



National Offender  
Management Service

**Annex to South Central  
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 Huntercombe**

**Local Establishment Annex 2014-15**

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This document is the Local Establishment Annex 2014-15 to the South Central 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 Huntercombe
Establishment type	Trainer
Specialist function	
Security Category/ Categories:	Category C or lower
Annual Operating Price	8,969,285

### 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	370
Operational Capacity	417

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:	FNO CCD cases, 27 months or less from conditional/unconditional release date.
Offence Type:	<ul style="list-style-type: none"> <li>MAPPA 2 or 3 FNOs and PPO FNOs will be considered for acceptance on a case by case basis.</li> <li>ISP FNOs will be considered for acceptance on a case by case basis within 27 months of their tariff expiry date and have been identified by NOMS Public Protection</li> </ul>
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**

*MAPPA 2 or 3 FNOs and PPO FNOs will be considered for acceptance on a case by case basis.*  
*ISP FNOs will be considered for acceptance on a case by case basis within 27 months of their tariff expiry date and have been identified by NOMS Public Protection Casework Section as potentially suitable for the Tariff Expiry Removal Scheme (TERS).*  
*HMP Huntercombe will operate a cap of up to 10 MAPPA 2 or 3, ISP or PPO FNOs. This cap will be reviewed on an on-going basis HMP Huntercombe is an FNO only facility and holds FNOs identified by the HO as meeting deportation criteria.*

**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	N/A	N/A	N/A	N/A	N/A	N/A	0
Prisoners sentenced to less than 12 months	N/A	N/A	15	N/A	N/A	N/A	15
Determinate prisoners serving 12 months or more but less than 4 years	N/A	N/A	132	3	N/A	N/A	135
Determinate prisoners serving more than 4 years	N/A	N/A	226	6	N/A	N/A	232
Indeterminate prisoners	N/A	N/A	5	N/A	N/A	N/A	5
Determinate and indeterminate Recallees	N/A	N/A	0	N/A	N/A	N/A	0
Non-criminals	N/A	N/A	0	N/A	N/A	30	30
Resettlement	N/A	N/A	N/A	N/A	N/A	N/A	0
Discretionary	N/A	N/A	N/A	N/A	N/A	N/A	0
Total	0	0	378	9	0	30	417
Resettlement	No	Reset %		NA	Reset No.		NA
Specialist Function							

**SECTION 2: ESTABLISHMENT DELIVERY****Table 3: Local Response to Commissioning Intentions**

<b>CI Title &amp; No.</b>	<b>Response to Commissioning Intention</b>
1. Enhance public protection and ensure a safe, decent environment and rehabilitative culture	<p>During the period of this SLA HMP Huntercombe will continue to provide a safe, legal and decent environment. We will build on the good work that we implemented with the Decency Agenda. The success of this was recognised by the HMIP report in 2013. A major refurbishment of the establishment will commence in January 2014. We will engage with staff and prisoners in order to update them of upcoming and ongoing developments. We aim to reduce the unsettling nature due to alternating areas of prisoner accommodation and minimising the impact on our prison community. We will be mindful of exasperating changes due to implementing benchmarking and will adopt a staggered approach to reaching steady state.</p> <p>By providing a regime with employment and education opportunities we will provide prisoners with a full core day that focuses them on preparation for release, provides skills for future employment and builds attitudes consistent with purposeful lives.</p> <p>We will develop the staffs understanding of Every Contact Matters and how their attitudes and behaviours impact on offenders. This will further develop an environment where staff encourage and motivate prisoners and ensure that offenders feel it is possible to change.</p> <p>Having already gained Enabling Environment accreditation for our Physical Education programme we will work towards gaining accreditation within the Induction function.</p> <p>The implementation of the revised Incentives and Earned Privileges scheme will ensure that prisoners engage with their rehabilitation</p> <p>The success of staff-prisoner interactions will be monitored using both locally devised monitoring methods.</p> <p>Prisoners requiring accredited interventions will be identified and directed to a suitable pathway including HMP Maidstone as a primary site for foreign nationals.</p> <p>We will continue with a zero tolerance approach to violence and will use all of the processes available to us to challenge any form of anti social behaviour.</p> <p>Managers will monitor, support, and ensure staff are confident but not aggressive in their authority and that they enforce rules fairly</p>

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	<p>Our Safer Custody functions will build relationships and share best practice. Both regionally and inter-regionally. Lessons learnt from Deaths in Custody will be communicated by Safer Custody leads with the wider establishment. The Governor will ensure that processes exist to ensure bullying, intimidation, and victimisation - by staff or prisoners - is addressed quickly and robustly; and that staff challenge bad behaviour</p> <p>1d – 1g</p> <p>See Regional SLA</p>
2. Strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners	<p>HMP Huntercombe works with a wide range of providers and this will increase over the 3 year cycle of this SLA.</p> <p>We recognise that in order to continue our existing high level of performance that we need to integrate with this increasing number and range of agencies and providers to maximise investment and maximise outcomes for offenders.</p> <p>These service providers will be identified and our relationships managed through a strategic approach led by the Governor, and delivered through the HRR and HOLS. They will co-ordinate voluntary, community and statutory services. These providers will be co-located to ensure communication is clear. Various forums including our QIG, drug strategy and RRO meetings will monitor and ensure we deliver this.</p> <p>Our partners will be treated as equals and our relationships and expectations defined in service level agreements, local delivery agreements or memorandums of understanding. We know that we need to understand our partners' needs and facilitate their various requirements of us. If and where either partner falls short we are confident our close management monitoring arrangements will identify this and enable us to work together to resolve these issues.</p> <p>We will co-ordinate services by delivering an induction process to all prisoners that gives an appropriate and sequenced action plan to all. Jobs will be allocated based upon need and risk. We will allocate resource to need. We will also carry out an annual needs analysis to ensure that we are delivering services prisoners require.</p> <p>We will share information and have information sharing agreements where necessary. Our partners are a core part of many committees that decide and direct efforts and resources.</p> <p>DWP attend HMP Huntercombe on a weekly basis. Prisoners are identified and claims started prior to release. Appropriate facilities including broadband and telephone lines are in place. The prison has all the requirements in place for the implementation of Universal credit.</p> <p>The Governor undertakes timetabled monthly meetings with the establishment Education Manager and the Head of Healthcare in order to understand delivery and performance. The Governor provides support where necessary.</p> <p>We will continue to forge relationships with our colleagues within NHS England and Public Health England. Prisoners with issues that require adult social care needs will be referred to the appropriate agency to explore care options during custody and on release.</p>

