



Weekly Bulletin ~ w/c 21st August 2017

GOLD COMMANDER:

Lee Hanford

Mobile: **DPA** pager **DPA**
Personal mobile **DPA**

| Monday | 21 | Steve Skitt | Sara Edwards | Steve Skitt |
|-----------|-----------|----------------|----------------|----------------|
| Tuesday | 22 | Sara Edwards | Sarah Newland | Sara Edwards |
| Wednesday | 23 | Steve Skitt | Sarah Newland | Steve Skitt |
| Thursday | 24 | Juls Williams | Sarah Newland | Juls Williams |
| Friday | 25 | Steve Skitt | TBC | Michelle Brown |
| Saturday | 26 | Michelle Brown | Michelle Brown | Michelle Brown |
| Sunday | 27 | Sara Edwards | Sara Edwards | Sara Edwards |

Duty Home Office

Please note that the Home Office Duty Rota now runs from Friday to Thursday

| | | | |
|---------------|-------------------------------------|--------------|------------|
| Brook House | 21 st – 24 th | Simon Levett | DPA |
| | 25 th – 27 th | Paul Gasson | |
| Tinsley House | | Debby Weston | |

Duty IMB

| | | | |
|---------------|-------------------------------------|----------------|-----|
| Brook House | Mary Molyneaux | DPA | |
| | (or contact the Chair on: | DPA | |
| Tinsley House | 21 st – 25 th | Nick Taylor | DPA |
| | 26 th – 27 th | Christina Ryan | |

Duty Chaplain / Care Team

| | |
|---|------------|
| Contact on-site Chaplaincy members or Zeeshan Qayum | DPA |
|---|------------|

Duty Healthcare Manager

| | |
|---------|------------|
| Jo Buss | DPA |
|---------|------------|

Brook Oscar 1&2 – Can be contacted via email or phone on a Blackberry mobile as follows

| | | | |
|----------------|------------|--------|------------|
| Email address: | DPA | Mobile | DPA |
| Email address: | | Mobile | |

Tinsley Oscar 1&2 – Can be contacted via email or phone on a Blackberry mobile as follows:

| | | | |
|----------------|------------|--------|------------|
| Email address: | DPA | Mobile | DPA |
| Email address: | | Mobile | |

New mobile numbers for Safer Community & Welfare managers at Brook House:

| | | | |
|-----------------|------------|--------|------------|
| Safer Community | DPA | Email: | DPA |
| Welfare | | | |

Meetings, Activities and Visitors

Monday 21st August

| | | | |
|---------------|------------------------------|--------------------|-------------|
| All day | ITC | Training Room | S Rodrigues |
| 09.00 – 11.30 | Healthcare Counselling Group | BH Visits Hall | C Williams |
| 12.00 – 16.00 | PSU Interviews | BH HO Meeting Room | K Goulder |

Facilities

Syntinex – **BH** - Service Checks – **Facilities to escort**
 Triple Star – 100% Fire Alarm Test – **BH** – **Requested Operational Escort**
 Carlton Fuel/Certas Energy – 8,000 Litres Red Diesel Fuel delivered – **BH** – **PH to escort**
 Sweep Tech & Xylem – Storm Water Pump Service – **BH** – **DP/SD to escort**
 Goddards – Grounds Maintenance – **TH & BH** – Requested Operational Escort
 Veolia – General Waste Collection – **TH** – **Front Reception to escort**

Tuesday 22nd August

| | | | |
|---------------|-----------------------|--------------------------|-------------|
| All day | ITC | Training Room | S Rodrigues |
| All day | Pakistan I/V Scheme | BH HO Meeting Room | P Gasson |
| 09.00 – 10.00 | HR Meeting | Boardroom | M Fernandes |
| 09.00 – 12.00 | PSU Interviews | Centre Director's Office | K Goulder |
| 10.30 – 12.00 | Detainee Consultative | Education Classroom | S Skitt |
| 11.00 – 13.00 | Home Office Meeting | Boardroom | H Patel |

