National Offender
Management Service

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

Between

The National Offender Management Service as Commissioner and

Her Majesty's Prison Service

for

HMP EXETER

Local Establishment Annex 2014-15

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

Section 1: Service Overview

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

1. Establishment Details

Table 1: Establishment Details	
Establishment name	**HMP & YOI Exeter**
Establishment type	**Local resettlement**
Specialist function	
Security Category / Categories:	**Category B or lower/ Young Adults suitable for closed conditions or lower (not restricted status)**
Annual Operating Price	**10,022,467**

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	318
Operational Capacity	561

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 Young Adults (18-21)
Security Category:	Category B or lower/ Young Adults suitable for closed conditions or lower (not restricted status)
Sentence Status:	Remand and Sentenced prisoners
Sentence Length / Type:	No restrictions 35% unsentenced, 27% resettlement
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
HMP & YOI Exeter is a local prison holding male prisoners aged 18 and over. The population is mainly comprised of remand prisoners and newly sentenced prisoners. This establishment mostly holds prisoners remanded or sentenced by courts in the South West region and receives most of its prisoners from courts in the area, particularly Exeter and Plymouth.

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	200	**200**
Prisoners sentenced to less than 12 months	N/A	N/A	125	18	4	0	**147**
Determinate prisoners serving 12 months or more but less than 4 years	N/A	N/A	N/A	N/A	10	N/A	**10**
Determinate prisoners serving more than 4 years	N/A	N/A	N/A	N/A	1	N/A	**1**
Indeterminate prisoners	N/A	N/A	N/A	N/A	N/A	N/A	**0**
Determinate and indeterminate Recallees	N/A	0	20	0	5	N/A	**25**
Non-criminals	N/A	N/A	N/A	2	N/A	N/A	**2**
Resettlement	N/A	N/A	140	N/A	11	N/A	**151**
Discretionary	N/A	N/A	15	10	N/A	N/A	**25**
Total	**0**	**0**	**300**	**30**	**31**	**200**	**561**
Resettlement	Yes	**Reset %**		25 +2%	**Reset No.**		140+11 YO
Specialist Function							

SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	**Response to Commissioning Intention**
• *Theme 1: Ensure a safe, decent and rehabilitative culture*	HMP Exeter provides a decent, secure and safe environment for both prisoners and staff promoting the principles of a healthy prison. We have a good personal officer scheme in place and a comprehensive support document promoting every contact matters and ensuring prisoner needs get answered or directed to the correct department for action. HMIP stated "Exeter is a competent and caring prison with a positive culture meeting prisoner's needs underpinned by excellent relationships between staff and prisoners. They noted that electronic case note entries were generally good, with regular qualitative entries highlighting a high level of knowledge, engagement and care with a good level of management oversight. Across most of our tests of a healthy prison the outcomes were reasonably good. excellent relationships between staff and prisoners MQPL scores for Staff Professionalism and Prisoner Safety went from being somewhat below average to above average and close to the top of the 'typical' range. Harmony dimensions which perhaps focus most closely on participant's interactions and relationships with staff members, ranged from being average to above average (Respect/Courtesy, Relationships and Humanity).
• *Theme 2: Strengthen integration of service delivery between directly funded, co-commissioned providers etc*	2a. **Please see development objective table 6** 2b. This establishment has an embedded "Mandation" process with DWP colleagues working seamlessly within the RR function. They have there own office within the prisoner education and full access to broadband along with all other facilities which support their work. 2c. HMP Exeter is working closely with providers of healthcare and substance misuse services through our local Operational Delivery Group Meeting which meets monthly and representation of healthcare on the establishments SMT through our Local Health Manager. This governance provides a mechanism to identifying and addressing delivery and strategic issues such as planning around continuity of care and forthcoming impacts of changes to the estate from the Transforming Rehabilitation Programme. We have a Local Delivery

