

Brook House IRC Independent Monitoring Board

MEETING Wednesday 17th May 2017

Pre-meeting session: Adults at Risk (Michelle Brown G4S)

IMB

Mary Molyneux(MM)

Lui Hui (LH)

Jackie Colbran (JC)

Gillian Gajdatsy (GG)

Joyce Turner (JC)

Elisabeth Markwick,(EM)

Dick Weber (DW)

Home Office

Paul Gasson (PG)

Simon Levett (SL)

G4S

Steve Skitt (SS)

Item 1 Apologies for absence / introductions

Louise Gledhill (LG) Gareth Jones (GJ) Ben Saunders (BS)

Item 2 Review Statutory Visit Reports

Prior to minute taker's arrival.

Item 3 Review of minutes of the 19th April 2017 meeting.

Information Assurance – After discussion at the last meeting where members agreed that they would continue to abide by the terms of the annual Information Security Assurance Statement and with BS confirming 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 Completed - CLOSED**

Consultation on Draft DSO on Removal from Association and Temporary Confinement - 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. It might be possible for non-Rota Week members to visit Rule 40/42 detainees in the margins of attending a meeting at BH. **ACTION No further comments - CLOSED**

Legal Aid - Clarification required on how many times and how many people a week legal aid solicitors are supposed to attend raised by MM. PG advised there is now a reserve list of detainees in place to fill spots not utilised by detainees that have left Brook. MM has noted increasing waiting lists again. **ACTION SS/PG** to check the lists and discuss with welfare the current waiting list. Has the increase in population / throughput increased waiting times? SS to check what the HMIP recommendation is?

Vending Machine - In the visitors centre is not working causing the visitors to lose their money. **ACTION Reported to Aramark, the machine is now working - CLOSED**

Shortage of Phones - In the centre reported. **ACTION SS advised that recently phones had been re stocked and there was an audit trail as evidence that all detainees had a phone. G4S have also bought a programme to enable them to**

unlock phones as this appeared to be the main issue for the shortage of phones - CLOSED

Gym Sound System - **MM** wanted to know if the sound system would be fitted in the gym. And whether the air conditioning system was maintained and the vents cleaned regularly? **ACTION SS Advised all up and running amplifier has been repaired now - CLOSED**

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 SS advised this has been resolved and forms are now available and will be going forward - CLOSED**

U of F **D1234** - **SS** advised that he had read the PSU report on this incident and it was found that the U of F was proportionate and reasonable. **CLOSED**

ATPR - **GJ** 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**

Rule 35 Report - **MM** was concerned by the recent caseworker's response to a R35 report and not sure if the Home Office had actioned the request in timely manner. **ACTION – PG advised that he had looked into this report and HP (Heena Patel) had ensured that the processes were in order - CLOSED**

Use of the corridor outside of the Mosque for prayers on a regular basis. – **SS** advised that the Imams would now be conducting two services of the same prayer in the mosque. **CLOSED**

Shop profit expenditure – **SS** advised that it was not possible to astroturf other yards due to drainage restraints. However, the shop profit fund would continue to be used for the benefit of detainees, with requests for their suggestions via notice boards and meetings. **CLOSED**

Length of time in reception - There was a comment from **DW** about the length of time detainees were spending in the Reception waiting area, asking if a "Welfare" detainee positioned there would be of benefit in terms of induction. **SS** advised that he had spoken to Healthcare to discuss speeding up the HC process. **CLOSED**

Item 4 Monthly Reports from Home Office and G4S **SS for G4S**

SS updated on a number of issues that were raised last month (listed above)
SS updated that the previous month had seen the operational capacity increase to 508 beds. There were a number of challenging detainees within Brook at the moment although this was the situation estate wide. **SS** updated the board of the incidents at height, detainees climbing on netting. **EM** commented that she had only been advised of the incident after it had happened. **ACTION SS** would check on this
SS said that Michelle Brown would be taking up the position of Head of Security 1/6.
GG enquired whether G4S were aware of the recent internet issues. **SS** confirmed he was and that these were being resolved as a matter of urgency.