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	<p>We will ensure that by the end of March 2015 prisoners within the region will be able to evidence joint work between the prison regime, healthcare and social care services so that mandatory outcomes are achieved.</p> <p>OLASS 4 is well embedded with in this establishment and the Governor is the current OLASS lead for the North of the region. Regular curriculum reviews are in place to ensure suitability to a constantly shifting nationality demographic.</p> <p>Although a national resource we will establish relationships with our Local Authorities identify named contacts and a shared delivery plan which includes sharing aggregate and individual data to identify families meeting the Troubled Families programme criteria.</p> <p>We will attempt to offer and improve interventions and services for offenders and their families generally, seeking to enhance these where appropriate and in response to offender need over the SLA period.</p> <p>Please see development objective in table 6</p> <p>The Head of Reducing Re-offending facilitates monthly prison based multi-disciplinary partnership meetings to discuss all aspects of learning and skills delivery and performance. A quarterly Quality Improvement Group is facilitated and the Head of Reducing Re-offending holds regular formal and informal meetings with the provider Education Manager. The group(s) report to the Cluster OLASS/ Learning and Skills meetings facilitated by the lead Governor and in turn to the Regional Governance Board, chaired by the DDC. This ensures alignment with regional and national learning and skills policy and priorities and the movement of funds, where deemed appropriate. We have clear agreed governance for our meetings; minutes are recorded and action plans are in place.</p> <p>Due to the type of the population labour market information pertaining to the areas into which prisoners will be released is less relevant than at other establishments. We regularly analyse the nationality and needs of our population. This is used to inform our curriculum which is reviewed on-going, so as to meet the needs of a diverse and changing prison population and maximise employment opportunities. We have established good relationships with employers and colleges in resettlement and we regularly refer prisoners to them. Prisoners who are reaching the end of their custodial sentence (1year –18 months) are undertaking vocational training and preparation for employment. They are supported by the National Careers Service in career planning.</p> <p>All prisoners are screened for functional skills needs on reception and, where a need is identified, a full assessment is undertaken by the OLASS provider and maths and English courses are offered as a matter of priority. Our regimes are planned so as to reduce any interruption to a prisoner's learning; sentence planning and IEP are used to effect in securing prisoner engagement in their learning. Working in collaboration with our OLASS provider, we are closely monitoring recruitment, attendance and punctuality and we are planning and maximising our resources to ensure that prisoner achievement is optimised, using our OLASS budget to the full. Data is collected and a report submitted to the Governor, and DDC"</p> <p>A nominated Reading Champion has been appointed supported by a named member of the SMT. A peer mentoring scheme is in place and functioning well.</p> <p>We have a vibrant and positive Chaplaincy Provision for all faith groups. The Chaplaincy team also provides support groups based on protective characteristics as need is identified within the population. Due to the constantly shifting population demographic within the establishment the</p>
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	<p>Chaplaincy team utilise sessional and voluntary provision to support current need.</p> <p>HMP Huntercombe continue to attempt to engage with local employers to maximise ROTL opportunities within the local area. There are existing placements with Didcot Town Football Club, work at a local stable, work at the local Sue Ryder shop as well as work in the outside grounds and the visits centre. Recycling work from Grundens is now being carried out within into the prison. The prison will endeavour to engage with local employers in order to further enhance work placements.</p>
3. Deliver an efficient, quality service	<p>The services we provide are identified as potentially contributing to reduce reoffending as the look to target the risk factors that lead to reoffending, if they pay attention to quality of delivery, and if their methods are active and participatory and focus on teaching new skills.</p> <p>Although HMP Huntercombe has not been funded to deliver any accredited offending behaviour programmes within the establishment we will assess our population and where suitable direct them to a location within the estate where delivery can be conducted. We will continue to link with HMP Maidstone to prioritise delivery where possible and then the wider estate if need dictates.</p> <p>It is important we recognise the obstacles to reintegration that most offenders face, and work to help overcome these through both practical help and assistance. This includes problems caused by labelling and social exclusion. We aim to educate and improve our staff knowledge and culture to counter as much as we can the negative effects of imprisonment. We will encourage and support staff to make their interactions with offenders meaningful, consistent and constructive: tackling attitudes; teaching problem solving and perspective taking; leading by example; rewarding progress; giving hope; getting things done; making every conversation count.</p> <p>A number of 'non-core' rehabilitation services are on offer and if needed they will be targeted at offenders according to their OGRS rating, but it is expected that all demand will be able to be met. These are listed within 4a.</p> <p>We will work with the South Central PSO 4350 Review panel to ensure that the Non-Accredited interventions are validated for their effectiveness.</p>
4. Ensure delivery is matched to population, purpose and NOMS outcomes	<p>Delivery at HMP Huntercombe will continue to be reviewed and matched against the identified needs of HMP Huntercombe population (and the relevant NOMS outcomes for the same) as identified via the Segmentation data and local analysis and that prioritisation is given to those representing the greatest risk to the public.</p> <p>Please see 4a and 4b for a greater breakdown of Huntercombe targeted delivery based on the current segmentation data.</p>
5. Ensure that delivery of services is responsive to individual needs and	<p>We have a number of standard processes for identification and assessment of individual needs within first days in custody which include healthcare screening, education assessments, equalities questionnaires, safer custody and cell sharing risk assessments. In addition we recognise that a number of offenders may have possible unidentified learning disabilities and mental health problems. To meet this need we have additional screening and assessment arrangements in place for these areas of need and strategies for sharing assessment information across partners. These processes are monitored to ensure they are of a good standard and delivered as expected. The results are used to develop individual plans where offender needs are identified.</p>

