



National Offender
Management Service

**Annex to Yorkshire and
Humberside
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 Leeds

Local Establishment Annex 2014-15

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This document is the Local Establishment Annex 2014-15 to the Yorkshire and Humberside 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 Leeds
Establishment type	Local resettlement
Specialist function	
Security Category / Categories:	Category B or lower
Annual Operating Price	16,219,455

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	826
Operational Capacity	1212

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

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Table 2b: Population Allocation Specification	
Gender:	Male prisoners only
Age:	Adults (21 and over) and starred up Young Adults (18-21) (subject to agreement with DDC)
Security Category:	Category B or lower
Sentence Status:	Remand and Sentenced prisoners
Sentence Length / Type:	No restrictions 29% unsentenced, 30% resettlement
Offence Type:	No restrictions
Nationality:	No restrictions

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

Table 2c: Population Assumptions – Origin of the Population
<i>HMP Leeds is a local prison holding male prisoners aged 21 and over. The population is mainly comprised of remand prisoners and newly sentenced prisoners. This establishment mostly holds prisoners remanded or sentenced by courts in the Yorkshire & Humber region and receives most of its prisoners from courts in the area, particularly Leeds and Bradford.</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	N/A	N/A	N/A	N/A	360	360
Prisoners sentenced to less than 12 months	N/A	N/A	331	N/A	N/A	N/A	331
Determinate prisoners serving 12 months or more but less than 4 years	N/A	N/A	N/A	N/A	N/A	N/A	0
Determinate prisoners serving more than 4 years	N/A	NA	NA	NA	N/A	N/A	0
Indeterminate prisoners	N/A	NA	NA	NA	N/A	N/A	0
Determinate and indeterminate Recallees	N/A	NA	36	NA	N/A	N/A	36
Non-criminals	N/A	N/A	N/A	N/A	N/A	7	7
Resettlement	N/A	N/A	340	24	N/A	N/A	364
Discretionary	N/A	N/A	95	26	N/A	N/A	121
Total	0	0	802	50	0	360	1212
Resettlement	Yes	Reset %		30	Reset No.		364
Specialist Function							

SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions

CI Title & No.	Response to Commissioning Intention
1. Enhance public protection and ensure a safe, decent environment and rehabilitative culture.	<p>HMP Leeds takes seriously its duty to ensure that the environment we operate in; is safe and decent for those living here and those working and delivering services, in addition our key outcomes and interaction with prisoners and partners are designed to promote and deliver a rehabilitative culture that is supportive of reducing re-offending initiatives.</p> <p>At the heart of our approach is the promotion of effective staff-prisoner relationships, where prisoners are treated with respect and where every contact matters to promote offender rehabilitation and engagement. Good relationships are underpinned by decent conditions and excellent service provision. This is supported by HMP Leeds' most recent MQPL survey that took place in September 2012 where often significant increases in scores were seen from previous years and significantly above average scores were attained in Decency, Prisoner Safety, Conditions and Staff-Prisoner relationships.</p> <p>Whilst good relationships and conditions are a crucial factor in the overall safety of the prison, they do not run in isolation. Security is well informed, proportionate and well managed, as is care for those most at risk of suicide or self-harm.</p> <p>This approach is prioritised from the first day of arrival in the establishment, during the first few weeks prisoners employability, learning & skills, substance misuse, health and sentence planning needs are determined. This informs which regime and rehabilitation services are required for each individual.</p> <p>All those who work with offenders at HMP Leeds are required to possess and demonstrate competency and professionalism in their dealings with offenders. Maintaining a professional work force, which has the required skills and competencies to achieve a supportive rehabilitative culture, is promoted through staff engagement and the staff performance and appraisal tools. Hand in hand with this is the effective and managed approach we take with statutory partners such as PCT or DWP and providers such as our OLASS, CFO and VCS partners.</p> <p>Every Contact Matters is the central concept running through these engagement approaches, which work to support the Incentives and Earned Privileges Scheme (PSI 30/2013) encouraging offenders to positively engage and demonstrate pro-social behaviour. HMP Leeds promotes this in practice on all units including the segregation unit where we have offenders paint cells to enable them to work towards gaining privileges, this contributes to keeping offenders busy and our of cells therefore supporting a rehabilitation culture. C-Nomis case notes are used as the tool to</p>

