



National Offender
Management Service

**Annex to South East 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 Maidstone

Local Establishment Annex 2014-15

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This document is the Local Establishment Annex 2014-15 to the Kent & Sussex 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 Maidstone
Establishment type	Trainer
Specialist function	Foreign National Only
Security Category / Categories:	Category C or lower
Annual Operating Price	9,224,549

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	565
Operational Capacity	600

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:	No restrictions
Offence Type:	No restrictions
Nationality:	Foreign Nationals Only

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 Maidstone is a Category C training prison holding male prisoners. The population is mainly comprised of longer sentenced determinate prisoners. This establishment holds prisoners sentenced at courts in the South East and the London regions and receives most of its prisoners from local prisons. This establishment is an FNO only facility and holds FNOs identified by the HO as meeting deportation criteria.</i>

Table 2d: Population Assumptions – Estimated Background of the Population							
OCTOBER 2014							
	Cat A	Cat B	Cat C	Cat D	Male YO	Other	Total
Prisoners on remand, convicted unsentenced, or sentenced uncategorised	0	0	0	0	0	0	0
Prisoners sentenced to less than 12 months	0	0	3	0	N/A	0	3
Determinate prisoners serving 12 months or more but less than 4 years	0	0	266	0	N/A	0	266
Determinate prisoners serving more than 4 years	0	0	284	0	N/A	0	284
Indeterminate prisoners	N/A	N/A	20	N/A	N/A	N/A	20
Determinate and indeterminate Recallees	0	0	0	0	0	0	0
Non-criminals	0	0	27	0	0	0	27
Resettlement	0	0	0	0	0	0	0
Discretionary	0	0	0	0	0	0	0
Total	0	0	600	0	0	0	600
Resettlement	No	Reset %		NA	Reset No.		NA
Specialist Function							

SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions

CI Title & No.	Response to Commissioning Intention
<p>1. <u>Enhance public protection and ensure a safe, decent environment and rehabilitative culture</u></p>	<p><i>1a) 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.</i></p> <p>Maidstone will still ensure that there is a sense of purpose embedded in everything that we do. All Foreign Nationals in the establishment will continue to be managed in the same way as British nationals while recognising their individual needs, and are entitlement to participate in the regime should not be affected by their status as a serving foreign national prisoner. This includes Access to accredited interventions, Recategorisation, HDC and ROTL which will be is governed by risk, need and immigration status.</p> <p>Maidstone will work intensively with staff that engage with prisoners on a daily basis – to ensure that they have a strong positive presence and can motivate prisoners to achieve, developing the total rehabilitative culture that the prison aspires to.</p> <p>The proposed merger of Offender Management and Immigration Casework processes will display how prisoners are encouraged and supported through their sentences and actively encouraged to work towards early deportation through ERS or FRS. Over the coming months, we will look to develop, support and facilitated access to Immigration, through the development of staff and ‘Every Contact Matters’ being at the centre of our strategy.</p> <p>Our MQPL and SQL results will assist us to determine where we are strong and what we can do to improve the quality of life within the prison and we will empower our offenders by utilising the Prison Council to implement some of the positive developments.</p> <p><i>1b) All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance.</i></p> <p>Constructive staff-prisoner relationships are critical within Maidstone to ensure the effectiveness of the regime that the prison offers. These relationships extend far more than a personal or landing officer, but key staff such as Workshop Instructors, Teachers, Nurses, and PE Instructors will be key to motivating the offenders that they engage with across the regime as a whole. It is clear from the introduction of benchmarking that there is a need for the introduction of “every contact matters”, to reinforce pro-social modelling, and the establishment in the first 3 months will look to other establishments that have adopted this to ensure that we can embed this</p>

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	<p><i>1c) Efforts are made to ensure offenders experience the environment as safe.</i></p> <p>Providing a safe environment within Maidstone is a key foundation stone of providing a positive and progressive home where offenders will spend the remaining part of their sentence. Violence Reduction data will be effectively utilised to develop new methods and practices to reduce levels and seriousness of violence shown within the establishment. We will use the Prisoner Council as a tool to deliver expectations of the Governor, whilst acting as an effective barometer to “reality of life” in HMP Maidstone. All acts of violence will be accurately recorded, investigated and followed up after each incident, with the Senior Management Team (SMT) analysing trends and patterns and responding to the data as well as proactively looking for patterns of behaviour and identifying violence risks within the prison.</p> <p>The new IEP scheme will be fully embedded within the prison, with breaches of safety being taken very seriously and staff confidently and consistently applying the rules.</p> <p><i>1d – 1g</i></p> <p>See Regional SLA</p>
<p><u>2. Strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners</u></p>	<p><i>2a) There is evidence of effective co-ordination of delivery of services and integration of providers locally, regionally and nationally to maximise outcomes for offenders</i></p> <p>The integration of providers of services is vital to ensure a seamless offender management provision is provided to offenders. Our providers are stakeholders to our organisation and as such our partnerships need to be of good quality and effective. Where partners require enabling services in order to deliver their service appropriately, this will be provided by Maidstone and understood as an important part of our daily regime.</p> <p>The SMT composition will be reviewed with the consideration of partner seats where appropriate and partnership governance arrangements will be formally agreed with the central issue being alignment of services so that all can effectively deliver. Our Offender management processes will be reviewed to ensure effective activity sequencing, particular in the partnership with Immigration.</p> <p>Multi-agency forums will become the norm with information and data being appropriately shared and owned to ensure that providers can achieve their quality provision.</p> <p>As the number of providers increase and move into more traditional roles within the prison, effective talks and engagement with unions and staff will be prioritised and communication must be frequent and hold integrity.</p> <p>The ability for FNO's at Maidstone identified as in scope to stay within the UK, and the ability to access TTG services is under consideration and once the model is clear, the establishment will look at how best the model can be adopted, what new and existing partnerships need to be developed to allow this to work. The most important partnership is between NOMS and Immigration Services in identifying those of “No Interest” to Immigration to facilitate access through the decided model. This work will be undertaken in Q1 of 2014.</p>

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2b) 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.

Maidstone will be releasing a minimal number of offenders into the community, especially as our population realigns with the reconfiguration project, it is still unclear how Maidstone would access the "Through the Gate" services, but needs to be able to meet the needs of those released without Immigration intervention

2c) Work together with the 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 both health and justice outcomes.

Maidstone will work with NHS England and Public Health England to undertake a total review of the population and the services currently delivered to understand the key development necessary to meet the diverse population, in order that we can enable access to these services to ensuring that there is equivalence of delivery relative to the community. HMP Maidstone will also explore in the first 6 months the introduction of a support and care plan for those not released into the UK; that will attempt to give some stability on release to the individual's country of origin.

