

## ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP LITTLEHEY

TIMETABLE	DATE	STATUS OF THIS RETURN
Full Unannounced inspection	2 – 13 March 2015	
Report published	31 July 2015	
Action Plan Submitted	16 October 2015	Attached

## ACTION PLAN - HMCIP REPORT

ESTABLISHMENT: HMP LITTLEHEY

POSITION AS AT: OCTOBER 2015

1. Rec. No.	2. Recommendation	3. Accepted/ Rejected	4. Response Action Taken/Planned	5. Function Responsible/ Policy Lead	6. Target Date
	<b>Main recommendations To the governor</b>				
5.1	The prison should work with the provider to develop accreditation opportunities for all vocational workshops, with a target of level 2 achievement for most learners to give them a better chance of employment on release. (S42)	Accepted	Requisitions have been raised and orders are being processed to purchase the equipment for Level 2 delivery in both the Plumbing and Motor Mechanics workshops. Since the inspection, Level 2 delivery has been put in place for Body Repair, Bricklaying, Painting and Decorating and Carpentry. Delivery will commence in the other areas on receipt of the equipment.	Head of Reducing Re-Offending	31 January 2016
5.2	The prison should pursue a whole-prison approach to resettlement and offender management, encouraging and supporting staff from all departments to take an active role in the work of the offender management department in assessing and implementing prisoner objectives to reduce their risk of reoffending. All staff should be given support and awareness training to understand how to work effectively with a sex	Accepted	The offender management unit (OMU) is developing links with the reducing re-offending (RR) function to develop sequencing and efficient allocations.  A risk briefing has been commissioned from the internal Probation team to help in communicating this concept to wider staff group. Awareness sessions will be held with a variety of staff groups.	Head of Offender Management Unit (OMU)	30 April 2016

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	offender population. (S43)		<p>Work will be undertaken to increase the awareness of the wider staff group over what the OMU does, and why.</p> <p>HMP Littlehey will liaise with other similar establishments to determine if there is any effective guidance to working with sex offenders, and aim to develop a package to deliver to staff.</p>		
	<b>Main recommendation To NOMS</b>				
5.3	Arrangements under 'transforming rehabilitation' for the release of prisoners from Littlehey should be clarified urgently to ensure the appropriate and necessary provision is in place. (S44)	Accepted	<p>HMP Littlehey is a non-resettlement prison. This means that there is no specific Community Rehabilitation Company (CRC) identified, to provide a 'Through the Gate' (TTG) service to those leaving custody from HMP Littlehey. This also means that those individuals held at HMP Littlehey should be where possible allocated to establishments served by their home CRC during the final 12 week resettlement period of their sentence. For prisons such as HMP Littlehey, this presents an additional challenge, due to the nature of the population, which being largely sex offenders is heavily weighted to having National Probation Service (NPS) cases.</p> <p>In the lesser number of cases who are CRC allocated, it is the home CRC to where the individual is returning who is responsible for delivering the TTG service to their service users, i.e. the CRC who covers the geography to where the prisoner is to return, or where 'No Fixed Abode', the CRC covering the jurisdiction of the court in which they were sentenced.</p> <p>Where the case is an NPS offender, individuals should have fair access to resettlement services. The NPS has responsibility for commissioning services from CRCs or other providers to meet the needs of their retained offenders on a case by case basis. The NPS is able to commission these services from any provider who it feels</p>	Rehabilitation Services Transformation Group	Completed

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			offer a service which best meets the needs of that individual. However, the NPS has delivered a high level commissioning intention for the next 12 months, indicating that in the first instance, they will commission the home CRC to where the offender is returning to deliver any TTG services identified as required to support an offender's resettlement. These services will be purchased via the rate card. There is no restriction on the home CRC then purchasing services from any other CRC via the rate card to deliver the services. In respect of HMP Littlehey, this may occur where an individual home CRC is geographically some distance away from the establishment as such the home CRC may purchase provision from a CRC located closer geographically to the prison.		
	<b>Recommendations To the governor Bullying and violence reduction</b>				
5.4	The prison should address prisoner concerns about debt. (1.14)	Accepted	Debt is now discussed on induction and guidance is given to all new receptions. Four questions are asked regarding debt and any warning signs highlighted to safer custody. The Shaw trust is a national charity working within HMP Littlehey which supports the vulnerable and offers an information service to prisoners with concerns about debt. In addition BeNCH CRC have staff based at HMP Littlehey and work with the voluntary sector to provide finance, benefit and debt advice. Initially this will be included in the induction process and in future, offer appointments, as required.	Head of Safer Custody	31 October 2015
5.5	The management of victims and perpetrators of bullying or violence should be improved. (1.15)	Accepted	The violence reduction policy is currently under review. One of the main issues with local implementation is the generic approach taken by senior officers and custodial managers (CMs) when setting objectives. Investigations are also very vague and monitoring by wing staff is poorly recorded on NOMIS. These areas will continue to be addressed through management checks and the Safer	Head of Safer Custody	31 October 2015