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	<p>capture each contact with offenders. This approach works to nurture a sense of purpose in relation to rehabilitation, desistance and progression through the sentence.</p> <p>HMP Leeds will maintain a zero tolerance approach to drugs and violence; reduce the demand and supply for illicit drugs, reflected in an MDT rate (as averaged across the year) of less than 10%, with the aspirational objective being to achieve a rate of below 8% and develop the management of violence ensuring best practice is shared regionally between establishments. As well as a proactive approach to ensuring that the supply of illicit drugs is controlled we will also work with our health partner to ensure that appropriate treatment and interventions are available to help those recovering from substance misuse issues. We work proactively with our health partner to focus interventions both in the main healthcare unit and on designated drug recovery unit located on D-wing.</p> <p>A way in which we do this is by combining the zero tolerance approach and the provision of interventions to carry out "Outcome 3 reviews". These are conducted with a senior prison manager, Drug Strategy Manager and the prisoner. This has proven effective in reducing the MDT rate at HMP Leeds and the use of illicit substances.</p> <p>HMP Leeds will continue to focus energy on those most at risk of harm through utilisation of its safer custody and violence management policies. Management of those at risk under ACCT measures, and management action to prevent or to act following incidents of violence, will continue.</p> <p>We extensively make use of prisoner representatives in the form of PID (Prisoner Information Desks) workers on every wing, learning champions, resettlement leads, health reps and diversity champions. Our use of prisoner representation is well embedded and includes, involvement in the SMT, DEAT, Prisoner Rep meeting and involvement in particular issues including the introduction and implementation of benchmarking, food quality meeting. Prisoner representatives have been involved in analysing trends in request/complaints to enable HMP Leeds to rectify these issues.</p> <p>HMP Leeds values the contributions that Prisoner representation to enable the deliver of a safe, decent and inclusive environment.</p> <p>The SMT use a number of indicators to check that our approach is effective and includes regular analysis of prisoner applications & complaints, prisoner surveys, HMIP, MQPL and IMB feedback, as well as ongoing analysis of security intelligence, reportable incidents, adjudications, Use of Force data, MDT data and Violence Management statistics.</p> <p>1d -g) Risk assessment, risk management and security</p> <p>HMP Leeds will fulfil a commitment to comply with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that HMP Leeds' Local Security and Public Protection Strategies will be kept up to date in line with current policy.</p>
2. Strengthen integration of service	<p>2a) We aim to maximise the investment of all partners and providers delivering services for offenders at HMP Leeds whilst ensuring that outcomes are responsive to need and support the wider rehabilitative culture and reduce re-offending.</p> <p>The 7 commitments outlined below provide the overall strategic context of the establishment, and outline our engagement approach with</p>

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<p>delivery between directly funded, co-commissioned providers and wider partners</p>	<p>delivery partners, the commitments are:</p> <ul style="list-style-type: none"> ▪ To work with our Transforming Rehabilitation partners to reduce reoffending for prisoners serving less than 12 months. ▪ To be a prison for the local community, building and maintaining influential partnerships. ▪ To be a prison that reduces drug and alcohol dependency and gives prisoners the opportunity to actively engage in recovery. ▪ To keep family ties at the core of our resettlement strategy. ▪ To ensure prisoners are meaningfully engaged whilst in custody. ▪ To treat prisoners with dignity and respect and encourage them to take responsibility for their actions. ▪ To make HMP Leeds a place where people want to work. <p>In addition to the commitments are used to underpin:</p> <ul style="list-style-type: none"> ▪ A clear shared strategic vision for how services align to maximise outcomes and create an integrated, seamless offender management service (including a shared understanding of outcomes and priorities) ▪ A clear agreed plan of how services are sequenced and compliment each other, providing continuity of services to offenders both within and across prisons, facilitating the needs of all providers and contractual partners to allow them to effectively deliver. ▪ Leadership which actively enables and integrates services, where partnership working arrangements are effective, improve performance and aid resolution of issues. ▪ An understanding of resource allocation, and how delivery and choices impact on the investment and activity of others. ▪ An agreement on how to safely use and share data and information. <p>Progress is monitored against the commitments at the monthly SMT meeting, at regional level with the DDC, and in meetings with partners including the OLASS governance board and the Health Partnership Board. See development objective below.</p> <p>At HMP Leeds we embrace the integration of all partners to ensure we maximise our aim to reduce re-offending, examples of this are that we have partners on the Senior Management Team, we ensure that all information regarding partners are available to prisoners we invite prisoner representatives to a part of partner meetings including the of the SMT. Partners also attend discharge, HDC and ROTL Boards.</p> <p>2b) DWP</p> <p>HMP Leeds works effectively with our DWP/JCP partners, primarily by ensuring that JCP staff (Employment Benefit Advisers) are collocated within the prison alongside other resettlement services. They are provided with all facilities required to conduct their work and have an office,</p>
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broadband capacity and interview space.

The EBA's contribute to the discharge planning process and are provided with data on releases and have access to P Nomis. The establishment values the contribution and resources provided by JCP and the work done to close down benefit claims, job retention advice, referral to the Day 1 Mandation programme and the work Programme Providers and JSA claims. EBA workers are integrated into the resettlement hub at HMP Leeds and are key contributors at resettlement and partnership meetings.

2c) NHS

HMP Leeds values the contribution and resource commitments provided by our Health Provider 'Leeds Community Healthcare', we work effectively with them to provide strategic direction around health and substance misuse needs. Both the Head of Healthcare LCH and the manager of the Drug & Alcohol interventions provider are key members of the SMT, working with prison colleagues to ensure that delivery priorities are aligned and mutually respective of each others commitments.

