



HM Prison &
Probation Service

Action Plan: HMP &YOI Brinsford

Action Plan Submitted 9 July 2018

A Response to the HMIP Inspection 6-17 November 2017

Report Published 27 March 2018

INTRODUCTION

HM Inspectorate of Prisons (HMIP) is an independent inspectorate which provide scrutiny of the conditions for and treatment of prisoners. They report their findings for prisons and Young Offender Institutions across England and Wales to Ministry of Justice (MOJ) and Her Majesty's Prison and Probation Service (HMPPS). In response to the report HMPPS / MOJ are required to draft a robust and timely action plan to address the recommendations. The action plan confirms whether recommendations are agreed, partly agreed or not agreed (see categorisations below). Where a recommendation is agreed or partly agreed, the action plans provides specific steps and actions to address these. Actions are clear, measurable, achievable and relevant with the owner and timescale of each step clearly identified. Action plans are sent to HMIP and published on the HMPPS web based Prison Finder. Progress against the implementation and delivery of the action plans will also be monitored and reported on.

Term	Definition	Additional comment
Agreed	All of the recommendation is agreed with, can be achieved and is affordable.	The response should clearly explain how the recommendation will be achieved along with timescales. Actions should be as SMART (Specific, Measureable, Achievable, Realistic and Time-bound) as possible. Actions should be specific enough to be tracked for progress.
Partly Agreed	Only part of the recommendation is agreed with, is achievable, affordable and will be implemented. This might be because we cannot implement the whole recommendation because of commissioning, policy, operational or affordability reasons.	The response must state clearly which part of the recommendation will be implemented along with SMART actions and tracked for progress. There must be an explanation of why we cannot fully agree the recommendation - this must state clearly whether this is due to commissioning, policy, operational or affordability reasons.
Not Agreed	The recommendation is not agreed and will not be implemented. This might be because of commissioning, policy, operational or affordability reasons.	The response must clearly state the reasons why we have chosen this option. There must be an explanation of why we cannot agree the recommendation - this must state clearly whether this is due to commissioning, policy, operational or affordability reasons.



ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP & YOI Brinsford

1. Rec No	2. Recommendation	3. Agreed/Partly Agreed/Not Agreed	4. Response Action Taken/Planned	5. Responsible Owner	6. Target Date
	Main recommendations to the Governor				
5.1	The prison should improve the care provided to prisoners subject to assessment, care in custody and teamwork (ACCT) case management. Senior managers should take decisive action to address the issues highlighted in local consultation, including increasing time out of cell, to reduce the high levels of self-harm. (S39)	Agreed	<p>The prison will engage with HMPPS' Evidence Based Practice Team to apply the evidence on maturity at HMP & YOI Brinsford to improve emotional management, reduce impulsivity, reduce violent and aggressive behaviour, improve well-being, and reduce frequency and seriousness of self-harm.</p> <p>HMP & YOI Brinsford are working collaboratively with the Regional Psychology Team and have held focus groups with residents across all of establishment's residential units, including many who are subject to ACCT case management. The focus groups concentrated on understanding current triggers for self-harm, and what could be improved to reduce self-harm rates alongside what is currently working well for those who do not self-harm.</p> <p>As a result, the Offender Management Unit staff meet with residents subject to ACCTs on a more frequent basis. HMP & YOI Brinsford have also reviewed the work of Residential Unit 1, where most of those subject to ACCT case management are accommodated, renaming this Development and Progression Unit (DPU). Staff working there are now directly managed by the Head of Safety and have received additional awareness training and more will take place in the future, including awareness training in how Adverse Childhood Experiences (ACES) can affect the behaviour of those in custody. With the introduction of the DPU, time out of cell has increased and all residents are now required to be involved daily in constructive activities to ensure they are focussed on personal development and learning and not thinking about self-harm. Case management has therefore improved and the ACCT Caremap is used in a better way to support this. DPU residents also now dine out of cell.</p> <p>HMP & YOI Brinsford are also seeking to involve families when people self-harm as part of the establishment's recently introduced Family & Significant Others Strategy (part of HMP & YOI Brinsford's response to Lord Farmer's Review). These measures are leading to appropriate levels of support for</p>	Governor	October 2018