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			Custody CM will reinforce this with managers.		
	<b>Self-harm and suicide</b>				
5.6	Assessment, care in custody and teamwork (ACCT) supervision should be improved by ensuring a consistency of care manager, increased interaction with prisoners and wider representation of departments at reviews. (1.21, repeated recommendation 3.32)	Accepted	Attendance at ACCT reviews has improved following a drive on Multi-Disciplinary Team attendance and Healthcare has committed to attending any ACCT reviews for prisoners who are not subject to mental health. This will continue to be monitored.  The case manager will be the constant factor in all ACCT documents, when feasible - complex cases are managed by a consistent CM and Constant Supervisions are case managed by the Head of Safer Custody or a nominated delegate in their absence. Interactions are determined on the level of risk and the individual case.	Head of Safer Custody	31 March 2016
5.7	Prisoners on an open ACCT should only be located in the segregation unit in exceptional circumstances. (1.22)	Accepted	All prisoners subject to ACCT are located on residential units wherever possible and are only held in the Care and Separation Unit (CSU) in exceptional circumstances. A substantial risk assessment is completed on an additional algorithm to make sure that an alternative location has been considered. All prisoners in the CSU on ACCT are subject to enhanced case reviews by a CM and are discussed weekly at the complex needs meeting.	Head of Safer Custody	Completed
	<b>Incentives and earned privileges</b>				
5.8	The prison should investigate and address the negative views of black and minority ethnic and foreign national prisoners about the incentives and earned privileges (IEP) scheme. (1.37)	Accepted	Equality Impact Assessments (EIA) will be completed inclusive of consultation with prisoners. Data has been reviewed from Diversity Incident Reporting Form complaints and the Equality Monitoring Tool. The Equalities representatives on each unit have consulted with both groups of prisoners and no apparent trends have been identified. Focus groups will be held and this will be monitored via the Equality Action Team and the Senior Management Team. All Foreign National Prisoners have been surveyed with no concerns raised.	Head of Equalities	31 October 2015
	<b>Discipline</b>				
5.9	Management oversight and accountability for all	Accepted	The terms of reference and agenda for the use of force	Head of Safer	31 October 2015

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	aspects of use of force, including planned interventions, should be improved. (1.44)		committee meeting will be reviewed to incorporate core membership from the Senior Management Team (SMT) and key personnel. All planned interventions will be filmed and governed via the monthly Use of Force Committee meeting. The invite will be extended to include all senior managers and chaired by the Deputy Governor. The Head of Equalities will investigate the over representation in Use of Force.	Custody	
5.10	The shower area in the care and separation unit should be refurbished. (1.49)	Accepted Subject to Resources	The Head of Safer Custody will liaise with the service delivery manager to prepare and submit a major maintenance bid, for funding consideration.	Head of Safer Custody	31 July 2016
5.11	The regime in the care and separation unit should be improved. (1.50)	Accepted	A risk assessment will be introduced in the CSU to consider allowing prisoners to exercise together. In addition, opportunities to improve the regime by introducing in-cell work will be explored.	Head of Safer Custody	31 October 2015
	<b>Residential units</b>				
5.12	Cells designed for one prisoner should not be used for two. (2.7, repeated recommendation 2.1)	Rejected	In order to provide sufficient places for the current prison population it is necessary for NOMS to maximise the use of all available places across the estate.  The occupancy of prison cells is determined by the establishment and certified by the Deputy Director of Custody (DDC) in accordance with the Prison Service Instruction (PSI) 17/2012, which provides clear guidelines for determining cell capacities. Cells will only be shared where a DDC has assessed them to be of adequate size and condition for doing so.	Deputy Director of Custody	
5.13	Wing laundries should be improved. (2.8)	Accepted	The current contract service issues for the maintenance of laundry equipment on the wings will be addressed to make sure that washing machines and dryers are repaired or replaced within appropriate timescales.	Head of Residential and Safety	30 November 2015
	<b>Equality and diversity</b>				
5.14	The equality policy should be based on a prisoner needs analysis. (2.20)	Accepted	A population needs analysis will be completed and a new policy reflecting the change to HMP Littlehey's criteria will be written and implemented.	Head of Equalities	31 October 2015

