



HM Prison &
Probation Service

Action Plan: HMP Leicester

Action Plan Submitted 18 July 2018

A Response to the HMIP Inspection

Report Published 31 May 2018

INTRODUCTION

HM Inspectorate of Prisons (HMIP) is an independent inspectorate which provide scrutiny of the conditions for and treatment of prisoners. They report their findings for prisons and Young Offender Institutions 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, Measureable, 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 LEICESTER

1. Rec No	2. Recommendation	3. Agreed/ Partly Agreed/ Not Agreed	4. Response Action Taken / Planned	5. Responsible Owner	6. Target Date
	Main recommendations to the Governor				
5.1	The prison should use their local data analysis to develop and prioritise a clear set of actions to reduce levels of violence. (S56)	Agreed	<p>Local data on violence will be analysed and reviewed on a weekly basis. Any trends or individual prisoners that cause concern will be addressed and actioned according to the strategies within HMP Leicester's zero tolerance policy, including: -</p> <ul style="list-style-type: none"> Weekly Order and Control meetings to discuss all violent incidents in occurring in the last seven days. This will include; Challenge, Support and Intervention Plan (CSIP) monitoring – the referral process from normal location to the Lambert Unit. Lambert Unit Referrals – CSIP referral to move to this bespoke unit for difficult and refractory prisoners and later any plan for their progressive move back to normal location. 	Governor	August 2018
5.2	Governance of the use of force and the use of special accommodation should provide regular and robust oversight and accountability, with the aim of reducing both aspects. (S57)	Agreed	<p>HMP Leicester has introduced a Use of Force (UoF) committee which is chaired by the Governor and consists of members from the Senior Management Team (SMT), Segregation managers, Independent Monitoring Board and Control and Restraint (C&R) Coordinators. The committee meets monthly to review incidents of UoF and use of special accommodation, discusses any trends (including regular staff) and summarises learning points. The committee also reviews Body Worn Video Camera (BWVC) footage and CCTV coverage of incidents, identified by the C&R coordinator as best practice or in need of improvement / training points. Annex As (a form that is to be completed by each member of staff involved in UoF) are also examined and outstanding paperwork is discussed, managers are tasked with challenging individuals with outstanding UoF paperwork and ensuring it's duly completed.</p> <p>Any UoF recorded on CCTV or BWVC will be examined by the Orderly Officer to ensure the appropriateness of force. The Orderly Officer will be responsible for the timely completion of Annex A.</p> <p>Any concerns raised from viewing the CCTV or Annex A's, will be communicated to the Deputy Governor and an investigation carried out.</p>	<p>Governor</p> <p>Governor</p> <p>Governor</p>	<p>Completed</p> <p>September 2018</p> <p>September 2018</p>



5.3	Drug supply reduction should be prioritised, so that managers can act routinely on intelligence and ensure that requested searching and drug testing are completed as intended. (S58)	Agreed	<p>Changes have been made to the Regime Management Plan (RMP) to prioritise mandatory drug testing (MDT) and searching three days per week to allow managers to act on drug related intelligence. A further review of the RMP will take place in September 2018 to assess the impact of the changes on HMP Leicester's ability to react to intelligence received. Further changes will be made if required.</p> <p>All drug supply intelligence is collated and searching / suspicion MDT is prioritised from the intelligence assessment.</p> <p>A 'Rapiscan' product to meet the most demanding threat detection needs has been purchased and introduced. Numerous finds have already been discovered.</p>	Governor	October 2018
				Governor	Completed
				Governor	Completed
5.4	The programme of refurbishment and improvements to communal facilities and cells should be continued, to ensure that living conditions are of an acceptable standard. (S59)	Partly Agreed	<p>This recommendation is partly agreed. A range of refurbishments and improvements are underway as set out below, in order to ensure conditions are acceptable, but due to funding constraints we cannot commit to the sort of major refurbishment envisaged by HM Inspectorate of Prisons.</p> <p>Refurbishment of the showers commenced in March 2018. Three of the five showering areas have been completed. The further two will be completed by the end of August 2018.</p> <p>A cell painting programme is in operation and this will continue until all cells have been painted. Monthly management checks are in place to check the conditions of cells and furniture. Any damage is reported to Facilities Management Team and furniture is replaced.</p>	Executive Director of Facilities Management	August 2018
				Governor	January 2019
				Governor	Completed
	Recommendations				
	Early Days in Custody				
5.5	The reception area should be improved, to provide a more welcoming and comfortable experience for those arriving at the prison. (1.8)	Agreed	<p>Whilst a full refurbishment is cost prohibitive, some repairs to the structure of the building and roof have now been agreed with Amey (the provider).</p> <p>Through collaboration with De Montfort University some decoration designs and softening of the environment has been developed, which will enhance the reception area (similar to the Gateway visits area) including the use of fabrics, appropriate painting and improved literature.</p>	Governor	September 2018
5.6	All arrivals new should undergo a full and formal induction that provides them with information on	Agreed	The Early Days in Custody Unit has increased in size following re-configuration in December 2018, to enable prisoners to stay longer before moving to another unit.	Governor	Completed



