



Gatwick IRCs SMT Meeting

Date:	13/04/17
Time:	13.00
Location:	Centre Director's Office

Present:		Apologies:	Distribution:
Ben Saunders (BS) Chair Steve Skitt (SS) Michelle Brown (MBr) Michelle Fernandes (MF) Juls Williams (JW) Lynn Harthill (LH) Bryony Farey (BF) Robert McDermott (RM) Loraine Higgins (LSH)		Sarah Newland (SN) Caz Dance-Jones (CDJ) Sara Edwards (SE) Mark Francis (MFr) Dan Haughton (DH)	All attendees Apologies

No:	Item
2.	<p>Notes of the Previous Meeting</p> <p>These were reviewed.</p> <p>ACTIONS 13/04/17 SS is waiting for confirmation from Shaun Curd regarding unmanned courtyards. ACTION: SS to chase up Shaun Curd.</p> <p>Theme of assaults in wing offices. ACTION: Wing staff need to have this feedback to them via Residential DCMs</p> <p>Minster coming to visit the PDA in May. ACTION: LH to advise SMT the dates of the two ministerial visits.</p> <p>Need a good development plan for DCOs to achieve the benchmark for DCM boards. ACTION: SS to talk to Jane Shannon about development of DCMs.</p> <p>ACTIONS 28/02/17 MB said that new staff should have a mentor once they are operational. ACTION: MB to share mentoring pack.</p> <p>Looking at decorating especially the green that has been used. ACTION: MB to send the colour scheme to MFr</p> <p>ACTIONS: 09/02/17 5.5 leavers in January – some ITC leavers were due to shift patterns ACTION: DH to arrange for a group feedback session with new staff to find out their views on the transition from the ITC to working in the Centre – ongoing. 13/04/17 – BS to speak to DH</p> <p>ACTIONS: 08/12/16 Games room need to be redecorated and Facilities have been reallocated to other jobs several times. 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 – ongoing. 13/04/17 – Work will be finished in two weeks and still have to buy an amp for the quiet room.</p> <p>ACTIONS: 20/06/16 VB to discuss audits sign off process with SD but passed to SN on 25/10/16 – ongoing</p>
3.	<p>Matter Arising</p> <p>BS updated about the Trading Review held the previous day: Appealing the penalty points for Jamaican charter netting incidents with Home Office as it was classed as a failure to release which is unfair.</p>



Gatwick IRCs SMT Meeting

	<p>Very complex activities like the bid etc. last month. Jerry praised Gatwick in the review. Health and Safety training by Zurich to be held on 13/06/17 – Accident Investigation. Letters going out to graded staff informing of 1.5% pay rise. BS said thank you to everyone that was involved in the bid. BH IMB report to be made public on 19/06/17 TH IMB report to be made public on 26/06/17 BS is working with Barry Timms around the HMIP action plan. BS updated about the last year of the contract and that the Home Office will be more aware around dilapidation. Home Office are pushing back on mitigation for penalties.</p>
4.	<p><u>Departmental Updates:</u></p> <p>BH Residential (JW) Unsettled across the wings. A few assaults and boisterous behaviour. There has been no impact with additions beds. Some detainees so not want to share but others are happy to have three detainees in a room. There has been an increase in detainee traffic around the centre and JW will do an impact assessment in a few months' time. Increase in charter activity. SS gave an update on estate activity from the EDB weekly call. Gatwick is doing a lot better than other centres where their CSU is almost always full and for longer periods. Garden is almost completed and a few benches need to be installed. BS updated from the Trading Review the previous day about staffing levels whilst TH is shit. There is a need to manage staff expectations regarding staffing levels as staff will need to understand that it is not going to be understaffed on the wings but the normal level. Residential DCM's will need to prepare staff in advance. MB said that Residential needs to be supported and supporting with staff numbers on the wings. Suggested taking some staff off the wings in the afternoon so that staff get used to the impact of less staff. SS is waiting for confirmation from Shaun Curd regarding unmanned courtyards. Cleaning – good in some areas in some areas and not so good in others. There is no problems with the auditing and is definitely being checked properly. Joe Marshall does a weekly audit including looking as CCTV.</p> <p>HR (MF) Focus has been on recruitment during March. Mark Francis has been appointed as Head of Facilities. Westfield recruitment fair – 80+ applications over the two days. Backdated pay award went through with only one query. Short term sick at its lowest ever. Assessment day to be held on 20/04/17. Next ITC commences on 05/06/17. Head of Security interviews are to be held next week. BS updated that HR was praised in the Trading Review for having the lowest sickness in CDS.</p> <p>Safer Community (MB) Massive increase in arrivals, departures and charters. 291% increase in charter activity and that there is a lot of work is involved. Voluntary Departure – very successful. MB updated about the proposed extension of using Owen Syred in the pilot which had not been discussed prior to an email being sent. MB had discussions with Debby Weston who is now aware that she will have to pay for using Owen for the extension. Decrease in self-harm - 11 Violence down. 3 fights. 3 detainee assaults – around the servery and ground floor. 30 UoF. Increase in assaults on staff – 10 staff in 2 incidents. Theme of assaults in wing offices. B wing peaked, followed closely by C wing with a lot of ACDTs. A wing has no ACDTs so some</p>



