**Section 3**

**Specification**

**For**

**Older Offender Services at HMP Leyhill**

CONTENTS

1. GLOSSARY OF TERMS
2. INTRODUCTION
3. BACKGROUND
4. SCOPE OF CONTRACT
5. DETAILED REQUIREMENTS
6. SERVICE LEVELS, KEY PERFORMANCE INDICATORS (KPI’S) AND MANAGEMENT INFORMATION
7. CONTRACT MANAGEMENT AND REVIEW

# Glossary of Terms

**Lifer**: Life Sentenced Prisoner

**IPP**: Indeterminate Sentenced Prisoner for Public Protection

**Open Conditions:** D category prison, free movement of prisoners

**EBM Programme:** Enhanced Behaviour Programme

**Older Prisoner:** Prisoner aged over 50

**Cat D Prison:** D category prison, free movement of prisoners

**Core Day:** This is the core times for movement of prisoners to education, activity and work within

the prison between 8.30 -16:30

**The Lobster Pot**: A “community/resettlement centre” for older offenders at HMP Leyhill, in which the services required for older offenders are undertaken.

**Personal Resettlement Plans:** A plan developed for all offenders as part of the service, detailing individual requirements and needs. All plans must be agreed with the offender manager and offender.

**Move on Plans:** This will form part of the Personal resettlement plan

**PSD**: Personal & Social Development

# Introduction

HMP Leyhill is a Cat D prison with an operational capacity of 515. HMP Leyhill is located in Wotton-under-Edge, Gloucester, GL12 8BT

HMP Leyhill currently accommodates the highest percentage of older offenders in the open prison estate.

“Old” in prison terms is classed as 50 years of age plus. At the time of writing, the prison has 52% of its population within this category.

Currently there are no national service standards and guidance regarding the rehabilitation and resettlement of older offenders.

Currently, one in six offenders in prison in the UK are aged 50 or over (13,257).

Of these, 43% will have been convicted of sex offences.

The number of older people entering the UK's Criminal Justice System has trebled in the last 20 years and is the fastest growing prison group. (Justice Select Committee 2014)

• Currently 13% of the prison population, over 11,000 men and women, are aged over 50 years (Ministry of Justice 2014)

• The older prisoner population has increased by 8% over the previous year compared with an entire prison population increase of just 1% (Ministry of Justice 2015)

• More than 80% of male prisoners aged 60 and over suffer from a chronic illness or disability (Prison Reform Trust - Growing old in Prison 2003)

Focus groups and feedback from our “Over 50s” population indicates that 65% of this population will require support with either a career change or accessing a pension.

# Background

All of the work undertaken for this requirement is linked to the 9 pathways for Reducing Re-Offending. All pathways are aimed at reducing reoffending and preparing for life upon release.

1. Attitudes Thinking & Behaviour

2. Finance Debt & Benefit Sessions (Support with Budgeting, Pensions, modern banking)

3. Mental & Physical Health (Age appropriate exercise and referral process to Mental Health Team)

4. Substance Misuse (Support for those abstaining and recovering from use of drugs/alcohol)

5. Education Training & Employment (Appropriate education including maths & English, IT, Life skills)

6. Accommodation (Preparation for being released into approved or local council/private premises)

7. Children & Families (Relationship and family support)

8. Domestic Violence (Support for those offenders who have been subject to Domestic Violence)

9. Sex Worker (Support for offenders wishing to come out of Sex working, on release)

The resettlement work undertaken focuses on the rehabilitation and developing social and life skills of the older offender, who have served in some cases very long custodial sentences, as they prepare for life after prison. A high number of older Lifers and IPP offenders are very institutionalised and lacking in simple social skills when they first arrive in open conditions.

The Lobster Pot, a “community/resettlement centre” for older offenders at Leyhill, in which the services required for older offenders are undertaken has been recognised as a hub of good practice, and the prison has been in a position to provide a wide range of specialist resettlement support.

The intended outcomes for the services provided within this contract are:

Effectively prepare offenders for purposeful life and retirement on release.