	how to access regime activities and services. (1.9)		A new five day induction programme was introduced in April 2018, it includes information on all areas of the prison including how to access regime activities, general services and visual aids.	Governor	Completed
	Managing behaviour				
5.7	The incentives and earned privileges scheme should be relaunched, encourage good behaviour and be applied consistently, in accordance with the published policy. (1.20)	Agreed	The local Incentives and Earned Privileges (IEP) scheme has been reviewed and rewritten. Once approved, it will be published in August 2018. All staff and managers will receive guidance on the new policy. Assurance checks by managers will take place each month to ensure staff consistency of the.	Governor Governor	August 2018 September 2018
5.8	There should be regular, robust and multidisciplinary monitoring of segregation. (1.32)	Agreed	HMP Leicester will introduce monthly multi-disciplinary Segregation Monitoring and Review Group (SMARG) meetings. At the meeting the following will be discussed and reviewed: <ul style="list-style-type: none"> • The use of segregation, addressing any issues. • The daily statutory duties and visits from relevant departments, to prisoners under segregation. • Segregation algorithms will be randomly selected and brought to this meeting for management assurance checks. 	Governor	August 2018
	Security				
5.9	The mandatory drug testing suite should provide a decent environment. (1.39)	Agreed	The current suite is not fit for purpose and impinges significantly on the regime of the Welford Unit. The suite will be relocated into the reception area to provide a safe, decent and secure environment. Amey are currently sourcing quotations from contractors for this work so it can be progressed.	Governor	November 2018
	Safeguarding				
5.10	Managers should ensure that assessment, care in custody and teamwork (ACCT) care maps reflect the safety concerns identified at the assessment interview, and that all care map actions are completed before ACCT monitoring is ended. (1.46)	Agreed	A new system for the allocation of case managers and reviews including allocated time slots has been implemented to ensure a more consistent approach to Assessment, Care in Custody and Teamwork (ACCT) case reviews. Dedicated time slots for each ACCT have been published on the daily briefing sheet, which has led to a much greater attendance and truly multi-disciplinary team meetings and consistency of attendance. Management checks are completed by the Safer Custody Hub Manager on ACCT care maps to ensure they are completed correctly and in full. Also, all actions are allocated to an individual and time bound feedback is provided to those involved when necessary.	Governor Governor	Completed Completed



