

OFFICIAL - SENSITIVE



Home Office

**AUTHORITY: The Secretary of State for the Home  
Department**

## **Schedule 2.1 Services Description**

### **Annex B: Operational Staffing Model**

**Version 2**

**Note:**

The staffing numbers highlighted in red are the required number of staff for the total period of either day state or night state. The staffing numbers highlighted in green are the number of Staff required for the hours that the services are being delivered as per the Supplier's bid.

Subject to the requirement that the staffing numbers set out in Annex B must be met, where an area is categorised by a \* and is not required for a period of time, Supplier Staff allocated to that area can be redeployed to another area, however such redeployment must result in staff numbers for the provision of that other area that are over and above the required staffing numbers set out in Annex B.

**Brook House IRC Staffing Profile**

## OFFICIAL – SENSITIVE

| Brook House IRC<br>1 of 2                      | Monday to Friday |           |             |          | Saturday to Sunday |           |             |          |
|--|------------------|-----------|-------------|----------|--------------------|-----------|-------------|----------|
|  | Day State        |           | Night State |          | Day State          |           | Night State |          |
|  | DCM              | DCO       | DCM         | DCO      | DCM                | DCO       | DCM         | DCO      |
| <b>Residential Staff</b>                       |                  |           |             |          |                    |           |             |          |
| A Wing   | 1                | 3         | 0           | 1        | 1                  | 3         | 0           | 1        |
| B Wing   | 1                | 3         | 0           | 2        | 1                  | 3         | 0           | 2        |
| C Wing   | 1                | 3         | 0           | 1        | 1                  | 3         | 0           | 1        |
| D Wing   | 1                | 3         | 0           | 1        | 1                  | 3         | 0           | 1        |
| E Wing   | 1                | 2         | 0           | 1        | 1                  | 2         | 0           | 1        |
| CSU *  | 0                | 2         | 0           | 0        | 0                  | 2         | 0           | 0        |
| Yards  | 0                | 4         | 0           | 0        | 0                  | 4         | 0           | 0        |
| <b>Total</b>                                   | <b>5</b>         | <b>20</b> | <b>0</b>    | <b>6</b> | <b>5</b>           | <b>20</b> | <b>0</b>    | <b>6</b> |
|  |                  |           |             |          |                    |           |             |          |
| <b>Admin &amp; Discharge</b>                   | 1                | 4         | 0           | 3        | 1                  | 4         | 0           | 3        |
| <b>Total</b>                                   | <b>1</b>         | <b>4</b>  | <b>0</b>    | <b>3</b> | <b>1</b>           | <b>4</b>  | <b>0</b>    | <b>3</b> |
|  |                  |           |             |          |                    |           |             |          |
| <b>Regime</b>                                  |                  |           |             |          |                    |           |             |          |
| IT   | 0                | 2         | 0           | 0        | 0                  | 2         | 0           | 0        |
| Cultural Kitchen                               | 0                | 1         | 0           | 0        | 0                  | 1         | 0           | 0        |
| Gym  | 0                | 1         | 0           | 0        | 0                  | 1         | 0           | 0        |
| Library  | 0                | 1         | 0           | 0        | 0                  | 1         | 0           | 0        |
| Sports   | 1                | 0         | 0           | 0        | 0                  | 0         | 0           | 0        |
| Education patrol                               | 0                | 1         | 0           | 0        | 0                  | 1         | 0           | 0        |
| Paid Activities                                | 0                | 2         | 0           | 0        | 0                  | 0         | 0           | 0        |
| <b>Total</b>                                   | <b>1</b>         | <b>8</b>  | <b>0</b>    | <b>0</b> | <b>0</b>           | <b>6</b>  | <b>0</b>    | <b>0</b> |
|  |                  |           |             |          |                    |           |             |          |
| <b>Religious Services &amp; Race relations</b> |                  |           |             |          |                    |           |             |          |
| Religious activities<br>patrolling officer     | 1                | 0         | 0           | 0        | 1                  | 0         | 0           | 0        |
| Diversity Officer                              | 0                | 1         | 0           | 0        | 0                  | 1         | 0           | 0        |
| <b>Total</b>                                   | <b>1</b>         | <b>1</b>  | <b>0</b>    | <b>0</b> | <b>1</b>           | <b>1</b>  | <b>0</b>    | <b>0</b> |
|  |                  |           |             |          |                    |           |             |          |
| <b>Safer Detention</b>                         |                  |           |             |          |                    |           |             |          |
| Safer Detention                                | 0                | 1         | 0           | 0        | 0                  | 0         | 0           | 0        |
| Constant watch / bed<br>watch *                | 0                | 2         | 0           | 1        | 0                  | 2         | 0           | 1        |
| <b>Total</b>                                   | <b>0</b>         | <b>3</b>  | <b>0</b>    | <b>1</b> | <b>0</b>           | <b>2</b>  | <b>0</b>    | <b>1</b> |

