

**Glenochil Visiting Committee  
HM Prison Glenochil**

**ANNUAL REPORT  
2013 – 2014**

# SECTION 1

## STATUTORY ROLE OF THE VISITING COMMITTEE

The statutory responsibilities of Visiting Committees and of their members are set out in Part 17 of The Prisons and Young Offenders Institutions (Scotland) Rules 2006 made under Section 8(2) of the Prisons (Scotland) Act 1989 (c.45). That states: “Rules made under section 39 of this Act shall prescribe the functions of visiting committees and shall among other things require the members to pay frequent visits to the prison and hear any complaints which may be made by the prisoners and report to [Scottish Ministers] any matter which they consider it expedient to report; any member of a visiting committee may at any time enter the prison and shall have free access to every part thereof and to every prisoner”.

A Visiting Committee is specifically charged to

- co-operate with Scottish Ministers and the Governor in promoting the efficiency of the prison;
- inquire into and report to Scottish Ministers upon any matter into which they may ask them to inquire;
- immediately bring to the attention of the Governor any circumstances pertaining to the administration of the prison or the condition of a prisoner when they consider this necessary; if the Governor has not remedied matters within a reasonable period of time, they shall bring the matter to the notice of Scottish Ministers;
- from time to time, inquire into the state of the prison premises and inspect the food and drink provided to the prisoners and if at any time they find these unsatisfactory, record any deficiencies in their minute book and send a copy to Scottish Ministers and the Governor;
- hear and investigate any applications or complaints which prisoners may make to them and report their findings to the Governor and Scottish Ministers;
- visit the prison fortnightly by not fewer than two of its members
- at its discretion inspect prison records other than personal records, prisoners’ records and security manuals or other papers which have implications for security and make a note of their inspection in their minutes;
- Make an annual report for the period of 12 months ending on 31 March each year to Scottish Ministers about the state of the establishment and its administration and include any advice and suggestions they consider appropriate.

## SECTION 2

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## **SECTION 3**

### **DESCRIPTION OF THE PRISON**

HMP Glenochil is a high security prison which in recent years completed a multi-million pound rebuilding programme transforming it into a 21<sup>st</sup> century establishment.

It accommodates 300 both long and short term mainstream prisoners together with 350 sex offenders. Prisoners are not committed directly from the courts but are transferred after conviction from other establishments, mainly Barlinnie and Edinburgh.

The design capacity is 670 which is made up of two new purpose-built halls, Harvieston, which with a capacity of 316, houses mainstream prisoners and Abercrombie, whose capacity is 354, houses sex offenders. Both of these populations have to be kept separate from each other at all times. Devon Hall is the segregation unit which can hold 14 prisoners

During 2013-2014 Glenochil had an average capacity of 684. The split between Long Term Prisoners (LTP) and Short Term Prisoners (STP) has changed from c. 60/40 respectively to 77/23 since the arrival of the sex offender population who tend to receive longer sentences.

Education is contracted to Motherwell College and some of the Worksheds and the Kitchen offer the opportunity for vocational qualifications.

Healthcare is contracted to the NHS.

The Social Work Team is employed by Clackmannanshire Council and is part of the Council's Criminal Justice Service.

Various voluntary, charitable and religious organisations come into the prison including: - Samaritans, Alcoholics Anonymous, Narcotics Anonymous, Open Secret Counselling, Job Centre, Housing Officers, Sycamore Course Restorative Justice, New Roots Mentoring Service and Families Outside.

# SECTION 4

## EXECUTIVE SUMMARY

This has been another very unsettled year for the Committee as a result of the Justice Secretary's continued indecision on the future of Visiting Committees in Scotland. The Committee has operated throughout the year 5 under complement as 2 Local Authorities chose not to recruit new members because the Scottish Executive had not made a final decision on this matter. This has put a tremendous burden on the remaining members and I would like to thank them for their continued support in undertaking extra duties to ensure that Glenochil Visiting Committee has fully complied with its Statutory Duties under the Prison Rules. National training has also been seriously affected by this ongoing situation however, Glenochil VC has maintained a high level of local training which is detailed in the Report.

The demographics of the Prison have changed in this reporting year with the sex offender population now out numbering mainstream prisoners. This has resulted in increased demands on several departments. Psychology and Social Work have had to increase their staffing levels and staff have also had to be trained to undertake the specialist programmes needed when dealing with a sex offender population. There is a serious lack of places on these programmes and that together with the length of time taken to produce written reports results in large numbers of complaints. As sex offenders are an older population, mainly because of historic crimes and longer sentences, the Health Centre has had to make provision for more disabled, age related and terminal illness. Some cells are currently being adapted to meet the needs of these prisoners.

