

Overview

Owner Of This Page – Ben Saunders



End customer	Home Office Immigration & Enforcement
Procuring organisation	Home Office Shared Services
G4S Contracting entity	G4S Care & Justice Services (UK) Limited
G4S Business unit	Custodial & Detention Services
Other G4S BU supporting	Central Government Services
Key subcontractors	<ul style="list-style-type: none"> Aramark, G4S Policing Support & Health Services
Contract commencement	15 th September 2009
Contract terms	5 Years (1 + 1 +1)
Expected retender Date	20 th May 2017
Total contract value	£105.6m
Annual contract value	£12,307,814 (2014 budgeted contract revenue)
Annual EBITA	£2,101,604
Number of staff	198
Number of locations	1
Head office / Key sites	Brook House IRC/ Tinsley House IRC
BU managing director	Jerry Petherick
Contract director	Ben Saunders
Finance/commercial lead	Kalpesh Mistry/Matt Martin/Martyn Kenyon

Contract / Service overview

Brook House is a purpose built Immigration Removal Centre on one site originally holding 426 male detainees, which increased in March 2013 by an additional 22 beds to 448.

Monthly current throughput approx. 1200-1400 detainees.

23% of our population are Time Served Foreign National Offenders (TSFNOs).

Average length of stay is 28 days.

Brook House is the main centre used to manage the discharge of charters, which is a high profile and high cost operation for the Authority.

Please see information booklet.

PFI and/or SPV	None
Facility/Establishment	Brook House IRC
BPO – Bespoke operation	Immigration Detention Services
BPO – Shared operation	Cedars, Tinsley House and Prisons
Indirect delivery – SCM	Custodial & Detention Services



Relationship continued

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Describe the nature of the relationship

- Brook House (and the wider Gatwick cluster) is a common venue for formal visitors arranged by the Home Office, which includes recent visits from the Immigration Minister and Shadow Immigration Minister. There has also been a recent visit from the Tokyo Bar Association on the recommendation of the lead HMIP inspector.

There are areas where there has been criticism, namely an Improvement Notice relating to certification of staff, which is being resolved with the Authority. There is some history to this issue, where the Home office has some culpability, but the current position offers reassurance to the Authority and they are keen to resolve this as soon as possible.

Other issues of performance or operational difficulties are discussed and resolved in a well established meeting structure with the Authority. These meetings are structured and minuted and include :

- Daily meeting for operation level information, which include sub-contractors
- Weekly meeting with the Home office Manager to discuss any issues
- Monthly Contract meetings involve G4S management, the local Home Office Manager and Area Manager and HO Commercial representative.
- Quarterly Contract Review Meetings
- Executive Oversight Board

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Meetings continued



Meeting	Purpose	Attendees
Health & Safety Meeting (Contractual)	The committee's objectives are to recommend, instigate, develop, monitor and review actions to ensure the health, safety and welfare of all persons affected by the activities within Gatwick IRCs.	<ul style="list-style-type: none"> • Head of Security and Safety • Health/Safety and Fire Safety Manager • HR Manager • Head of Tinsley House • Residential Manager Brook House • Acting Residential Manager Tinsley House • Home Office Brook House • Home Office Tinsley House • Head of Facilities • Catering Manager • G4S Healthcare Manager • Shift Representative (Residential) • Shift Representative (Operations) • Shift Representative (Security) • Shift Representative (ACO) • IMB Member • Union Representative to include POA & PCS
Religious Affairs Quarterly Meeting (Contractual)	The main purpose of this meeting is to discuss any issues concerning Religious Affairs, to plan for future Religious festivals and cultural events, and to familiarise the team with ongoing developments within the Gatwick IRCs and Cedars. In this meeting the current population is reviewed to ensure the faith needs are met.	<ul style="list-style-type: none"> • Manager of Religious Affairs • Deputy Chaplain (Gatwick) • Chaplain of Cedars • Imam/s • Sikh Minister • Hindu Minister • Buddhist Minister • Member of Tinsley House IMB • Member of Brook House IMB
Safer Community Meeting (Contractual)	The primary purpose of the group is to bring together experience from different departments and stakeholders as well as from the detained population in order to facilitate best practice in relation to all Safer Community subject matter.	<ul style="list-style-type: none"> • Head of Care & Regimes (Chair) • Safer Community Manager • Residential Manager • Home Office Manager • Manager of Religious Affairs • Safer Community Orderlies • Independent Monitoring Board • Healthcare Manager • Samaritans

Speaker Notes for Slide 14

Slide 5: Health & Safety

This slide needs to include contract-specific H&S statistics, with trends over time.

If there is a standard monthly / annually contract report already produced on H&S data this could be recorded at **Appendix D** (see last slide) with narrative explanation on this slide.