	Agreement in line with the National Partnership Agreement between NOMS, NHS England and Public Health England. We are also working closely with health and substance misuse providers to promote recovery from addiction by working to reduce the supply of drugs and alcohol into prisons and the diversion of prescribed medication through appropriately sharing of information and intelligence. **Please see further development objective table 6** 2d. HMP Exeter has worked collaboratively over the past financial year with Devon County Council in ensuring that we are able to offer full support and care to those prisoners with identified needsThrough this relationship HMP Exeter has developed a full working specification for the delivery of social care and support in a custodial centre and has entered into a 2 year contract with Ark Home Healthcare in order to deliver this full specification. HMP Exeter is continuing to work closely with the local authority in ensuring that the contract is well managed and delivered to high level. Over the developing 12 months HMP Exeter will form closer working ties with the Local Safeguarding Adults teams to ensure that all prisoners released from HMP Exeter are in a position to have their needs met fully and in a timely manner. In addition over the next financial year HMP Exeter will be working with partner agencies to further develop the regime and care provision for those prisoners located on F Wing, but also to develop 'day cases' and 'outreach' appointments. **Please see development objective table 6** 2e. HMP Exeter will continue to develop its work around the troubled family initiative. We have attended a number of meetings across the area around this specific issue and are identifying further opportunities with other regional authority providers. The needs analysis formally recognises the need to have a range of interventions that support pro social family engagement. We have a range of educational courses currently being delivered that assist in the positive maintenance of family ties and engagement, moreover we are reviewing our partnership with RELATE with a view to the same. Moreover we are further developing our child centred "family days" with our local provider, Choices, to ensure that positive child family engagement is central to the event. The Head of OMU has been identified as the Children and Families Pathway lead and will work collaboratively with the Head of RR to deliver a strategic approach across this pathway. 2g. HMP Exeter has a wide variety of external local partnerships and has sought to build robust progression links with outcomes based in employment. Outside of OLASS we have sourced partnerships that deliver training in Waste Management leading to work outcomes; training in Car Valeting leading to work outcomes; direct links through the OMU/Education departments with 8 Cornish based companies who take ex-offenders direct on release and supported by a mentoring support network. Labour market information is monitored monthly and changes to the curriculum respond to long term variances in the labour market and local community employment requirements.

	The HoLSE has secured funding to improve the self assessment process throughout the South West prison base and is working to coordinate the reporting of SAR's against the Common Inspection Framework so that Governing Governors are (1) fully aware of the services operating in their prisons and (2) the process is standardised, valuable and shows excellent leadership and management for inspection purposes. The HoLSE at HMP Exeter has built an attendance monitoring programme that presents activity attendance, allocation and non-attendance at the governor's management briefing on a daily basis. Shortfalls against the profile are discussed and resolutions agreed at this forum. The programme is in line with BDG and audits our compliance with steady state. The HoLSE has met with the High Sheriffs of Cornwall and Somerset and is working on links to expand the FASTRACK Cornwall model of employer engagement with these areas. He is working on links with the High Sheriff of Devon currently. Links with other employers are being monitored through the external partnership forum. A recent Ofsted inspection resulted in Grade 2 provision across the board for HMP Exeter. This included the 'best practice' Induction to Employment and Education' which runs at Exeter. The accredited course informs the prisoner group of valuable courses and qualifications that they can achieve whilst in custody. Assessment is very much part of this process and allows the education contractor to identify and upgrade any skills gaps in educational levels that may present themselves during the process. An Independent Leaner Folder is produced with and ILP, action plan and course choices which the learner then works through. We have strong progression links with training prisons so that any courses started at Exeter can be completed or expanded if transfer occurs. 2h. The HoLSE has created links with South West Regional Assessment Centre who train prisoner in Waste Management. Once released the prisoners have access to employers through SWRAC. In addition, the HoLSE has secured links with PLUSS, who provide Car Valeting as a course and then offer employment for 14 weeks post release. The HoLSE work with Census Data has resulted in a call centre being prepared for 10 workers who will be trained through the Census Data training programme and have access to work once released through the Census Data community employment database. OLASS provision is based on two criteria: (1) up skilling education levels where there are gaps and (2) providing courses that are needed for employment outcomes. Based on market information, the curriculum is totally accredited and offers qualifications valued by employers. A needs assessment per prisoner is captured through the induction process (Ofsted best practice Aug 13). This information is analysed prior to curriculum reviews that take place once a quarter. With regard to industrial workshops and contracts, we work with One3One and will look to expand our workshop activities from 2 to 6 workshops. With guidance from local market information and suitability with regards to space and contract availability, we are working to expand into Call Centre work; Textiles contracts; White Goods recycling; Fishing Fly tying workshop (local contract being secured via workshop instructor). We will try and find accreditations that will support the work as we have done with all other employment that occurs

	in the prison.
• *Theme 3: Deliver an efficient, quality service*	**Please see development objectives 3a & b**
• *Theme 4: Ensure delivery is matched to population, purpose and NOMS outcomes*	Offender supervisors will continue to be at the centre for managing the custodial sentence. Moreover they will work collaboratively with colleagues in the police, probation and other statutory agencies in the identification and management of risk. HMP Exeter has well embedded risk management processes; as an example the IRMT meeting has been identified as an area of best practice. Table 4a clarifies the differential between the core and rehabilitative offer.
• *Theme 5: Ensure delivery of services is responsive to equality characteristics and individual needs to maximise outcomes*	5a. 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. Amongst these tools we utilise the Protective Factors Interview which ensures offenders are signposted to the appropriate intervention which meets their need. 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. 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. 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 who may need additional support and can take appropriate action. Data on all protected characteristics is collected from all prisoners and recorded on Prison-Nomis. 5b. 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. Staff receive information and training to support them in recognising barriers to engagement that may arise owing to factors such as age, sexuality, disability, intellectual function, etc.

• . *Theme 6: Deliver priority national or specialist services*	6a. In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Exeter 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.
	
	HMP Exeter 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.
	
