

**ACTION PLAN: HMCIP REPORT**

**ESTABLISHMENT: HMP HUNTERCOMBE**

<b>TIMETABLE</b>	<b>DATE</b>	<b>STATUS OF THIS RETURN</b>
Full Unannounced inspection	6 – 17 February 2017	
Report published	27 June 2017	
Action Plan Submitted	28 September 2017	Attached

**ACTION PLAN - HMCIP REPORT**

**ESTABLISHMENT: HMP HUNTERCOMBE**

**POSITION AS AT: SEPTEMBER 2017**

<b>1. Rec. no</b>	<b>2 Recommendation</b>	<b>3. Accepted/ Rejected</b>	<b>4. Response Action Taken/Planned</b>	<b>5. Function Responsible/ Policy Lead</b>	<b>6. Target Date</b>
	<b>Main recommendation to the Ministry of Justice</b>				
5.1	The Ministry of Justice (MOJ) should clarify the role of, and resolve systemic problems with, offender management and resettlement in foreign national prisons to ensure that the needs of prisoners, including the risks they pose, are addressed before they are released or removed. (S44)	Partially Accepted	Together with the Home Office and other Criminal Justice System (CJS) organisations, the Ministry of Justice (MoJ) will look again at the offender management and resettlement activity currently offered by foreign national offender (FNO)-only prisons to ensure it is commensurate with the specialist function of FNO-only establishments. We will update HMIP on progress by April 2018.	Prison Reform, Deputy Director, FNO Policy, MoJ	April 2018
	<b>Main recommendation To the governor</b>				
5.2	Basic information about the prison and the regime should be available in the main languages spoken by	Accepted	There are plans to have the Induction Booklet explaining all about HMP Huntercombe and what support and services are available translated into main languages spoken by prisoners. This was awaiting the updating of the booklet in English, which	Head of Safer Prisons.	April 2018

	<p>prisoners, and key notices should be displayed in these languages. Telephone interpreting should be used in all cases where confidentiality or accuracy is required. (S45)</p>		<p>has now been completed. Safer Prisons sent it to the Big Word for translation during July 2017.</p> <p>Telephone interpreting is used in all cases where confidentiality or accuracy is required, including Reception, Induction, Sentence Planning, adjudications and Assessment, Care in Custody &amp; Teamwork (ACCT) Assessments and Case Reviews. Staff in respective areas have been instructed and quality assurance to take place monthly to ensure this is taking place.</p> <p>Assurances have been given in September 2017 to ensure that the translation service Big Word has been used to speak to all prisoners on the Translator Required list at least once per month</p>		
	<b>Recommendation To HMPPS</b>				
5.3	<p>Prisoners' property should arrive at the establishment with them. (1.4)</p>	Accepted	<p>Prison Service Instruction 12/2011 – Prisoners' Property - requires Governors to comply with volumetric control requirements. When a prisoner's property levels exceeds the volumetric control limit for in-possession items, they will continue to be encouraged to send items out, or have them disposed of.</p> <p>The vehicle fleet is designed to carry the number of prisoners it is intended for together with their property to the volumetric limit, there is insufficient room to transport property outside this limit. In line with volumetric control, the requirement for the transportation of property is measured against two volumetric sized boxes and a single outsized item or bag which, must not measure over 15kg. In addition to this, the escort contractor will take legal documentation. The escort contractor is aware that property established within these limits must be taken to the facility to which the person is to be transported. If items exceed the agreed limits, this will detract from the ability of the contractor to transport all persons with their property to the required destination. In all circumstances the contractor will decline to transport any property that exceeds the volumetric limit due to the limited storage space upon the vehicle. It remains the responsibility of the sending establishment to make arrangements for excess property to be forwarded at their expense.</p> <p>PECS continue to monitor all aspects of the contractors' performance and on occasions where it fails to meets the agreed</p>	<p>HMPPS Operational Guidance Team / MoJ Prison Deregulation, Operational Policy and Projects / Prisoner Escorts and Custody Service (PECS)</p>	Complete