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5.15	Equality staff should be given sufficient time to undertake their roles effectively. (2.21, repeated recommendation 4.12)	Accepted	The staffing complement for safer custody and equalities is in accordance with the benchmark for HMP Littlehey. Redeployment will be kept to a minimum to make sure that equality staff have sufficient time to undertake their roles.	Head of Equalities	31 October 2015
5.16	There should be regular support groups open to attendance from all prisoners from a minority group. (2.22)	Accepted	A schedule of meetings has been agreed and is available for consultation. Support groups are now inclusive of the members of each group in addition to the co-ordinators and deputy co-ordinators. There will also be a review on whether external independent groups can be made available to provide some additional support to all prisoners from a minority group.	Head of Equalities	Completed
5.17	Prisoners should have regular access to independent immigration advice. (2.29, repeated recommendation 4.44)	Accepted	Weekly immigration clinics are held with the UK Border Agency (UKBA), providing the necessary advice. The process of providing regular independent immigration advice other than from UKBA will be reviewed.	Head of Equalities	31 December 2015
5.18	Professional interpreting services and translated written material should be available to prisoners with little or no English. (2.30)	Accepted	CAPITA are the procured providers for translation services. Information is provided in various languages and upon request. The induction information is currently being reviewed and will be provided in key languages.	Head of Equalities	31 October 2015
5.19	Prisoners with disabilities should have equal access to all prison areas, and their specific individual needs should be effectively met. (2.31)	Accepted	Reasonable adjustments are now made on a needs basis to make sure that access to required areas. Contingencies are adopted if access is prevented due to failure in equipment.	Head of Equalities	Completed
	<b>Faith and religious activity</b>				
5.20	Regime activities should allow prisoners to attend corporate worship, and all Christian services should be provided weekly. (2.39)	Accepted	HMP Littlehey is operating a reduced regime at weekends to enable the supply of officers to other prisons as part of the national detached duty scheme. The situation will be rectified when the prison returns to the full regime at weekends at the end of January 2016, subject to recruitment.	Head of Reducing Reoffending	31 January 2016
	<b>Complaints</b>				
5.21	Responses to all complaints should be within expected timescales. (2.43)	Accepted	Complaints will be answered within expected timescales and systems will be put in place to monitor and record	Head of Corporate Services	31 December 2015

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			timeliness of responses.		
	<b>Health services</b>				
5.22	Cleaning of all clinical environments should comply with NHS infection control standards. (2.56)	Accepted	The Head of Equality will liaise with the service delivery manager and make sure that the work is carried out by the contractor to the required standard.	Northamptonshire Healthcare Trust (NHT) Head of Service /Head of Equality	31 October 2015
5.23	Health staff should have access to and follow a full range of in-date and regularly reviewed policies and procedures. (2.57)	Accepted	Healthcare staff transferred under Transfer of Undertaking Protection of Employment (TUPE) arrangements across the Northants Healthcare Foundation Trust (NHFT) on 1 April 2015. Standard operating procedures are up to date, and other policies will be reviewed. The provider will be asked to review all policies for their comprehensiveness, and their plan and actual dates of review.	NHT Head of Service /Head of Healthcare	31 October 2015
5.24	Prisoners should be able to complain about all health services through a single confidential well-understood system, and complaints should not be routinely included in the clinical records. (2.58)	Accepted	The complaints system will be reviewed and brought in line with NHS complaints policy. This will include complaints about clinical records.	NHT Head of Service /Head of Healthcare	31 October 2015
5.25	Prisoners should be able to access all primary care clinics, including dental, optical and podiatry, within waiting times equivalent to those in the community. (2.65)	Accepted	A locum dentist is in place and all urgent dental requests have been reviewed with waiting times reduced. Extra optician sessions have been implemented and a new podiatrist is in place. The waiting times are reflective of that in the community. In addition, waiting times will be monitored and the provider will be asked to produce a plan for reaching and maintaining acceptable waiting times where necessary.	NHT Head of Service /Head of Healthcare	Completed
5.26	In-possession risk assessments, including any variation, should be clearly documented and reviewed regularly. (2.70)	Accepted	A Pharmacist is now in post with 2.6 pharmacy technicians recruited. In-possession risk assessment will be completed by pharmacist staff and regularly reviewed. The provider will also be asked to implement a system for review of all in-possession medications.	NHT Head of Service /Head of Healthcare	31 October 2015
5.27	The use of daily in-possession medication and schedule four controlled drugs should be	Accepted	Ongoing review by general practitioners with oversight by medicines management committee will make sure that	NHT Head of Service /Head of	31 October 2015

