



Gatwick IRCs SMT Meeting

Date:	31/05/17
Time:	10.30
Location:	Centre Director's Office

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

No:	Item
1.	<p>Notes of the Previous Meeting</p> <p>These were reviewed.</p> <p>ACTIONS 31/05/17</p> <p>Bunzl has been replaced by Nationwide but JW is unable to get hold of Nationwide to place an order. He has not received any catalogues or price lists so JW had to place an order through Bunzl. ACTION: RM to follow this up and advise JW of contact details.</p> <p>Focus has been on recruitment. 13 people got through the assessment day. 23 to start the ITC commencing 5th June. 70 more applications to sift through and 50 will be invited to the assessment day in June. A lot of vetting to get through. ACTION: MF to look through applications for June and August to see if there is anyone suitable for family roles at Tinsley.</p> <p>Social media training is being proposed to promote the good work done at Gatwick IRCs. SN said that the Home Office are not keen on this ACTION: BS to speak Home Office about the use of social media for Gatwick IRCs</p> <p>BS spoke about suggestions of nominating staff for the Butler Trust award. ACTION: LSH to send the email again about the Butler Trust awards—completed</p> <p>Aramark have been awarded the new contract and they have been market tested. There should not any change in the service delivery but SN & JW have been told differently. ACTION: SS to check on the service delivery in the new Aramark contract.</p> <p>ACTIONS 03/05/17</p> <p>Sickness and unauthorised absence need to be managed separately due to policy. ACTION: MF to get advice from Heather Noble - Ongoing</p> <p>MB asked if the new values will have an impact on EDRs ACTION: BS to speak to Heather Noble about the impact the new values could have on EDRs. Update on 31/05/17 – BS has spoken to Heather Noble and this has not been considered. They may possibly be taken off the EDRs completely. BS to obtain update from Heather – ongoing.</p> <p>ACTIONS 13/04/17</p> <p>Theme of assaults in wing offices. ACTION: Wing staff need to have this feedback to them via Residential DCMs. Update from 31/05/17 – JW suggested having cameras installed in the wing offices and MFr is to speak to</p>



Gatwick IRCs SMT Meeting

Syntinex - ongoing

Need a good development plan for DCOs to achieve the benchmark for DCM boards.

ACTION: *SS to talk to Jane Shannon about development of DCMs. Update 03/05/17 – This has been addressed in the Trading Review but the development programme has not been rolled out. Discussions about organising something in-house training suite – SMT to send their input to DH as to what training should be done. Update from 31/05/17 – Apprenticeships for team leaders are being rolled out – SN to give names of staff and SS has already given names*

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. 13/04/17 – Work will be finished in two weeks and still have to buy an amp for the quiet room. 03/05/17 – Amp has been ordered from Richer Sounds and awaiting a delivery date – RM to chase up delivery date. Update from 31/05/17 – Amp has been delivered and a job has been raised with Facilities.*

2.	<p>Matter Arising BS welcomed all to the meeting.</p> <p>Directors Update: Employee of the month and Team of the month nominations were discussed and decided upon. Social media training is being proposed to promote the good work done at Gatwick IRCs. SN said that the Home Office are not keen on this. BS spoke about suggestions of nominating staff for the Butler Trust award. Aramark have been awarded the new contract and they have been market tested. There should not any change in the service delivery but SN & JW have been told differently. EDRs –Managers need to carry a review of development plans and feedback to MF. Probation reviews need to be carried out and recorded. Updated that IOSH Leading Safely training to be held in the Boardroom on 13/06/17. BS has been given objectives on violence reduction and will need to convene a project board. Updated on the level of violence and attacks on staff. Updated that there will be reporting forums instead of Excom. BS updated of the new HR structure.</p>
3.	<p><u>Departmental Updates:</u></p> <p>BH Residential (JW) A wing is still regarded as the main drugs wing. Some good finds and good work by Joe Bryant. D447 who was a main drug dealer has left the centre Problems with detainees not showing ID cards and staff are challenging this behaviour. A new drug runner has been identified and JW is liaising with Security. New staff from the last ITC are doing well and feeling supported by DCMs. Ramadan is not causing any major concerns. Room sharing and prayers are being reviewed on a daily basis. Discussions took place around D1020's behaviour and that he is not able to go back to Morocco. Spoke about a detainee in the centre on a tariff expired after 20 years in HMP for murder. The impact of Tinsley staff not being on C & D wings has been a bit hit and miss. Discussions took place about daily rostering and covering sickness. Updated that Steve Brinkworth's last audit and about the daily cleaning and monitoring processes that are now in place. Four complaints this month with 2 regarding IT issues. Updated on the changes to Residential training delivery in the ITC. Updated on Activities staff and that one has been YMCA training and other staff will be trained in September. BS updated that he is meeting with Roger Taylor next week regarding Wi-Fi.</p>



