



National Offender
Management Service

**Annex to Yorkshire & 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 Wealstun

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 Wealstun
Establishment type	Trainer resettlement
Specialist function	
Security Category / Categories:	Category C or lower
Annual Operating Price	14,835,851

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	810
Operational Capacity	832

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

Table 2b: Population Allocation Specification	
Gender:	Male prisoners only
Age:	Adults (21 and over) and starred up Young Adults (18-21) (subject to agreement with DDC)
Security Category:	Category C or lower
Sentence Status:	Sentenced prisoners
Sentence Length / Type:	No restrictions 35% 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 Wealstun is a Category C training prison holding male prisoners aged 21 and over. The population is mainly comprised of longer sentenced determinate prisoners. This establishment mostly holds prisoners sentenced at courts in the Yorkshire & Humber and the North East regions and receives most of its prisoners from local prisons, particularly Leeds and Durham.</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	N/A	0
Prisoners sentenced to less than 12 months	N/A	N/A	N/A	N/A	N/A	N/A	0
Determinate prisoners serving 12 months or more but less than 4 years	N/A	N/A	400	N/A	N/A	N/A	400
Determinate prisoners serving more than 4 years	N/A	N/A	90	11	N/A	N/A	101
Indeterminate prisoners	N/A	N/A	40	N/A	N/A	N/A	40
Determinate and indeterminate Recallees	N/A	N/A	N/A	N/A	N/A	N/A	0
Non-criminals	N/A	N/A	N/A	N/A	N/A	N/A	0
Resettlement	N/A	N/A	250	41	N/A	N/A	291
Discretionary	N/A	N/A	N/A	N/A	N/A	N/A	0
Total	0	0	780	52	0	0	832
Resettlement	Yes	Reset %		0.35	Reset No.		291
Specialist Function							

SECTION 2: ESTABLISHMENT DELIVERY

Table 3: Local Response to Commissioning Intentions	
CI Title & No.	Response to Commissioning Intention
<p>1 (a) There is a sense of purpose in relation to rehabilitation, desistance, and progression through a sentence which is shared and understood by all who work with offenders.</p>	<p>Action to address drug and alcohol misuse – Through implementation of the Drug and Alcohol Policy and the Recovery Strategy there is a clear focus on change and progression. Staff are specifically recruited to work on this wing to ensure that <i>Staff interactions with offenders are 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</i></p> <p>The Offender Management Unit will promote an approach that focuses equally on targeting risk factors and recognising/building strengths. The concept of 'Every Contact Matter' will be central to this approach that will be delivered by:</p> <ul style="list-style-type: none"> • Staff prisoner relationships will be strengthened through 1:1 contact with Offender Supervisors and through regular OMU wing based surgeries. A OMU designated PIDS Liaison worker will be identified to work directly with PIDS workers to ensure this excellent resource is maximised. • IPP Forums, a buddy system and Family Visits and a Preparation for category D Course will be established to provide intensive support for this group of prisoners. <p>The OMU will ensure all sentence planning dovetails with TRP changes and that positive relationships are established with new providers to ensure a rehabilitative culture is maintained</p>
<p>1 (b) All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance</p>	<p>HMP Wealstun recognises the importance of staffs behaviour and attitudes on offender rehabilitation and promotes this to directly and none directly employed staff via its induction process and regular staff briefings. Its 2014/15 Business Plan identifies how each function will contribute to rehabilitation and staffs individual responsibility in relation to Every Contact Matters, this will also be included in every member of staffs Staff Performance and Development Records.</p> <p>In addition, the OMU Functional Business Plan and Staff Performance and Development Records will further reflect the establishment's commitments to providing a rehabilitative culture that focuses on positive change and progression. This approach will be underpinned by staff contacts that are meaningful consistent and constructive, OMU staff will carry out supervision with all Offender Supervisors to ensure:</p> <ol style="list-style-type: none"> 1. They are clear about their roles, responsibilities and accountabilities

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	<p>2. Enhance there development</p> <p>3. Promote clear communications and ensure that they meet the services objectives and standards.</p> <p>All Staff/Prisoner contact sheets will be maintained and subject to management checks to ensure all staff contact reflects the establishment's commitment to 'Every Contact Matters'.</p> <p>The culture that 'every contact matters' will be embedded in all process at Wealstun.</p>
1 (d –g) Risk assessments, Risk management systems and Security	<p>HMP Wealstun has a commitment to comply with the instructions set out in the National Security Framework and the Public Protection Manual and provide assurance that individual establishments' Local Security and Public Protection Strategies will be kept up to date in line with current policy.</p>
2 (b) Facilitate the ongoing operation of mandating day one entry of prison leavers onto the DWP Work Programme and any future changes through the introduction of Universal Credit.	<p>DWP staff (Job Centre Plus) are located within the prisons main library. They also have access to an office within the establishment's resettlement suite off B wing corridor. They are provided with an office with space for private interviews and have a standalone broadband and telephone line for each member of staff. DWP staff and are provided with data on releases via the resettlement staff and also have access to P NOMIS. DWP's join the bi-monthly resettlement meeting and are able to express any concerns about non-attendance for interviews. Additionally DWP staff and Head of Reducing Reoffending management team have built positive working relationships that ensure that any potential issues can be raised and resolved immediately.</p> <p>The establishment understands that the resources needed by DWP are likely to increase as Universal Credit is rolled out. The need for additional accommodation, telephony and broadband is being planned for as part of the move to resettlement prisons.</p>
2 (c) In England - work together with NHS England and Public Health England	<p>"DWP staff (Job Centre Plus) are located within the prisons main library. They also have access to an office within the establishment's resettlement suite off B wing corridor. They are provided with an office with space for private interviews and have a standalone broadband and telephone line for each member of staff. DWP staff and are provided with data on releases via the resettlement staff and also have access to P NOMIS. DWP's join the bi-monthly resettlement meeting and are able to express any concerns about non-attendance for interviews. Additionally DWP staff and Head of Reducing Reoffending management team have built positive working relationships that ensure that any potential issues can be raised and resolved immediately".</p> <p>"The establishment understands that the resources needed by DWP are likely to increase as Universal Credit is rolled out. The need for additional accommodation, telephony and broadband is being planned for as part of the move to resettlement prisons".</p>