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	reviewed and reduced. (2.71)		there will be a reduction where appropriate. The provider will also be asked to review arrangements for in-possession medications and controlled drugs.	Healthcare	
5.28	Prisoners should receive medication at clinically appropriate times. (2.72)	Partially Accepted	The provider must issue medicines at times when the prison regime allows this to happen. The provider will review issue times and provide assurance that the use of in-possession medication is appropriate in each case, and issued at clinically appropriate times within the context of the prison regime.	NHT Head of Service /Head of Healthcare	31 October 2015
5.29	Custodial staff should receive regular mental health awareness training. (2.78)	Accepted	A training package is now in place and a training schedule will be arranged with the target of training 50% of operational staff.	Head of Equalities	31 March 2016
	<b>Catering</b>				
5.30	Breakfast should be issued on the day it is to be eaten, and lunch should not be served before 12 noon and the evening meal not before 5pm. (2.84)	Partially Accepted	Once the full benchmark regime is implemented, lunch will be served after 12 noon and the evening meals will be served after 5pm.  The serving of breakfast packs the evening before is a well established practice across the prison estate and one which contributes to a swifter start to the morning regime, including start time for work and other activities. Prisoners are therefore encouraged to exercise personal responsibility for consuming the breakfast at the appropriate time, as they would be required to do upon release. Providing the breakfast pack in the evening empowers prisoners to have as much control over their lives as possible in a custodial setting.	Deputy Governor	31 January 2016
	<b>Purchases</b>				
5.31	Prisoners should be able to place a shop order within 24 hours of arrival. (2.88)	Rejected	Each prison has one set ordering day in the week for retail purchases, and one corresponding delivery day. To provide extra deliveries outside of this for new arrivals would be cost prohibitive. Prisoners are offered a reception pack to purchase on arrival; a number of different packs are available. Their first full order can then	Directorate of Commissioning and Contract Management / Head of Corporate Services	



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			be placed on the next usual ordering day.		
5.32	Prisoners should not have to pay a handling fee for catalogue items. (2.89, repeated recommendation 8.19)	Rejected	The national catalogue fee was brought in as part of Prison Service Instruction (PSI) 23/2013 Prisoner Retail, following consultation. There is provision within the PSI for the catalogue handling fee to be waived 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 costs of providing this ordering service for prisoners, and is mandatory across all prisons.	Directorate of Commissioning and Contract Management / Head of Corporate Services	
	<b>Time out of cell</b>				
5.33	Prisoners should spend at least 10 hours out of their cell on weekdays. (3.4, repeated recommendation 6.1)	Accepted	In accordance with PSI 75/2011 - <i>Residential Services</i> , the current policy is to move away from central prescription. This provides greater local flexibility for Governors and recognises that a one size fits all approach is not appropriate in this area. In line with this approach, previous guidance on standard core day delivery has been withdrawn. There will no longer be a central mandate for core day timings or regimes and there is the flexibility for Public Sector Governors to agree appropriate regimes that meet the needs of the prison's population within available resources as part of the Service Level Agreement (SLA)/contract discussions. Prisons have local discretion to decide on issues such as timing, length and frequency of association, work and other activities within each establishment approved through normal line management arrangements. The NOMS Agency Board do not expect significant changes or curtailment in existing regimes given that evening association is generally necessary to maintain access to 'domestics' and to provide appropriate time out of cell to maintain well-being, support social interaction and avoid risk of disorder. However, a minority of establishments do not provide evening association and this is acceptable as long as the	NOMS Equality Rights and Decency Group	