Offenders are able to demonstrate appropriate Social & Life Skills

Offenders are confident, able to manage money and are aware of their entitlement to benefits

Offenders have developed interests and hobbies to support links with the community

Offenders are aware of their career options where appropriate

The Lobster Pot is currently open 365 days a year for offender access between the hours of 9am and 7.30pm. The centre is self-monitored by Offenders, over weekends, bank holidays and after 4:30 daily.

The current service works closely with all partners and stakeholders within the establishment to ensure older offender personal resettlement plans reflect individual need and are agreed with Offender Supervisors.

The service is currently provided by RECOOP.

The provider will be required to work with all agencies and stakeholders across the establishment, including: OLASS Providers, Job Centre Plus, CRC, OMU, Healthcare, Gymnasium, Chaplaincy, Residential Staff. Any other external agency who could support resettlement activity.

# Scope of the Contract

The contract is required to support older offenders within the prison setting. The aim of the contract is to provide meaningful and purposeful activity for offenders over the age of 50 who wish to engage with the service.

The requirements of the older offenders will vary and Personal resettlement plans will be created to ensure all of their needs are identified and met and they undertake activities and hobbies as well as gain skills which will support them upon their release from prison.

# Detailed Requirements

The provider is required to carry out the services in the specification within the Lobster Pot Community/resettlement centre based at HMP Leyhill and the Residential unit as required.

All of the below mentioned activities are relevant to offenders who through age or disability may be unable to obtain employment on release.

Older Offender Resettlement sessions will include the following on a daily basis. These sessions are to be coordinated and managed by the provider

|  |  |  |  |
| --- | --- | --- | --- |
| **Purposeful Activities and Hobbies** | | | |
| PSD Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Music Sessions | Listening to Music, learning to play musical instruments | Core |
| b) | Arts and crafts | e.g. creative pastel drawing/origami/crochet including, an arts club, creative writing, including age related poetry sessions. (this list is not exhaustive) | Core |
| c) | Fine Cell Work (fortnightly sessions for all ages) | The making and sewing of high quality soft furnishings | Core |
| d) | Matchstick building groups | Making models out of matchsticks, supporting older offender dexterity. | Core |
| e) | Games and competitions | e.g. Bingo, Scrabble, Quizzes and other similar (this list is not exhaustive) | Core |
| f) | Gardening | ‘grow your own’ in small raised bed allotments. Gardening tools are provided by the establishment. Offenders grow Vegetables and salad stuffs to support healthy eating | Core |

* The provider will be required to challenge inappropriate behaviours and feed-back to Offender Supervisor (probation manager) and/or the prison’s security team as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Finance Debt & Benefit** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Budgeting for Daily Life | Including shopping, consumer rights, cost of living, cash machines, chip & pin, contactless payments | Core |
| b) | Pension & pension Credits advice | Plan visiting advisers from Job centre Plus and DWP to discuss retirement pensions and pension credits | Core |
| c) | Disability allowances | Mobility UK and Job centre Plus to advise on potential benefits available | Core |
| d) | Support for older offenders to engage with our allocated bank | Providing support to offenders to set up a bank account for use upon release | Core |
| e) | Support writing a will and/or a living will | The provider will support offenders as requested | Core |
| f) | Travel Passes | The provider will also work with local authorities on concessionary travel passes. | Core |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mental and Physical Health** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Age appropriate exercise | Including walks, nature walks (incorporated with discussions/competitions on nature observations) | Core |
| b) | Healthy eating & cookery sessions | Small Kitchen in Lobster Pot, supported cookery classes in education Dept. | Core |
| c) | Mental health issues and ageing mind | Supported through appropriate activities in conjunction with relevant partner organisations such as the Alzheimer’s Society, RNIB, Age UK and Mind. | Core |
| d) | Age appropriate Activities | For those over 50 with declining memory/cognitive skills e.g. Reading, memory games, reminiscing, crosswords etc | Core |

* The provider is required to consult older offenders and the Mental Health team as to the appropriateness and effectiveness of these activities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Substance Misuse** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Provider to build a close working partnership with both the Substance Misuse Team and the Healthcare | To assist the establishment in supporting older offenders in understanding the effects of using both illegal and prescribed drugs | Core |
| b) | Substance Misuse Information available | Age specific documents will be provided to support this pathway | Core |
| c) | Support and Guidance | Further support for older offenders in danger of pressure from other offenders regarding prescribed medications will be provided | Core |

