

ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP NOTTINGHAM

| TIMETABLE | DATE | STATUS OF THIS RETURN |
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| Full Announced inspection | 1 – 5 February 2016 | |
| Report published | 17 May 2016 | |
| Action Plan Submitted | 02 August 2016 | Attached |

ACTION PLAN - HMCIP REPORT

ESTABLISHMENT: HMP NOTTINGHAM

POSITION AS AT: AUGUST 2016

| 1. Rec. no | 2 Recommendation | 3. Accepted/ Rejected | 4. Response Action Taken/Planned | 5. Function Responsible/ Policy Lead | 6. Target Date |
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| | Main recommendations To NOMS | | | | |
| 5.1 | NOMS should ensure that the next governor of Nottingham has sufficient time in post to build upon the recent progress made to ensure the prison provides safe and decent outcomes for the men held. (S55) | Partially Accepted | The National Offender Managements Service (NOMS) always seeks to provide Governors for consistent periods of time in order to enable sufficient progress at a site and will seek to do this at HMP Nottingham. There are circumstances however where Governors move on from posts more quickly than anticipated for a range of reasons and therefore cannot guarantee the length of individual postings. The new Governor is now in post having taken up the role on 1 June 2016. | Public Sector Prisons Directorate | Completed and ongoing |
| | Main recommendations To the governor | | | | |
| 5.2 | A broader range of interventions should be introduced to address the underlying reasons for poor behaviour and violence among some prisoners, and support for the victims of violence should improve. (S56) | Partially Accepted | HMP Nottingham is a Category B local establishment, and is not funded or resourced to provide offending behaviour programmes or interventions. The prison has used NOMS Segmentation approach and consulted with NOMS commissioners to enable them to make evidence-based choices about how best to target and invest their resources at establishments. HMP Nottingham has been identified as an initial site for | Head of Safer Prisons and Equality | 31 March 2018 |

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| | | | <p>Promoting Risk Intervention by Situational Management (PRISM) and has undertaken a PRISM assessment. This has provided the basis to identify strategies and practical solutions to address the themes of violence at HMP Nottingham. This will include:</p> <ul style="list-style-type: none"> • Interventions to further analyse the history of institutional violence based on previous violence, diversity of violence, and the escalation of violence; • The application of security measures and strategies for improving decency and privacy within the physical environment; • Interventions to promote and disseminate a consistent, establishment-wide zero-tolerance approach to violence and the application of violence reduction policies and procedures; • Developing ways of enhancing staff factors including staff recruitment and retention, experience and skills mix, staff training and competencies, and staff approach and morale; and • Interventions for effective case management of individual risks and facilitate progressive moves to other sites that can offer accredited interventions. | | |
| 5.3 | There should be a therapeutic area or inpatient unit to cater for the high level of men with significant mental health needs in the prison, with appropriate risk assessed admission and discharge criteria. (S57) | Accepted Subject to Resources | <p>This will be subject to obtaining the relevant NOMS/ NHS funding for additional officers and the specialist healthcare staff for such a unit to be installed at HMP Nottingham. If funding is unavailable then this target will be rejected.</p> <p>A day care facility is in the early stages of discussion at the Prison Health Partnership Board and is being explored. C4 landing has been identified as an appropriate location for such a unit. Given the resource implications any proposal will require the support of the Healthcare Commissioner.</p> | Head of Residence and Safety | 31 December 2016 |
| 5.4 | Determined efforts should be made to ensure that all wing staff treat prisoners with decency and respect, provide support when needed, acknowledge good behaviour, challenge poor behaviour and | Accepted | <p>The effectiveness of the personal officer and incentives and earned privilege (IEP) scheme has been reviewed to identify practical solutions to ensure wing staff treat prisoners with decency and respect. This will include.</p> <ul style="list-style-type: none"> • 10% check of personal officer entries made by staff (and subsequent actions taken to address insufficient | Head of Residence and Services and Head of Residence and Safety | 31 October 2016 |