	6b. HMP Exeter has developed and implemented a supportive environment which has already started to deliver victim-offender conferencing (RJ).
	
	• Awareness of RJ amongst relevant staff groups has been started.
	• Partnerships with organisations and local commissioners to support delivery of RJ are in place.
	• Infrastructure to support delivery, including development of the following are in place.
	  • 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
	  • integration of RJ into sentence planning is currently being reviewed.
	
	6c. Support for offenders who wish to be considered for bail is identified at induction phase. HDC is robustly managed and is quality assured at all stages. A recent HMIP inspection supported this assessment. This is an audited process. BASS is managed by the OMU with OS engaging with offenders who meet the requirements of BASS who then signpost accordingly.
	
	6d. We will work with local partner business partners and One3one to maximise any commercial work opportunities. Please see Table 8A.
	
	6e. HMP Exeter has been proactive in driving up the use of video-link in order to deliver efficiencies across the criminal justice system. A dedicated lead has been identified who has given a presentation to each of our Crown Courts and court users to inform them of the level of service available at HMP Exeter. Furthermore we have facilitated visits to our facilities by court users, which have also proved extremely beneficial. Every court

	production is challenged by our OMU to ask the question whether it can be facilitated via video-link. HMP Exeter is also engaged in the virtual court initiative with a member of the SMT sitting as part of the Steering Group to assess the feasibility of rolling this out across the South West. We already receive prisoners from North Devon who have been committed to our custody via the virtual court process. Please see development objective in table 6

Table 4a: Rehabilitation Services		
This table should reflect all NOMS Commissioned and NOMS Co-Commissioned services delivered as part of the Core Rehabilitation Offer. It is assumed all the services described below are available to all prisoners with an identified need: therefore targeting information is not applicable to this section. It is understood that these services may change in year as a result of the Through The Gate competition and tendering process. Changes to this table will be managed through existing NoC mechanisms.		
Rehabilitation Services in Custody	**Name of Service** **Service Description**	**Commissioning Arrangements** (NOMS Locally, Regionally or Co-Commissioned)
Staff support and encourage prisoners to participate fully in rehabilitation services	• All prisoners attend and initial prison induction as part of the First Night process where we provide information relating to the prison, its regime, facilities, expectations of prisoners and commitments from the staff. In addition, all new receptions are invited to the Education and Employment Induction where information about the services available at Exeter is given in verbal and hard copy format to the attendees. Assessment of education level also takes place at this time. The outcome from this is a record of educational and employment needs of the prisoner; an action plan based on the assessment; a course choice form which is then used to allocate the prisoner to the required service; a learner folder which is evidence of engagement and achievement • We are embedding the EVERY CONTACT MATTERS agenda into our contract management and staff performance assessment, to prompt discussions about staff/staff and staff/prisoner relationships during contract and performance review meetings. • We have a Partnership Directory with a large number of external partners working with and within the prison. The partners are grouped per pathway and kept informed of developments by way of weekly briefings and bi-monthly forums.	

Prisoners are made aware of their responsibilities in engaging with and accessing services	• We have service level agreements with all our external and internal partners which captures the principle of 'working prisons' and therein the culture of the benefit of engagement in desistance for the prisoner group. • Similarly, all members of staff are made aware of the prison's rehabilitative ethos. All directly employed and non-directly employed members of staff are inducted via processes managed by the People Hub. Any training necessary is captured, reported and evidence through system operated by the People Hub. • All communication with and service provision to prisoners is accessible and responsive to their diverse and individual needs. Identified through PFI and Induction processes where assessment and referral takes place to the service providers within the prison. • We operate a range of prisoner roles where prisoners support or work as advocates for their peers such as our 'Insiders' and 'Listener' schemes. In addition, we have improved the resources and support for Peer Mentors throughout the jail. Peer Mentoring is taught through OLASS and successful candidates are moved into jobs where they can continue with their Peer mentoring skills. A Toe by Toe Reading Scheme operates in the prison, facilitated by the Librarian and managed by a Mentoring coordinator (prisoner) and prisoner mentors (those who operate the scheme for non-readers. • We measure the impact we are having by assessing progress against identified needs on first reception, and take up of rehabilitative activities	

Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	▪ HMP Exeter's Statement of Purpose reflects our commitment to building a rehabilitative culture and is publicised in key places across the establishment for all staff and prisoners. Internal correspondence including staff and prisoner notices carry this Statement ▪ We are taking active measures to promote and improve understanding of the importance of pro-social behaviours and attitudes at all levels and to work towards a more rehabilitative culture across the prison. The Governor will explain the principles of pro social modelling at a full stuff meeting and this will be backed up with localised staff group meetings to discuss further how staff can practice pro social modelling and what opportunities they have to do this. ▪ We are also considering ways we might further support staff to practice pro social modelling and encourage desistance in prisoners. One such idea is issuing all staff with pocket sized cards to serve as a reminder of the key pro social behaviours; taking time to listen, treat prisoners fairly and with respect, avoid labelling, giving practical assistance in problem solving and expressing and encouraging motivation and hope. This work is being led by our Head of Reducing Re-offending. ▪ We use the formal annual staff reporting mechanism to ensure there is consistency in the way we engage and support offenders and to encourage frontline staff and managers to discuss how staff behaviour can affect prisoner change. ▪ We are looking to formally develop a prisoner council working with user voice, whilst we recognise that this will be a challenge, and more so as we transition to a resettlement site, we recognise the huge benefit to us from a having a group that can formally advocate on behalf of their peers, as well as helping us assess good practice across different units/departments within the prison. ▪ Our New Way",- In collaboration with the regional HRBP we are currently exploring how we might embed coaching principles into every day staff and staff/prisoner interactions to create a pro-social culture which values growth and learning in both staff and prisoners. ▪ We will measure changes in our culture through staff and prisoner surveys and focus groups including the SQL survey. We will ensure that our assessment also accounts for the diverse needs and characteristics of our population enabling us to focus attention appropriately.	

Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	• In partnership with our OLASS provider, prisoners invited to Employment and Education Induction undergo an Initial Needs Assessment and interview with a NCS worker. This process determines needs and signposts to relevant services. • OLASS provision of Entry 3 to Level 2 training enables prisoners to engage with the regime as well as providers of rehabilitative services that support their employment goals • Toe by Toe ~ peer mentoring reading scheme ~ see earlier • Job Centre Plus ~ prisoners are given assistance with the benefit status and in partnership with NCS and OLASS are able to access employment related services through the Virtual Campus system. • Prisoners are given access to Job Centre Plus and Career Service advisers re future job/career prospects • The contact details for existing community based services are maintained in our Partnership Directory and Local Market Information which is regularly displayed throughout the prison and accessible to all prisoners • We have also built a referral route straight to an eight strong employer group in Cornwall where prisoners identified by OMU as job ready and being released to Cornwall are supported into paid work via New Futures (Tribal) and one or more of the employer group (FASTRACK Cornwall)	
Prisoners can access services that enable them to manage housing needs created as a result of their custody.	• ST PETROCKS – services to support prisoners in maintaining / closing down tenancy agreements • BASS – housing benefit advice; maintaining tenancy agreements • Provision of Housing advice leaflets; current and relevant marketing information displayed on wings • Prisoners have access to the contact details for existing housing services providers and are able to directly contact the housing services via land line prior to release facilitated by the accommodation service provider.	
Prisoners can access services that enable them to seek settled and suitable housing for release.	See above	

Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.	• We have a link with HSBC with an authorised signatory (HoLSE) and a process in the prison that allow prisoners to access bank accounts prior to release. • JC+ - Assistance to close down and reinstate benefit claims • Money Advice Service (A4Ee) – offer financial advice to prisoners • Prisoners are provided the contact details for existing community based debt management services	
Prisoners can access available services which enable them to address their family welfare and family support needs.	• Domestic Visits • Enhanced visits • Children and Families enhanced visits • Prisoners are signposted to community based services that support prisoners families ~ current and relevant information is displayed on wings and in the visits centre	
Prisoners have equivalence of access to health services in custody as in the community.	• On reception, prisoners undergo a health needs assessment, prisoners are subsequently signposted and supported in tackling any identified needs. • Prisoners have access to Primary and Secondary health services, including mental health services, commissioned through Health including: Doctor-GP service, Dentist, Nursing care, Optician, Physiotherapy • Prisoners are provided the contact details for existing community health related services • Prisoners with urgent or severe social care needs are referred for further assessment	
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	• On reception, all prisoners have an individual health assessment. Essential immediate clinical needs are met. Stabilisation, detoxification and observation is undertaken as appropriate. • We enable prisoners to access and engage with the relevant health services • The Dorset University Healthcare Trust provides ongoing clinical and psychosocial support as necessary and based upon the needs of the prisoner. • Prisoners have access to the contact details for services that can support them with their drug and alcohol needs via marketing on the wings, information presented at Induction and through external provided EDP (Substance Misuse Services)	

Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	• HMP Exeter recognises that disclosing information relating to being a victim of domestic violence, rape or abuse can be extremely difficult and traumatic for prisoners. All members of staff have been trained to respond sensitively when prisoners disclose information and have been made aware of how to refer prisoners to appropriate services. • In the service delivery areas such as Education, there is a Safeguarding protocol in place which identifies those at risk, records and triggers a support mechanism • Prisoners are provided with contact details and enabled to engage with existing appropriate community based services that support victims of domestic violence, rape or abuse	
Prisoners who have been sex workers can access services that offer them advice and support.	We will signpost offenders that present with this need to the services of national support groups (such as the Terrance Higgins Trust, for example) and enable access to this support.	

