



Gatwick IRCs SMT Meeting

Date:	03/05/17
Time:	13.00
Location:	Centre Director's Office

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

No:	Item
2.	<p>Notes of the Previous Meeting</p> <p>These were reviewed.</p> <p>ACTIONS 03/05/17 Expressions of interest in the Safeguarding role. <i>ACTION: MB to send MF the Safeguarding role job description</i></p> <p>Sickness and unauthorised absence need to be managed separately due to policy. <i>ACTION: MF to get advice from Heather Noble</i></p> <p>ACTIONS 13/04/17 Theme of assaults in wing offices. <i>ACTION: Wing staff need to have this feedback to them via Residential DCMs - ongoing</i></p> <p>Minster coming to visit the PDA in May. <i>ACTION: LH to advise SMT the dates of the two ministerial visits. Update 03/05/17 – TBC but Claire Checksfield and Hugh Ind will be visiting TH before the opening.</i></p> <p>Need a good development plan for DCOs to achieve the benchmark for DCM boards. <i>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.</i></p> <p>ACTIONS: 08/12/16 Games room need to be redecorated and Facilities have been reallocated to other jobs several times. <i>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.</i></p>
3.	<p>Matter Arising</p> <p>.</p>
4.	<p><u>Departmental Updates:</u></p> <p>BH Residential (JW) Lack of respect towards staff and the centre from detainees especially on C & D wings. Putting a</p>



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few experienced extra staff on these wings to assist for 6 weeks.
Lockup is problematic. BS - there is a need to go back to basics and that DCMs need to instil this into staff. JW has tasked DCMs for 1-2-1s especially around the basics. DCMs are on the wings at lockup and mealtimes. SS meets with the DCMs every morning to ensure that a DCM is allocated to each wing at these times. BS spoke around the need for the core day information to be available in the ITC and SS said the residential regime document could be adapted. SN suggested that the ITC could observe roll count, lockup etc. from the Control room to give them an overview. JW updated that he was adapting his ITC presentation as he is now doing a full day instead of 3 hours. Discussions around a member of the previous ITC to give feedback to the new ITC.

HR (MF)

Focus has been on recruitment during April.

Assessment day to be held on 26/05/17.

Inundated with vetting and there are no current staff in red status at the moment.

SS stated that there is a need to revisit the unpaid day policy due to abuse of the system. MF updated that dependents leave is the leave classed as unpaid and the rest is unauthorised absence. Discussions around absence needs to be managed robustly and who staff should contact i.e. the control room or an Oscar which should then be followed up by a manager. Sickness and unauthorised absence need to be managed separately due to policy. MF said that unauthorised absence can be managed through attendance management and disciplinary procedures.

Mark Francis has been appointed as Head of Facilities.

Westfield recruitment fair – 80+ applications over the two days.

Backdated pay award went through with only one query.

Short term sick at its lowest ever.

Next ITC commences on 05/06/17.

Head of Security interviews are to be held next week.

BS updated that HR was praised in the Trading Review for having the lowest sickness in CDS.

Safer Community (MB)

Massive increase in arrivals, departures and charters. 291% increase in charter activity and that there is a lot of work is involved.

Voluntary Departure – very successful. MB updated about the proposed extension of using Owen Syred in the pilot which had not been discussed prior to an email being sent. MB had discussions with Debby Weston who is now aware that she will have to pay for using Owen for the extension.

Decrease in self-harm - 11

Violence down.

3 fights.

3 detainee assaults – around the servery and ground floor.

30 UoF.

Increase in assaults on staff – 10 staff in 2 incidents.

Theme of assaults in wing offices.

B wing peaked, followed closely by C wing with a lot of ACDTs. A wing has no ACDTs so some should move there from C wing.

12 drugs finds.

SLPs have gone up significantly.

Updated on adults at risk.

UKBA drugs dogs will use Gatwick IRCs as a training site once a month. They will be used for the TH sweep.

MB has been invited to the West Sussex Safeguarding Board meeting in Worthing to present the adults at risk policy.

Safeguarding (MB)

D381 – deemed a risk to women and children following an incident in Visits with a baby which apparently is not his. MB met with **D381** to discuss this.

D2159 – Updated that **D2159** had been admitted to hospital that morning and recent events around his food and fluid refusal.

D1255 has been released to an address in **DPA**

BS spoke about Healthcare issues which were flagged up in the Healthcare QCRM which Peter Kolawski and Jerry Petherick attended.



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	<p>2 new DCMs shadowing. Updated on training etc.</p> <p>PDA (LH) Recruitment on track. Interviewing for Social Worker. Back-up plan will be for a Social Worker to come down from Oakhill. Minster coming to visit the PDA in May. TH is being handed back on 24/04/17. MB suggested having a friends and family event. LH updated that there was not going to be an official opening. G4S is looking after security at Cedars until July but haven't got the resources to for this. LH already has 5 vacant lines. BS suggested identifying staff to fill these lines internally.</p> <p>Deputy Director (SS) Challenging few months. Gone the right route with new DCMs and temporarily promoted DCOs to DCMs. Need a good development plan for DCOs to achieve the benchmark for DCM boards. MB spoke about the talent pool which was previously in place and possibly should reinstate this. BF suggested a six monthly board to assess development potential. DCMs consider themselves to be operators and are not developing talent.</p> <p>Security (SS) Good finds and good intelligence. Concerns about security collators which has taken a real hit in recent months. Recruitment processes in place. Mercury to be in place soon which will help current staff. Kalpesh leaving party on 27/04/17 - SS asked SMT to suggest what to buy him.</p> <p>HR (BF) HR structure is a bit of an unknown as BF is leaving at the end of April and Heather Noble will be leaving at the end of July but will cover BF role until then. BF will come back for one in May and a leaving party will be arranged for that day.</p> <p>Finance (RM) Over budget by £50k. Updated on mobilisation costs and deferment.</p> <p>Events (LSH) Updated that Gatwick is hosting the quarterly PA/secretariat meeting on 27th & 28th April.</p>
5.	<p>AOB</p> <p>Meetings calendar to be circulated Date of Next Meeting – 10.00 Wednesday 3rd May 2017 in Centre Directors Office</p>