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| | actively supervise the wings. (S58) | | <p>or missed entries);</p> <ul style="list-style-type: none"> standing agenda items on the weekly residential manager and supervisor meetings to discuss the effectiveness of the personal officer scheme and the quality of assessment care in custody and teamwork (ACCT) documentation; a review and ongoing monitoring of 'basic' boards to ensure purposeful targets are set; and, to roster/ detail supervising officers to specific wings to improve regime compliance and provide more visible leadership for staff. | | |
| 5.5 | Prison and college managers should continue to identify the reasons for poor attendance and take corrective action. (S59) | Accepted | <p>Regime meetings will continue to take place fortnightly between the activities managers, residential managers and college managers to discuss attendance at all activities, identify reasons for poor attendance and any trends. From these meetings decisions are made on what actions will be taken over the next two weeks, which will make an impact on attendance.</p> <p>In addition to this HMP Nottingham will introduce 'Next Step', where regular non-attenders visit the library to meet with an activities manager and are advised of the work, training and education opportunities that are available to them. This will encourage more prisoners to attend work or education.</p> <p>The prison will also introduce focus groups, for prisoners who continually refuse to attend activities, to identify the reasons why they are not engaging positively with the regime.</p> | Head of Reducing Reoffending | 31 August 2016 |
| 5.6 | Managers should carry out regular oversight and quality assurance of offender supervisor and case administrator work to ensure all elements of offender management are delivered to the required standard. (S60) | Accepted | A custodial manager will hold monthly meetings with offender supervisors to ensure regular oversight and quality assurance of offender supervisor and case administrator work. Hub managers will undertake monthly spot checks to ensure all elements of work are delivered to the standards and quality set by Prison Service Instructions (PSIs) and Service Delivery Requirements. | Head of Offender Management | 31 August 2016 |
| | Recommendations To the governor | | | | |
| | Early days in custody | | | | |

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| 5.7 | All new arrivals should have a speedy, comprehensive and efficient reception, including prompt access to a GP and privacy for confidential interviews. (1.8) | Accepted Subject to Resources | <p>A bus to bed review has been conducted and further proposals will be developed to reduce the time prisoners spend in reception. HMP Nottingham will work with the healthcare provider to fast-track any prisoners with significant health needs and work with the transport contractor to speed up arrivals from Court to reduce congestions and waiting in reception.</p> <p>There are a couple of rooms which are currently used for private interviews; however the number of new receptions mean that they all cannot be processed in a timely manner in a private room. On initial discussion with the prisoner; if he raises a medical issue; this will be discussed fully in private with the nurse in a private room in the healthcare department.</p> <p>HMP Nottingham submitted a bid in 2015 for further building work to improve privacy for confidential interviews but this was unsuccessful. The bid has been re-submitted for 2016 and HMP Nottingham are still waiting to hear if it has been successful.</p> | Head of Operations | 30 April 2017 |
| 5.8 | Prisoners should only be strip-searched following an individual risk assessment. (1.9, repeated recommendation 1.8) | Rejected | <p>The National Security Framework, 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.</p> <p>Local risk assessments are undertaken in other circumstances. 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. 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> | Head of Operations NOMS Security Policy Group | |

