



## Gatwick IRCs SMT Meeting

Date:	08/12/2016
Time:	10.00
Location:	Centre Director's Office

Present:	Apologies:	Distribution:
Ben Saunders (BS) Chair Steve Skitt (SS) Vicky Botting (VB) Sarah Newland (SN) Juls Williams (JW) Dan Haughton (DH) Caz Dance-Jones (CDJ) Michelle Brown (MBr) Sara Edwards (SE) Loraine Higgins (LSH)	Michael Gibson (MG) Kalpesh Mistry (KM) Michelle Fernandes (MF) Mark Francis (MFr) Stacie Dean (SD)	All attendees Apologies

No:	Item
2.	<p><b>Notes of the Previous Meeting</b></p> <p>These were reviewed.</p> <p><b>ACTIONS: 08/12/16</b></p> <p>Brook biometrics SPCR is still outstanding and needs to be the same as the Tinsley SPCR.</p> <p><b>ACTION: LH to look at this – update: Tinsley SPCR was looked at by VB and was found to be incorrect. VB created a correct version for Brook and the Tinsley one was amended. BS sent to Jerry Petherick on 25/01/17 - CLOSED</b></p> <p>Death in Custody – Property needs to be kept for two years if not claimed.</p> <p><b>ACTION: MBr to add to property policy.</b></p> <p>Games room need to be redecorated and Facilities have been pulled off several times.</p> <p><b>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.</b></p> <p>It was agreed that EOM/TOM noticeboard would be reinstated</p> <p><b>ACTION: LH &amp; MF to organise – LH ordered new noticeboard which was installed in the Gatehouse. MF organised the Art Teacher to design a posted for the noticeboard naming all the winners for 2016 - CLOSED</b></p> <p><b>ACTIONS: 25/10/16</b></p> <p>DEPMU classify a detainee who is unsuitable for detention but SMT need understand why and get clarification on the level of association allowed.</p> <p><b>ACTION: BS to invite Phil Schoenberger to an SMT meeting to explain unsuitable for detention and the level of association that should be given.</b></p> <p><b>ACTIONS: 20/06/16</b></p> <p>VB to discuss audits sign off process with SD but passed to SN on 25/10/16 – ongoing</p>
3.	<p><b>Matter Arising</b></p> <p>BS updated</p>
4.	<p><b>Departmental Updates:</b></p> <p><b>Audits &amp; Compliance (VB)</b></p> <p>VB spoke about the monthly performance report and the penalty points that were not mitigated: IT down due to a power failure &amp; facilities were not called out, a partially upheld complaint regarding an officer not knocking on a room door before entering even though there was no evidence within the investigation that this was proven.</p> <p>2 incident reports for UoF were not submitted within 24 hours with one offering no mitigation and the other was down to confusion as whether it was a UoF.</p>



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7 late legal visits when the full search was taking place which was down to November 1 and Visits staff not taking the appropriate action. Pilot scheme is putting pressure on Visits staff.

Three internal actions outstanding:

Brook biometrics SPCR is still outstanding and needs to be the same as the Tinsley SPCR – action.

Death in Custody – Property needs to be kept for two years if not claimed - action.

Tinsley DCO to be added onto DAT record when going on an escort.

Internal actions due next month:

Death in Custody – No evidence that staff understand coroner and procurator fiscal inquest process which needs to be added into the policy and reply that a process would be put in place if a death occurred.

External actions:

Tinsley – loads of actions outstanding which cannot be dealt with until Tinsley reopens.

Brook – three outstanding:

1. Property complaints which Karen Goulder is looking into.
2. Suicide and self-harm - will be part of the new DCO
3. Escape contingency – no emergency services attended and this has since been rearranged for the Police to attend – took place on 20/01/17 with Gatwick Police.

Ben Rose & RATT auditors due in and first night & activities have been put forward for auditing.

### Operations (CDJ)

IR's = 57 (increase)

SIR's = 231 (increase)

R40 – 37 (increase)

Unplanned UoF – increase

Door/lock breaches – increase. One member of staff has done this three times.

Full centre lockdown search – lot of hooch found. Need to plan Visits when doing further lockdown searches.

### TH Residential (SN & SE)

SN updated that Cedars is still open and housing Calais children. They are behaving well and are due to leave on 23/12/16. Cedars PDA team will remain there until Tinsley opens. Handback is on 27/03/16.

SE updated on the following:

4. DCO and DCM shift patterns agreed/implemented and now on Kronos with block leave requests going in.
5. Welfare staff and roster as per above.
6. Activities staff and roster as per above and recruitment will be complete by COP Thursday 8<sup>th</sup> December.
7. EDRS – 13 overall left to do, but 3 of these are long term sick.
8. New diaries designed and produced for each area to ensure contractual compliance and audit trails.
9. New Matrix completed for all areas again ensuring the main areas of the contract are covered and mitigation can be evidenced and detailed.
10. SPCRs submitted for the changes to contract delivery with the implementation of the new core day.
11. 3 in 6 all up to date with the final one scheduled.
12. 3 investigations – 1 has been submitted and with recent updates, interview meetings for the other 2 are being arranged.
13. Shift patterns being sent out to all new DCOs that are coming to Tinsley of the last ITC.
14. The structure chart and areas of responsibility for DCMs has been done subject to any moves. (The DCMs have been informed in their EDRs but are aware it could be subject to change).
15. Line Managers have been assigned to all DCOs in line with the new shift patterns to ensure consistency.
16. Letters are being sent to all new staff with details of their shift patterns & line manager and





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this will be completed after any potential moves from the DCM meeting on Friday.