A comprehensive health needs assessment and delivery plan underpin the service delivery and partnership working, with a clear, effective oversight, operational management and governance of healthcare services in place and working effectively.

In partnership with Lifeline and LCH the recovery wing (D-wing) opened in September 2011. In December 2012 the wing was awarded a Home Office Tilley Award for outstanding partnership work. In January in 2013 it was recognised HMCIP as a "gold standard" example of partnership working and therapeutic intervention. All stakeholders are committed to enabling offenders to make positive choices in their recovery by supporting the substance strategy and Zero Tolerance Policy at HMP Leeds.

The governors of HMP Leeds and Wealstun attend the local Health Partnership Board.

2d) Local Authorities – Care & Support Needs

HMP Leeds is an active member of the Safer Leeds Partnership this is a local manifestation of crime and disorder reduction partnership which includes representatives from Leeds City Council, Police, DWP, prison and probation. The work of this partnership is to reduce crime and disorder and promote pro-social community focused behaviour.

HMP Leeds works in partnership with West Yorkshire Police and Probation through the 6th Hub initiative. They attend all our resettlement and reducing re-offending strategy meetings in relation to Prolific and Priority Offenders. The 6th Hub also shares information for ROTL and HDC Boards.

HMP Leeds attends the West Yorkshire Finding Independence meetings. These are held quarterly to support local people who have multiple needs funded by the lottery. All partners including local councils attend, the aim is to improve the lives and well-being of people with the most complex needs currently excluded or disengaged from Services.

All adult social care needs at HMP Leeds are met in partnership with the council including LDD, physical disability and age. Multi-agency

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meetings involving the council take place regularly to ensure that individual social care needs are addressed.

2e) Local Authorities – Offender Families

Family's First is the community of Leeds' response to the Governments' Troubled Families. Partners, including Local Authorities and a senior manager from HMP Leeds meet to identify the most troublesome families within the Local Authority and work in partnership to meet their needs in promoting inclusion into the community.

Offenders at HMP Leeds are signposted to support agencies provided by the local authority.

Story book Dad is an initiative which is regularly used at HMP Leeds to improve and foster parental engagement.

HMP Leeds also offers Family visits that provide educational and recreational activities for dads to engage with their children, on average 20 themed visits take place a year. The jigsaw centre also have family support staff on a daily basis this enables families of offenders to address issues. The jigsaw also have a pregnancy project, this program in partnership with NSPCC takes place in the prison for both partners to engage in classes during and after pregnancy.

2g) OLASS

HMP Leeds works proactively with the Skills Funding Agency and our OLASS (The Manchester College) and NCS (Prospects) providers ensuring that the priorities outlined in the Offender Learning Review and local needs are met. The establishment is part of a cluster with HMP Wealstun and HMP Wakefield with a designated lead Governor and a Cluster Head of Learning & Skills.

Governance structures are in place at a regional, cluster and establishment level that include regular Quality Improvement Groups and a provider focused Performance Review & Planning meetings, as well as a Regional OLASS Governance Board (chaired by the DDC) and a Regional Performance Review & Planning Meeting. Meetings are attended by relevant partners, providers and stakeholders and used to ensure alignment with regional and national learning and skills policy and priorities and the movement of funds, where appropriate. There are clear and agreed governance arrangements for meetings; minutes are recorded and action plans are in place.

We access reliable labour market information pertaining to the areas into which prisoners will be released, this is used along with learner feedback and partner/stakeholders input to inform our curriculum design. The curriculum at HMP Leeds recognises that many prisoners start there learning and skills journey here and our curriculum was designed to compliment those at HMP Wealstun, Lindholme and Moorland, as the principle establishments we transfer to.

The curriculum offer was redesigned to accommodate the NOMS benchmarking requirements, introducing a longer core day and increased part time provision to increase the number of regime places, a key focus of the offer remains functional skills, ESOL, employability, self employment and business venture skills.

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We piloted and implemented a skills, work and learning assessment process, working with our NCS and OLASS provider. The iTES model (introduction to Training, Employment Services) includes an introduction to work, learning and skills pathways matched to the aspirational career plan agreed with NCS, and includes an assessment of literacy, numeracy and IT needs. This model has been rolled out to every establishment in the Y&H region.

We are currently in discussions with the OLASS and NCS providers to put in place resettlement and pre discharge elements and will begin delivery in March.

2h) Prepare and enable access to employment

HMP Leeds works collaboratively with a number of statutory, provider and VCS groups on preparing and enabling offender access to employment opportunities on release, this includes the access to further through the gate support and training and learning that enhances employability skills.

The model at HMP Leeds commences with an aspirational career discussion with NCS and an interview with amongst others JCP EBA staff, we prioritise opportunities to retain employment for those who were in work and to close down benefit claims and continuity with work programme providers.

