



HM Prison &
Probation Service

Action Plan: HMP/YOI Swinfen Hall

Action Plan Submitted: 11 November 2021

A Response to the HMIP Inspection: 28 June – 9 July 2021

Report Published: 6 October 2021

INTRODUCTION

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

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



ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP SWINFEN HALL

1. Rec No	2. Recommendation	3. Agreed/ Partly Agreed/ Not Agreed	4. Response Action Taken/Planned	5. Responsible Owner	6. Target Date
	Key concerns and recommendations				
	Directed to the Governor				
6.1	<p>Key concern 1.34: Recorded levels of violence remained high despite prisoners being locked up for long periods due to COVID-19 restrictions. Insufficient focus had been given to how the young population could be motivated to behave well. The strategic safety meeting designed to drive this work was poorly attended by some departments, which undermined a joint approach to the reduction of violence.</p> <p>Key recommendation: All key departments should contribute to the development of an effective strategy to reduce violence which includes an age-appropriate rewards scheme to motivate good behaviour.</p>	Agreed	<p>In preparation for the review of the Violence Reduction Strategy liaison took place with psychology, groups of staff members, prisoner representatives and victims of violence.</p> <p>The Violence Reduction Strategy will be reviewed alongside relevant local policies, national guidelines and liaison with other departments. Prisoner consultation will be supported by HMPPS Insights.</p> <p>The Governor will implement a 'Keep the Peace' strategy with a focus on peacekeeping and a 'Keep the Peace' council rather than violence reduction as an additional strategy to reduce violence.</p> <p>The Incentives and Earned Privileges (IEP) Scheme will be reviewed alongside the Violence Reduction Strategy to include age-appropriate rewards to motivate good behaviour.</p>	Governor	<p>Complete</p> <p>December 2021</p> <p>March 2022</p> <p>March 2022</p>
6.2	<p>Key concern 1.35: Use of force was high and not always justified and the use of PAVA incapacitant spray was increasing. Governance meetings were often poorly attended and analysis of use of force data was poor.</p>	Agreed	<p>HMP/YOI Swinfen Hall will continue to view all Use of Force (UoF) footage at the weekly UoF meeting, identifying and sharing best practice and learning in order to shape local training, reduce UoF and the use of PAVA.</p> <p>The Deputy Governor and newly appointed Head of Safety and Equalities will review UoF Committee Terms of</p>	Governor	<p>Complete</p> <p>January 2022</p>



	<p>Key recommendation: Comprehensive data on the use of force should be analysed regularly by a multidisciplinary team to identify trends and training opportunities so that appropriate measures are put in place to reduce the use of force.</p>		<p>Reference, attendance and agenda to ensure that it is fit for purpose. Attendance will be monitored, and non-attendees challenged.</p> <p>Data at the UoF meeting will be analysed to identify trends which will then be explored in wider forums including the Protected Characteristic meetings and prisoner consultation exercises in order to better understand UoF and reduce the number of incidents requiring UoF.</p>		January 2022
6.3	<p>Key concern 1.36: Self-harm rates remained high in comparison to similar prisons, particularly among the young adult population.</p> <p>Key recommendation: Data analysis and consultation with prisoners should be used to understand the root causes of self-harm. Results should inform an effective strategy and action plan to reduce the high levels of self-harm.</p>	Agreed	<p>Forums will recommence with prisoners who are in the post closure stage of the ACCT (Assessment, Care in Custody and Teamwork) to aid understanding of self-harm from a prisoner perspective.</p> <p>The Annual Safer Custody Survey, which encompasses multiple aspects of safety, will recommence once the prison moves through the COVID-19 recovery stages.</p> <p>Analysis of the Annual Safer Custody Survey will direct actions which will be reflected on the Dynamic Action Plan (DAP) and strategy to seek to reduce the levels of self-harm.</p> <p>The Terms of Reference will be reviewed for the Safer Custody Meeting to reflect effective and meaningful data analysis, to feed into the already established DAP.</p>	Governor	<p>January 2022</p> <p>March 2022</p> <p>June 2022</p> <p>June 2022</p>
6.4	<p>Key concern 1.37: Progress in developing positive staff-prisoner relationships had stalled since the start of the pandemic and quality key work for most prisoners was now too limited.</p> <p>Key recommendation: Opportunities for regular and meaningful contact between staff and prisoners should be prioritised to improve</p>	Agreed	<p>A review of keyworker delivery and quality assurance will be completed by the Head of Offender Management Delivery and Head of Residence. This will be supported by Prison Offender Managers as staffing resource increases with keywork delivery and sessions being prioritised.</p> <p>The local keyworker manual will be reviewed and updated to support existing staff, providing a resource to less experienced staff to encourage effective and meaningful keywork delivery.</p>	Governor	<p>December 2021</p> <p>February 2022</p>