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| | Bullying and violence reduction | | | | |
| 5.9 | Arrangements for vulnerable men on D wing should be reviewed. They should remain there for a short period only and should have equal access to services and facilities. (1.17) | Accepted | <p>The prison will complete a review of the induction programme for vulnerable prisoners in order to improve access to services and facilities. This will include providing a full programme giving vulnerable prisoners access to exercise periods and time out of cell for domestics and association.</p> <p>At present, vulnerable prisoners have to remain on D wing due to the finite space available to accommodate them. There is a longer-term plan to assess the feasibility of using another residential unit for accommodating vulnerable prisoners which would remove the need to hold these men on D wing.</p> | Head of Residence and Safety | 31 March 2017 |
| | Self-harm and suicide prevention | | | | |
| 5.10 | All acts of self-harm should be recorded and prisoners subject to ACCT procedures should receive appropriate care from well trained staff, all of which should be well documented. (1.22) | Accepted | <p>A nominated member of the safer custody team will interrogate the daily operations report to ensure that all self-harm incidents are recorded. Where this is not the case it will be addressed with the individual member of staff. The weekly Band 4 and Band 5 meeting now has safer custody as a standing agenda item. The safer custody senior officer will provide a report at this meeting detailing the outcomes of management quality assurance checks of ACCT documentation to provide feedback and help support improved outcomes. Learning will also be published on a monthly basis in notices to staff. Copies of care maps for ACCTs that have been opened for more than 30 days will be quality checked at the monthly safer custody meeting. A residential staff representative will attend the meeting to ensure remedial actions or learning is cascaded to individual members of staff. The safer custody senior officer will also provide in-house training for individual residential senior officers where concerns are raised.</p> <p>Training in Safer Custody and Mental Health will be included in the overall establishment training plan subject to resources and/ or availability. Priority for training will be given to segregation, induction/ first night centre (FNC) and residential 3 staff.</p> | <p>Head of Residence and Safety</p> <p>Head of Residence and Services</p> <p>Head of Corporate Services</p> | 31 March 2017 |
| 5.11 | Prisoners on ACCT procedures should only be held in the segregation unit in exceptional circumstances and as a last resort. (1.23) | Accepted | A defensible decision form is completed for every prisoner who is segregated on an ACCT or ACCT in post closure. This ensures that alternative options have been considered. Prisoners segregated who are subject to ACCT monitoring are notified to local and regional safer custody teams. The | Head of Safer Prisons and Equality | Completed and ongoing |

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| | | | defensible decision form includes a record of the alternative options that may have been considered. This is completed in every case where a prisoner is on an ACCT and is segregated. This is checked on a daily basis by an operational manager and the decision to locate a prisoner on an ACCT in segregation is also reviewed on a daily basis by an operational manager. | | |
| | Security | | | | |
| 5.12 | The MDT suite should be relocated to an appropriate waiting, searching and testing environment. (1.37) | Accepted subject to resources | A capital bid will be submitted to relocate the mandatory drugs testing (MDT) suite to the sterile area on E wing. | Head of Security and Intelligence | 31 March 2017 |
| | Incentives and earned privileges | | | | |
| 5.13 | The regime for prisoners on basic level should provide opportunities for prisoners to demonstrate positive changes in behaviour. (1.43) | Accepted | The numbers of prisoners on the basic regime are reflective of the issues that the establishment faced at that particular time. This would be linked to levels of violent incidents and attendance at work, education or training. Basic books are currently completed for all prisoners and reflect both positive and negative entries. HMP Nottingham will introduce quality assurance checks to improve the quality and consistency of reporting. Boards will focus on specific targets to address the individuals offending behaviour. This will include input from the substance misuse team and offender supervisors to ensure that targets are linked to sentence planning and index offences. HMP Nottingham will ensure that an absence of further negative behaviour is considered when reviewing prisoners on basic IEP status to further provide opportunity to progress to Standard. | Head of Residence and Services Head of Residence and Safety | 31 December 2016 |
| | Discipline | | | | |
| 5.14 | All use of force incidents, including written records from all officers involved and video recordings of planned incidents, should be scrutinised by senior managers and emerging issues addressed promptly. (1.52) | Partially Accepted | A sample of written records, footage of planned incidents, and some unplanned incidents captured on CCTV, will be reviewed at the monthly use of force committee meeting. Any areas of concern will be addressed immediately. Trends which are identified will be analysed at these meetings and issues addressed promptly by the control & restraint (C&R) co-ordinator. The IMB will be provided with details of all Use of Force for which video records are available and invited to review the footage at their discretion. Should they raise any concerns they will be afforded the opportunity to discuss these and further review with the C&R Co-ordinator. | Head of Safer Prisons and Equality | 31 August 2016 |
| | Substance misuse | | | | |
| 5.15 | Prisoners with drug and/or alcohol problems should have access to a supportive | Accepted | The substance misuse team's contribution to induction has been reviewed. From the beginning of June 2016 the substance misuse team has been given a place in the induction timetable to | Head of Reducing Reoffending | 31 October 2017 |