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** • 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** • 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** • 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	**289 (100%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview, OASys where available; RM 2000 where required. All offenders will receive the Core Offer for Reducing Reoffending and interventions will be sequenced based on the priority for need. ▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ Assistance to maintain tenancy arrangements or to access accommodation where needed (and available). Probation Service provide tenancy support to those offenders released with statutory supervision and St Petrocks work with all other offenders ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other	**450** **1500** **2000** **25** **9500**

		offenders. Additionally they will be encouraged to access support from RECOOP ▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release; ▪ Money Advice Service is currently available to all offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**150** **250** **1800** **40** **TBA** **48** **20** **40**
Sexual Offenders	**27 (9%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview; OASys where available, whilst in addition to utilising RM2000; ▪ Treatment needs will be identified by use of the Risk Matrix 2000. Where need is identified, efforts will be made to transfer the Offender to the most appropriate Treatment site, however consideration will also be given for Treatment in the Community (TVSOTP). Please note HMP Exeter also has some Offender Supervisors that are trained in one to one Sex Offender Treatment; Offenders in this segment will receive the Core offer for Reducing Reoffending and interventions will be sequenced based on the priority of need. ▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ Assistance to maintain tenancy arrangements or to access accommodation where needed(and available) ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ Sexual Offenders will receive those aspects of the core offer that are deemed appropriate ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other offenders. Additionally they will be encouraged to access support from RECOOP ▪ Treatment needs will be identified by use of the Risk Matrix 2000. Where need is identified, efforts will be made to transfer the Offender to the most appropriate Treatment site, however consideration will also be given for Treatment in the Community (TVSOTP). Please note HMP Exeter also has two Offender Supervisors that are trained in one to one Sex Offender Treatment. ▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release;	**41** **135** **180** **842** **12** **6** **0** **0**

		▪ Money Advice Service is currently available to all offenders ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**170** **12** **9** **19**
Violent offenders	**102 (35%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview; and OASys where available; Offenders in this segment will receive the Core offer for Reducing Reoffending and interventions will be sequenced based on the priority of need; Offenders in this segment will receive the Core offer for Reducing Reoffending and interventions will be sequenced based on the priority of need. ▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ Assistance to maintain tenancy arrangements or to access accommodation where needed(and available) ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other offenders. Additionally they will be encouraged to access support from RECOOP ▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release; ▪ Money Advice Service is currently available to all offenders ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**157** **525** **700** **3** **3325** **52** **87** **10** **630** **12** **7** **14**
Indeterminate Sentenced Prisoners (ISPs)	**11 (4%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview; and OASys where available; Offenders in this segment will receive the Core offer for Reducing Reoffending and interventions will be sequenced based on the priority of need.	**16**

		▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ Probation Service provide tenancy support to those offenders released with statutory supervision and St Petrocks work with all other offenders ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ ISP in this segment will not only receive the Core offer but will actually be prioritised for the necessary identified interventions. Where appropriate the Offender may be transferred to the most appropriate treatment site (depending on availability). ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other offenders. Additionally they will be encouraged to access support from RECOOP ▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release; ▪ Money Advice Service is currently available to all offenders ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**30** **80** **380** **8** **10** **0** **0** **72** **1** **1** **2**
Low likelihood of any reconviction OGRS 0- 24%	**46 (16%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview; and OASys where available; Offenders in this segment will receive the Core offer for Reducing Reoffending and interventions will be sequenced based on the priority of need. ▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ Assistance to maintain tenancy arrangements or to access accommodation where needed(and available) ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other offenders. Additionally they will be encouraged to access support from RECOOP ▪ Probation Service provide tenancy support to those offenders released with statutory supervision and St Petrocks work with all other offenders	**72** **240** **320** **5** **1520** **24**

		▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release; ▪ Money Advice Service is currently available to all offenders ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**40** **0** **288** **3** **1** **2**
Medium likelihood of any reconviction OGRS 25-49%	**54 (19%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview; and OASys where available; Offenders in this segment will receive the Core offer for Reducing Reoffending and interventions will be sequenced based on the priority of need. ▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ Probation Service provide tenancy support to those offenders released with statutory supervision and St Petrocks work with all other offenders ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other offenders. Additionally they will be encouraged to access support from RECOOP ▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release; ▪ Money Advice Service is currently available to all offenders ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**42** **280** **380** **5** **1700** **28** **48** **5** **12** **5** **6**
High likelihood of any reconviction	**86 (30%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview; and OASys where available; Offenders in this segment will	