5.11	Adult safeguarding procedures should be introduced, and the prison should engage with the local safeguarding adults board. (1.48)	Agreed	HMP Leicester will introduce a local safeguarding policy and associated action plan, which will be monitored at the Safer Custody meeting. The Head of Safer Custody engages with Leicester City Council through attending the quarterly safeguarding adult's board to ensure the prisons needs are met.	Governor Governor	September 2018 Completed
	Daily life				
5.12	Cells designed for one should not be used to hold two prisoners. (2.10, repeated recommendation 2.11)	Not Agreed	This recommendation is not agreed. Prison cell occupancy is determined by establishments and certified by the Prison Group Director (PGD) in accordance with Prison Service Instruction (PSI) 17/2012, which provides clear guidelines for determining cell capacities. Cells will only be shared where a PGD has assessed them to be of an adequate size and condition. All accommodation is compliant with the certified cell certificate. For the foreseeable future, and in common with other prisons, it will be necessary for HMP Leicester to operate with an operational capacity that involves a level of crowding above its Certified Normal Accommodation.	Prison Group Director, East Midlands	
5.13	Laundry facilities should be introduced for those prisoners entitled to wear their own clothes. (2.11, repeated recommendation 2.12)	Not Agreed	This recommendation is not agreed, as there is no space or capacity to incorporate this facility to the main wing, Early Days Unit, Segregation or Lambert Unit. However, prisoners' located on the Parsons and Welford Unit have facilities to wash their own clothing. To mitigate this, HMP Leicester operates a 'one for one' scheme for prisoners to exchange their own clothing on visits and there are procedures in place for prisoners who do not receive visits to have clothing washed in the Clothing Exchange Store (CES). This is strictly controlled due to the capacity of the CES.	Governor	
5.14	Lunch should be served after noon and the evening meal after 5pm. Breakfast packs should be improved and given out on the morning they are to be eaten. (2.18, repeated recommendation 2.99)	Not Agreed	This recommendation is not agreed. HMP Leicester has a single servery that caters for the majority of the population (max 387 prisoners) this normally takes between 70-80 minutes to complete; therefore it is not possible to serve meals in the suggested timeframe. Meals are served on a rotational basis to ensure no one group of prisoners is unduly affected. Breakfast packs meet the national contract requirements and are within the necessary budgetary amount. The serving of breakfast packs the evening before is a well-established practice across the prison estate and one, which contributes to a swifter start to the morning regime, including start time for work and other activities. The contents of the packs are suitable to be stored in prisoners' cells overnight.	Executive Director of Prisons / Governor	
5.15	New prisoners should be able to buy items from the prison shop within 24	Not Agreed	This recommendation is not agreed. It is national policy that there is one standard order, and one following delivery day per week for each prison. It is not financially viable to fund additional deliveries for new arrivals outside of this schedule. New arrivals are offered a	Governor	



	hours of arrival. (2.19, repeated recommendation 2.104)		grocery pack on initial reception. Prisoners will then be able to purchase items weekly from the canteen, which will be delivered on the same day each week.		
5.16	Outcomes of prisoner consultation meetings should be routinely publicised and shared with prisoners, to further increase their confidence in the process. (2.24)	Agreed	Minutes from the prisoner council meetings will be publicised in all residential units, the library and shared with prisoner representatives in hard copy. Actions from the prisoner council meetings and the outcomes will be publicised on all residential areas.	Governor Governor	August 2018 August 2018
5.17	All prisoners should have access to bail information and prisoners who need specialist support should be appropriately signposted. (2.25 repeated recommendation 2.45)	Agreed	In accordance with paragraph 4.8 PSI 07/2015 Early Days in Custody, HMP Leicester will implement systems to ensure prisoners are provided with information on making a bail application by providing literature in reception and during their early days in custody. Prisoners will be signposted as appropriate by an Offender Supervisor to either the Community Rehabilitation Company (CRC) or to National Probation Service (NPS) colleagues to provide specialist support.	Governor Governor	September 2018 September 2018
	Equality, Diversity and Faith				
5.18	Data to cover all protected characteristics should be routinely collated and analysed, to ensure that any inequalities are identified and addressed. (2.31)	Agreed	A new Equalities Monitoring Tool is now being used to collate data from a Central Hub and an action plan updated accordingly to ensure that any inequalities are identified and addressed. Equalities meetings have been taking place since July 2017, chaired by the Governor or Deputy Governor in the Governors absence, on a bi-monthly basis (rather than quarterly) to ensure any outcomes identified are prioritised and appropriate action taken. In addition, a national Equalities event was held on 14 th June 2018 for all Prison Equalities Leads. Plans are underway to build on the national event in order to maintain regular contact.	Governor Governor Executive Director, Rehabilitation & Assurance	September 2018 Completed Completed and ongoing
5.19	There should be active consultation and support from community organisations for prisoners with each protected characteristic. (2.40)	Agreed	The Governor and Equalities Officer will continue to develop networks with the wider community and check what local resources are available. HMP Leicester will continue to provide a wide range of activities for prisoners with protected characteristics. The prison will also ensure at least one event for each protected characteristic takes place on an annual basis seeking help from community organisations. A timescale of	Governor Governor	September 2018 September 2018