2d) Work together with local authorities to ensure that adult offenders and defendants with care and support needs are appropriately identified, their needs are assessed and they are supported to live with decency and as independently as possible and that arrangements are made for continuity of care when an individual moves.

HMP Maidstone will commit to strengthening and embedding relationships with local authorities responsible for adult social care and will engage with Commissioners to procure the new services from 2015 to enable continuity of care between establishments and those who are released from custody, either back to their country of origin or the UK.

We will work towards a specific set of aims which will include:

- Sharing of information between agencies
- Assessing need when in custody
- Procuring appropriate equipment
- Ensuring care transfers between establishments
- Planning for deportation or release into the UK

2e) Work with local authorities to promote inclusion of, maximise benefits to offenders families

Maidstone will ensure that our visitor's centres are places of useful, up to date information for families with signposting and support facilities where appropriate.

We shall continue to engage with third sector provision and local providers to offer specific family intentions that are needed and enable these services within our prisons.

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	<p><i>2f) 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.</i></p> <p>Not applicable</p> <p><i>2g) Align services with offender learning and skills services (OLASS4) providers in prison. 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</i></p> <p>Maidstone has limited OLASS4 funding and as a result needs to ensure that delivery is efficient and more importantly, appropriate for the new population. In order to achieve this Maidstone will work with Manchester College to undertake a total review of the population and the services currently delivered to understand the key development necessary to meet the diverse population going forward this will be completed by the end of April 2014. This has included the delivery of Bricks as a new addition (previously delivered in house) in conjunction with Painting & Decorating, a review and removal of Pearl, replacing it with a modular equivalent for key employment skills.</p> <p><i>2h) Strengthen partnership working to ensure that offenders have access to support and services to both prepare for and enable access to employment</i></p> <p>Maidstone is working with both Migrant Help and Praxis to help support Foreign National Offenders in the establishment, helping them prepare for the prospect of release, outside the UK, in their native country</p>
<p><u>3. Deliver an efficient, quality service</u></p>	<p><i>3a) 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.</i></p> <p>By the end of quarter 2 2014 HMP Maidstone 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 behaviour. It will draw on local data and evidence, including that provided within the NOMS Evidence and Segmentation Companion Document when completing these reviews and have in place a strategy for developing its use of evidence to inform practice to maximise outcomes.</p> <p><i>3b) 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.</i></p>

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	<p>HMP Maidstone has robust quality assurance processes in place across a range of work streams. These are closely managed by the Governor by way of monthly bi-lats with Senior Managers and the monthly SMT meeting.</p> <p>For accredited interventions there are Compliance (capturing the operational elements) and Clinical audits, as well as on site treatment management oversight to ensure clinical integrity. Data regarding the performance of accredited programme delivery sites is collated on a monthly basis in order to mitigate against risks associated with non delivery. For non accredited interventions, the National Interventions Directory (NID) is collated at Regional level. A quarterly/annual review of the NID is undertaken to establish accuracy & consistency with the regional SLA and establishment annexes. A PSO 4350 panel is in place to regionally approve and quality assure non accredited interventions. A review cycle is established to ensure that across the year each prison's proposed non accredited interventions are reviewed.</p> <p>Quality assurance of learning and skills for offenders in custody is continually developed in line with the Common Inspection Framework and the Framework for Excellence. Quality assurance arrangements are the responsibility of the prison as inspected and reported on by Her Majesty's Inspectorate of Prisons (HMIP)/Ofsted. The annual learning and skills self-assessment report (SAR) for the prison is the responsibility of the Governor's designated representative. The SAR is in line with the principles set out in the Common Inspection Framework.</p> <p>The OLASS4 Governance framework and the Cluster partnership Boards represent the commissioning arrangements of the OLASS4 contract with partner SFA.</p> <p>Lessons learnt from existing commissioning arrangements will be developed as a model of good practice for future TTG models and arrangements.</p>
<p>4. <u>Ensure delivery is matched to population, purpose and NOMS outcomes</u></p>	<p><i>4a) 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.</i></p> <p>We have attempted to use segmentation data to identify what intervention could be used to meet the needs of the new population. This has been problematic with the re-role to a fully Foreign National Establishment, where only partial data has been available. Although it is possible to extrapolate this data and compare to Huntercombe, the only other fully FNO establishment. The data below shows some need for intervention and where applicable Maidstone will facilitate the deliver of selected programmes to individual offenders.</p> <p>Maidstone has identified through segmentation data the need to address Debt & Finance and has recently undertaken a short contract with CAB, which may be subject to change due to TTG services in the future.</p>
<p>5. <u>Ensure that delivery of services is responsive to</u></p>	<p><i>5a) Individual need and characteristics are identified, assessed for significant and monitored</i></p> <p>We have a number of standard processes for identification and assessment of individual needs within the first days of custody which</p>

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<p><u>individual needs and characteristics to maximise outcomes</u></p>	<p>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 population 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 who may need additional support and can take appropriate action.</p> <p>Data on all protected characteristics is collected from all offenders and recorded on Prison-Nomis.</p> <p>Maidstone will fully integrate Immigration and OMU to maximise information sharing and improve the efficiency of deportation by create a Triage Case Conference process, post Induction, which identifies key sentence drivers relative to offending behaviour and resettlement need in the context of the probability of deportation. This will be underpinned by OASys, positive staff Prisoner relationships, use of PNOMIS to identify past behaviour and issues and the sharing of intelligence held by the Immigration Services</p> <p><i>5b) information on individual need and characteristics is used to sequence and adapt service to individual need</i></p> <p>Information gained on offenders is then used to develop an individual plan which adapts and sequences services to maximise the benefit of the offender, using OASys which is monitored annually or when a significant change occurs. Additional reviews will occur as necessary.</p> <p>All 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.</p> <p>The triage system will be used to identify and sequence resources to the individual need in order to deliver the best and most effective outcome. We are developing a Tripartite agreement between NOMS, Immigration and the Police to allow consistent data sharing as appropriate. There are existing guidelines for the sharing information with other third party providers such as RAPT, Social Services and Praxis.</p>
<p><u>6. Deliver priority national or specialist services</u></p>	<p>6a) In relation to NOMS approach to the identification, assessment and management of extremist offenders, Kent and Sussex Region will ensure delivery in the key thematic areas of Intelligence Gathering & Management; Offender Management and Public Protection; and Interventions & Resettlement.</p>

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HMP Maidstone will also ensure that any recommendations related to the identification, assessment and management of extremist offenders which are identified in year through the NOMS assessment process are implemented within reasonable timescales.

6b) Deliver victim-offender conferences (restorative justice) where capability exists and develop partnerships and a supportive environment to enable delivery where in house capacity does not exist.