Gatwick IRCs SMT Meeting

	<p>should move there from C wing. 12 drugs finds. SLPs have gone up significantly. Updated on adults at risk. UKBA drugs dogs will use Gatwick IRCs as a training site once a month. They will be used for the TH sweep. MB has been invited to the West Sussex Safeguarding Board meeting in Worthing to present the adults at risk policy.</p> <p>Safeguarding (MB) D381 – deemed a risk to women and children following an incident in Visits with a baby which apparently is not his. MB met with D381 to discuss this. D2159 – Updated that D2159 had been admitted to hospital that morning and recent events around his food and fluid refusal. D1255 has been released to an address in Irrelevant and sensitive. BS spoke about Healthcare issues which were flagged up in the Healthcare QCRM which Peter Kolawski and Jerry Petherick attended. 2 new DCMs shadowing. Updated on training etc.</p> <p>PDA (LH) Recruitment on track. Interviewing for Social Worker. Back-up plan will be for a Social Worker to come down from Oakhill. Minster coming to visit the PDA in May. TH is being handed back on 24/04/17. MB suggested having a friends and family event. LH updated that there was not going to be an official opening. G4S is looking after security at Cedars until July but haven't got the resources to for this. LH already has 5 vacant lines. BS suggested identifying staff to fill these lines internally.</p> <p>Deputy Director (SS) Challenging few months. Gone the right route with new DCMs and temporarily promoted DCOs to DCMs. Need a good development plan for DCOs to achieve the benchmark for DCM boards. MB spoke about the talent pool which was previously in place and possibly should reinstate this. BF suggested a six monthly board to assess development potential. DCMs consider themselves to be operators and are not developing talent.</p> <p>Security (SS) Good finds and good intelligence. Concerns about security collators which has taken a real hit in recent months. Recruitment processes in place. Mercury to be in place soon which will help current staff. Kalpesh leaving party on 27/04/17 - SS asked SMT to suggest what to buy him.</p> <p>HR (BF) HR structure is a bit of an unknown as BF is leaving at the end of April and Heather Noble will be leaving at the end of July but will cover BF role until then. BF will come back for one in May and a leaving party will be arranged for that day.</p> <p>Finance (RM) Over budget by £50k. Updated on mobilisation costs and deferment.</p> <p>Events (LSH) Updated that Gatwick is hosting the quarterly PA/secretariat meeting on 27th & 28th April.</p>
5.	<p>AOB</p> <p>Meetings calendar to be circulated</p>



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Date of Next Meeting – 10.00 Wednesday 3 rd May 2017 in Centre Directors Office
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