The career plan from NCS is sent to the OLASS provider and forms part of the work, learning and skills pathway that is developed during the iTES process. Low level literacy, numeracy and ESOL needs are identified as are additional learning support needs. The work, learn, skills pathway is agreed with the offender and is used by the activities hub to sequence allocations and by offender supervisors for sentence planning. A review process ensures that pathways continue to be relevant and refreshed.

In addition, a number of other partners and stakeholders interact with offenders around this pathway, these include Positive Futures, West Yorkshire Chaplaincy Project, Integrated Offender Management, St Giles Trust, promotion of work (including voluntary work), further training and learning are promoted as is through the gate support and referral.

The core OLASS curriculum offer is designed to enhance employment skills and there is heavy promotion of the offer as well as established links between the work ethic and soft skills developed in work areas such as the kitchen and industry workshops.

We are in the process of developing a resettlement village/pre discharge process where offenders with 6-8 weeks before discharge will attend and during this period we will review/discuss:

- * Career Action Plan/Skills Action Plan against progress
- * Promote employability courses
- * Promote Self Employment & Business Support
- * Promote CV - check in place
- * Promote local employment options
- * Promote local training & learning options
- * Promote NCS on release

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	<ul style="list-style-type: none"> * Dentist/Doctor registered, Health & substance Misuse checks * ETE & Accommodation in place * DIP team contacted, script agreed * Work Programme referral * JSA claim made * aware of Benefits * other VCS offer - St Giles, Positive Futures, IOM etc <p>Once we have identified the gaps we will focus interventions and services accordingly.</p>
<p>3. Delivery an efficient, quality service</p>	<p>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.</p> <p>We continue to use a wide range of range of sources in order to target resources and interventions where they are likely to deliver the best outcomes, data includes; an annual needs analysis delivered by QDP, use of local prisoner needs data, prisoner location tool, individual learner plans and segmentation data held on the performance hub. We continue to use data and prisoner feedback to maximise the impact of our and our partner agency delivery, endeavouring to match the demand of our population.</p> <p>Strategies are reviewed annually, and as required, to ensure that the approaches being used are ones which are effective with the type of offenders that receive them, and that the strategies being targeted for change are related to desistance, reduced reoffending and public protection, or a reduction in harmful institutional behaviour. We 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>HMP Leeds has introduced the NOMS benchmarking model which has significantly reduced costs, the final model will be in place by April 2014, during this period we have maintained our Level 3 status and/or increased delivery of SDRs.</p> <p>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.</p> <p>At HMP Leeds we have robust quality assurance processes and a measure of the delivery of services to offenders, we do this by; -</p> <ul style="list-style-type: none"> • Having a managerial layer to focus of examining delivery of services and their effectiveness. • Maintaining data which is examined and discussed at SMT meetings. • Reviewing the demand of the services based on our prisoner population need, and against the 7 local commitments • Where service delivery falls short of requirements, then a formal challenge with providers will take place, to focus on how performance is improved.

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	<ul style="list-style-type: none"> Utilising external monitoring methods (e.g. HMIP) to identify issues in delivery and quality of services. Ensuring that we work with a range of partners and stakeholders to review agreements and SLA's, including the use of partner quality assurance processes, for example for OLASS provision we jointly carry out an annual Internal Quality Review against Ofsted and HMIP measures, for Health we include discussions around the Healthcare Quality Improvement Partnership framework. Ensuring that in partnership, contract and SLA meetings with service providers we discuss quality assurance and performance review.
4. Ensure delivery is matched to population, purpose and NOMS outcomes.	<p>Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where they deliver the greatest outcomes for investment.</p> <p>HMP Leeds ensures that the delivery model matches the needs of the population both in the core delivery and in our agreements with stakeholders and partners. As a Category B local Prison with a significant number of receptions and discharges we have a stringent first night assessment and support model. Assessment of need commences at HMP Leeds and includes a health assessment, mental health assessment, CSRA, individual needs, basic screening, iTES, OASys and an induction which includes partners and stakeholders.</p> <p>We are part of the Yorkshire and Humberside regional model with effective links to Category C trainers and High Security Estate. We continue to be an establishment for local offenders with approximately 85% being West Yorkshire residents. We will contribute to the regional reconfiguration plan in line with Through the gate and any proposed Governance as required.</p> <p>See Table 4(a) and 4(b).</p>
5. Ensure that delivery of services is responsive to individual needs and characteristics to maximise outcomes.	<p>5a) At HMP Leeds we have a number of standard processes for identification and assessment of individual needs within first days in custody which include healthcare screening, education assessments, equalities questionnaires, safer custody and cell sharing risk assessments. In addition we recognise that a number of offenders may have possible unidentified learning disabilities and mental health problems. To meet this need we have additional screening and assessment arrangements in place for these areas of need and strategies for sharing assessment information across partners. These processes are monitored to ensure they are of a good standard and delivered as expected. The results are used to develop individual plans where offender needs are identified.</p> <p>Individual needs are monitored through a range of tools such as the OASys sentence plans, ACCT plans, Care plans and Individual learner plans. In addition we monitor the needs of our 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 ensuring 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>