Restorative justice is not considered an option as the timeline for deportation could undermine the RJ process and impact on both the victim and the offender, however each case should be considered on its own merit and where it is clear that timing would allow for meaningful RJ work to support the victim, this will be facilitated by the Offender Supervisor. Training will need to be facilitated but regional resources appropriately trained are available in other Kent& Sussex establishments.

6c) 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.

The OMU department will look to maximise the use of HDC, especially for those serving less than 12 months who Immigration have "limited interest", to ensure that the accommodation use is effectively managed to support deportation through ERS and FRS.

6d) Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners.

The development of a cohesive activities growth strategy will look at realigning, commercial and economically opportunities, and the development of the Working Prisons agenda, relative to the offenders need. Much of the inherent provision at Maidstone is provided by One3One solutions which are recognised as not necessarily appropriate for the FNO population, in conjunction with One3One so equipment will be removed and will need backfilled by more appropriate and universally recognised work. This is work in progress but a growth plan will be completed by the end of Q1

6e) Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links.

HMP Maidstone will develop a strategy for extending the use of video conference facilities by (date) consistent with NOMS Video Action Plan, ensuring that use is consistent with the establishment and makes maximum usage of existing/planned facilities. (Named person) will be the establishment lead of the NOMS Video Action Plan and will establish and maintain relationship with the relevant stakeholders.

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	<ul style="list-style-type: none"> • Strategic Vision –To establish and deliver the work commissioned within this document, a clear purpose and vision for Maidstone needs to be communicated at all levels, particularly the facilitation of effective deportation and continued emphasis of rehabilitation and reducing the risk to the public. This will be achieved through a structured communication strategy, for both staff and offenders, underpinned by; • A clear vision statement building on the “Managing Foreign Nationals Position Statement” once it has been agreed and published. • Rehabilitative Need –The prioritisation of effective assessment of offenders in regards to risk, need, and suitability through the OASys and induction processes, reflective of there immigration status • Risk Management - All staff make effective use of the information sharing (such as observation book, handover, briefing sheets and security intelligence systems) and monitoring mechanisms as part of their core tasks that contribute to a safe and secure, decent rehabilitative environment. • IEP – The delivery of an integrated IEP system that ensures all staff and prisoners have the ability to influence attainment levels through engagement with rehabilitative activity. A new IEP scheme is being developed particularly for FNO's and will require careful consideration before implementation. Staff and prisoners will require clear guidance and understanding prior to its implementation. • Every Contact Matters - To embed the concept of 'Every contact matters' we will roll out a series of Communication seminars to all staff, which will take place in Q1. • HR - We will work with our HRBP and OD to explore how we might embed coaching principles into every day staff interactions 	

<p>Prisoners are made aware of their responsibilities in engaging with and accessing services</p>	<ul style="list-style-type: none"> • Prisoner Compact - All prisoners entering the establishment sign a prisoner behavioural compact • Establishment Priorities - All staff (including permanent staff, those on fixed term contracts and partner providers) will be made aware of our priorities which will be displayed at the gate for all staff and visitors to see. • We will measure the impact that we have by monitoring sentence planning objectives and completions against the take up of rehabilitative activities including numbers and types of qualifications and skills achieved • Through our Every Contact Matters agenda we will aim to ensure prisoners receive consistent messages. We will ensure that our staff deliver these by reminding staff of our rehabilitation priorities including some key staff behaviours that are likely to generate positive change in prisoners such as listening, giving practical assistance in problem solving rather than solving the problem for them, encouraging prisoners that they can change and promoting a sense of personal responsibility. We believe that creating the coaching environment within the prison will ensure that responsible citizenship is firmly embedded into our rehabilitative ethos • All communication with prisoners is accessible and responsive to their diverse needs. All staff are supported to ensure their engagement with prisoners is effective through our equality and diversity awareness training and our commitment to equality is published in our business plan. 	
<p>Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement</p>	<ul style="list-style-type: none"> • HMP Maidstone Establishment Priorities and Statement of Purpose reflect our commitment to building a rehabilitative culture and is publicised on boards leading from the gate into the prison for all visitors and staff to see. Our Business Plan and Statement of purpose is also published through the communication strategy via notices to staff and prisoners. We also embed our commitment to building a rehabilitative culture through the Governors weekly bulletin. • We have ensured there is a clear link between the Competency Framework, the prison, action plans as well as the more formal annual staff reporting mechanism to ensure there is consistency in the way we engage and support offenders • We will measure the impact we are having through assessing trends in adjudications, violence management and MDT data and longer term through the findings from external scrutiny such as MQPL and HMIP visits • We will publish to staff a reminder of their key pro social behaviours such as; taking time to listen, treat prisoners fairly and with respect, avoid labelling and expressing and encouraging motivation and hope. This will ensure we embed the right staff behaviours as part of our 'Every Contact Matters' agenda. • A Prisoner Council and Wing Committee exist, which is encouraged to highlight good practice across different departments across the prison. 	

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Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	<ul style="list-style-type: none"> • Employment and Benefit Advisors – the establishment is looking to develop partnerships to support offenders with employment and financial advice, not only in the UK but within their country of origin • OLASS provision of basic skills level 1 and 2 training which enables prisoners to engage with the regime as well as providers of rehabilitative services, the curriculum review will take into account the 6 highest deport countries and the relevant skill deficits including City & Guilds which is internationally recognised. • The Toe by Toe mentoring scheme assists those not engaging with OLASS provision to read • The Manchester College, as well as Resettlement peer workers provide information on the rules of disclosure to future employers • National Career Service Advisors are permanently situated in HMP Maidstone, although delivery will no doubt decrease with a move to fully FNO. • Manchester College delivers employability course during the last 12 months prior to release or sooner. • The Contact details for existing community based services are maintained and accessible to all prisoners via the Resettlement Peer advisors. 	Regionally Co-commissioned SLA
Prisoners can access services that enable them to manage housing needs created as a result of their custody.	<ul style="list-style-type: none"> • The Manchester College delivers an employability course during the last 12 months prior to release, this identifies information on housing benefit advice. • We are also able to signpost offenders to Shelter who have a housing need and will send information 	Regionally Co-commissioned SLA
Prisoners can access services that enable them to seek settled and suitable housing for release.	<ul style="list-style-type: none"> • Resettlement Manager sits on Kent joint planning board for housing. • Contacts with outside agencies through the Resettlement manager such as RESET, NACRO, Shelter, and Porchlight 	SLA
Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.	<ul style="list-style-type: none"> • There is a resettlement Peer worker available to prisoners who will signpost to community advice services such as Citizens Advice Bureau. • Developing links with non UK countries through PRAXIS Pilot • TMC (The Manchester College) are running a budget management course all attendees highlighted through Resettlement. • National Debt free phone number available 	Banking Partnership with Santander
Prisoners can access available services which enable them to address their family welfare and family support needs.	<ul style="list-style-type: none"> • There is a family link worker available to offenders and their families in HMP Maidstone • The Family link worker can sign post families to the Troubled Family Service who will identify need and support • Families of Prisoners are given a visits information book that identifies the contact details for existing community services • Developing CAB for Families visiting 	NOMS Locally
Prisoners have equivalence of access to health services in custody as in the community.	<ul style="list-style-type: none"> • On reception, prisoners current health needs assessment is reviewed, prisoners are subsequently signposted and supported in tackling any additionally identified needs • On discharge prisoners are provided with the contact details for existing community health related services and given a letter of introduction to their community GP • Prisoners have access to Primary and secondary health services, including mental health services commissioned through Health including: Doctor-GP service, Dentist, Nursing care, Optician 	Locally Co-Commissioned