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<p>characteristics to maximise outcomes</p>	<p>Individual needs are monitored through a range of tools such as the OASys sentence plans, ACCT plans, Care plans and Individual learner plans. In addition we monitor the needs of our populations against the services and activities received in order to ensure that appropriate services and interventions are in place and adapted to meet needs, and to ensure that groups with particular characteristics are not discriminated against.</p> <p>Individual needs may arise from enduring characteristics such as age, ethnicity or disabilities or could be more temporary, for example bereavement or depression. We ensure that our staff have adequate training so that they are able to identify offenders who may need additional support and can take appropriate action.</p> <p>Data on all protected characteristics is collected from all prisoners and recorded on Prison-Nomis.</p> <p>Within Huntercombe the establishment has developed its screening to include nationality as this is pertinent to the population. This information is used regarding all aspects of delivery such as allocations to residential units so as to support fairness and equality.</p> <p>Information gained is then used to develop an individualised plan which adapts and sequences services to maximise the benefit to the offender, including OASys which is monitored annually or when a significant change occurs. Additional reviews will occur if necessary.</p> <p>Staff receive information and training to support them in recognising barriers to engagement that may arise owing to factors such as age, sexuality, disability, intellectual function, etc.</p>
<p>6. Deliver priority national or specialist services</p>	<p>In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Huntercombe will ensure delivery in the key thematic areas of Intelligence Gathering &amp; Management; Offender Management and Public Protection; and Interventions &amp; Resettlement. Where appropriate will ensure that any recommendations identified in year are implemented within reasonable timescale</p> <p>The option of Victim-offender conferences (restorative justice) remains with appropriate numbers of staff trained. However the nature of the establishment makes the use of RJ unlikely. If a PCC requests that Victim-Offender Conference takes place then the Head of Offender Management would act as the single point of contact. The victim will be met at the gate taken into the prison via the staff entrance. The conference will take place in the visits hall at a time when no other visits are taking place. Staff within the OMU will be made aware of Restorative Justice as part of the SPDR review process. The prison has the capability of conducting a maximum of 10 Victim-Offender Conferences per year.</p> <p>Although numbers of prisoners who are eligible for HDC are exceedingly low we will continue to deliver an HDC strategy which ensures that all prisoners eligible for HDC who cannot provide an accommodation address will be offered accommodation through BASS - in accordance with PSI 25/2013 and Annex I of PSO 6700 (Home Detention Curfew). BASS support-only will be considered for those with their own accommodation who could be released with additional support. We will also ensure that BASS is considered as an option when non-BASS HDC placements fail. The HDC strategy will stress the importance of liaison with the license supervisor (offender manager) and ensure that releases to BASS are credited as 'suitable and settled' for the purpose of delivery levels. HDC referrals to BASS will be delivered from within existing resources.</p>

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	<p>In conjunction with One3One solutions we will continue to look to maximise commercial work at HMP Huntercombe whilst balancing the same against the need to deliver purposeful activity that can help reduce an offender's risk of reoffending. A growth plan will be produced locally and shared with the DDC outlining how the establishment will increase activity hours.</p> <p>We have an agreed reporting system with Immigration Enforcement that provides updates as to the process of ERS requests and IS91 cases. This enables to HMP Huntercombe to drive the processing of prisoners, thus increasing churn and maximising the efficient use of spaces.</p> <p>The use of Video link will be prioritised to support offender engagement with CJS and where possible community partners. Videolink will be in place by September 2014.</p>
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**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"> <li>• <b>Outstanding rehabilitative need</b> is identified and discussed with prisoners at induction. Information on this is shared with all who work with the prisoner so that they can be encouraged and supported to engage with appropriate services.</li> <li>• <b>Risk management</b> – all staff will make effective use of information sharing (such as the observation book, handover / daily briefing sheets) and monitoring mechanisms as part of their core tasks that contribute to a safe and secure, decent rehabilitative environment. This will also include ensuring that all information on the range of available rehabilitative services is maintained and up to date</li> <li>• At HMP Huntercombe we operate an <b>integrated IEP system</b> that ensures all staff and prisoners have the ability to influence attainment levels through engagement with rehabilitative activity.</li> <li>• To embed the concept of “Every Contact Matters” we will roll out a series “back to basics” Communication Seminars to all staff. These will review how the Civil Service Core Competency Framework (CSCCF) maps to NOMS Vision and Values and statement of purpose and how staff behaviours and relationships between staff and prisoners can contribute to building our prison culture.</li> <li>• We will introduce the Every <b>Contact Matters</b> agenda into our contract management and staff performance reviews. All contract review meetings and staff/manager bilaterals will include discussions surrounding staff/staff and staff/prisoner relationships in addition to reviewing management information which can inform the strength of rehabilitative culture; for example - applications, correspondence, complaints, risk assessments etc...</li> </ul>	

