

ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP NOTTINGHAM

TIMETABLE		STATUS OF THIS RETURN
Unannounced inspection	8 –19 September 2014	
Report published	10 February 2015	
Action Plan submitted	April 2015	Attached

ACTION PLAN - HMCIP REPORT

ESTABLISHMENT: HMP NOTTINGHAM

POSITION AS AT: April 2015

1. Rec. No.	2. Recommendation	3. Accepted/ Rejected	4. Response Action Taken/Planned	5. Function Responsible/ Policy Lead	6. Target Date
	Main recommendations to the governor				
5.1	Reception and first night processes should ensure a speedy and efficient reception. First night staff should be well informed about all new arrivals, including their personal circumstances and risk factors, and all prisoners should receive a full induction within a week of arrival.(S37)	Accepted	<p>A new induction programme has been implemented, and first night staff carry out the induction. Following the introduction of the Basic Custody Screening Tool (BCST) process, staff have immediate access to new prisoner's information. Immediate high risk factors will be verbally communicated to first night staff.</p> <p>The BCST process automatically leads to a longer reception process but comes with the advantage more in-depth details about the prisoner's risks and needs are identified. A tracking system will be setup to ensure all prisoners receive the induction programme. The exception to this will be prisoners at court each day during their first week, they will be inducted following their return to prison. A business plan and bid is being developed to create more private spaces for interviews.</p>	Band 8 Head of Function Complex (HoFC) Residence and Services	30 September 2015
5.2	Effective prison-wide prisoner consultation, discussion and support forums should be developed, including some for groups with protected characteristics.(S38)	Accepted	Prisoner focus groups now take place on a monthly basis. The agenda and chair person has been agreed by prisoner representatives. Staff and/or other partner representatives will attend meetings to engage and consult with prisoners on a rolling basis according to need. Equalities is a standing agenda item and the equalities lead attends each meeting. Different meetings are planned for individual groups with protected characteristics.	Band 8 - HoFC : Residence and Services	31 May 2015
5.3	All violent incidents should be fully investigated and systematic action taken to address bullying and support victims. The safer custody	Accepted	The new violence reduction policy has been written and published. This provides greater emphasis on the support given to victims and appropriate actions to be taken	Band 8 - HoFC : Safer Prisons and Equality	Completed and ongoing

	committee should ensure rigorous and prompt remedial action in response to emergent concerns about violence. (S39)		<p>against perpetrators of violence. The safer custody team has been expanded and a report is now produced and discussed at the monthly safer custody meeting which highlights all incidents of violence/bullying and analyses the location, age, ethnicity and actions taken. This ensures prompt and proportionate action.</p> <p>There is a tracking system that is reported at the senior management team (SMT) morning meeting each week that allows management focus to ensure investigations are completed. Any outstanding investigations are then prioritised for completion.</p>		
5.4	Prison cells and the general environment should provide clean, safe and decent living conditions for all prisoners. (S40)	Accepted	<p>Residential areas now have prisoners allocated to paint these areas on a rolling programme. Painting has started in communal/shared areas. An offensive materials policy is being written and will be implemented.</p> <p>Workshops have manufactured privacy screens which will be fitted on to wings.</p> <p>Cleaning schedules will be implemented in all areas to ensure cleanliness is maintained to a good standard throughout the day – cleaning officers will be held accountable for ensuring that these are completed.</p> <p>The piles of rubbish have been removed and are no longer allowed to accumulate.</p>	Band 8 - HoFC : Residence and Services	31 July 2015
5.5	The prison should deliver a predictable and equitable regime that allows prisoners to have significant time out of cell, complete domestic tasks, and engage in scheduled learning and skills activities, work and PE. (S41)	Accepted Subject to Resources	<p>All wings have a core day displayed on the wings and staff work to this. A Regime Management Plan (RMP) is being developed and will be introduced from April 2015. Mobilisation, Transition and Transformation (MTT) is currently working to full implementation in September. This will provide a predictable and equitable regime.</p> <p>If due to lack of resources the prison have to operate under the RMP certain tasks will be temporarily suspended to ensure a safe environment .</p>	Band 8 - HoFC : Residence and Services	30 September 2015
5.6	Prisoners subject to multi-agency public protection arrangements (MAPPA) should be	Partially Accepted	The Inter-department Risk Management Team (IRMT) has now been set up and meets monthly to consider	Offender Management &	30 June 2015