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Prisoners can access treatment, services, advice and support around drug and alcohol needs.	<ul style="list-style-type: none"> • RAPT - On reception all prisoners have an individual health assessment. Essential immediate clinical needs are met. • RAPT – need to undertake a full review of service relative to the new population • The Prison is engaged with KAADT to ensure that prisoner needs are understood and the commissioning strategy is suitable • Prisoners have access to the contact details for services that can support them with their drug and alcohol needs 	Locally Co-Commissioned
Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	<ul style="list-style-type: none"> • Prisoners are provided with the contact details and enabled to engage with existing appropriate community based services that support victims of domestic violence, rape or abuse 	Locally Co-Commissioned
Prisoners who have been sex workers can access services that offer them advice and support.	<ul style="list-style-type: none"> • Prisoners are provided with the contact details and enabled to engage with existing appropriate community based services that support sex workers 	Local Authority co-commissioned

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	363	<ul style="list-style-type: none"> Alcoholic Anonymous Group - to maintain abstinence from Alcohol Narcotics Anonymous Groups - to maintain abstinence from narcotic OLASS - Budget Management course - improving life management skills RAPT Stepping Stones (Drug and alcohol programme) RAPT Harm minimisation workshops RAPT the bridge programme RAPT Alcohol Dependence Treatment programme 	12 places per course roll on roll off 10 places per course roll on roll off As need requires As need requires As need requires

Segment	Total no. of Prisoners within Segment	Strategic approach to meeting the needs of the segment Title and description of rehabilitative services/interventions and case management activities	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
Sexual Offenders	Number of Offenders: 70 Of whom 43 are low OGRS (0-24) 19 are 25-49 OGRS and Medium 8 are OGRS 50+	<ul style="list-style-type: none"> • Maidstone offer no Sex Offender Treatment Programmes, but would facilitate the identification of need and scheduling of movement to an appropriate delivery site 	
Violent offenders	Number of Offenders: 58 Of whom 26 are low OGRS (0-24) 21 are 25-49 OGRS and Medium 11 are OGRS 50+	<ul style="list-style-type: none"> • Where OASys has not already been complete, we will prioritise violent offenders for early OASys completion and subsequent reviews (ensuring OASys is completed for those with no PSR first or shortest time left to serve) • Restorative Justice: Restorative justice is not considered an option as the timeline for deportation could undermine the RJ process and impact on both the victim and the offender. will be assessed when the victim and perpetrator is willing to engage 	

Segment	Total no. of Prisoners within Segment	Strategic approach to meeting the needs of the segment Title and description of rehabilitative services/interventions and case management activities	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
Indeterminate Sentenced Prisoners (ISPs)	Number of Offenders: 15 8 Are Sex Offenders 7 are convicted of violent offences 0 are convicted of robbery	<ul style="list-style-type: none"> • The intensity of case management for ISP's will range from medium to high and will vary over the course of their sentence, with highest levels of intensity around key events such as preparing for moves to open conditions. Intensity of case management for ISPs will vary according to the level of risk the offender presents (including risk of reoffending, violence, sex offending etc) • Bi annual one to one case management sessions will be staged around key events in their sentence will focus on preparing for/consolidating learning from a programme, reviewing progress, addressing any setbacks and helping the offender plan next steps. • Offenders who are approaching earliest release date 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 • Restorative Justice: Restorative justice is not considered an option as the timeline for deportation could undermine the RJ process and impact on both the victim and the offender. will be assessed when the victim and perpetrator is willing to engage 	