			<p>levels will be raised with the contractor for improvement.</p> <p>PSI 01/2012 – Manage Prisoner Finance sets out at Outcome 16 that prisoners who have been transferred are credited with all monies to which they are entitled within published timescales</p> <p>2.35 All transfers of prisoners' monies to Public Sector prisons must be completed on the day after transfer. Where a transfer occurs to a Contracted-Out prison, the balance of funds held on Prison-NOMIS should be cleared to zero and a manual pre-signed cheque generated immediately. For transfers received from a Contracted-Out prison, liaise with the prison to obtain confirmation of the account balance at the point of transfer. This balance must be credited to the prisoner immediately, in advance of the funds arriving. (NOMS Finance Manual refers).</p>		
	<b>Recommendations To the governor</b>				
	<b>Bullying and violence reduction</b>				
5.4	The reasons for prisoners' negative perceptions of safety should be addressed. (1.17)	Accepted	<p>Safer Prisons forums are held with prisoners, as well as those facilitated by the Residence &amp; Services Function. Additionally the Rehabilitation Culture Committee regularly seeks the views of prisoners on a range of subjects. The chaplaincy hold a monthly forum, as do Reducing reoffending. Peer supporters meet with staff monthly. Listeners attend the Safer Prisons meeting, and kitchen staff and prisoners meet weekly.</p> <p>Evidence to date suggests that prisoners at HMP Huntercombe feel safe from the threat of harm from other prisoners but can feel unsafe about the prospect of deportation or repatriation. HMP Huntercombe has improved the contribution of Home Office Immigration Enforcement (HOIE) to the Induction process, by initiating interviews. The induction orderly takes new inductions on their 2<sup>nd</sup> Day to HOIE. During this one to one meeting everything is explained to them in relation to deportation plus HOIE get the opportunity to look at their case to date and gets to hear first-hand their concerns– This is very unique to Huntercombe.</p>	Head of Safer Prisons.	Complete
	<b>Self-harm and suicide</b>				
5.5	Weaknesses in ACCT procedures should be	Accepted	Consistency of Case Management is highlighted at Case Manager training and Supervising Officer meetings. Emails have	Head of Safer Prisons.	Complete

	addressed, particularly the consistency of case management, quality of care maps and adherence to levels of observation. (1.23)		been sent out to advise that except for block leave or sickness etc. Case Managers must schedule the next ACCT Case Review for a time that they are available. HOIE are invited to all ACCT reviews where the issues are in relation to deportation - Every ACCT that is closed is QA checked by Safer Custody, part of this check looks at attendance at ACCT reviews – if its highlighted that departments should have attended but did not this is investigated by CM Safer Custody and or HoF.		
5.6	Prisoners on an open ACCT should only be held in segregation if there are exceptional reasons for doing so. (1.24)	Accepted	Duty Governor to establish that all other options have been considered and ensure that the form “Daily Authorisation to hold a prisoner on ACCT in Segregation” is completed daily for all segregated prisoners on ACCT. Prisoners on ACCT documents will only be held in segregation if there are exceptional reasons for doing so.	Head of Safer Prisons.	Complete
	<b>Security</b>				
5.7	Closed visits should only be used for reasons relating directly to the trafficking of unauthorised articles through visits. (1.31)	Partially Accepted	<p>HMP Huntercombe makes assessments of how prisoners relate to trafficking through visits in line with the PSI 15/2011 Management of Security at Visits:</p> <p>3.1 Closed visits may be imposed as administrative measures where necessary for the grounds specified in Prison Rule 34(3) (YOI Rule 9(3)). A ban on a visitor may only be imposed if the grounds within Prison Rule 35A(4)/YOI Rule 11(4) are satisfied:</p> <ul style="list-style-type: none"> <li>a) In the interests of national security;</li> <li>b) for the prevention, detection, investigation or prosecution of crime;</li> <li>c) in the interests of public safety;</li> <li>d) for securing or maintaining security or good order and discipline in the young offender institution;</li> <li>e) for the protection of health or morals;</li> <li>f) for the protection of the reputation of others;</li> <li>g) for maintaining the authority and impartiality of the judiciary; or</li> <li>h) for the protection of the rights and freedoms of any person.</li> </ul> <p>3.8 Closed visits should be applied where prisoners are proved or reasonably suspected of involvement in prohibited item smuggling through visits, or are considered to pose a reasonable risk of involvement: or</p>	Head of Security.	Complete

