

3/4/20 request

#10

Mary Molyneux

From: Gareth Jones <[DPA]>
Sent: 13 February 2018 17:56
To: 'Jackie Colbran'; Richard Weber; JOYCE TURNER; Lui Hui; MARKWICK MICHAEL
Cc: Mary Molyneux
Subject: ATPR
Attachments: ATPR 2017.xlsx

ATPR for 2017
(21/2/18)

All

Please find attached ATPR matrix for you perusal prior to next week's discussion.

Best

Gareth

[DPA]

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ATPR BROOK HOUSE --- YEAR END DECEMBER 2017

Member	Section A					Section B			Section C			Section D					Section E									
	1	2	3	4	5	6	7a	7b	7c	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	4	3	3	3	4	2	3		4	4	4		4	4	3	4	4	3	3	3	4	4	4	4	4	4
2	4	3	3	3	4	2	2		4	3	4		3	4	3	4	4	3	4	3	4	3	4	3	4	4
3	4	3	2	2	3	2	2		4	3	3	DNS	4	3	3	3	3	3	3	3	3	3	3	4	3	4
4	4	3	4	3	4	2	3		4	3	4		4	4	3	4	3	3	3	3	3	3	3	3	3	4
5	4	3	3	2	2	1	3		4	4	3		4	4	3	4	4		4	4	4	4	2	4	4	4
6	4	3	4	3	4	2	3		4	4	4		3	4	3	4	4		4	4	3	4	4	4	4	4
7	3	3	3	3	3	2	2		4	3	3		2	3	4	3	3		2	2	3	3	4	2	3	2
8	4	3	4	3	DNS	2	3		4	4	4		4	4	4	4	4		4	4	4	4	4	4	4	4
9	4	3	4	4	4	2	3		4	4	4		4	4	4	4	4		4	4	4	4	4	4	4	4
Totals	35	27	30	26	28	17	24		36	32	33		28	35	30	34	33		25	30	27	32	33	31	34	32
Total for Section			163						92			126						181						237		
Maximum possible for section			215						108			143						215						252		
Percentage Score for section			75.813953						85.185			88.1119						84.186						94.048		
Average Score for each section			3.0754717						3.4074			3.6						3.4151						3.7619		

Score

94

88

76

89

90

96

77

95

94

799

799

933

85.4689

3.45198

ATPR NOTES FROM 21/2/18

- Review Rota checklist in IMB Office for areas not monitored often and cover them. Eg Visitors' Centre, Facilities.
- Access to IMB – problems with App forms missing. Keep checking and replacing when on rota.
- Explaining the role of the IMB to detainees:
 - See if we can use orderlies to spread the word. Eg Reception/Welfare/Safer Custody orderlies. Someone to talk with Conway. Maybe Mark Demian too. To see if could work.
 - Induction process on B Wing – make sure IMB is covered. Conway? Mark Demian?
 - Ensure both IMB posters on noticeboard in Arrivals Lounge.
 - Do we need to look again at our posters?
 - Are they up on the Wings etc?
- IMB Secretariat?/National Council?:
 - Help on sharing best practice between IMBs.
 - More shared knowledge on issues and practices, eg our issues trying to get info on email account for detainees.
 - Why not a central Information Officer for all IMBs with, eg summaries on new DSOs and topics of interest.

[MM to take this up. Maybe through Jane Leech.

Also, MM to ask Anne D at Tinsley about sharing the work their HO person does on new information. Think of something Brook could give in return.]

Mary Molyneux

From: Gareth Jones <[REDACTED] DPA [REDACTED]>
Sent: 25 February 2018 16:54
To: Mary Molyneux
Subject: ATPR comments

Mary

Unattributed comments worthy of note ---in no particular order;

- Visits centre and security not monitored often/at all
- IMB apps on wings often not visible/available
- New detainees not from prison need to be informed about the IMB. Can we emulate Forward who use induction in a v positive way to target certain detainees
- Do all members know what to do with all the paperwork we receive? Training issue?
- Use of computer --- training
- Talk more to range of detainees – including long servers
- See how new monitoring process goes – review but do not over focus
- Our role at meetings – other than Board Meeting--- is what precisely? Do we attend enough/too many meetings?
- Duty member should receive complaints and UOF reports during rota week
- Need to improve relationships with healthcare
- Monday morning handover could be conference call for all board members
- Recurring issues should be put forward to management more strongly
- Board WhatsApp Group could be helpful
- HO a bit negative on our thoughts regarding reporting of good behaviour on bail applications [Annual Report??]
- We should visit centre more than once per week

The above is a fair summary of comments made I think – hope this is of some use.