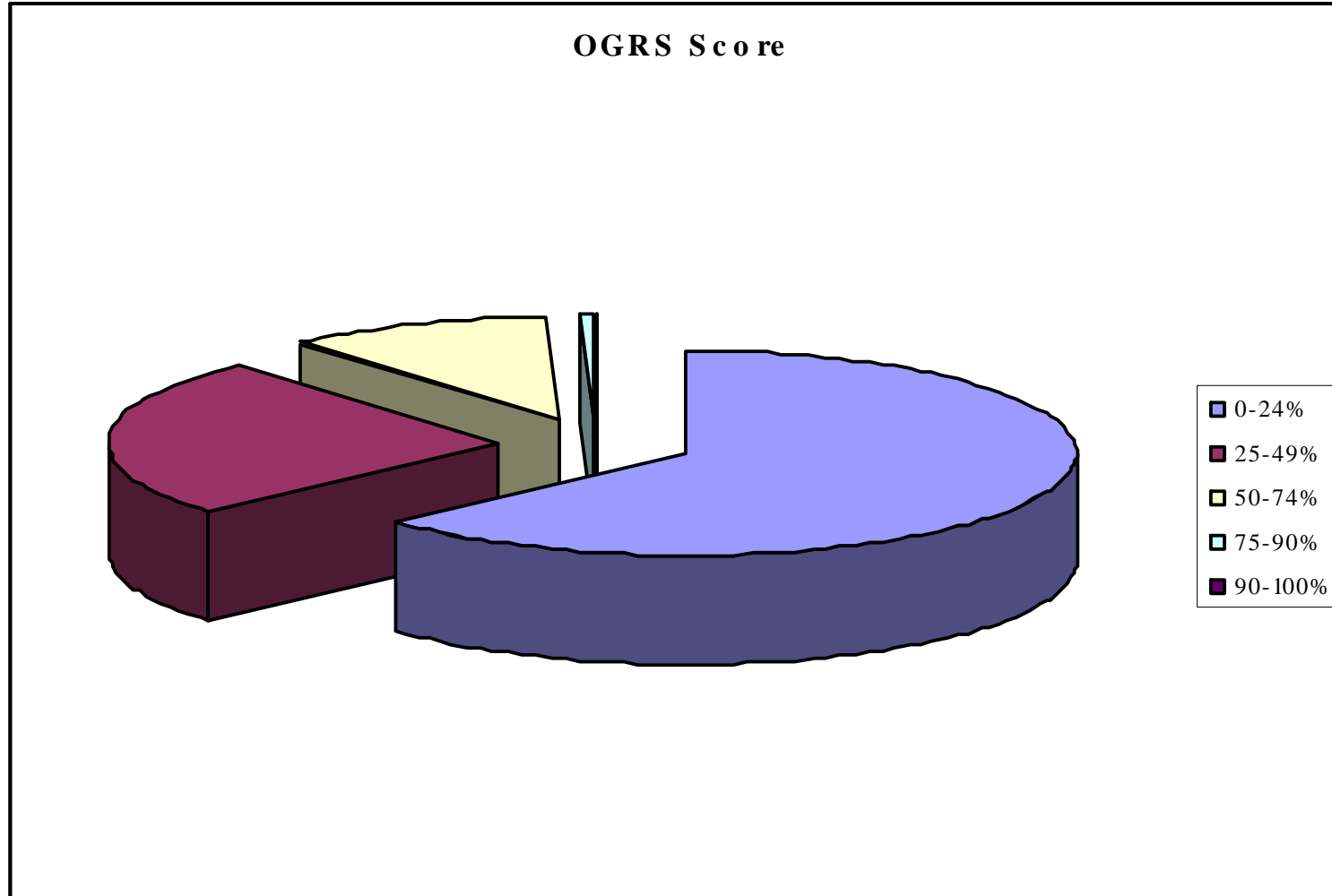
Segment	Total no. of Prisoners within Segment	Strategic approach to meeting the needs of the segment Title and description of rehabilitative services/interventions and case management activities	Indicate whether the service or intervention is commissioned or co-commissioned and the number of offenders who will be able to access the intervention or service annually
Low likelihood of any reconviction OGRS 0-24%	<p>Number of Offenders: 230</p> <p>Of whom 43 are Sex Offenders, 26 are violent, and 27 are convicted of acquisitive offences</p> <p>111 are convicted of drug offences</p>	<ul style="list-style-type: none"> • Low intensity case management for offenders in the OGRS band except for violent offenders with OVP of 30% +, sexual offenders assessed as medium risk or higher under RM2000 or indeterminate sentence prisoners • Low intensity case management includes; Offenders Supervisor review of sentence plan, engagement of rehabilitation services by attending appointments and support of services to check on progress. Offender supervisors will met with offenders by application and all staff will be encouraged to contribute to rehabilitation through quality entry of case notes and contribution forms for OASys • 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) • Our minimum risk management approach for all offenders is based on partnership between OMU, Security Department, Resettlement, Immigration and others as required, so that all risk information is shared • Offenders with this OGRS band will have access to the core rehabilitative offer as per table 4a In general no additional rehabilitation services are offered to offenders in this OGRS band. • Restorative Justice: Restorative justice is not considered an option as the timeline for deportation could undermine the RJ process and impact on both the victim and the offender. will be assessed when the victim and perpetrator is willing to engage 	

Segment	Total no. of Prisoners within Segment	Strategic approach to meeting the needs of the segment Title and description of rehabilitative services/interventions and case management activities	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
Medium likelihood of any reconviction OGRS 25-49%	Number of Offenders: 91 Of whom 19 are Sex Offenders, 21 are violent, and 14 are convicted of acquisitive offences 22 are convicted of drug offences	<ul style="list-style-type: none"> • Low intensity case management will be provided (as described in 0-24% above) for offenders in this OGRS band, except for violent offenders with OVP 30% plus, sexual offenders assessed as medium risk or higher under RM2000 or indeterminate sentenced prisoners • Maidstone will offer TSP and FOR Programmes, and would allocate on suitability and time before release, this would take into account foreshortening of sentences by FRS and ERS release. • Restorative Justice: Restorative justice is not considered an option as the timeline for deportation could undermine the RJ process and impact on both the victim and the offender. 	

Segment	Total no. of Prisoners within Segment	Strategic approach to meeting the needs of the segment Title and description of rehabilitative services/interventions and case management activities	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
High likelihood of any reconviction OGRS 50- 74%	<p>Number of Offenders: 40</p> <p>Of whom 7 are Sex Offenders, 11 are violent, and 9 are convicted of acquisitive offences</p> <p>4 are convicted of drug offences</p>	<ul style="list-style-type: none"> • 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 sex offenders with an RM2000 above low and all indeterminate sentenced offenders for this level of service • Medium intensity case management includes: one to one supervision, recognising achievements/reflecting on setbacks and planning for positive change, motivation to maintain or make progress, consolidate learning, observe changes in behaviour or attitudes etc. • Those in the last 12 months of their sentence in this OGRS band, who are nearing the end of their sentence, will be prioritised for review relative to their deportation Status, in the event that they should be released at short notice back into the UK. Contact will be made with public protection agencies, as required, in preparation for release • TSP: Non-acquisitive offenders in this OGRS band are offered assessment for and a place on TSP • Maidstone will offer TSP and FOR Programmes, and would allocate on suitability and time before release, this would take into account foreshortening of sentences by FRS and ERS release. • Restorative Justice: Restorative justice is not considered an option as the timeline for deportation could undermine the RJ process and impact on both the victim and the offender. 	

Segment	Total no. of Prisoners within Segment	Strategic approach to meeting the needs of the segment Title and description of rehabilitative services/interventions and case management activities	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
Very high likelihood of any reconviction OGRS 75-89%	Number of Offenders: 2 Of whom 1 is a Sex Offender and 1 is convicted of acquisitive offences	<ul style="list-style-type: none"> • Highest intensity case management - as medium intensity but with frequent/longer supervision sessions • Restorative Justice: Restorative justice is not considered an option as the timeline for deportation could undermine the RJ process and impact on both the victim and the offender. 	
Extremely high likelihood of any reconviction (prolific) OGRS 90-100%	Number of Offenders : 0	<ul style="list-style-type: none"> • Not Required 	