			<p>when the application of closed visits is otherwise necessary for the grounds specified at <a href="#">3.1</a> above.</p> <p>Appeal procedures are separated from Security to ensure fairness.</p> <p>Any decision to impose closed visits is made in line with The PSI. All appeals go to the Deputy Governor or above. Prisoners are given individual letters explaining the reasons for closed visits. Head of Security can be available to explain in more detail to individuals where required. All are reviewed monthly and include prisoner representations. It remains an agenda item for the Security Meeting.</p>		
	<b>Incentives and earned privileges</b>				
5.8	The incentives and earned privileges scheme should encourage positive behaviour through meaningful incentives and differentials between levels. (1.34)	Accepted	<p>A review is currently being undertaken into both the IEP policy and the facility list at HMP Huntercombe.</p> <p>The intention is to tailor it as far as possible to reflect the needs of our specific population. However, HOIE take no account of IEP status when considering immigration status.</p> <p>The Ministry of Justice (MoJ) Deregulation &amp; Operational Policy have developed a draft Incentives and Earned Privileges (IEP) policy which makes significant changes to the existing Prison Service Instruction (PSI), allowing frontline staff to have greater discretion. It re-frames IEP as a reward based tool, whilst maintaining a consistent framework across all prisons. It sets out a reduced number of requirements to ensure practice is safe, decent and lawful and supports safety and stability in prisons through incentivising good behaviour. MoJ hope to proceed to consultation in the near future and publish the new framework in 2018.</p>	MoJ Prison Deregulation, Operational Policy and Projects / Deputy Governor	February 2018.
	<b>Discipline</b>				
5.9	There should be rigorous governance of the use of force, including special accommodation, planned interventions and use of batons. (1.40)	Accepted	Supervising Officers involved in any incident are required to ensure that 100% of Use of Force paperwork is completed and compliant. There is a further monthly 25% QA including a cross check with CCTV and Body Worn Video Cameras. Where the number of UoF are low for any month this can be 100%. A report is submitted to the Head of Function and the Deputy Governor	Head of Safer Prisons.	Complete

			who check that paperwork for Special Accommodation paperwork is completed every time it is used.		
5.10	Cells in the segregation unit should contain screens. (1.47)	Accepted	The available options for fitting privacy screens will be explored, complying with the decency agenda while taking account of safety.	Head of Safer Prisons.	April 2018
5.11	Prisoners held in the segregation unit for their own protection should have access to activities and association. (1.48)	Accepted	Prisoners are only held in segregation for their own protection when normal location and association is unsafe. In cell activities are provided. Association is available via the chaplaincy and the gym, subject to a risk assessment. Other parts of the regime are available. Plans are underway to facilitate a peripatetic teacher attending daily	Head of Safer Prisons.	December 2017
5.12	All required reviews of individual segregation, including safety screens, should take place at the correct time. (1.49)	Accepted	A checklist is used as a reminder of what needs doing to prepare for adjudications and to ensure the regime goes ahead including exercise, showers, and phone calls. The Head of Function is reviewing a Segregation Induction Booklet for new staff, covering all areas of working in a segregation unit including review dates.	Head of Safer Prisons.	Complete
	<b>Substance misuse</b>				
5.13	Prisoners should be able to attend pre-arranged appointments with the drug and alcohol recovery team without delays. (1.56)	Accepted	This was in place prior to the HMIP visit. What they witnessed was a very short term blip regarding movement slips which was rectified. Monitoring by the DART team has shown no reoccurrence. Recruitment is being progressed but current appointment demand is being catered for without delays for this reporting year. Group work is still impacted.	Head of Reducing Reoffending.	Complete
	<b>Residence &amp; Services units</b>				
5.14	Cells designed for one should not hold two. (2.8)	Rejected	The operational capacity was increased to 480 which requires the doubling of 111 of 360 cells to facilitate the higher population allocated to HMP Huntercombe.  Prison Estates Transformation Programme response: As part of prison reforms the long-term goal is to reduce overcrowding, while maintaining sufficient capacity in the prison estate to manage the demands of the courts and the sentenced population as efficiently as possible.  Prisons are not expected to operate above their operational capacity. This level is kept under constant review, taking into account fluctuations in the prison population and useable capacity across the estate. The prison ensures that this level of operational capacity is set to reflect the provision of safe and	Governor / Prison Group Director Foreign National Prisons and Immigration Removal Centres	