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<p>2 (e) In England - Work with local authorities to promote inclusion of, and maximise benefits to offenders' families.</p>	<p>HMP Wealstun involves and works with the families of offenders and promotes the benefits of maintaining family contact by providing a family visits schedule that maximises staff resources and length of visits that allows families to attend Wealstun on public transport. We provide 12 Fathers day's visits per year to encourage offenders to take sole responsibility for their child in a full supportive environment. Families are invited to attend TSP completion presentations and be part ACCT reviews if an offender requests. Further family contact is promoted via 'Story Book Dads' and Craft sessions held in the Library to create cards for special occasions.</p>
<p>2(g) In England - Align services with Offender Learning and Skills Service (OLASS 4) providers in prisons.</p>	<p>HMP Wealstun involves and works with the families of offenders and promotes the benefits of maintaining family contact by providing a family visits schedule that maximises staff resources and length of visits that allows families to attend Wealstun on public transport. We provide 12 Fathers day's visits per year to encourage offenders to take sole responsibility for their child in a full supportive environment. Families are invited to attend TSP completion presentations and be part ACCT reviews if an offender requests. Further family contact is promoted via 'Story Book Dads' and Craft sessions held in the Library to create cards for special occasions.</p>
<p>2 (h) In England - Strengthen partnership working to ensure that offenders have access to support and services to both prepare for and enable access to employment.</p>	<p>HMP Wealstun benchmark report, July 2013, all training and learning provision was reviewed to ensure that it provides learning and training opportunities appropriate to local job opportunities on offenders return to the community. The core day was amended to provide an increase in the hours (28.25) available for offenders to engage in learning and training.</p> <p>HMP Wealstun has developed a working partnership with Railtrack and provides on-site training to offenders gain a nationally recognised qualification.</p>
<p>3 (a) Target resources on evidence-informed interventions and services which are likely to deliver the best outcomes for the investment.</p>	<p>HMP Wealstun benchmark report, July 2013, all training and learning provision was reviewed to ensure that it provides learning and training opportunities appropriate to local job opportunities on offenders return to the community. The core day was amended to provide an increase in the hours (28.25) available for offenders to engage in learning and training.</p> <p>HMP Wealstun has developed a working partnership with Railtrack and provides on-site training to offenders gain a nationally recognized qualification.</p>
<p>3 (b) Have robust quality assurance processes in place</p>	<p>HMP Wealstun has an assurance framework that aims to ensure the DDC & The Governor is provided with assurance that the prison is operating effectively and that risks and priorities are identified, managed and where possible mitigated. The Governor will lead the assurance framework process, supported by the senior management team, and has will have responsibility for producing an annual assurance statement which will be submitted to the Deputy Director of Custody and Head of Ministry of Justice. The framework is managed through the monthly strategy group meetings and risk register meetings, chaired by the Governor.</p> <p>HMP Wealstun has the following in place to ensure adequacy and effectiveness of controls in key systems in order to gain</p>

assurance; Internal measures – Strategy meetings, Functional Head Bi-Lats, Management checks, Duty Governors rounds, Action Plans, Self Audit, Risk Register, Monthly performance monitoring, Internal Financial controls and Prison Rating System. External measures – DDC Visits, SLA, IMB reports, HMCIP inspections, PSO4350 effective interventions process, MQPL surveys, External Audits, IOCCO inspections. Prisoner Stakeholders – Complaints, DIRF's and Prisoner forum groups.

There are a number of processes in place to ensure that the Governor and SMT can gain assurance that the prison is operating effectively. These include:

- Bilats held bi-monthly with functional heads
- Monthly Strategy Group Meetings - a strategic view of the prison by discussing and determining policy and chart position and assess implementation whilst reviewing performance.
- Quarterly risk management meetings
- Monthly reviews of action plans between the Deputy Governor and functional heads to track progress against action plans
- Discussions at bi-monthly functional meetings, such as health and safety, security, finance, safer prisons and equalities
- Checks and observations carried out routinely by managers, including the Duty Governor.

The Governor of HMP Wealstun has responsibility for maintaining an effective system of internal control that supports the achievement of NOMS policies, aims and objectives, whilst safeguarding the public funds and assets for which I am responsible.

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

This report gives my evaluation of the key systems for which I am responsible which are not covered by the self audit process. It also includes a statement on Information Assurance

Evaluation

A review of effectiveness is informed by senior managers in the Prison who have responsibility for the development and maintenance of the internal control framework in these areas. I also take account of the work of Audit & Corporate Assurance Unit, Internal Audit and other review bodies, as appropriate.

I am satisfied that I am aware of the strengths and weaknesses of the internal control system and highlight those for the key systems for which I am responsible.

