



## Weekly Bulletin ~ w/c 10<sup>th</sup> April 2017

### GOLD COMMANDER:

Lee Hanford

Mobile:  Pager:  Personal mobile:

Monday	10	Dan Haughton	N/A	Dan Haughton
Tuesday	11	Caz Dance-Jones	N/A	Sarah Newland
Wednesday	12	Juls Williams	N/A	Juls Williams
Thursday	13	Michelle Brown	N/A	Michelle Brown
Friday	14	Sarah Newland	N/A	Sarah Newland
Saturday	15	Caz Dance-Jones	N/A	Sarah Newland
Sunday	16	Caz Dance-Jones	N/A	Sarah Newland

### Duty Home Office

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

Brook House	10 <sup>th</sup> – 15 <sup>th</sup>	Simon Levett	<input type="text" value="DPA"/>	
	16 <sup>th</sup>	Paul Gasson	<input type="text" value="DPA"/>	
Tinsley House	10 <sup>th</sup> – 13 <sup>th</sup>	Robert Gibson	<input type="text" value="DPA"/>	
	14 <sup>th</sup> – 16 <sup>th</sup>	Debby Weston	<input type="text" value="DPA"/>	

### Duty IMB

Brook House	Mary Molyneux	<input type="text" value="DPA"/>	
	(or contact the Chair on <input type="text" value="DPA"/> or <input type="text" value="DPA"/> )		
Tinsley House	TBC		

### Duty Chaplain / Care Team

Contact on-site Chaplaincy members or Zeeshan Qayum -	<input type="text" value="DPA"/>	
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### Duty Healthcare Manager

10 <sup>th</sup> – 16 <sup>th</sup>	Su Roberts	<input type="text" value="DPA"/>	
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### Brook Oscar 1&2 – Can be contacted via email or phone on a Blackberry mobile as follows

Email address:	<input type="text" value="DPA"/>	Mobile	<input type="text" value="DPA"/>
Email address:	<input type="text" value="DPA"/>	Mobile	<input type="text" value="DPA"/>

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

Email address:	<input type="text" value="DPA"/>	Mobile	<input type="text" value="DPA"/>
Email address:	<input type="text" value="DPA"/>	Mobile	<input type="text" value="DPA"/>

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

Safer Community	<input type="text" value="DPA"/>	Email:	<input type="text" value="DPA"/>
Welfare	<input type="text" value="DPA"/>		

## Meetings, Activities and Visitors

### **Monday 10<sup>th</sup> April**

All day	ITC	Training Room	S Rodriguez
All day	Chinese I/V	Home Office Meeting Room	S Levett
09.00 – 11.30	Healthcare Counselling Group	Visits Hall	S Calver

#### **Facilities**

Irrelevant and Sensitive	- Service Checks – <b>BH – Facilities</b> to escort
08:00 Irrelevant and Sensitive	BH – Flow switch fault visits staircase ceiling tile / Visits hall sounder beacon – <b>Facilities</b> to escort
Irrelevant and Sensitive	- <b>BH – BMS Service – Facilities</b> to escort

### **Tuesday 11<sup>th</sup> April**

All day	ITC	Training Room	S Rodriguez
10.00 – 12.00	PSU Interviews	Home Office Meeting Room	K Goulder
10.00 – 12.00	Healthcare QCRM	Boardroom	S Calver
15.00 – 16.15	Security Meeting	Boardroom	S Skitt

#### **Facilities**

Irrelevant and Sensitive	- <b>BH – BMS Service – Facilities</b> to escort
Irrelevant and Sensitive	- <b>BH – Grounds maintenance – Ops Escort</b>

### **Wednesday 12<sup>th</sup> April**

All day	ITC	Training Room	S Rodriguez
All day	Yearly Staff Refresher	Boardroom	S Rodrigues
All Day	Chinese I/V	Home Office Meeting Room	S Levett
09.00 – 10.30	HR Meeting	Directors Office	E Picknell

#### **Facilities**

Irrelevant and Sensitive	- Service Checks – <b>BH – Facilities</b> to escort
Irrelevant and Sensitive	General Waste Collection – <b>BH – Gatehouse</b> to escort

### **Thursday 13<sup>th</sup> April**

All day	ITC	Training Room	S Rodriguez
All day	Moroccan I/V	Home Office Meeting Room	S Levett
All day	First Aid Refresher	Boardroom	S Rodrigues
14.00 – 15.00	Detainee of Interest	Deputy Directors Office	S Skitt

#### **Facilities**

No contractors booked in

### **Friday 14<sup>th</sup> April**

All day	ITC	Training Room	S Rodriguez
All day	First Aid Refresher	Boardroom	S Rodrigues

#### **Facilities**

No contractors booked in

# SMT Whereabouts

Name	Mon 10/04	Tues 11/04	Weds 12/04	Thurs 13/04	Fri 14/04	Sat 15/04	Sun 16/04
<b>Ben Saunders</b>	Brook	Brook	Birmingham	Brook	Bank Holiday		
<b>Steve Skitt</b>	Brook	Brook	Birmingham	Brook	Bank Holiday		
<b>Sarah Newland</b>	Cedars	Gatwick	Cedars	Rest Day	Gatwick DD	Gatwick O/C	Gatwick O/C
<b>Michelle Brown</b>	Brook	Brook	Brook	Brook	Bank Holiday		
<b>Caz Dance-Jones</b>	Brook	Brook	Off	Off	Brook	Gatwick DD	Gatwick DD
<b>Dan Haughton</b>	Brook	Rest Day	Annual Leave	Annual Leave	Bank Holiday		
<b>Juls Williams</b>	Brook	Brook	Brook	Brook	Bank Holiday		
<b>Lynn Harthill</b>	Cedars	Cedars	Cedars	Cedars	Bank Holiday		
<b>Mark Francis</b>	Annual Leave	Annual Leave	Annual Leave	Annual Leave	Bank Holiday		
<b>Michelle Fernandes</b>	Brook	Brook	Brook	Brook	Bank Holiday		
<b>Robert McDowell</b>	London	TBC	TBC	TBC	Bank Holiday		
<b>Sara Edwards</b>	Brook / Cedars	Brook / Cedars	Brook / Cedars	Rest Day	Bank Holiday		
<b>Healthcare:</b> <b>Sandra Calver</b>	Brook	Brook	Yarlswood	Yarlswood	Bank Holiday		
<b>Healthcare:</b> <b>Chrissie Williams</b>	Brook	Brook	Brook	Brook	Bank Holiday		