	correctly identified, and there should be appropriate contact with external offender managers. An inter-departmental risk management meeting should meet regularly to ensure all MAPPA nominal and high risk cases are fully considered six months before release. (S42)		those prisoners appropriate for multi-agency public protection arrangements (MAPPA). The meeting is chaired by either the head of offender management or the senior probation officer seconded to the prison. Business administrators (formerly case administrators) will receive new guidance on the identification of MAPPA cases and the process of recording this information from June. It is the responsibility of offender managers in the community to notify the prison of a MAPPA level six months prior to release. The MAPPA administration/area is responsible for ensuring this standard is met in the timeframes stated.	Public Protection Group/ Band 7 - Head of Function Standard Complex (HoFSC) : Offender Management	
5.7	All prisoners should be given an immediate needs assessment on their arrival covering all resettlement pathways, and this should be reviewed in sufficient time before their release to address outstanding needs. (S43)	Accepted	BCST is being introduced as part of the Through the Gate delivery model to support the National Probation Service (NPS) and the Community Rehabilitation Companies (CRC) roll out from 1 May 2015. HMP Nottingham has been highlighted as an early adopter site. The introduction of BCST will meet the need for this assessment with all prisoners being assessed within the first 72 hours of arriving in custody, and reviewed in sufficient time before their release to address outstanding needs.	Band 8 - HoFC: Reducing Reoffending	30 June 2015
Recommendation to the Home Office					
5.8	Immigration detainees should not be held in prisons other than in exceptional circumstances following risk assessment. (2.26)	Accepted	Every effort is made to ensure that a foreign national offender's (FNO's) removal by deportation coincides with his or her release from prison on completion of sentence or during the Early Removal Scheme period where that applies. Where the removal of an FNO is not possible on completion of their sentence, detention may be continued under immigration powers. FNOs may continue to be detained in prison for reasons of security or control and where it is assessed that those concerned are not suitable for the more informal environment provided in immigration removal centres. The prison may also accommodate detainees who have been assessed as suitable for transfer to the immigration removal estate but are awaiting	Criminal Casework Secretariat	Ongoing

			transfer.		
	Recommendations to the governor				
	Early days in custody				
5.9	Prisoners should only be strip searched following an individual risk assessment. (1.8)	Partially Accepted	<p>The National Security Framework, Prison Service Instruction (PSI) 67/2011, <i>Searching of the Person</i>, requires that male prisoners outside of the high security estate are routinely given a full search on initial reception to prison, on reception on return from release on temporary licence (ROTL) or an outside working party (closed prisons only), on return from a non-prison escort, on transferring to another prison and all other discharges apart from on final discharge and discharge for ROTL. All prisons must comply with the PSI's minimum requirements. Local risk assessments are undertaken in other circumstances.</p> <p>Full searching is an essential method used to find items of contraband secreted on the person and to prevent its importation into establishments. NOMS has a duty of care to prevent and deter illicit items from entering establishments which could be used by a prisoner to harm themselves or others.</p> <p>Prisoners arriving from other prisons or who went to court that day from HMP Nottingham will only be full searched on an individual risk assessment, if intelligence indicates this is required. New prisoners arriving from court or on recall will be full searched due to the heightened risk of arriving from the community, the lack of any intelligence to make an individual risk assessment and the evidence that this is one of the major routes for trafficking prohibited items into HMP Nottingham.</p>	Security Group/Band 7 - HoFSC : Operations	30 April 2015
	Bullying and violence reduction				
5.10	The regime activities for vulnerable prisoners should match the opportunities available to the rest of the population. (1.15)	Accepted	<p>An unused part of the establishment, the former Healthcare Centre will be made into a vulnerable prisoner learning centre. This facility should ensure similar opportunities are available to vulnerable prisoners. Vulnerable prisoners already have access to workshops and chaplaincy.</p>	Band 8 - HoFC : Reducing Reoffending	31 August 2015

	Self-harm and suicide				
5.11	All prisoners at risk of self-harm should have access to sufficient support and activities. Assessment, care in custody and teamwork (ACCT) procedures and documentation should be significantly improved. (1.21)	Accepted	<p>Management checks have been introduced and issues are now raised directly with the case manager. These are then fed into the safer custody team who maintain a database of the quality checks to ensure that improvements are being made. Prisoners on ACCT procedures have full access to the regime and activities are considered as part of the care plan.</p> <p>Each prisoner is treated as an individual and as such if the regime is the issue then this is flagged up on the case review and action care plan. Any trends of issues are feedback to the safer custody meeting. General time out of cell monitoring is conducted via the SMT meeting.</p> <p>There is an ongoing selection and training process of new listeners. As many listeners are transferred out to their training prison as part of their offending behaviour requirement; which Nottingham are not allowed to delay or stop, this will be an ongoing task and is monitored and reported at the safer custody meeting. This allows the prison to plan for further selection and training days with the Samaritans for new listeners as and when required.</p>	Band 8 - HoFC : Safer Prisons and Equality	Completed and ongoing
5.12	Prisoners should be able to access a working Samaritans telephone. (1.22)	Accepted	New Samaritans telephones have been ordered and installed.	Band 8 - HoFC : Safer Prisons and Equality	Completed
	Safeguarding				
5.13	There should be a single named safeguarding lead member of staff who should attend the local safeguarding adults board. (1.27)	Accepted	A safeguarding lead will be identified and will attend the local safeguarding adults board.	Band 8 - HoFC : Reducing Reoffending	30 April 2015
5.14	There should be a formal carers' scheme to support prisoners who cannot look after themselves. (1.28)	Accepted	<p>A formal carers/buddies scheme will be implemented to support prisoners who cannot look after themselves. This is being developed in conjunction with Healthcare and also form part of the prison's social care policy.</p> <p>Nottingham City council are the providers for social care needs.</p>	Band 8 - HoFC : Reducing Reoffending	30 September 2015
5.15	Work to meet the safeguarding needs of individual prisoners should be shared across	Accepted	HMP Nottingham is currently working with the Carer's Federation who are training the prison's safeguarding	Band 8 - HoFC : Reducing	30 September 2015

