

Meeting

Date: 04.07.2017
Meeting commenced: 10.33
Meeting closed: 11.10

Present	Name	Title
Employee Name:	Teyron Evans	DCO
Chair of Meeting:	Steve Skitt	Deputy Director
HR Rep/Note Taker:	Emiah Brown	HR Administrator

SS Thank you for attending today, This meeting is a formal disciplinary meeting to discuss the results from the investigation into 2 wing doors that had been left unsecured. Before we start the meeting can you confirm that you had 48 hours' notice of this meeting?

TE Yes, however the date had changed from yesterday to today as I was on annual leave.

SS Yes that's correct. I'm aware that this has taken some time for this meeting to go ahead and that it has been rearranged due to your sickness absence and waiting for guidance from occupational health. We are meeting to discuss the two allegations in question where a door was left unsecured on the 7th and 15th November 2016. I will conduct the meeting and Emiah Brown from HR will take notes and provide HR advice should I need it. As you are aware from your invite letter to this meeting if the allegations against you are substantiated they constitute serious misconduct under the company's disciplinary policy; a possible outcome issued could be up to a final written warning. This is your opportunity to answer any questions and provide your mitigation. You have been informed of your right to representation and I see that you have Joe Marshall with you today. Joe can you confirm that you understand what your role of representative is?

JM Yes I do.

SS Teyron, If at any point you wish to adjourn you are welcome to do so and help yourself to water provided. We are not here to reinvestigate the allegations. The purpose of the meeting is to discuss and give you an opportunity to provide any details you believe is not within the investigation which has come to light and provide any mitigation. Do you understand?

TE Yes I understand.

SS In the Investigation report on the 7th of November 2016 DCO Evans was detailed to work on Becks wing night shift, start time of 21:00 and due to finish 08:00 on the 8th November 2016. The wing Diary has been signed by DCO T Evans to say all doors are locked and secured at around 21:10 CCTV shows DCO T Evans let the cleaners out of the room B/206. At 21:30 the cleaner returns to the room. CCTV shows at 23:34 the Detainee comes out of his room looks around the wing on the second floor and then returns to his room. An incident report was submitted on the 8th November by day staff to say that a door was found open upon unlock that morning. Wing diary shows that no detainee left the centre from this room or a newly arriving detainee was placed into this room during the night. Paracetamol log shows no detainee was issued paracetamol in this room during the night.

Then on the 15th November the investigation report outlines the following; DCO T Evans was on day shift on the 15th November 2016 on Arun wing, CCTV shows that the DCO T Evans arrives on the second floor at 20:50 as detainees are starting to return to their rooms for roll count. At 21:01 DCO T Evans commences roll count starting at room A201 with the wing cleaners still out on the unit; she starts locking the doors but does not lock rooms A/202 and A203. Room A/203 is the room which was occupied by Detainee D715 who is a wing cleaner. The occupant in room A202 is not a wing cleaner. At 21:06 DCO T Evans leaves the second floor and walks down the stairs, the cleaners are still out on the unit. The wing dairy has been signed by DCO T Evans to say that the doors on the second floor have been Checked and Proven. At 21:14 the occupant from room A202 comes out his room walks around the landing and at 21:18 walks down the stairs. At 21:20 the occupant from room A/202 is escorted to his room by the night staff and locked behind his door. I will now give you the opportunity to describe the detail of the events that occurred on these two occasions?

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TE Reads from prepared statement provided, please see enclosed

SS Thank you, let me talk you through the initial points that you have raised concerns on. Any member of staff that have key compromised due to leaving a door unlocked would have their keys removed from them and asked to attend key training. They would then be able to have access to keys again. In response to the query over the investigation. The terms of reference were set to include the first and second incident into to one investigation.

TE Should these have not be carried out in separate investigations?

SS No, as the investigation to be carried out was for two allegations of incidents that occurred from the same person.

TE But the incidents occurred on two different nights; surely they should be treated separately?

SS There were two summaries within the investigation report for the two separate incidents which have been investigated.

TE Also no one else has been called to be investigated.

SS From the findings within the investigation report it details that you had left the doors unlocked on the 7th November and 15th November.

TE On the 15th November the procedure was not met for checking doors, there was other member of staff out on the wing too.

SS Ok, let's go through the two occasions and discuss the report summary of findings. 7th of November 2016 DCO Evans was detailed to work on Becks wing night shift, start time of 21:00 and due to finish 08:00 on the 8th November 2016. The wing Diary has been signed by DCO T Evans to say all doors are locked and secured at around 21:10 CCTV shows DCO T Evans let the cleaners out of the room B/206. At 21:30 the cleaner returns to the room. CCTV shows at 23:34 Detainee comes out of his room looks around the wing on the second floor and then returns to his room. An incident report was submitted on the 8th November by day staff to say that a door was found open upon unlock that morning. Wing diary shows that no detainee left the centre form this room or a newly arriving detainee was placed into this room during the night. Paracetamol log shows no detainee was issued paracetamol in this room during the night. Would you agree that you had signed the wing diary to confirm that all the doors are locked and secured?

TE Yes I agree that I did do this.

SS Whether the cleaners were out or not. You signed the diary to confirm that the doors were locked.

TE In the report it says the room the cleaner was let out of was B206 but I'm sure it was room B205.

SS It was captured on CCTV that it was B206 that you let the cleaner out from. At 21:30 the cleaner returns to the room. CCTV shows at 23:34 Detainee comes out of his room looks around the wing on the second floor and then returns to his room. An incident report was submitted on the 8th November by day staff to say that a door was found open upon unlock that morning. Wing diary shows that no detainee left the centre form this room or a newly arriving detainee was placed into this room during the night. Paracetamol log shows no detainee was issued paracetamol in this room during the night. Would you agree that whether or not the room was the cleaners or not that you signed the wing diary to say that the doors were locked and secured?