			<p>residents subject to ACCT. HMP & YOI Brinsford have begun to monitor the effectiveness of these actions and will evaluate outcomes at the prison's monthly Safer Custody meetings.</p> <p>Plans are also in place to offer secondary employment if the primary employment has to be cancelled. Furthermore, HMP & YOI Brinsford's Community Rehabilitation Companies (CRC's) are delivering a Rehabilitation course for those subject to ACCT and there will be increased chaplaincy intervention. Members of the safety team now attend the prison's activities and employment meetings to advocate on behalf of the most vulnerable residents.</p>		
5.2	Regular management checks should ensure that all accommodation and communal areas are maintained, equipped and cleaned to an acceptable standard. Staff and prisoners should play an active role in maintaining these standards. (S40)	Agreed	<p>All senior leaders are now required to ensure that their areas of responsibility are maintained, equipped and cleaned to acceptable standards. The Head of Residence is responsible for all accommodation areas and role briefs have been written for cleaning officers and residents employed as wing cleaners to improve cleanliness in residential accommodation. Custodial managers will complete weekly checks on their respective units, and the Head of Residence will complete a check on one unit per week.</p> <p>Additionally, the Governor and Deputy Governor will conduct spot checks on a frequent but irregular basis. A new Environmental Services Team, comprising of Development and Progression Unit residents, has been introduced to ensure the prison grounds are litter free. Furthermore, the work of the Gardens Team has been reviewed and this has significantly improved the grounds.</p>	Governor	June 2018
5.3	All prisoners should have 10 hours a day unlocked, including during the evenings, so that they can spend at least one hour outside every day, contact families and friends, socialise with each other and staff, and attend to their domestic duties. (S40)	Not Agreed	<p>This recommendation is not agreed as National Policy and Prison Service Instruction (PSI) 75/2011 Residential Services states that prisoners must be afforded a minimum of 30 minutes in the open air daily. This provision is mandatory subject to weather conditions and the need to maintain good order and discipline. There is no requirement to provide 10 hours a day unlocked, nor one hour outside, only a minimum of 30 minutes in the open air daily.</p> <p>HMP & YOI Brinsford however currently provides residents 45 minutes in the open air which is in excess of the minimum requirement. Plans are in place to introduce opportunities for those on Standard Incentives and Earned Privileges level (IEP) to access evening association, utilising a rota to increase unlock time by 300 hours per week to commence later in 2018.</p>	Governor	
5.4	All cases that are eligible for multi-agency public protection arrangements	Agreed	The establishment will receive additional staff under the new Offender Management in Custody Model (OMIC). This means moving to a revised case management model that will provide a more effective sequencing process for	Governor	October 2018



	(MAPPA) should be identified and management levels confirmed in sufficient time to allow for effective release planning. (S41)		MAPPA to support effective release planning. A revised staffing profile will enable Offender Supervisors' to meet with residents more freely outside of core day timings. Individuals that are subjected to MAPPA arrangements will be identified six months prior to release. Alerts will be incorporated to help flag those imminent for release.		
	Recommendation to HMPPS				
	Early days in custody				
5.5	Prisoners should be transferred to prison shortly after the conclusion of their court appearance. (1.8, repeated recommendation 1.5)	Not Agreed	<p>This recommendation is not agreed as all prisoners cannot be returned to prisons shortly after their court appearances have concluded as this is not logistically possible.</p> <p>Minimising the time prisoners spend waiting in court cells is reflected in the Prisoner Escort and Court Services (PECS) contract, with the contractor fully aware of the risks posed by late arrivals at prisons and every effort is made to ensure their vehicles transport prisoners to prison before the latest reception time. Waiting times however, are dependent upon running of the courts and the efficient use of PECS vehicles and staff.</p>	Director of Prisons (HMPPS)	
	Recommendations to the Governor				
	Early days in custody				
5.6	Induction information should be provided in a format that is accessible and easy to understand for all prisoners. (1.9)	Agreed	The Head of Residence at HMP & YOI Brinsford will ensure Induction information is communicated in plain English and in a pictorial format in a range of different languages. This will include access to language interpretation services.	Governor	August 2018
5.7	All new arrivals should receive a full induction programme that is appropriate to need, and recorded. (1.10)	Agreed	<p>The induction programme will be extended to ensure that all information is covered and all materials are sensitive to the individual learning styles of residents.</p> <p>A database was implemented in January 2018 to track the induction journey of residents and includes a date where each module has been completed. The Induction process is now a rolling programme where each inductee attends the education centre for their assessment. This is assured by Milton Keynes College</p>	Governor Governor	August 2018 Completed