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| | environment and a range of recovery-focused interventions which meet their needs. (1.66) | | inform new arrivals of the substance misuse services on offer. A Narcotics Anonymous Group now runs every Tuesday and is led by a prisoner peer supporter every second week. HMP Nottingham will now be expanding this scheme, and with the assistance of the substance misuse provider, training up more prisoners as peer supporters/recovery champions. The head of reducing reoffending will be negotiating with the lead for substance misuse services at Nottinghamshire Foundation Healthcare Trust to provide training to Prison Service staff in dealing with prisoners going through recovery. | Head of Healthcare/ Substance Misuse | |
| 5.16 | The prison and the health care provider should ensure that prisoners requiring stabilisation or detoxification should receive this promptly on arrival, that appropriate 24-hour observation and monitoring takes place and that regular treatment reviews take place. (1.67) | Accepted | <p>The prison is reviewing its procedures for prisoners in their early days in custody (a bus to bed review) which will streamline some processes and enable prisoners requiring stabilisation or detoxification to be fast-tracked through reception. Designated cells on D wing have been identified and the appropriate observation panels will be fitted subject to approval of a bid that has already been submitted.</p> <p>Healthcare observations are in place and have been embedded since February 2016. Clinical observations take place once during the day and visual observations are done twice each night for every patient. A 100% audit is undertaken daily to ensure compliance. A nurse prescriber, specific to substance misuse, will take up post. A clinic schedule for afternoons will be established for both new receptions and 13 week reviews.</p> | Head of Residence and Safety Head of Healthcare | 31 December 2016 |
| | Residential units | | | | |
| 5.17 | Prisoners should have ready access to basic items, including clean bedding, clothes and cleaning materials. (2.8) | Accepted Subject to Resources | <p>A weekly 'kit' meeting is now in place to monitor the availability of basic items. Subject to availability of national supplies and budget, basic items are ordered at least monthly. Where supply or budget, becomes a prohibitive factor then contingencies will be developed to prioritise according to decency and health and safety requirements.</p> <p>Soiled and foul clothing and linen will now be washed to recommended treatments, and not disposed of, to ensure the cleaning and disinfection of used items. This will mean a reduction in waste and will help ensure stocks of clothing and linen are maintained and available for weekly kit changes. The prison has now received its allocation of new flat screen televisions and was recently given approval to order a bulk supply of kettles. All cells are now furnished with both these items and a small amount of stock will be maintained. All prisoners will be issued with the necessary cleaning materials.</p> | Head of Corporate Services Head of Residence and Services Head of Residence and Safety | 31 August 2016 |

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| 5.18 | Applications procedures should be improved and monitored to ensure that responses are timely and appropriate. (2.9, repeated recommendation 2.8) | Accepted | Applications are collected weekdays, by night staff, ready for processing by the Business Hub the following morning. All applications are numbered and proof of receipt, or carbon copy, is sent to each prisoner to acknowledge their application. A random sample of responses will be checked, on a monthly basis, to check responses are appropriate and were provided in a timely fashion. | Head of Corporate Services | Completed and ongoing |
| Equality and diversity | | | | | |
| 5.19 | The equality and diversity strategy should be developed. There should be effective external oversight of the strategy and discrimination incident report forms should be promoted, adequately investigated and quality assured. (2.17) | Accepted | <p>The strategic management of equality and diversity has recently been re-launched and outcomes and trends across protected characteristics are now being monitored and investigated. This has provided the basis to identify strategies and practical solutions to address the themes against each of the protected characteristic groups at HMP Nottingham.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Developing the equality strategy and action plan; • Developing external oversight of equality work and improved support for prisoner equality representatives; • Interventions to promote and disseminate a consistent, establishment-wide approach to equality and the application of relevant policies and procedures; • Ensure peer support and mentoring schemes reflect the diversity of the prisoner population; • Monitor levels of offenders engagement with co-commissioned health, education and employment services, identifying where there is under representation, and develop partnership strategies to support increased engagement in these services; • Influence Community Rehabilitation Companies (CRCs) to develop services to meet needs of offender groups; and develop Foreign National Prisoner's strategy and services and links with the Home Office Immigration Control Agency. <p>Discrimination incident report forms (DIRFs) are readily available on all wings and prisoner equality representatives are able to direct prisoners to them. The Deputy Governor, Chair of the Equalities Committee, or in their absence the Governor, will check the quality of the response to all DIRFs.</p> | Head of Safer Prisons and Equality | 31 March 2017 |

