p> <p>HMP Stafford is a motivational environment which focuses on positive change. Prison Staff will act as Pro social models and will interact with prisoners in a professional, positive and decent manner.</p> <p>We will ensure the every contact matters principle is embedded with staff culture via team briefings, staff appraisals and internal training. Managers are able to actively increase awareness through SPDR review and bi-laterals, where required we will use various learning techniques such as coaching principles to ensure optimal outcomes.</p> | <p>Local</p> <p>Local</p> <p>Local</p> <p>Co-commissioned</p> <p>Local</p> <p>Local</p> |

OFFICIAL

| | | |
|---|--|----------|
| Prisoners are made aware of their responsibilities in engaging with and accessing services | Induction – Attendance at Induction is mandatory as part of the establishments activity allocation system. This ensures that all offenders are aware of services available to them and access routes. The Induction programme is delivered with input from multi disciplinary teams. | Local |
| | Offender supervisors will continue to work with those offenders who are in scope and advice, guidance and signposting to employment / education / training and accommodation opportunities will be provided as appropriate. | Regional |
| | We will ensure the every contact matters principle is embedded with staff culture via team briefings, staff appraisals and internal training. Managers are able to actively increase awareness through SPDR review and bi-laterals, where required we will use various learning techniques such as coaching principles to ensure optimal outcomes. | Local |
| | Prisoner communication will be made accessible through a variety of mediums and will be responsive to prisoner needs. At HMP Stafford this will be via initiatives such as Channel 10, prisoner council meetings and equalities meetings. | Local |
| | HMP Stafford employ a number of learner champions, these prisoners represent education, job centre plus, national careers service and The Shannon's trust. The role of the learner champions is to ensure that all the above through the gate services are know to prisoners on induction, and they have access to the learner champions on the wings. | Local |
| Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement | HMP Stafford is a motivational environment which focuses on positive change. Prison Staff will act as Pro social models and will interact with prisoners in a professional, positive and decent manner. | Local |
| | We will ensure the every contact matters principle is embedded with staff culture via team briefings, staff appraisals and internal training. Managers are able to actively increase awareness through SPDR review and bi-laterals, where required we will use various learning techniques such as coaching principles to ensure optimal outcomes. | Local |
| | HMP Stafford has prisoner council which meet monthly with members of the SMT in order to both highlight good practice but to also address issues in a timely fashion and for the benefit of all prisoners. | Local |

| | | |
|--|--|--|
| <p>Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.</p> | <p>Prisoners in this risk group will be required to engage in meaningful work and will be given the opportunity to engage in educational activity, vocational skills training or work in one of our industrialised workshops. If suitable and practicable, prisoners may combine any of these opportunities and this will assist them in seeking employment and / or training opportunities upon release</p> <p>As part of the Induction process all prisoners have an assessment of Basic skills (BSA Tool). This assesses literacy and numeracy levels. This score is used to identify needs and is shared with National Career Service and Offender Management.</p> <p>National Career Service is provided by Coventry, Solihull and Warwickshire partnership. All offenders will have opportunity to access careers advice during induction. A skills action plan will be completed for all prisoners. NCS at Stafford support offender's long term goal. They support all prisoners to secure education, training or employment on their release</p> <p>Prisoners that have problems with employment and accessing benefit on release can self refer at any time to see the jobcentre plus workers or National Careers Service advisors.</p> <p>Job Centre plus see all offenders, three months prior to their release, to open a bank account, advise on job seekers allowance/benefits, and place them on a work programme in their area of release.</p> <p>Offender Supervisors will continue to work with those offenders who are in scope and advice, guidance and signposting to employment will be undertaken where appropriate.</p> <p>Education. MK College provider under OLASS4. Curriculum designed on needs analysis of offender population and provides maximum of 200 activity spaces. Vocational training such as Brickwork, Carpentry, Painting and decorating, plastering, industrial cleaning, floor and wall tiling, hospitality and barbering, courses are delivered. Within education we provide Art, ICT, basic literacy & numeracy education, graphic design, business enterprise, ESOL, computer refurbishment and creative arts.</p> <p>OLASS provision of Employability skills – this covers CV writing, self assessment for work and interview skills and techniques and is incorporated into other classes that are run</p> <p>The establishment operates the DWP “Work Programme”. This scheme enables prisoners to have a referral to the Work Programme immediately on release and to provide a true “through the gates” service. Part of this process involves undertaking the Job Seekers Allowance claim at the establishment prior to release thus ensuring the prisoner has access to benefits at the earliest opportunity upon release. The prison leaver will remain on the Work Programme for the standard period of two years unless they move into employment. This is facilitated by Job centre plus and Pertemps.</p> <p>Staff have a positive relationship with prisoners and signpost to activities and services in custody and enables them to access services and interventions.</p> <p>Shannon Trusts also utilised within HMP Stafford. All prisoners at entry level two or below and ESOL are referred to Shannon Trust mentors; these operate on all wings. Toe by Toe is currently being used and supported by the learners and mentor until the launch of the Reading Plan scheme in January 2015. HMP Stafford are supporting Shannon’s Trust by piloting the new Reading Plan to be launched January 2015</p> | <p>Regional</p> <p>Local</p> <p>Local</p> <p>Local</p> <p>Local</p> <p>Local</p> |
|--|--|--|

