



## Gatwick IRCs SMT Meeting

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|-----------|--------------------------|
| Date:     | 23/08/2016               |
| Time:     | 10.00                    |
| Location: | Centre Director's Office |

| Present:   |  | Apologies:   | Distribution:              |
|--|--|--|----------------------------|
| Ben Saunders (BS) Chair<br>Steve Skitt (SS)<br>Michelle Brown (MBr)<br>Stacie Dean (SD)<br>Sarah Newland (SN)<br>Sara Edwards (SE)<br>Vicky Botting (VB)<br>Michelle Fernandes (MF)<br>Juls Williams (JW)<br>Michael Bird (MB)<br>Lorraine Higgins (LSH) |  | Michael Gibson (MG)<br>Kalpesh Mistry (KM)<br>Dan Haughton (DH)<br>Mark Francis (MF) | All attendees<br>Apologies |

| No: | Item  |
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| 2.  | <p><b>Notes of the Previous Meeting</b></p> <p>These were reviewed.</p> <p><b>ACTIONS: 20/06/16</b></p> <div style="border: 1px dashed black; padding: 10px; text-align: center;"> <h1>Commercially sensitive</h1> </div> <p>SS to look into the issues with Visits staff covering wing staff during the lunch break and getting back in time for the start of visits – <b>ongoing. Update from 22/08/16 – MBr &amp; SE to look at putting as process in place.</b></p> <p>SS &amp; JW to look at a dedicated shift pattern for Joe Marshall – <b>Ongoing. Update from 22/08/16 – Joe is working nights throughout the bed project and a permanent shift pattern for him has yet to be decided.</b></p> <p>VB to discuss audits sign off process with SD – <b>ongoing</b></p> <p><b>ACTIONS – 28/04/16:</b></p> <p>MBR &amp; JW to discussing the possibility of wing staff having phones to use for translation. LH updated that there is a pilot scheme for a phone that translates as the words are being spoken – <b>ongoing. Update from 23/08/16 – Kalpesh was to order one so SD to chase him up.</b></p> <p>SS to arrange a meeting about SMT attendance to contractual meetings and meeting structure - <b>ongoing</b></p> <p><b>ACTIONS – 30/03/16:</b></p> <p>SS to set up a staff group around HMIP expectations - <b>ongoing</b></p> <p>SN &amp; LH to look at a dedicated MMRP Co-ordinator – <b>ongoing. Update 20/07/16 – Need to get more instructors trained due to the low number of trainers available locally. LH not convinced that all TH staff need to be trained as staff in the family suite are already trained. Parc are currently challenging the same requirement.</b></p> <p><b>ACTION – LH to reduce numbers of staff to be trained in MMRP – Ongoing</b></p> <p>Operational SMT to circulate DCM functional mapping plans - <b>Ongoing</b></p> |



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|    | <p><b>BH Residential (JW)</b><br/>Updated on staffing issues due to covering other areas.<br/>New activities staff in September. JW has received some good suggestions for new activities including circuit training, TVs and X-Boxes on the wings etc.<br/>A wing is on schedule and Joe Marshall has done a great job. JW updated on the plans to decant to A wing but not using the third bed for the time being.</p> <p><b>Facilities (MB)</b><br/>Updated on the impact of the additional beds project.<br/>MBr thanked Elaine Kelly for sorting out the 26 actions that came out of the Tinsley House Safe Community meeting.<br/>BS updated that Gatwick has the only in-house and that G4S FM are bidding to take it over.<br/>BS updated on the Steve Brinkworth &amp; Home Office Estate meeting which needs to be attended by the heads of each site.<br/>SS updated on the recent Aramark meeting.</p> <p><b>TH Residential (SE)</b><br/>SE updated that the centre is settled.<br/>Updated on staffing levels<br/>Updated on education and IT issues.<br/>Updated that policies are being reviewed.<br/>Updated on looking at what will be needed for the reopening of Tinsley including extra bedding etc. and planning of the decant of Tinsley to Brook. BS there is a need to look at the transition of Tinsley staff to Brook. SD said that Dean Brackenridge will need to be involved in the planning. SE said that definite answers are needed to be able to plan as this is a big piece of work.<br/>It was suggested that DCMs are swapped around to cover long term absence and that a meeting take place to discuss DCM moves. SE spoke about chopping and changing shifts with Tinsley DCMs covering the shortage.</p> <p><b>Deputy Director (SS)</b><br/>SS updated that there are plans to change the large IT room into another classroom as it has to be in two rooms.<br/>Reasons for mitigation are required for weekly meeting with the Home Office. SS said that local Home Office staff were tasked last year by senior managers to put us under more scrutiny possibly to claw back money through penalty points.<br/>Gave an update on the departure of the Head of Security and cover for the post.<br/>SS updated that Christmas detail needs to be done.<br/>Discussions about ITC staff being used operationally before they had completed the course.<br/>Discussions around picking up DD rostered to Neil Davies.<br/>Discussions around giving preference to operational SMT for Christmas and New Year leave.<br/>SD said that a definite re-opening date for Tinsley and the closure of Cedars is needed.<br/>SS said that there was a need to pick through the Escape Action Plan with SD &amp; SE and about putting escape risk detainees on E wing.</p> <p><b>Centre Director (BS)</b><br/>BS updated that some cameras had gone missing. Bought some more handheld video cameras but having problems with viewing the footage due to an IT issue.<br/>BS updated that Jerry Petherick's PA, Pam Wells is retiring soon.<br/>BS asked for suggestions for the SMT Christmas meal/activity.<br/>BS also spoke about MB retiring soon.</p> |
| 5. | <p><b>AOB</b></p> <p><b>Date of Next Meeting – 10.00 Tuesday 25<sup>th</sup> October 2016 in Centre Directors Office</b></p>  |