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	<p>We carry out an annual needs analysis with a clear remit to understand the needs of prisoners and in consultation with our many partners and stakeholders, as well as identifying need this allows us to deliver a more personalised approach to offenders.</p> <p>5b) Information gained is then used to develop an individualised plan which adapts and sequences services to maximise the benefit to the offender, using OASys which is monitored annually or when a significant change occurs. Additional reviews will occur if necessary.</p> <p>Staff will 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>
6. Deliver priority national or specialist services.	<p>6a) In response to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Leeds will ensure delivery in the key thematic areas of Intelligence Gathering & Management; Offender Management and Public Protection; and Interventions & Resettlement, as assessed by NOMS HQ.</p> <p>HMP Leeds will also ensure that any recommendations related to the identification, assessment and management of extremist offenders which are identified in the NOMS assessment process are implemented process are implemented within reasonable timescale.</p> <p>6b) HMP Leeds will continue to deliver victim-offender conferencing (RJ) at a minimum of 10 conferences for the year 14/15. Development of RJ will focus on:</p> <ul style="list-style-type: none"> • Further awareness of RJ amongst relevant staff groups • Strengthening partnerships with organisations and local commissioners to support delivery of RJ • Infrastructure to support delivery, including further development of; <ul style="list-style-type: none"> ○ a single point of contact for RJ ○ agreed referral processes with partners ○ processes which contribute to suitability and risk assessments ○ appropriate gate procedures for entry into the prison of victims and other participants ○ appropriate rooms are available for the conference to take place ○ integration of RJ into sentence planning <p>6c) HMP Leeds will continue a bail strategy which ensures that all new remand prisoners are screened for and provided with bail services. We will also conduct targeted bail information enquiries and communicate effectively with court based bail services' staff in accordance with the Bail Services and BASS Specifications.</p> <p>HMP Leeds will continue an HDC strategy which ensures that all prisoners eligible for HDC who cannot provide an accommodation address are routinely offered accommodation through BASS. The establishments HDC strategy is based on liaison between offender Supervisors and Offender Managers. HDC referrals to BASS will continue to be delivered by Offender Supervisors and Case Administrators in liaison with Offender Managers.</p>

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	<p>6d) HMP Leeds will continue to develop links and engage proactively with potential sources endeavouring to secure work on a commercial basis under the brand of ONE3ONE Solutions. The new core day at HMP Leeds operating under benchmark supports the focus on providing prisoners with meaningful work that replicates a normal working week.</p> <p>6e) HMP Leeds will develop a strategy for extending use of video conference facilities by April 2014 consistent with the NOMS Video Action Plan, ensuring that use is consistent with the type of establishment that HMP Leeds is and makes maximum usage of existing/planned facilities. XX will be the establishment lead for the NOMS video action plan and will establish and maintain relationships with the relevant stakeholders. XX will deliver the action plan and attend all meetings.</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	<p>At HMP Leeds we operate an integrated IEP System that aims to ensure that all prisoners have the ability to progress and engage in our rehabilitative culture. We have identified 7 clear commitments that form our strategic priorities. These are communicated to all stakeholders including staff, offenders and partners. (See 2a)</p> <p>Every contact matters, this is an important message that is communicated to staff, partners, stakeholders and offenders. Schemes that re-iterate this are Prisoner information desks, personal officer, healthcare reps, diversity reps, recovery champions, learning champions and the interaction with offender supervisors.</p>	Local
Prisoners are made aware of their responsibilities in engaging with and accessing services	<p>All prisoners are initially informed of their responsibilities with regards to the decency agenda, engagement with services and the appropriate behaviour that is expected of them whilst in custody.</p> <p>All offenders both remand and convicted, receive a full induction. They are informed of all relevant help and the support that is available to them both whilst in custody and upon release.</p> <p>We use a number of methods including:-</p> <ul style="list-style-type: none"> • Prisoner information notices • Prisoner Council meetings • Wing Consultation meetings • The use of prisoner representatives in a number of areas, such as healthcare, learning and skills and diversity • The IEP scheme • Promotion of services • Awareness of the 7 commitments and the priorities of the establishment • Prisoner involvement in the SMT 	Local
Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<p>See above, in addition we operate a Zero tolerance to substance misuse including weekly meetings with prisoners, chaired by the Governor, attended by security, offender supervisor and personal officer to challenge anti-social behaviour and to implement an action plan for prisoners to take responsibility for their actions.</p> <p>We ensure that the IEP scheme and the 'charging of offenders who damage prison property' are executed correctly and consistently.</p> <p>At Leeds we also have a Zero tolerance to violence and bullying with effective implementation of policies.</p> <p>Local initiatives include:-</p> <ul style="list-style-type: none"> • Drug Recovery wing 	Local