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			regime remains compliant with the specification, and has been approved through the SLA process.  Locally, prisoners will spend more than 10 hours a day out of their cells when the restricted regime ends and the benchmark regime is implemented.	Deputy Governor	31 January 2016
	<b>Learning and skills and work activities</b>				
5.34	The prison should develop the link between prisoner allocation to activity and offender management to enable sentence plans to take account of prisoners' learning needs, and improve the quality of allocation to activities. (3.12)	Accepted	A meeting has taken place to recommence the focus of sequencing and cooperation from all areas of the prison with the main drive coming from OMU and Reducing Re-offending. Further meetings will take place to drive this initiative for all prisoners at HMP Littlehey to be sequenced appropriately during their time at the prison. Since initial meeting, induction has changed to incorporate National Careers Service (NCS) and Education better for accurate initial assessment results. This is currently in early stages but is working well.	Head of Reducing Reoffending	31 March 2016
5.35	A4E should implement a staff development policy to ensure appropriate professional development for all teachers. (3.13)	Accepted	All teachers within Education have had their training requirements identified and People Plus have a provider to roll this out within this academic year.	Head of Learning and Skills	31 July 2016
5.36	The prison should continue to develop new industries provision to increase the number and range of activity places. (3.18)	Accepted	A number of options are being explored. A feasibility study is being carried out to generate appropriate work space to accommodate additional activity, creating additional activity spaces at the prison.  There are a number of possibilities that have been established, which require further discussion at functional/establishment level.	Head of Reducing Reoffending	31 March 2016
5.37	A4E should develop the range of accredited qualifications and structured pathways to enable learners to progress to at least level 2 in all areas. (3.19)	Accepted	Equipment for Level 2 provision is being sought, this will allow prisoner to progress.	Head of Learning and Skills	31 January 2016
5.38	Individual learning plans should be used better to plan learning and support needs. (3.27, repeated recommendation 6.42)	Accepted	There has been internal awareness training for Education staff on individual learning plans; they will be monitored by Education. There is also a working party involving	Head of Learning and Skills	31 December 2015

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			'People Plus' who are working with the Regional Learning and Skills Cluster Lead on redeveloping the personal development plans for individuals so that it follows them through their time at HMP Littlehey. Locally, the Head of Education has completed target setting training with all his staff.		
5.39	A4E should improve the quality of teaching, learning and assessment to ensure all learners receive good teaching. (3.28)	Accepted	Work has already commenced in this area including one to one with all staff members, coaching, peer observations and sharing good practice which is an agenda item on all meetings and discussed in the weekly huddles with all education staff.	Head of Learning and Skills	31 July 2016
5.40	A4E should improve the use of initial assessments to plan learning. (3.29)	Accepted	Induction has been amended to incorporate the national careers service (NCS) and Education which will benefit learners so they can be allocated more effectively upon arrival. Training will take place with all functional skills tutors, basic and key skills builder (BKSB) initial assessment tool workbooks will be incorporated as part of a lesson to improve skills.	Head of Learning and Skills	31 October 2015
5.41	A4E should expand the inclusion of equality and diversity in teaching and learning. (3.30)	Accepted	There is now an equality and diversity file within the education department to collate evidence such as lesson plans and feedback. Equality and diversity is discussed in meetings and there are displays within the department which are changed monthly to encourage themes such as the elderly or safeguarding.	Head of Learning and Skills	Completed
5.42	A4E should identify classes with low achievement rates and develop action plans to improve them. (3.34)	Accepted	There is an action plan now in place for any achievement rates below 80% which covers all of the functional skills classes; these are reviewed and discussed weekly at management meetings.	Head of Learning and Skills	Completed
5.43	The prison should further improve the quarterly review process to develop and record learners' employability skills. (3.35)	Accepted	Quarterly reviews on learners within industrial workshops take place. In areas where there will be no qualifications, an employment passport will be introduced so that progress can be monitored and recorded for all prisoners.	Head of Learning and Skills	31 December 2015
5.44	Regime activities should be scheduled so that they do not lead to interruptions in classes. (3.36)	Accepted	A review of regime activities will be completed and an action plan developed to guarantee scheduled regime activities do not lead to interruptions in classes.	Head of Reducing Reoffending	30 April 2016