The prison now operates a system of timetabling to ensure that all prisoners are engaged in purposeful activity throughout the day. This has resulted in more mainstream prisoners taking part in work and education with the two groups of prisoners gaining educational awards both academic and vocational. However, the present economic climate has caused a decrease in orders for the worksheds and an industries review is presently being undertaken. Glenochil prisoners earned twenty five Koestler Awards in creative writing and music and also a Butler Trust Award for a cookery course despite ongoing understaffing in the kitchen. The Link Centre introduced a discussion group for elderly and infirm prisoners who are unable to work and this, together with much improved library facilities, is proving to be very popular.

The Fitness Centre and a VC Member organised several sporting events, including football and cricket, with local community teams all of which were highly successful and enjoyed by both sides. A fitness programme for the over 65's has been put in place to accommodate the ageing population.

Although the total number of complaints has not markedly changed, the number of Orderly Room attendances and prisoners moved to the segregation cells has dropped significantly. This is thought to be due to the fact that although sex offenders are well documented to be litigious complainers they have fewer appearances in the Orderly Room and are less likely to display the need to be moved to the segregation cells.

Robert Freebairn (Chairman)

Isabel Foster (Vice Chair)

## **SECTION 5**

### **5.1. HEALTH CARE AND MENTAL HEALTH**

The demographics of the prison population results in greater demands on Health Care Services. The high proportion of elderly prisoners with complex health treatment needs creates an increased demand for specialised services. A High Care Prisoners Working Group has been formed, is chaired by the Governor and meets on a weekly basis. A joint clinic between Physiotherapy and Occupational Therapists is held monthly in the Health Centre.

There have been several changes to staffing within the period covered by this report. The staff has also been involved in training in order to provide a more diverse service, to meet the health needs of the current prisoner population in Glenochil Prison.

The Primary Care Team- provide essential responses to primary health care needs of prisoners. This team also provides sexual health clinics and support in the area of addiction services. The demands for primary care services has necessitated the introduction of a second treatment room.

The staff working in the area of Mental Health/Addictions adopt a team approach and provide skills that are invaluable for dual diagnosed prisoners.

There were 571 recorded complaints to the Health Centre for the period of this report.

### **5.2. PSYCHOLOGY**

During the period of this report the Unit Manager went on maternity leave and a Psychology Manager, has been acting up in her absence. Changes in staffing took place during the period of this report. Additional staffing was recruited in October to bring the Psychology Department closer to the full complement of staff now necessary to deal with the increased demands of the sex offender population.

Psychology staff are involved in prisoner programmes and Psychology Managers in conjunction with other members of Glenochil Staff are on the Risk Management Team. The Psychology Team has been involved in work to replace the Good Lives programme for sex offenders with the new Moving Forward Making Changes programme and prisoners are unable to progress until they have completed this. The waiting list is extensive and that together with the length of time taken to complete written reports results in a large number prisoner complaints.

During the period of the report there were 45 prisoners with Orders of Lifelong Restriction in Glenochil who required to have their cases managed by a Psychology Manager. The Psychology Team have to work closely with the Programmes Team and have a strong commitment to achieve successful outcomes.

### 5.3. SOCIAL WORK

Challenges to recruitment are presented as a result of requirements for specific qualifications and experience to enable social workers to deal with the sex- offending population. In order to meet the service demands during this period agency staff has had to be contracted.

Social Workers in this prison environment require to engage in regular training, update their qualifications and keep their registration with an appropriate body for Social Work. The present prisoner population at Glenochil Prison requires Social Work to adopt a bespoke approach to Training and Development.

Social Workers are solely responsible for undertaking structured risk assessments for prisoners subject to post-release supervision. Risk Assessment places heavy demands on Social Work with priority being prisoners in the pre-release stage. Some technical issues are being addressed by the risk Management Authority.

There are good working relationships in the Social Work Team and the Social Work Manager believes that there is a strong collaborative approach to the working relationship with Social Work and SPS staff.

### 5.3. RESIDENTIAL ACCOMMODATION

The review year has been another period of change for both of the main Halls. Timetabling, adaptation of accommodation and prisoner transfers as Grampian Prison has neared completion have all had their effect. Despite the potential for harmful disruption the Staff and prisoners have coped well and by comparison with past years the last 12 months have been relatively uneventful.