OFFICIAL

| | | |
|--|---|----------|
| Prisoners can access services that enable them to manage housing needs created as a result of their custody. | Housing needs assessment form is completed by the offender supervisors Prisoners are signposted to our Resettlement Business Administrators who source accommodation from local authority housing, private rental sector, and hostels. Housing associations are represented at the bi-monthly resettlement fairs, these fairs are aimed at offenders with less than three months to serve. | Local |
| | Arrange to support individuals on release to get to their accommodation. Arrange tenancy retentions, BASS referral for HDC. Assist with rental arrears and re payment Specialist support in respect of mortgage advice and retention is offered by the Money Advice Service that attends the establishment weekly. | Local |
| Prisoners can access services that enable them to seek settled and suitable housing for release. | Needs identified by Offender Supervisor in liaison with Offender Manager in community, and is also supported by the services and support mentioned above. | Local |
| | Under the New Ways of Working we no longer have a Resettlement Housing Officer; this work is now undertaken by the Resettlement Business Administrators within the Reducing Re-Offending Structure. Prisoners can be assisted and signposted to existing community based housing services. | Local |
| Prisoners can access services to enable them to address personal financial management issues created as a result of their custody. | The money Advice Service attends the establishment on a weekly basis to assist prisoners (by means of self referral) with any aspect of financial management and awareness NatWest bank also assists all offenders in opening bank accounts. | Local |
| | Job Centre Plus workers assist in stopping any benefits and then accessing them again once ready for release from custody if this has not been resolved at local establishments. | Local |
| Prisoners can access available services which enable them to address their family welfare and family support needs. | Visits are provided in accordance with the Visits Specification Benchmark. | Regional |
| | Prisoners can access support from the Samaritans via telephone. | Regional |
| | Prisoners are signposted to community based services that supported prisoner families. | Local |
| | Where need is identified prisoners families are invited and encouraged to participate in their prison journey through such events as sentence planning meetings and ACCT reviews. | Local |

| | | |
|--|---|---|
| <p>Prisoners have equivalence of access to health services in custody as in the community.</p> | <p>Health provision is monitored through a number of Key Performance Indicators that we report on to our own commissioners. Waiting lists are monitored and reported on at a number of meetings. There are regular contract meetings with the commissioners in relation to the main healthcare contract and we also monitor all of our sub-contracts including dentist and substance misuse clinical service. Prisoners can see a doctor for a non urgent issue with seven days and on the same day following an urgent referral. All prisoners can access healthcare services via a nurse three times per day. Optician and Physiotherapy referrals will be seen within a month.</p> <p>Prisoners with learning disabilities will be screened via induction and secondary healthcare pathways and extra support will be arranged where applicable. Older prisoners will be provided with appropriate support, suitable work placements, recreational activity and a venue for discussion and gathering via the regular meetings of the Senior Support Group at HMP Stafford</p> <p>Prisoners' awareness of health issues are supplemented by courses run through the gymnasium such as 'Get fit for life' and Level 1 Active IQ</p> <p>We have a health champion's scheme operating within the establishment. These are peer support advisors offering health promotion advice and monitoring such as weights, BMI and blood pressure In addition they will signpost prisoners to health services where appropriate. All have been trained to a Royal Society of Public Health qualification in Understanding Health Improvement</p> | <p>Regional</p> <p>Local</p> <p>Local</p> |
| <p>Prisoners can access treatment, services, advice and support around drug and alcohol needs.</p> | <p>Prisoners can access treatment, services, advice and support around drug and alcohol needs. All prisoners entering custody will be screened for drug and alcohol misuse via healthcare staff through the induction process.</p> <p>We will offer one to one counselling for offenders with drug misuse issues via the Lifeline contract. This is a voluntary service within which prisoners can self refer or can be referred by another. If the prisoners meet suitable criteria, substitute medication can be provided (e.g. methadone). Structured voluntary group sessions are also provided via lifeline for issues such as alcohol, relapse prevention and drug awareness. In addition awareness is provided through a gymnasium run course – Understanding Substance Misuse. A five week recovery programme is also provided by Lifeline for prisoners with Drug and Alcohol needs. Lifeline are introducing recovery champion offenders, these will be based on each unit and will signpost offenders with drug or alcohol problems to the service.</p> | <p>Local</p> <p>Regional</p> |
| <p>Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.</p> | <p>Within HMP Stafford there has been no significant need evidenced through any analysis undertaken. However should prisoners raise such issues they can be assisted and signposted to available support services within the domain of the third sector through Samaritans, Chaplaincy and Wing staff for example.</p> <p>Another avenue for HMP Stafford will be to approach other Establishments that have targeted provision within this area to identify best practise and further support services.</p> | <p>Local</p> <p>Local</p> |

OFFICIAL

| | | |
|---|---|-------|
| Prisoners who have been sex workers can access services that offer them advice and support. | Within HMP Stafford there has been no significant need evidenced through any analysis undertaken. However should prisoners raise such issues they can be assisted and signposted to available support services within the domain of the third sector through Samaritans, Chaplaincy and Wing staff for example. | Local |
| | Another avenue for HMP Stafford will be to approach other Establishments that have targeted provision within this area to identify best practise and further support services. | Local |