			and the Custodial Manager who is responsible for the Induction unit to ensure all residents attend. The timetable is published and adhered to. The revised induction programme includes substance misuse and mental health services, programmes, psychology services and education.		
5.8	New arrivals on the first night and induction units should have more time out of their cells. (1.11)	Agreed	The new staffing profile will ensure that appropriate staffing resources are deployed so that new arrivals have more time out of their cells. Furthermore, to address HMIP's concern at 1.6 of their report about self-isolation, the Head of Residence or Deputy will brief the Governor at the daily morning managers' meeting about residents that are self-isolating and the support that is being given to them to ensure they become an active member of the prison community. A self-isolators policy will be drafted by the Head of Residence and this will cover all residential areas of the prison including the first night centre.	Governor	September 2018
5.9	The incentives and sanctions for prisoners should be meaningful, and include achievable rewards that encourage prisoners to change their behaviour. (1.22)	Agreed	The Head of Violence Reduction is currently leading the prison's review of the IEP Policy. The aim of the review is to be less punitive with a focus on strengths and motivational approach to managing behaviour. This will include incentives and rewards for doing well in accordance with each individual's abilities and mental well-being.	Governor	September 2018
	Managing behaviour				
5.10	The investigation of incidents of violence, protection of victims and management of perpetrators should be consistent on all wings. (1.23)	Agreed	<p>Officers from the Safety and Violence Reduction team, supervised by the Head of Violence Reduction, will investigate all incidents of violence and ensure appropriate protection of victims and management of the perpetrator(s) is consistent on all wings.</p> <p>The prison's approach to violence reduction is now consistent across all wings. Violence Reduction (VR) Plans follow a case management approach and Supervising Officers have had training from the regional safety lead to develop VR Plans and record evidence of interventions and support. Every act of violence is now investigated by the prison's two safety officers and outcomes and actions are recorded. The establishment have also been working with the conflict resolution charity LEAP, and have introduced conflict coaches (staff and residents) who work in a proactive role to prevent violence from occurring.</p>	Governor Governor	July 2018 Completed



5.11	The prison should investigate and address the reasons why prisoners are reluctant to report victimisation by other prisoners and staff. (1.24)	Agreed	<p>The reasons for residents being reluctant to report victimisation by other residents and staff will be explored with the residents' council and at other focus groups with residents which will be led by the Head of Safety.</p> <p>Residents who report victimisation will be seen by the safety team to enable them to voice their concerns in a safe and supportive way.</p> <p>A working in partnership approach with the police now ensures that all complaints made by residents are recorded, considered and, where necessary, investigated both locally and by the police. Referrals are made via a weekly police referral meeting to give residents more confidence in reporting victimisation.</p>	Governor	June 2018
5.12	The role of violence reduction representatives should be better defined and subject to clear oversight. (1.25)	Agreed	The Head of Violence Reduction will draft clear briefs for the prison's Violence Reduction Representatives. Recruitment to these critical roles will continue and oversight will be provided by the prison's two Safer Custody officers.	Governor	June 2018
5.13	The prison should demonstrate that all prisoners, including self-isolators, have access to a telephone call, shower and time out of cell every day. (1.26)	Agreed	As part of the National Assurance Process (NAP) Unit managers are required on a weekly basis to identify any variations from the published core day. All residents have the opportunity within their domestic period to shower, exercise and make telephone calls. In respect of self-isolators, a daily record sheet is maintained to confirm this. These are checked daily by a Supervising Officer and weekly by a Custodial Manager. This is in place across all residential units.	Governor	Completed
5.14	All prisoners in the segregation unit should have access to a meaningful regime, including one hour of exercise a day, education and interventions where appropriate. (1.36)	Partly Agreed	<p>This recommendation is partly agreed as National Policy and Prison Service Instruction (PSI) 75/2011 Residential Services states that prisoners must be afforded a minimum of 30 minutes in the open air daily. This provision is mandatory subject to weather conditions and the need to maintain good order and discipline. There is no requirement to provide one hour or more than 30 minutes.</p> <p>Subject to risk and suitability, residents in the Care and Separation Unit (CSU) will be afforded the opportunity to engage in a normal regime. Those that do not meet this criterion will be given the opportunity to engage in in-cell activity, which includes education worksheets, library facilities, substance misuse, mental health, interventions and programme related work where highlighted.</p>	Governor	June 2018



