



G4S Central Government
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DPA

5th February 2016

Memorandum of Understanding

Gatwick Detainee Welfare Group surgery sessions at Brook House IRC

Following on from a meeting on 1st February 2016 between representatives from the Brook House IRC Home Office Management, G4S Brook House IRC Management and Gatwick Detainee Welfare group (GDWG), it has been agreed that the following arrangements will be in place to accommodate GDWG surgery sessions at Brook House:

- GDWG are invited to the IRC as guests to attend the legal interview corridor to conduct surgery sessions with detainees.
- The purpose of the meetings is to allow for GDWG staff to conduct an initial interview with detainees in order to assess the individual needs of detainees and identify an appropriate GDWG visitor to attend for ongoing social visits.
- On occasion it may be in the interest of a detainee to have a further follow up meeting in private with GDWG staff. These will be exceptional circumstances requiring prior agreement with G4S and Home Office Management.
- Only DBS cleared GDWG staff will be permitted to attend private meetings with detainees, and evidence of this will be supplied to the Home Office.
- GDWG are invited to attend surgery sessions on Wednesday mornings, Wednesday afternoons and Thursday mornings each week. If for any reason that it is not possible to attend any of these sessions, the Switchboard team will be notified at the earliest opportunity so that interview rooms may be offered to other visitors.

As part of the GDWG surgery meetings with detainees it is critical that where any GDWG staff member has reasonable cause to believe that a detainee may be suffering or may be at risk of suffering significant harm, a member of Brook House IRC staff is notified immediately.

GDWG staff attending surgery meetings are prohibited from being a member or associate of British National Party, National Front, Combat 18, No Borders and National Coalition of Anti-Deportation Campaigns. Any association with prohibited organisations would result in the refusal of entry to the IRC.

Paul Gasson
Immigration Manager, Brook House IRC

Chris Milliken
Operations Manager, Brook House IRC

Nic Eadie
Director, Gatwick Detainee Welfare Group

Securing Your World



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Registered Office:
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London, SW1E 6QT
Registered in England No. 360328

James Wilson

From: Stephen Skitt [DPA]
Sent: 26 April 2017 11:22
To: James Wilson; Levett Simon [DPA]
Subject: Haughton, Dan
RE: Meeting

Good Morning James

Due to unforeseen circumstance I will need to reschedule our meeting . In regards to attendance this meeting is to discuss an MOU with yourselves and a number of local issues that involve your staff support, and I do not feel it appropriate to involve other organisations at this point, you can of course outside of this speak with AVID and they can offer you some advice.

James could you please advise me of some more dates we can all get together .

Kind Regards

Steve

Steve Skitt
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James Wilson

From: James Wilson
Sent: 12 June 2017 14:52
To: Stephen Skitt; Haughton, Dan; Gasson Paul
Subject: Meeting last week

Dear all,

Many thanks again for the meeting last week. I really appreciated the opportunity to talk through the proposed MOU and current work.

I will work on the MOU draft, in light of our discussion last week, and send you an updated version. This will be after our board meeting on 22nd June, but I will aim to be in touch with you as soon as possible after that.

All being well, we can hopefully meet to sign the MOU within the next couple of months. We had also discussed, at our previous meeting, putting in a quarterly meeting so that we can touch base regularly on anything that is happening. I hope this will be possible; I am very conscious of your busy schedules and I don't believe the meetings will usually need to be lengthy, but I really appreciate having a positive and communicative link with you and wish this to continue. I think we had previously suggested the below meeting dates for later in the year – could you possibly let me know if these still work for you? If not, I am happy to suggest new dates / times.

-Thursday 7th September (3pm)

-Thursday 7th December (3pm)

I mentioned during our meeting that we try to run a focus group with detainees (probably a group of 5-10) every two years to collect feedback on our work. We would like to arrange this for later in the summer, if at all possible. My colleague Anna Pincus has run these sessions in the past. I would be grateful if you could let me know who we can follow up with to arrange this session.

Finally, for now, I was grateful to Steve for raising the concern about our implying the provision of counselling, and was sorry we weren't able to finish this conversation. If you feel that we had somehow stepped over a line of what is acceptable, please do let me know. We are not counsellors and are clear that we are not providing a therapeutic or psychiatric service to detainees. However, being a listening ear, a befriender and a form of emotional support for detainees who need someone to talk to is at the core of what we do. The distinction between providing emotional support and befriending, as opposed to counselling, feels clear to me (one I am very familiar with from other jobs and from being a volunteer with Samaritans elsewhere). If we need to discuss further, though, please do say.

Thank you very much again for your ongoing support,

James

James Wilson
Director
Gatwick Detainees Welfare Group (GDWG)

DPA

DPA

www.gdwg.org.uk

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From: James Wilson [mailto:[DPA](#)]
Sent: 07 August 2017 15:23
To: Stephen Skitt
Subject: RE: Meeting

Hi Steve,

Thanks. The below was to Dan, so I'm not sure why there would be an issue?

Re. IMB: I would assume it's a matter for them where any contact we have is appropriate or not?

Appreciate if you can give us much information as possible before we meet, though happy to discuss regardless.

Many thanks,

James

From: Stephen Skitt [mailto:[DPA](#)]
Sent: 07 August 2017 13:49
To: James Wilson
Subject: RE: Meeting

James please see below and your staff contacting the IMB about certain cases and looking for them to help

The IMB are a separate Independent Monitoring board

Regards

Steve

From: Anna Pincus [mailto:[DPA](#)]
Sent: 07 August 2017 10:10

To: Houghton, Dan

Subject: [redacted]

Hello Dan

I met a detainee that I was concerned about last week and in view of the symptoms of stress he is manifesting, I wonder whether you would consider moving him to Tinsley House where the environment might give him fewer triggers for post traumatic stress from his time of imprisonment in Turkey. Obviously you know the case much better than I, but I would appreciate any consideration you can give the request particularly at a time when his stress is likely to escalate with his partner being about to have a baby without him there.

With many thanks and all good wishes,

Anna Pincus
Senior Caseworker and Outreach Co-ordinator
GDWG

Steve Skitt
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