**Abercrombie Hall** This has been Abercrombie's first full year with a complete complement of Protection Prisoners. Design capacity is 354 prisoners but at times the Hall has coped with 10-12 persons over this figure without too much difficulty. Doubling up in single occupancy cells remains a continuous issue but Staff have become adept at managing both this and the associated problem of trying to separate smokers and non-smokers. Significant progress has been achieved with adapting the facility for disabled prisoners. A3 which is the entry Flat has had ramps installed, cells adapted for better wheelchair access and changes to the showers. This population has higher health care needs and the close proximity to the Health Centre was a factor in choosing Abercrombie for these prisoners. At the time of writing Abercrombie has 2 cancer patients one of whom is terminally ill. This stretches both Hall Staff and medical resources but some relief has been achieved by training able bodied prisoners to act as carers. These extra Passmen duties involve cleaning, dressing and bio-hazard training at special rates of pay. There were no reportable HSE incidents or serious disturbances during the review period.

**Harviestoun Hall** Mainstream population numbers have fluctuated during 2013/4 between 316 [normal] and 375. The Grampian effect is beginning to show with only 295 in the Hall at the time of writing. The introduction of Purposeful Activity has impacted Harviestoun more than Abercrombie where work opportunities were more eagerly sought. Since its

introduction Harviestoun has a much higher percentage of working prisoners. All now understand the need to work and while it remains unpopular among those with no experience, culture or tradition of employment Status 6 has only been used very occasionally. At the same time timetabling difficulties and a reduction in outside demand for products from the Work Sheds has cutback the available opportunities for work. Staff are very aware of this and are constantly modifying timetables to suit. There have been a number of disciplinary incidents over the year but given high population numbers it has been a relatively settled period with no deaths or reportable HSE incidents. Regarding Staff, there is now somewhat better morale among the Harviestoun teams. Different Halls develop different staff cultures and efforts are made to transfer, if possible, 25% each year between Halls.

**Devon Hall** Average numbers have been similar to past review periods at around 7-8 prisoners. The Unit has had to cope with a long term run of segregation prisoners. Many of these men are very difficult to manage with frequent transfers to other Prisons in an effort to find a stable environment and a return to association. The review year has seen Staff more than usually occupied coping with just one highly disruptive prisoner for whom transfer is probably not now an option. Dirty protests have occurred sporadically along with self-harming and cell damage. For the future there is the possibility that Glenochil bio-hazard trained prisoners might be used to clean contaminated cells. Staff in the Unit tend to have long service in Devon Hall but moves throughout the SPS are providing opportunities to refresh the team with new blood.

## **5.5. LINK CENTRE**

The Link Centre undertakes a number of functions and provides a number of services such as induction, programme delivery, library, chaplaincy and information for prisoners in preparation for release. The Centre has strong links with external partners and allows prisoners to meet with outside agencies such as housing, addictions, employment and education, when making the transition from prison life to the community.

Trainee Psychologists facilitate programmes alongside Programme Officers on a range of offense focused programmes such as Constructs, SROBP (Substance Related Offending Behaviour Programme), CARE (Controlling Anger & Regulating Emotion) and Good Lives (sex offender) Programme. These programmes are supervised by Psychology Managers. The Acting Head of Psychology is the Treatment Manager for the Good Lives programme. The Good Lives programme was evaluated within the SPS and subsequent to this, the Community Justice Division (Scottish Government) commissioned the development of a new single programme which addresses the treatment needs of sexual offenders in both community and custodial settings. The Community Justice Division and the SPS worked together to develop 'Moving Forward: Making Changes' (MF: MC). MF: MC is replacing the SPS Good Lives Programme and is piloted at Glenochil.

The delivery against KPI targets for Offending Behaviour Programmes was as follows:-

<b>Programme</b>	<b>Target</b>	<b>Delivered to Date</b>
Good Lives/MF: MC	36	24
SROBP	26	26

Constructs	32	38
CARE	14	18
Alcohol Awareness	20	28

The reason for the Good Lives/ MF: MC programme not achieving its targets is due to exceptional circumstances: - Maternity leave of the Psychology Manager, staff vacancies and programme changes, i.e. staff having to be trained to deliver the new programme.