			events to champion protected characteristics will be produced by the Equalities Team and published from September 2018.		
5.20	The buddy scheme should have greater oversight, including job descriptions and supervision. (2.41)	Agreed	<p>A peer support scheme was launched in May 2018 across the prison estate and this toolkit includes: a step-by-step guide; good practice examples from across the estate; ready-to-use templates. It will show how to: plan ahead; recruit, supervise, train and praise peer workers; link schemes to release; review and maintain schemes; work effectively with partner organisations. Peer support schemes are already operating across much of the prison estate. Early evidence shows a range of potential benefits for the people in prison, as well as for staff.</p> <p>The Head of Residence will improve the oversight of the buddy scheme incorporating written job descriptions, which will enhance the current provision through robust supervision and monitoring. This scheme will be monitored and supervised through the bi-lat system via the Residential Custodial Managers, with the Head of Residence having overall responsibility.</p>	<p>Executive Director, Rehabilitation & Assurance</p> <p>Governor</p>	<p>Completed</p> <p>October 2018</p>
	Health, well-being and Social Care				
5.21	The health care provider should routinely gather and analyse prisoners' views on health care, to support service development. (2.57)	Agreed	<p>The healthcare provider will develop patient feedback questionnaires for all its clinics and will analyse the data and develop action plans to support service improvement where indicated.</p> <p>Patient feedback information will be gathered at quarterly contract review meetings held with Commissioners.</p>	Director of Nottinghamshire Healthcare NHS Trust	September 2018
5.22	Clinical areas should be fully compliant with current infection control standards 2.58, repeated recommendation 2.60)	Agreed	All floors (including The Welford Unit) within clinical areas were replaced at the beginning of March 2018 and are now compliant with infection control standards.	Director of Nottinghamshire Healthcare Foundation Trust	Completed
5.23	There should be a whole-prison strategic approach to promoting health and well-being. (2.60)	Agreed	HMP Leicester will work with the healthcare provider, staff and prisoners to develop a strategic health promotion and well-being service. An action plan will be developed to include a range of events to promote well-being.	Governor	October 2018
5.24	A localised pathway should be developed for patients requiring end-of-life care. (2.68)	Agreed	HMP Leicester will develop a localised pathway for patients requiring end-of-life care with Nottinghamshire Healthcare Foundation Trust (NHCFT-the healthcare provider) this will take into account the limitations of the unique prison environment. The provider will draw on their experience in other prison sites to evidence how good quality end of life care can be achieved and will link with their wider Trust end of life care team and hospice to ensure we have a up to date requirements are embedded in the process, with care offered as could be expected in the community. However, this will reflect the limitations of	Director of Nottinghamshire Healthcare Foundation Trust and Governor	December 2018



			<p>the prison environment. The provider will work with local providers to enhance care delivery for the patients. Once developed the pathway will be shared with all stakeholders</p> <p>The provider is working closely with hospices LOROS and McMillian to provide training and support for both clinical and prison operational staff.</p>		
5.25	Prisoners with potential social care needs should always be referred to the local authority for a full social care needs assessment. (2.71)	Agreed	<p>A service specification is in place outlining the requirements for social care and this is managed through the overarching contract with NHS England (NHSE). Referrals are being made and access to patients by social care and occupational therapy is in place. The provider has met with social care providers to agree pathways for screening, referral, assessment and ongoing care and support plans for patients. Where there are immediate needs for equipment the healthcare provider are able to order directly from the supplier whilst awaiting further assessment.</p> <p>A protocol will be developed to ensure all prisoners with social care needs are assessed and referred as appropriate.</p> <p>The healthcare contract is currently out to tender. As part of that process a formal agreement will be in place to deliver the social care element. The tender process should be completed by October 2018.</p>	<p>Director of Nottinghamshire Healthcare Foundation Trust / Leicester City Council and Governor</p> <p>Director of Nottinghamshire Healthcare Foundation Trust / Leicester City Council</p>	<p>Completed</p> <p>September 2018</p> <p>October 2018</p>
5.26	Adaptations for those with disabilities should be carried out in a timely manner. (2.72)	Partly Agreed	<p>This recommendation is partly agreed as due to the nature and layout of the prison it is not possible to commit to make physical adaptations in all potential cases.</p> <p>However, all prisoners requiring adaptations will be immediately referred to Leicester City Council for an occupational therapy assessment to be carried out to consider necessary adaptations. Staff at HMP Leicester will order equipment directly with a supplier where possible to speed up the process.</p>	Governor	August 2018
5.27	Patients with mental health problems should have prompt access to a comprehensive range of care-planned support that meets their identified needs, including one-to-one support, group work and psychologically informed interventions. (2.82)	Agreed	<p>The new healthcare provider service delivery commenced on 1 April 2018. The structure of the mental health team will be reviewed to increase service provision and ensure mental health interventions for mental health patients include a range of therapies including one-to-one support, group work and psychologically informed interventions, these will be appropriate to the patient needs and will be supported by individualised care plans.</p> <p>Progress will be monitored by Commissioners through quarterly Contract Review meetings.</p>	<p>Governor</p> <p>Director NHS England (NHSE)</p>	<p>September 2018</p> <p>Completed and ongoing</p>