OGRS 50- 74%		▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ Probation Service provide tenancy support to those offenders released with statutory supervision and St Petrocks work with all other offenders ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ Offenders in this segment, particularly those considered PPO/IOM will be targeted for Restorative Justice engagement ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other offenders. Additionally they will be encouraged to access support from RECOOP ▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release; Money Advice Service is currently available to all offenders ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**135** **450** **600** **10** **2850** **10** **540** **6** **5** **10**
Very high likelihood of any reconviction OGRS 75-89%	**76 (26%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview; and OASys where available; Offenders in this segment will receive the Core offer for Reducing Reoffending and interventions will be sequenced based on the priority of need. ▪ Probation Service provide tenancy support to those offenders released with statutory supervision and St Petrocks work with all other offenders ▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ Offenders in this segment, particularly those considered PPO/IOM will be targeted for Restorative Justice engagement ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other	**390** **117** **520** **0** **5** **0**

		offenders. Additionally they will be encouraged to access support from RECOOP ▪ It is well recognised that a significant proportion of this segment of offenders have committed acquisitive and vehicle related crime. It is likely that they would come under the guise of IOM. HMP Exeter has robust links with IOM Police officers across Devon and Cornwall and has an established collaborative working agreement for the management of IOM offenders. ▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release; ▪ Money Advice Service is currently available to all offenders ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**2250** **42** **50** **10** **468** **12** **5** **10**
Extremely high likelihood of any reconviction (prolific) OGRS 90-100%	**27 (9%)**	▪ HMP Exeter will identify the needs of this segment through the use of the Protective Factor Interview; and OASys where available; Offenders in this segment will receive the Core offer for Reducing Reoffending and interventions will be sequenced based on the priority of need. ▪ Assistance will include support from the Establishments Substance Misuse Service teams (In addition to AA or NA). ▪ Assistance with their Physical and or Mental Health issues will be provided dependant on need. ▪ Probation Service provide tenancy support to those offenders released with statutory supervision and St Petrocks work with all other offenders ▪ All offenders in this segment will undergo an Educational needs assessment and will have the opportunity to engage with Educational classes that support their need. ▪ Offenders in this segment, particularly those considered PPO/IOM will be targeted for Restorative Justice engagement ▪ Tribal managed 'New Futures' will target the hard to reach in terms of employment. Reviewing opportunities to improve employment in custody and community setting. ▪ Older Offenders (over 50s) will receive the Core Offer in line with all other offenders. Additionally they will be encouraged to access support from RECOOP ▪ It is well recognised that a significant proportion of this segment of offenders have committed acquisitive and vehicle related crime. It is likely that they would come under the guise of IOM. HMP Exeter has robust links with IOM Police officers across Devon and Cornwall and has an established collaborative working agreement for the management of IOM offenders. ▪ Probation Service provide tenancy support to those offenders released with	**41** **135** **180** **460** **13**

		statutory supervision and St Petrocks work with all other offenders ▪ CHOICES provide support across the Children & Families pathway for all offenders at HMP Exeter ▪ HSBC bank account process is in place for all offenders prior to release; ▪ Money Advice Service is currently available to all offenders ▪ Sycamore Tree (RJ program) provision is available to all risk assessed offenders ▪ A provision based on funds available will be sought from RELATE for all risk assessed offenders ▪ OLASS provides a curriculum provision based on employment, training and education outcomes through Weston College across all pathways with the exception of accommodation. ▪ SAMARITANS provide services (Listeners) across the establishment ▪ PTSD resolutions provide support to former servicemen across the establishment ▪ SSAFFA provide support to former servicemen across the establishment	**23** **15** **160** **12** **4** **6**

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

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)**
2a	We will maximise investment of all partners and providers delivering services for offenders at HMP Exeter and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By November 2014 we will review who we work with and how we work with them and ensure that all contracts and service level agreements demonstrate how each service fits within the overall strategic context of the establishment. This review will include all statutory and non statutory, existing and new partners and providers (including by anticipating any changes as a result of Through the Gate). We will develop a plan which describes how, within 12 months we will deliver: • A clear shared strategic vision for how services align to maximise outcomes and create an integrated, seamless offender management service (including a shared understanding of outcomes and priorities) • A clear agreed plan of how services sequence and compliment each other, providing continuity of services to offenders both within and across prisons (facilitating the needs of all providers and contractual partners to allow them to effectively deliver) • Leadership which actively enables and integrates services, where partnership working arrangements improve performance and aid resolution of issues • An understanding of resource allocation, and how delivery and choices impact on the investment and activity of others • An agreement on how to safely use and share data and information Progress will be monitored against the plan at quarterly at the Reducing Reoffending Policy Committee Meeting	Yes
2c	To work closely with NHS England and its commissioned providers to monitor prisoner attendance rates for NHS England commissioned services; to monitor escort cancellations; to ensure appropriate supervision of medicines queues; and to minimise the risk of diverted medication.	Yes
2d	To establish through the gate pathways in respect of F Wing; to ensure inclusion of HMP Exeter within a joint action plan to prepare for the anticipated provisions of the Care Bill in Devon prisons from April 2015; to support the development of regional protocols and referral pathways for F Wing, in line with SW Regional Development Objectives.	Yes