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| 5.20 | Greater attention should be given to meeting the needs and concerns presented by the protected characteristic groups and there should be regular opportunities for them to provide feedback and influence provision. (2.28) | Accepted | As per recommendation 5.19 above. Prisoner equalities representatives attend the equalities meeting where they are able to provide feedback and influence provision. | Head of Safer Prisons and Equality | 31 March 2017 |
| | Complaints | | | | |
| 5.21 | Prisoners' complaints about staff should be investigated thoroughly and appropriate action taken. (2.38) | Accepted | All complaints that contain an allegation about staff are referred to the deputy governor to determine the appropriate level of investigation and subsequent action that may be needed. A decision log will be completed to evidence that rigorous examination of all the evidence has taken place. | Head of Corporate Services | Completed and ongoing |
| | Legal rights | | | | |
| 5.22 | Prisoners should be supported to exercise their legal rights, including the use of an 'access to justice' scheme laptop. (2.41) | Accepted | A local access to justice policy has been written and approved for publication. Two access to justice lap tops have been approved for purchase and an order placed. The scheme will be promoted by notices to staff and prisoners and advertised in basic custody screening rooms once the laptops have been received. | Head of Security and Intelligence | 31 August 2016 |
| | Health services | | | | |
| 5.23 | The automated external defibrillators (AEDs) available to prison staff should be regularly checked and all staff on duty should know the location of the nearest AED. (2.56) | Accepted | Defibrillators on residential areas are subject to regular management checks and the checks are a requirement of health and safety workplace inspections. Defibrillators in non-residential areas are subject to regular checks by the regional health and safety team. A notice to staff will be issued to inform and remind staff of where AEDs are located. | Cluster Lead: Health, Safety and Fire | 31 August 2016 |
| 5.24 | All clinical areas should meet infection control standards. (2.57) | Accepted | An infection control audit is scheduled to take place. The report findings and recommendations will provide the basis for subsequent actions that may be required to meet infection control standards. | Head of Residence and Services | 30 September 2016 |
| 5.25 | Waiting times for primary care services, including the optician and dentist, should not exceed clinically accepted waiting times in the community. The high rate of non-attendance for some clinics should be investigated and action taken to address this. (2.65) | Accepted | Waiting times are an indicator of patient non-attendance for scheduled appointments. Did not attend (DNA) reports are already provided to senior prison Governors on a weekly basis and this remains ongoing. Healthcare has also started to capture data on the attendance times of the deployed escorting officers, as this is another contributory factor in ensuring patients are escorted to Healthcare. The duty Governor now meets with the orderly officer at the | NHS England Head of Residence and Safety | 31 August 2016 |