	the prison and with wing staff. (1.29)		leads. They will promote the safeguarding agenda throughout the whole establishment. Information will be shared via the signpost orderlies on wings, noticeboards, prisoner focus groups and staff briefings.	Reoffending	
	Security				
5.16	The routine inclusion of all prisoners found in possession of a mobile phone on to the escape risk list (the E list) without a detailed assessment of the overall and immediate threat should end. (1.39)	Accepted	The routine inclusion of all prisoners found in possession of a mobile phone being placed on the E list has ended and this practice is no longer followed.	Band 8 - HoFC : Security and Intelligence	Completed
5.17	Suspicion drug testing should be completed within the stipulated timescale. (1.40)	Accepted	As staff in post figures are achieved and maintained the introduction of suspicion drug testing will be introduced and conducted within the stipulated timescales. The resource for Mandatory Drug Testing (MDT) will be prioritised in the task reduction rota.	Band 8 - HoFC : Security and Intelligence	31 July 2015
	Incentives and earned privileges				
5.18	The incentives and earned privileges (IEP) scheme should be properly managed and offer support to help individuals deal with the issues behind their poor behaviour, and should be well advertised and fully explained to prisoners. (1.45)	Accepted	This matter has been discussed with prisoner's representatives at a recent prisoner focus group. Basic boards will now take place on a weekly basis with prisoners to set targets and deal with the issues behind their poor behaviour. The head of residence and services will ensure compliance with this requirement. The IEP policy has been disseminated and explained to prisoners and also forms part of induction. Once the regime review has been completed a consultative review of the IEP scheme will be undertaken and include further and ongoing consultation with prisoners and staff. There will be a clear element to ensure prisoners are encouraged to progress to other levels.	Band 8 - HoFC : Residence and Services	30 June 2015
5.19	The regime for prisoners on basic should be improved. (1.44)	Accepted	The head of residence and services will ensure staff comply with the above requirement and are following the policy. The new regime and the consistency of approach of applying the basic regime will improve this requirement.	Band 8 - HoFC : Residence and Services	30 June 2015

	Discipline				
5.20	All disciplinary hearings should be heard and dealt with on time. (1.51)	Accepted	The adjudication backlog has been greatly reduced and guidance issued to adjudicators regarding adjourning adjudications. This has improved the timeliness concerns.	Band 8 - HoFC : Safer Prisons and Equality	Completed
5.21	Governance of the use of force should be rigorous, and information about trends and patterns should be used strategically to help reduce its use. (1.55)	Accepted	Monthly use of force meetings have been reintroduced. These monitor trends and patterns to help inform strategies to reduce its use. There is ongoing monitoring of the use of force documentation to provide advice and guidance when it is identified that paperwork is incorrect. Use of force videos have been viewed and this will be ongoing as part of the use of force meeting.	Band 8 - HoFC : Safer Prisons and Equality	Completed
5.22	The regime in the segregation unit for longer stay prisoners should be improved and include purposeful activities to help prevent psychological deterioration. (1.61)	Accepted	Prisoners have access to the regime on an individual risk assessment basis. This includes attendance at education, domestic time on the wing and access to religious services. Re-integration plans are in place.	Band 8 - HoFC : Safer Prisons and Equality	Completed
	Substance misuse				
5.23	General practitioners should be available to assess new arrivals with substance misuse issues promptly. (1.71)	Accepted	The assessment of men presenting with substance misuse issues can be undertaken by any member of the integrated substance misuse team. The prescription of medication is undertaken by a General Practitioner (GP) or non medical prescriber in line with the contracted service specification. A GP is available every evening to provide medication if required. The GP contract is under review for provision of support in the afternoon. Substance misuse staff are available 24 hours and can provide symptomatic relief.	NHS England/ Band 8 - HoFC : Reducing Reoffending	30 April 2015
5.24	There should be a forum to consult and take feedback from substance misuse service users. (1.72)	Accepted	A monthly patient forum will be arranged with support to ensure full attendance.	Band 8 - HoFC : Reducing Reoffending	30 April 2015
5.25	The integrated drug treatment system (IDTS) service should be recovery-focused with an appropriate mix of psychotherapeutic opportunities. (1.73)	Accepted	Prisoners accessing pharmacological intervention for substance misuse are required to engage in the psychosocial component as part of their recovery plan. Each prisoner is required to sign agreement to this and pharmacological treatment is reviewed if there is no engagement with the psychosocial team.	Band 8 - HoFC : Reducing Reoffending	Completed and ongoing