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5.45	The library should increase the range of activities to promote literacy and wider reading. (3.40)	Accepted	There are currently training mentors for the Shannon Trust in need of training that is scheduled for December. The library is looking into setting up a second reading group for developing readers. There is an outreach service to the older prisoners on I wing. 20 prisoners are also involved in Storybook Dads recording every three months. New posters will be displayed on all wings to encourage more fathers to participate.	Head of Learning and Skills	31 December 2015
	<b>Physical education and healthy living</b>				
5.46	Broken gym equipment should be repaired within reasonable timescales. (3.46)	Accepted Subject to Resources	Where appropriate, gym equipment will be repaired or replaced as per the PE programme requirements, and subject to funding.	Head of Reducing Reoffending	31 March 2016
	<b>Offender management and planning</b>				
5.47	All prisoners should have an up-to-date offender assessment (OASys) and sentence plan that accurately reflects their risk of harm, and identifies the work to be undertaken to address these concerns and how. (4.15)	Accepted	<p>Focus and effort to reduce the backlog of overdue Start Custody and Review OASys by both Offender Supervisors (OSs) and Offender Managers (OMs) will continue both internally to the OMU and externally in liaison with NPS. Statistics of the local backlog are regularly checked, completions will be actively chased up – a protocol will be drawn up in conjunction with NPS managers to agree a method of doing this for all.</p> <p>Specific details of overdue OM owned assessments have been shared with NPS senior managers. OS owned overdue assessments have been identified and will be completed. Work is underway to prioritise this taking account of risk and other relevant factors.</p> <p>Work will be undertaken to improve the quality of the risk management plans written by OSs. This will form part of the planned informal supervision that will be developed.</p>	Head of OMU	31 May 2016
5.48	Sentence planning and OASys assessments should be informed by contributions from all relevant departments. (4.16)	Accepted	There is a 'request for information' process in place to ask for contributions from other departments. This will be reviewed to make sure it is fit for purpose and the need for	Head of OMU	29 February 2016

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			<p>responses will be communicated to all departments, along with guidance on what information should be included.</p> <p>Chaplaincy involvement in the sentence planning process has been discussed with the Co-ordinating Chaplain and Head of Reducing Re-offending and a way forward agreed.</p>		
5.49	The role of all offender supervisors should be clearly defined, including how they support prisoners to address their offending behaviour and achieve sentence plan targets. (4.17)	Accepted	There is a published national document 'Targeting and Delivering Offender Management in Custody' which all OSs have received and are being asked about during individual interviews. The role will be clarified further as part of the restructure of the function to fit with the NPS Joint Working Agreement (JWA).	Head of OMU	31 August 2016
5.50	All offender supervisors should have regular professional supervision, casework reviews and appropriate training to aid personal development, and all offender management work should be quality assured to ensure consistency and effectiveness. (4.18)	Accepted	<p>The prison will develop an informal supervision and quality assurance strategy as there is no professional, formal supervision structure for OSs.</p> <p>Responsive work is already being done to up skill the OS team using the experience of NPS staff and established OSs. Plans are in place to develop this area of work in line with the NPS JWA.</p> <p>Quality Assurance (QA) work is undertaken through countersigning and feedback/development work of reports and assessments. OASys QA is a national system which highlights 10% of completed assessments to check monthly.</p>	Head of OMU	31 May 2016
5.51	The prison should develop a clear protocol to ensure community offender managers meet report deadlines, and that this work is of an appropriate standard. (4.19)	Accepted	<p>A protocol will be developed to prompt report deadlines for the community offender managers.</p> <p>Discussions will be undertaken with NPS senior managers about the development of such a protocol and how it might work in practice.</p>	Head of OMU	31 December 2015
5.52	There should be effective management oversight	Accepted	There is a hub manager for public protection. The	Head of OMU	29 February