			<p>decent accommodation and the operation of suitable regimes and that levels of crowding in prisons are carefully managed.</p> <p>The occupancy of prison cells is determined by the Governor of each establishment and, where cells are proposed for sharing when they were originally designed for single occupancy, this is certified by the relevant Prison Group Director in accordance with Prison Service Instruction 17/2012, which provides clear guidelines for determining cell capacities. Cells will only be shared where a Prison Group Director has assessed them to be of adequate size and condition for doing so.</p>		
	<b>Equality and diversity</b>				
5.15	Discrimination incident report forms should be freely available in a range of languages. (2.18)	Accepted	<p>Prisoners are made aware that other languages are available. HMP Huntercombe encourage the Equalities Reps to assist. This is achieved via equalities orderlies on each unit and staff, also during the induction programme. Every 2 weeks non-English speaking prisoners are referred to the Big Word and welfare checks are completed by the P/Officer. It is intended to place signposting notices on wings various languages.</p>	Head of Safer Prisons.	April 2018.
5.16	Older prisoners and prisoners with disabilities should be reviewed regularly and detailed support plans should be in place for those who need them. (2.27)	Accepted	<p>Referrals for all prisoners identified with social care needs, are made to Oxfordshire County Council (OCC) so care plans can be produced.</p> <p>Information to other prisons has been amended to say: "Any prisoners with identified social care needs must arrive with a Local Authority Care plan and the appropriate resources to allow implementation, including any supporting equipment. Also that we can only agree acceptance with at least 10 working days prior notice of their care needs. HMP Huntercombe will manage unsafe transfers into HMP Huntercombe via the appropriate safeguarding process."</p> <p>PEEP's are in place on everyone that requires it, and are reviewed by the Safer Custody Team when required i.e. following a S/Care review.</p> <p>Older prisoners are invited to a coffee morning at the Chapel once each week, where they are encouraged to discuss any topic they wish. Also, a specific PE programme has been put together for them, including skittles. We recognise that this group has particular needs and while no specific monitoring is in place, we provide all appropriate medical and social care.</p>	Head of Safer Prisons.	Complete