GG asked who would be replacing Ramon when he transferred to Tinsley. Dean Brackenridge had been appointed as Brook Activities Coordinator and was currently in training.

PG for HO

PG updated the board on the longest detained detainees at Brook. He advised that Tinsley House was scheduled to reopen on Monday 22nd May with 12 detainees transferred daily. Occupancy will be 162 beds plus the PDA (Pre Departure Accommodation). The Pre Departure Team pilot was being presented to the HO board for national rollout today. **DW** asked if the PDT was a victim of its own success ie there too many voldep applications for the staff to action. **PG** explained that staffing levels had never reached the required levels and that currently the PDT was understaffed which has resulted in increased workloads and potential delays. **PG** advised it was quite difficult to manage detainee expectations - when they express a wish to voldep they expect an immediate removal, which cannot happen. **ACTION PG** to enquire with Debby Weston why voldeps are taking so long to process

Item 5 IMB Issues (Statutory Visits)

Gareth w/c 17/04 - Raised the issue of a detainee deemed unsuitable to remain at BH and whether this was fair once his sentence was complete. **PG** advised that DEPMU North make the judgement on the basis of a risk assessment, based mainly on their criminality/behaviour in detention.

GJ also asked about the planned new security/door system on B wing. **SS** advised that this was a trial so officers were not continually being asked to open doors off wings. Cards will be used to operate the system. It was now being looked into how these could be distributed / accounted for. Cards have their problems and if electronic gates were installed on all wings the system would be biometric run.

Elisabeth w/c 24/04 – Raised whether the cultural kitchen could be open for longer hours. **SS** advised there were plans to open for longer. G4S were currently recruiting a “food technology” teacher for the cultural kitchen / food education as another activity. **EM** highlighted server problems having witnessed detainees given excessive portions with the result that others did not get the meal they had requested. In general there appeared to be a lack of oversight. **SS** was aware of the potential flashpoint at serveries and is expecting DCM presence there at meal times. **ACTION to report to him if this is not the case.**

EM had spotted one particularly inadequate meal. **SS** advised that a food survey was planned after Ramadan. Detainees could raise issues at the monthly food forums.

Louise w/c 01/05 - Enquired how wing netting rubbish was removed. **SS** advised that facilities were looking to have some long arm claw tools made to enable rubbish to be removed.

LG also raised the number of cigarette “dog ends” around the IRC. **SS** advised that officers had been briefed to challenge smoking in the IRC. **EM** enquired whether Brook would be going smoke free. **PG** advised that Colnbrook was smoke free within the centre but nothing was currently planned for Brook.

Complaint from **D1523** – see Complaints below

Dick w/c 08/05 – Raised about the lack of IMB forms on the wings, dealt with earlier in the minutes and **GG** confirmed there were forms on all wings today.

DW asked if any impact had been noticed from the increase in population. **SS** had not been made aware of any issues.

DW asked what had happened to the age dispute case (**D852**) **SS** advised that he had been released into West Sussex Social Services care pending an age assessment. This was due to a court order being received that an age assessment should take place as directed by the judge and this has to take place outside the centre.

Item 6 Annual Report

JC enquired whether anything had been heard with regard to the action plan / response. **PG** advised that he had not heard anything as yet.

Item 7 Chairs Letter - Circulated prior to the meeting

JC updated that the request for info re **D2674** had been sent by the Secretariat. **DW** had fed back to **JC** with regard to the Chair's Forum. In particular the issue of R40 visits within 24 hours would potentially present an issue. **JC** suggested the serious incident box should contain members' next of kin details. A form was circulated.

Item 8 Complaints

DW / JC discussed **D1523**'s complaint. He had been seen at Harmondsworth by an IMB member. Therefore **DW** has raised this with the IMB at Harmondsworth who are following this up. **D1523** has now taken his complaint to the Ombudsman.