	relationships between staff and prisoners.				
6.5	<p>Key concern 1.38: There was no comprehensive monitoring of the treatment of prisoners in protected groups. Records indicated long-standing over-representation of black and minority ethnic and younger prisoners in segregation, disciplinary procedures and incidents of disruptive behaviour. There was no strategy to address these concerns.</p> <p>Key recommendation: Data, consultation and effective monitoring should address negative perceptions and disproportionate outcomes for prisoners in all protected groups.</p>	Agreed	<p>The Senior Leadership structure will be reviewed to ensure sufficient priority is given to promoting equalities. A review of appropriate resource at other grades will also take place.</p> <p>Senior Management Team (SMT) Protective Characteristic leads will commence forums with prisoners in order to explore and understand negative perceptions and experiences.</p> <p>Staff forums will take place to discuss outcomes of prisoners from minority ethnic backgrounds, including potential relationship barriers between staff and prisoners from minority ethnic backgrounds.</p> <p>Disproportionality data from prisoner and staff forums and findings from other sources such as HMIP thematic reports will be shared, discussed and analysed at the Equality Diversity Inclusion (EDI) meeting which will be chaired by the Governor. The Terms of Reference will be revised to improve attendance and outcomes. The EDI meeting committee will determine and promote a local Equality Action Plan which will include a focus on improving staff awareness of equalities through training and the promotion and celebration of diversity events.</p>	Governor	<p>February 2022</p> <p>February 2022</p> <p>February 2022</p> <p>February 2022</p>
	Directed to the Governor and HMPPS				
6.6	<p>Key concern 1.39: The cohorting strategy prevented classroom and workshop spaces from being filled even when the rooms had been risk assessed for social distancing. There were still no opportunities for about one-third of prisoners to engage in out-of-cell activities and they remained</p>	Agreed	<p>HMP/YOI Swinfen Hall have increased class sizes and a wider pool of prisoners are now able to attend workshops and classes. The local strategy will be reviewed at the weekly COVID-19 meeting and as the prison moves forward through the COVID-19 recovery stages and social distancing is lifted, class sizes will increase accordingly following consultation with Unions and Health and Safety. Time out of cell will be monitored through weekly data</p>	Governor/HMPPS	January 2022



	<p>locked up for at least 22 hours a day. Poor time out of cell took a toll on prisoner well-being and access to time out of cell was not monitored.</p> <p>Key recommendation: COVID-19 safety measures should be reviewed nationally and locally to maximise opportunities for prisoners to spend time out of their cell. Time out of cell should be monitored to ensure equitable access for all prisoners.</p>		returns to region and monthly dip tests conducted by the activity hub to ensure that access is equitable to all.		
	Directed to the Governor				
6.7	<p>Key concern 1.41: Persistent staff shortages in the offender management unit had resulted in excessively large caseloads for prison offender managers. This restricted their ability to make regular and effective contact with all the prisoners under their supervision.</p> <p>Key recommendation: Prison offender managers should have adequate time to maintain regular and effective contact with the prisoners on their caseload to support sentence progression</p>	Agreed	The Governor will engage with the regional lead for probation to improve the overall resource position of probation Prison Offender Managers (POMs) through recruitment commitments and where necessary the use of agency staff. Following the recent recruitment of a full-time probation POM, the establishment are actively pursuing the 0.5 vacancy which remains. HMP/YOI Swinfen Hall currently have a full complement of prison POMs.	Governor	March 2022
6.8	<p>Key concern 1.42: Offending behaviour programmes for small groups of prisoners, a core function of the prison, had been too slow to restart because of COVID-19 measures and too few facilitators. Too many prisoners were on waiting lists or yet to be assessed and the continued release of such</p>	Partly agreed	<p>This recommendation is partly agreed on the basis prioritisation of prisoners to complete OBP's (Offending Behaviour Programmes) is determined by national guidance. High risk prisoners and those with approaching release dates will be prioritised.</p> <p>Delivery of OBP's will be maximised by ensuring that facilitator vacancies are advertised within two weeks, with</p>	Governor	March 2022