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	of all public protection arrangements and procedures, and the prison should ensure that multi-agency public protection arrangements(MAPPA) management levels are always identified six months in advance of prisoners' release dates, when they should then be reviewed by the inter departmental risk management team board. (4.22)		<p>Interdepartmental Risk Management Team (IRMT) has been restructured and work will be ongoing to achieve good attendance and engagement by relevant departments to further develop the meeting into a central process for managing risk for the establishment.</p> <p>A new weekly meeting has already been implemented to review new receptions and monitoring and feed into the IRMT any identified high risks.</p> <p>A more robust process of requesting MAPPA levels at the six month pre-release point has been introduced. This will be developed to continue to increase returns from external agencies.</p>		2016
	<b>Reintegration planning</b>				
5.53	The prison should ensure that all aspects of a prisoner's release are collated and shared with offender managers through the offender management department to ensure effective pre-release planning. (4.30)	Accepted	<p>OSs work in conjunction with OMs to discuss pre-release needs and planning and have been briefed regarding the need for a timely and full flow of relevant information to OMs. This pre-release planning will develop as the changes from transforming rehabilitation and the resettlement process develops and embeds - the OM is responsible for commissioning resettlement activities in the new system. Steps will be taken to make sure that partner agencies and all internal departments advise the OS or case administrator of any work or interventions they undertake with an individual to guarantee that this is taken account of by the OS and OM. Pre-release planning will be discussed as part of the work between OS, OM and prisoner.</p> <p>Two members of staff from BeNCH (the local CRC) have started work within HMP Littlehey. Procedures and processes for enabling and encouraging referrals from OMs for resettlement activities will be developed as this is an entirely new service for sex offenders.</p>	Head of OMU	31 December 2016

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5.54	The prison should develop the links between the National Careers Service and the offender management department to ensure that careers advisers are fully informed about prisoners' employment options on release. (4.34)	Accepted	NCS and education will be incorporated in induction to provide an accurate initial assessment. NCS will produce an action plan for prisoners and update Prison NOMIS accordingly. As above in 5.2. ( in relation to the development of sequencing and allocation) OMU will have access to this information when target setting.	Head of Reducing Reoffending	31 October 2015
5.55	The National Careers Service should revise the structure, planning and delivery of group sessions to improve the depth and effectiveness of learning. (4.35)	Accepted	A request to arrange training has been sent to the education manager. NCS advisors will be observing some teaching in education. NCS will look at the most appropriate time to deliver group sessions to prisoners; this will include feedback that will aid improvement.	Head of Learning and Skills	30 April 2016
5.56	There should be robust health care discharge planning processes to ensure continuity of care for prisoners after their release. (4.38)	Accepted	Discharge clinics are now in place. These will allow the forward planning of prisoners care on release for continuity of medication, medical summaries for GPs, continuation of social care, the issue of equipment and any paperwork for pending hospital appointments.	Head of Healthcare	Completed
5.57	The prison should develop a strategy to address the management of and engagement with prisoners in denial of their sexual offending. It should also address the offending behaviour work shortfall for prisoners who do not meet the risk threshold for the sex offender treatment programme. (4.52)	Accepted	<p>HMP Littlehey is commissioned to deliver a range of Correctional Services Accreditation and Advisory Panel (CSAAP) accredited sex offender treatment programmes (SOTPs) which comprise of 54 Core SOTP places, nine extended SOTP places and three Healthy Sex Programme (HSP) places. In addition, HMP Littlehey is commissioned to deliver 70 Thinking Skills Programme (TSP) places.</p> <p>NOMS focuses investment where it maximises public protection and has the greatest impact on the frequency of reoffending. Sexual offender programmes that follow the 'Risk, Need and Responsivity' principles lead to the largest reductions in reconviction. That is, medium and high risk sexual offenders have lower reconviction rates after treatment. This is not seen for low risk (of sexual reoffending) sexual offenders and intensive treatment could, in fact, be counterproductive. For this reason, the</p>	NOMS Directorate of Commissioning and Contract Management	