<p>Prisoners are made aware of their responsibilities in engaging with and accessing services</p>	<ul style="list-style-type: none"> <li>• We will consider developing joint <b>Statements of Purpose</b> with all our delivery partners which embodies our rehabilitative ethos promoting <b>responsible citizenship</b> amongst prisoners. This is widely publicised within the establishment and all prisoners 'sign up' to it on reception; it is then measured through mechanisms described below as well as being monitored through the IEP scheme.</li> <li>• All staff (including permanent staff, those on fixed term contracts and partner providers) will be made aware of the prison's Decency Agenda and of our rehabilitative ethos. This is reflected in their contracts, job descriptions and via the SPDR process.</li> <li>• We will <b>measure the impact</b> we are having by monitoring sentence planning objectives including progress against sentence plan and completions, and take up of rehabilitative activities including numbers and types of qualifications and skills achieved ,</li> <li>• Through our <b>Every Contact Matters</b> agenda we will aim to ensure prisoners receive consistent messages.</li> <li>• All communication with prisoners is accessible and <b>responsive to their diverse needs</b>. All staff are supported to ensure their engagement with prisoners is effective through our mandatory equality and diversity awareness training delivered by our Safer Custody and Equalities manager.</li> </ul>	
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Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<ul style="list-style-type: none"> <li>HMP Huntercombe's <b>Decency Strategy</b> reflects our commitment to building a rehabilitative culture and is publicised in key places across the establishment to act as a reminder for all staff and prisoners of what is expected. All our internal correspondence including staff and prisoner notices carries this Statement which helps to ensure that it becomes embedded into fabric of the prison</li> <li>We will take active measures to promote and improve understanding of the importance of <b>demonstrating pro-social behaviours and attitudes</b> at all levels, and use existing internal communication and line management arrangements to help embed effective practice and encourage a culture of continuous improvement</li> <li>We have ensured there are clear links between the new <b>Competency Framework</b>, the prison, departmental and individual 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.</li> <li>We will <b>measure the impact</b> 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.</li> <li><b>Prisoner forums</b> are in place, which is encouraged to highlight good practice across different units/departments within the prison – this enables us to identify where we may need to develop further, positive staff interaction with prisoners.</li> </ul>	
Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	<ul style="list-style-type: none"> <li><b>Employment and Benefit Advisors</b> – Due to the nature of the prison population referred to the DWP work programme when they have been identified as no longer of interest to Immigration Enforcement.</li> <li>OLASS provision of <b>basic skills (level 1) training</b> which enables prisoners to engage with the regime as well as providers of rehabilitative services</li> <li><b>Toe by Toe</b> – peer mentoring reading scheme</li> </ul> <p><b>Contact details for existing community based services</b> are maintained and accessible to all prisoners</p>	<p>Co-commissioned national contract with DWP.</p>     <p>Co-Commissioned National SFA</p>  <p>Co-Commissioned National SFA</p>

Prisoners can access services that enable them to manage housing needs created as a result of their custody.	<ul style="list-style-type: none"> <li>• Stonham – <b>housing benefit advice</b>; maintaining tenancy agreements</li> <li>• Provision of <b>Housing advice leaflets</b></li> <li>• Prisoners have access to the <b>contact details for existing housing services providers.</b></li> </ul>	Locally commissioned
Prisoners can access services that enable them to seek settled and suitable housing for release.	<ul style="list-style-type: none"> <li>• Prisoners are provided with a debt advice pack</li> <li>• Prisoners are provided the contact details for existing community based debt management services</li> <li>• DWP - Assistance to close down and reinstate benefit claims</li> <li>• Halifax account programme - Services that enable the opening and management of bank accounts</li> <li>• Enable prisoners to address any outstanding financial debts.</li> <li>• Enables prisoners to make contact and arrangements with creditors or dependents where payment schedules are likely to be affected.</li> </ul>	Locally commissioned
Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.	<ul style="list-style-type: none"> <li>• Prisoners are provided with a debt advice pack</li> <li>• Prisoners are provided the contact details for existing community based debt management services</li> <li>• DWP - Assistance to close down and reinstate benefit claims</li> <li>• Halifax account programme - Services that enable the opening and management of bank accounts</li> <li>• Enable prisoners to address any outstanding financial debts.</li> <li>• Enables prisoners to make contact and arrangements with creditors or dependents where payment schedules are likely to be affected.</li> </ul>	<p>Co-commissioned national contract with DWP.</p> <p>Locally commissioned and co-funded.</p>
Prisoners can access available services which enable them to address their family welfare and family support needs.	<ul style="list-style-type: none"> <li>• <b>Domestic Visits</b></li> <li>• Where appropriate Prisoners' immediate <b>families</b> are invited and encouraged to <b>contribute to sentence and resettlement planning objectives</b></li> <li>• Prisoners are signposted to community based services that support prisoners families</li> </ul>	Locally commissioned