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	<ul style="list-style-type: none"> • Resettlement wing • First Night Centre • Healthcare, IDTS, Harbour (mental health support) • Learning and skills including iTES and ILR • Prisoner engagement (See above) • Positive prisoner/staff relationships (as evidenced by the most recent MQPL and HMCIP) • Effective performance and quality review of services • SPDR's 	
Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	<p>We have a range of partners and stakeholders that we work with to ensure that prisoners are supported in becoming more employable and/or employed upon release. These include:-</p> <ul style="list-style-type: none"> • Job Centre Plus • Prospect Futures • West Yorkshire Chaplaincy • Positive steps • IOM 6th hub. • National Careers Service • The Manchester College (Employability support courses) • SESC • St Giles Trust • ROTL's and HDC • Introduction to training and employment support and the use of ILRs • Virtual Campus • 7 Commitments including "To treat prisoners with dignity and respect and encourage them to take responsibility for their actions." <p>HMP Leeds will work proactively with the new TR providers as reflected in our commitment "To work with our Transforming Rehabilitation partners to reduce reoffending for prisoners serving less than 12 months" Refer to CI 2h.</p>	National Co-commissioned Regional Cluster CFO
Prisoners can access services that enable them to manage housing needs created as a result of their custody.	Shelter on site housing advice, West Yorkshire Chaplaincy, St Giles Trust. This is housing information and Advice Services (HAIS), offering advice on housing related issues to both newly sentenced prisoners and those about to be released. IOM 6 th Hub	Commissioned National National
Prisoners can access services that enable them to seek settled and suitable housing	Shelter on site housing advice West Yorkshire Chaplaincy St Giles Trust. As above IOM, 6 th Hub at HMP Leeds seek housing for PPO offenders. The 6 th hub use Shelter Housing and Foundation	Commissioned National National

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for release.	Housing to attain accommodation, this service is quite area specific and they will engage with the Council within the offenders' area.	
Prisoners can access services to enable them to address personal financial management issues created as a result of their custody.	Shelter West Yorkshire Chaplaincy The Manchester College (Managing your finances course) This is a three sessions within the pre-release course that advises offenders how to manage their bank accounts and signposts offenders to agencies on release if debt issues arise.	Commissioned National
Prisoners can access available services which enable them to address their family welfare and family support needs.	Jigsaw Centre provide parenting courses, father's inside, storybook Dad, 20 family visits per year, including themed visits, all prisoners have the opportunity to apply for certain themed visits as there are adult family visits to incorporate vulnerable prisoners and themed visits according to different age groups at times throughout the year. The jigsaw centre also holds pregnancy projects in partnership with the NSPCC. Offenders' partners will come into the prison during pregnancy and after pregnancy. In the Jigsaw Centre at HMP Leeds which is located outside the main prison, family support is provided on a daily basis by family support staff. Offenders can also make an application to meet with a family support member of staff to discuss issues regarding family. West Yorkshire Chaplaincy St Giles Trust Chaplaincy Department Visits Family Days Pin phones Written communication	Local
Prisoners have equivalence of access to health services in custody as in the community.	On reception, prisoners current health needs assessment is reviewed, prisoners are subsequently signposted and supported in tackling any additionally identified needs. Prisoners have access to primary and secondary health services, including mental health services, commissioned through Health including: Doctor-GP service, Dentist, Nursing Care, Optician, Physiotherapy	Co-commissioned
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	On reception, all prisoners have an individual health assessment. Essential clinical needs are met. Stabilisation, detoxification and observation are undertaken as appropriate. Ongoing clinical and psychosocial support is provided by Lifeline based upon the needs of the prisoner. Prisoners are provided with contact details for services that can support them with their drug and alcohol needs	Co-commissioned
Prisoners who have experienced domestic violence, rape or abuse can access services that offer	Although this is not specifically available at HMP Leeds, prisoners can speak with the chaplaincy or healthcare, offering advice and support often linking the prisoners to outside agencies. HMP Leeds is a supportive environment and prisoners with these issues would be referred appropriately.	

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them advice and support.		
Prisoners who have been sex workers can access services that offer them advice and support.	Although this is not specifically available at HMP Leeds, prisoners can speak with the chaplaincy or healthcare, offering advice and support often linking the prisoners to outside agencies. HMP Leeds is a supportive environment and prisoners with these issues would be referred appropriately.	

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	100%	Service identified in Table 4(a) and these include activities and interventions available across all offender groups as per need and irrespective of risk. For specific needs of individual prisoners HMP Leeds offers; bereavement counselling, smoking cessation, sexual health clinics, relationships without violence course, drug recovery champions, pregnancy courses with partners, family visits, adult only visits, themed visits. The chaplaincy also has links with AA and NA.	All
Sexual Offenders	11%	See above, identify, assess and refer to relevant establishments. HMP Leeds would do this by making contact with prisons in the region that have treatment provision for sex offenders in an attempt to transfer those with the longer sentences that have treatment needs out of Leeds.	

