

**Brook House IRC Independent Monitoring Board**

**MEETING Wednesday 19<sup>th</sup> April 2017**

**Pre-meeting session:**

**IMB**

Mary Molyneux(MM)

Lui Hui (LH)

Gareth Jones (GJ)

Gillian Gajdatsy (GG)

Joyce Turner (JC)

Elisabeth Markwick,(EM)

Dick Weber (DW)

**Home Office**

Heenaxi Patel (HP)

**G4S**

Ben Saunders (BS)

**Item 1 Apologies for absence / introductions**

Jackie Colbran (JC) Paul Gasson (PG)

**Item 2 Information Assurance**

The meeting reviewed the Information Assurance requirements circulated by the Secretariat and members agreed that they would continue to abide by the terms of the annual Information Security Assurance Statement. **DW** confirmed that **JC** had also confirmed her agreement.

After he had joined the meeting, **BS** confirmed that he was content with the arrangements adopted by the BH Board. It was agreed that **DW** would write to **BS** to secure his formal approval, after which DW would submit the necessary return to the Secretariat. **(ACTION)**

**Item 3 Consultation on Draft DSO on Removal from Association and Temporary Confinement**

Although it was now past the very short deadline for comment, **DW** asked if there were any issues that needed to be raised. There were no serious concerns, but the discussion prompted a realisation of the importance for visiting IMB members to record any interaction (or non-interaction) with Rule 40/42 detainees on their individual record sheets held in the E Wing office.

It was accepted that it was not practicable for the BH Board to visit **all** Rule 40/42 detainees within 24 hours of a detainee being placed on Rule 40/42. Much would depend upon the precise circumstances of each individual detainee. In addition, it might be possible for non-Rota Week members to visit Rule 40/42 detainees in the margins of attending a meeting at BH.

**Item 4 IDE Forum (27 April) – Additional Items for the BH Report**

**MM** asked if concerns about Rule 35 processes could be added to the BH report. She was concerned by the caseworker response to a recent case at BH. She agreed to brief **DW** after the meeting so that he could draft an addendum to the BH report.

**Item 5 Review of Statutory Visit Reports (Prior to minute taker's arrival).**

**HP & BS join.**

#### **Item 6 Review of Minutes of the meeting on 15<sup>th</sup> March 2017.**

Clarification required on how many times and how many people a week legal aid solicitors are supposed to attend. Raised by **MM** in view of the increasing waiting lists. **PG** awaiting a formal response/ update. May require to increase the number of visits. **(ACTION)**

#### **Item 7 Monthly Reports from Home Office and G4S**

##### **BS for G4S**

The number of assaults had risen during the period January – March, but none had been serious. Quite a few related to use of force, but it had not been possible to identify a significant cause or causes for the increase.

Ramp up of beds had in the rooms identified for triple occupancy had been completed.

An increase in Charter activity during the last couple months had led to increased admissions and discharges.

The pre departure pilot has been a success. Owen (in the Welfare Department) had been supportive and had managed to sign up a lot of voluntary departures.

The work on the courtyard netting had finished; **BS** was now awaiting the submission of the risk assessment and written confirmation of approval from Shaun Curd of the Home Office.

Tinsley House would be handed back on Monday 24<sup>th</sup> April. Centre to be cleaned and a dog search conducted. Staff training was on-going. Detainees would be received by Tinsley House from 22 May 2017. The return of staff to Tinsley House would have an impact on staffing levels at Brook House.

##### **HP for HO**

Carl Knightly the SEO had left last week. The recruitment process to replace him was about to begin.

The pre-departure pilot had been a success and would be rolled out to other centres.

Recruitment for new engagement officers will be out shortly.

An update was provided on the longest serving detainees.

#### **Item 8 Review of Statutory Visits' Reports**

**GG week of 20/03** Mr **D1212** had been an on-going nuisance. Staff on E Wing were very patient, engaging and tolerant with him.

Anton the RAPT officer was very happy with the support he had received from BH officers.