1. Rec. No.	2. Recommendation	3. Accepted/ Rejected	4. Response Action Taken/Planned	5. Function Responsible/ Policy Lead	6. Target Date
			<p>delivery of sex offender treatment programmes is targeted at those prisoners with a medium or high risk of sexual reoffending. TSP can be accessed by offenders who are medium risk of reoffending and above (excluding acquisitive offenders), including sex offenders who may be low risk of sexual reoffending and/or maintaining their innocence.</p> <p>The number of accredited sexual offending programmes does not provide a complete picture of NOMS' investment in sex offender treatment, nor of the range of services provided to reduce sex offenders' risks, and protect the public. Not all sex offenders will be suitable for an accredited programme, be willing to attend, or be at a point in their sentence when they will benefit from an intervention. For some their risk may be better addressed through other services or activities.</p> <p>In addition to sex offender treatment programmes and general offending behaviour programmes (such as TSP), NOMS, and its partners working in prisons, provide a range of other programmes and services for this complex group of offenders, including strong public protection measures through Multi-Agency Public Protection Arrangements. These are tailored to address individuals' risks and needs, and may, for example, include work to address thinking and attitudes, substance misuse, mental health issues, personality disorder, unemployment, unstable housing, and poor relationships. Specialist services may also be included such as anti-libidinal drug treatment, therapeutic communities and circles of support for offenders on release from prison.</p> <p>On a local level, HMP Littlehey will develop a strategy to address the management of prisoners in denial of their</p>	<p>Head of Reducing Reoffending</p>	<p>30 April 2016</p>



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			sexual offending following a recently commissioned research project.		
	<b>Housekeeping point to Prisoner Escort and Custody Services</b>				
5.58	Escort vehicles should be kept graffiti free. (1.3)	Accepted	All of the contractor's vehicles are frequently checked by both lay observers and NOMS Prisoner Escort and Custody Service (PECS) contract delivery managers and any issues including graffiti are reported to the contractor for them to address. In addition to this, all vehicles are part of the maintenance and cleaning schedule (internal and external) carried out by the vehicle base. The vehicle crew are required to carry out a check for graffiti as part of their daily maintenance checks prior to leaving the vehicle base. Any vehicles that are soiled during a journey will be cleaned that day. The contractors are currently conducting a vehicle audit to determine the best way to deal with the graffiti issue.	NOMS Prisoner Escort and Custody Service (PECS)	Ongoing
	<b>Housekeeping points to the governor</b>				
	<b>Early days in custody</b>				
5.59	Prisoners who arrive late should have access to a shower on their first night. (1.9)	Accepted	All prisoners now have access to a shower on their first night.	Head of Safer Custody	Completed
	<b>Safeguarding</b>				
5.60	All staff should be aware of their responsibilities under the adult safeguarding policy. (1.26)	Accepted	A notice to staff was issued in June 2015 to make sure that all staff understand their responsibilities. Guidance was also issued to buddies and listeners as they often report their concerns to the safer custody team.	Head of Safer Custody	Completed
	<b>Security</b>				
5.61	The fridge in the MDT suite should only be used to store items relevant to drug testing. (1.32)	Accepted	Staff have been advised and there is now a process in place for this fridge to be solely used for MDT.	Head of Security	Completed
	<b>Incentives and earned privileges</b>				
5.62	Individual behaviour improvement targets should be set for prisoners on basic level. (1.38)	Accepted	This will be part of the 2015/16 IEP review.	Head of Residential and Safety	31 October 2015
	<b>Equality and diversity</b>				
5.63	All night staff should be aware of prisoners	Accepted	Prisoners with personal emergency evacuation plan are	Head of Equalities	31 October

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	subject to a personal emergency evacuation plan. (2.32)		identified on each residential units and a staff information notice will be published.		2015
	<b>Health services</b>				
5.64	All emergency equipment should receive regular recorded checks and be in date. (2.59)	Accepted	Emergency equipment will receive regular checks to ensure it is operating effectively and in date. Equipment will be checked for expiry dates and replaced where necessary.	NHT Head of Service /Head of Equalities	31 October 2015

Recommendations		Housekeeping Points	
Accepted	50	Accepted	6
Accepted Subject to Resources /Partially Accepted	5	Accepted Subject to Resources /Partially Accepted	0
Rejected	3	Rejected	0
<b>Total</b>	<b>58</b>	<b>Total</b>	<b>6</b>