			Milton Keynes College provision will provide support to residents located in the CSU through the 'Enablers Of Learning' (EOL) scheme. Learners will be assessed according to their need and suitability to engage via an individual risk assessment.	Governor	September 2018
	Safeguarding				
5.15	Prisoners should have better access to Listeners and a Listener suite, and reasons for not using Listeners should be documented. (1.49)	Agreed	Requests for access to a Listener will be logged. Included in this log will be the reasons for not using Listeners. This log will be checked monthly by the Head of Safety and monitored at monthly Safer Custody meetings. The Listener suite will be made fit for purpose and it will be used for residents that need to speak with Listeners. The suite will include two beds and comfortable chairs to allow Listeners to support residents as needed. Reasons for not using Listeners will be recorded.	Governor	June 2018
5.16	Staff should receive training on their adult safeguarding responsibilities. (1.51)	Agreed	The Care and Support statutory guidance issued under the Care Act 2014 will be incorporated into the annual training plan for 2018/2019. This will be introduced as part of the staff induction programme and any future amendments to legislation will also be communicated via briefings and staff forums.	Governor	October 2018
	Staff-prisoner relationships				
5.17	The personal officer scheme should be applied consistently with regular interaction between personal officers and prisoners, which should be recorded in prisoners' electronic case notes. (2.5)	Agreed	<p>As part of the new Offender Management in Custody model, Key workers will be allocated time to provide support, advice and guidance to individual residents, with an average of 45 minutes per resident per week. This will supersede the personal officer scheme. Interaction between Key worker and resident will be recorded electronically.</p> <p>Keywork at HMP & YOI Brinsford is being implemented through a phased rollout on a unit by unit basis for the purpose of monitoring the impact of OMiC. Initial training began in April and all staff will be trained in Keywork delivery by June 2018. The initial go-live date for the first residential unit is May 2018, with the remaining units following in June/July 2018. By July 2018, all residents will have an allocated Keyworker and sessions will be held weekly with a quality assurance process in place, which will ensure consistency.</p>	Governor	July 2018
	Daily life				
5.18	Cells should be properly equipped and furnished	Agreed	Two hundred curtains have now been put into cells and the establishment are awaiting the arrival of five hundred further pairs of curtains to put in the	Governor	July 2018



	with curtains to ensure privacy. (2.11)		<p>remaining cells. Cell furniture will include a bed, table, chair and locker as a minimum in addition to fixed furnishings. Funding has been secured for furnishings and will be delivered and installed by July 2018.</p> <p>The contractors, Amey, have now introduced a dedicated cell remedial team to repair and install cell furniture.</p>		
5.19	Staff should respond to all cell bells promptly, the timeliness of responses should be monitored closely, and action should be taken to address delays. (2.12)	Agreed	A new policy requiring prompt response to cell bells has been put in place, with officers tested with monitoring cell bells from within the central office. Assurance spot checks will be completed at random intervals by residential managers to monitor and address any delays. A bid for funding to repair the cell call monitor system has been submitted, to further improve monitoring.	Governor	July 2018
5.20	Breakfast packs should be more substantial and served on the day they are to be eaten. (2.16)	Partly Agreed	<p>This recommendation is partly agreed as breakfast packs are distributed to the establishment via a national contract and therefore the establishment are unable to make any local adjustments to quantities. Breakfast packs are however issued on the day they are to be eaten.</p> <p>To supplement quantity, toasters have been introduced on all residential living units and bread is made available each day should residents choose to make toast.</p>	Governor	Completed
5.21	All prisoners should have the opportunity to dine in association. (2.17, repeated recommendation 2.89)	Not Agreed	This recommendation is not agreed as in the event all residents chose to dine in a communal way, unit staff would not be able to guarantee everyone's safety due to supervision restrictions, space, and accessibility. However, increased opportunities will be provided on all units to encourage residents to dine out and priority will be given to those that actively choose to dine in association with others.	Governor	
5.22	Managers should address and seek to improve prisoners' negative perceptions about the food, including their view that they do not get enough to eat. (2.18)	Agreed	<p>The catering manager carefully considers the composition of all meals to ensure a healthy balance for the majority young adult age group. Plans are in place to publish the content and calorific value of all meal choices to better inform and reassure residents.</p> <p>Comments books are provided on all units and all comments are considered and addressed where reasonable and valid.</p>	Governor Governor	June 2018 Completed