##### **LH week of 27/03/17**

Spoke to Mr **D1234** about the use of force. He should have gone on the failed Nigeria Charter. **LH** asked whether IMB members could view the CCTV and body camera footage. **BS** said the officers were trained to use force appropriately in order to get a successful outcome. IMB members were welcome to review body camera footage if they wished to be reassured about a particular incident.

##### **JT week of 03/04/17**

The vending machine in the visitors centre is not working causing the visitors to lose their money. **(ACTION)**

Shortage of phones in the centre reported. (However, **BS** believed that there were enough phones in stock).

**D180** very appreciative of the help received at the centre for sorting his eye sight. Successful cataract operations had been undertaken.

No IMB forms on many of the wings. **DW** said residential staff should be responsible to replenish them and the Librarian had now uploaded the IMB form onto the BH system. As a result, individual wing staff could print out replacement forms when stocks ran low. **(ACTION)**

#### **MM week of 10/04**

**MM** asked for feedback on the protest that had occurred on D Wing Courtyard on 14 April. **BS** gave a brief summary; the outcome of the protest was that 6 detainees were placed on R40 pending transfers out to other establishments. However, to date, no transfers had taken place.

The increase in waiting times for Legal Aid appointments suggested that more resources were required in this area to meet the needs of detainees. **(ACTION)**

Commented on Mr **D2462** Rule 35 report; she was concerned by the caseworker's response and not sure if the Home Office had actioned the request for more information in this case. Clarification was necessary on the response times.

**(ACTION)**

*(Addendum – after the meeting, **HP** contacted Healthcare who submitted an updated report. The additional report was passed to the caseworker on 21 April. Now awaiting a response which was due on 23 April – weekend).*

**MM** wanted to know if the sound system would be fitted in the gym or not. And whether the air conditioning system was maintained and the vents cleaned regularly? **(ACTION)**

#### **Item 9 Annual Report**

**DW** said that the report had been published the previous day. Last year, there had been no direct media interest, but G4S had issued their own press release, drawing attention to the generally positive tone of the report.

#### **Item 10 Chair's Letter**

This was circulated prior to the meeting.

**BS leaves the meeting.**

**ATPR GJ** said that a note of the meeting had now been circulated. He suggested that the Board highlights the areas on which it most needs to concentrate over the next 12 months. It would be sensible to check on progress every three months by means of an agenda item. The Reception process would go on to the June agenda. **(ACTION)**

#### **Annual Conference**

This had been held the preceding weekend. **GG** will circulate her notes.

#### **Item 11 Complaints**

No substantive discussion.

### **Item 12 Training**

**GJ** reported that places were available on 14 September for the NTRG training at Kidlington. **MM, GJ, LG** were confirmed to attend. In addition, **LH, LG, EM** were asked to confirm their availability dates for personal protection training. **(ACTION)**

At present, the pre-meeting training talks were scheduled as follows:

May - Charter monitoring member (now unlikely to take place)  
June - Owen (Welfare Department) to be confirmed  
July – Adults At Risk (Michelle Brown)  
August – MAPPA (**LG**)  
September - Monitoring Guidelines

**Item 13 Membership** **DW** said he would be stepping down from the Board by the end of this year or early next. As a result, it would be sensible to start a small-scale recruitment process to ensure that numbers remained at the right level.

### **Item 14 Duty Availability**

W/C 15/05/17	Gillian Gajdatsy	
22/05/17	Jackie Colbran	
29/05/17	Lui Hui	
5/06/17	Gareth Jones	
12/06/17	Elizabeth Markwick	
19/06/17	Mary Molyneux	
26/06/17	Joyce Turner	
03/07/17	Jackie Colbran	
10/07/17	Louise Gledhill	
17/07/17	Dick Weber	
24/07/17	Gillian Gajdatsy	
31/07/17	Joyce Turner	

### **Item 15 AOB**

There was one item. Members were anxious to receive the Weekly Bulletin again on a regular basis. *(After the meeting, DW arranged for Karen Goulder to forward the Weekly Bulletin to members).*