	<b>Complaints</b>				
5.17	Complaint forms should be available in a range of languages. (2.35)	Accepted	Prisoners will be made aware that complaint forms in other languages are available on request. A NTS and a NTP have been re issued to remind staff and prisoners. Peer supporters are available to advise and it is included in the induction talk	Head of Business Assurance.	September 2017
5.18	Robust quality assurance systems should drive improvement in the responses to complaints. (2.36)	Accepted	A selection of responses are quality checked every Wednesday at the morning meeting and feedback sent out. Our weekly peer review was new in place at the time of the visit. It has been shown to be robust. It exceeds the 10% target normally aspired to. There is no evidence through this process that replies are difficult to read. In the case of Discrimination Incident Reporting Forms (DIRfs) seen by the Safer Prisons Team and other complaints checked at the morning meeting, feedback is relayed to individual staff and the learning points highlighted. Any individual consistently falling short of the standard expected is challenged, while those answered well are praised. Trends are discussed at the Senior Management Team (SMT) meetings.	Head of Business Assurance.	Complete
	<b>Legal rights</b>				
5.19	Prisoners should be able to consult their solicitors in private. (2.38)	Accepted	The main visits area is a single hall. Legal visits must generally be accommodated there, so we space the visitors out around the hall to maintain privacy. However, there is one separate single room available which we can provide when specific requests for additional privacy are received. Our ability to offer more space for legal visits is determined by available resources, which are maximised.	Head of Safer Prisons.	Complete
	<b>Health services</b>				
5.20	Waiting times for physiotherapy appointments should reflect community waiting times. (2.56)	Accepted	HMP Huntercombe accept the principle of this, however at the present time the prison is unable to ascertain community waiting times from HMIP or the NHS.  The current target set by NHSE Local Commissioners is for all new patients to be seen within 42 days. The extra session in line with the uplift have already been provided but please note this uplift was authorised relative to increased population rather than to address waiting times. Since April 17 there has only been one month when this target has not been met.	Head of Healthcare	Complete
5.21	All wing and gym staff should have timely access to emergency equipment and automated external defibrillators. (2.57)	Accepted	There is one AED in the Orderly Office. This will be moved to the bottom rotunda and secured in a tamper proof cabinet. Two others will be ordered. One for the gym and a second in the top rotunda in a tamper proof cabinet.  Additionally, our local Healthcare supplier will provide Basic Life	Deputy Governor.	December 2017.



			Support training to our Custodial Manager group, covering the use of EAD's and other skills.		
5.22	Medicines should not be transferred from pharmacy labelled packs into unlabelled containers. (2.75)	Accepted	This recommendation is complete. At the time of the inspection this was immediately rectified and patients are now escorted to Healthcare and medicines administered from the appropriate dispensary. The Head of Healthcare is responsible for this and it is reviewed in Quality Assurance Meetings.	Head of Healthcare	Complete
5.23	Original prescriptions should be retained for audit purposes. (2.76)	Accepted	Completed at time of inspection. The Head of Healthcare has overall responsibility for completion. It was rectified at the time of inspection and is now complete. All prescriptions are retained and this is checked through Medicines Management Audit.	Head of Healthcare	Complete
5.24	Waits for routine dental appointments should be reduced to reflect community waiting times. (2.81)	Accepted	As at 5.20. The current target set by NHSE Local Commissioners is for all new patients to be seen within 42 days. The extra sessions in line with the uplift are now delivered monthly but please note this uplift was authorised relative to increased population rather than to address waiting times.	Head of Healthcare	Complete
5.25	Transfers of prisoners to secure mental hospitals should be timely. (2.91)	Accepted	<p>The current Department of Health Good Practice Procedure Guide, the transfer and remission of adult prisoners under s47 and s48 of the Mental Health Act, 2011, suggests that patients can be assessed and transferred to hospital within the period of 14 days.</p> <p>All patients requiring transfer under the Mental Health Act are assessed promptly, and every effort is made to expedite transfers. However, this is dependent on the availability of Mental Health hospital beds which is beyond the control of the prison's healthcare.</p> <p>The current Prison Transfer and Remission Guidance published by the Department of Health in 2011 is being reviewed. In particular, a focus of the work is about ensuring that the most appropriate timescales are developed and implemented in relation to prison transfers and remission, taking into account clinical urgency and need.</p> <p>It is anticipated that revised timescales for transfer from prison to hospital will be developed by autumn 2017 to enable the current guidance to be reviewed by the end of the year.</p> <p>HMPPS is working with NHS England to ensure assessments</p>	<p>National Health Service England (NHSE) /</p> <p>Head of Health Care /</p> <p>HMPPS</p>	October 2017 and ongoing