OGRS Score Breakdown



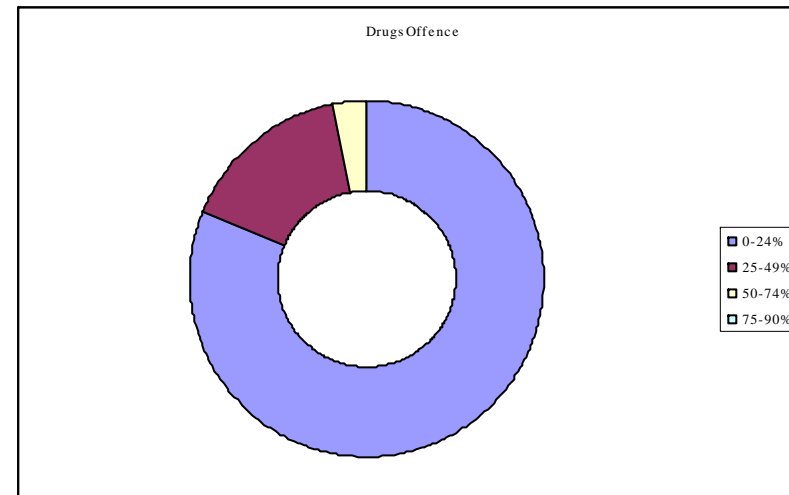
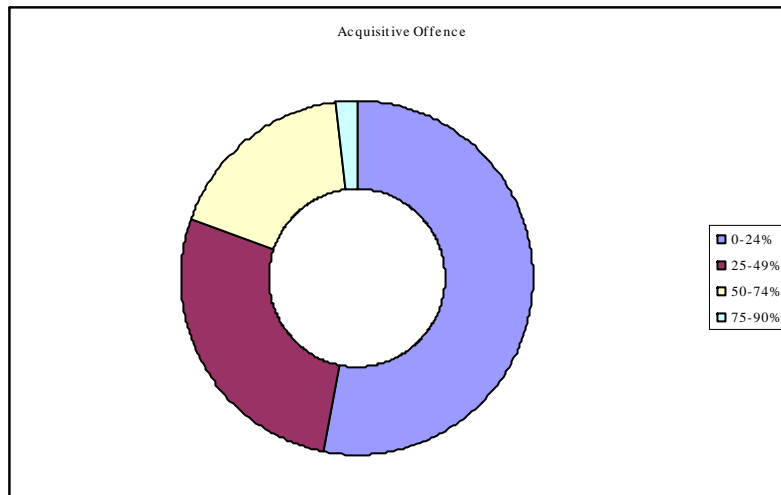
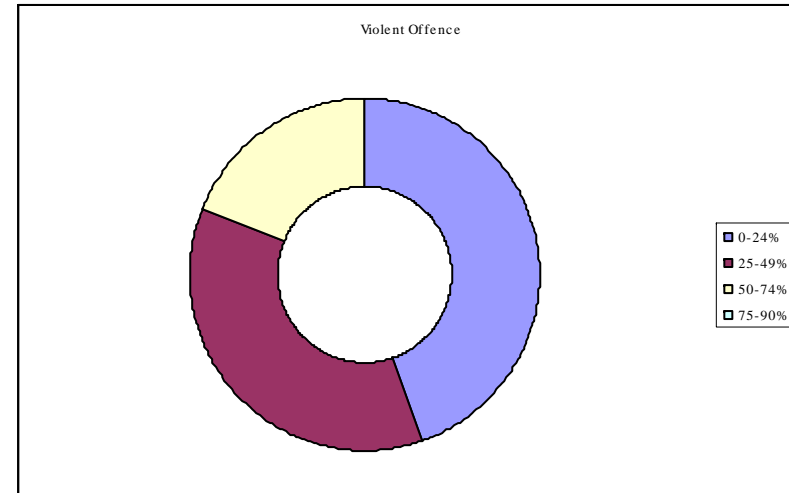
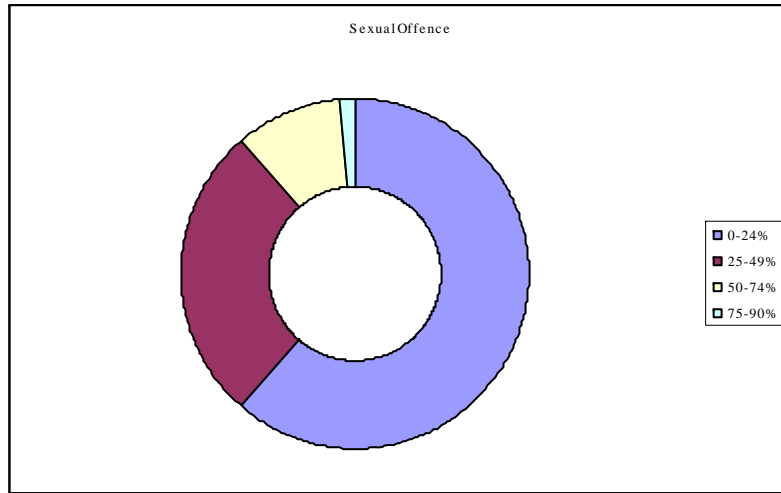


Table 5: Accredited Programmes provided in the establishment		
Does this establishment deliver NOMs Commissioned accredited programmes?		Yes
Name of accredited programme	Number of agreed starts (expected for 2014-15)	Number of agreed completions (planned total for 2014-15)
Living Skills Programmes		
Thinking Skills Programme (TSP)	20	18
Grand Total	20	18

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)
1(d)	To ensure effective Risk Assessment arrangements are in place (reference to the proposed dynamic risk management model proposed under NWoW Phase 3) to support offender progression and particularly ROTL. Specifically open sites will ensure cross site QA of Risk Assessment arrangements and all sites will seek to reduce OASys backlogs and maintain improvements in the next three years. To ensure effective Risk Assessment arrangements are in place (reference to the proposed dynamic risk management model proposed under NWoW Phase 3) to support offender progression and particularly ROTL. Specifically open sites will ensure cross site QA of Risk Assessment arrangements and all sites will seek to reduce OASys backlogs and maintain improvements in the next three years.	Yes (1d)
1(f)	Maidstone will seek to input into the national strategy regarding the management of legal highs and will introduce and share best practice across the region. Sites with known increasing levels of SPICE	Yes (1f)
2(d)	Maidstone will look to develop partnerships with third sector and local providers with regards to the families of Foreign National offenders, who may well be deported leaving their family behind, these will include PRAXIS, Migrant help and CAB	Yes (2d)
4(a) (b)	Establish an effective referral route for FNO's requiring interventions from within the FNO estate to supplement, if necessary, program delivery at HMP Maidstone. 1. Facilitating the assessment of offender suitable for courses such as TSP and FOR 2. Facilitate movement and return of FNO's assessed as suitable to access suitable courses.	Yes (4a,b)
5(a) (b)	To fully integrate Immigration and OMU to maximise information sharing and improve the efficiency of deportation by create a Triage Case Conference process, post Induction, which identifies key sentence drivers relative to offending behaviour and resettlement need in the context of the probability of deportation. This would identify 4 key pathways; 1. Those who pose a real risk to the public and need prioritising into interventions prior to release into their country of origin or the UK.	Yes (5 a,b)