5.26	Compact-based drug testing should be available to prisoners who choose abstinence. (1.74)	Accepted Subject to Resources	It is recognised that this would be of value to HMP Nottingham; however, no budget is available for funding for staffing or testing kits. Funding will be sought for 2015/16.	Band 8 - HoFC : Reducing Reoffending	30 June 2015
	Residential units				
5.27	Prisoners should have regular and predictable access to telephones to maintain family contact. (2.7)	Accepted	All wings have a core day displayed on the wings and staff work to this. Prisoners now have access to a telephone everyday. An RMP is being developed and will be introduced from April 2015. MTT is currently working to full implementation of the core day in which will provide prisoners with incremental improvements and greater access to telephones.	Band 8 - HoFC : Residence and Services	30 September 2015
5.28	Applications procedures should be improved and monitored to ensure that responses are timely and appropriate. (2.8)	Accepted	The application system will be reviewed and improved. The timeliness of responses will be monitored on a weekly basis by the head of residence and services.	Band 8 - HoFC : Residence and Services	31 May 2015
	Staff-prisoner relationships				
5.29	Each prisoner should be checked on regularly by a named member of staff who should be aware of the prisoner's individual needs, provide support and encourage family contact. A good quality record of contact should be maintained. (2.13)	Accepted	The prison is introducing Every Contact Matters (ECM). The names of prisoners' personal officers will be displayed above their cell doors. The Prison-NOMIS dashboard will be checked on a monthly basis to ensure contacts are recorded.	Band 8 - HoFC : Residence and Services	30 April 2015
	Equality and diversity				
5.30	Strategic management of equality should be improved and include consideration of all protected groups. Managers should specifically ensure that disparities emerging from equality monitoring data are acted upon, discrimination reports are thoroughly investigated, and respect for diversity is appropriately promoted. (2.19)	Accepted	A committee will be set up to review the strategic management of equality and the equality advisor now attends the monthly prisoner focus groups (see Rec 5.2). Senior and first line managers are being trained in the use of the equality monitoring tool to improve awareness and understand how to investigate disparities. The equality advisor is now directly responsible for the discrimination incident reporting system. Investigations are robust, quality checked and conclusions or outcomes for prisoners clear. In February, the prison ran its first event promoting mental health awareness and is planning to schedule more promotional activities throughout the year. .	Band 8 - HoFCS : Corporate Services	31 July 2015
5.31	External support groups and networks for all	Accepted	The prison will promote external support groups via	Band 8 - HoFCS	31 July 2015

	protected groups should be promoted and prisoners helped to make contact with them. (2.27)		equalities information leaflet(s) or notices and use equalities representatives to signpost prisoners to these groups.	: Corporate Services	
	Faith and religious activity				
5.32	All prisoners should be able to see a chaplain in private and attend religious services. (2.30)	Accepted	<p>All prisoners are seen on induction by a member of the chaplaincy department and are offered the opportunity to speak in private if required.</p> <p>There are scheduled times for prisoners to attend religious services. An application system is in place and is monitored by the chaplaincy department.</p>	Band 8 - HoFC : Residence and Services	30 April 2015
	Complaints				
5.33	Complaints should be investigated and responded to promptly, and monitoring should ensure that concerns are systematically identified and addressed. (2.34)	Accepted	Complaints are now investigated and responded to promptly, the timeliness of responses is monitored daily via the business hub, and once a week at a morning operational meeting. The analysis of complaints has been improved to make it easier to identify systematic trends which are then monitored by the Head of Corporate Services so they can be addressed.	Band 8 - HoFCS : Corporate Services	Completed
	Legal rights				
5.34	Prisoners should be supported to exercise their legal rights, including help and advice from trained advisers when applying for bail and the use of an 'access to justice' scheme laptop. (2.37)	Partially Accepted	<p>As part of the benchmarking programme, NOMS looked at the current procedures for helping prisoners to seek specialist legal advice. The review concluded that, rather than having one designated member of staff, an integrated support system would allow prison Governors to better target their resources while ensuring that prisoners who require legal services understand what is available and how services can be accessed. Prisoners will be provided with information on how to apply for legal services as part of the induction into custody process. Additionally, residential staff provide lists of legal advisers and supply the appropriate forms for prisoners who wish to access legal advice.</p> <p>Full use of the video link facilities and legal visits will be utilised to support access to legal support for prisoners at HMP Nottingham. The access to justice scheme will be promoted and the prison will facilitate its access.</p>	Band 7 - HoFSC : Offender Management	30 September 2015
	Health services				