			and transfers to hospital from prison take place within appropriate timescales. Where there are delays evident, work is underway to establish the reasons for this and work collaboratively to address the issues.		
	<b>Purchases</b>				
5.26	Prisoners should be able to buy clothes and other items without undue delays. (2.100)	Accepted	Catalogue ordering is now done in-house by the Business Hub each week and all orders updated on the tracker. This has reduced the delays. The tracker allows to see where any delays that do occur are happening, whether in arriving in the Business hub, in ordering or receiving, or in distribution to prisoners.	Head of Business Assurance.	Complete
	<b>Learning and skills and work activities</b>				
5.27	Prison managers should robustly evaluate the quality of training and assessment in prison workshops, and should use their findings to improve instructors' training practices. (3.9)	Accepted	Instructors are not qualified teachers and consequently are paid significantly less. When they are judged alongside more qualified and experienced teachers there will always be deficiencies. This has been recognised by Public Sector Prison Industries, and others in the Learning & Skills arena. Cross observations with our education provider will monitor and improve standards. Further training for staff will be considered, including coaching, and are looking for training to embed literacy and numeracy in the workplace. Prisoner Individual Learning Plans will be monitored and offer management support in all areas. The next Quality Improvement Group meeting is on October 12th, and the issue will be raised again.	Head of Reducing Reoffending.	April 2018
5.28	The number of activity places should be increased to meet the needs of the population. (3.14)	Accepted	Two satellite workshops and a multi-faith facility have been agreed. Construction work is now with the MoJ estates. This will provide 50 new places to meet the target of 480 Full Time equivalent places, matching the population.	Head of Reducing Reoffending.	December 2019
5.29	There should be an adequate number of places on ESOL courses to meet the needs of the population. (3.15)	Accepted	At the time of the visit there was a recruitment shortfall, which was made good from 3 <sup>rd</sup> July 2017. The annual review is not new and has been in place for some years now. The September target date is to match the new curriculum/reduced budget for the extended OLASS contracts. Current literacy data have been utilised. All vacancies have been filled for English/ESOL. Depending on the literacy level, there is 2-3 months wait which is reasonable given average length of stay and guided learner hours on which allocated resources are based.	Head of Reducing Reoffending.	September 2017
5.30	All tutors and instructors should set clear and challenging targets for prisoners' skill development. Learning activities should help	Accepted	Additional training and robust Quality Assurance (QA) monitoring regarding Individual Learning Plans (ILPs) will be arranged. Peripatetic support for non-Offender Learning and Skills Service (OLASS) areas outside prison workshops will be developed.	Head of Reducing Reoffending.	April 2018

	to enhance prisoners' existing knowledge, particularly the most able. (3.24)				
5.31	Instructors should routinely develop prisoners' use of English and mathematics. (3.25)	Accepted	More training will be provided on embedding English and Mathematics in work. Review work practices to include written work assessments in prison workshops	Head of Reducing Reoffending.	April 2018
5.32	Tutors and instructors should effectively plan and supervise the work of peer teaching assistants in teaching and training activities. (3.26)	Accepted	Job descriptions will be reviewed and Learning Plans introduced as necessary. QA monitoring will be reviewed to ensure effective planning and supervision of TAs and prisoner Instructors Self-study mentoring course will be offered as appropriate to teaching assistants (TAs) to support learning.	Head of Reducing Reoffending.	April 2018
5.33	The virtual campus should be operational and used well. (3.27)	Accepted	The Virtual Campus was reopened after Shared Services Connected Limited non-payment issues were finally resolved. Integrated into OLASS Curriculum. All Instructional Officers (IOs) will explore opportunities to use content more fully.	Head of Reducing Reoffending.	April 2018
5.34	Managers should ensure that instructors always use good industrial practices, so that prisoners develop the working practices that employers expect. (3.33)	Accepted	Workshop inspections maintain standards and shortfalls will be addressed via training and Staff Performance Development Review (SPDR)/annual report. Employment contracts and workshop manuals will reviewed to support instructors.	Head of Reducing Reoffending.	September 2017
5.35	The library should be open at weekends and in the evenings. (3.37)	Accepted Subject to Resources	HMP Huntercombe accept this in principle although it is important to note that resources for library provision have continued to reduce since this same recommendation was made in 2013. The prison will therefore look for alternative ways to achieve some access outside the core day such as an outreach service to Residential units, building on the Satellite provision already being established.	Head of Reducing Reoffending.	December 2017
5.36	Library staff should collect and analyse information about the different groups of prisoners who use the library, so that they can ensure that the library service meets the needs of all prisoners. (3.38)	Accepted	The vast majority of prisoners access the Library via their activity places. Full time unemployed men have priority access on Residence & Services sessions. Unit satellite libraries are still being established. The Library will look at ways of identifying those who still do not have access to books during the day.  Satellite libraries will be a supplemental offer. Once fully staffed, the library offers the opportunity of a weekly visit to all men regardless of work group or nationality. Monitoring will be of non-attenders to ascertain any patterns/improvement that can be made. Nationalities and spoken languages are already monitored to inform purchases.	Head of Reducing Reoffending.	December 2017