5.23	Prisoners should not be charged a fee for catalogue orders. (2.19)	Not Agreed	This recommendation is not agreed as national guidance via PSI 23/2013 Prisoner Retail, Section 7.5 & 7.6, states that establishments are able to charge residents for catalogue orders to cover administration costs.	Governor	
5.24	Prisoner applications should be tracked and responses should be prompt. (2.26)	Agreed	A new system has been created that tracks submission times and when applications are returned. A quality assurance tool has also been introduced and Unit Managers, on a monthly basis, now complete a 10% quality and timeliness assurance check of their unit's applications. The outcome is reported to the Head of Residence who addresses and remedies any concerns.	Governor	Completed
5.25	The prison should investigate and address prisoners' lack of confidence in the complaints system. (2.27)	Agreed	Prisoner forums will be facilitated to gain an understanding of the reasons for the lack of confidence in the complaints system and to identify ways in which to improve this. This will be discussed at the Residents Council meeting. The prison will explore possibilities around using Residents Council members to scrutinise responses to complaints. This will be done anonymously and confidentially.	Governor	September 2018
	Equality, diversity and faith				
5.26	The prison's equality policy and equality action plan should include the support available for and entitlements of prisoners with protected characteristics. (2.32)	Agreed	A list of specific entitlements for protected characteristics, together with a list of the support services available and how to access them, will be issued as part of each resident's induction pack and also be available in the library.	Governor	July 2018
5.27	Residential staff allocated to equality and prisoner equality representatives should work effectively together to ensure that all prisoners with protected characteristics are consulted and given sufficient advice and support. (2.33)	Agreed	Resident equality representatives have been appointed. Residential staff will be appointed as representatives for each unit. Residents will be provided with support information upon admission. Resident equality reps will be given time to speak to all new residents including those that have been identified as having protected characteristics. The Safety Team will speak to residents that have been identified as having protected characteristics to ensure that they are being given appropriate support and advice. A report on these interactions will form part of the monthly Equalities Committee meeting.	Governor	July 2018



5.28	The prison should investigate and address the more negative responses to our survey from black and minority ethnic prisoners about their interactions with staff. (2.41)	Agreed	A focus group of Black and Minority (BAME) staff will be convened to get an understanding of the perceptions of the residents around lack of interaction and the findings of the report will be analysed. BAME leaders from the community will be approached to see if they can assist in breaking down any cultural reasons and help the establishment improve interactions. The findings of the report will be shared with the wider staffing group in a way that promotes understanding. The aim is to involve BAME community leaders to act as independent monitors of any progress made.	Governor	July 2018
5.29	Links should be developed with community groups to provide support for equality work, especially with gay and bisexual prisoners. (2.42)	Agreed	Community groups involved with relevant protected characteristics will be invited to become part of the equalities committee to increase independence of data scrutiny and bring additional knowledge and support specific to this area. This will be a regular theme and agenda item at Safety Meetings going forward. Contact details of community groups will be provided to prisoners for them to make confidential contact, specifically providing information on what support is or will be available to gay and bisexual prisoners.	Governor	August 2018
5.30	The prison should make links with community groups from a range of religious backgrounds reflecting the prison population to contribute to the work of the chaplaincy. (2.46)	Agreed	The Managing Chaplain has made contact with an Inter-faith community group that provides volunteers from all faiths. Contact has also been made with both Islamic and Sikh community groups to support residents. Local community groups with religious backgrounds will be invited and encouraged to contribute to chaplaincy work in the prison.	Governor	September 2018
	Health, well-being and social care				
5.31	All medical emergency equipment should be in date and ready for use at all times. (2.57)	Agreed	NHS England Healthcare will share good practice and policies with the prison on how to look after prison owned Automated External Defibrillators (AED) to help ensure equipment is always in date for use in an emergency. Progress will be monitored through the monthly Local Delivery Board. HMP & YOI Brinsford will work with Care UK, the healthcare provider, to ensure that all Medical emergency equipment is in date and ready to use at all times. The Head of Safety will be responsible for maintaining all non-Care UK medical equipment. This specifically relates to prison purchased defibrillator and associated accessories. This will be checked by the Health, Safety & Fire Manager on a monthly basis.	Governor Governor	July 2018 July 2018