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 | 712 | Smoking Cessation Support Groups – to provide support and develop abstinence from smoking Healthy Eating Programme – to provide education, advice and support to reduce obesity. OLASS Living On Budget Course – improving life management skills. Recalls: Core rehabilitation services will be available to all fixed term and standard recallers. For those subject to standard recall, we will also ensure that they have access to the appropriate case management to support their ability to make representations to the parole board, irrespective of their OGRS score. We will ensure this group can engage with rehabilitation services as listed in table 4a to enable their earliest and safe release. | |
| Sexual Offenders | All Sex Offenders: 247 Of whom 70 have a high OSP, 12 of these have a high OGRS and 2 have very high OGRS. Also 20 have a high OSP which are split between having a medium, high and very high | HMP Stafford is a site that delivers SOTP to those offenders that have been convicted of a sexual offence. Where OASys has not already been completed, we will prioritise violent offenders for early OASys completion and subsequent reviews (as well as sexual offenders, and ensuring OASys is completed for those with PSR first or shortest time left to serve) All sex offenders will be assessed using RM2000 to establish their sexual reconviction, where this has not yet already been done. Low RM2000: Not suitable for SOTP given the level of risk and intensity of the courses. | Number of proposed SOTP Core completions from this group will be 34. |

| | | | |
|---|---|---|---|
| | <p>OGRS.</p> <p>Within this figure of 247, 73 have a low OSP with 70 low OGRS, and 86 have medium OSP with 70 low OGRS.</p> | <p>Medium RM2000: Suitable for Core SOTP.</p> <p>High RM2000: Suitable for SOTP and may require Extended SOTP in addition.</p> <p>Very High RM2000: Suitable for Core SOTP and are likely to require Extended SOTP.</p> | <p>Number of proposed TSP completions from this group will be 18.</p> |
| Violent offenders | <p>All Violent Offenders: 138</p> <p>Of whom 15 are low OGRS.</p> <p>22 of these are medium OGRS.</p> <p>42 of these are high OGRS.</p> <p>17 are very high OGRS.</p> | <p>Where OASys has not already been completed, we will prioritise violent offenders for early OASys completion and subsequent reviews (as well as sexual offenders, and ensuring OASys is completed for those with PSR first or shortest time left to serve)</p> <p>We will also consider OVP when targeting activities and services for violent offenders.</p> <p>For TSP we will include OGRS 50-74 and 75-89 this will take up the vast majority of places within our TSP courses for the forthcoming year, a proportion of places will also be covered from our offenders who have committed sexual offences as set out above.</p> <p>Where we also have violent offenders with an OVP score above 60% and long enough left to serve an assessment will be made by the Regional Psychology Team to determine the offenders' suitability to complete resolve. This will be introduced in 2014 – 2015 as some TSP place will be allocated to our sex offender population.</p> | <p>Number of proposed completions for TSP from this group will be 54.</p> <p>Number of proposed completions for Resolve from this group will be 18.</p> |
| Indeterminate Sentenced Prisoners (ISPs) | <p>60</p> <p>Of whom 31 are convicted of sexual offences, 16 are convicted of violent offenders and 11 are convicted of robbery and 2 are convicted for other offences.</p> | <p>The intensity of case management for ISPs will range from medium to high and will vary over the course of their sentence, with the highest levels of intensity around key events such as preparing moves to open conditions. Intensity of case management for ISPs will also vary according to the level of risk the offender presents, this includes risk of reoffending, violence and sex offending.</p> <p>Bi-annual one to one case management sessions will be completed 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> | |
| Low likelihood of any reconviction OGRS 0-24% | <p>237</p> <p>Of whom 177 are sex offenders, who have 4 years + to serve and are determinate.</p> <p>Within this group of low OGRS, 16 and also low on OVP.</p> <p>Also 22 are convicted for violent offences and 11 have 4</p> | <p>Low intensity case management for offenders in this OGRS band except for violent offenders with OVP of 30%+, sexual offences assessed as medium risk or higher under RM2000 or indeterminate sentenced prisoners.</p> <p>Low intensity case management approach will include:</p> <ul style="list-style-type: none"> • Promoting and operating an approach of 'Every Contact Matters' to ensure all staff who have contact with offenders understand their role in contributing to rehabilitation and feedback relevant contact and information to OMU and the Offender Supervisors. • Offenders Supervisors will utilise wing supervision time to administer part of their caseload. • Offender Supervisors will also review the sentence plan and engage wherever possible with offenders to check on progress made with engagement of rehabilitative services. | |