Prisoners have equivalence of access to health services in custody as in the community.	<ul style="list-style-type: none"> <li>On reception, prisoners <b>current health needs assessment</b> is reviewed, prisoners are subsequently signposted and supported in tackling any additionally identified needs</li> <li>Prisoners are provided the <b>contact details for existing community health related services</b></li> <li>Prisoners have <b>access to Primary and Secondary health services</b>, including mental health services, commissioned through Health including: Doctor-GP service, Dentist, Nursing care, Optician, Physiotherapy</li> </ul>	<p>National Co-Commissioned NHS England</p> <p>National Co-Commissioned NHS England</p> <p>National Co-Commissioned NHS England</p>
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	<ul style="list-style-type: none"> <li><b>Oxford Health</b> On reception, all prisoners have an individual health assessment. Essential immediate clinical needs are met. Stabilisation, detoxification and observation are undertaken as appropriate.</li> <li><b>Oxford Health</b> Ongoing clinical and psychosocial support is provided based upon the needs of the prisoner.</li> <li>The prison is engaged with NHS England- Thames Valley in order to ensure that prisoner needs are understood and the commissioning strategy is suitable.</li> <li>Prisoners have access to the contact details for services that can support them with their drug and alcohol needs</li> </ul>	<p>National Co-Commissioned NHS England</p> <p>National Co-Commissioned NHS England</p> <p>Co-commissioned as appropriate.</p>
Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	Prisoners are provided the <b>contact details and enabled to engage with existing appropriate community based services that support victims of domestic violence, rape or abuse</b>	Local Authority Co-commissioned.
Prisoners who have been sex workers can access services that offer them advice and support.	Prisoners are provided the <b>contact details and enabled to engage with existing appropriate community based services that support sex workers</b>	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	<b>Total no. of Prisoners within Segment</b> <ul style="list-style-type: none"> <li>Use the segmentation data tool on the NOMS Performance HUB to get the numerical data you need to populate this column</li> </ul>	<b>Strategic approach to meeting the needs of the segment</b>  <b>Title and description of rehabilitative services/interventions and case management activities</b> <ul style="list-style-type: none"> <li>Give the title and a brief description of the case management activities offered to offenders in each segment</li> <li>Give a brief description of the range of rehabilitative services and interventions offered to offenders by segment. Include any accredited programmes on offer.</li> <li>Use the guidance on targeting in Commissioning Intention 4a</li> <li>If a service or intervention is available across more than one segment (for example – TSP may be available to both sex offenders and violent offenders) then state in each applicable box, making clear in the next column the number of completions relating to each segment.</li> </ul>	<b>Indicate whether the service or intervention is commissioned or co-commissioned and the number of offenders who will be able to access the intervention or service annually</b> <ul style="list-style-type: none"> <li>For accredited programmes give the number of completions</li> <li>It is not necessary to record volumes for case management activities</li> </ul>
All Offenders – where service targeted by need rather than risk	415	<p>Geese Theatre: Runs theatre based groups to prisoners that have been highlighted via sentence planning with identified need based on their risk factors.</p> <p>Forgiveness Project: Assists with reducing re-offending and providing evidence that the prisoner is following his sentence plans and making strides in the right direction.</p> <p>Release on Temporary Licence (ROTL): Release of prisoners on ROTL to provide support to the local community and make preparation for improved integration upon release. The expected outcome is reducing reoffending, increase access to education, improve employability and reduce risk.</p> <p>Family visits: Special one day visits for prisoners and their families. Improved family ties &amp; relationship</p> <p>Fathers Inside: Course based around role play. Provides advice, guidance and support to those who are fathers, or are about to be fathers. Final presentation is to partners and families to demonstrate their commitment to making the family work and quitting crime.</p> <p>Toe by Toe: Peer mentoring for prisoners to improve literacy levels. The outcome expected is improved access to education, employment and training and improved family ties, particularly with any children.</p>	<p>Locally Commissioned</p> <p>4 courses of 10 (40 in total)</p> <p>Locally Commissioned</p> <p>4 courses of 21 (84 total) by segmentation priority</p> <p>Fully Funded These are non quantifiable but would be determined by the number of suitable candidates</p>