5.35	All clinical areas should fully comply with current infection control standards, and all waiting areas should be equivalent to those in community services. (2.47)	Accepted	Clinical areas will be surveyed/assessed, costed and funding sought. Infection control processes will be reviewed and action taken to improve standards. Health centre waiting area will be updated to ensure that information is available to those prisoners in the holding areas.	NHS England/Head of Healthcare	30 November 2015
5.36	There should be systematic health promotion throughout the prison, overseen by a prison health promotion action group. (2.48)	Accepted	A health promotion action group will be developed. This will be chaired by the deputy governor and attended by the Public Health England.	NHS England/Head of Healthcare	30 June 2015
5.37	All new arrivals should receive a comprehensive secondary assessment within 72 hours. (2.58)	Accepted	A new Standard Operating Procedure (SOP) for booking patients a secondary assessment within 72 hours is being developed and will be implemented.	NHS England/Head of Healthcare	31 March 2015
5.38	Prisoners should have 24-hour access to a GP for advice and face-to-face assessment. (2.59)	Accepted Subject to Resources	A new service specification has been written for an afternoon and reception GP service and has been submitted to commissioners. The out of hour's service contract will also be discussed with commissioners.	NHS England/Head of Healthcare	31 October 2015
5.39	Prisoners should be able to access all primary care services within a reasonable timescale. (2.60)	Accepted	The current Key Performance Indicator (KPI) for primary care services is 48 hours waiting for a first appointment (with a GP or nurse) and six weeks for follow up clinics. 99% of prisoners are seen for a first appointment within 48 hours and 94% of prisoners receive a follow up appointment within six weeks, this is due to subcontracted services which will be reviewed as part of contract monitoring.	NHS England/Head of Healthcare	30 April 2015
5.40	There should be triage algorithms for nurse assessment clinics to ensure consistent decision making. (2.61)	Accepted	Staff managing triage clinics are undergoing a programme of training in clinical skills assessment. All primary care staff will have received this training by the end of 2015. This will ensure consistent decision making.	NHS England/Head of Healthcare	31 December 2015
5.41	The enhanced care area should provide an adequate therapeutic environment and regime. (2.62)	Accepted	A programme of group work will be developed and delivered for patients on the enhanced care area.	NHS England/Head of Healthcare	31 July 2015
5.42	Prisoners should be able to see a pharmacist for medicines use advice and review. (2.68)	Accepted	A pharmacist has been appointed and will be available for weekly medicines review clinics from June 2015.	Head of Healthcare	30 June 2015
5.43	Medication administration should always be safe and secure with consistent supervision by discipline staff. (2.69)	Accepted	Currently 'A' wing have a full-time member of staff detailed to supervise the dispensing of medications. A new pharmacy is being built in a more central location	Band 8 - HoFC : Residence and Services	30 September 2015

			which will reduce the current supervision requirement in other areas.		
5.44	The in-possession policy should follow current best practice guidance on the prescribing of highly tradable medicines. (2.70)	Accepted	The in-possession policy has been reviewed by the Offender Health Directorate and accepted by the Offender Health Drug and Therapeutics Committee and staff trained.	Head of Healthcare	Completed
5.45	A wider range of medicines should be available for nurses and pharmacy staff to administer without a prescription when clinically appropriate. (2.71)	Accepted	Homely remedies policy will be reviewed and added to SystemOne Medicines module.	NHS England/Head of Healthcare	30 April 2015
5.46	All discipline staff should have regular mental health awareness training to recognise and take appropriate action when a prisoner has mental health problems, with segregation unit staff prioritised for this. (2.81)	Accepted	Two staff have recently been trained to deliver mental health awareness training and priority will be given to segregation and reception staff. More generally training will be scheduled via staff training days. Training outcomes will be monitored via the People Hub.	Band 8 - HoFCS : Corporate Services	31 October 2015
	Catering				
5.47	The quality of food should be improved in consultation with prisoners. Food comment books should be regularly monitored by the catering manager, with appropriate responses recorded and action taken where required. (2.87)	Accepted	Prisoners will be consulted via prisoner focus groups to support improvements in food quality. Prisoner representatives will bring food comment books to these meetings to review. The food survey results have been analysed and the menu changed following this feedback. A new food survey has been commissioned to seek further feedback following these changes.	Band 8 - HoFCS : Corporate Services	30 April 2015
	Purchases				
5.48	Prisoners should not have to pay an administration fee for shop orders. (2.91)	Rejected	No administration fee is charged on weekly retail orders, this only relates to catalogue orders. The national catalogue fee was introduced as part of Prison Service Instruction 23/2013 <i>Prisoner Retail</i> , following consultation. There is provision within the PSI for the catalogue handling fee not to be charged in circumstances where products are being purchased as specific requirements for a protected group, where to charge the handling fee would disadvantage the individual compared to the general population. The charge is only a contribution towards the cost of providing this ordering service for	Directorate of Commissioning and Contract Management	

