



Gatwick IRCs SMT Meeting

Date:	30/03/2016
Time:	13.15
Location:	Centre Director's Office

Present:		Apologies:	Distribution:
Lee Hanford (LH) Chair Steve Skitt (SS) Michelle Brown (MB) Sara Edwards (SE) Sarah Newland (SN) Michelle Fernandes (MF) Juls Williams (JW) Michael Bird (MB) Dan Haughton (DH) Vicky Botting (VB) Dave Eldridge (DE) Lorraine Higgins (LSH)		Michael Gibson Kalpesh Mistry Stacie Dean Neil Davies	All attendees Apologies

No:	Item
2.	Notes of the Previous Meeting
	These were not reviewed.
3.	Matter Arising
	<p>LH gave the following updates:</p> <p>Good flexibility, support and teamwork over past few weeks. SE is the successful candidate for the E1 Manager position – well deserved. DH is doing really well and will continue to act up until December 2016 DE will be Project Manager for extra beds project until end of December 2016. SE will stay at Tinsley as Residential Manager. DE will step into Support Services roles in January 2017. Extra beds programme will be drafted on 31st March 2016 New proposed organisational structure for Gatwick. HMIP action plan – VB has sent individual action plans to SMT to update. SS will own this over next two weeks. HMIP recommended that the cultural kitchen is opened to a wider audience and needs to be used more often i.e. in the morning.</p> <p>ACTION: LH & SS to discuss with Brian Harrison, Aramark about opening the cultural kitchen three mornings a week.</p> <p>DH will be the HMIP lead whilst they are on site. Staff need to be made aware of HMIP expectations.</p> <p>ACTION: SS to set up a staff group around HMIP expectations</p> <p>CMT Audit: VB is working on the CMT action plan after audit. Mostly good feedback.</p> <p>Det Rec issues highlighted – 1. Staff should not be using Det Rec as thoroughfare as it interferes with the booking in process. 2. Position 1 is not private so another screen is required. Discussions about converting rooms into interview rooms and cordless phones in Det Rec.</p> <p>ACTION: DH to get another screen for position 1 in Det Rec</p> <p>Welfare has seen a vast improvement and is also a victim of their own success as is being signposted to deal with everything. Formal process needs to be introduced.</p>



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Welfare should be seeing everyone at Det Rec and discharge so this needs to be included in the induction process.

JW has redone the Induction Booklets and is waiting for ND's input.

Raised concerns that detainee interviews with Migrant Help are done in the Welfare office and not in private. With notice, private interviews can be held in Internal Visits.

IT issues in Welfare are not being resolved even though they are being reported.

Action: MBR to put together a process where Welfare see everyone going through Det Rec & Discharge and get it included in the induction process.

Action: JW to send the amended Induction Booklet to Parc by 31/03/16 for printing.

Use of Force Meetings –

Two individual issues identified during two UoF.

Governance needs to be tightened especially around when meetings take place when ND or an instructor are not available. LH suggested having a dedicated MMPR Co-ordinator and SN said that clear ToRs are needed for this role.

ACTION: SN & LH to look at a dedicated MMPR Co-ordinator

Other updates:

TH & BH DCMs responsibility – functional mapping plans done.

Security plan outstanding.

SS said that the Oscar 2 role should be removed.

DH looking at the skill sets of his DCMs.

ND looking at Security displacements.

LH will sign off new structure before looking at DCM skill sets.

ACTION: Operational SMT to circulate DCM functional mapping plans

Departmental Updates:

Cedars (SN)

SN explained phases 1 & 2 savings and that Barnardo's funding until September 2016.

Barnardo's do not want to move unit to TH due to various issues.

Phase 3 is to reduce families from 3 to 2 at one time so headcount will be reduced and then could employ a MMPR Co-ordinator.

Care & Regimes (MBR)

48 ACDTs – self-harm strangulation or suffocations. Some happened on E wing and the majority were to prevent removal.

Flashpoints – Servery & shop queue jumping. ACDT Assessors are being recruited.

Decrease in fights in January & March.

Between 15.00 & 18.00 are the peak times for antisocial behaviour.

