



Gatwick IRC Security Meeting

Date:	11/08/2017
Time:	15.00
Location:	Boardroom

Present:	Apologies:	Distribution:
Michelle Brown – Head of Security & Chair (MB) Ben Saunders – Centre Director (BS) Steve Skitt – Deputy Director (SS) Sarah Newland – Head of Tinsley, PDA & Borders Zeeshan Qayum – Chaplaincy Manager (ZQ) Juls Williams – BH Residential Manager (JW) James Tomkins – DCM (JT) Kelly Harris – Security Collator (KH) Brian Harrison – Aramark Manager (BH) Stephen Pearson - Security Collator (SPe) Dan Haughton – Support Services Manager (DH) Scott Hamilton – DCM (SH) Joe Bryant - Security Collator (JBr) Chris Jones - Security Collator (CJ) Caz Dance-Jones – Operations Manager (CDJ) Dan Robinson – Security DCM (DRo) Stewart Povey – Head of Safeguarding (SPm) Steve Webb – DCM (SW) Jo Buss – Tinsley Clinical Lead (JBU) Dean Brackenridge – Activities DCM (DB) Mark Francis – Facilities (MF) Loraine Higgins – PA to Centre Director (LH)	Nichola Beaton – Counter Terrorism (NB) Sara Edwards – TH Residential Manager (SE) Jay Dix – TH Practice Manager (JD) Gareth Jones – BH IMB (GJ) Anton Bole – RAPt (AB) Graham Purnell – TH DCM (GP) Michele Eggleton – Safer Community DCM (ME) Paul Gasson – Home Office Manager (PG) Chrissie Williams – Clinical Lead (CW) Barry Timms – Audits & Compliance Manager (BT)	Attendees, Apologies, SMT DCMs H/C H/O IMB

Matters Arising and Minutes of Previous Meeting

Michelle welcomed all to the meeting and the minutes of the previous month were reviewed.

Performance – DH

No security related audits.

17 outstanding actions on the CAP for both sites mainly around searching and policies.

BH Residential – JW

E wing has been hard going due to the amount rule 40 and constants, possibly the highest in BH history.

Detainee **D226** is cleaning wings at night.

Detainees **D642** and **D185 or D1475** are raising their heads.

ID cards are still an issue at the wing doors. The trend is to have two ID cards and staff need to take the old ID card when the detainee is moved.

ACTION: JW to brief staff about the importance of taking the old ID card when a detainee moves wings.

Discussions around where to move **D47** and it was decided that he should not be moved to D wing.

Staffing levels on the wings has been a struggle. SS said the detail fits but escorts and constants has had an impact on staffing. JW said that six on one side of the shift are off. MB said the staffing is stretched and managers need to give support to staff.

Cleaning has been maintained to a certain level and there is an audit this week.

Still having issues with IT and slow speed of the detainee internet. The line has been checked by Virgin but some problems are caused by detainees downloading films etc. BH said that Openreach suggest 7K way from hub but we are actually 10k.

All Nations Week meeting next week.



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ACTION: DB to invite Security to the All Nations Week meeting

MB asked if the observation books on the wings are working. JW stated that they are not being updated.

Safer Custody – SP

Looking at two options for B wing barrier. Cards to be put onto locker key ring, two cards to a room and is looking at the cost. Security have got the cards. Discussions about if the cards can be used in other areas such as the gym.

ABS – James Begg is doing a refresher for managers.

Reception – reporting of excess money – Nathan Ring is doing this week.

Violence – figures were down in May but coming back to normal with a lot of assaults in June.

Safer Custody Survey – James Begg is compiling the stats.

One incident reported at Tinsley – Welfare reported. Orderlies being trained.

Health and Safety - DH

Indirect assaults on staff are highest and direct assaults coming second. Discrepancies as some incidents are not being reported to H&S. Discussions about the amount of RIDDORs last month due to assaults.