* The provider is required to raise specific concerns and provide information to the Security department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Education Training & Employment** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Coordinating Offender Job shortage information | The provider will support offenders in producing individual information on specific job shortages in area of release, making it relevant for them and increasing the opportunity for the offender to leave prison with employment | Core |
| b) | Offender Volunteering Opportunities | Seek volunteering opportunities for offenders on release to increase skill sets and improve employability potential. | Core |

|  |  |  |  |
| --- | --- | --- | --- |
| **Accommodation** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Housing association contact | The provider will use housing association links to help older offenders and their understanding of what housing stock is available, the associated costs and other factors our high-risk population need to consider | Core |
| b) | Move on Plans | The provider will assist in developing “move on” plans as part of the personal resettlement plan for those being released into hostels and will work with Hostel Managers to visit the prison to work with offender’s pre-release. The offender supervisor will provide details to the provider. | Core |
| c) | Register for Housing | The provider will identify those councils who will allow offenders to pre-register for housing (before they work with the Community Rehabilitation Company (CRC) who deliver the 12-week pre-release sessions). | Core |
| d) | Housing applications | The provider will assist where appropriate with the application process once agreed with the Offender Supervisor and Offender Manager | Core |

|  |  |  |  |
| --- | --- | --- | --- |
| **Children & Families Pathway** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Family contact | The provider will work with Offender Supervisor and Offender Manager agreement, support and encourage family contact and liaison. | Core |

* The provider will work with Offender Supervisor and Offender Manager agreement to support and encourage family contact and liaison.

|  |  |  |  |
| --- | --- | --- | --- |
| **Domestic Violence Pathway** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Identify Domestic Violence | The provider should work with an offender should he disclose that he has been the victim of domestic violence and refer the information to the offender supervisor for appropriate support | Core |
| b) | Liaison | Liaising with the Offender Supervisor and Offender Manager to agree the necessary support | Core |
| c) | Working with Partners | The provider will work in partnership with partners and stakeholders such as CFO3/CRC to provide this. | Core |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sex Worker Pathway** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Identify sex Workers | The provider should work with an offender should he disclose that he has been a Sex worker and refer the information to the offender supervisor for appropriate support. | Core |
| b) | Liaison | Liaising with the Offender Supervisor and Offender Manager to agree the necessary support | Core |
| c) | Working with Partners | The provider will work in partnership with partners and stakeholders such as CFO3/CRC to provide this. | Core |

* The provider will be expected to identify concerns about individuals and advise partner agencies in the appropriate manner, but likewise work with the establishment to improve and enhance the individuals time at HMP Leyhill.

|  |  |  |  |
| --- | --- | --- | --- |
| **Resettlement needs and Individual Plans** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Personal resettlement Plan for over 60’s | All over 60s engaging with the provider will have personal resettlement plan | Core |
| b) | Personal resettlement Plan for over 50’s (below 60) | All over 50s who are engaging, will also have a plan, with a focus on employability. | Core |
| c) | Progress Evidence | Evidence of how the plans are progressing against the nine pathways for Reducing Re-Offending, will be available at all times. | Core |
| d) | Monthly reporting requirement | Monthly report evidencing work undertaken with men through the EBM programme. | Core |

* Resettlement needs and personal resettlement plans must be agreed between the provider, the Offender Supervisor and the offender.
* A template will be provided to the provider for personal resettlement plans, this template will belong to the Authority and the provider will be permitted to use the template in accordance with the contract.
* The provider will also be responsible for funding the refreshments

|  |  |  |  |
| --- | --- | --- | --- |
| **Refreshments** | | | |
| Sessions required Include: | | | |
|  | **Name** | **Description** | **Requirement** |
| a) | Hot and Cold Drinks | Tea, Coffee, selection of cold drinks | Core |
| b) | Snacks | Biscuits etc | Optional |

**Authority Responsibility**

The establishment will provide relevant prison training and support to undertake the role efficiently including any mandatory prison training, key and security training and IT support in the establishment.