Facilities

Triple Star – 100% Fire Alarm Test – **BH** – **Requested Operational Escort**
 Sherlock & Neal – **TH** – Day Room 1 Door Replacing door – **MA to escort**
 Veolia – Recycling Waste Collection – **TH** – **Front Reception to escort**

Wednesday 23rd August

| | | | |
|---------------|---------------------------|---|-------------|
| All day | PPE Training | Do-jo | S Rodrigues |
| All day | ITC | Training Room | S Rodrigues |
| All day | Security Managers Meeting | TH Meeting Room (If quarantine is lifted) | M Brown |
| All day | Security Managers Meeting | Boardroom (If Tinsley is still in quarantine) | M Brown |
| 10.00 – 12.00 | Anger Management Workshop | BH Visits Hall | A Bole |

Facilities

Syntinex – **BH** - Service Checks – **Facilities to escort**
 Veolia – General Waste Collection - **TH**– **Front Reception to escort**

Thursday 24th August

| | | | |
|---------------|----------------------|--------------------------|-------------|
| All day | ITC | Training Room | S Rodrigues |
| All day | Sri Lankan I/V | Home Office Meeting Room | H Patel |
| 10.00 – 12.00 | Yoga | BH Visits Hall | J Williams |
| 11.00 – 12.00 | Healthcare Meeting | Boardroom | C Williams |
| 14.00 – 15.00 | Detainee of Interest | Boardroom | M Brown |

Facilities

Pillinger – BMS Service & PC Upgrade – **BH** – **PH to escort**
 9pm-3/4am Syntinex - Internal Camera Service Evening – **BH** - **Requested Operational Escort**
 Physique Sport - Gym Equipment Service – **TH** – **Activities to escort**

Friday 25th August

| | | | |
|---------|---------------|---------------|-------------|
| All day | ITC | Training Room | S Rodrigues |
| All day | HR Interviews | Boardroom | M Fernandes |

Facilities

Syntinex – Service Checks – **BH** - **Facilities to escort**
 Pillinger – BMS Service & PC Upgrade – **BH** – **PH to escort**
 08:00-12:30 Syntinex - ISM Service - **BH** - **Requested Operational Escort**
 Chiller Experts – Remedial work from service – **TH** – **MA/RH to escort**
 Veolia – General Waste Collection - **TH** - **Front Reception to escort**

SMT Whereabouts

| Name | Mon 21/08 | Tues 22/08 | Weds 23/08 | Thurs 24/08 | Fri 25/08 | Sat 26/08 | Sun 27/08 |
|--|--------------|---------------|----------------------------|----------------|----------------------------------|--------------|--------------|
| Ben Saunders | Annual Leave | Annual Leave | Annual Leave | Brook | London | | |
| Steve Skitt | Brook | Brook | Brook | Annual Leave | Brook | | |
| Sarah Newland | Annual Leave | Tinsley | Tinsley | Tinsley | London | | |
| Michelle Brown | Brook | Brook | Brook (Meeting all day) | Rest Day | London | Gatwick DD | |
| Dan Haughton | Annual Leave | Annual Leave | Annual Leave | Annual Leave | Annual Leave | | |
| Juls Williams | Brook | Brook | Brook | Brook | Brook | | |
| Lynn Harthill | Gatwick PDA | Gatwick PDA | Gatwick PDA | Gatwick PDA | Gatwick PDA | | |
| Mark Francis | Annual Leave | Annual Leave | Annual Leave | Annual Leave | Annual Leave | | |
| Michelle Fernandes | Annual Leave | Brook | Brook | Brook | Brook | | |
| Robert McDermott | London | Brook | Brook | Brook | London | | |
| Sara Edwards | Tinsley | Brook | Annual Leave | Annual Leave | Rest Day | | Gatwick DD |
| Stewart Povey - Meier | Annual Leave | Annual Leave | Annual Leave | Annual Leave | Annual Leave | | |
| Healthcare: Chrissie Williams | Brook | Tinsley | WFH (Karen on duty) | Brook | Annual Leave (Sandra on Duty) | | |
| Healthcare: Jo Buss | Tinsley | Brook | Tinsley | Tinsley | Tinsley | | |