3a	By November the Head of Reducing Reoffending will attempt to 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 behaviour. The review will draw on local data and evidence, and where necessary include evidence that is provided within the NOMS Evidence and Segmentation Companion Document.	Yes
3b	By November the Head of Reducing Reoffending will develop and implement effective quality assurance processes which indicate whether the services, activity and interventions it provides are of an acceptable standard of quality and are having the impact they are intended to deliver. Information from these processes will be regularly reviewed by the Head of Reducing Reoffending and specific members of staff will be given responsibility for the QA processes and following through on actions identified in the reviews.	Yes
6e	HMP Exeter will continue a strategy for extending use of video conference facilities which are consistent with the NOMS Video Action Plan, ensuring that use is consistent with type of establishment and makes maximum usage of existing/planned facilities. Head of Operations will be the establishment lead for the NOMS video action plan and will establish and maintain relationships with the relevant stakeholders.	Yes

Table 7a: Mandatory Service specifications applicable under this Local Annex			
The following specifications are mandatory for all establishments. For the full list of NOMS Service Specifications, please refer to the Ministry of Justice website: http://www.justice.gov.uk/about/noms/noms-directory-of-services-and-specifications.htm			
	Service Specification	**Implementation detail**	**Notes**
1	Early Days & Discharge – First Night in Custody	Existing service specification which remains in force	
2	Early Days & Discharge – Induction to Custody	Existing service specification which remains in force	
3	Early Days & Discharge – Reception In	Existing service specification which remains in force	
4	Early Days & Discharge – Discharge	Existing service specification which remains in force	
5	Cell and Area Searching	Existing service specification which remains in force	
6	Catering	Existing service specification which remains in force	
7	Visits – Services for Visitors	Existing service specification which remains in force	
8	Visits – Visits Booking	Existing service specification which remains in force	
9	Visits – Conduct Visits	Existing service specification which remains in force	
10	Prisoner Property Services	Existing service specification which remains in force	
11	POSOE – Communication & Control Rooms	Existing service specification which remains in force	
12	POSOE – Gate Services	Existing service specification which remains in force	
13	POSOE – Internal Prisoner Movements	Existing service specification which remains in force	
14	Residential Services	Existing service specification which remains in force	
15	Nights	Existing service specification which remains in force	
16	Prisoner Discipline and Segregation – Prisoner Discipline Procedures	Existing service specification which remains in force	
17	Prisoner Discipline and Segregation – Segregation of Prisoners	Existing service specification which remains in force	
18	Immigration, Repatriation and Removal Services	Existing service specification which remains in force	
19	Faith and Pastoral Care for Prisoners	Existing service specification which remains in force	
20	Physical Education	Existing service specification which remains in force	
21	Mandatory Drug Testing	Existing service specification which remains in force	
22	Prisoner Communications Services	Existing service specification which remains in force	
23	Management of Prisoners at Risk of Harm to Self or Others	Existing service specification which remains in force	
24	Security Management	Existing service specification which remains in force	
25	Activity Allocation	Existing service specification which remains in force	
26	External Movements and Appearances	Existing service specification which remains in force	

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

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

Table 7b: Service specifications applicable under this Local Annex			
For the following specifications, indicate which are applicable to the establishment by confirming Yes or No			
37	Specialist Units (HSE)	No	Existing service specification which remains in force
38	Bail Services	Yes	Go live April/May 2014
39	Deliver Accredited Programmes	No	Go live April/May 2014
40	Mother & Baby Unit	No	Existing service specification which remains in force
41	Deliver Victim Offender Conferencing (Restorative Justice)	Yes	Go live April/May 2014

Table 7c: Service Options, above the national minimum		
(which are commissioned under this SLA)		
Service specification	**Output(s) commissioned**	**Service Option Commissioned [YES / N0]**
Cell & Area Searching	A risk assessed programme of routine area searching is agreed, documented and completed correctly. Non-**HSE**	Yes
Cell & Area Searching	Assurance is sought through a risk assessed programme of covert testing. **Non HSE**	No
Early Days & Discharge - First Night in Custody	One-to-one welfare support is provided within courts/custody suites to address immediate needs of the prisoner.	No
Visits - Conduct Visits	There are facilities for children to participate in supervised play whilst visiting a prisoner	Yes
Visits - Services for Visitors	Visitors are able to purchase snacks and hot/cold drinks prior to the visits period.	Yes
Visits - Services for Visitors	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.	No
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***	No

Table 7d: Agreed delivery hours for specified services			
Service Specification	**Output**	**Agreed hours**	**Rationale (where hours are agreed above the minimum set within specifications)**
Residential Services	Daily time in open air [minimum 30 minutes] (row 21 of the specification)	0.30 hours daily	
Physical Education	Minimum number of PE Hours [per week] (row 1 of the specification) (as calculated using the SBC published spreadsheet product)	2.5 hours weekly	