			prisoners, and is mandatory across all prisons.		
	Learning and skills and work activities				
5.49	The prison should routinely evaluate the performance of different groups of prisoners in learning and work to ensure all achieve at equally high levels. (3.12)	Accepted	Monthly reports that routinely evaluate the performance of different groups of prisoners in learning and work have been implemented to ensure all achieve at equally high levels. This will also be supported by the self-assessment report (SAR) process.	Band 8 - HoFC : Reducing Reoffending/ Band 8 - Cluster Lead Learning and Skills	31 October 2015
5.50	The scope and accuracy of self-assessment, quality assurance and improvement planning should be extended, and include all areas of learning and skills and work. (3.13)	Accepted	Education providers will ensure that all workshops, Industrial Cleaning and PE are included in the next SAR. Improvements will be made to the process that was in place.	Band 8 - HoFC : Reducing Reoffending/ Band 8 - CL : Learning and Skills	31 August 2015
5.51	Entry-level provision in English and mathematics should be extended to cater adequately for the prison population. (3.18)	Accepted	The education level of all new receptions will be now assessed on arrival. A needs analysis will be conducted with education provision aligned to meet these identified needs.	Band 8 - HoFC : Reducing Reoffending/ Band 8 - CL : Learning and Skills	30 June 2015
5.52	The work available should be suitable to prepare prisoners for employment on release. Greater priority should be given to developing employability and vocational skills. (3.19)	Accepted	HMP Nottingham now delivers a bicycle repair course and plans to deliver Waste Management Industry Training & Advisory Board qualification in waste management. The prison is also in talks with the education provider to take over the staff mess/bistro to deliver employability and vocational skills.	Band 8 - HoFC : Reducing Reoffending	31 October 2015
5.53	Allocation of prisoners to work should take into account needs identified in sentence plans and National Careers Service individual action plans. (3.20)	Accepted	Offender management staff work directly with the National Careers Service (NCS) to ensure individual action plans and sentence plans are given priority allocation to work and/or education in line with prisoners needs.	Band 8 - HoFC : Reducing Reoffending	30 June 2015
5.54	Additional learning support should be given to prisoners with the greatest need, and there should be more use of peer mentors to support learning. (3.26)	Accepted	Learning support is now integrated into the induction programme enabling early identification of prisoners in greatest need. St Giles Trust will deliver a Level 3 NVQ in peer mentoring to prisoners.	Band 8 - HoFC : Reducing Reoffending	31 August 2015
5.55	Education induction should ensure that all prisoners understand the work and learning available to them, and initial assessments should accurately identify all those who need	Accepted	The NCS have allocated time on induction to introduce all new arrivals to the work and learning opportunities that are available to them. The prison will seek to ensure the education levels of all new receptions are assessed	Band 8 - CL : Learning and Skills	31 May 2015

	to improve their English and mathematics skills. (3.27)				
5.56	The prison should raise achievement rates on educational and vocational courses so that they are consistently good. (3.32)	Accepted	This is now monitored at the Quarterly Improvement Group (QIG) and is included in the SAR.	Band 8 - CL : Learning and Skills	Completed and ongoing
5.57	Prisoners in workshops and other prison jobs should routinely have opportunities to gain qualifications or other recognition for the skills they acquire. (3.33)	Accepted	City & Guilds Level 2 in Bicycle Maintenance and AQA Entry Units in employability have been introduced in all workshops. Plans are in place to introduce level 3 peer mentoring qualification in partnership with the St Giles Trust.	Band 8 - HoFC : Reducing Reoffending	31 August 2015
5.58	The prison should take action to increase regular library visits, including the extension of opening hours to evenings and weekends. (3.37)	Partially Accepted	A RMP will be introduced from April 2015 and MTT is currently working to full implementation in September. This will provide prisoners with increased opportunity to access the library in line with the nationally agreed core day but this does not include evening access to the library.	Band 8 - CL : Learning and Skills	30 September 2015
	Physical education and healthy living				
5.59	The prison should identify and provide suitable provision leading to vocational qualifications in PE and healthy living. (3.43)	Accepted	A review of PE is taking place. Once staff vacancies are filled, the full PE regime will be delivered including vocational qualifications. Healthy Living 'slots' have been planned/ scheduled into the new regime. Monthly meetings have now started with Senior Managers and Head of Healthcare to discuss and lead the 'Healthy Living' agenda. This will include developing a communication strategy.	Band 8 - HoFC : Residence and Services	30 September 2015
	Strategic management of resettlement				
5.60	The strategic management of resettlement should be developed to incorporate and coordinate both offender management and resettlement pathways provision, and be informed by a needs analysis that draws on an appropriate range of data. (4.6)	Accepted	Volunteers from Nottingham University will analyse data from a recent needs analysis, Offender Assessment System (OASys) data and information from the local Chamber of Commerce to help develop a strategic approach to the management of resettlement. The strategy will be based on the seven pathways. The head of offender management now sits on all strategic resettlement meetings and deputises in the absence of the chair, to ensure a better and more coordinated approach between offender management and	Band 8 - HoFC : Reducing Reoffending	31 July 2015