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	<p>2. Those unlikely to be deported and require OBP and Resettlement interventions</p> <p>3. Those who are actively seeking early deportation through ERS/FRS and the sequencing of OBP and Resettlement required prior to release (up to 9 months from end o sentence)</p> <p>4. Those who are fighting deportation but may still be released into the UK, but still have outstanding need for OBP or Resettlement intervention</p> <p>This will then allow for effective delivery of key PSP Policies in regards to;</p> <ul style="list-style-type: none"> • Re-categorisation (PSI 40/2011) • Home Detention Curfew • Immigration , repatriation and removal services (PSI 52/2011) • The Early Removal Scheme and Release of Foreign National Prisoners (PSI 04/2013) 	
6(d)	<p>Develop and increase the Activities Profile to allow for 100% employment and education</p> <ol style="list-style-type: none"> 1. Increase in activity places 2. Review of transferrable skills of particular use to FNO's in resettlement either within their country of origin or the UK. 3. In conjunction with 131 Solutions, produce a realistic Industries Growth Plan based on both national and local contracts, to ensure effective and efficient use of resources, for both the establishment and the wider MOJ 	Yes (6d)
	We will work with our regional PE advisor to increase PE provision to 2.5 hours per prisoner by 30th June 2014	No

Table 7a: Mandatory Service specifications applicable under this Local Annex			
<p>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</p>			
	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	

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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	

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33	Manage the Custodial & Post Release Periods ⁺	Some provisions go live April/May 2014, others from contract award	Outputs 22, 22a and 23 (relating to the new risk escalation process), output 8 (which covers the resettlement needs screening of prisoners and for remand prisoners was previously an output in the Rehabilitation in Custody Specification) and outputs 53/54 (jurisdiction is transferred in/out) will go live April/May 2014. The remainder of the specification will go live at the date of CRC contract award.
34	Rehabilitation Services - In custody	Go live April/May 2014	
35	Bail Accommodation Services (BASS)	Go live April/May 2014	
36	Prisoner Employment, Training & Skills	Existing service specification which remains in force	

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

Table 7b: Service specifications applicable under this Local Annex

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

37	Specialist Units (HSE)	No	Existing service specification which remains in force
38	Bail Services	No	Go live April/May 2014
39	Deliver Accredited Programmes	Yes	Go live April/May 2014
40	Mother & Baby Unit	No	Existing service specification which remains in force
41	Deliver Victim Offender Conferencing (Restorative Justice)	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	No
Visits - Services for Visitors	Visitors are able to purchase snacks and hot/cold drinks prior to the visits period.	Yes
Visits - Services for Visitors	Visitors are able to purchase a meal and hot/cold drinks prior to the visits period.	No
Visits - Services for Visitors	Private meetings can be facilitated between visitors and Partner Agencies.	No
Visits - Services for Visitors	There are facilities for children to play whilst waiting to visit a prisoner.	No
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 Daily	
Physical Education	Minimum number of PE Hours [per week] (row 1 of the specification) (as calculated using the SBC published spreadsheet product)	1.5 hours weekly	Currently HMP Maidstone is staffed to deliver 1.5 hours per offenders per week. A recent visit from the Regional PE Advisor has demonstrated that BDG need to review the PE staffing levels for HMP Maidstone in order for them to be able to deliver the national minimum of 2.5 hours for 67%.

8. Activity Places (Work and Prison Services)

Table 8a: Agreed Activity Allocation places

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

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

INDUSTRIES (ONE3ONE)										
INDUSTRY SERVICE CODE	WORKSHOP NAME	Maximum number of prisoner places per activity (planned per week total for 2014-15)	TOTAL STAFF NUMBERS	CORE HOURS PER WEEK	Annual Internal Soft Charged Sales Predictions	Annual Internal Hard Charged Sales Predictions	Annual External Sales Predictions	Annual Internal Soft Charged Materials Predictions	Annual Internal Hard Charged Materials Predictions	Annual External Materials Predictions
Industries – Cleaning	Industrial Cleaning	30	1	28	£0	£0	£0	£0	£0	£0
Industries – Enterprise/Contract Services	Floplast	30	1	28	£0	£0	£50,000	£0	£0	£0
Industries – Laundry	Laundry	20	2	28	£92,308	£0	£0	£9,500	£0	£0
Industries – Land based Activities	Gardens	10	1	28	£0	£0	£0	£0	£0	£0
Industries – Printing	Printing and Print Finishing	125	7	28	£0	£500,000	£100,000	£0	£400,000	£80,000
Industries – Textiles	Textiles	40	2	28	£0	£78,000	£0	£0	£74,000	£0
	Total	255	14	169	£92,308	£578,000	£150,000	£9,500	£474,000	£80,000

Table 8b: Services (not industries)

Table 8b CU095b (Hours Worked in Services) – this should contain services that are measured under this specific metric			
Activity Service Code	Service Description	Maximum number of prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
HU1 Wing Activities	Kent Wing Work Party	15	421.88
HU2 Wing Activities	Medway Wing Work Party	15	421.88
HU3 Wing Activities	Thanet Wing Work Party	15	421.88
HU4 Wing Activities	Weald Wing Work Party	15	421.88
HU5 Wing Activities	Segregation Unit Worker	1	28.13
Kitchen	Kitchen Workers	30	843.75
Orderly Cleaners	Governors Orderly	1	28.13
	Reception	1	28.13
	OMU/CARATS	1	28.13
	ROUNDHOUSE	1	28.13
	Education	2	56.25
	Gymnasium	5	140.63
	Visits	1	28.13
Recycling Activity		8	28
Works Department	None		
Wing Cleaning	See Above		
Peer Workers	Media/NCS	1	28.13
	OMU	1	28.13
	Classroom Assist.	3	84.38
	FNP Co-ordinator	1	28.13
	FNP Wing Reps	4	112.50
	Gym Mentors	3	84.38

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	CORE HOURS PER WEEK
Peer Workers Contd.	Paints Mentors	4	112.50
	Resettlement Mentors	2	56.25
	Immigration Mentors	4	112.50
	Safer Custody Mentors	1	28.13
	Library	2	56.25
	Induction Peer Workers	2	56.25
Stores	Stores	4	112.50
Total		143	3824.88