The following areas have been identified for inclusion within our assurance statement:

	<ol style="list-style-type: none"> 1. Management of prisoners at risk of harm to self and others 2. Prisoner employment, Training and Skills 3. Mandatory Drug Testing 4. Use of Force 5. Fire Safety 6. Attendance Management 7. Accredited programmes 8. Physical education 9. Security management 10. Visits 11. Prisoner communication 12. Financial Controls <p>We will continue to ensure quality of service delivery to offenders in order to ensure that they are delivered with integrity and are effective, by the following:-</p> <ul style="list-style-type: none"> • For learning and skills provision (OLASS 4), we will drive quality strategically through a monthly Quality Improvement Group (QIG) comprised of the OLASS 4 provider and other key stakeholders. • Ensure quality of learning and skills provision per se by such quality assurance systems as observations of teaching and learning (OTL), self assessment reporting, peer observations inter-prison visits to share best practice and implementation of actions arising from MQPL, Student Perceptions of Courses (SPOC) and the Learner Voice survey. • For non-OLASS provision, we will ensure delivery of NVQ Level 2 qualifications relevant to labour market requirements, with delivery quality assured by the Head of Reducing Reoffending via sample checks of learner records/portfolios of work. We will also ensure quality improvement within workshops via the self assessment report process and learner feedback. • Regarding the delivery of accredited offending behaviour programmes, we will ensure quality/integrity of delivery by exceeding the quality baselines identified within the audit process for each programme. • In relation to drug services delivery, quality assurance and integrity will be ensured by compliance with Care Quality Commission and HMIP quality standards. <p>Regarding resettlement service provision, we will ensure quality of delivery through formal contract review meetings and relevant reducing reoffending pathway plan meetings by continuous review of measures such as customer feedback, timeliness of response to applications and referrals where appropriate to other departments/supportive services.</p>
4 (a) Use segmentation and local data sources to target resources for rehabilitation	<ul style="list-style-type: none"> • Offender Management services are targeted in accordance with segmentation data to ensure the greatest outcomes for investment. • HMP Wealstun is required to manage large volumes of prisoners being received from local establishments without a completed OASys Assessment and manages this problem by ensuring resources are target at prisoners who present the highest risk of reoffending and the risk of harm.

<p>services, case management and risk management where they will deliver the greatest outcomes for investment</p>	<ul style="list-style-type: none"> • All offenders risks are assessed through the completion of an OASys Assessment and when necessary a SARA, ROSH, OVP. These will identify the risk of harm and risk of reoffending which will inform the allocation of offender management resources. Where Public Protection concerns are identified prisoners are referred for further assessment i.e. Safeguarding Children Assessment, Interception Risk Assessment. Checks are made with the relevant probation area to identify MAPPA levels. • Cases are allocated according to risk level and any additional concerns: <p>Low and Medium Risk Prisoners</p> <ol style="list-style-type: none"> i. Low risk of harm cases allocated to Offender Supervisors. And the following in place to ensure adequacy and effectiveness of controls in key systems in bring together the collective expertise of Security, Residence, Offender Management, Mental Health In reach and West Yorkshire Police to manage this group of prisoners. ii. PPO cases that have very high OGR scores are managed in co-ordination with the IOM Hub. <ul style="list-style-type: none"> • The Security Department are integral to the process of risk management meetings • It is recognised that it is necessary to increase activity at various times during a prisoner's sentence. Key stages include parole hearings, when an ACCT document is opened, during referral to and completion of programmes, around assessments for ROTL, re-categorisation, OASys reviews and prior to release. For IPP's high levels of contact continue most of the time in working towards achieving sentence progression.
<p>5(a) individual need and characteristics are identified, assessed.</p>	<p>HMP Wealstun 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. 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>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>

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	<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>Healthcare Providers and SMS providers has a clear effective process for the identification, assessment and ongoing monitoring of relevant individual needs and characteristics. This includes the screening of LDD. They will then use this information to ensure that their services meet the requirements of the individual and the establishment as a whole</p>
6(a) Continue to identify, assess and manage extremist offenders.	In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Wealstun 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.
6 (d) Increase the amount of commercial and economically beneficial work in prisons undertaken by prisoners.	In relation to NOMS' approach to the identification, assessment and management of extremist offenders, HMP Wealstun 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.
6 (e) Support the delivery of efficiencies across the criminal justice system by increasing the use of prison video links.	A prison lead has been identified to carry out a study into the feasibility of the introduction of video courts at Wealstun. If approved a SMART Video Action Plan will be put in place to deliver milestones and measure success. HMP Wealstun has been identified as a pilot site to conduct parole hearings via video link.

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"> • We have a clear strategic vision including a shared understanding of outcomes and priorities to create a truly rehabilitative culture enabling prisoners to effectively engage with the regime and associated rehabilitative services. All departments now have identified business and performance objectives that work toward achieving this vision. • Outstanding rehabilitative need 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. • Risk management – 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 • At HMP Wealstun we operate an integrated IEP system that ensures all staff and prisoners have the ability to influence attainment levels through engagement with rehabilitative activity. • 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. • We will introduce the Every Contact Matters agenda into our contract management and staff performance reviews. All contract review meetings and staff/manager bilateral 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... 	Commissioned in partnership with region