	<p>prisoners into the community presented risks.</p> <p>Key recommendation: A full programme of key accredited offending behaviour programmes should be delivered, prioritising high-risk prisoners so that their risk is reduced before release.</p>		<p>new facilitators placed on training places at the first opportunity and regional resource requested where needed. Increased communication will take place between the programmes department and the OMU (Offender Management Unit) to ensure that high risk prisoners have the opportunity to engage before their release. Where this cannot be facilitated alternative establishments or options will be explored.</p>		
6.9	<p>Key concern 1.43: The resettlement outcomes for more than 100 prisoners released each year were of concern. There was no coordinated oversight of the core resettlement services delivered by partner agencies, and no quality assurance procedures. This had created uncertainty among staff and prisoners about which services were available.</p> <p>Key recommendation: Services delivered by resettlement partners should be effectively coordinated and quality assured so that the provision meets the need, and prisoners and staff have a clear understanding of the resettlement services available.</p>	Partly Agreed	<p>This recommendation is partly agreed on the basis HMP/YOI Swinfen Hall is a training prison with no dedicated resettlement function/resource.</p> <p>A review of resettlement services has been completed to identify links the establishment needs with those responsible for resettlement. Expectations have been agreed and outcomes for prisoners are monitored and quality assured through the monthly Reducing Reoffending Management Team and quarterly Pathways meetings.</p> <p>A resettlement folder has been developed to identify all the resettlement services. This is available for staff and prisoners, through all communication channels including notices, forums, Prisoner Information Desks worker and Way Out TV.</p> <p>The Head of Offender Management Services will consult widely across the Young Adult estate to improve resettlement outcomes through more effective management, strategic partnerships regionally and nationally with the provider held to account for outcomes.</p>	Governor	<p>Complete</p> <p>Complete</p> <p>January 2022</p>
	Recommendations				
	Directed to the Governor				
6.10	<p>Recommendation 2.9: Waiting times in reception should be reduced to</p>	Agreed	<p>The Head of Security and Operations, Residence and Safety and Equalities will review the prisoner journey and processes, identifying the cause of delays to the reception</p>	Governor	December 2021



	facilitate a swift move to the induction unit.		process and promote a coordinated approach to reduce waiting times. This will include reviewing the reception opening times to determine whether there is enough capacity to meet the prisoner flow.		
6.11	Recommendation 2.31: Governance of disciplinary procedures, including adjudications and segregation, should be strengthened to make better use of data and devise actions to address poor behaviour.	Agreed	The Deputy Governor and newly appointed Head of Safety and Equalities will review the Segregation Monitoring and Review Group (SMARG) and Adjudication Standardisation meetings Terms of Reference, attendance and agenda. Any gaps in data collection will be identified, improved data analysis will be promoted, and poor behaviour appropriately addressed.	Governor	December 2021
6.12	Recommendation 3.10: Prisoners should be able to access stored property promptly on request.	Agreed	A review of access to property will take place. This will establish a rota which will specify a designated time in order to facilitate the issuing of items from stored property.	Governor	January 2022
6.13	Recommendation 3.16: Prisoners should have the opportunity to cook for themselves.	Partly agreed	This recommendation is partly agreed due to capital investment being required to make self-cook facilities fit for purpose. HMP/YOI Swinfen Hall will review the use of small household cooking appliances such as toasters, sandwich toasters and small grills and consider possible future provisions on residential units.	Governor	March 2022
6.14	Recommendation 3.17: Prisoners should have the opportunity to eat out of their cell.	Agreed	To enable prisoners to eat out of their cell, dining out of cell will be reviewed on all residential areas as the prison moves forward during the COVID-19 recovery stages.	Governor	January 2022
6.15	Recommendation 3.17: The canteen should offer a suitable range of items for prisoners from black and minority ethnic backgrounds.	Agreed	A review of canteen products has taken place with minority ethnic prisoners to ensure there is a suitable range of products on the canteen list. A further forum will take place in November 2021 and then quarterly thereafter.	Governor	November 2021