The library has recently begun a refurbishment as a result of consultation with Clackmannan Council libraries and prison staff visits to local libraries to improve facilities and services. The height of shelving has been reduced and mobile units have been provided. A number of books have been donated by staff, prisoners and a Glasgow publisher and the book stock now exceeds 4,000 titles. Abercrombie prisoners use the library much more than Harviestoun prisoners; a ratio of 2650 to 120. A library catalogue of books has been created to allow prisoners not able to visit the library to borrow books. Although there is a timetable to suit both population of prisoners, elderly and /or disabled prisoners are aware they can spend all morning/afternoon in the library. Chess and Scrabble are now being played regularly in the library and Friday afternoon has been rescheduled to provide protection prisoners with additional time in the library. The weekly discussion group for Abercrombie prisoners, who are not able to undertake work, continues to be well attended.

The Chaplaincy/faith room is used for Christian and Muslim services as well as for other events such as the Abercrombie discussion group celebration of St Andrew's Day, the Sycamore Tree courses, the Alpha courses, choir practice and funeral services. The newly appointed Imam has developed a programme for Muslim prisoners.

## 5.6. EDUCATION

Staff from Motherwell College are responsible for delivering learning programmes in Glenochil. During the last eight months Motherwell College delivered 27,587 hours of education; the pro-rata target would be 22,000 (Annual target is 33,000 hours). The team should be congratulated for achieving the target. Protection prisoners generally have very good attendance and the 40 places in the morning sessions are nearly always full with long waiting lists. In contrast, the afternoon sessions for the Mainstream population have poor attendance with about 25 places taken up out of 40 available. The issue of getting this population interested in education or training is an ongoing problem.

During the year the Shannon Trust contract with SPS came to an end however, the literacy programme, now called Peer Education Programme (PEP), continues since peer tutoring is an important factor to help prisoners with their literacy skills.

The music courses are very successful and in the coming year a number of students from both halls will be able to sit their music theory exams issued by the London College of Music.

In terms of new courses a Business Studies course was delivered for the first time this year to Abercrombie prisoners to prepare them for a life in self-employment on release. As part of the Business Studies course a print cartridge initiative was launched in conjunction with

prison recycling, which has yielded £83.38. The money has been donated to charity. Other new courses include Modern Studies, Scottish History and ESOL (English as a Second Language). In order to provide qualifications for prisoners working in the gardens and the poly tunnels, development work has been undertaken for a pilot scheme - 'Work place skills' and 'Horticulture'.

The cookery courses continue to be popular with both Harviestoun and Abercrombie prisoners and there is a waiting list for both populations. A number of qualifications can be achieved through the cookery course, not only in terms of food hygiene and food handling but also an Intermediated 1 Qualification in 'Working with Others'. This is based around creating a recipe book, which the student can give to family members. The project includes recipes, photographs of meals created, art work and a diary of the duration of the course. The end of the course is marked by a Master Chef competition to which family and friends of the prisoners are invited. A number of the prisoners, who have successfully completed the cookery course, have on release been able to apply to Catering Colleges to continue their education. The delivery of these courses has led to the team being awarded a Butler Trust Award.

This year there were 20 applications for Open University with six prisoners being successful. Two hundred and seventy seven SQA certificates have been awarded in the last eight months.

The Learning Centre submitted 48 pieces of work to the Koestler Awards: - 24 pieces of art, 20 in creative writing and four in music. Twenty-five awards were earned by Glenochil prisoners, seventeen submissions were recognised for their achievements and of those nine won cash prizes worth £330 in total. There was a great diversity of successful submissions:-

- 5 watercolours
- 3 drawings
- 2 poems
- 1 pastel drawing
- 1 piece of life writing
- 1 stage play (nine people involved)
- 1 screen play
- 1 radio production (5 people involved)
- 1 piece of instrumental music (2 people involved).
- 1 Platinum prize winner submitted a mixed media artwork of the seven energy centres in the body.

A Harviestoun prisoner has completed two commissioned art works which now hang in the main corridor linking the work sheds.

A number of prisoners have been successful in having submission to the STIR magazine, the prisoner Arts Magazine, published. Paintings and poetry figure most prominently in the submissions.

The Learning Centre was opened to visitors on Saturday 7th and Sunday 8th September as part of the Open Doors initiative. A total of 54 people visited the unit where educational literature and hand-outs were presented and available to take away.