	<ul style="list-style-type: none"> We will work with our regional HRBP and OD lead to explore how we might embed coaching principles into every day staff interactions. 	
Prisoners are made aware of their responsibilities in engaging with and accessing services	<ul style="list-style-type: none"> We have a joint Statement of Purpose with all our delivery partners which embodies our rehabilitative ethos promoting responsible citizenship 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. All staff (including permanent staff, those on fixed term contracts and partner providers) will be made aware of the prison's Statement of Purpose and of our rehabilitative ethos. This is reflected in their contracts, job descriptions and via the SPDR process. We will measure the impact 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 , Through our Every Contact Matters agenda we will aim to ensure prisoners receive consistent messages. We have given all staff a pocket sized card reminding them of our vision and rehabilitation priorities including some key staff behaviours that are likely to generate positive change in prisoners such as listening to what the key priority issues are, giving practical assistance in problem solving rather than solving the problem for them, encouraging prisoners that they can change and promoting a sense of personal responsibility. We further believe that creating the coaching environment (as discussed above) within the prison will ensure that responsible citizenship is firmly embedded into our rehabilitative ethos. All communication with prisoners is accessible and responsive to their diverse needs. All staff are supported to ensure their engagement with prisoners is effective through our mandatory equality and diversity awareness training delivered by our Safer Custody and Equalities manager. Prisoner Information Desks are available on all units and in reception which encourages prisoners to take self responsibility for accessing rehabilitative provision and information via other prisoners 	
Prisoners anti social attitudes, thinking and behaviours are addressed by staff through pro social interaction and engagement	<ul style="list-style-type: none"> HMP Wealstun Statement of Purpose 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 We will take active measures to promote and improve understanding of the importance of demonstrating pro-social behaviours and attitudes at all levels, and use existing internal communication and line management arrangements to help embed effective practice and encourage a culture of continuous 	

	<p>improvement</p> <ul style="list-style-type: none"> We have ensured there are clear links between the new Competency Framework, 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. We will measure the impact we are having through assessing trends in adjudications, violence management and MDT data and longer term through the findings from external scrutiny such as MQPL and HMIP visits. Prisoner Forums 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. 	
Prisoners can access appropriate services that enable them to seek suitable employment and/or training for release.	<ul style="list-style-type: none"> Employment and Benefit Advisors – prisoners are given access for assistance re future job prospects or for support onto the DWP work programme and in applying for job seekers allowance. OLASS provision of basic skills (level 1) training which enables prisoners to engage with the regime as well as providers of rehabilitative services Toe by Toe – peer mentoring reading scheme Job Centre Plus - provision of information on disclosure to future employers Contact details for existing community based services are maintained and accessible to all prisoners 	<p>Co-commissioned national contract - DWP co-commissioned National SFA</p> <p>co-commissioned local</p> <p>Co-commissioned local</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"> Shelter – housing benefit advice; maintaining tenancy agreements Provision of Housing advice leaflets Prisoners have access to the contact details for existing housing services providers. 	<p>National commissioned Contract</p> <p>Co-commissioned local Authority</p>
Prisoners can access services that enable them to seek settled and suitable housing for release.	<ul style="list-style-type: none"> Benefit & Debt advice service – Housing Information and Advice Service - including maintaining tenancy agreements as well as support for securing settled accommodation Shelter – provide services enabling prisoners manage their accommodation needs in preparation for release Provision of a housing advice leaflet Prisoners have access to the contact details for existing community based housing services 	<p>Regional contract co-commissioned</p> <p>National contract commissioned</p> <p>Services commissioned from LA</p>

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"> Prisoners are provided with a debt advice pack Prisoners are provided the contact details for existing community based debt management services DWP - Assistance to close down and reinstate benefit claims Halifax account programme - Services that enable the opening and management of bank accounts Benefit & Debt advice service - Enable prisoners to address any outstanding financial debts and enables prisoners to make contact and arrangements with creditors or dependents where payment schedules are likely to be affected. 	<p>National contract with CAB</p> <p>Local commissioning arrangements /agreements</p> <p>Locally Co-commissioned</p> <p>Banking partnership with Halifax</p> <p>Locally Commissioned provider</p>
Prisoners can access available services which enable them to address their family welfare and family support needs.	<ul style="list-style-type: none"> Domestic Visits Prisoners' immediate families are invited and encouraged to contribute to sentence and resettlement planning objectives Prisoners are signposted to community based services that support prisoners families 	Locally commissioned services
Prisoners have equivalence of access to health services in custody as in the community.	<ul style="list-style-type: none"> On reception, prisoners current health needs assessment is reviewed, prisoners are subsequently signposted and supported in tackling any additionally identified needs Prisoners are provided the contact details for existing community health related services 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 	<p>National Co-commissioned NHS England</p> <p>Local Authority Director Public Health Co-commissioned</p> <p>Locally Co-commissioned</p>
Prisoners can access treatment, services, advice and support around drug and alcohol needs.	<ul style="list-style-type: none"> Life Line On reception, all prisoners have an individual health assessment. Essential immediate clinical needs are met. Stabilisation, detoxification and observation are undertaken as appropriate. Leeds Community Health & Life Line - Ongoing clinical and psychosocial support is provided based upon 	<p>National Co-commissioned NHS England</p> <p>Local Authority Director Public</p>

	<p>the needs of the prisoner.</p> <ul style="list-style-type: none"> • The prison is engaged with providers and commissioners in order to ensure that prisoner needs are understood and the commissioning strategy is suitable. • Prisoners have access to the contact details for services that can support them with their drug and alcohol needs 	<p>Health Co-commissioned</p> <p>Co-commissioned as appropriate</p> <p>local Commissioned / Co-commissioned</p>
Prisoners who have experienced domestic violence, rape or abuse can access services that offer them advice and support.	<ul style="list-style-type: none"> • Prisoners are provided the contact details of NAPAC, however this can form part of the PCMH team case load. 	Local Authority Co-commissioned
Prisoners who have been sex workers can access services that offer them advice and support.	<ul style="list-style-type: none"> • Prisoners are provided the contact details and are enabled to engage with existing appropriate community based services that support sex workers 	Local Authority Co-commissioned

Table 4b: Rehabilitation Services – Additional Services Offer

Using segmentation and local data sources to target resources where they will deliver the greatest outcomes for investment - this table should reflect the case management activity, risk management activity and rehabilitative services and interventions, delivered within the establishment which are **additional** to the core offer