5.32	The inpatient unit should offer clinically therapeutic environment with adequate time out of cell for residents. (2.67)	Agreed	The Healthcare provider allocates a registered nurse and healthcare assistant to the inpatients unit on a daily basis to deliver structured one to one interventions. In addition, the relevant care co-ordinators from the mental health team have daily interactions with their patients.	Governor	June 2018
			To enhance the current provision Healthcare will look to develop a daily/weekly planner of structured out of cell interventions and activities. Healthcare will work with the Governing Governor and Head of Safety to identify how to make the inpatient unit more therapeutic e.g. identifying a pool of Prison Officers who work solely on the inpatient unit. Progress will be monitored through the monthly Local Delivery Board.	Governor	October 2018
			HMP & YOI Brinsford will work with CareUK and relevant care co-ordinators, including mental health, to make the inpatient unit a more therapeutic environment. This will include a functioning day-room along with structured activities.	Governor	October 2018
5.33	The prison should develop a memorandum of understanding with the local authority for social care assessments and social care provision. (2.69)	Agreed	Post-inspection, Care UK were commissioned to deliver Social Care in West Midlands prisons. A Memorandum of Understanding (MOU) is in place with the Local Authority. HMP & YOI Brinsford will continue to work closely with Staffordshire County Council in the delivery of this MOU to ensure its outcomes are consistently delivered.	Governor	Completed
5.34	All discipline officers should receive mental health awareness training to enable them to recognise and support prisoners with mental health problems. (2.76)	Agreed	The Healthcare provider will work with the Healthcare Governor and the Governing Governor to deliver a rolling programme of mental health awareness training to discipline officers which enables them to recognise and support prisoners with mental health issues. Progress will be monitored through the monthly Local Delivery Board.	Governor	December 2018
			Mental health awareness will be included in the training plan and prioritised for prison officers who have not already received it.	Governor	September 2018
5.35	Patients requiring a transfer under the Mental Health Act should be transferred expeditiously and within the current transfer guidelines. (2.77,	Partly Agreed	This recommendation is partly agreed as although every effort is made to expedite transfers and assess patients promptly, transfers are dependent on a number of factors such as the completion of appropriate assessments, administrative processes within the NHS and the availability of accommodation in mental health hospitals.		



	repeated recommendation 2.82)		NHS England (NHSE) has developed a plan to improve services for prisoners with mental health issues, and includes specific reference to timely transfer and remission of patients and information about how this will be implemented and sustained. The Prison Transfer and Remission Guidance published by the Department of Health in 2011 has not been agreed by NHSE. NHSE hopes to publish guidance during 2018, with timescales that take into account clinical urgency and need.	Governor	Ongoing
5.36	The list of stock medicines should be reviewed to ensure that all reasonable situations are accommodated, and that patients receive medications promptly. (2.89)	Agreed	A Quality Assurance meeting has been scheduled for May 2018 whereby the Healthcare provider will raise the issue of stock medication held to ensure the appropriate stock medications are agreed. This will become a standing agenda. Healthcare will review their Local Operating Procedure to ensure it supports medication to be dispensed and administered to patients promptly. Progress will be monitored through the monthly Local Delivery Board.	Governor	May 2018
	Time out of cell				
5.37	All prisoners should have at least weekly access to the library. (3.10)	Agreed	Access to library will be timetabled for each unit to attend at least weekly during evenings and weekends. In addition to this, library access will be offered during the working day from activity areas as well as to those who are unemployed.	Governor	August 2018
5.38	Data on gym use should be analysed to increase staff awareness of the groups of prisoners who participate and to promote the facilities to those who do not attend. (3.11)	Agreed	The Head of Reducing Reoffending will be responsible for analysing attendance at the gym and identifying the reasons for those who do not attend. A review of the population will also be conducted to identify the needs of residents. A schedule will then be devised that is responsive, varied and diverse in order to allow access to the gym that meets the needs of the entire population.	Governor	July 2018
	Education, skills and work activities				
5.39	There should be sufficient work and training places to enable all prisoners to participate in purposeful activities, and provide appropriate skills	Not Agreed	This recommendation is not agreed. The current resourcing and activity constraints limit work and training places to around 80% of the population. The establishment will nevertheless maximise and expand activity places where they exist and where possible.	Governor	