| | | | |
|--|---|--|--|
| | <p>years + to serve and are determinate</p> <p>8 have been convicted for robbery, 5 for acquisitive offences and 22 for drug offences and 3 other.</p> <p>No of the offenders within this OGRS bracket have less than 12 months left to serve.</p> | <p>Risk management – security considerations inform decisions about the targeting of risk management activities as does the offender's risk of serious harm rating (regardless of their OGRS band).</p> <ul style="list-style-type: none"> • Our minimum risk management approach for all offenders is based on partnership between the OMU, Security Department and others as required, so that all risk information is shared. • Medium ROSH ratings prompt a pro-active approach to observing and recording behaviour, and sharing information across the prison and restricting/monitoring visits where necessary. • High/Very high ROSH ratings are prioritised for highest levels of risk management, which includes monitoring of communications and discussion at inter-departmental risk management meetings in cases of greatest concern. <p>Low RM2000: Not suitable for SOTP given the level of risk and intensity of the courses.</p> <p>Medium RM2000: Suitable for Core SOTP.</p> <p>High RM2000: Suitable for SOTP and may require Extended SOTP in addition.</p> <p>Very High RM2000: Suitable for Core SOTP and are likely to require Extended SOTP.</p> | |
| Medium likelihood of any reconviction OGRS 25-49% | <p>137</p> <p>Within this group 43 have been convicted of a sexual offence and 30 convicted for a violent offence.</p> <p>Of the 43 convicted sex offender within this group 14 have a medium OSP, 20 have a high OSP and 7 have a very high OSP.</p> | <p>Low intensity case management for offenders in this OGRS band except for violent offenders with OVP of 30%+, sexual offences assessed as medium risk or higher under RM2000 or indeterminate sentenced prisoners.</p> <p>Low intensity case management approach will include:</p> <ul style="list-style-type: none"> • Promoting and operating an approach of 'Every Contact Matters' to ensure all staff who have contact with offenders understand their role in contributing to rehabilitation and feedback relevant contact and information to OMU and the Offender Supervisors. • Offenders Supervisors will utilise wing supervision time to administer part of their caseload. • Offender Supervisors will also review the sentence plan and engage wherever possible with offenders to check on progress made with engagement of rehabilitative services <p>Offenders maybe considered within this bracket for TSP but they would not secure a place on a course above another offender with a higher OGRS score.</p> <p>Low RM2000: Not suitable for SOTP given the level of risk and intensity of the courses.</p> <p>Medium RM2000: Suitable for Core SOTP.</p> <p>High RM2000: Suitable for SOTP and may require Extended SOTP in addition.</p> <p>Very High RM2000: Suitable for Core SOTP and are likely to require Extended SOTP.</p> | |
| High likelihood of any reconviction OGRS 50- 74% | <p>216</p> <p>Of whom 18 have been convicted of sexual offences, 59 for violent offences, 37 for robbery and 55 for acquisitive</p> | <p>Medium Intensity case management will be made available to as many offenders in this OGRS band as resources will allow. We will begin by prioritising violent offenders with OVP 30%+, sex offenders with a RM2000 above 'low' and all indeterminate sentenced offenders for this level of service.</p> <p>Medium intensity case management includes: one to one supervision, recognising achievements</p> | |

OFFICIAL

| | | | |
|--|---|---|--|
| | <p>offences.</p> <p>12 of the 18 sex offenders within this group have a high OSP and the other 6 have a very high OSP.</p> <p>36 of the 59 offenders within this group have a medium OVP, 5 high and 2 very high.</p> | <p>/ 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>Low RM2000: Not suitable for SOTP given the level of risk and intensity of the courses.</p> <p>Medium RM2000: Suitable for Core SOTP.</p> <p>High RM2000: Suitable for SOTP and may require Extended SOTP in addition.</p> <p>Very High RM2000: Suitable for Core SOTP and are likely to require Extended SOTP.</p> | |
| Very high likelihood of any reconviction OGRS 75-89% | 120 | <p>Highest intensity case management will be made available to as many offenders in this OGRS band as resources will allow. We will begin by prioritising violent offenders with OVP over 60%, sex offenders with a RM2000 above 'medium' and indeterminate sentenced offenders approaching tariff or a move to open conditions.</p> <p>Highest intensity case management is as medium intensity but with more frequent / longer supervision sessions (with a clear purpose linked to the aims of the sentence plan), and active advocating for offenders where they may need help in accessing services to reduce reoffending.</p> <p>Low RM2000: Not suitable for SOTP given the level of risk and intensity of the courses.</p> <p>Medium RM2000: Suitable for Core SOTP.</p> <p>High RM2000: Suitable for SOTP and may require Extended SOTP in addition.</p> <p>Very High RM2000: Suitable for Core SOTP and are likely to require Extended SOTP.</p> | |
| Extremely high likelihood of any reconviction (prolific) OGRS 90-100% | <p>2</p> <p>One offender has been convicted for a violent offence and the other has for an acquisitive offence.</p> | <p>Over 12m - Highest Intensity case management – as medium intensity but with frequent / longer supervision sessions (but with a clear purpose linked to the aims of the sentence), including commissioning specialist one to one interventions as required, active advocating for offenders where they may need help in accessing services to reduce re-offending. Where resources allow, we will particularly prioritise the highest OGRS, OVP and 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>Low RM2000: Not suitable for SOTP given the level of risk and intensity of the courses.</p> <p>Medium RM2000: Suitable for Core SOTP.</p> <p>High RM2000: Suitable for SOTP and may require Extended SOTP in addition.</p> <p>Very High RM2000: Suitable for Core SOTP and are likely to require Extended SOTP.</p> | |

| Table 5: Accredited Programmes provided in the establishment | | |
|--|---|---|
| Does this establishment deliver NOMS Commissioned accredited programmes? | | Yes |
| Name of accredited programme | Number of agreed starts (expected for 2014-15) | Number of agreed completions (planned total for 2014-15) |
| Living Skills Programmes | | |
| Thinking Skills Programme (TSP) | 80 | 72 |
| RESOLVE | 20 | 18 |
| Total | 100 | 90 |
| Sex Offender Treatment Programme (nationally commissioned) | | |
| Core Sex Offender Treatment Programme (C-SOTP) | 36 | 34 |
| Total | 36 | 34 |
| Grand Total | 136 | 124 |