Segment	Total no. of Prisoners within Segment <ul style="list-style-type: none"> Use the segmentation data tool on the NOMS Performance HUB to get the numerical data you need to populate this column 	Strategic approach to meeting the needs of the segment. <p>Title and description of rehabilitative services/interventions and case management activities:</p> <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 it 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	810	<p>Alcoholics Anonymous Groups – to maintain abstinence from alcohol</p> <p>Narcotics Anonymous Groups – to maintain abstinence from narcotics</p> <p>Smoking Cessation Support Groups – to provide support and develop abstinence from smoking</p> <p>Recalls: Core rehabilitation services will be available to all fixed term and standard recallees. For those subject to a standard recall, we will also ensure that they have access to appropriate case management to support their ability to make representations to the parole board, irrespective of their OGRS score. We will ensure this group can engage with rehabilitation services as listed in table 4a to enable their earliest and safe re-release.</p>	<p>AA: 1 group a fortnight</p> <p>NA: 1 group a fortnight</p> <p>Smoking cessation: 3 group each week in gym</p>
Sexual Offenders	None	Sex offenders are not held at HMP Wealstun, however if they are identified steps are taken to ensure they are transferred to an appropriate establishment.	

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Violent offenders	<p>All violent offenders: 269</p> <p>Of whom 19 are low OGRS</p> <p>58 are OGRS 25-50 and Medium or</p> <p>192 are OGRS 50+</p>	<p>Where OASys has not already been completed, we will prioritise violent offenders for early OASys completion and subsequent reviews.</p> <p>We will take OVP into consideration when targeting activities and services for violent offenders.</p> <p>For TSP we can only give priority 50+ OGRS violent offenders due to the numbers</p> <p>We have 22 violent Offenders with an OGRS score above 50 (and long enough left to serve), we are currently implementing RESOLVE to meet the need of these offenders</p> <p>DV offenders: Offenders with DV issues are flagged on OASys. And may be suitable for RESOLVE. For those DV offenders that are high risk we will prioritise offenders for higher intensity risk management including monitoring of visits, effective sharing of intelligence with external partners, and, where necessary monitoring of correspondence.</p>	<p>TSP – 54 completions out of 60 starts</p> <p>RESOLVE – Planed 27 completions out of 30 starts</p>
Indeterminate Sentenced Prisoners (ISPs)	<p>39</p> <p>Of whom 27 are convicted of violent offences</p> <p>And 8 are convicted of robbery</p>	<p>The intensity of case management for ISPs will range from medium to high and will vary over the course of their sentence, with highest levels of intensity around key events such as preparing for moves to open conditions. Intensity of case management for ISPs will also vary according to the level of risk the offender presents (including risk of reoffending, violence, sex offending etc).</p> <p>Bi-annual one to one case management sessions will be staged around key events in their sentence will focus on preparing for/consolidating learning from a programme, reviewing progress, addressing any setbacks, and helping the offender plan next steps.</p> <p>The Regional Forensic Psychological Service provide a resource to conduct risk assessments and further work as required. This service is prioritised for Indeterminate sentenced offenders. Referral to this service is via the establishment case management process and subsequent to parole board recommendations' only.</p> <p>Offenders who are approaching earliest release date offenders will be prioritised for access to interventions although consideration on a case by case basis where this means that a determinate prisoner could be released without treatment.</p>	
Low likelihood of any reconviction OGRS 0- 24%	<p>76</p> <p>Of whom 19 are violent and 43 of these are also low on OVP</p> <p>And 31 are</p>	<p>Low intensity case management for offenders in this OGRS band except for violent offenders with OVP of 30%, Low intensity case management includes: Offender Supervisor review of sentence plan, a drop-in surgery for offenders to attend brief appointments/check on progress in engaging with rehabilitation services. Offender Supervisors will make use of their time on wing supervision duty to “catch-up” with some of their caseload. We will put in place an approach based on ‘Every Contact Matters’ to ensure that all staff who have contact with offenders understand their role in contributing to rehabilitation, and feed back on any relevant contact to the OMU and Offender Supervisors.</p> <p>Risk management – security considerations inform decisions about the targeting of risk management activities as does the offender's risk of serious harm rating (regardless of their</p>	

	<p>convicted of drugs offences</p> <p>Most of the acquisitive/drugs offenders have more than 1 year to serve.</p>	<p>OGRS band).</p> <ul style="list-style-type: none"> • Our minimum risk management approach for all offenders is based on partnership between the OMU, Security Department and others as required, so that all risk information is shared. • Medium ROSH ratings prompt a pro-active approach to observing and recording behaviour, and sharing information across the prison and restricting/monitoring visits where necessary. • High/Very high ROSH ratings are prioritised for highest levels of risk management, which includes monitoring of communications and discussion at inter-departmental risk management meetings in cases of greatest concern. <p>Offenders within this OGRS band will have access to the core rehabilitative offer as per table 4a. In general, no additional rehabilitation services are offered to offenders in this OGRS band.</p>	
<p>Medium likelihood of any reconviction OGRS 25-49%</p>	<p>154</p>	<p>Low Intensity case management will be provided (as described in 0-24% above) for offenders in this OGRS band, except for violent offenders with OVP 30% & indeterminate sentenced prisoners.</p> <p>Additional Accommodation, Employment, Families and FBD services (as listed in OGRS band 50-74% box) – Offered to offenders within this OGRS band where spaces are not taken by higher OGRS offenders.</p> <p>Offenders in this risk band will be considered for TSP (excludes Acquisitive offenders) and Resolve (Violence Programme) but will not secure a place above someone with a higher OGRS score.</p>	
<p>High likelihood of any reconviction OGRS 50- 74%</p>	<p>367</p>	<p>Medium Intensity case management will be made available to as many offenders in this OGRS band as resources will allow. We will begin by prioritising violent offenders with OVP 30%+ & indeterminate sentenced offenders for this level of service.</p> <p>Medium intensity case management includes: one to one supervision, recognising achievements / reflecting on setbacks and planning for positive change, motivation to maintain or make progress, consolidate learning, observe changes in behaviour or attitudes etc. This is a large group so we will schedule one to one sessions in response to events in each case, with the frequency and length of appointments increasing for those closest to release date, where key work/activity is still required.</p> <p>Short sentence prisoners and those in the last 12 months of their sentence in this OGRS band who are nearing the end of their sentence, will be prioritised to access rehabilitative services to support their resettlement needs. Contact will be made with public protection agencies, as required, in preparation for release.</p> <p>TSP: Non-acquisitive offenders in this OGRS band are offered assessment for and a place on TSP.</p> <p>Acquisitive offenders: We are working with co-commissioning partners to ensure that acquisitive offenders who need drug treatment are able to access it. Offender supervisors will</p>	