Item 9 Training

GJ advises members that Personal Protection training courses will be available in June and September. ACDT training is scheduled alternative Wednesdays 15.30-16.00 if any members are interested. The Kidlington visit had been postponed due to date clashes. At present, pre-meeting training talks are scheduled as follows:

June - Owen (Welfare Department) confirmed by **EM**

July – Charter monitoring member (TBC)

August – MAPPA (**LG**)

September - Monitoring Guidelines

The board agreed it would be an excellent idea to follow up **LH's** suggestion to invite a rep of one of law firms to a pre-board session. **LH/BDO** to liaise.

Item 10 Membership Nothing to report. No action re recruitment during Purda

Item 14 Duty Availability – 1 amendment **JC** cannot cover w/c 03/07

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| 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 | TBC | |
| 10/07/17 | Louise Gledhill | |
| 17/07/17 | Dick Weber | |
| 24/07/17 | Gillian Gajdatsy | |
| 31/07/17 | Joyce Turner | |

Item 15 AOB

JT asked **JC** whether she could be placed back on to CJSN network. **ACTION**

JC advised that the board budget for visits remained the same as last year.

JC circulated the performance indicators to all staff.

JC agreed that the points 2.2 and 2.3 (removal directions / monthly reports) on the combined report no longer had to be noted. This was due to the changes in Home Office staff processes and the accuracy of these figures. **ACTION** Board to agree

CHAIR'S LETTER May 2017

Dear Board Members

Gareth has arranged for Michelle Brown to address our preboard session on the subject of adults at risk. The relevant DSO is 08-2016 Management of Adults at Risk in Immigration Detention. In case anyone has time and interest to do some reading up this is available on: <https://www.gov.uk/government/publications/management-of-adults-at-risk-in-immigration-detention> We will be back to starting at 12.00 and in the boardroom. No apologies as far as I know. It will be nice to have everyone from our extremely well-travelled lot present.

IMB Annual Report 2016

The only thing left pending was the circulation. Dick kindly sent hard copies to the four MPs in our area and I sent electronic copies to: GDWG, BID, Red Cross, Samaritans, the Oscars, Healthcare, G4S management, Conway and the IRE chairs. The IMB Secretariat takes care of the Minister, Alan Gibson, NC rep, HMIP, Ombudsman, etc. Anyone else? We were jolly lucky to clear purdah, which started 21/4. Three days more and we would have had to wait weeks and weeks – I have seen complaints from some of the other boards caught up in it. G4S and the Home Office will be looking at our recommendations and suggestions to produce an action plan. With respect to the 2017 report the new template has at last been signed off for the IRE estate and we will need to look at it to see if anything needs to be done in preparation eg in the way we monitor or record.

Training

Gareth has done a splendid job of preparing a programme for the coming months. May – Management of Adults at Risk by Michelle Brown; June - Owen on Early Departures and Resettlement; July – Lou Lockhart-Mummery on flight monitoring; August – MAPPA with Louise's contact; September – a round table on Monitoring Guidelines led by Mary. Looks good to me.

Solicitor's request for information on Mr D2674

That was finally completed. The solicitors came up with the £10 and the IMB Secretariat sent off our records on 19/4. These things seem to move so slowly and I have no idea if we will hear further. In my mind it links in with the subject of our preboard session this week and in particular if there is anything further the IMB might or should have done and/or can do in the future.

Information Assurance

Thanks to you all and especially Dick and Ben, for getting this sorted in my absence so the board could sign the Annual Information Assurance Statement that we are handling confidential documents safely and with G4S agreement.

IDE Chairs' Forum

I picked up that Sarah Whiteside has taken over from John Rowe as Deputy Head of the IMB Secretariat with responsibility for the IRE estate. Also that the next IRE Workshop is due to be held at the MoJ Saturday 28/10 10.30-16.30. Dick, who most kindly agreed to represent Brook House, will be able to update us further.

I think that covers the majority of points of which I have knowledge. You will have to catch me up with everything else.

Looking forward to seeing you all again. Jackie