Off to (freezing cold) Cornwall tomorrow until Friday but on mobile etc if you need to contact me.

Sad about the Wales result but the Scots are my new best friends !

Best

Gareth

[REDACTED] DPA [REDACTED]

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Mary Molyneux

From: Mary Molyneux <[redacted] DPA >
Sent: 16 June 2018 16:55
To: 'Jones Gareth'; 'Jackie Colbran'; 'Lui Hui'; 'MARKWICK MICHAEL'; [redacted] DPA
Subject: Wed Board - Chair's Letter
Attachments: CHAIR'S LETTER June 2018.doc; ATPR Notes.docx

Hello

Attached is the Chair's Letter for Wednesday's Board. Please note that the meeting has been moved to Lee/Centre Director's Office.

Also attached is a summary of notes from our Annual Team Performance Review in February, plus anonymous comments made on ATPR forms we went to Gareth. We didn't follow those up in February, but will on Wed as part of a more general review of where we are at mid-year.

See you all at noon on Wednesday – in Lee's office. (He's away in Aus.)

Mary

Mary Molyneux

[redacted] DPA

CHAIR'S LETTER June 2018

Dear Board Members

Training/June 20th Board noon – NOTE: in Centre Director/Lee's Office

This will be a mid-year review on some Board matters: follow-up on open items from the Annual Team Performance Review (see attachment), allocation of areas of focus for the next Annual Report, and a status check on how we are doing against the Monitoring Priorities we agreed for 2018.

Annual Report for 2017

Published on 1st May. Comments received from the Minister on 30th May and the Action Plan is an Agenda item for this Board.

GDPR

From Secretariat emails we are now required to use a new App form to comply with data protection changes from 25th May. Gareth was on rota that week and volunteered for replacing all forms on the wings, plus replenishing the stock on the bookshelf in the IMB Office. There is also a stock of Privacy Notices there should any detainee ask for one. Gareth also posted a copy on each wing as required by Secretariat. Thankyou from the rest of us.

If downloading, please make sure that you have the new and correct form of App.

Complaints of Interest

Rules on searches, including that a detainee should be asked if he wants to be present, and a complaint about £300 lost cash which a detainee asked to be sent to someone outside. Both came up in Lui's rota and will be picked up at the meeting.

No Smoking

Brook House will go smoke free from 3rd September – new policy to come – including on vaping.

Recruitment

Sue Barnes and Miranda Keast are the two successful candidates and both now have DBS clearances. Even if Sue and Miranda join, we will be down to seven members at year end as Joyce has to step down then. So we're commencing a new campaign for up to three further members. With Gareth and me (and maybe Heena too) considerably wiser on process from the experience of the last campaign.

Post-Panorama Inquiries etc

On 22nd May, the High Court granted permission to two former Brook House detainees for a judicial review of the Home Secretary's decision not to order a public inquiry into Panorama allegations. The JR looks scheduled for some time in the Autumn.

On 31st May, Gareth and I attended an interview with Kate Lampard and Ed Marsden as part of Verita's post-Panorama Independent Investigation.

Misc Annual Housekeeping: Outstanding Items

- annual Information Assurance: no request yet from Secretariat.

Attendance

No apologies so far.

Mary

Brook House IMB – Annual Team Performance Review 2018

A. NOTES FROM 21/2/18 ATPR MEETING

- Review Rota checklist in IMB Office for areas not monitored often and cover them. Eg Visitors' Centre, Facilities.
- Access to IMB – problems with App forms missing. Keep checking and replacing when on rota.
- Explaining the role of the IMB to detainees:
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 - Help on sharing best practice between IMBs.
 - More shared knowledge on issues and practices, eg our issues trying to get info on email account for detainees.
 - Why not a central Information Officer for all IMBs with, eg summaries on new DSOs and topics of interest.

[MM to take this up. Maybe through Jane Leech.

Also, MM to ask Anne D at Tinsley about sharing the work their HO person does on new information. Think of something Brook could give in return.]

B. COMMENTS MADE ON RETURNED FORMS – TO BE DISCUSSED

In addition to scores/categories discussed at the 21/2/18 ATPR meeting, Gareth has pulled together (anonymous) comments made on the returned forms. Grouped below in loose categories/themes. These were not discussed at the 21/2/18 meeting.