		<p>work to motivate and encourage acquisitive offenders to take part in drug treatment.</p> <p>Accommodation</p> <ul style="list-style-type: none"> • Shelter - providing mentoring to support Offenders in finding accommodation <p>Employment</p> <ul style="list-style-type: none"> • OLASS provision of employability skills including CV writing and interview techniques • St Giles Trust and West Yorkshire Community Chaplaincy Project – mentoring support to gain employment • Job Centre Plus - mentoring support to gain employment <p>Families</p> <ul style="list-style-type: none"> • Family days/child centred visits – (all offence types) to develop and maintain family contact and enable consolidation of learning from parenting and relationship skills courses. • Parenting and relationship skills courses • Maintaining family relationships – Story book Dads 	<p>100 places per year</p> <p>Quarterly family days 13 families per event</p>
<p>Very high likelihood of any reconviction OGRS 75-89%</p>	207	<p>Highest intensity case management will be made available to as many offenders in this OGRS band as resources will allow. We will begin by prioritising violent offenders with OVP over 60% and indeterminate sentenced offenders approaching tariff or a move to open conditions.</p> <p>Highest intensity case management is as medium intensity but with more frequent / longer supervision sessions (with a clear purpose linked to the aims of the sentence plan), and active advocating for offenders where they may need help in accessing services to reduce re-offending..</p> <p>Acquisitive offenders: HMP Wealstun will to ensure that prisoner needs around drug misuse are understood and the right services are available. Offender supervisors will work to motivate and encourage acquisitive offenders to take part in drug treatment.</p> <p>Short sentence prisoners: those that are nearing the end of their sentence will be prioritised to access rehabilitative services to support their resettlement needs.</p> <p>TSP: Non-acquisitive offenders in this OGRS band are offered assessment for and a place on TSP.</p> <p>Additional Accommodation, Employment and Families services (as listed in OGRS band 50-74% box).</p>	
<p>Extremely high likelihood of any reconviction (prolific) OGRS 90-100%</p>	6	<p>Over 12m - Highest Intensity case management – as medium intensity but with frequent / longer supervision sessions (but with a clear purpose linked to the aims of the sentence), including commissioning specialist one to one interventions as required, active advocating for offenders where they may need help in accessing services to reduce re-offending. Where resources allow, we will particularly prioritise the highest OGRS, OVP and indeterminate sentenced offenders approaching a key stage in their sentence. As part of our case management</p>	

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		<p>approach for this risk group, offenders are referred to IOM services in the community for post release supervision and support.</p> <p>Short sentence prisoners: those that are nearing the end of their sentence will be prioritised for IOM and to access rehabilitative services that support safe resettlement.</p> <p>Additional Accommodation, Employment and Families services (as listed in OGRS band 50-74% box).</p>	
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Table 5: Accredited Programmes provided in the establishment		
Does this establishment deliver NOMs Commissioned accredited programmes?		Yes
Name of accredited programme	Number of agreed starts (expected for 2014-15)	Number of agreed completions (planned total for 2014-15)
Living Skills Programmes		
Thinking Skills Programme (TSP)	60	54
RESOLVE	30	27
Total	90	81

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. b. All who work with offenders consistently demonstrate behaviours and attitudes that support rehabilitation and desistance	<p>In January 2014 a MQPL survey was carried out at HMP Wealstun, we will use the results from this survey to develop local policy on staff/prisoner relationships and identify any training needs for staff which will be incorporated in the staff training plan for delivery during the 2014/15 training cycle.</p> <p>As Community Rehabilitation Companies (CRCs) bid for contracts to deliver 'Through the Gate' services at Wealstun we will ensure that our potential partners/ providers understand our ethos and build this into local expectations which will be managed by a single point of contact who will be a member of the SMT, which will be appointed by May 2014.</p>	
2(a) There is evidence of effective coordination of delivery of services and integration of providers locally, regionally and nationally to maximise outcomes for offenders.	<p>We will maximise investment of all partners and providers delivering services for offenders at HMP Wealstun and maximise outcomes for offenders by ensuring they experience a seamless and joined up service. By November 2014 we will review who we work with and how we work with them and ensure that all contracts and service level agreements demonstrate how each service fits within the overall strategic context of the establishment. This review will include all statutory and non statutory, existing and new partners and providers (including by anticipating any changes as a result of Through the Gate). We will develop a plan which describes how, within 6 months we will deliver:</p> <ul style="list-style-type: none"> • A clear shared strategic vision for how services align to maximise outcomes and create an integrated, seamless offender management service (including a shared understanding of outcomes and priorities) • A clear agreed plan of how services sequence and compliment each other, providing continuity of services to offenders both within and across prisons (facilitating the needs of all providers and contractual partners to allow them to effectively deliver) • Leadership which actively enables and integrates services, where partnership working arrangements improve performance and aid resolution of issues • An understanding of resource allocation, and how delivery and choices impact on the investment and activity of others • An agreement on how to safely use and share data and information 	