5.28	Patients requiring transfer under the Mental Health Act should be assessed and transferred within agreed Department of Health time frames. (2.83)	Partly Agreed	<p>This recommendation is partly agreed. Although every effort is made to expedite transfers and assess patients promptly, transfers are dependent on several factors such as the completion of appropriate assessments and administrative processes within the NHS and the availability of accommodation in mental health hospitals.</p> <p>NHSE has developed a plan to improve services for prisoners with mental health issues, and includes specific reference to timely transfer and remission of patients and information about how this will be implemented and sustained.</p> <p>The Prison Transfer and Remission Guidance published by the Department of Health in 2011 has not been agreed by NHSE. NHSE will be consulting on new guidance in relation to transfer and remissions in the first quarter of 2018-19, with timescales that consider clinical urgency and need.</p> <p>Locally, a clinical pathway will be reviewed to ensure clear processes are in place to assess patients transferred to secure mental health settings.</p> <p>A gatekeeping tracker has been developed so that there is a 'live' up to date database at the prison. Delays are reported to health and specialist commissioners.</p>	<p>National Director of NHSE</p> <p>National Director of NHSE</p> <p>Director of Nottinghamshire Healthcare Foundation Trust and Governor</p> <p>Governor</p>	<p>Completed</p> <p>December 2018</p> <p>August 2018</p> <p>Completed</p>
5.29	Confidentiality should be improved when medication is dispensed from the main treatment room. (2.96)	Agreed	<p>Whilst the prison agrees with this recommendation, the physical layout of the two hatches within the single treatment room makes full confidentiality difficult to achieve. Prison Officers will supervise the queue during medication times and will ensure as much confidentiality as practically possible by ensuring the queue is formed in an orderly manner.</p> <p>The prison will review whether to introduce a 'screen' between the two hatches to provide confidentiality without compromising safety or security.</p>	Director of Nottinghamshire Healthcare Foundation Trust	August 2018
5.30	In-possession reviews should take place regularly and assess both the patient and the medicine. (2.97)	Agreed	The prison will work with the new GP provider to plan in-possession reviews regularly and further develop the process to assess both the patient and the medicine in possession.	Director of Nottinghamshire Healthcare Foundation Trust	September 2018
5.31	Prisoners' access to dentistry should be consistent and clinic lists should be well managed. (2.102)	Agreed	The healthcare provider will directly manage the dental provision. Waiting lists will be monitored at quarterly contract review meetings to ensure that patients are seen in a timely manner. Waiting lists will also be monitored to ensure that patients missing appointments because of operational reasons will not incur further unnecessary delays in accessing dental services. HMP Leicester will work with the provider to improve and monitor access to the service.	Director of Nottinghamshire Healthcare Foundation Trust and Governor	August 2018



