



Gatwick IRCs SMT Meeting

Date:	28/04/2016
Time:	10.00
Location:	Centre Director's Office

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

No:	Item
2.	<p>Notes of the Previous Meeting</p> <p>These were reviewed.</p> <p>ACTIONS – 30/03/16:</p> <p>LH & SS to discuss with Brian Harrison, Aramark about opening the cultural kitchen three mornings a week. – Closed</p> <p>SS to set up a staff group around HMIP expectations</p> <p>DH to get another screen for position 1 in Det Rec - Closed</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 - Closed</p> <p>JW to send the amended Induction Booklet to Parc by CoP on 31/03/16 for printing - Closed</p> <p>SN & LH to look at a dedicated MPR Co-ordinator – Ongoing</p> <p>Operational SMT to circulate DCM functional mapping plans - Ongoing</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 – Closed</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 – Closed</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 - Closed</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>
3.	<p>Matter Arising</p> <p>Departmental Updates:</p> <p>Cedars (LH)</p> <p>LH updated that Cedars could close and that funding is in place until the end of September 2016. Phase 3 savings have been submitted last week with a maximum of 2 families staying at any one</p>



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time. Decision due at the end of April 2016 and trying to get a definite answer about the closure as it affects recruitment.

Care & Regimes (MBr)

Increase in complaints at TH for third month.

Lessons learnt especially about not advising visitors that detainees were on closed visits.

Discussions took place around that it was the detainees responsibility to inform their visitors and it was agreed that this should be stated in the letter informing them of closed visits.

Rise in ACDTs in March but self-harm was reduced.

BH – 1 assault on staff and violence decreased.

TH – 1 assault

There is a need to evidence the use of translation especially when using a staff member or detainee as a translator.

ACTION: MBR & JW to discussing the possibility of wing staff having phones to use for translation.

Arts & Crafts – 10 entries submitted for the Koestler awards. Simon Brobyn has returned to being a wing officer and there are 6 applicants for the teachers post.

Care team – need to a photo of the whole team.

Audits & Compliance (VB)

No update available

HR (MF)

ITC has dropped to 11 DCO, 5 ACO and 2 DCM

10 in pipeline for next ITC to commence in August so it coincides with the reopening of TH in October 2016.

One did not get clearance for ITC

DCM external applications closed last week.

LH reiterated that HR does not take notes at 3in6 meetings or investigations unless deemed absolutely necessary.

TH Residential (SE)

Noticeable change in population and increase in FNOs, escorted RDs and no notice removals which has not happened before.

Increase in SIRs

Some high profile criminals at TH so intelligence may support moves to BH.

Reviewed standalone policies at TH and have submitted them to the Home Office.

Security and Operations (ND)

New procedure for Security DCMs

TORs need to be signed off by LH

Some damage to property at BH

Few drug, mobile phone & USB finds

ND updated on the plans for the protests due to go ahead on 7th May 2016. Sussex Police & G4S Media Relations involved. ND compiling action plan.

ND updated on the NPS workshop held at BH and that the information gathered would be used in the National Drugs Supply plan

Health & Safety:

2 staff accidents

2 detainee accidents

3 near misses

1 fire

1 claim closed – no cost

Ex-firefighter on the ITC

TH refurbishment – Secure storage containers will be required at TH and the costs need to be captured in the mobilisation costs.



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	<p>Deputy Director (SS) Return to work meetings need to be done by the DCMs on the day of return to work, hopefully at the start of the shift. Lateness needs to be addressed by line manager. Managers need to be visible and showing support to staff. Staff recognition – forms not being submitted so DCMs & Managers need to push EOM & TOM. Staff need to recognise colleagues. There is a need to find another notice board for the monthly awards. Care team to meet to discuss EOM award and other recognition of staff.</p> <p>Meetings need to be revised as they are not consistent. Discussions about contractual meetings that need to be attended by members of the SMT. ACTION: SS to arrange a meeting about SMT attendance to contractual meetings and meeting structure</p> <p>Centre Director (LH) Home Office have asked if they can stop issuing DCO badges. Discussions about whether G4S ID badges are suffice. ACTION: LH to check DSO and respond to Home Office about the issue of HO ID badges</p> <p>A Goggle Chrome video link is to be set up for morning meetings. SS spoke about the Google Hang Out facility available to managers that need to be activated and is like Messenger includes video meetings with a full audit trail.</p> <p>LH updated on the BH IMB Report 2015 which has been published. ACTION: LSH to circulate by NTS – completed along with the TH IMB Report</p> <p>SN and Niki Taylor to meet SMT to discuss bid from which all conversations and documents must be kept highly confidential.</p> <p>Jane Shannon is reviewing the IRC ITC to bring it in line with the Home Office ITC. Discussions took place around the deployment from the current ITC and it was agreed that the split would be 50-50 between BH & TH.</p> <p>There is a need to challenge why all staff need to MMPR trained to work at TH – Parc is currently challenging this.</p>
4.	<p>AOB Discussions around the DD roster and that on call & weekends need to be spread more fairly.</p> <p>Date of Next Meeting – 10.00 Thursday 26th May 2016 in Centre Directors Office</p>