	<b>Offender management and planning</b>				
5.37	All prisoners should have an up-to-date OASys assessment and a sentence plan which can be progressed and achieved by appropriate interventions and regular support from an offender supervisor. (4.12)	Accepted Subject to Resources.	<p>HMP Huntercombe accept this in principle although at present resources only allow for those men who come out as high risk to have an OASys assessment. Before planning further progress the OMU will await the roll out of the new Offender Management (OM) model which will be used to inform how many Officers the function will have and from where (Prison/Probation). There are currently only 3 Offender Supervisor's for 480 men and no key workers, both need linking in and will not work until fully staffed and resourced. All high risk prisoners currently have a OASys all others have basic screening</p> <p>Response from the OASys Project Team – Roll out of the new OM model has commenced within the 10 pathfinder sites and HMP Berwyn. HMPPS are currently working through the roll out schedule into the wider estate, but the new OM model will be in place in all closed prisons by March 2019.</p>	Head of Offender management Unit	March 2019
5.38	Release on temporary licence should be used for resettlement purposes with relevant prisoners following an individual risk assessment which sets out clear evidence for any risks they pose. (4.13)	Accepted	<p>All ROTL is individually linked to the prisoner and HMP Huntercombe have already developed a local policy so the prison can restart the use of ROTL, and we will further review this when new information about such important policies is made available via the Governor Empowerment Framework. We keenly await the new National Policy.</p> <p>We have been able to send one prisoner out to a funeral accompanied by a single Officer, and we are hoping to be able to ROTL some of our Listeners to attend the national Conference at Prison Service College Newbold Revel later in the year. Local ROTL policy has been written but it is underpinned with PSI 13/2015 Annex J that has been written to have a section explicitly on FNO which prevents ROTL in most cases and therefore limits severely those prisoners that are eligible.</p> <p>Response from Sentencing and Release Policy Unit - All ROTL is individually linked to the prisoner and is made around Annex J and includes an enhanced review in line with that policy. HMP Huntercombe have already developed a local policy so the prison can restart the use of ROTL, this will be further review when new information about such important policies is made available via the Governor Empowerment Framework.</p>	Head of OMU/ MoJ Bail, Sentencing and Release Policy	September 2017