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) |
|---|---|--|
| Theme 1 Enhance public protection and ensure safe, decent environment and rehabilitative culture | (a,b,c) During the first quarter of this year HMP Stafford will develop and enhance staff attitude/skills to embed Every Contact Matters. We will do this by having one to one meetings with all managers to discuss how they can lead this change and over see the quality checks necessary to make a positive difference. We will also hold team based training in all staff areas to equip staff on how to make Every Contact Matters. Review progress by 30.03.2015 | Yes |
| | (c) The re-role of HMP Stafford during 2014/15 will provide an opportunity to foster a whole establishment zero tolerance approach to behaviours contrary to safety and decency. During quarters one to three we will; paint and equip all our residential accommodation to meet decency standards; review our prisoner IEP status to ensure appropriate levels are in place; review and amend our facilities list in line with the IEP policy; replace prisoner issue kit and ensure weekly issue is to the required standard and amount; ensure daily access to showers, cleaning materials to keep accommodation clean and facility to have own clothes washed and dried with on-wing ironing areas. Review progress by 30.03.2015 | Yes |
| | With regards to safety and during quarters one to three we will rigorously apply the guidance to achieve a green rating on all our violence metrics; we realise that the core day open door policy has provided greater opportunity for assaults/bullying where there are no witnesses and where victim(s) are unwilling to name their assailant(s) we will put on-wing cameras in the main hall – house blocks 1,2,3 where the risk of assaults/bullying is the highest, we will review our adjudication tariff to ensure any act of violence is dealt with by the high end awards; a bid for extra external camera cover has been submitted to reduce the number of drug/mobile phone throw over's into the prison which will help us maintain a low MDT rate and reduce the bullying/violence/debt that results from access to drugs and mobile phones. We will also use our Prisoner Council to better inform our review of Reception, Induction, and first night procedures and to help us assess how and where we can effectively use peer mentors to main safety and zero tolerance to violence. | Yes |

| | | |
|---|--|-----|
| | Review progress by 30.03.2015 | |
| | <p>We have recently undertaken a pre-HMIP internal audit against expectations with regards to resettlement and rehabilitation; our findings suggest that sentence plans and OASys assessments are not driving the sequencing of interventions and activities of all our prisoners; links with our offender supervisors were viewed as being erratic letting down otherwise good practices. We intend to address these weaknesses during the first and second quarter by:</p> <ul style="list-style-type: none"> • Catching up on our backlog of OASys assessments/sentence plan. • Zoning our prison to support appropriate sequencing safety and rehabilitation and provide evidence of risk reduction; there will be three one to ones and each zone will specialise in supporting prisoners to fully engage in reducing their risk of harm to successful rehabilitation on release. • Ensuring our band four offender supervisors and our case administrators are fully trained and supported to drive “a resettlement on entry” approach to our OASys assessments/sentence plan targets and our sequencing of intervention activities. The OMU and Public Protection/Risk of Harm unit will be central to the success of our rehabilitation cultural change. • Systems introduced to ensure new arrivals are introduced to their Offender Supervisor. • Review our responsibilities to our support resettlement site for prisoners, HMP Oakwood, to ensure a joined up approach to prisoner resettlement. This will mean HMP Stafford enabling our prisoner to fulfil sentence plan targets and have up to date risk of harm assessments in place prior to resettlement transfer to HMP Oakwood and the CRC Company. <p>Review progress by 30.03.2015</p> | Yes |
| Theme 2 Strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners | <p>(a) We will develop a plan by 30.9.2014 which describes how, we will deliver:</p> <ul style="list-style-type: none"> • A clear shared strategic vision for how services align to maximise outcomes and create an integrated, seamless offender management service (including a shared understanding of outcomes and priorities) • A clear agreed plan of how services sequence and compliment each other, providing continuity of services to offenders both within and across prisons (facilitating the needs of all providers and contractual partners to allow them to effectively deliver) • Leadership which actively enables and integrates services, where partnership working arrangements improve performance and aid resolution of issues • An understanding of resource allocation, and how delivery and choices impact on the investment and activity of others | Yes |

OFFICIAL

| | | |
|--|--|----------------------------------|
| | <ul style="list-style-type: none"> • An agreement on how to safely use and share data and information <p>Progress will be monitored against the plan at monthly SMT meeting and at a regional level with the DDC.</p> <p>(b) Facilitate the ongoing operation of mandating day one entry of prison leavers onto the DWP Work Programme and any future changes through the introduction of Universal Credit</p> <ul style="list-style-type: none"> • Continue regional/local forums to monitor progress/improve practice with regional work programme providers • Work locally/regionally /nationally with NOMS policy lead to increase the number of DWP staff in prisons, as roll out of both Transforming Rehabilitation and Universal Credit takes place, focussing increasingly on resettlement prisons. <p>Review progress by 30.3.2015</p> <p>(c) Work together with NHS England and Public Health England in line with the National Partnership and Co-commissioning Agreement to ensure that the NHS commissioned health services (including clinical and non-clinical substance misuse services) in custody support both health and justice outcomes-</p> <ul style="list-style-type: none"> • Analysis of health needs analysis at regional level, identifying gaps/shortfall in provision, taking account of the reconfiguration of the custodial estate including the creation of Resettlement prisons, promoting continuity of care from community to custody, between establishments and through the prison gate in partnership with new providers of probation services • Regional Strategic Health Partnership Group to consider how resources can be used more effectively to deliver better health outcomes, for example, contributing to a review of health care inpatient facilities, and including support for sustainable recovery from addiction to drugs and alcohol and improved mental health including dual diagnosis • Review and improve management information systems. <p>Review progress by 30.3.2015</p> <p>2(d) Work with Local Authorities to ensure that offenders and defendants with care and support needs are appropriately identified, their needs are assessed, and they are supported to live with decency and as independently as possible; and that arrangements are made for continuity of care when an individual moves</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> |
|--|--|----------------------------------|