SE updated that there will be a large number of new staff will be working in a new building and there will be a need to do some training around this. SE suggested training new staff on DAT possibly at Cedars. Discussions took place about getting more staff on the Welfare OISC.

SN spoke about training on the MMRP syllabus and discussions took place around what sort of training could be organised.

SN said that Cedars staff are to remain on site for security reasons and that the Home Office security has been stood down.

BS updated on the fire and security issues at Tinsley.

### **Safeguarding (MBr)**

Increase in violence during November mainly 18-21 year old gang culture and one off incidents within the older age groups. Record amount of assaults on staff – 11. 3 fights.

Increase in self-harm.

Record amount of bullying investigations and there is a need to look at a more joined up approach with Residential.

Increase in arrivals and departures.

Increase in food and fluid refusals.

All DCO EDR's done and 3 DCM EDR's to be done.

Updated on the death in custody at Morton Hall. Detainee reported a headache to Healthcare but they sent him away and he died from a bleed on the brain. MBr to discuss this with Sandra Calver.

Updated on the unprovoked attack on the induction wing at Heathrow. The attacker has possible mental health issues and the witness has been transferred to Brook. The dead man was badly beaten and died of his injuries.

### **BH Residential (JW)**

JW updated about new Activities staff.

Games room need to be redecorated and Facilities have been pulled off several times – action.

Joe Marshall is putting a plan together regarding toilets.

Concerns about the population dynamics especially with Polish and Albanians on the increase.

Large amount of hooch was found.

BS spoke about ensuring that Tinsley are being integrated into Brook. Tinsley DCM's need to make sure that Tinsley DCO's are aware that they have to work in all areas and not just on D wing. SN suggested having regular forums for Tinsley staff.

SN met with Anne Duffy, TH IMB chair who felt the education provisions at Tinsley were not as good as they are at Brook. Discussions about what education provision is required at both sites and that the teachers need to promote the classes more.

### **Support Services (DH)**

Training – current ITC to finish in early January and the next one to commence on 23/01/17 possibly at the Sandman. Additional training support will be required during January ITC which has been advertised by NTS and there are 2 applicants. Contractual training has been planned for 2017. HR training will be organised by local HR.

Block leave – completed for Brook and Tinley applications closes soon.

Christmas leave completed.

Fire action plan – waiting for Tinsley completion.

### **Finance (KM)**

Updated on operational costs and budgets to date.

Credit card in place for purchasing detainee flights and is waiting on money to be deposited into a special account so they can be used.

More scrutiny around finance by both Home Office and Group Finance.

### **Deputy Director (SS)**



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	<p>SS spoke about the need for everyone to work together and that he has talked through with staff during their EDR's. Staff rotation policy is required. Look at giving the right staff the experience of working on E wing and CSU. Discussions took place around how to manage vacant lines and where they are filled by an experienced member of staff or by a new ITC graduate. Staff are requesting to transfer to vacant lines off the wings and that MBr &amp; JW need to discuss these requests.</p> <p>Investigations – huge amount of investigations currently. There is a need to look at formal words of advice instead of conducting investigations.</p> <p>Security – updated around Home Office doing work about security especially escapes and the Mercury system.</p> <p>Greening commitment – updated that this will be part of the bid and that Carbon Solutions came in for an assessment.</p> <p>IT – SS said that Gatwick is very backward with IT and that staff need to have email accounts. SS is to work with Dave MacKay on this.</p> <p>SS updated on the demo for tablet pilot.</p> <p>Updated on Wi-Fi issues at both sites and that a teleconference with Roger Taylor and Simon Pettifer has been arranged. Brook needs to be done urgently instead of waiting for the survey to be done at Tinsley.</p> <p>Wing sliders – three companies identified to come on site. B wing would be a pilot and how this would incorporate disabled access to the ground floor wings.</p> <p>2017 DD roster completed to the end of March and will change when Tinsley reopens.</p> <p><b>Facilities (MFr)</b> No update</p> <p><b>HR (MF)</b> No update</p> <p><b>Centre Director (BS)</b> Updated on new on the new rule 40 DSO and the criteria of when to take detainee off rule 40 and return to regime. Updated that the bid is being written. HMIP - BS expressed his thanks to staff and said that everyone should be pleased with the outcomes as there were some really good points. Discussions about Tinsley will probably be inspected by HMIP quite quickly after reopening as it has been two years since the last inspection. Departmental development plans – in context of the bid and contract extension are to be done by the end of January and need to seek the views of DCM's to form a plan to talk through at the next SMT. EDR's – need to get an update from MF. Lot of scrutiny and pressure around financial issues from the Home Office. Children and vulnerable person's policy – safeguarding has been created. There is a lack of knowledge amongst DCO's about vulnerable people. BS welcomed Lynn Harthill to the SMT and updated that Dave Hill was leaving next Friday.</p>
5.	<p><b>AOB</b></p> <p>SS updated that 8 desks in Admin are to be made live for use as hot desks.</p> <p>It was agreed that EOM/TOM noticeboard would be reinstated – action completed</p> <p><b>Date of Next Meeting – 13.30 Thursday 9<sup>th</sup> February 2017 in Centre Directors Office</b></p>