TE Yes I agree, that is fair enough.

SS There was then an incident report submitted from the day shift.

TE Ok, I agree that is an open and shut case on that one.

SS Let me give you the opportunity; do you to have any mitigation to be

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taken in to account?

TE It was my last night shift on the 7th November; I agree that I left the door unsecured on the 7th November. But I would like to contest the allegation against me on the 15th November.

SS Let's talk through the summary events on the 15th November, outlined in the investigation report. On the 15th November the investigation report outlines the following; DCO T Evans was on day shift on the 15th November 2016 on Arun wing, CCTV shows that the DCO T Evans arrives on the second floor at 20:50 as detainees are starting to return to their rooms for roll count. At 21:01 DCO T Evans commences roll count starting at room A201 with the wing cleaners still out on the unit; she starts locking the doors but does not lock rooms A/202 and A203. Room A/203 is the room which was occupied by Detainee **D715** who is a wing cleaner. The occupant in room A202 is not a wing cleaner. At 21:06 DCO T Evans leaves the second floor and walks down the stairs, the cleaners are still out on the unit. The wing diary has been signed by DCO T Evans to say that the doors on the second floor have been Checked and Proven. At 21:14 the occupant from room A202 comes out his room walks around the landing and at 21:18 walks down the stairs. At 21:20 the occupant from room A/202 is escorted to his room by the night staff and locked behind his door.

TE Yes the detainee was on his own.

SS That detainee was not the cleaner and you walked down to the second floor to sign the diary to say that you have checked and proven the doors were secure on the wing.

TE Yes the cleaners were out and I saw the detainee from room A202 earlier was out of his room playing pool so I accounted for him. I then walked down to the second floor I looked to check that all the doors are closed which they looked like they were. It was human error on my part.

SS You said you saw the occupant of room A202 was playing pool?

TE Yes, the door of his room was later shut and in that moment I thought it was locked. The 2 officers also left the wing early which meant I had to check my own doors were locked which should not have happened.

SS So you made the assumption about the door and you understood that the cleaner is the detainee from A203 and the occupant of A202 was not a cleaner and you saw him playing pool. Did you at any point go back to the room to check the door was secured?

TE No I didn't.

SS Do you understand the findings from the summary of events now?

TE Yes I do, I agree I saw the detainee playing pool and I did not check the door was locked.

SS Would you agree that you cannot make the assumption that if a door appears closed that it is secured if you have not checked it?

TE Yes I agree. However Brogan was in wing office and the checks had been checked by me this is not normal procedure, I shouldn't be checking my own locks. I should have crossed out my signature in the diary and left it blank under the checked and proven door locks. But I didn't as I'm a team player.

SS In my view, this should have not have been done too.

TE But it was not my responsibility to go around and check the locks.

SS When carryout the roll counts on Res it is your responsibility to check that

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you have the right amount of detainees on the wing and within their rooms. It is your responsibility as well to check to ensure that the doors are secure.

TE I do accept this now. I can always rely and know I have locked a door. I don't know why I didn't go back up and check it.

JM Under the procedure you should lock up and swap areas and check these doors are locked.

SS Yes I understand this but any door should be locked and it's your responsibility to check.

TE It was human error, I saw the detainee playing on the pool table and I when I went up again I didn't see him and it looked like every door was locked.

SS So you agree that you did not check the door was locked?

TE Yes, I didn't go round and check. This has never happened to me before.

SS Do you have anything else to add?

TE No not really, I have detailed in my letter about the events on the 15th November.

SS Thank you and I will take this into account when considering the outcome of this meeting during the adjournment.

TE The Tuesday was the last of the nights and the officers left me on my own.

SS Meeting adjourned: 10:55

Meeting recommenced: 11:05

SS Thank you for returning. We are meeting to decide the outcome for the allegations against you: that you left a door unsecured on the 7th November and the 15th November. We discussed step by step your responses and the investigation report. Based on your responses and findings from the investigation it is reasonable for me to believe that you did leave the doors unsecured on the 7th November and the 15th November. I do take in to account what you have said in regards to the procedure when locking up during roll count. I will ensure that this procedure is reviewed and reissued to staff. Any officer locking on the Res landing should take the appropriate action to check and show that they have physically checked the doors are locked in the first place before the second check is made. I take into account the other issues with your sickness absence and occupational health but this occurred after the incidents took place. I note that you did say that you were tired around the time of the incident but it is your responsibility to decide if you are fit to attend duty. From your letter to me regarding occupational health, I know you have taken action and steps to return back to work. As I said before this disciplinary has been hanging over for a long period. Considering all of these factors I will be issuing you with a written warning for both accounts. With regards to training I would like you to sit with the appropriate person so you're clear of responsibilities on wing during role count. Did you attend second key talk training?

TE No

SS From my records when you were on ACO duties, you had a key talk and then your keys were issued back to you as DCO. Who is your line

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manager?

TE It is Stewart Povey, I think when I was on A/B wing.

SS Ok, I will ask Juls Williams to assign the relevant line manager to sit down and talk you through the normal line of duties, locking up on the wing. It will also give you an opportunity to ask any questions. Please be mindful that you are responsible to check all doors are left secured. You have the right to appeal from the date that the outcome letter is issued. Do you have any questions?

TE No.

SS That concludes the meeting.

EB How long is the written warning being issued for?

TE 6 months?

SS That is for me to decide Teyron. I'm issuing you a written warning for 6 months.