OFFICIAL

| | | |
|--|---|-----------------------|
| | <ul style="list-style-type: none"> • DDC/Governors/ to invite Local Authority leaders to regional discussions ,to understand the provision that is currently in place, and how high need offenders can access that provision, engaging support from NOMS co-commissioners, to ensure integrated care and continuity of care between prisons and through the prison gate. • Evidence of how needs are met is captured • Implement mandatory service specification which is to be developed and issued in 2014/15 <p>Review progress by 30.3.2015</p> <p>2(e) Stafford to work with relevant Local Authorities to promote inclusion of, and maximise benefits to offenders families</p> <ul style="list-style-type: none"> • Share learning from the family engagement partnership pilot work to build family resilience at Stafford prison • All prisons to establish contact with a LA Co-ordinator to share data / good practice and develop effective interventions <p>Review progress by 30.3.2015</p> <p>2(g) Align services with Offender Learning and Skills Service(OLASS 4)providers in prison DDC`s and Lead Governors to manage their learning and skills within their prison clusters by reviewing the following evidence:</p> <ul style="list-style-type: none"> • Evidence of labour market analysis in resettlement areas and learning needs analysis of the local population • Evidence of flexibility of learning delivery and funding allocations • Evidence of robust performance monitoring to ensure delivery meets need. • Evidence of effective employer engagement • Evidence of a focus on assessment on entry into custody and addressing functional skills needs, as a priority; a focus on developing skills for employment during the latter stages of a custodial sentence <p>Review progress by 30.3.2015</p> | <p>Yes</p> <p>Yes</p> |
| 3. Deliver an efficient, quality service | <ul style="list-style-type: none"> • By 30th November each prison will review the type 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 the factors being targeted for change are related to desistance, reduced reoffending and public protection, or a reduction in harmful institutional | Yes |

OFFICIAL

| | | |
|--|--|-----|
| | behaviour. It will draw on local data and evidence, including that provided within the NOMS Evidence and Segmentation Companion Document (available at www.justice.gov.uk/about/noms/commissioning .) when completing these reviews and have in place a strategy for developing its use of evidence to inform practice to maximise outcomes. | |
| 4. Ensure delivery is matched to population, purpose and NOMS outcomes | <p>4(a) Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where they deliver the greatest outcomes for investment.</p> <ul style="list-style-type: none"> • We will work from evidenced based practice, and target resources to maximise the outcomes from the investment, continuing to explore with our commissioners an innovative regional model for maximising delivery • Case management activity will be provided at a level proportionate to the likelihood of reoffending posed by each offender • Risk management activity will vary, informed by security considerations and offenders risk of serious harm rating • Take account of the indeterminate sentence population, as well as risk of reoffending and offence type <p>Review progress by 30.3.2015</p> | Yes |
| 5. Ensure that delivery of services is responsive to individual needs and characteristics to maximise outcomes | <p>5(a) and 5(b) All prisons will have systems in place to ensure that relevant individual needs (see list in CI 5b) are assessed effectively, and information shared appropriately, at the most helpful point in an offender's sentence to sequence and adapt service to individual need</p> <p>All prisons will have protective characteristic leads, (both staff and prisoners as appropriate), and systems in place to ensure that relevant individual needs are assessed effectively, and information shared appropriately, at the most helpful point in an offender's sentence.</p> <ul style="list-style-type: none"> • All prisons will ensure that staff receive information and training to support them in recognising barriers to engagement that may arise owing to factors such as age, sexuality, disability, etc • 3 meetings per year chaired by ERDG Lead for West Midlands region will take place to support prison equality work <p>Review progress by 30.3.2015</p> | Yes |

OFFICIAL

| | | |
|--|---|------------|
| <p>6.Deliver national or specialist services</p> <p>priority</p> | <p>6(b) Stafford will develop partnerships and a supportive environment ,with focus on developing:</p> <ul style="list-style-type: none"> • Awareness of RJ amongst relevant staff groups • Partnerships with organisations and local commissioners to support delivery of RJ <p>Infrastructure to support delivery, including development of:</p> <ul style="list-style-type: none"> • a single point of contact for RJ • agreed referral processes with partners • processes which contribute to suitability and risk assessments • appropriate gate procedures for entry into the prison of victims and other participants • appropriate rooms are available for the conference to take place <p>Review progress by 30.3.2015</p> | <p>Yes</p> |
| | <p>6(d) Increase the amount of commercial and economically beneficial work in Stafford undertaken by prisoners, for 14/15.Monitoring to include:</p> <ul style="list-style-type: none"> • ONE3ONE delivery of their growth strategy ,in partnership with prisons • Local work secured by individual prisons • Evidenced by CU095(a), hours recorded for work in prisons metric/ table 8a-agreed activity allocation places for 14/15-review quarterly in SLA prison performance report. <p>Review progress by 30.3.2015</p> | <p>Yes</p> |

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

The following specifications are mandatory for all establishments.