The provider will be given access to an Authority IT computer within the Lobster Pot. All users will be required to adhere to the Authorities policies and security requirements.

The provider will be responsible for all other elements of the contract.

**Mandatory Requirements**

**Opening days/times -** The provider is required to staff the Lobster pot during the core day until 4.30pm Monday to Friday. The centre should be opened by 9am and ready to begin the services from this time. The provider permitted to agree with the establishment alternative opening times and days to accommodate specific special events as and when required. The provider is not required to staff the centre after 4.30pm daily, on Saturday or Sunday or Banks holidays.

**Hours of Service/*Delivery*** *-* The provider will staff the project for a minimum of 3,120 hours per annum in the Lobster Pot in line with the core day. Delivery is flexible to suit special events, visiting speakers etc.

**Materials/Tools** - The Provider will supply all activity materials and provisions required to run the centre.

**Staff Recruitment and Development** - The provider will be responsible for the recruitment and all aspects of staff development. It is expected that the provider’s staff will have prison / offender experience and be over the age of 18.

The provider will staff the project appropriately to deliver all objectives and targets as set under the terms of this contract, the equivalent of two full time members of staff at least will be required to run the service. The provider will ensure that there is sufficient staff to cover for sickness and holidays.

**Access to services -** The establishment advertise the Lobster Pot and its services to offenders. Offenders are also made aware of the services as part of their induction week. It is not mandatory for offenders to attend but they are encouraged to engage with this service by their personal officers and Offender supervisors

# Service Levels, Key Performance Indicators (KPI’s) and Management Information

The Authority will measure the contractor’s performance against the below KPI’s on a monthly basis to ensure a robust management regime.

|  |  |
| --- | --- |
| **Key Performance Indicator (KPI)** | **Achievement requirement (%)** |
| Opening Hours of Lobster Pot | 100% |
| Personal resettlement Plan over 60 | 100% |
| Personal resettlement Plan Over 50 | 100% |
| Evidence of Personal resettlement Plan development | 100% |
| Courses required fulfilled | 100% |
| Monthly reporting requirements | 100% |

**Management information which is required monthly**

|  |  |
| --- | --- |
| **Management Information** | **Frequency** |
| Evidence of work undertaken by the men under the EBM programme | Monthly |
| Number of attendees for each course provided | Monthly |
| Opening hours of Lobster pot | Monthly |
| Number of personal resettlement Plans developed and status of the plans | Monthly |
| Evidence of achievement of all KPI’s | Monthly |

The provider will be expected to represent the prisons older population’s interest at the following meetings:

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Supplier input requirement** | **Frequency** |
| Reducing Re-Offending | Feedback on support provided and support needed for offenders against the nine pathways for reducing re-offending. | Quarterly |
| Complex Needs | Contribution to stakeholder meeting regarding offenders with complex needs, both mental and physical. | Monthly |
| Equalities Meeting | Equalities meeting involving offender representation. Age is one of the equality strands discussed. | Bi- Monthly |
| Safer Custody | Multi-disciplinary meeting identifying and underpinning the safe custody of offenders at Leyhill | Quarterly |
| QIG (Quality Improvement Group) | Multi-disciplinary group developing and improving prison wide learning and support | Quarterly |
| EBM (Enhanced Behaviour Monitoring) meetings | Discuss input into a six-month programme designed to support offenders transitioning into open conditions and to manage risk related behaviours. | As required |
| Full Staff Briefings | Updates on prison and any new strategies that staff need to be aware of. | Monthly |
| The provider will attend a monthly meeting to review all offenders engaging with the resettlement activities/programmes and will provide details on progression and achievement. | To review and record activities, in line with the contract. | Monthly |

# Contract Management and Review

The Authority will hold monthly meetings at a time and date to be agreed between the Authority and the provider to review contract performance, KPI’s and management information as specified.

An agenda will be provided by the Authority for all meetings.

A quarterly performance meeting will be held at a date and time agreed between the Authority and the provider.

The Authority will monitor the contractor’s performance throughout the life of the contract on a regular basis.