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| | | | <p>beginning of each shift to assess staffing levels and decide how the regime will operate, based on the Regime Management Plan. A diary of scheduled restrictions (to the regime) is maintained and assessed to ensure that any impact on the regime is distributed fairly and equitably.</p> <p>The non-attendance levels will be monitored and reviewed at operational morning meetings and at Prison and Healthcare Partnership meetings.</p> | | |
| 5.26 | External hospital appointments should not be cancelled and custody escort arrangements should be adequate to meet the health care needs of the population effectively. (2.66) | Accepted Subject to Resources | The establishment is resourced to deliver external hospital appointments, based on a national benchmark, which is designed to meet the health care needs of its population. An increase in escort arrangements, and the subsequent demands it would place on staffing levels, would have a significant and detrimental impact on the rest of the prison regime. The establishment will re-assess its custody escort arrangements and submit a Benchmark Adjustment Notice (BAN) if more staff are required to meet health care needs. | DGC : Deputy Governor | 31 August 2016 |
| 5.27 | There should be adequate supervision of all medicines administration by custody staff to ensure confidentiality and prevent diversion, and prisoners should have secure storage for medication. (2.76) | Accepted | <p>The establishment's Regime Management Plan (RMP) has been agreed and implemented. The objective of this is to focus on residential units and ensure sufficient staffing levels are in place. In doing so, all wings will have the correct levels of staff to provide a regime where phones and showers are accessible on a daily basis, and that the supervising of medication dispensing is not effected. The RMP and supporting guidance is available for the orderly officer, with the duty Governor checking compliance on a daily basis.</p> <p>All identified attempts to divert medication will be managed through the adjudication process and a review of prescribed medication will take place. A bid will be submitted to procure and fit secure storage lockers for medication.</p> | Head of Residence and Services | 31 August 2016 |
| 5.28 | A wider range of medicines should be available for nurses and pharmacy staff to administer without a prescription when clinically appropriate. (2.77, repeated recommendation 2.71) | Accepted | Further medications will be identified and ratified as appropriate through the use of patient group directives (PGDs). Some initial opportunities already identified relate to enabling nurses to provide suturing (to prevent external escorts to hospital) and also symptomatic relief for new receptions that are received into prison outside of the evening GP service. | Head of Healthcare | 31 December 2016 |
| 5.29 | The flooring in the dental surgery should be replaced to meet infection control standards. (2.81) | Accepted Subject to Resources | The flooring in the dental surgery will be replaced to meet infection control standards. | Head of Residence and Safety | 30 September 2016 |

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| 5.30 | 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. (2.89, repeated recommendation 2.81) | Reject | <p>All new entrant officers are provided with mental health awareness training, and now also receive training on Personality Disorder. L & D are currently working with the Suicide and Self-harm Reduction Project to review training, and will consider whether this recommendation could be incorporated into Safer Custody training.</p> <p>The prison is not required under legislation to deliver regular mental health awareness training for all discipline staff and does not have the resource to do this.</p> <p>Prison staff receive an element of mental health awareness training as a component of their safer custody training and the prison will develop its existing plans, working with our Healthcare Provider, to facilitate some mental health training to key areas including segregation unit staff.</p> <p>The prison will run promotional campaigns to raise awareness of mental health too.</p> | <p>Head of Corporate Services</p> <p>Head of Safer Prisons and Equality</p> | 30 September 2016 |
| 5.31 | Patients requiring a transfer under the Mental Health Act should be transferred expeditiously and within the current transfer guidelines. (2.90) | Accepted Subject to Resources | <p>The establishment will record and monitor the number of prisoners that are sectioned under the Mental Health Act and report this at Prison Health Partnership Board meetings and Safeguarding meetings (the latter to ensure these prisoners have a support plan). HMP Nottingham will also share this information with the Local Authority at community Adult Safeguarding meetings.</p> <p>Healthcare will liaise with Commissioners to enable more timely transfers, although it is recognised nationally that there is a shortage of secure unit bed spaces. This will be monitored through regular status reporting through the Prison Health Partnership Board.</p> | <p>Head of Residence and Safety</p> <p>Head of Healthcare</p> | Ongoing |
| | Catering | | | | |
| 5.32 | Lunch should not be served before noon and the evening meal not before 5pm. (2.97) | Rejected | The regime does not allow the serving of meals to be done at this time. For this action to be met would mean a revisit to the timings in the core day. | <p>Head of Residence and Services</p> <p>Head of Residence and Safety</p> | |
| | Purchases | | | | |
| 5.33 | Prisoners should be able to access a full canteen order | Rejected | Each prison has one set ordering day in the week for retail purchases, and one corresponding delivery day. To provide | Head of Prisoner Retail | |