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

| | Service Specification | Implementation detail | Notes |
|----|--|---|-------|
| 1 | Early Days & Discharge – First Night in Custody | Existing service specification which remains in force | |
| 2 | Early Days & Discharge – Induction to Custody | Existing service specification which remains in force | |
| 3 | Early Days & Discharge – Reception In | Existing service specification which remains in force | |
| 4 | Early Days & Discharge – Discharge | Existing service specification which remains in force | |
| 5 | Cell and Area Searching | Existing service specification which remains in force | |
| 6 | Catering | Existing service specification which remains in force | |
| 7 | Visits – Services for Visitors | Existing service specification which remains in force | |
| 8 | Visits – Visits Booking | Existing service specification which remains in force | |
| 9 | Visits – Conduct Visits | Existing service specification which remains in force | |
| 10 | Prisoner Property Services | Existing service specification which remains in force | |
| 11 | POSOE – Communication & Control Rooms | Existing service specification which remains in force | |
| 12 | POSOE – Gate Services | Existing service specification which remains in force | |
| 13 | POSOE – Internal Prisoner Movements | Existing service specification which remains in force | |
| 14 | Residential Services | Existing service specification which remains in force | |
| 15 | Nights | Existing service specification which remains in force | |
| 16 | Prisoner Discipline and Segregation – Prisoner Discipline Procedures | Existing service specification which remains in force | |
| 17 | Prisoner Discipline and Segregation – Segregation of Prisoners | Existing service specification which remains in force | |
| 18 | Immigration, Repatriation and Removal Services | Existing service specification which remains in force | |
| 19 | Faith and Pastoral Care for Prisoners | Existing service specification which remains in force | |
| 20 | Physical Education | Existing service specification which remains in force | |
| 21 | Mandatory Drug Testing | Existing service specification which remains in force | |
| 22 | Prisoner Communications Services | Existing service specification which remains in force | |
| 23 | Management of Prisoners at Risk of Harm to Self or Others | Existing service specification which remains in force | |
| 24 | Security Management | Existing service specification which remains in force | |
| 25 | Activity Allocation | Existing service specification which remains in force | |
| 26 | External Movements and Appearances | Existing service specification which remains in force | |
| 27 | Manage Prisoner Finance | Existing service specification which remains in force | |
| 28 | Prisoner Retail | Existing service specification which remains in force | |

OFFICIAL

| | | | |
|----|---|---|---|
| 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 | |

Table 7b: Service specifications applicable under this Local Annex

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

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

| 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. | No |
| Faith and Pastoral Care | Prisoners have access to a Resettlement Chaplaincy Scheme. | No |
| Mandatory Drug Testing | Prisoners found guilty of misuse of Class B and/or Class C drugs or who frequently refuse to comply with MDT testing may be subject to a Frequent Testing Programme. | Yes |
| Mandatory Drug Testing | Prisoners may be subject to Reception testing. | 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) | 30 minutes per day | |
| 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 per week | |

8. Activity Places (Work and Prison Services)

| Table 8a: Agreed Activity Allocations Places | | | | | | | | | | |
|--|---------------------------|--|---------------------|---------------------|---|---|--|---|---|--|
| INDUSTRIES (ONE3ONE) | STAFFORD | | | | | | | | | |
| 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 Enterprise/Contracts Services - | Workshop 1 | 50 | 3 | 28:15:00 | £0 | £0 | £70,625 | £0 | £0 | £0 |
| Industries Enterprise/Contracts Services - | Workshop 2 Light Assembly | 42 | 2 | 28:15:00 | £0 | £0 | £59,325 | £0 | £0 | £0 |
| Industries Enterprise/Contracts Services - | Workshop 2A | 25 | 1 | 28:15:00 | £0 | £0 | £35,312 | £0 | £0 | £0 |
| Industries Enterprise/Contracts Services - | Workshop 4 | 16 | 1 | 28:15:00 | £0 | £0 | £22,600 | £0 | £0 | £0 |
| Industries Enterprise/Contracts Services - | Workshop 7 | 16 | 1 | 28:15:00 | £0 | £0 | £22,600 | £0 | £0 | £0 |

OFFICIAL

| | | | | | | | | | | | |
|------------------------------------|--|--------------------|-----|----|----------|----------|----------|----------|--------|----------|----|
| Industries - Laundry | | Laundry | 20 | 1 | 28:15:00 | £200,000 | £0 | £0 | £8,000 | £0 | £0 |
| Industries - Land Based Activities | | Greenhouse | 20 | 1 | 28:15:00 | £0 | £0 | £0 | £0 | £0 | £0 |
| Industries - Textiles | | Tailors Workshop 5 | 35 | 2 | 28:15:00 | £0 | £165,500 | £0 | £0 | £164,000 | £0 |
| Industries - Textiles | | Tailors Workshop 6 | 45 | 3 | 28:15:00 | £0 | £65,618 | £0 | £0 | £63,928 | £0 |
| | | | 269 | 15 | 254.15 | £200,000 | £231,118 | £210,462 | £8,000 | £227,928 | £0 |

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 |
| | | Number of prisoners | Number of hours/week each | |
| | Kitchens | 30 | 28:15 | 844.50 |
| | Orderly Cleaners | 6 | 28:15 | 168.90 |
| | Reclamation | 17 | 28:15 | 478.55 |
| | Wing Cleaner | 57 | 28:15 | 1604.55 |
| | Other Occupants | Red Bands – 10 | 28:15 | 281.50 |
| | | Age Concern – 40 | 28:15 | 1126.00 |
| | | Programmes – 20 | 28:15 | 548.92 |
| | | SOG – 40 | 28:15 | 1126.00 |
| Sub total | | 220 | | 6178.92 |
| | | | | |
| | | | | |