		<p>Alcoholics Anonymous (AA): Support meeting for prisoners, giving them a chance to listen to and speak with ex users. The outcome expected is to provide prisoners with support needed to face and tackle alcohol abuse to avoid linked offending behaviour in future.</p> <p>Narcotics Anonymous (NA) Support meeting for prisoners, giving them a chance to listen to and speak with ex users. The outcome expected is to provide prisoners with support needed to face and tackle drug abuse to avoid linked offending behaviour in future.</p> <p>CARATS service</p> <p>Following sessions offered;</p> <ul style="list-style-type: none"> <li>• Comprehensive assessment, which is used to inform individual treatment plans</li> <li>• Harm reduction advice around a variety of substances and lifestyle choices, to include overdose prevention and blood born viruses</li> <li>• Motivational enhancement to encourage individuals to consider making more positive choices around their substance use</li> <li>• Referrals to appropriate services to ensure individual is able to complete individual treatment care plan</li> <li>• Guidance regarding past, current or future substance use, to include information and education.</li> <li>• A variety of counselling skills (including Brief Solution Focus Therapy and Cognitive Behavioural Therapy) to enable the individual to consider their previous choices and understand the effects in order to promote self reflection and a more positive outcome for the future.</li> </ul> <p>The CARAT team also deliver an alcohol awareness course, which focuses on the physical, psychological and social effects of alcohol use, alcohol units and identifying risk factors of alcohol use. Throughout the session the links between offending and alcohol use are explored. The sessions are intended to offer the attendees general information about the relevant area in addition to harm reduction techniques and knowledge about rehabilitative treatments available in custody and the community; assisting them in stopping or reducing substance misuse.</p> <p>Education Provision: Supporting Functional and Vocational skills to improve employability prospects and reduce the risk of re offending on release.</p> <p>Employment Provision: A range of activities are in place to provide opportunities for prisoners to gain employment related qualifications and skills. The fulltime employment in conjunction with the new core day will assist prisoners to develop a real life work ethic that mirrors life on release. Work place performance review will further enhance the effects of future employment and future prospects.</p> <p>St Giles: Specialist housing advisers give information, advice and guidance to prisoners</p>	<p>Partly Funded 216</p> <p>Partly Funded 30</p> <p>Demand Led</p> <p>Demand Led 8 places per session 1 per month</p>
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		being released to the UK and abroad, including: Facilitating contact with housing agencies in countries other than the UK, building on already established relationships with European wide organisations Making referrals to housing providers for UK releases, particularly at short notice. Train all orderlies in advice-giving roles in HMP Huntercombe i.e. Interventions, Buck Project, National Careers Service, Education, Reception, Induction, Equalities and Foreign National reps and provide Level 3 qualifications in Advice & Guidance to the prisoners over the course of the year. The service helps provided a purposeful regime to Foreign National prisoners. It supports the Reduction of Crime/Reform and Rehabilitation of Offenders.	
Sexual Offenders	31 in total 7% of the population	<p>On reception all sex offenders are discussed at the Interdepartmental Risk Management Meeting.</p> <p>All sex offenders are assessed using RM2000 to establish their risk of sexual reconviction. Individual cases will be reviewed at the Local High Risk Team meeting</p> <p>Where Need is identified Prisoners will be referred to South Central Psychological Services who will carry assessments and decide on suitability.</p> <p>Where programmes may suitable for offenders in our custody HMP Huntercombe will make arrangements for offenders to complete these programmes at other establishments.</p>	
Violent offenders	91 in total 22% of the population	<p>Individual cases will be reviewed at the Local High Risk Team meeting</p> <p>Where Need is identified Prisoners will be referred to South Central Psychological Services who will carry assessments and decide on suitability for Accredited Programme Interventions.</p> <p>Where programmes may suitable for offenders in our custody HMP Huntercombe will make arrangements for offenders to complete these programmes at other establishments.</p> <p>We will further assess all offenders with a DV flag on OASys, using SARA. Where their risk is above 'low' we will assess their suitability for DV intervention and transfer to establishments delivering this programme when they are suitable.</p>	
Indeterminate Sentenced Prisoners (ISPs)	6 in total 1% of the population	<p>By the time that indeterminate Sentenced Prisoners arrive at HMP Huntercombe their need for Accredited Interventions should already have been addressed.</p> <p>If not then the processes as outlined for violent or sexual offenders will be followed.</p>	
Low likelihood of any reconviction OGRS 0-24%	253 in total 60% of the population	<p>Prisoners in this OGRS band receive access to all services in the 'All Offenders' section of this table.</p> <p>Low intensity case management for offenders in this OGRS band except for violent offenders with OVP of 30%+, sexual offenders assessed as medium risk or higher under RM2000, or indeterminate sentenced prisoners.</p>	

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		<p>Low intensity case management includes: Core Offer listed at Table 4a, Offender Supervisor review of sentence plan and an approach based on 'Every Contact Matters' to ensure that all staff who have contact with offenders understand their role in contributing to rehabilitation.</p> <p>Offenders within this OGRS band will have access to the core rehabilitative offer as per table 4a. In general, no additional rehabilitation services are targeted at offenders in this OGRS band (see specific approaches above for violent offenders, sexual offenders and indeterminate sentence prisoners).</p>	
Medium likelihood of any reconviction OGRS 25-49%	111 in total 26% of the population	<p>Prisoners in this OGRS band receive access to all services in the 'All Offenders' section of this table.</p> <p>Low intensity case management for offenders in this OGRS band except for violent offenders with OVP of 30%+, sexual offenders assessed as medium risk or higher under RM2000, or indeterminate sentenced prisoners.</p> <p>Low intensity case management includes: Core Offer listed at Table 4a, Offender Supervisor review of sentence plan and an approach based on 'Every Contact Matters' to ensure that all staff who have contact with offenders understand their role in contributing to rehabilitation.</p>	
High likelihood of any reconviction OGRS 50- 74%	54 in total 13% of the population	<p>Prisoners in this OGRS band receive access to all services in the 'All Offenders' section of this table.</p> <p>Medium Intensity case management for offenders in this OGRS band. We will begin by prioritising violent offenders with OVP 30%+, sex offenders with a RM2000 above 'low' and all indeterminate sentenced offenders for this level of service. 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 from interventions etc.</p> <p>All prisoners convicted of non-acquisitive offences scoring 50+ on the OGRS are considered for suitability for TSP. If deemed suitable then it is anticipated depending on time length to serve these prisoners would undertake a programme at HMP Maidstone.</p>	
Very high likelihood of any reconviction OGRS 75-89%	4 in total 0% of the population	<p>Prisoners in this OGRS band receive access to all services in the 'All Offenders' section of this table.</p> <p>Highest intensity case management will be made available to as many offenders in this OGRS band as resources will allow. Highest intensity case management is as medium intensity but with more frequent / longer supervision sessions (with a clear purpose linked to the aims of the sentence plan), and active advocating for offenders where they may need help in accessing services to reduce re-offending.</p>	

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<p>Extremely high likelihood of any reconviction (prolific) OGRS 90-100%</p>	<p>0 in total</p>	<p>Prisoners in this OGRS band receive access to all services in the 'All Offenders' section of this table.</p> <p>Highest intensity case management will be made available to as many offenders in this OGRS band as resources will allow. Highest intensity case management is as medium intensity but with more frequent / longer supervision sessions (with a clear purpose linked to the aims of the sentence plan), and active advocating for offenders where they may need help in accessing services to reduce re-offending.</p>	
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Table 5: Accredited Programmes provided in the establishment	
Does this establishment deliver NOMs Commissioned accredited programmes?	No