Table 8c (1) Other Permanent Activity Places

Activity Service Code	Activity Description	Class No	Sessions per week	Hours per week	Weeks per year	Annual Hours	Core Weekly Hours Equivalent
Functional Skills English	Entry Level 1-3	10	4.50	281.25	51	14343.75	275.84
Functional Skills Maths	Entry Level 1-3	10	4.50	281.25	51	14343.75	275.84
Functional Skills ICT	Entry Level 1-3	6	4.50	168.75	45	7593.75	146.03
ESOL Class 1	Entry Level 1-2	10	4.50	281.25	51	14343.75	275.84
ESOL Class 2	Entry Level 1-2	10	4.50	281.25	51	14343.75	275.84
ESOL Class 3	Entry Level 3	10	4.50	281.25	51	14343.75	275.84
ESOL Class 4	Entry Level 3 to Level 1	10	4.50	281.25	51	14343.75	275.84
ESOL Maths	Entry Level 1-3	10	4.50	281.25	51	14343.75	275.84
Functional Skills Maths	Level 1+2	10	4.50	281.25	51	14343.75	275.84
Functional Skills English	Level 1+2	10	4.50	281.25	51	14343.75	275.84
Business Enterprise	Level 2	10	4.50	281.25	30	8437.50	162.26
ITQ Virtual Campus	Level 1+2	10	4.50	281.25	51	14343.75	275.84
Money Management	Level 1+2	10	4.50	281.25	45	12656.25	243.39
Customer Service	Level 2	10	4.50	281.25	15	4218.75	81.13
Employability Skills	Entry Level 3 to Level 1	10	4.50	281.25	45	12656.25	243.39
Book keeping	Level 1+2	10	4.50	281.25	30	8437.50	162.26
Preparing to Learn (Done on Induction)	Induction	10	1.00	62.50	52	3250.00	62.50
Painting and Decorating	Entry Level 3 to Level 2	10	4.50	281.25	45	12656.25	243.39
Catering (Staff not yet in post)	Entry Level 3 to Level 2						
Pearl Entry Level 2	Entry Level 3 to Level 2						
Functional Skills English and Maths	Entry Level 1-3	10	4.50	281.25	45	12656.25	243.39
Food Hygiene	Level 2	10	4.50	281.25	45	12656.25	243.39
ITQ	Level 1+2						
Peer Mentoring	Level 2	10	4.50	281.25	45	12656.25	243.39
Personal Social Development	Non Accredited	10	4.50	281.25	24	6750.00	129.81
Totals		216	4.50	5856.25		258062.50	4962.74
Equivalence Number for a Full Year		176	The Curriculum show 216 across the year but none of these courses are 52 weeks in length and vary from 15 to 51, if you work out the maximum hours available with all courses fully occupied for the duration of each individual course and extrapolate backwards it gives an equivalence of 176 spaces throughout the year				

Table 8c (2) Other Permanent Activity Places (Development objective 6.2)

Activity Service Code	Activity Description	Class No	Sessions per week	Hours per week	Weeks per year	Annual Hours	Core Weekly Hours Equivalent
Functional Skills English	Entry Level 1-3	10	4.50	281.25	51	14343.75	275.84
Functional Skills Maths	Entry Level 1-3	10	4.50	281.25	51	14343.75	275.84
Functional Skills ICT	Entry Level 1-3	6	4.50	168.75	45	7593.75	146.03
ESOL Class 1	Entry Level 1-2	10	4.50	281.25	51	14343.75	275.84
ESOL Class 2	Entry Level 1-2	10	4.50	281.25	51	14343.75	275.84
ESOL Class 3	Entry Level 3	10	4.50	281.25	51	14343.75	275.84
ESOL Class 4	Entry Level 3 to Level 1	10	4.50	281.25	51	14343.75	275.84
ESOL Maths	Entry Level 1-3	10	4.50	281.25	51	14343.75	275.84
Functional Skills Maths	Level 1+2	10	4.50	281.25	51	14343.75	275.84
Functional Skills English	Level 1+2	10	4.50	281.25	51	14343.75	275.84
Business Enterprise	Level 2	10	4.50	281.25	30	8437.50	162.26
ITQ Virtual Campus	Level 1+2	10	4.50	281.25	51	14343.75	275.84
Money Management	Level 1+2	10	4.50	281.25	45	12656.25	243.39
Customer Service	Level 2	10	4.50	281.25	15	4218.75	81.13
Employability Skills	Entry Level 3 to Level 1	10	4.50	281.25	45	12656.25	243.39
Book keeping	Level 1+2	10	4.50	281.25	30	8437.50	162.26
Preparing to Learn (Done on Induction)	Induction	10	1.00	62.50	52	3250.00	62.50
Painting and Decorating	Entry Level 3 to Level 2	10	4.50	281.25	45	12656.25	243.39
Catering (Staff not yet in post)	Entry Level 3 to Level 2	10	4.50	281.25	45	12656.25	243.39
Pearl	Entry Level 3 to Level 2	10	4.50	281.25	45	12656.25	243.39
Functional Skills English and Maths	Entry Level 1-3	10	4.50	281.25	45	12656.25	243.39
Food Hygiene	Level 2	10	4.50	281.25	45	12656.25	243.39
ITQ	Level 1+2	10	4.50	281.25	45	12656.25	243.39
Peer Mentoring	Level 2	10	4.50	281.25	45	12656.25	243.39
Personal Social Development	Non Accredited	10	4.50	281.25	24	6750.00	129.81
Totals		246	4.50	6700.00		296031.25	5692.91
Equivalence Number for a Full Year		202					

With these classes filled to potential, the Curriculum show 246 across the year but none of these courses are 52 weeks in length and vary from 15 to 51, if you work out the maximum hours available with all courses fully occupied for the duration of each individual course and extrapolate backwards it gives an equivalence of 211 spaces throughout the year

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 32m	0h 16m	1h 48m	0h 55m	0h 52m	9h 25m
Tue	5h 32m	0h 16m	1h 48m	0h 55m	0h 52m	9h 25m
Wed	5h 32m	0h 16m	1h 48m	0h 55m	0h 52m	9h 25m
Thu	5h 32m	0h 16m	1h 48m	0h 55m	0h 52m	9h 25m
Fri	5h 32m	0h 16m	1h 48m	0h 55m	0h 52m	9h 25m
Sat	6h 32m	0h 00m	0h 01m	1h 00m	0h 02m	7h 36m
Sun	6h 32m	0h 00m	0h 01m	1h 00m	0h 02m	7h 36m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	5h 32m	0h 16m	1h 48m	0h 55m	0h 52m	9h 25m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	5h 49m	0h 12m	1h 18m	0h 56m	0h 38m	8h 54m

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
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)	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	5.00 %	
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 Score BME	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50
CU056a	Security Audit - & Corporate Assurance (A&CA)	3.00	3.00	3.00	3.00	3.00	3.00	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 (A&CA)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.40
CU067	HMIP	3.00	3.00	3.00	3.00	3.00	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

OFFICIAL

	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)	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	100.00 %
CU043	Generic Parole Process (GPP)	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU083	OASys Quality	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU086A	Return of MAPPA Forms	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU089	ViSOR Effectiveness (Prison)	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %

Interventions

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

OFFICIAL

CU021	Offending Behaviour Programme (OBP) Completions																		
														18.00	18.00			18.00	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	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	88.00 %	
CU014	Training / Education on Discharge	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	
CU015	Employment on Discharge	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	10.00 %	
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