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	Progress will be monitored against the plan at the quarterly Resettlement Meeting.	
2. d: In England - Work together with local authorities to ensure that adult offenders and defendants with care and support needs are appropriately identified, their needs are assessed and they are supported.	In 2013 contact with Leeds Adult Care Authority was established to identify the needs of offenders at HMP Wealstun, this lead to a data collection of all offenders located at Wealstun to establish identify the care and support required. In 2014 we will further develop this work and seek funding/opportunities to meet the requirement of adult care at Wealstun and the feasibility in training prisoners to NVQ level in Adult Social Care, this will be completed by the end of March 2014	
2 (e) In England - Work with local authorities to promote inclusion of, and maximise benefits to offenders' families.	Wealstun will establish links with local authorises in West Yorkshire to promote the needs of Troubled Families, this will include the shearing of data to identify individual families that fall in to this criteria. This will be undertaken by the SMT lead of the Families Pathway and completed by the end of March 2015	
2(f) Continue to improve access to a pathway of new and existing services for offenders with severe personality disorders.	In conjunction with the NHS we will bid to become the Category C establishment in Y & H to establish and develop a Personality Disorder Unit which forms a key component of the Offender Personality Disorder Pathway Strategy as part of the 'treatment' stage of the Pathway and comprises preparation for treatment, treatment and support post-treatment male prisoners over 21 who assessed as presenting a high likelihood of violent or sexual offence repetition and high or very high risk of harm to others and are likely to have a severe personality disorder. This will be completed by the end of March 2014	
2(g) Align services with Offender Learning and Skills Service (OLASS 4) providers in prisons to enhance access to mainstream learning and employment services for offenders on return to the community.	Align services with OLASS4 to make Wealstun a place of work and strengthen access to main stream learning and implement a longer working week in prisoner activities by: <ul style="list-style-type: none"> ○ Continue to match activity allocation to skill needs for employment ○ Record learning /training needs as part of sentence plan Summer 13 <p>Extend prisoner working day in workshops following agreement of Competition Benchmarking report to 28.25 hours per week, increasing the prisoner working week to 23,080 hours, by the end of August 2014</p>	

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3(b) Have robust quality assurance processes in place.	Throughout 2014 we will continue to work with HMP Leeds to provide increased partnership working via the mini system initiative	Y
3(c) Review delivery where it exceeds the minimum requirements set in the NOMS Service Specifications.	Implement recommendations from Competition Benchmarking process by 2015	
4(a) Use segmentation and local data sources to target resources for rehabilitation services, case management and risk management where they deliver the greatest outcomes for investment.	Throughout 2014 we will continue to develop the Substance Misuse Services recovery agenda for HMP Wealstun which is: <ul style="list-style-type: none"> o Further development of the recovery journey within the prison o Increase the number of prisoners on the route out of dependency for those who are motivated to change but who need support o Embedding a whole system approach, incorporating recovery in all aspects of prison working o Develop the continuity of care, support and treatment between the prison and the community by developing strong links with a wide range of community services 	
4(b) Ensure the use of custodial capacity delivers the most cost-effective configuration of places and meets the MOJ's strategic requirements and the needs of co-commissioning and delivery partners whilst reducing cost.	Throughout 2014 we will work with the Reconfiguration project lead to fully develop HMP Wealstun into a Resettlement prisons.	
5(a) Relevant individual needs and characteristics are effectively identified, assessed, and monitored.	As a resettlement prison we will work with Community Rehabilitation Companies to develop and deliver Through the Gate providers services in line with the Transforming Rehabilitation Strategy throughout 2014.	
6(a) Continue to identify, assess and manage extremist offenders.	For Offenders convicted under the Terrorism Act (TACT), and TACT-related offences, domestic extremist offenders, and those vulnerable to engaging in extremism we will:	

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	<ul style="list-style-type: none"> • Deliver and embed policy and/or project development through existing regional structures; • Ensure that appropriate training and awareness is embedded among key staff groups; • And ensure the appropriate use of interventions. 	
6 (b) Deliver victim-offender conferences (Restorative Justice) where capacity exists and develop partnerships and a supportive environment to enable delivery where in-house capacity does not exist	<p>HMP Wealstun will develop and implement a plan by 31 October 2014 for the creation of a supportive environment which will enable delivery of victim-offender conferencing (RJ). The plan will focus on developing;</p> <ul style="list-style-type: none"> • Awareness of RJ amongst relevant staff groups • Partnerships with organisations and local commissioners to support delivery of RJ • Infrastructure to support delivery, including 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 	
6 (c) Ensure the efficient use of prison places through HDC/BASS.	<p>HMP Wealstun will implement a HDC strategy that ensures:</p> <ul style="list-style-type: none"> • All prisoners eligible for HDC who cannot provide an accommodation address must 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. • Bass is considered as an option when non –BASS HDC Placements fail <p><u>Monitoring outcomes:</u> We will monitor BASS Referral and Placement trends and will investigate when these are outside the expected range for the institution HDC releases.</p>	