## 5.7. PRISON ESTATES AND ADMINISTRATION

The Estates Department has been very busy throughout the year with a number of individual projects within the prison including some work which had to be Tendered for and is now completed:-:-

- further outdoor landscaping
- re-configuration of the lower level Health Centre
- decoration to levels one, two and three areas in Harvieston
- additional office accommodation for the open plan procurement office and offices for Industries
- recycling covered work area completed.
- Harvieston Hall South water mist safety system pumping unit replaced
- Abercrombie Hall power supply trunking system replaced
- air conditioning systems to both Harvieston and Abercrombie have been serviced.
- shower upgrade in the accommodation halls including water resistant panels to walls and ceilings
- refurbishment of the Dentist facility was completed and is now operational
- air conditioning within the Control and Restraint (C & R) training was installed commissioned and is now operational along with the C & R briefing room which has been upgraded
- new hearing induction loop system has been installed in the Vestibule
- cleaning, resealing and replacement of the solar film to the glazed atrium area in Harvieston is now completed
- installation of ventilation to the Vocational Cleaners (VT) cleaner's area has been completed.
- decoration programmed painting is ongoing with the Devon Hall manager's office
- Electronic Control Room (ECR) along with access corridor and offices finished
- Abercrombie Hall painting has been completed for all flats and cells.
- In the kitchen refurbishment of the storage areas including new wall panels, doors and decoration along with deep cleaning of kitchen and hall pantries has been completed and is subject to an ongoing maintenance programme.
- LED external lighting
- partitioning and flooring for the gym
- up and over doors for the workshops
- specialist maintenance
- pressure vessels and boiler works have all been carried out

All round maintenance work is carried out on a regular basis throughout the year.

The Estates Department ably lead by its manager has 20 of a staff, including office, first line managers, electricians, fitters/plumbers, joiners, grounds man and general operatives. One of the enlightened ideas has been the inclusion for the first time of a new apprentice scheme which is widely encouraged and to be expanded.

## **5.8. FOOD**

The year under report has been difficult for the kitchen staff. There has not been a full staff compliment since August 2013 owing to injury and illness. At times 2 and 3 staff have been off at the same time. It is because of the support and commitment of fellow staff and prisoners that meals have been delivered on time.

There has been a difficulty in recruiting and retaining prisoner staff. This has been exacerbated by the protection prisoners in the Abercrombie wing as there is an ongoing difficulty with the distrust between the main stream and the protection wings.

The proposed provision of home grown produce is proving very useful to supplement the daily dietary requirements, save money and give the prisoners some vocational training.

Food complaints tend to fall into two categories which are the choice, taste and portions of food and complaints about the length of time food is kept in hot conditions. Different dietary needs are being met by the kitchen staff who are very sensitive to individual and religious needs. There are regular food forums with the prisoners to explain the thinking and methodology behind the dietary processes to ensure a well balanced and nutritious diet within the financial restrictions that are in place. This necessary and essential interaction with prisoners is most welcome and should be encouraged on an ongoing regular basis.

The cookery class is producing healthy meals and snacks for staff and prisoners. These classes are proving to be a great success and very popular with the inmates. The courses are now being reduced from 12 weeks to 8 weeks to encourage more prisoners to participate.

The kitchen facilities are now working to a good standard with regular maintenance and upgrading along with a replacement boiler

Philip Humphries [manager] and Steven Scott [trainer] along with Stewart MacPherson [Motherwell College lecturer] were at Buckingham Palace earlier in the year to receive their joint Butler Trust awards for supplying and providing excellence in Glenochil. An excellent reward for hard work and dedication and a good testament to the forward thinking of all the staff involved.

The catering department in a recent audit received Substantial Assurance which is a testament to the hard work and dedication that the staff has put into ensuring that protocols and processes have been carried out to a high standard regardless of outside and various factors

## **5.9. WORK / INDUSTRIES**

Two factors have impacted significantly this area of the Prison's activities during 2013/14. First Purposeful Activity has increased the numbers of prisoners wishing or available for work. Second, the economic environment and other changes extraneous to the Prison have reduced the demand for the products and services offered by the Work Sheds. In recognition of this the senior Team have commissioned a wide ranging Industries Review to examine the whole spectrum of work related activities in the Prison. The group undertaking this review is

headed by the Governor and will determine what work opportunities are open which offer realistic long term potential and which at the same time will best advantage prisoners returning to society. Thought will be given to determining what prisoners are getting out of work opportunities, enhancing prisoner skills, linking more with the outside Community and Staff placements to achieve the best impact. The group will also focus on providing meaningful qualifications for prisoners and engaging more commercial organisations into the Prison as possible partners in this endeavour. Reverting to the Work Sheds as currently configured:-