	development that can lead to their employment on release. (3.21)				
5.40	Individual prisoner attendance in education, training and work should be monitored and managed to ensure a consistent approach to non-attendance. (3.22)	Agreed	Recording of those not attending education, training and work and the reasons for this has improved significantly. Individual attendance will be tracked daily and analysed monthly to identify reasons for non-attendance. Appropriate action to manage and improve it will be taken as needed. Residents that refuse to attend activities will be managed through the IEP process. Residents that persistently refuse will be identified and considered on an individual basis at Multi-Disciplinary Allocation Boards. The pay scales for activities will be reviewed in order to incentivise attendance.	Governor	July 2018
5.41	All prisoners allocated to work and training should attend their activities with the minimum disruption from other prison activities. (3.23)	Agreed	The activity pay scales will be reviewed in order to incentivise attendance. The Activities Hub will introduce a process that sequences the allocation of activities in order to minimise the impact of conflicting appointments. The prison will ensure that escorting officers return residents to activities following Healthcare Appointments.	Governor	August 2018
5.42	There should be provision of appropriate support for prisoners with additional learning needs. (3.24)	Agreed	The learning provider, Milton Keynes College has appointed an Additional Learning Support Specialist (ALS) who is now in place to support residents with additional learning needs.	Governor	Completed
5.43	Procedures to assure the quality of training and purposeful activities should be systematically applied to all aspects of the provision. (3.25)	Agreed	The Quality Improvement Group (QIG) will monitor quality of training and purposeful activities within the establishment on a monthly basis. The Learning, Skills and Employment Manager will conduct themed Learning walks of the College provision and will complete random sample tests of Personal Learning Plans. Improvement Actions will be monitored during monthly QIG meetings.	Governor	June 2018
5.44	The virtual campus should be re-established, and all prisoners should have access to it for their studies or career development. (3.26)	Agreed	The virtual campus has been re-established and all residents can access the portal on request.	Governor	Completed



5.45	The outcome of decisions about allocation to work, training and education should be communicated promptly to all prisoners. (3.27)	Agreed	Responses to applications for job changes will be provided within 7 days of receipt. Activity changes for other reasons will be communicated to prisoners prior to the change being implemented.	Governor	July 2018
5.46	Prisoners in all work and training areas should be enabled to develop and enhance their literacy and numeracy skills. (3.37)	Agreed	Literacy and numeracy will be embedded into work areas by October 2018. This will be facilitated through the contracted college provision and schemes such as 'One-to-One Maths' and 'Turning Pages'.	Governor	October 2018
5.47	All feedback to learners should tell them what they need to do to improve their work. (3.38)	Agreed	All work will be marked with constructive feedback in plain English and disclosed to learners both verbally and through comments within the Personal Learning Plans (PLPs). Marking guidance will be in place to ensure consistency throughout the College provision.	Governor	September 2018
5.48	There should be a progress tracking mechanism that enables all staff and prisoners to see agreed personal development and learning needs, employability skills and qualifications achieved. (3.39)	Agreed	<p>Following the HMIP/Ofsted Inspection, a database to capture Initial Assessments scores has been introduced. This will be developed further to include personal development, learning needs, employability skills and qualifications achieved.</p> <p>Personal Learning Plans (PLPs) are in place to monitor individual progress against courses that learners are enrolled on. Staff and learners will be able to use these to track progress.</p> <p>College staff will receive further training in this process and the prison Learning, skills and Employment Manager will conduct random samples on these during local Quality Assurance checks. Findings will be included in local Quality Improvement Group (QIG) meetings.</p>	Governor	September 2018
5.49	All prisoners should have a clear plan for their career and skills development for their future employment from the beginning of their time in Brinsford. (3.47)	Agreed	Assessments and learning paths will be developed for each prisoner as part of their induction process. Residents will be able to identify a clear plan for their career and skills development through Progression Pathways which will outline the activities available within the establishment. Progression Pathways will be identified during the induction process and will be included on a database to enable progress to be monitored.	Governor	August 2018