			<p>The ROTL policy for offenders who are liable to removal from the UK is set out in chapter 10 of PSI 13/2015. Any offender who has a Deportation Order against them against which all rights of appeal within the UK are exhausted is prohibited by Prison Rule 9 (1A) / YOI Rule 5 (1A) from ROTL. Such offenders are expected to be removed from the UK at the appropriate point in sentence and do not therefore require the resettlement opportunities that are an integral part of the ROTL system. In addition, a ROTL for any purpose carries a degree of risk that the offender will fail to return to prison. It would be inappropriate and unnecessary to introduce such a risk for offenders who have no need of the resettlement opportunities that ROTL offers.</p> <p>Where deportation action is being pursued but the prisoner has not yet exhausted in country appeal rights they may be considered for ROTL but against the strengthened risk assessment set out in Annex J to the PSI. The risk assessment must be undertaken on the assumption that deportation will take place. Each case must be considered on its individual merits, but the need to protect the public and ensure that deportation is not frustrated is paramount, and the presumption is that offenders who are liable for deportation will not be suitable for ROTL unless they are assessed as presenting a very low risk of seeking to avoid the intention to deport by failing to return.</p>		
5.39	HMPPS should ensure expeditious assessment of multi-agency public protection arrangements (MAPPA) levels. (4.18)	Accepted	<p>All prisoners have an OASys checked at the last 6 month stage to ensure any prisoners who may be released and not deported are assessed within the correct time frame to ensure all risk is appropriately dealt with, including under MAPPA arrangements as required.</p> <p>This was not in place at the time of the inspection as stated the assumption was deportation, we have now reversed the process and pursue OM in the community.</p> <p>This is already being carried out as was done immediately after inspection</p>	Head of Offender management Unit	Complete
5.40	Re-categorisation decisions should be made on the basis	Accepted	All Re-categorisation is individually assessed and clearly documented, in line with the relevant PSI.	Head of Offender	Complete

	of individual risk assessments and supported by clear evidence of the risks posed. 4.20		Response from Operational Security Group - The relevant policies are 37/2014 Eligibility for Open Conditions and for ROTL of Prisoners Subject to Deportation Proceedings and PSI 2011/40 Categorisation and Recategorisation of Adult Male Prisoners. If clear evidence for the assessment is not being provided then it is the responsibility of the prison to provide individual assessments	management Unit	
	<b>Reintegration planning</b>				
5.41	There should be a co-ordinated assessment of prisoners' release and resettlement needs. Action should be taken to meet these needs before release or transfer. (4.25)	Accepted	0.6 Resettlement Coordinator post and 0.5 Chaplain currently being recruited within existing budget. These are Full Time Equivalent, and will coordinate the meeting of resettlement needs via internal signposting/referrals and external partnerships	Head of Reducing Reoffending.	December 2017
5.42	Information and advice on finance, benefit and debt should be available for those returning abroad. (4.34)	Accepted	Peer sign posting is currently available. New posts described in 5.41 will coordinate finance/debt needs via internal signposting/referrals and external partnerships	Head of Reducing Reoffending.	December 2017
5.43	Social visits should start at the advertised time. (4.41)	Accepted	Measures to allow detailed staff to go straight to the visits hall are now in place. Once Main movement to activities is completed there is no requirement for visits staff to follow from the units to the work areas they now report direct to visits this is being monitored and is working. In place and has been for a while	Head of Safer Prisons.	Complete
5.44	Prisoners should be able to access support designed to repair and maintain relationships. (4.42)	Accepted	Regular visits and family visits are provided. There is good telephone access and core day times changed to reflect our population's geographic diversity. Introduction of a part time resettlement Coordinator will improve communications/quality of sign posting. Storybook Dads will recommence following library recruitment. Parenting craft courses will be dependent on additional resources under the new Family Services Contract awarded to Prison Advice and Care Trust (PACT) and due to commence later in the year.	Head of Reducing Reoffending.	October 2017
5.45	Prisoners assessed as needing accredited offending behaviour interventions should be able to complete them during their sentence. (4.45)	Accepted	Prisoners can be transferred to establishments offering these courses if required, however it is preferable for them to have completed these aspects of their sentence plan before transferring to Huntercombe.	Head of Reducing Reoffending.	April 2018

		Resettlement provision is not currently a HMPPS priority for the foreign national population. Representations will continue to be made to ensure equity with other establishments. Reception criteria are currently outside the control of the establishment but HMP Huntercombe is engaging in discussions to solicit change and possibly gain a degree of input into the process of selection.		
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<b><i>Recommendations</i></b>	
Accepted	39
Accepted Subject to Resources /Partially Accepted	4
Rejected	1
<b>Total</b>	<b>44</b>