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| | within 72 hours of arrival. (2.101) | | extra deliveries outside of this for new arrivals would be cost prohibitive. Prisoners should be offered a reception pack to purchase on arrival; a number of different packs are available. Their first full order can then be placed on the next usual ordering day. | | |
| | Learning and skills and work activities | | | | |
| 5.34 | The curriculum should provide a wider range of vocational training courses, some at higher levels. (3.8) | Accepted | A learning and skills needs analysis is in the process of being undertaken by the learning, skills and employment manager, so that the prison can understand the percentage of its population that would be available to undertake longer length vocational training courses. The curriculum is in the process of being reviewed, however, neither the establishment nor the college would want to invest in courses where the population was not held there long enough to complete. | Head of Reducing Reoffending | 31 October 2016 |
| 5.35 | Teachers and instructors should have consistently high expectations of learners and written feedback on assessed work should contain clear guidance to support improvement. Prisoners in workshops should receive more instruction to enable them to develop their skills and achieve qualifications. (3.21) | Accepted | Teachers and instructors are now being briefed during meetings and one-to-one feedback sessions, about the expectations required of learners and maintaining records of assessment feedback. HMP Nottingham is also working in partnership with Milton Keynes College to support and develop workshop instructors so they are able to provide improved instruction to prisoners. This will include conducting regular classroom walkthroughs, observations and feedback. Future recruitment campaigns for prison Instructors will include a member of Milton Keynes teaching staff on the interview panel board. | Head of Reducing Reoffending | 31 October 2016 |
| 5.36 | Opportunities should be provided for prisoners to achieve a qualification relevant to their work. (3.26) | Accepted | In partnership with Milton Keynes College HMP Nottingham will review all prisoner jobs and link these to a vocational qualification that is relevant to their work area and enhance their opportunities for employment on release. The prison will then seek the support of the commissioner to enable delivery of the required qualifications. | Head of Reducing Reoffending | 30 September 2017 |
| 5.37 | Library staff should provide more information about the library and its services to improve access, particularly for men working full time in prison industries. (3.33) | Accepted | Working in partnership with Nottingham City Library Service HMP Nottingham has reviewed the current level of service delivery. During the next 12 months the prison will introduce a 'mobile' library which will provide a service to all residential units and the induction wing. Greater use will be made of information resources such as prison radio and notice boards to advertise times and availability of the library. Men working in full time industry will be able to access the mobile library service, too. | Head of Reducing Reoffending | 31 October 2016 |
| | Physical education and healthy living | | | | |

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| 5.38 | Gymnasium staff should identify the reasons for poor attendance at PE sessions and take corrective action to improve attendance. (3.37) | Accepted | A survey of prisoners will be conducted to help identify the reasons for low attendance in PE sessions. A number of focus groups will also be arranged to address the needs of specific groups of prisoners. This will help inform the corrective actions that will be required to improve attendance for these different groups. | Head of Reducing Reoffending | 30 November 2016 |
| 5.39 | A wider range of vocational qualifications related to physical education should be provided. (3.38) | Accepted | The PE programme will be reviewed and developed to deliver a wider range of vocational qualifications that matches the needs of the prisoner population. | Head of Reducing Reoffending | 30 November 2016 |
| | Offender management and planning | | | | |
| 5.40 | A sufficiently resourced offender management unit should ensure that all relevant prisoners receive prompt and effective OASys assessments, sentence planning and reviews, supported accessible to other staff, to enable them to progress through their sentence. (4.11) | Accepted Subject to Resources | The offender supervisor group is now fully staffed and a national recruitment campaign is ongoing to fill the remaining officer vacancies. The day-to-day resourcing of offender supervisor staff is subject to minimal staffing levels and regime management plans. This is necessary to ensure a consistent approach when deciding the regime based upon the numbers of staff available on any given day. The redeployment of offender supervisors, and the subsequent impact on key work requirements, will be monitored on monthly basis (at workforce planning meetings and/ or senior management team meetings) so alternative options can be considered to mitigate the impact on prisoners. An offender management custodial manager and senior probation officer will provide formal casework supervision and conduct monthly quality checks of offender supervisor and probation service officer work. | Head of Offender Management Head of Offender Management | 31 August 2016 |
| 5.41 | Prisoners approved for home detention curfew should be released on the earliest eligible date. (4.12) | Accepted | Offender Hub Managers will ensure prisoners are scheduled a HDC board before their earliest eligibility date. This will be monitored and reviewed on a monthly basis, to help identify and address any issues that may delay HDC boards. | Head of Offender Management | 31 August 2016 |
| 5.42 | Offender supervisors should provide information and support to men on remand, who are likely to receive an indeterminate sentence. (4.19) | Accepted | Case administration staff will be required to email probation and offender supervisor staff with a regular and updated list of prisoners that receive an indeterminate sentence. The allocated probation officer or offender supervisor will visit these prisoners within seven days to provide information and discuss their sentence. | Head of Offender Management | 31 August 2016 |
| | Reintegration planning | | | | |
| 5.43 | Assessments undertaken by the CRC should be conducted in a private setting to maintain | Accepted | The establishment has identified a number of offices that external agencies will be able to use, including CRCs, so interviews and assessments can be conducted in private. | Head of Reducing Reoffending | 31 August 2016 |