5.50	Prisoners who could work as peer mentors should be identified and given appropriate training to support other prisoners. (3.51)	Agreed	Residents identified as suitable to work as peer mentors will be offered the opportunity to undergo appropriate training to support other prisoners as part of an active citizen approach. There will be a Quarterly review meeting of the peer mentor provision that will include a process whereby staff will be encouraged to nominate suitable individuals to be considered as peer mentors. Residents identified as suitable will receive appropriate training from the prison's Education provider.	Governor	September 2018
5.51	More prisoners should gain qualifications in English at level 2 and mathematics at levels 1 and 2. (3.52)	Agreed	<p>The contracted College are providing additional support within the Functional Skills strand with an Advanced Practitioner visiting regularly from March 2018 (2/3 times per week). Their remit is to work on the quality of the delivery and support the staff as required.</p> <p>An experienced Functional Skills Manager is now in post who provides weekly visits to support and manage the functional skills team. This includes looking at the delivery of functional skills and implementing new processes that will be more effective for learners and therefore improve their results. Functional Skills team staff have also been sent to a bespoke functional skills event for Maths in April 2018, and the event for English will be completed by June 2018.</p>	Governor Governor	Completed June 2018
	Reducing risk, rehabilitation and progression				
5.52	Prisoners should be able to prepare for release, following risk assessment, by spending planned and managed short periods in the community through release on temporary licence. (4.18)	Partly Agreed	<p>This recommendation is partly agreed as many residents are not in the prison long enough to be assessed for Release on Temporary Licence (ROTL), and there are a number ineligible for ROTL due to their MAPPA status.</p> <p>The Head of the Offender Management Unit (OMU) however is conducting an exercise to establish and identify residents eligible for ROTL and exploring the feasibility of introducing ROTL for eligible residents by September 2018.</p>	Governor	September 2018
5.53	Prisoners should have regular and meaningful contact with their offender supervisors. (4.19)	Agreed	<p>A system is being put in place for the Offender Supervisors and the Community Rehabilitation Companies (CRCs) to identify residents with 12 week left to serve. These residents will have regular purposeful meetings to discuss their release plans.</p> <p>All new residents will be seen within 5 working days of arrival and, thereafter, at least monthly by their offender supervisors. This will be supported with weekly meetings with key workers. Those with less than 12 weeks to serve will be</p>	Governor	September 2018



			<p>monitored using a database which identifies all residents release dates. This database will be used in conjunction with Nomis Case notes (prison service database) and monthly quality assurance checks will be conducted by managers in the Offender Management Unit.</p> <p>Contact with those serving longer periods will be monitored through the monthly risk management team meeting.</p>		
5.54	Risk assessments should identify the full range of prisoner risks posed to actual and potential victims. (4.20)	Agreed	Details of risks posed to victims and potential victims will be included in all public protection risk assessments. Regional Psychologists will deliver risk awareness training to all Offender Supervisors to ensure risks are not underestimated and that these are accurately recorded.	Governor	July 2018
5.55	MAPPA-eligible cases should be identified quickly, levels should be confirmed before release and planning for release should be effective. (4.21)	Agreed	All MAPPA/High risk residents are discussed at the monthly Integrated Risk Management Team 6 months prior to release to ensure release plans have started and MAPPA levels have been identified. All new receptions who are MAPPA/High risk are also discussed.	Governor	Completed
	Release planning				
5.56	Pre-release planning should be coordinated, and start early enough to meet the needs of prisoners and manage known risks. (4.35)	Agreed	The initial screening within 72 hours will identify immediate issues that need addressing. At this point if the resident has a release date of 12 weeks or less, they will be signposted to the CRC and other partner agencies. The system being put in place for the Offender Supervisors and the CRCs to identify residents with 12 weeks left to serve will ensure the resident engages with the relevant people to ensure they have a robust release plan which includes information on debt & finance, the mentoring scheme, Job Centre Plus and housing. The Key Partners fully support this approach.	Governor	July 2018

Recommendations	
Agreed	47
Partly Agreed	4
Not Agreed	5
Total	56