MB asked what managers do to reduce violence. DH updated on four staff injured by detainee **D87**.

Discussions about UoF needs to be reviewed as a matter of urgency and lessons learnt to be reviewed as well as methods of prevention. MB spoke about whether there the correct signage around the building and if appropriate footwear is being worn. BS said that planning and assessment needs to be done for moving **D87** as a matter of urgency. DRo said there needs to be a backup plan around C&R instructors not being on shift for planned intervention.

ACTION: SW to review the UoF on **D87 on Friday and look at a strategy around a planned intervention.**

Tinsley Update – SE

Issues with Security and Syntinex are on site almost every day. What is being shown on the control room screen is not correct.

Need to get curly fries key chains for all TH staff.

Problems with the fire alarm where gates are not opening. Test to be carried out during lock down.

NOMS & DoI – MB

Updated on NOMS and the Detainee of Interest meeting.

Facilities – MFr

High boom at TH

Econlab will be on site on 07/07/17 to carry out servicing.

Cultural kitchen at BH is being deep cleaned.

Spoke staff being dumped around the perimeter fence that needs to be reported and moved.

Counter Terrorism – MB

Nichola Beaton will be giving us some training resources.

Contingency Planning – MB

Steve Loughton will arrange a contingency exercise for next week at BH. Scott Hamilton has reported poor attendance from some areas at TH. Discussions around the TH command suite and that two phones have been installed. Scott Hamilton is creating an idiots guide for viewing the CCTV in the suite.

Security Audits – MB

17 audit actions outstanding.

Head of Security – MB

Security staffing is now at full compliment.

PS workshops being held by Forward (RAPt) in BH Visits Hall.

Focusing on back to basics.

Better security presence at TH

Updated on covert testing.



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Questioning on the EDB call about difficult detainees and need to look at prevention of excessive behaviour.
Looking at the tool lists at TH.

Security Intelligence Presentation

CDJ reviewed the security presentation

MB stated there is a spike in 40 – 49 age group being reported but the highest age group for fights etc. is 26 – 30. It is not down any one detainee and there is a new kind of profile being reported.

BS asked if the escape list is an average every month and do other centres have the same risk? It would be good to get a sense of the wider estate. MB said that this is discussed in the weekly security call. BH is higher than most due to the building. Need to take proactive measures to manage the risk. SS said there is no definition of an escape risk as each centre has their own criteria. SN queried why there is only one escape risk for Tinsley when the handover has more. MB said that there are concerns that detainees are not being flagged up as an escape risk.

ACTION: SPe to check the escape risks for Tinsley.

Discussions took place around time restraints on banned visitors.

SN spoke about the EDB inheritances and that Oscar 2 needs to be looking at the movement orders to see if there anyone on the EDB or with a significant risk. Discussions about not being told that EDB cases are being transferred via safer community and security referrals. BS suggested Healthcare, Detainee Reception and Safer Community which cannot be done due to strict criteria of who has access to the reports. MB updated on the EDB process and how it is managed. BS said it's reasonable for Brook to its fair share but not more than Colnbrook.

AOB:

MFr updated that there will be a large skip at BH for six days for anything that needs to be thrown away.

BS updated on the renewal of the BH security system.

BS updated that SS is working on the MOU with Sussex Police and that he is struggling to get feedback from them.

BS thanked Kelly Harris for holding the fort in Security and welcomed the new Security staff.

SN updated on the door to the Facilities workshop at TH needs to have a gate for security reasons.

SS updated that information assurance is being highlighted and the Home Office are insisting that all staff need to have a CJSJ account. Clear desk policy needs to be enforced.

SS said that important meetings like Security and DoI have the proper representation.

ACTION: LSH to send out diary invites to key players in important meetings that have not already been invited – closed

Actions

Date raised	Concern	Responsible Person	Required Action	Status	Date Closed



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Date of Next Meeting: 14.00 on Tuesday 8th August 2017 – Boardroom, Brook House