			The canteen products will be updated following the forums and will be a standing agenda item at the Race Protected Characteristics forum.		March 2022
6.16	Recommendation 3.23: Prisoners from all wings and ethnic backgrounds should be consulted regularly about prison life and should be able to raise issues for discussion with leaders.	Agreed	The Governor will commence a monthly breakfast forum with two randomly selected prisoners from each wing to improve prisoner consultation. Outcomes will be shared via 'You said, we did' notice to prisoner's initiative. The prison council structure will be reviewed to encourage wider representation from the prisoner population and will be informed by the ongoing Protective Characteristics forums.	Governor	January 2022
6.17	Recommendation 3.24: Prisoners should be able to exercise their legal rights without delay.	Agreed	Prisoners will be reminded via local notices and the induction booklet of how they can access their legal representatives via legal visits, telephone and mail.	Governor	November 2021
6.18	Recommendation 3.44: Accurate records of prisoners with disabilities should be maintained and systematically shared with wing staff. Care plans should be developed where appropriate to help wing staff to support prisoners.	Agreed	<p>A process will be put in place to ensure that disabilities are recorded on the Prison National Offender Management Information System (p-NOMIS) by the induction wing, healthcare and the education department staff. Any identified needs will be taken to the Multi-agency Self Harm meeting in order to ensure a care plan is put in place. Care plans will be shared with relevant staff.</p> <p>The education department will produce and maintain a Learning Disabilities and Difficulties register of all prisoners identified as having a learning need/difficulty. This will be accessible to all staff and recorded on p-NOMIS.</p> <p>Additional training on disabilities will be given to case managers to enable them to develop bespoke support plans, where required, to assist wing staff. This training will also help managers for ACCT support plans and CSIP's, (Challenge, support and Intervention plans).</p> <p>Personal Emergency Evacuation Plans (PEEPs), including records of the associated buddy system, will be maintained</p>	Governor	<p>February 2022</p> <p>June 2022</p> <p>June 2022</p> <p>January 2022</p>



			<p>by residential staff and saved in the residential folder. There will be a process in place to allow for the multi-disciplinary review of these plans by the Prison, in liaison with Practice Plus Group (PPG) and Midlands Partnership Foundation Trust (MPFT), which will be embedded into the equalities action plan. A monthly quality assurance process will be overseen by the Head of Residence.</p>		
6.19	<p>Recommendation 3.64: There should be an overarching health promotion strategy to support prisoners to improve their health and well-being.</p>	Agreed	<p>A health promotion strategy will be devised. Progress will be monitored through a quarterly meeting, chaired by the Head of Reducing Reoffending and a minutes and action log maintained.</p>	Governor	January 2022
6.20	<p>Recommendation 3.73: Social care referrals should be undertaken promptly on arrival for prisoners with disabilities or potential social care needs.</p>	Agreed	<p>During a prisoner's induction any social care needs will be identified, and a referral for an assessment made in applicable cases. Referrals will be monitored through the fortnightly Multi-agency Self Harm meeting with minutes and an action log maintained.</p> <p>The current local Memorandum of Understanding (MoU) for social care will be reviewed and updated jointly with Practice Plus Group (PPG), Midlands Partnership Foundation Trust (MPFT), the local authority and HMPPS. Functional Heads will be responsible for sharing the MoU and subsequent processes with their teams to promote a whole prison approach to social care responsibilities.</p> <p>A clear pathway will be established to ensure all patients requiring social care referrals are:</p> <ul style="list-style-type: none"> - Identified and referred in a timely manner, by the appropriate staff member. - Prisoners who have been referred are monitored to ensure assessments are completed and outcomes actioned. - Regular multidisciplinary reviews are scheduled for prisoners with disabilities or with potential social care needs. 	Governor	<p>December 2021</p> <p>December 2021</p> <p>March 2022</p>



			<ul style="list-style-type: none"> - Prisoners receiving social care packages will be reviewed by the multidisciplinary team at regular intervals dependent on identified need. <p>Social care referrals are a standing agenda item for the Local Delivery Board and have been added to the agenda for the Multi Agency Safer Health (MASH) meeting.</p>		Complete
6.21	Recommendation 3.88: Transfers of patients under the Mental Health Act should take place within the current Department of Health transfer time guidelines.	Partly agreed	<p>This recommendation is partly agreed as waiting times are subject to factors outside of the direct control of HMP/YOI Swinfen Hall, such as the availability of bed spaces in appropriate facilities.</p> <p>Referrals to Secure Hospitals are proactively completed following assessment by visiting consultant forensic psychiatrists. All patients awaiting transfer to secure mental health units are supported within the framework of the care programme approach. Each patient has a named mental health practitioner to co-ordinate their care which is reflected in a comprehensive care plan that is regularly reviewed. Care co-ordinators liaise on an ongoing basis with secure hospitals providers, providing clinical updates to aid prioritisation and support bed management processes.</p> <p>Since April 2021 the NHSE/I Health and Justice national team has developed a portal to report all completed transfers to hospital in order to monitor referral rates, response times for access assessments by mental health secure hospitals and timescales for assessments and transfers.</p> <p>A Midlands region fortnightly meeting with the mental health provider, NHSE/I specialised commissioning case managers, prison mental health providers and HMPPS has been established. This forum is co-ordinated and chaired by the NHSE/I health and justice commissioning quality leads and aims to support the transition of those who are at</p>	<p>Midlands Partnership Foundation Trust (MPFT)</p> <p>NHSE/I</p> <p>NHS/E</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>



