



Gatwick IRCs SMT Meeting

Date:	20/06/2016
Time:	14.00
Location:	Centre Director's Office

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

No:	Item
2.	<p>Notes of the Previous Meeting</p> <p>These were reviewed.</p> <p>ACTIONS: 20/06/16</p> <p>MF to look at who has collective bargaining rights as Cedars does not have any POA members & TH has very few (mostly JSSA members)</p> <p>SS to look at resources for full searching and RAG rating Intel lead searches</p> <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</p> <p>ND to install a phone text reminder system for detainee visits by 04/07/16</p> <p>SS & JW to look at a dedicated shift pattern for Joe Marshall</p> <p>VB to discuss audits sign off process with SD</p> <p>VB to send out again the CMT & HMIP action plans</p> <p>MF, SS & LH to meet to discuss the ITC going forward</p> <p>ACTIONS – 28/04/16:</p> <p>MBR & 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 - ongoing</p> <p>SS to arrange a meeting about SMT attendance to contractual meetings and meeting structure - ongoing</p> <p>LH to check DSO and respond to Home Office about the issue of HO ID badges - ongoing</p> <p>ACTIONS – 30/03/16:</p> <p>SS to set up a staff group around HMIP expectations - ongoing</p> <p>SN & LH to look at a dedicated MPR Co-ordinator – 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</p>



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	<p>TH staff need to be trained as staff in the family suite are already trained. Parc are currently challenging the same requirement.</p> <p>ACTION – LH to reduce numbers of staff to be trained in MMPR</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 – ongoing process</p> <p>Update 20/07/16 - ACTION: LH to look at why none of the policies have been approved.</p>
3.	<p>Matter Arising</p> <p><u>Departmental Updates:</u></p> <p>Deputy Director (SS) Room 10 was to be a substance misuse office but Home Office now want to use it instead. DCM Functional Mapping – Concerns about setting up the process and that it will need to be phased in. LH stated that operational SMT need to be comfortable with their own functions before DCMs are tasked with new functions. Chaplaincy to come under SS and he will update the Chaplaincy team. Discussions around having one organisation chart showing who manages who. MBr & ND to go through the end of month report. Need to get good information for mitigation of penalty points Concerns around 2.5 vacancies on the activities lines Issues around timekeeping</p> <p>Care & Regimes (MBr) Arts & Crafts – Waiting for vetting to be completed on the successful candidate and the second candidate will a part time back up for Tinsley. Care team – need to a photo of the whole team.</p> <p>HR (MF) Pressure on to recruit new staff 30 leavers – 16 from BH and 14 from TH Another 5 will leave TH during June ITC starts in August DCM Boards to be held on 22nd & 23rd June SS said there was a need to work out where the DCMs are and that the Board results will stand for a year. Advert has been placed for a Christian Chaplain. MF will be reporting into Heather Noble as Rachael has moved to Patient Transport Services.</p> <p>TH Residential (SD) Centre is settled Problems with staffing New contracts are coming back from staff JW will talk to Joe Marshall about being a POA contact for TH Looking at role profiles for DCMs and putting together packs with policies, self-rostering etc. Core day needs to have more activities Discussions about shift conversions and that 28 day's notice will be required Some TH staff are not happy about working BH wings but could be put into Det Rec, TH security patrols etc.</p> <p>ACTION: MF to look at who has collective bargaining rights as Cedars does not have any POA members & TH has very few (mostly JSSA members)</p> <p>Security and Operations (ND) 2 x protests Looking at Sussex Police MOU Spice became illegal but Sussex Police prosecution rate not good Shaun Curd visit – very pleased with both sites</p>



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Searching at TH completed
Intel to do searching at BH but not being closed off. Not enough staff to do full searches.
Discussions about where the resources come from to do full searches and who are doing them.
Intel lead searches need to be RAG rated.
SIRS increased at both sites
Changes to Visits – Visits staff covering wings at lunchtime and are not getting back to Visits in time for the start of visits. Discussions took place around there will be 3 staff on each wing in the future which might help
Penalty points incurred in Visits and that somebody needs to take responsibility to make sure detainees turn up on time for their visits. LH suggested that the detainees are contacted by phone instead of somebody running around trying to find them.
Lockers have been installed in the Visits corridor to hold the detainees phone so they can have access to information held on them during their visit.

ACTION: SS to look at resources for full searching and RAG rating Intel lead searches
ACTION: 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
ACTION: ND to install a phone text reminder system for detainee visits by 04/07/16

BH Residential (JW)

JW stated that he had an understanding of the penalty points that could be incurred on Residential
Has handed over induction to MBr
Spreadsheet handover for Res DCMs so everything is in place
Looking at sports officers duties instead of patrolling
Wing committee – detainees are getting involved and suggesting activities ideas. Will be getting TVs and games consoles
Joe Marshall's shift hours are not working out and he needs to go back to weekdays. His current shift pattern is detrimental to his role and service

ACTION: SS & JW to look at a dedicated shift pattern for Joe Marshall

Cedars (SN)

Closure of Cedars is now with Home Secretary
Barnados work on a grant agreement secured up to December 2016 but can be shut earlier if the Home Office give notice. Staffing will be impacted as staff could leave
Assisting TH with staffing at present
More contingency families are coming into Cedars and it's very difficult to forecast when families are coming in
HMIP inspection – draft report issued for accuracy

Audits & Compliance (VB)

Updated on penalty points
SD is appealing the outcomes of two PSU complaints
Few extensions granted for audits that were due at the end of May
Mike Gibson is changing the audits slides for trading review. Non-compliance needs to be signed off by Jerry Petherick
MBr updated that this year's policies are waiting for sign off
Policies will be available on the public drive

ACTION: VB to discuss audits sign off process with SD
ACTION: VB to send out again the CMT & HMIP action plans

Centre Director (LH)

Whistleblowing regarding ITC – not fulfilling contract by badging an officer a week early so they should not be badged until wee 7. ITC will be changed to realign with contract.
Need to look at pass mark for ITC tests and the results of the recent ITCs. LH suggested a passing out parade when the new officers are fully competent and badged.
Home Office should handover badges to G4S for issue so that they can only be badged when fully competent and not issued ad-hoc by the Home Office



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	ACTION: MF, SS & LH to meet to discuss the ITC going forward
4.	AOB Nominations for the Employee of the Month & Team of the Month for April and May were discussed and agreed. Date of Next Meeting – 14.00 Thursday 27th July 2016 in Centre Directors Office