- Laundry – experienced real difficulties during the year with equipment failure. Machines have now been replaced and the SPS will now undertake maintenance instead of outside contractors. The existing over-utilisation of services by prisoners will be better controlled with a form of informal “contract” agreed concerning quantities and turn-around times.
- Engineering – has had very little work and a decision has been made to close this activity and to decommission the space for other activities.
- Speedy Hire – a continuing success story. Now offering higher level qualifications to prisoners.
- VT Painters/Decorators, Industrial Cleaners/Hairdressers – links established during the year with B&Q supplying tiles and materials for a tiling course. Prisoners can now get training and qualifications in bio-hazard work and might tackle some bio-hazard work in the Prison.
- Laminating Shed - demand has dropped away for products produced in this Shed and the space is now used for woodworking.
- Timber Assembly – has been very busy; possibly in profit.
- Digi Box – closed. The work proved to be sporadic and meaningless in terms of providing purposeful activity.

New activities include work for 20/25 prisoners engaged in Grounds/Garden activity. An extra member of Staff has been recruited and opportunities are being created for disabled prisoners e.g.: - raised beds. It should be possible to handle two parties, Abercrombie and Harvieston. Further skills offered now include fork lift driving following the acquisition of a machine and the training of an Instructor.

Benefits following the Timetabling initiative are significant but are limited by available space. More prisoners than ever are working part time if not full time. Staff now have a better understanding as to why prisoners will not work and inmates now know they must work. The approach involves 3 groups split into 2.5 day work plus 2.5 day education/programmes. Despite setbacks HMP Glenochil might now be the best performing Prison in the SPS for employment opportunities and outcomes.

## **5.10. RECEPTION**

All prisoners entering or leaving the prison must pass through Reception. Glenochil only receives prisoners from other establishments, never directly from the courts and as a result tends to have a fairly stable population. However in the last 6 months of the year, mainly due to the Grampian Project, the number of prisoners rose from 650 to 750 before settling down at 620.

The sex offender population has an increasing number of elderly prisoners some of whom are disabled or have age related illnesses which necessitate frequent hospital appointments and appropriate adaptations have been made to accommodate these prisoners in reception. Procedures have also been put in place to alert the transport agencies to provide appropriate vehicles but on occasion these instructions have not been adhered to.

To allow prisoners to be released into their local community there is an increasing tendency to transfer them to a local prison up to 6 weeks prior to release

Prisoners are restricted in the number of personal items they can have in their cells and the remainder of their property is stored in a secure area in Reception. SPS does not have a uniform policy on this which also includes what a prisoner is allowed to buy from the canteen. This can cause problems with prisoners comparing conditions in different establishments but Glenochil tries to encourage surplus items to be given out.

## **5.11. VISITS AREA**

All visits must be pre booked by the prisoner and Prison Rules allow a minimum 2 hours of visits per month although Glenochil prisoners are encouraged to request more as not all prisoners use their allocation. Approximately two thirds of all visits booked are taken up.

On entry to Glenochil all visitors must provide photographic identification and all persons and items entering the establishment are scanned by x ray machines for security purposes. Visitors entering the prison may also be searched in accordance with Prison Visit Rules. Parking places and a lift are available for disabled visitors, however, one prisoner has his visits in the Links Centre as his visitors, because of their personal circumstances, could not be evacuated by the EVAC system in the event of an emergency. There was an attempt to provide a buggy/pram parking area, however, this may be withdrawn as visitors prefer to leave their vehicles outside the ladies lockers.

Recent changes allow prisoners to bring their property request application form to the visits room and property can be handed over there. Visitors can no longer bring food for prisoners they are not visiting and a numbering system has been introduced to control the queue for the canteen. Prisoners must also bring their relevant booking slip to the visits room together with their ID.

There are very few visit requests for children from the sex offender population but a significant number for mainstream and during the year arrangements have been made to make the visits area more family friendly. This has been done in co-operation with Families Outside, an organisation which supports and represents the families of prisoners with young children, together with Fife Education Services. There is an ongoing training scheme for some teachers to give them an insight into the issues a child may have to cope with when their dad is in prison. It's intended that this will be extended to other schools in the future.

A Toybox scheme has been introduced and is proving very popular with visitors and prisoners. Families are supplied with a secure box and may bring in toys up to a value of £50. An age appropriate toybox can be provided for those who do not wish to, or cannot, participate in this scheme.

There are also plans to include a soft play area in the visits room which will require 3 or 4 tables to be removed. Alterations and redecoration need to be completed before this can be provided but it is expected to be available by mid-2014.