Gatwick IRCs SMT Meeting

	<p>JW updated that Dean Brackenridge is working on a simplified process with regard to the detainee internet and damage to equipment.</p> <p>Bunzl has been replaced by Nationwide but JW is unable to get hold of Nationwide to place an order. He has not received any catalogues or price lists so JW had to place an order through Bunzl.</p> <p>HR (MF)</p> <p>Focus has been on recruitment. 13 people got through the assessment day. 23 to start the ITC commencing 5th June. 70 more applications to sift through and 50 will be invited to the assessment day in June. A lot of vetting to get through. Updated on other recruitment taking place.</p> <p>BS asked that the SMT support the new starters.</p> <p>Tinsley House and PDA & Borders (SN)</p> <p>TH has been operational for two weeks.</p> <p>Current roll count is 39.</p> <p>No significant issues except the detainees observing Ramadan are unable to smoke at night.</p> <p>Ongoing issues with the fire alarm, IT and snagging of the building.</p> <p>Need to have a better presence from Security. There are problems with Trakar.</p> <p>Staff do not want to go to Oakhill.</p> <p>Ben Shadbolt is to work out the paid work requirements for Tinsley.</p> <p>A number of staff are want to transfer to Tinsley and one wants to transfer to Brook. SS said that he doesn't want to open the floodgates with transfer requests. SS said a staff rotation policy is going to be put into place in which transfer requests will be considered. BS said that managers need to ensure that there are no underlying performance issues within the reason for transfer. SS said that staff need put transfer requests through their line manager not SMT.</p> <p>SN updated that an SPCR is required to transfer the PDA from Cedars to Gatwick. Schedule D is now out of date as it mentions Barnardo's.</p> <p>West Sussex Safeguarding board – SLA and MOU is being worked through.</p> <p>Facilities (MFr)</p> <p>Very busy period.</p> <p>Teething issues at Tinsley. AMD and Wates have removed things which need to be replaced at a cost to G4S including Trakar and the radio system. Updated on the issues with the fire alarm.</p> <p>Problems with the air conditioning which AMD need to sort out. BS updated that he is addressing these issues with Richard Urnston from the Home Office. SN updated that the Home Office signed off the plans without much consultation with G4S. BS said that MF should keep Mott MacDonald, Richard Urnston and Michelle Smith in the loop.</p> <p>MF walked around Tinsley with Steve Brinkworth and is waiting to find out what state the landlord requires the building to be handed back in. The lease expires on 31/07/17 and then the Home Office will be responsible. MF needs to find out if any of the utilities need to be turned off and if there is any dilapidation survey is required.</p> <p>AHU – MF is waiting for option B quote to be updated and to review the lifecycle replacement.</p> <p>The contract for the security system with Syntinex expired on 31/05/17. SPCR is with RM for the maintenance contract. Discussions took place about an upgrade for the security system.</p> <p>9 applicants for the Deputy Facilities Manager position and discussions took place that as person needs to be qualified the applications need to be sifted.</p> <p>James Braddick has resigned and will need to advertise for 2 technicians.</p> <p>Deputy Director (SS)</p> <p>Key focus on DCMs and that they need to support their staff. SS has a morning meeting with the DCMs to reinforce what the daily requirements from the DCM team.</p> <p>Finance (RM)</p> <p>Looking at the SPCR for the security routine maintenance.</p> <p>Looking at stock levels at both sites.</p> <p>Updated on indexation and PIP</p>
4.	<p>AOB</p> <p>Date of Next Meeting – 10.00 Thursday 19th June 2017 in Centre Directors Office</p>



Gatwick IRCs SMT Meeting