			risk of extended waiting times beyond the current transfer and remission guidance timescales. In addition, an escalation process to Specialised Commissioning Senior Managers has also finalised.		
	Directed to the NHSE				
6.22	Recommendation 3.89: Northamptonshire NHS Trust should have access to and use electronic clinical record systems to enable effective continuity of care.	Agreed	NHS/E are supporting the Northamptonshire NHS Trust team to get access to SystmOne which provides electronic clinical record systems on site.	NHS/E	January 2022
	Directed to the Governor				
6.23	Recommendation 3.101: Controlled drugs should not be allowed to accumulate in cupboards and should be destroyed within General Pharmaceutical Council guidance.	Agreed	<p>The process for the destruction of schedule 2, 3 and 4 (part 1) drugs deemed unsuitable for use or out of date has been reviewed and healthcare staff have been provided with additional training.</p> <p>Schedule 3 and greater controlled drugs will now be destroyed on site by a qualified member of the pharmacy team and will not accumulate awaiting destruction. This will be monitored on a monthly basis through local Quality, Assurance and Information (QA&I) and Medications Management Meetings by the Head of Healthcare / Deputy Head of Healthcare to ensure compliance with the standard operating procedure.</p>	Governor	<p>Complete</p> <p>Complete</p>
6.24	Recommendation 3.102: Medicines should be stored at the appropriate temperature.	Agreed	One central fridge has been identified for the storage of medications requiring refrigeration and located within the healthcare department. Healthcare staff have been re-briefed on their responsibility for daily temperature monitoring and recording; including the requirement for appropriate action to be taken and recorded, if abnormal readings are identified. All other fridges used for the storage of medication have been decommissioned. The	Governor	Complete



			<p>Head of Healthcare will conduct quarterly management checks to ensure compliance with the standard operating procedure.</p> <p>The Head of Healthcare will discuss with the Governing Governor, through Local Delivery Board (LDB), the medication storage on each residential unit in relation to adequate room temperature control measures being put in place.</p>		January 2022
6.25	Recommendation 3.105: The lengthy waiting times for dental services should be reduced as quickly as possible.	Agreed	<p>Restoration and Recovery plans have been created in collaboration with NHSE/I and are reviewed monthly to monitor compliance with the predicted trajectory.</p> <p>A business case has been submitted by Time for Teeth requesting additional equipment that will reduce the fallow time between treatments and increase clinic capacity, with the aim to reduce overall waiting times. The waiting list is projected to be cleared by July 2022.</p>	Governor	<p>Complete</p> <p>July 2022</p>
6.26	Recommendation 4.26: Prison leaders should ensure that the education and skills curriculum meets the needs and interests of prisoners serving long sentences, and those who have already completed many learning and skills programmes in previous establishments.	Agreed	<p>The induction process will be reviewed to ensure prisoners past learning information is captured and shared with the activity hub. A sequencing spreadsheet will be used to inform allocations based on known past leaning. This will be monitored through Establishment Performance Meetings.</p> <p>A new strategy will be developed in consultation with NOVUS, specifically for prisoners serving longer sentences.</p>	Governor/NOVUS Education Manager	<p>December 2021</p> <p>March 2022</p>
6.27	Recommendation 4.27: Prison leaders should provide appropriate careers information, advice and guidance to prisoners serving longer sentences to help them prepare for their subsequent resettlement.	Agreed	Each prisoner will have a skills action plan which will be reviewed annually. The Information Advice and Guidance advisor will develop a tracker of work which will be shared with the OMU on a monthly basis and monitored through the Reducing Reoffending Management Team meetings. The Information, Advice and Guidance (IAG) provider will	Governor	March 2022