			resettlement. This approach will include the CRCs as they come on board later in the year.		
	Offender management and planning				
5.61	A sufficiently resourced offender management unit should ensure that all relevant prisoners receive prompt and effective OASys assessments, sentence planning and reviews, supported by meaningful input from offender supervisors and offender managers, to enable them to progress through their sentence. (4.13)	Accepted	The prison is recruiting officers to be able to fully provide the requirements of the offender management model. Business administrators have been recruited and are currently being trained.	Band 7 - HoFSC : Offender Management	30 September 2015
5.62	Managers should carry out regular oversight and quality assurance of offender supervisor work to ensure all elements of offender management are delivered to a high standard. (4.14)	Accepted	A sample of OASys completions are reviewed each month by the Custodial Manager OMU and [from May] the Head of OMU.	Band 7 - HoFSC : Offender Management	Completed and ongoing
5.63	Categorisation reviews should be held on time. (4.21)	Accepted	A new process has been introduced to ensure these are completed on time, monitored by the head of offender management.	Band 7 - HoFSC : Offender Management	Completed and ongoing
	Reintegration planning				
5.64	Prisoners should have access to specialist housing advice when required. (4.31)	Accepted	The prison now works with the Framework charity and housing association to hold a surgery each month. CRCs will also support the accommodation pathway as they come on board later in the year.	Band 8 - HoFC : Reducing Reoffending	31 July 2015
5.65	The prison should provide an effective programme of pre-release employment, training and education activities, including use of the virtual campus for job searching. Links with employers should be developed to increase job opportunities for prisoners on release. (4.34)	Accepted	The education provider is planning to introduce a pre-release resettlement course which will greatly support employment, training and education activities and will include the use of the virtual campus for job searching. The prison now have strong links with the Liberty Personnel Pioneers who provide employment and advice for ex-offenders and families, and have also provide links to employers willing to engage with ex-offenders. Employer engagement events/days are held at the prison which allows local employers to engage directly with serving offenders. The Princes Trust will be delivering a	Band 8 - HoFC : Reducing Reoffending	31 July 2015

			2015 employability course within HMP Nottingham.		
5.66	Peer mentors should be available to support prisoners recovering from drug and alcohol misuse. (4.38)	Accepted	Peer mentors will be identified and receive appropriate training on a rolling programme. Mentors will be trained to a Level 3 qualification in Information, Advice and Guidance (IAG) by St Giles Trust.	NHS England/Band 8 - HoFC : Reducing Reoffending	31 July 2015
5.67	Finance, benefit and debt provision should meet the needs of prisoners during custody and in preparation for release. (4.40)	Accepted	HMP Nottingham is currently supported by the Money Advice Service and education includes finance, benefit and debt elements within their courses. CRCs will also support the prison with finance, benefit and debt provision later in the year.	Band 8 - HoFC : Reducing Reoffending	31 July 2015
5.68	Provision for prisoners to maintain family ties should be improved, including parenting/relationship courses and continued access to family days. (4.45)	Accepted	A family pathway lead, who is a member of the senior management team, has been identified to drive the provision of access to family days. The education provider has also been asked to look at the possibility to provide courses that support the maintenance of family ties.	Band 8 - HoFC : Reducing Reoffending	31 December 2015
5.69	The two children's play areas in the visits hall should be renovated, and play sessions should be supervised during visits. (4.46)	Accepted	The two children's play area will be renovated. Supervised crèche facilities form part of the new area based contracts for visits which will be reviewed at the end of the year.	Band 7 - HoFSC : Operations	31 December 2015
5.70	The prison should offer appropriate offending behaviour courses to meet the identified needs of the population. (4.49)	Accepted Subject to Resources	HMP Nottingham has approached NOMS commissioners to commission appropriate offending behaviour courses and has declined to commission these services due to availability of funding. The prison will continue to request this resource.	Band 8 - HoFC : Reducing Reoffending	31 December 2015
	Housekeeping points				
	Early days in custody				
5.71	All risk interviews with new arrivals should take place in private. (1.9)	Accepted Subject to Resources	This will require structural changes as there are currently no interview rooms in that area. Funding will be sought to provide space.	Band 7 - HoFSC : Operations	31 July 2015
	Self-harm and suicide				
5.72	The safer custody manager should meet the Samaritans regularly. (1.23)	Accepted	The Samaritans and safer custody manager meet on a monthly basis. They are now invited to attend monthly safer custody meetings.	Band 8 - HoFC : Safer Prisons and Equality	Completed and ongoing
5.73	The Listener suites should be clean, tidy and fit for purpose. (1.24)	Accepted	All listener suites are now fit for purpose and routinely checked by the safer custody team to ensure they remain	Band 8 - HoFC : Safer Prisons	Completed and ongoing