8. Activity Places (Work and Prison Services)

Table 8a: Agreed Activity Allocation places

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

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

INDUSTRIES (ONE3ONE)										
INDUSTRY SERVICE CODE	WORKSHOP NAME	Maximum number of prisoner places per activity (planned per week total for 2014-15)	TOTAL STAFF NUMBERS	CORE HOURS PER WEEK	Annual Internal Soft Charged Sales Predictions	Annual Internal Hard Charged Sales Predictions	Annual External Sales Predictions	Annual Internal Soft Charged Materials Predictions	Annual Internal Hard Charged Materials Predictions	Annual External Materials Predictions
CONTRACT SERVICES	ICC WORKSHOP MAIN	30	2	28.25	£0	£0	£42375.00	£0	£0	£2500
CONTRACT SERVICES	ICC WORKSHOP VPU	20	1	28.25	£0	£0	£28250.00	£0	£0	£2500
TEXTILES	SEWING WORKSHOP	10	1	28.25	£0	£27148.00	£0	£0	£25650.00	£2500
Total		60	4	84.75	£0.00	£27148.00	£70625.00	£0.00	£25650.00	£7500

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**
A Wing Activities	Wing Workers	25	28.25
B Wing Activities	Wing Workers	26	28.25
C Wing Activities	Wing Workers	25	28.25
D Wing Activities	Wing Workers	26	28.25
F Wing Activities	Breakfast Packs	4	28.25
C1 Orderly	Orderly	2	28.25
CES Orderly	Orderly	6	28.25
Chapel Orderly	Orderly	2	28.25
Legal Visits Orderly	Orderly	1	28.25
Education Orderly	Orderly	1	28.25
Learning Zone Orderly	Orderly	1	28.25
F Wing Orderly	Orderly	6	28.25
Reception Orderly	Orderly	4	28.25
Library Orderly	Orderly	4	28.25
SCU Orderly	Orderly	1	28.25
SCU 2 Orderly	Orderly	1	28.25
Safer Custody Orderly	Orderly	2	28.25
Gym Orderly	Orderly	6	28.25
Work Orderly	Orderly	2	28.25
Centre Cleaner	Cleaner	1	28.25
Main Stores	Stores / CES	2	28.25
Yards	Recycling	12	28.25
Applications Orderly	Orderly	1	28.25

Reception Insider	Orderly	4	28.25
Kitchen No 1	Supervisor	2	28.25
Kitchen Workers FT	Kitchen Worker	8	28.25
Equality Wing Reps	Orderly	4	28.25
Works Assistants	Orderly	6	28.25
Peer Mentors	Orderly	12	28.25
Warehouse	Worker	2	28.25
Sub total		**199**	**847.5**

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**
EDUC	MAIN EDUCATION	48	28.25
LZ	LEARNING ZONE EDUCATION	32	28.25
VPU EDUC	B WING EDUCATION	12	28.25
CENSUS DATA	CALL CENTRE	10	28.25
Sub total		104	119.25
Table 8 Total		8a (77) + 8b (199) + 8c (102) = 378	8a (84.75) + 8b (847.5) + 8c (119.25) = 1051.50

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Section 3: Regime Outline

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

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

Out of cell session time summary by day

Day	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
Mon	5h 34m	0h 00m	2h 16m	1h 27m	0h 18m	9h 36m
Tue	5h 34m	0h 00m	2h 16m	1h 27m	0h 18m	9h 36m
Wed	5h 34m	0h 00m	2h 16m	1h 27m	0h 18m	9h 36m
Thu	5h 34m	0h 00m	2h 16m	1h 27m	0h 18m	9h 36m
Fri	3h 19m	0h 00m	4h 56m	1h 28m	0h 10m	9h 55m
Sat	1h 37m	4h 01m	0h 38m	1h 58m	0h 08m	8h 24m
Sun	1h 37m	4h 01m	0h 38m	1h 58m	0h 08m	8h 24m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	5h 07m	0h 00m	2h 48m	1h 27m	0h 16m	9h 40m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	4h 07m	1h 08m	2h 11m	1h 36m	0h 14m	9h 18m

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																		100.00 %
		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 %	90.00 %
CU003	Absconds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CU006	CAT A Escapes													0	0	0	0	0	0
CU007	Escapes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CU016	Mandatory Drug Testing (MDT)	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	11.50 %	
CU031	Control & Restraint (C&R) Training																		
		80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	
CU060	Tornado Commitment																		17.00
CU074	MQPL BME Score																		
		16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50
CU056a	Security Audit - 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
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU057a	Self Harm Audit (A&CA)	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.40
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU067	HMIP	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.95

	Resettlement	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU075	HMIP Respect	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.79
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU077	HMIP Safety	3.00	3.00	3.00	3.00	3.00	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	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.58
		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 F Forms																		
		90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU089	ViSOR Effectiveness (Prison)	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %

Interventions

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU019	Sex Offender Treatment Programme																		942

	(SOTP) Completions																		
CU021	Offending Behaviour Programme (OBP) Completions												0.00	0.00					6,456.00

Regimes

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU013	Settled Accommodation on Discharge	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 %	
CU014	Training / Education on Discharge	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	
CU015	Employment on Discharge	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	19.00 %	
CU095a	Hours Worked In Industry																		

General

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