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

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

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

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

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

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

Table 7d: Agreed delivery hours for specified services

Service Specification	Output	Agreed hours	Rationale (where hours are agreed above the minimum set within specifications)
Residential Services	Daily time in open air [minimum 30 minutes] (row 21 of the specification)	30 min 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	Textiles SMRS	30	2	28.25	300,000			300,000		
Industries Textiles	Tailors	40	3	28.25		120,000			110,000	
Industries- Enterprise/Contr act Services	Contract Services W/S 3	60	3	28.25			77,700			
Industries- Enterprise/Contr act Services	Contract Services W/S 4	30	2	28.25			38,850			
Industries- Single Portions	Single Portions Packing 12	40	2	28.25		38,000				
Industries- Enterprise/Contr act Services	Induction Contract Services W/S 21	25	1	28.25			32,375			3,000
Industries- Land Based Activities	Farms & Gardens	35	4	28.25	5000					
Industries- Cleaning BICS	Crystal Cleaning W/S22	10	1	28.25						
Industries-Other Workshop	A5 Safer Prisons W/S 9	20	2	28.25						
Total		290	20		305,000	158,000	148,925	300,000	110,000	3,000

Table 8b: Services (not industries)

Table 8b CU095b (Hours Worked in Services) – this should contain services that are measured under this specific metric			
Activity Service Code	Service Description	Maximum number of prisoner places per activity (planned per week total for 2014-15)	CORE HOURS PER WEEK
WK 19	Other occupation (CES)	8	28.25
WK 24	Kitchens	60	28.25
WK 5	Fork Lift Truck	3	28.25
WK 25	Other Occupation (Waste Management Unit)	35	28.25
HCRep	Health Education (Wing Health care reps)	3	28.25
PIDS	Other Occupations (PID workers)	5	28.25
LLCord	Orderly/Cleaner (LLLC Orderly)	1	28.25
EDUORD	Orderly/Cleaner (Education Orderly)	2	28.25
GYMORD	Orderly/Cleaner (Gym Orderly)	12	28.25
LIB Ord	Library (Cleaner)	4	28.25
CHAPORD	Orderly/Cleaner (Chapel Orderly)	2	28.25
SEGORD	Orderly/Cleaner (Seg Orderly)	1	28.25
VISITORD	Orderly/Cleaner (Visits Orderly)	2	28.25
OUTVISIT	Orderly/Cleaner (Outside visits Orderly)	2	28.25
RECEPTORD	Orderly/Cleaner (Reception Orderly)	1	28.25
EDUCATION L	Peer Mentor (Educ)	5	28.25
Sub total		146	

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
ACLN	Wing Cleaner (A)	8	28.25
BCLN	Wing Cleaner (B)	15	28.25
CCLN	Wing Cleaner ©	20	28.25
DCLN	Wing Cleaner (D)	14	28.25
ECLN	Wing Cleaner (E)	5	28.25
FCLN	Wing Cleaner (F)	5	28.25
GCLN	Wing Cleaner (G)	5	28.25
HCLN	Wing Cleaner (H)	5	28.25
ICLN	Wing Cleaner (I)	5	28.25
JCLN	Wing Cleaner (J)	5	28.25
Sub total		87	

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	E1,2&3 English & Maths + Cambridge Progression Skills	36	28.25

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Education Induction Assessment	ITES	5	28.25
Education leading to accreditation	ITQ L1&2 Creative i-media Cleaning Business Venture Employability	22 10 10 12 10 (64)	28.25
PE Leading to QCA Qualifications		12	28.25
Skills training leading to Accreditation	Painting & Decorating Interior Fitting Trackwork Catering Plastering Tiling Bricks Maintenance Ops	18 18 12 14 12 24 12 12 (122)	28.25
ROTL	Community Workouts	4	28.25
Prison Induction Courses/Interviews	Prison Induction	5	28.25
Sub total		248	
Table 8 Total		771	

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	6h 19m	0h 00m	1h 45m	1h 00m	0h 52m	9h 58m
Tue	6h 19m	0h 00m	1h 45m	1h 00m	0h 52m	9h 58m
Wed	6h 19m	0h 00m	1h 45m	1h 00m	0h 52m	9h 58m
Thu	6h 19m	0h 00m	1h 45m	1h 00m	0h 52m	9h 58m
Fri	3h 04m	0h 00m	3h 33m	1h 00m	0h 26m	8h 04m
Sat	0h 40m	5h 59m	0h 30m	1h 00m	0h 00m	8h 09m
Sun	0h 40m	5h 59m	0h 30m	1h 00m	0h 00m	8h 09m

5 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
5-day	5h 40m	0h 00m	2h 07m	1h 00m	0h 46m	9h 35m

7 day average time out of cell

Type	Activity	Association	Domestics	Meal	Movement	Total Time Out of Cell
7-day	4h 14m	1h 42m	1h 39m	1h 00m	0h 33m	9h 11m

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
CU007	Escapes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CU016	Mandatory Drug Testing (MDT)	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	11.00 %	
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	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.56
CU056a	Corporate Assurance (A&CA)	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU057a	Self Harm Audit (A&CA)	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.40
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU067	HMIP 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

OFFICIAL

CU075	HMIP Respect	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.79
		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CU077	HMIP Safety	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.92
		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)																		100.00 %
		95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %	95.00 %
CU043	Generic Parole Process (GPP)																		
		90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU083	OASys Quality																		
		90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU086A	Return of MAPPA Forms																		
		90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %
CU089	ViSOR Effectiveness (Prison)																		
		90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %	90.00 %

Interventions

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU019	Sex Offender Treatment Programme (SOTP) Completions																		
																			942
CU021	Offending																		

OFFICIAL

Behaviour
Programme
(OBP)
Completions

81.00 81.00

6,456.00

Regimes

		Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Total	Q1	Q2	Q3	Q4	National
CU013	Settled Accommodation on Discharge	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	86.00 %	
CU014	Training / Education 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 %	
CU015	Employment on Discharge	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	21.00 %	
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