**Table 6: Development Objective**

CI Title & No.	<b>Objective:</b> Describe a SMART objective including what you want to achieve how you will measure your success and key milestones	<b>Does this contribute to a regional objective (yes/no)</b>
1-6	HMP Huntercombe will be undergoing an extensive refurbishment throughout 2014. It is anticipated that this will have some impact on delivery. There will be a rolling programme of wing closure during this period. In order to reduce the impact on the cost of prisoner places the roll will be only be reduced by 12 spaces to 418. There will be temporary overcrowding on one unit. Due to the high concentration of prisoners in one area it has been agreed to stagger the implementation of regime refresh into 2015. This will impact on the development objectives	No
1.3 & 5.6	<p>Building Resilience – Having continued to implement the benchmark for Huntercombe these is a risk that increased pressure on staff could lead to reduced delivery of services should staff sickness levels rise. HMP Huntercombe will foster an environment that identifies where staff are at risk and provide support where appropriate including the use of ATOS referrals, counselling and IPRS.</p> <p>Progress will be monitored against the sickness absence SDI and specifically performance against comparator establishments. The Regional HRBP will monitor the impact of New Ways of working 6 months after the implementation date.</p>	Yes
1	<p>Enabling Environments – HMP Huntercombe will continue to drive towards gaining enabling environments status in high impact areas within the establishment. It is anticipated that these will be Reception/Induction and the Segregation Unit.</p> <p>Due to the refurbishment programme it is anticipated that the process may be delayed in starting. We will liaise with The regional lead, appropriate staff will attend local workshops and we will share the lessons learnt from previously gaining enabling environment accreditation for our PE provision.</p>	Yes

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2a	<p>We will maximise investment of all partners and providers delivering services for offenders at HMP Huntercombe and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By September 2014 we will review who we work with and how we work with them and ensure that all contracts and service level agreements demonstrate how each service fits within the overall strategic context of the establishment. This review will include all statutory and non statutory, existing and new partners and providers (including by anticipating any changes as a result of Through the Gate). We will develop a plan which describes how, within [<i>time period</i>] we will deliver:</p> <ul style="list-style-type: none"> <li>• A clear shared strategic vision for how services align to maximise outcomes and create an integrated, seamless offender management service (including a shared understanding of outcomes and priorities)</li> <li>• A clear agreed plan of how services sequence and compliment each other, providing continuity of services to offenders both within and across prisons (facilitating the needs of all providers and contractual partners to allow them to effectively deliver)</li> </ul> <p>Leadership which actively enables and integrates services, where partnership working arrangements</p> <ul style="list-style-type: none"> <li>• improve performance and aid resolution of issues</li> <li>• An understanding of resource allocation, and how delivery and choices impact on the investment and activity of others</li> <li>• An agreement on how to safely use and share data and information</li> </ul> <p>Progress will be monitored against the plan at monthly SMT meetings and at a regional level with the DDC</p>	No
2c	CI 12 (Health) To ensure effective and consistent engagement by HMP Huntercombe with NHSE to support the delivery of health and criminal justice outcomes.	Yes
2d	To work with NOMS Health & Wellbeing Co-commissioning, HMP Bullingdon, the local authority and NHS England, to contribute to a joint action plan by the	Yes



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	close of Quarter 1, to be implemented during Q2-4; the action plan will aim to ensure appropriate arrangements for screening and assessing prisoners with social care needs are established and prepare for the anticipated provisions of the Care Bill from April 2015, to the extent that prisoners in Huntercombe are deemed eligible by forthcoming guidance for such provisions	
3a	By November the prison will review the type of strategies it employs, and the services and interventions it offers to ensure that the approaches being used are ones which are effective with the type of offenders that receive them, and that the factors being targeted for change are related to desistance, reduced reoffending and public protection, or a reduction in harmful institutional behaviour. It will draw on local data and evidence, including that provided within the NOMS Evidence and Segmentation Companion Document.	Yes
3b	By November the prison will develop and implement effective quality assurance processes which indicate whether the services, activity and interventions it provides are of an acceptable standard of quality and are having the impact they are intended to deliver. Information from these processes will be regularly reviewed by the senior management team and specific members of staff will be given responsibility for the QA processes and following through on actions identified in the reviews.	Yes
6e	HMP Huntercombe will continue to look to maximise commercial work in line with the governments working prisons. A growth plan will be produced locally and shared with the DDC by July 2014 outlining how the establishment will increase activity hours.	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>