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 |
| | | Number of prisoners | Number of hours/week each | |
| Basic Key Skills up to level 2 note: Key Skills have been replaced by Functional Skills | Entry Level Maths Functional Skills VP | 10 | 18.75 | 187.5 |
| | Entry Level English Functional Skills VP | 10 | 14 | 140 |
| | Entry Level English Functional Skills Mains | 10 | 14 | 140 |
| | Entry Level Maths Functional Skills Mains | 10 | 18.75 | 187.5 |
| | L1 / L2 Maths VP | 10 | 18.75 | 187.5 |
| | L1 / L2 English VP | 10 | 14 | 140 |
| | L1 / L2 Maths Mains | 10 | 18.75 | 187.5 |
| | L1/ L2 English Mains | 10 | 14 | 140 |
| Core Education Classes | ITQ L1 / L2 VP | | 14 | |
| | ITQ L1/L2 Mains | 12 | 14 | 168 |
| | Art | 12 | 32.75 | 168 |
| | Graphic Design | 12 | 32.75 | 393 |
| | Business Venture | 6 | 32.75 | 196.5 |
| | Peer Mentoring | 9 | 32.75 | 294.75 |
| | Employability Skills | 10 | 18.75 | 327.5 |
| | Book keeping & Accounts | 10 | 32.75 | 187.5 |
| | Hospitality VP | 10 | 14 | 327.5 |
| | Hospitality Mains | 10 | 18.75 | 140 |
| | IT Refurbishment | 10 | 32.75 | 187.5 |
| | Creative Arts | 8 | 32.75 | 262 |
| | | 13 | | 425.75 |
| Education Induction Assessment | Education induction and functional skills assessment | Max 40 | 7.25 | 290 |
| Education leading to accreditation | All education courses are externally accredited | 100% | | |
| PE Leading to QCA Qualifications | Community sports Leadership Award | 15 | 31.5 | 472.5 |
| | *Get fit for life | 15 | 31.5 | 472.5 |
| | *First Aid at work | 12 | 31.5 | 378 |

OFFICIAL

| | | | | |
|--|--|------------|---------------|----------------|
| | *CYQ Active Healthy Living | 15 | 31.5 | 472.5 |
| | *Noon Weights | 15 | 31.5 | 472.5 |
| | *Substance Misuse | | | |
| | *Each course is delivered to 2 groups 1 x Mainstream prisoners 1 x Vulnerable prisoners | 15 | 31.5 | 472.5 |
| Skills training leading to Accreditation | Floor and Wall Tiling | 10 | 32.75 | 327.5 |
| | Painting and Decorating | 10 | 32.75 | 327.5 |
| | Carpentry | 10 | 32.75 | 327.5 |
| | Bricklaying | 12 | 32.75 | 393 |
| | Industrial Cleaning | 9 | 32.75 | 294.75 |
| | Plastering | 10 | 32.75 | 327.5 |
| ROTL | | | | |
| Prison Induction Courses/Interviews | | | | |
| Sub total | | 390 | 624.75 | 6675.75 |
| Table 8 Total | | 610 | | |

Section 3: Regime Outline

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

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

Out of cell session time summary by day

| Day | Activity | Association | Domestics | Meal | Movement | Total Time Out of Cell |
|-----|----------|-------------|-----------|--------|----------|------------------------|
| Mon | 4h 39m | 1h 11m | 1h 00m | 0h 45m | 0h 56m | 8h 33m |
| Tue | 4h 39m | 1h 11m | 1h 00m | 0h 45m | 0h 56m | 8h 33m |
| Wed | 4h 39m | 1h 11m | 1h 00m | 0h 45m | 0h 56m | 8h 33m |
| Thu | 4h 39m | 1h 11m | 1h 00m | 0h 45m | 0h 56m | 8h 33m |
| Fri | 3h 27m | 4h 24m | 1h 00m | 1h 00m | 0h 31m | 10h 23m |
| Sat | 0h 36m | 5h 37m | 0h 31m | 1h 00m | 0h 03m | 7h 47m |
| Sun | 0h 36m | 5h 37m | 0h 31m | 1h 00m | 0h 03m | 7h 47m |

5 day average time out of cell

| Type | Activity | Association | Domestics | Meal | Movement | Total Time Out of Cell |
|-------|----------|-------------|-----------|--------|----------|------------------------|
| 5-day | 4h 25m | 1h 49m | 1h 00m | 0h 48m | 0h 51m | 8h 55m |

7 day average time out of cell

| Type | Activity | Association | Domestics | Meal | Movement | Total Time Out of Cell |
|-------|----------|-------------|-----------|--------|----------|------------------------|
| 7-day | 3h 19m | 2h 54m | 0h 51m | 0h 51m | 0h 37m | 8h 36m |

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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CU007 | Escapes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CU016 | Mandatory Drug Testing (MDT) | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | 6.00 % | |
| CU031 | Control & Restraint (C&R) Training | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | 80.00 % | |
| CU060 | Tornado Commitment | | | | | | | | | | | | | | | | | | 17.00 |
| CU074 | MQPL BME Score | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 | 16.50 |
| CU056a | Security Audit - Audit & Corporate Assurance (A&CA) | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.56 |
| CU057a | Self Harm Audit | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 3.40 |

OFFICIAL

| | | | | | | | | | | | | | | | | | | | |
|-------|--------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | (A&CA) | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| 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 |
| CU075 | HMIP Respect | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 2.79 |
| | | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| CU077 | HMIP Safety | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 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 | 2.84 |
| | | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 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 | 2.81 |
| | | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 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) | | | | | | | | | | | | | | | | | | 100.00 % |
| | | 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 % | 95.00 % | 95.00 % |
| 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 | | | | | | | | | | | | | | | | | | |

OFFICIAL

| CU | Programme | Completions | Value | Value | Total |
|-------|-------------------------------------|-------------|-------|-------|----------|
| CU021 | Treatment Programme (SOTP) | 34 | 34 | | 942 |
| | Offending Behaviour Programme (OBP) | 90.00 | 90.00 | | 6,456.00 |

Regimes

[illegible]

General

[illegible]

Report ID: b48534e6-cdb1eef0-8e7e938b-d69cc5cd, Run date: 21/03/2014 10:40:20