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Violent offenders	30%	See above, identify, assess and refer to relevant establishments according to intervention required, category and sentence type. The Jigsaw Centre deliver an Introduction to relationships without violence program which has been accredited through The Open College Network – this is targeted at offenders who have less than 6 months to serve with domestic violence offences.	
Indeterminate Sentenced Prisoners (ISPs)	6%	<p>See above, identify, assess and refer to relevant establishments according to intervention required, category and sentence type. ISP's are prioritised for assessment and interventions. Within 16 weeks of sentencing all ISP's are categorised, LISP 1 and offence related documents are prepared and issued to PPCS initial action team. A MALRAP meeting is also carried out within that 16 week period which in turn produces LSP1E and MALRAP minutes. The offender manager and offender supervisor organise a sentence plan meeting and the offender manager complete the OASys with the offender supervisor continuing with the annual reviews. It is at this point that a prisoner would be transferred to the appropriate prison; these are all out of area.</p> <p>All recall ISP's a LISP6 report would be produced and sent to PPCS within 5 days. Until the oral hearing the prisoner would be held at HMP Leeds. The oral hearing would decide the next step for the prisoner.</p> <p>ISP's at HMP Leeds due to abscond remain until PPCS decide either to return to open conditions or await an oral hearing.</p>	
Low likelihood of any reconviction OGRS 0-24%	17%	See Table 4(a) core offer	
Medium likelihood of any reconviction OGRS 25-49%	20%	<p>See Table 4(a) core offer</p> <p>Pro-social modelling and positive staff interactions</p> <p>Help to secure, manage and maintain suitable accommodation</p> <p>Support in identifying and obtaining suitable employment</p> <p>For those prisoners with children: Fathers Inside parenting course, family visits, play visits</p> <p>Literacy, numeracy and life skills, where needed</p>	
High likelihood of any reconviction OGRS 50- 74%	38%	<p>See Table 4(a) core offer</p> <p>Pro-social modelling and positive staff interactions</p> <p>Help to secure, manage and maintain suitable accommodation</p> <p>Support in identifying and obtaining suitable employment</p> <p>For those prisoners with children: Fathers Inside parenting course, family visits, play visits</p> <p>Literacy, numeracy and life skills, where needed.</p> <p>As the likelihood of reconviction increases HMP Leeds prioritises the need of completing OASys assessments with regular contact with the offender supervisor, whether that be a sentence planning board or one to one contact. This is to ensure all needs are addressed and signposted to the appropriate agencies. HMP Leeds provides a more intensive case management for offenders the higher the OGRS scores.</p> <p>Restorative Justice is available for violent or acquisitive offenders where there is a clear victim.</p>	

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Very high likelihood of any reconviction OGRS 75-89%	21%	See Table 4(a) core offer Pro-social modelling and positive staff interactions Help to secure, manage and maintain suitable accommodation Support in identifying and obtaining suitable employment For those prisoners with children: Fathers Inside parenting course, family visits, play visits Literacy, numeracy and life skills, where needed Restorative Justice is available for violent or acquisitive offenders where there is a clear victim.	
Extremely high likelihood of any reconviction (prolific) OGRS 90-100%	4%	See Table 4(a) core offer Pro-social modelling and positive staff interactions Help to secure, manage and maintain suitable accommodation Support in identifying and obtaining suitable employment For those prisoners with children: Fathers Inside parenting course, family visits, play visits Literacy, numeracy and life skills, where needed Referral to Integrated Offender Management team	

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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.	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. Enhance public protection and ensure a safe, decent environment and rehabilitative culture.	To enhance the zero tolerance approach to drugs and violence; reduce the demand and supply for illicit drugs. Progress will be measured by the MDT and violence management metric monthly and appropriate actions to be taken are discussed at SMT, drug strategy meeting and adjudication standardisation meeting.	Yes
2. Strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners.	<p><u>Partnership and Stakeholder Engagement</u></p> <p>HMP Leeds will maximise the investment of all partners and providers delivering services for offenders and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. See 2a of CI. Progress will be monitored against the plan at the monthly SMT meeting and at regional level with the DDC</p>	Yes
5. Ensure that delivery of services is responsive to individual needs and characteristics.	To carry out forum consultation groups bi-monthly for specific segments of the population including under 25's and over 50's, foreign nationals in particular, Eastern Europeans. Analysis will feed into our overall communication strategy and be used to assess needs of offenders at HMP Leeds. This data will be used in discussions with partners, stakeholders and the SMT.	
6. Deliver priority national or specialist services.	<p><u>Extremism</u></p> <p>HMP Leeds will ensure that any recommendations related to the identification, assessment and management of extremist offenders which are identified in the NOMS assessment process are implemented process are implemented within reasonable timescale.</p> <p><u>Bail and Accommodation Services</u></p> <p>HMP Leeds will continue to provide BASS support-only for those with their own accommodation who could be released with additional support.</p> <p>We will promote BASS within the establishment, making use of BASS posters, leaflets and DVD available from the contractor, Stonham.</p>	

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We will monitor BASS referral and placement trends and investigate when these are outside the expected range and establish improvement objectives where outcomes are substantially below the expected or historic level for the institution.