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

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

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

**Table 7b: Service specifications applicable under this Local Annex**

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

**Table 7c: Service Options, above the national minimum****(which are commissioned under this SLA)**

<b>Service specification</b>	<b>Output(s) commissioned</b>	<b>Service Option Commissioned [ YES / NO]</b>
Cell & Area Searching	A risk assessed programme of routine area searching is agreed, documented and completed correctly. <b>HSE only</b>	No
Cell & Area Searching	Assurance is sought through a risk assessed programme of covert testing. <b>Non HSE</b>	Yes
Early Days & Discharge - First Night in Custody	One-to-one welfare support is provided within courts/custody suites to address immediate needs of the prisoner.	No
Visits - Conduct Visits	There are facilities for children to participate in supervised play whilst visiting a prisoner	Yes
Visits - Services for Visitors	Visitors are able to purchase snacks and hot/cold drinks prior to the visits period.	Yes
Visits - Services for Visitors	Visitors are able to purchase a meal and hot/cold drinks prior to the visits period.	No
Visits - Services for Visitors	Private meetings can be facilitated between visitors and Partner Agencies.	No
Visits - Services for Visitors	There are facilities for children to play whilst waiting to visit a prisoner.	Yes
Visits - Services for Visitors	Visitors receive information through a variety of media regarding relevant support services.	Yes
Visits - Services for Visitors	A Family Support Worker is available to support families.	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.	Yes
Prisoner Employment, Training & Skills	Prisoners have the opportunity to gain industry recognised and accredited qualifications through employment, training and skills according to risk and need.	Yes
Prisoner Employment, Training & Skills	Qualifications gained are aligned with market needs and within the Qualifications and Credit Framework	Yes
Deliver Accredited Programmes	Competent staff are contributed to the national training provision as agreed by the commissioner. <b>Output wording subject to revision</b>	No

**Table 7d: Agreed delivery hours for specified services**

<b>Service Specification</b>	<b>Output</b>	<b>Agreed hours</b>	<b>Rationale (where hours are agreed above the minimum set within specifications)</b>
Residential Services	Daily time in open air [minimum 30 minutes] (row 21 of the specification )	Minimum of 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)	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
Industries - Cleaning BICS	Industrial Cleaning	24	2	26.50	£0	£0	£0	£0	£0	£0
Industries - Land Based Activities	Gardens	24	2	26.50	£0	£0	£0	£0	£0	£0
<b>Total</b>		48	4		£0	£0	£0	£0	£0	£0

**Table 8b: Services (not industries)**

Table 8b CU095b (Hours Worked in Services) – this should contain services that are measured under this specific metric			
Activity Service Code	Service Description	Maximum number of prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
Other Occupations	Orderlies and Teaching Assists	82	28.25
Wing Cleaning	Unit workers	36	28.25
Other Occupations	Kitchen	15	28.25
Recycling activity	Environmental services	14	28.25
<b>Total</b>		<b>147</b>	

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

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

<b>Table 8c: Other Activities</b>			
<b>This should contain activities that are not in scope of either CU095a (Hours Worked in Industry) or CU095b (Hours Worked in Services) metrics.</b>			
<b>Activity Service Code</b>	<b>Activity Description</b>	<b>Maximum number of FTE prisoner places per activity (planned per week total for 2014-15)</b>	<b>CORE HOURS PER WEEK</b>
Peer Support	Toe by Toe am or pm depending on need.	25	14
Education leading to accreditation	Tiling	15	28.25
Education leading to accreditation	Paints	12	28.25
Education leading to accreditation	Catering/Hospitality	7	28.25
Education leading to accreditation	ICT	24	28.25
Education leading to accreditation	Business Enterprise (pm)	6	12
Education leading to accreditation	Customer Services (am)	6	16.25
Education leading to accreditation	Sales and Marketing (pm)	6	16.25
Education leading to accreditation	Horticulture	14	28.25
Education leading to accreditation	ESOL (27am,19pm)	23	28.25
Education leading to accreditation	Literacy	10	28.25
Education leading to accreditation	Maths	10	28.25

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Education leading to accreditation	Art	10	28.25
Education leading to accreditation	NVQ Catering (am)	6	16.25
Education leading to accreditation	Multi Skills	15	28.25
Education leading to accreditation	Barbering	7	28.25
PE Leading to QCA Qualifications	Gym Course	28	28.25
Other Resettlement Activities (ROTL)	Outside work ROTL	11	40
Other Regime enhancement	St Giles NVQ Course, Fathers Inside Geese Theatre	12 ad hoc 14 ad hoc 14 ad hoc These courses will run no more than one at a time.	
<b>Sub total</b>		<b>235</b>	
<b>Table 8 Total</b>		<b>430</b>	



### 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	Domestics	Meal	Movement	Total Time Out of Cell
Mon	5h 14m	2h 03m	0h 57m	0h 57m	9h 12m
Tue	5h 14m	2h 03m	0h 57m	0h 57m	9h 12m
Wed	5h 14m	2h 03m	0h 57m	0h 57m	9h 12m
Thu	5h 14m	2h 03m	0h 57m	0h 57m	9h 12m
Fri	5h 14m	2h 03m	0h 57m	0h 57m	9h 12m
Sat	6h 30m	0h 00m	0h 57m	0h 00m	7h 28m
Sun	6h 30m	0h 00m	0h 57m	0h 00m	7h 28m

#### 5 day average time out of cell

Type	Activity	Domestics	Meal	Movement	Total Time Out of Cell
5-day	5h 14m	2h 03m	0h 57m	0h 57m	9h 12m

#### 7 day average time out of cell

Type	Activity	Domestics	Meal	Movement	Total Time Out of Cell
7-day	5h 35m	1h 27m	0h 57m	0h 41m	8h 43m

## 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
		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)	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	8.20 %	
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
	Security Audit - Audit & Corporate Assurance (A&CA)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.56
CU056a		3.00	3.00	3.00	3.00	3.00	3.00	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)	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
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU067	HMIP Resettlement	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.95
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU075	HMIP Respect	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.79

# OFFICIAL

		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU077	HMIP Safety	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.92
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU078	HMIP Purposeful Activity	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.58
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU076	MQPL Safety																		2.86
																			3.00
CU079	MQPL Decency																		2.83
																			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
CU021	Offending Behaviour Programme (OBP) Completions													0.00	0.00			0.00	6,456.00

## OFFICIAL

## 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