			continue to meet with prisoners to offer advice and guidance.		
6:28	Recommendation 4.28: Prisoners should have access to digital resources that will support them to progress more quickly in their learning and training, including the virtual campus.	Agreed	<p>Novus have invested in a full IT refresh within the Education Department including all PC's and Smart boards as well as the Virtual Campus suite. Training is currently being facilitated to ensure staff have the sufficient skills in order to utilise the hardware/software to its full capacity. This will have maximum impact on classroom delivery and the experience of the learner. All prisoners will receive access to the Novus IT network upon induction.</p> <p>All prisoners will complete the initial assessments through the induction process virtually, which will determine their English and Maths levels. Diagnostics will detail the areas of support required when undertaking English and Maths. This will help support the tutors in developing their individualised learning strategies and form part of the Prisoner Learning Plan targets.</p>	Governor	<p>April 2022</p> <p>March 2022</p>
6:29	Recommendation 4.29: As the number of prisoners attending education increases, managers should recruit sufficient support staff to meet the learning needs of all prisoners.	Agreed	<p>Recruitment of education staff will be prioritised and vacancies filled by January 2022. The ICT vacancy is progressing, and a new Additional Learning Support worker has been recruited.</p> <p>The Student Support Worker (SSW) is now in place. SSW completes inductions with new receptions for Education, supports with recruitment for courses by liaising with the activities team and visiting prisoners prior to the courses starting to ensure communication is effective and prisoners are consulted.</p>	<p>Governor</p> <p>Governor</p>	<p>January 2022</p> <p>Complete</p>
	Directed to HMPPS				
6:30	Recommendation 5.9: In-cell telephones should be installed as a matter of urgency across the prison.	Agreed	In-Cell Telephony installations have continued at pace across the closed estate. HMP/YOI Swinfen Hall are scheduled to have installation of in-cell telephony by end of November 2021.	Ministry of Justice, Digital & Technology	November 2021



	Directed to the Governor				
6.31	Recommendation 5.19: The reducing reoffending strategy should be underpinned by a comprehensive and up-to-date needs analysis and a prison-wide action plan with key milestones.	Agreed	<p>A needs analysis will be conducted using data from OASys, p-NOMIS and the segmentation tool. This will inform the local Reducing Reoffending Strategy for 2022 – 2023.</p> <p>The current Reducing Reoffending action plan will be reviewed, and key milestones tracked each quarter through the RRMT meetings. The RRMT meetings will be attended by every function with responsible actions across the prison to ensure a multi-disciplinary approach.</p>	Governor	<p>May 2022</p> <p>June 2022</p>
6.32	Recommendation 5.20: The backlog of OASys assessments should be addressed as a matter of priority.	Agreed	<p>The backlog of OASys assessments will be completed by October 2022, with a priority list in place during the interim period. The following measures will address the backlog:</p> <ul style="list-style-type: none"> - OASys assessor training will be prioritised to increase the pool of staff available to undertake assessments. - The use of the OASys taskforce team continues to offer Prison and Probation POMs the opportunity to undertake overtime to complete OASys. This will be in place until December 2021. - POMs have been set a target of 22 OASys completions a month. Shortfalls in this delivery are addressed by the Head of Offender Management Delivery. - A sessional POM currently undertakes ad-hoc OASys assessments. The Head of Offender Management Services has begun a scoping exercise for additional staff interested in supporting the completion of the OASys backlog. This extends across the establishment. 	Governor	<p>October 2022</p> <p>January 2022</p> <p>December 2021</p> <p>Complete</p> <p>Complete</p>
6.33	Recommendation 5.27: IRMT meetings should be adequately attended to	Agreed	Monthly Interdepartmental Risk Management Team (IRMT) meetings resumed in October 2021 on a face to face basis	Governor	Complete



	facilitate meaningful discussion of cases. Minutes of meetings should reflect discussions and actions that have been generated for all prisoners listed on the agenda.		and attendance is monitored to ensure key attendees attend. All high-risk public protection cases are discussed by a multi-disciplinary team in accordance with the Terms of Reference. The process of minute taking, and recording has improved, and actions are discussed and reviewed on a monthly basis.		
6.34	Recommendation 5.32: An OASys completed in the previous 12 months should be used when considering a prisoner's suitability for re-categorisation to open conditions.	Agreed	Prior to any re-categorisation, a prisoner's suitability will be assessed using an OASys completed within the last 12 months. If a prisoner does not have an OASys that has been completed in the last 12 months, one will be completed prior to the re-categorisation review assessment.	Governor	March 2022

Recommendations	
Agreed	30
Partly Agreed	4
Not Agreed	0
Total	34