			in good condition and are available for use when the need arises.	and Equality	
	Discipline				
5.74	The quality of staff entries in prisoners' segregation files should be improved. (1.62)	Accepted	Daily management checks have been introduced by the supervising officer. Monthly checks by the custodial manager also ensure all interactions with prisoners are recorded appropriately.	Band 8 - HoFC : Safer Prisons and Equality	Completed and ongoing
5.75	The analysis of information to monitor levels of segregation should be developed. (1.63)	Accepted	The Segregation Monitoring and Review Group (SMARG) now meet quarterly to monitor the use of segregation, identify trends and address any concerns that may arise.	Band 8 - HoFC : Safer Prisons and Equality	Completed and ongoing
	Substance misuse				
5.76	Reviews of treatment should be at the frequency stipulated by national guidance and be multidisciplinary. (1.75)	Accepted	Reviews of treatment are now in line with guidance and the KPI's for the substance misuse service.	NHS England/Band 8 - HoFC : Reducing Reoffending	Completed and ongoing
5.77	There should be systematic promotion of health, harm minimisation and protection against blood-borne viruses. (1.76)	Accepted	Every assessment and release plan now includes harm minimisation and information on blood borne viruses (including dry blood spot testing) as an opt-out programme. Group work to further improve this approach is being developed and rolled out.	NHS England/Band 8 - HoFC : Reducing Reoffending	31 May 2015
	Health services				
5.78	Prisoners should be able to complain about health services through a well-publicised system, and all responses to complaints should be prompt and fully address all the issues raised. (2.49)	Accepted	The complaints system has been reviewed and a new SOP developed which has been externally audited and found to be compliant. There is a display board in the health centre and leaflets available and these will be extended to residential areas.	NHS England/Head of Healthcare	31 March 2015
5.79	Barrier protection should be easily available through a well-advertised confidential system. (2.50)	Accepted	Barrier protection is available via confidential application which will be better advertised throughout residential areas.	NHS England/Head of Healthcare	30 April 2015
5.80	All external defibrillators available to custodial staff should receive daily recorded checks and be ready for use. (2.51)	Partially Accepted	Defibrillators are checked on a monthly basis by night staff. Compliance against this requirement is audited annually by the health and safety advisor. The frequency of audits is determined by a risk assessment. There is no legislative requirement to conduct daily checks. All establishment owned defibrillators have been checked since the last HMIP inspection with one set of replacement pads issued. All batteries are in date and	Band 8 - HoFCS : Corporate Services	Completed and ongoing

			spare batteries/ pads are held in stock should HMPS defibrillators require use or go out of date.		
5.81	There should be regular auditing of prescriptions by a pharmacist. (2.72)	Accepted	Prescriptions are audited by the pharmacy provider on a monthly basis. Paper administration charts will no longer be in use after April 2015.	NHS England/Head of Healthcare	31 May 2015
5.82	All medicines should be properly and clearly labelled before supply to patients. (2.73)	Accepted	Medicines are labelled by the external pharmacy provider. Over labelled stock will be correctly completed by the dispensing professional and audited on a monthly basis by wing pharmacy technicians.	NHS England/Head of Healthcare	30 April 2015
5.83	All medication administration records should be complete, and appropriate action taken for any prisoner non-attendance. (2.74)	Accepted	The SystmOne medicines module will include recording requirements for all administrations or omissions without the need for paperwork. Non-attendees will be identified and follow up action taken.	NHS England/Head of Healthcare	31 May 2015
	Learning and skills and work activities				
5.84	Teachers' feedback and marking should give prisoners clear guidance on how to improve their written work. (3.28)	Accepted	Lesson observations and quality checks are now carried out and fed back to teachers.	Band 8 - CL : Learning and Skills	Completed
	Offender management and planning				
5.85	Prisoners should be permitted to attend home detention curfew boards, and should be released as close as possible to their HDC eligibility date. (4.15)	Accepted	Prisoners will be permitted to attend home detention curfew boards. Once the OMU department is resourced, HDC applications will be managed and processed more efficiently. Band 3 recruitment has taken place and people appointed subject to vetting checks.	Band 7 - HoFSC : Offender Management	30 June 2015
	Reintegration planning				
5.86	The prison should investigate and address prisoners' lack of awareness of resettlement pathway support. (4.29)	Accepted	This is being addressed through resettlement days and the 2015/16 needs analysis. Feedback has been requested from the resettlement days and will be used to help improve the awareness of resettlement pathway support.	Band 8 - HoFC : Reducing Reoffending	Completed and ongoing
5.87	All visits should start on time. (4.47)	Accepted	New profiles and a new regime will ensure visits start times are adhered to.	Band 7 - HoFSC : Operations	31 July 2015

Recommendations		Housekeeping Points	
Accepted	61	Accepted	15
Accepted Subject to Resources/Partially Accepted	9	Accepted Subject to Resources/Partially Accepted	2
Rejected	1	Rejected	-
Total	70	Total	17