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|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------|
| | confidentiality. (4.23) | | | | |
| 5.44 | The work of the resettlement team and the range of services provided should be better promoted to ensure that prisoners are aware of how to access relevant services. (4.24) | Accepted | The range of resettlement services will continue to be promoted at bi-monthly resettlement awareness days and via the Prison Radio project. HMP Nottingham will work with prisoner information representatives to further raise awareness by meeting with them on a monthly basis to share the latest service delivery information, how to access it, and provide leaflets and posters which can be distributed to prisoners on residential units. The prison will also display notices and information in the basic custody screening rooms promoting resettlement interventions. | Head of Reducing Reoffending | 31 August 2016 |
| 5.45 | All prisoners nearing their release date should receive careers advice and guidance. (4.29) | Partially Accepted | Futures, the area-based contractor for the East Midlands and Central Eastern region are only contracted to see all prisoners classed as high priority prior to release. The prison accepts that Futures is not currently providing careers advice and guidance to all this cohort and will work with them and NOMS commissioners to improve the quality of their service. HMP Nottingham is also developing plans to deliver a work programme with the CRC. | Head of Reducing Reoffending | 30 November 2016 |
| 5.46 | All visits should start on time. (4.41) | Accepted | Visits generally commence at the published time. On occasions, due to incidents impacting on staff resource, a delay of prisoners entering the visits hall may occur. In this instance visitors are informed. | Head of Operations | Completed |
| 5.47 | All prisoners should have access to family days, subject to risk assessment and public protection considerations. (4.42) | Accepted | All prisoners will be able to apply for family visits, including vulnerable prisoners and prisoners on basic regime, subject to a risk assessment and public protection requirements. The prison does not have the scope to hold separate family days, for vulnerable prisoners, as this will have a significant impact on visits provision for the rest of the prisoner population. | Head of Operations | 30 April 2017 |
| 5.48 | Appropriate programmes or one-to-one interventions should be available for prisoners who remain at Nottingham for long periods. (4.45) | Rejected | Where a prisoner at HMP Nottingham is identified as suitable for an accredited offending behaviour programme, or other intervention not delivered at HMP Nottingham, and has sufficient time left in custody to complete this, the expectation remains that they would be transferred to a suitable prison that delivers this. The Prison Estate Transformation Programme (PETP) aims to reconfigure the custodial estate during the current spending review, to 2020. Work is already underway to make sure that estate capacity is rebalanced from 2016/2017 to cater for demand for places, including those convicted of sexual offences. | NOMS Prison Estate Transformation Programme | |

| <i>Recommendations</i> | | <i>Housekeeping Points</i> | |
|---------------------------------------------------|-----------|---------------------------------------------------|----------|
| Accepted | 31 | Accepted | 0 |
| Accepted Subject to Resources /Partially Accepted | 12 | Accepted Subject to Resources /Partially Accepted | 0 |
| Rejected | 5 | Rejected | 0 |
| Total | 48 | Total | 0 |