Several front of house staff have been registered to obtain a Customer Care SQV qualification.

## **5.12. FITNESS CENTRE FOR HEALTH AND WELLBEING**

Gym has been a focal point for many prisoners this year with many and varied activities. There have been many internal competitions along with visits from outside organizations and a two day Wellman Clinic was held in October and March.

The annual events include football 6 aside, two ironman competitions, a superfit competition against a local police team, rowing, vertical climb, headed tennis, short tennis and badminton. These competitions were well attended and in some cases very hard fought with a winning ethos throughout the games.

Charity events included a prisoner for sports relief carrying out a 46,000 feet vertical climb that took 8 hours of continuous effort. The annual Old Firm football matches for both Abercrombie and Harvieston. The MacKenzie fitness final, a marathon run and a marathon vertical climb. These events were well supported and a substantial sum of money was raised at the various events for good national and local charities and good causes.

Visiting teams were made very welcome and various sports were played to include Oakwood football club, Sauchie Juniors football club, Tillicoultry under 19's football club and Dollar Cricket club who played a "round robin" of indoor cricket and at a later date a soft ball competition. Dollar won the cricket while Glenochil won the softball, so honours even.

New facilities created in the year included a new Cardio Vascular area within the gym which was completed in March of this year and includes all new equipment such as bicycles, vertical step and monkey bars. A new petanque court has been created and it is anticipated that visiting teams will be encouraged to participate in competitions against the prison.

Various courses have been attended including a Sports Leader Level 1, SQA Football Intermediate 2, a gym instructor course was started in February of this year. A manual handling course is twice a week.

For the Commonwealth Games two members of staff have been selected to be Baton Bearers when the Baton reaches Clackmannanshire. One of them has also been selected to help and assist at the weightlifting competition at the SECC during the games. This honour will be of great help and assistance as he will be actively involved at the highest level with coaches and weightlifters whose knowledge and expertise will be used to enhance the working of the gym.

New staff qualifications include the OTAGO regime for the over 65's for fall protection and general health, kettleball instruction and advanced manual handling.

The gym staff comprises 7 and a manager who has overall control. They are a happy team and put their expertise to good effect to ensure the professional running of the gym.

## SECTION 6

### 6.1. SEGREGATION UNIT

The Segregation Unit which can hold up to 14 prisoners is a stand-alone modern purpose built facility. During the reporting year a total of 255 prisoners were housed in the unit compared to 370 in the previous year, a decrease of 30%.

### 6.2. ORDERLY ROOM

During the reporting period 434 prisoners were processed through the Orderly Room compared to 811 the previous year, a decrease of 46%.

### 6.3. SPS INTERNAL CP COMPLAINTS PROCEDURE STATISTICS

Internal Complaints	2012/2013	2013/2014
Direct to Health Centre Feedback Forms	556	571
PCF1 Direct to First Line Manager	1089	1028
PCF2 Direct to Governor	497	488
Freedom of Information Requests	171	180
<b>Total Complaints</b>	<b>2313</b>	<b>2267</b>

## SECTION 7

### 7.1. THE WORK OF THE VISITING COMMITTEE

#### VISITING COMMITTEE MEMBERSHIP AND STATISTICS

<b>Members</b>	<b>Rota visits 2012-2013</b>	<b>Rota Visits 2013-2014</b>
Mr Robert Freebairn (chairman)	14	15
Mrs Isabel Foster (vice chairman)	15	19
Mr John Biggam	9	18
Mrs Grete Birtwistle	10	15
Councillor Kenny Earle	5	9
Mr Robyn Murray	17	15
Mr Paul Owens (non attendance due to serious illness)	8	0
Mr Robin Morris	8	10
Mr Anthony Stewart (resigned April 13)	10	0
Councillor Graham Watt	7	9
<b>Total</b>	<b>103</b>	<b>110</b>

<b>Visiting Committee Statistics</b>	<b>2012-2013</b>	<b>2013-2014</b>
Recommended complement of VC Members (per Rule 155)	14	14
Number of Members at start of the reporting period	11	11
Number of Members at end of the reporting period	11	9
Number of Members joining within the reporting period	1	0
Number of Members leaving within the reporting period	1	2
Total number of Committee Meetings during reporting period	6	8
Average number of attendances at Board Meetings during reporting period	8.3	7.1
Total number of applications/complaints received	158	123
Total number of Rota Visits to prison	103	110

## APPLICATIONS/COMPLAINTS

<b>Applications/Complaints Statistics</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
Accommodation	10	8	10
Diversity related	1	20	1
Education /training /work	3	16	6
Estates issues (conditions)	0	4	1
Family / visits	6	10	6
Food	10	16	5
Health related	26	21	20
Inter-establishment transfers	17	23	16
Personal property	4	6	0
Staff /prisoner related	4	3	20
Miscellaneous	11	31	17
<b>Total</b>	<b>102</b>	<b>158</b>	<b>123</b>

This is a decrease of 20% on the last reporting period.