- New detainees not from prison need to be informed about the IMB. Can we emulate Forward who use induction in a v positive way to target certain detainees.
- IMB apps on wings often not visible/available.
- We should visit centre more than once per week.
- Visits centre and security not monitored often/at all.
- Talk more to range of detainees – including long servers
- See how new monitoring process goes – review but do not over focus
- Our role at meetings – other than Board Meeting--- is what precisely? Do we attend enough/too many meetings?

- Duty member should receive complaints and UOF reports during rota week.
- Monday morning handover could be conference call for all board members.
- Do all members know what to do with all the paperwork we receive? Training issue?
- Use of computer --- training
- Recurring issues should be put forward to management more strongly.
- HO a bit negative on our thoughts regarding reporting of good behaviour on bail applications [Annual Report??]
- Need to improve relationships with Healthcare.
- Board WhatsApp Group could be helpful

Mary Molyneux

From: Gareth Jones <[REDACTED]>
Sent: 14 April 2020 14:04
To: mary.molyneux
Subject: FW: ATPR Review notes
Attachments: ATPR Review June 2018 clean.doc

From: Jackie Colbran <[REDACTED]>
Sent: 25 June 2018 15:32
To: 'Mary Molyneux' <[REDACTED]>; Gareth Jones <[REDACTED]>; 'MARKWICK MICHAEL' <[REDACTED]>; [REDACTED] <[REDACTED]>; 'Lui Hui' <[REDACTED]>
Subject: ATPR Review notes

Dear All

I hereby circulate notes from Wednesday's discussion on the ATPR, duly scrutinised by Mary.

Regards

Jackie

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MID YEAR REVIEW OF ANNUAL TEAM PERFORMANCE 20/6/18
Discussion of comments made on forms

New detainees not from HMP experience tend to have no understanding of IMB Role. What can we do?

- Initially, MM to engage/brief new Reception orderlies on IMB and its role in helping detainees.
- Other Board members to help with as needs/ongoing.
- GJ to see if Secretariat has standard issue handouts
- MM to look at revamped Induction to see if/how IMB covered

IMB App forms often not a/v on wings.

- MM to send correct new apps form to Juls with request to put it on their systems
- MM to take up with Mark Demian on G4S responsibility for restocking
- Members to continue to fill up racks when necessary

We should visit the centre more than once. Discussion – some thought once was sufficient others not, though prepared to come in extras and when needed.

- Basically the decision was to continue as before.

Visits Centre and Security not monitored at all. Discussion re variation in areas visited. Some members do visit Security. Point made that those who take the bus regularly are in the Visits Centre but may not always tick as they are on their way home. Joyce visits on arrival.

- Up to members on rota to check which area has not been visited for some time and take action.

Talk more to range of detainees, including long servers. MM pointed out there has been nothing filled in on the office board monitoring guidelines schedule.

- Members to note, action and initial the Checklist on the wall in the IMB Office.

See how new monitoring process goes – review but not over-focus.

- MM to talk about this when reviewing monitoring guidelines [Combine with AR bullets in Sept training?].

Our role at meetings is what precisely? Do we attend enough/too many meetings? The board's feeling was that while there is no need to attend all meetings the Detainees Forum and Use of Force are important, as is Adults at Risk as it isn't working properly yet. EM often manages Diversity and Jackie Healthcare. MM pointed out how many meetings are cancelled or postponed, which in itself needs monitoring.

Duty member should receive complaints and UoF report during rota week. UoF reports are usually done by phone but not written. MM has attempted to deal with this, so far without success.

- MM to fight on
- MM now circulating complaints to incoming rota member

Monday morning handover could be by conference call for all board members. Not many members appeared keen on the idea but the motive behind the suggestion was about cutting down on the info at BMs. The suggestion was made that at future BMs only the bullet points at the end of rota reports should be raised for discussion.

- Action all Board members
- MM empowered to enforce! (and must follow the rule herself...)

Use of computer – training issue.

- JC is currently in discussion with Loraine who is willing to put all members on the system and provide DAT training in twos. MM and GJ to set a session with Loraine (set for 27/6). Ditto EM and JC. LH to make arrangements for when next on rota though it will have to be weekday.

Recurring issues should be put to management more strongly.

- MM is already keeping a list of outstanding issues – but we may need to try different strategies together
- Board to raise some at the second part of today's BM
- MM/GJ said this had been a theme of their Verita interview.

HO negative to the idea of reporting good detainee behaviour on bail reports. Raised by JC last year and by MM this at the Chairs' Forum. Left that specific instances should be reported to Alan Gibson.

- Members to advise MM so she can pass on to AG.

Board WhatsApp Group could be helpful. Generally agreed as a good idea for speedy short and urgent messages.

- MM to set up.