Majority of threats are made to Visits staff.

Complaints – 16 & mostly property.

Big Talk is not being used enough during inductions.

Care Team in place

Arts & Crafts needs to be covered as Simon Brobyn is on non-detainee contact.

Discussions about smoking in unauthorised areas and that there is no consequence even if a warning is given. LH suggested that there should be a reward and sanction process in place for TH & BH.

Audits & Compliance (VB)

Policies need ownership & 90% need to be reviewed.

ACTION: VB to circulate list of policies & cover sheet and get ownership details by CoP on 1st April 2016. Also ensure that policies are in PDF format so they can't be altered.



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HR (MF)

New ITC to start 25/04/16 – 17 DCOs, 1 DCM & 3 ACOs

5 DCM gaps across TH & BH but only 1 new starter.

David Small is to be considered for DCM as he has already been tested and interviewed so is ready to go on the ITC.

Jane Shannon, Head of Organisational Development is visiting next week so could look at development plans post DCM boards.

Facilities (MB)

Katie Whitby has been offered permanent position.

Elaine Kelly is coming back from maternity leave on 25/05/16.

Karl Hallam will be starting an Operative on Monday.

Audit – fully compliant with Part C.

Updated on redecoration progress.

No update yet on ISO audits.

LH said that he was unhappy with a big tree in a pot by the smoking area in the staff car park and asked for it to be removed as it's near the fence. LH & SS asked to be involved in the netting replacement.

ACTION: MB to chase ISO audit report and to remove the big tree in a pot by the smoking area in the staff car park.

Deputy Director (SS)

Gave an update on restructure.

Updated that ND has a lot on his plate following the escape and asked that any emails from him are responded to quickly.

TH Residential (SE)

TH is being refilled with a totally different population following de-cant.

Well-ordered charters.

BH Residential (JW)

Smoking & challenging is a bug bear with staff and is mainly due to closed courtyards.

C wing courtyard netting has been damaged by a football being kicked against it.

Two courtyards are open each day and are staffed at all times.

B wing to become the induction wing from 1st April 2016.

JW is putting together a core regime & MBr is doing the early days in detention.

Discussions took place as why the damaged netting was not highlighted in the morning meeting and how it happened when the courtyard was staffed.

ACTION: MBr to resurrect the compact charter booklet setting out the standards at the start.

Operations (DH)

Problems with internal visits which is being mitigated to the extension of quarantine and continuity of staff.

Working with Detail to relocate Det Rec Oscar 2 and overstaffing to other areas.

Use of Force (DE)

MMPR training completed but will go straight into refreshers.

MMPR policy drawn up for review by SN, SS & SD

UoF policy – Data Protection and Code of Practice for CCTV completed.

Gave an update on Medway.

ACTIONS – 30/03/16:

LH & SS to discuss with Brian Harrison, Aramark about opening the cultural kitchen three mornings a week.



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	<p>SS to set up a staff group around HMIP expectations</p> <p>DH to get another screen for position 1 in Det Rec</p> <p>MBR to put together a process where Welfare see everyone going through Det Rec & Discharge and get it included in the induction process.</p> <p>JW to send the amended Induction Booklet to Parc by CoP on 31/03/16 for printing.</p> <p>SN & LH to look at a dedicated MMPR Co-ordinator</p> <p>Operational SMT to circulate DCM functional mapping plans</p> <p>VB to circulate list of policies & cover sheet and get ownership details by CoP on 1st April 2016. Also ensure that policies are in PDF format so they can't be altered.</p> <p>MB to chase ISO audit report and to remove the big tree in a pot by the smoking area in the staff car park.</p> <p>MBr to resurrect the compact charter booklet setting out the standards at the start.</p> <p>Previous ACTIONS:</p> <p>Detainee journey process to be reviewed under safeguarding.</p> <p>Changes to Brook Duty Director – go back to using daily sheets.</p> <p>MBr to explore a 'ticket system' for Welfare appointments.</p>
4.	<p>AOB – nothing mentioned</p> <p>Date of Next Meeting – 10.00 Thursday 28th April 2016 in Centre Directors Office</p>