Restorative Justice

HMP Leeds will continue to deliver victim-offender conferencing (RJ) at a minimum of 10 conferences for the year 14/15. Development of RJ will focus on:

- Further awareness of RJ amongst relevant staff groups
- Strengthening partnerships with organisations and local commissioners to support delivery of RJ
- Infrastructure to support delivery, including further development of;
 - a single point of contact for RJ
 - agreed referral processes with partners
 - processes which contribute to suitability and risk assessments
 - appropriate gate procedures for entry into the prison of victims and other participants
 - appropriate rooms are available for the conference to take place
 - integration of RJ into sentence planning

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

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

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

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

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

Table 7b: Service specifications applicable under this Local Annex

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

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

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

Table 7d: Agreed delivery hours for specified services			
Service Specification	Output	Agreed hours	Rationale (where hours are agreed above the minimum set within specifications)
Residential Services	Daily time in open air [minimum 30 minutes] (row 21 of the specification)	1 hour 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 – Textiles	Workshop 2	38	2	27	£0	£77,171	£6,000	£0	£56,186	£0
Industries – Textiles	Workshop 3	52	3	27	£0	£180,067	£0	£0	£131,101	£0
Industries – Single Portion	Workshop 5	42	3	27	£0	£65,000	£3,000	£0	£0	£0
Industries - Printing	Workshop 6	23	2	27	£0	£12,639	£10,500	£0	£12,639	£6,500
Total		155	10	108	£0	£334,877	£19,500	£0	£199,926	£6,500

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Table 8b: Services (not industries)

Table 8b CU095b (Hours Worked in Services) – this should contain services that are measured under this specific metric			
Activity Service Code	Service Description	Maximum number of prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
HU1 Wing Activities	PID Worker	12	27
HU2 Wing Activities	Painter	6	27
HU3 Wing Activities	Barber	12	27
Kitchen	Kitchen workers	50 (35 full time, 25 part time AM & 25 part time PM)	27
Orderly Cleaners	Visits & Reception	4	40.5
Recycling Activity		None	
Weekend Activity		Included in PID worker and wing cleaner figures	
Works Department		None	
Wing Cleaning	Wing Cleaners	27 (12 FT and 30 PT @ 0.5 each)	27
Other Occupations	CES, Library & Lock Inn	7.5 (CES & Library FT – 7, Lock Inn PT – 0.5)	27
Sub total		118.5	

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Table 8c- other permanent activity places

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

Table 8c: Other Activities			
This should contain activities that are not in scope of either CU095a (Hours Worked in Industry) or CU095b (Hours Worked in Services) metrics.			
Activity Service Code	Activity Description	Maximum number of FTE prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
Basic Key Skills up to level 2		None	
Core Education Classes		None	
Education Induction Assessment		None	
Education leading to accreditation		339.5 (332 FT and 68 PT @ 3 hours per week)	27
PE Leading to QCA Qualifications		None	
Skills training leading to Accreditation		None	
ROTL		None planned but some are likely	
Prison Induction Courses/Interviews		Not a recognised activity (for PNOMIS) here at Leeds	
Other			
Sub total		339.5	
Table 8 Total		613	

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	2h 39m	0h 06m	1h 55m	1h 13m	0h 43m	6h 37m
Tue	2h 39m	0h 06m	1h 55m	1h 13m	0h 43m	6h 37m
Wed	2h 39m	0h 06m	1h 55m	1h 13m	0h 43m	6h 37m
Thu	2h 39m	0h 06m	1h 55m	1h 13m	0h 43m	6h 37m
Fri	1h 28m	0h 13m	2h 05m	0h 45m	0h 24m	4h 57m
Sat	0h 00m	0h 00m	1h 30m	1h 30m	0h 00m	3h 00m
Sun	0h 00m	0h 00m	2h 21m	1h 30m	0h 00m	3h 51m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	2h 25m	0h 07m	1h 57m	1h 07m	0h 39m	6h 17m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	1h 43m	0h 05m	1h 57m	1h 14m	0h 28m	5h 28m

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Section 4: SLA Delivery Requirements and Levels at Commencement Date

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

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

Secure and Decent Custody

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU001	Discharge to Court	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	100.00 %
CU003	Absconds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CU006	CAT A Escapes													0	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)	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 %	
CU031	Control & Restraint (C&R) Training	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	80.00 %	
CU060	Tornado Commitment																		17.00
CU074	MQPL BME Score	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50
CU056a	Security Audit - & Corporate Assurance (A&CA)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.56
CU057a	Self Harm Audit (A&CA)	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	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	2.95

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	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	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	2.79
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU077	HMIP Safety	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.92
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU078	HMIP Purposeful Activity	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.58
		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
CU021	Offending																		

OFFICIAL

Behaviour Programme (OBP) Completions														0.00	0.00				6,456.00
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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	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	83.00 %	
CU014	Training / Education on Discharge	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	6.00 %	
CU015	Employment on Discharge	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	22.00 %	
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