



Gatwick IRCs SMT Meeting

Date:	28/02/2017
Time:	15.00
Location:	Centre Director's Office

Present:		Apologies:	Distribution:
Ben Saunders (BS) Chair Steve Skitt (SS) Michelle Brown (MBr) Sara Edwards (SE) Dan Haughton (DH) Mark Francis (MFr) Juls Williams (JW) Lynn Harthill (LH) Lorraine Higgins (LSH)		Michael Gibson (MG) Kalpesh Mistry (KM) Michelle Fernandes (MF) Sarah Newland (SN) Caz Dance-Jones (CDJ)	All attendees Apologies

No:	Item
2.	<p>Notes of the Previous Meeting</p> <p>These were reviewed.</p> <p>ACTIONS 28/02/17 MB said that new staff should have a mentor once they are operational. ACTION: MB to share mentoring pack.</p> <p>Looking at decorating especially the green that has been used. ACTION: MB to send the colour scheme to MFr</p> <p>ACTIONS: 09/02/17 5.5 leavers in January – some ITC leavers were due to shift patterns ACTION: DH to arrange for a group feedback session with new staff to find out their views on the transition from the ITC to working in the Centre – ongoing.</p> <p>ACTIONS: 08/12/16 Games room need to be redecorated and Facilities have been reallocated to other jobs several times. ACTION: JW to get a committed date from MFr and JW to produce a timeline of redecoration of the Activity areas and anything else that needs to be done – ongoing.</p> <p>ACTIONS: 20/06/16 VB to discuss audits sign off process with SD but passed to SN on 25/10/16 – ongoing</p>
3.	<p>Matter Arising</p> <div style="border: 1px dashed black; padding: 10px; text-align: center;"> <p>Commercially sensitive</p> </div> <p>Vicky Botting has commenced sensitive/irrelevant and Barry Timms has taken over her role. Updated on current and future ITCs. MB had met with the current ITC several times and they have feedback about completing paperwork i.e. wing diaries, roll count etc. MB suggested an exercise to be included in the ITC so that new staff are prepared. DH will introduce a wing diary into the ITC so it will be used on a daily basis. MB said that new staff should have a mentor once they are operational.</p> <p>Visits – late visits are still causing pain as there has been a considerable increase in official visits. Complaints are down.</p> <p>No response from fire safety advisor. BS to target the British Safety Council route instead of ISO. DH to look at the planning and will need to get Andrew Seddon, LH & MFr involved.</p>
4.	<p>Departmental Updates:</p> <p>BH Residential (JW) Advert has been published for two teachers for Brook but could be utilised across both sites. Keith Hughes is coming down next week to look at the education structure.</p>



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	<p>Achieved a green – Steve Brinkworth audit The Home Office have raised 9 days of penalties regarding cleaning some of which could be mitigated. The laying of the astro-turf in the garden to be started this week. Redecoration of E wing ongoing. Reward scheme needs to be reviewed. BS said that staff need to give out warnings. Updated on the new paid work DSO.</p> <p>Facilities (MFr) Updated that the sewage blockage had been cleared and it was caused by fat from Gate Gourmet. Thames Water will be issuing Gate Gourmet a warning. Courtyard fencing completed. PID system is too sensitive so Geoquip will be reducing the sensitivity. BS updated that the Home Office needs to sign off the work not G4S. BS updated on the competitors tours of both centres for the bid. MF will Facilities, DH & CDJ will do Brook and Dean Brackenridge will do Tinsley.</p> <p>PDA (LH) Recruiting for welfare posts. Good response from G4S website but still waiting for the candidates that applied through Hays. Everything from Cedars PDA is going to Dungavel.</p> <p>TH Residential (SE) Updated on the mobilisation of TH. BS said that the outstanding actions relating to TH will have to be resolved soon after opening. BS said that he would expect HMIP to visit soon after opening.</p> <p>Safer Community (MB) Updated on the bid work and that has not had an opportunity to do her day job. Looking at decorating especially the green that has been used. Updated on ways to raise self-awareness of self-harm, ACDT, handovers etc. by way of a quiz with Love 2 Shop vouchers as a prize. Bullying investigations – 12 cases not completed correctly. A training programme to be introduced. BS spoke about incident reports. MB wanted clarification of what is a serious assault. BS said that not to change the way incidents are being reported. MB said that a serious assault requires some sort of treatment and would other assaults be reported as an accident or a near miss.</p> <p>Deputy Director (SS) Drug and Alcohol Strategy completed Massive increase in violence across G4S estate. Updated on new versions of drugs Discussions about body worn cameras and appetite to enhance coverage. New BWC DCO coming out. Issues around information security being a very area. Responsibility lies with Head of Security but also lies with managers as custodians. Big piece of work which will need to be done soon. Keith Hughes, Learning Skills Officer to visit the Education dept. Advert for Intelligence Analyst has been published. Provider has been chosen for the gate on D wing. Trading reviews and weekly Home Office meetings are challenging. Mercury – imminent and will issue laptops. Looking at a national security framework as the MoJ. Updated on the use of part c and the need to submit them for challenging and disruptive detainees so that everyone gets sight of them – Home Office, DEPMU etc. Live contingency will take place on 14th March.</p>
5.	<p>AOB</p> <p>BS updated that Sensitive Information pay rise has been agreed for graded staff. DCM interviews are taking place on 15th & 16th March. HMIP report is to be published next week.</p>



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	Date of Next Meeting – 10.00 Tuesday 28 th February 2017 in Centre Directors Office
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