	Time out of cell				
5.32	Prisoners should have at least 10 hours out of their cells on weekdays, including some time in the evening. (3.11)	Not Agreed	<p>Current Government policy is to move away from central prescription to provide greater local flexibility for Governors and recognises that a one size fits all approach is not appropriate in this area. In line with this approach, previous guidance on standard core day delivery has been withdrawn. There is no longer a central mandate for core day timings or regimes and there is the flexibility for Public Sector Prison Governors to set appropriate regimes that meet the needs of the population within available resources as part of the Service Level Agreement (SLA) discussions. There is local discretion to decide on issues such as timing, length and frequency of association, work and other activities within each prison approved through normal line management arrangements.</p> <p>At HMP Leicester, it is not possible to deliver ten hours out of cell due to the physical layout of the prison and lack of activity spaces. To maximise the regime, it has been 'split' to vary routines between different prisoner groups, which enables more prisoners to access the regime facilities.</p> <p>Evening activity provision is available for fulltime workers on the Parson Unit and other prisoners on application.</p>	Governor	
5.33	The gym and outside PE area should be fit for purpose. (3.12)	Partly Agreed	<p>This recommendation is partly agreed. Improvements to the PE department would require significant financial investment, which is currently unavailable. The prison will however, keep the current area clean and in a good decorative order.</p> <p>Modesty screens for the showers will be considered, subject to available funding.</p>	Governor	September 2018
				Governor	December 2018
	Education, skills and work activities				
5.34	The quality of teaching should be monitored more effectively, including more frequent direct observation of education classes. (3.26)	Agreed	<p>HMP Leicester will introduce arrangements to monitor the quality of teaching, including direct observation of education classes. This will be actioned in consultation with the education provider.</p> <p>Desktops quality assurance and direct observation are in place to monitor the use of individual learning plans (ILPs) and target setting. This is done by Milton Keynes College (education provider) outside assurance team yearly then monitored through action plans and revisited as required.</p>	Governor	September 2018
				Governor	Completed
5.35	Work allocations should not be delayed. (3.27)	Agreed	A weekly activities allocation meeting chaired by the Industries Manager will be introduced to speed up this process.	Governor	September 2018



			A system of desk cover will be introduced and managed by the Industries manager to ensure that appropriate cover is in place to manage the allocations desk when the regular member of staff is absent.	Governor	September 2018
5.36	Vulnerable prisoners should not leave education classes early to attend PE sessions. (3.28)	Agreed	The prison will conduct a review of PE provision for vulnerable prisoners (VPs) and implement a revised timetable to prevent VPs departing early from education lessons. It is intended that the PE provision and length of the session times will not be altered.	Governor	September 2018
5.37	The number of prisoners released without employment, training or education on release should be monitored. (3.29)	Agreed	The Head of Reducing Reoffending will implement a bi-monthly monitoring system for prisoners released without employment, training or education on release and an action plan will be developed to introduce future improvements. HMPPS will collect data to track prisoners' employment and accommodation on release and will consider how to use it to measure the performance of both prisons and probation services to provide incentives for them to work together more effectively in the future.	Governor Executive Director, Community Interventions	September 2018 Ongoing
5.38	Tutors should set and monitor appropriate learning targets for all prisoners. (3.39)	Agreed	HMP Leicester will implement appropriate learning targets for prisoners in consultation with the education provider and the Head of Learning and Skills. Desktops QA and direct observation is in place to monitor the use of the ILP and target setting. This is done by Milton Keynes College outside assurance team yearly then monitored through action plans and revisited as required.	Director of Milton Keynes College Director Milton Keynes College	September 2018 Completed
5.39	The prison should identify and record prisoners' skills development and achievements for all activities undertaken. (3.40)	Agreed	In consultation with Milton Keynes College (MKC), HMP Leicester will implement a recording system for identifying and recording prisoners' skills development and achievements. All enrolments, achievements and withdrawals will be recorded on Pro-Solution (MKC database). The regional Data Officer will complete quarterly compliance checks. This will also be checked monthly by the Head of Reducing Reoffending. All learners' achievements are recorded on the learning record service including prisoners' initial updated assessment results.	Governor and Director of Milton Keynes College Governor	September 2018 Completed
5.40	Preparation for prisoners' employment on release should be promoted through practising job applications and interviews. (3.46)	Agreed	The prison will continue holding engagement events with key stakeholders and prospective employers in which CV, application form writing and interview techniques will be practised to help prisoners prepare for employment on release. The Head of Reducing Reoffending and Offender Management Unit are responsible for employment events, these are promoted to eligible prisoners through posters and invitations to attend. HMP Leicester works closely with Timpson's and McCreery engineers who deliver National Vocational Qualifications in engineering for 18-24 year olds.	Governor Governor	September 2018 Completed