### 7.3. THE COMMITTEE

The Committee continues to operate below full complement due to the Justice Secretary's on going indecision on the future of prison monitoring in Scotland. This continues to result in some Local Authorities deciding not to recruit new Members. The remaining Committee Members must yet again be commended for taking on many extra duties during this very difficult period.

### 7.4. TRAINING

The Committee is fully committed to ongoing in-service local and national training, both of which are of a high standard and are planned up to a year in advance. New members must undergo an Association of Visiting Committees' (AVC) standard induction training which is delivered by the Chairman.

Local training consisted of 3 full day sessions. Speakers were also invited to address the Committee at 3 of its business meetings. Thanks must be given to the Governor, Training Officer and Staff for their support and help.

All national training is organised by the Association of Visiting Committees (AVC). Unfortunately this was seriously curtailed this year, again as a direct result of the indecision on the future of prison monitoring in Scotland. Details of all trainings are shown in the tables below:-

## 7.5. VISITING COMMITTEE TRAINING RECORDS 2013 -2014 HMP GLENOCHIL

(Annex A)

VC TRAINING DELIVERED LOCALLY									NATIONAL TRAINING (AVC)			
MEMBER'S NAME	Induction	Tour	Expenses	Rotas	Interviews	Requests/ Complaints	Minute Book	Key Training	FC/1	CD/1 None Held	Chair/ Vice Chair None Held.	Annual Conference
R Freebairn (Chair)	**											X
I Foster (Vice Chair)	**											X
J Biggam	**											X
G Birtwistle	**											X
K Earle	**											
R Murray	**											X
P Owens	**											
R Morris	**											
G Watt	**											

**\*\*** Members who have undertaken this training in previous years

**X** Member attended

**FC/1** Foundation course

**CD/1** Continuing development

## VISITING COMMITTEE TRAINING RECORDS 2012 -2013 HMP GLENOCHIL

(Annex A))

<b>SPS TRAINING DELIVERED LOCALLY</b>			
<b>DATE</b>	<b>April 2013</b>	<b>June 2013</b>	<b>August 2013</b>
<b>MEMBER'S NAME</b>	<b>Prior to the Committee Meeting – Sex Offender Training for Prison Officers</b>	<b>Prior to the Committee meeting. Management of OLR Prisoners</b>	<b>Prior to the Committee Meeting. Overview of Gym</b>
<b>Presenter</b>	<b>Presentation by J Leitch</b>	<b>Presentation by P Cairney</b>	<b>Presentation by W Reekie</b>
R Freebairn (Chair)	X	X	X
I Foster (Vice Chair)			X
J Biggam	X	X	X
G Birtwistle	X	X	X
K Earle			
R Murray	X	X	X
P Owens		X	
R Morris	X		
G Watt			

**X Member attended**

**VISITING COMMITTEE TRAINING RECORDS 2012 -2013 HMP GLENOCHIL**  
(Annex A))

<b>SPS TRAINING DELIVERED LOCALLY</b>			
<b>DATE</b>	<b>August 2013</b>	<b>November 2013</b>	<b>March 2014</b>
<b>MEMBER'S NAME</b>	All Day Training Reducing Reoffending Intel Update Fire Training H&S Refresher Implementation of Timetabling	All Day Training PPT Training Hostage Training Tour of Prison	Professional Boundaries ACT to Care Reducing Reoffending
<b>PRESENTER</b>	Chris Medhurst Kayleigh Baxter Emma Bonar Michael Vincent Eddie Hertwig	Graham Baird Craig Reynolds	Claire MacIntyre Lisa McDermot Chris Medhurst
R Freebairn (Chair)	X	X	X
I Foster (Vice Chair)	X	X	X
J Biggam	X	X	X
G Birtwistle	X	X	X
K Earle	X	X	
R Murray	X	**	
P Owens			
R Morris		X	X
G Watt	X	X	X

**X Member attended**

**\*\* Member Observed PPT Training**