			Prisoners are prepared for this with Functional Skills assessments Work Ethic training. This is then quality assured through observation.		
	Children and families and contact with the outside world				
5.41	The visitors centre should provide comprehensive advice and support for prisoners' families. (4.8)	Agreed	<p>A review has been conducted of the advice offered to families. Consultation with families will take place quarterly to enable the prison to provide the support families need. The family support provider is developing a package of support available for families.</p> <p>A booklet will be produced for first time visitors. A video providing information on the visits process is being developed for children. Notice boards will contain relevant and up to date information.</p>	Governor Governor	September 2018 September 2018
	Reducing risk, rehabilitation and progression				
5.42	The offending-related needs of different types of prisoners should be analysed and used to inform specific provision for them where needed. (4.19)	Partly Agreed	<p>This recommendation is partly agreed as HMP Leicester cannot commit to meeting all the needs of prisoners as it cannot be certain at this time whether all needs have been fully identified, and unlikely to be sufficiently resourced to meet them all.</p> <p>A needs analysis will be developed to represent specific groups of prisoners within the prison including Imprisonment for public protection, indeterminate sentenced prisoners and those convicted of sexual offences. The data will be used to progress prisoners to training prisons that meet their needs subject to population pressures.</p>	Governor	September 2018
5.43	All sentenced prisoners should have a sentence plan which is based on their risk of harm and likelihood of reoffending, and is managed actively to ensure progression. (4.20)	Partly Agreed	<p>There has been a review of Offender Management in Custody (OMiC) and this will address the issues which male closed prisons currently face around completing Offender Assessment System (OASys) reports (short term prisoners are out of scope for OASys). The new model will move the resource for OASys report completion into the training / resettlement estate and away from local / reception prisons, where there is more time for engagement with the offender and for the plan to be produced.</p> <p>The roll out of the new Offender Management model has commenced for the key worker element. HMPPS are currently working through the roll out schedule of the case management element of the model which will involve the deployment of additional probation officers into prisons. This element of the model and the transition period is being managed by Divisional Implementation Boards, with a target to have the full model implemented by September 2019.</p>	Executive Director of Prisons	September 2019



			<p>Subject to OMiC implementation, HMP Leicester will ensure all applicable prisoners have a completed sentence plan. Objectives will be specifically set to address the offending-related needs and any possible risk of harm presented by the individual prisoner.</p> <p>The Head of Reducing Reoffending and OMU will be responsible for embedding and managing this change to the current sentence planning process.</p>	Governor	April 2019
5.44	<p>Release planning for all high risk of harm prisoners should be more robust, including oversight by the interdepartmental risk management team, better communication about risks with the community-based offender manager and confirmation of the most appropriate multi-agency public protection arrangements (MAPPA) management level where necessary. (4.23)</p>	Agreed	<p>The prison will review arrangements to include closer collaboration between internal and external Probation teams and partner agencies. Sharing information about risks and updates provided during internal and community based multi-agency public protection arrangements meetings about possible release dates.</p> <p>The prison will also seek advice from HMPPS, Safer Custody and Public Protection Group policy lead when reviewing current interdepartmental risk management team arrangements.</p>	Governor Governor	October 2018 Ongoing
5.45	<p>Transfers should be progressive, timely and based on meeting prisoners' sentence plan targets. (4.26, repeated recommendation 4.22)</p>	Partly Agreed	<p>This recommendation is partly agreed. The population management team at HMPPS HQ inform HMP Leicester of the places available in the training estate for its prisoners, and the prison identifies which prisoners should transfer and request other moves if required. HMPPS will always endeavour to progress prisoners in a timely manner based on their needs. However, population and capacity pressures across the estate will in some cases or at some times militate against this approach, preventing a swift transfer or allocation to the ideal location.</p> <p>An approach for handling prisoners who refuse to transfer or who are refused by the receiving establishment has been agreed.</p>	Executive Director, Estate Transformation and Governor Governor	Completed
	Interventions				
5.46	<p>The number of prisoners released into sustainable accommodation should be monitored robustly, to evidence outcomes. (4.32)</p>	Agreed	<p>A monitoring system will be implemented by the CRC provider to capture the number of prisoners released into sustainable accommodation, which will provide evidence outcomes and action plans will be developed addressing any areas of weaknesses.</p> <p>The CRC providers are currently employing more staff to take on the work of verifying addresses of ex-prisoners in sustainable accommodation. Once the defining period of what constitutes a sustainable period has been agreed for this system, it will be able to be implemented.</p>	Governor Executive Director, Community Interventions	August 2018 Ongoing



			HMPPS will collect data to track prisoners' employment and accommodation on release and will consider how to use it to measure the performance of both prisons and probation services to provide incentives for them to work together more effectively in the future.		
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Recommendations	
Agreed	34
Partly Agreed	7
Not Agreed	5
Total	46