## OFFICIAL – SENSITIVE

| Brook House IRC<br>2 of 2                | Monday to Friday            |     |                         |     | Saturday to Sunday    |     |                         |     |
|--|-----------------------------|-----|-------------------------|-----|-----------------------|-----|-------------------------|-----|
|  | Day State                   |     | Night State             |     | Day State             |     | Night State             |     |
|  | DCM                         | DCO | DCM                     | DCO | DCM                   | DCO | DCM                     | DCO |
| Welfare Services                         |                             |     |                         |     |                       |     |                         |     |
| Systematic assessment of welfare needs * | 0                           | 2   | 0                       | 0   | 0                     | 2   | 0                       | 0   |
| Welfare Office / Action                  | 0                           | 4   | 0                       | 0   | 0                     | 2   | 0                       | 0   |
| Total                                    | 0                           | 6   | 0                       | 0   | 0                     | 4   | 0                       | 0   |
|  |                             |     |                         |     |                       |     |                         |     |
| Visits and Communications                |                             |     |                         |     |                       |     |                         |     |
| Visitor Centre                           | 0                           | 3   | 0                       | 0   | 0                     | 3   | 0                       | 0   |
| Searching detainees                      | 0                           | 2   | 0                       | 0   | 0                     | 2   | 0                       | 0   |
| Visits corridor patrol                   | 0                           | 2   | 0                       | 0   | 0                     | 2   | 0                       | 0   |
| Visits Hall Management                   | 0                           | 2   | 0                       | 0   | 0                     | 2   | 0                       | 0   |
| Detainee location                        | 0                           | 2   | 0                       | 0   | 0                     | 2   | 0                       | 0   |
| Satellite gate                           | 0                           | 3   | 0                       | 0   | 0                     | 3   | 0                       | 0   |
| Switchboard                              | 0                           | 1   | 0                       | 0   | 0                     | 1   | 0                       | 0   |
| Total                                    | 0                           | 15  | 0                       | 0   | 0                     | 15  | 0                       | 0   |
|  |                             |     |                         |     |                       |     |                         |     |
| Gate House Security                      |                             |     |                         |     |                       |     |                         |     |
| Oscar                                    | 1                           | 0   | 2                       | 0   | 1                     | 0   | 2                       | 0   |
| Escorts (outside)                        | 0                           | 4   | 0                       | 0   | 0                     | 2   | 0                       | 0   |
| Control room                             | 0                           | 2   | 0                       | 2   | 0                     | 2   | 0                       | 2   |
| Security *                               | 1                           | 4   | 0                       | 0   | 1                     | 4   | 0                       | 0   |
| Vehicle escort                           | 0                           | 1   | 0                       | 1   | 0                     | 1   | 0                       | 1   |
| Gate officer                             | 0                           | 2   | 0                       | 2   | 0                     | 2   | 0                       | 2   |
| Use of Force co-ordinator / monitor      | 0                           | 1   | 0                       | 0   | 0                     | 0   | 0                       | 0   |
| Healthcare support                       | 0                           | 1   | 0                       | 0   | 0                     | 1   | 0                       | 0   |
| Residential assistance/support *         | 0                           | 3   | 0                       | 3   | 0                     | 3   | 0                       | 3   |
| Total                                    | 2                           | 18  | 2                       | 8   | 2                     | 15  | 2                       | 8   |
|  |                             |     |                         |     |                       |     |                         |     |
|  | Monday to Friday            |     |                         |     | Saturday to Sunday    |     |                         |     |
| Brook House IRC                          | Brook House Day State Total |     | Brook House Night State |     | Brook House Day State |     | Brook House Night State |     |
|  | DCM                         | DCO | DCM                     | DCO | DCM                   | DCO | DCM                     | DCO |
| Total                                    | 10                          | 75  | 2                       | 18  | 9                     | 67  | 2                       | 18  |
|  | 85                          |     | 20                      |     | 76                    |     | 20                      |     |
|  | 105                         |     |                         |     | 96                    |     |                         |     |

# Tinsley House IRC and Gatwick PDA Staffing Profile

| Tinsley House IRC & Gatwick<br>PDA<br>1 of 2  | Monday to Friday |          |             |          | Saturday to Sunday |          |             |          |
|---|------------------|----------|-------------|----------|--------------------|----------|-------------|----------|
|   | Day State        |          | Night State |          | Day State          |          | Night State |          |
|   | DCM              | DCO      | DCM         | DCO      | DCM                | DCO      | DCM         | DCO      |
| Residential                                   | 1                | 4        | 0           | 4        | 1                  | 4        | 0           | 4        |
| Yard  | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| <b>Total</b>                                  | <b>1</b>         | <b>5</b> | <b>0</b>    | <b>4</b> | <b>1</b>           | <b>5</b> | <b>0</b>    | <b>4</b> |
|   |                  |          |             |          |                    |          |             |          |
| Admin & Discharge                             | 1                | 3        | 0           | 2        | 1                  | 3        | 0           | 2        |
| <b>Total</b>                                  | <b>1</b>         | <b>3</b> | <b>0</b>    | <b>2</b> | <b>1</b>           | <b>3</b> | <b>0</b>    | <b>2</b> |
|   |                  |          |             |          |                    |          |             |          |
| <b>Regime</b>                                 |                  |          |             |          |                    |          |             |          |
| Cultural Kitchen                              | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| Gym   | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| Resource Centre (includes IT)                 | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| Sports  | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| <b>Total</b>                                  | <b>0</b>         | <b>4</b> | <b>0</b>    | <b>0</b> | <b>0</b>           | <b>4</b> | <b>0</b>    | <b>0</b> |
|   |                  |          |             |          |                    |          |             |          |
| <b>Religious Service &amp; Race relations</b> |                  |          |             |          |                    |          |             |          |
| Religious activities & diversity officer      | 0                | 1        | 0           | 0        | 0                  | 0        | 0           | 0        |
| <b>Total</b>                                  | <b>0</b>         | <b>1</b> | <b>0</b>    | <b>0</b> | <b>0</b>           | <b>0</b> | <b>0</b>    | <b>0</b> |
|   |                  |          |             |          |                    |          |             |          |
| <b>Safer Detention</b>                        |                  |          |             |          |                    |          |             |          |
| Safer detention officer                       | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| Constant watch *                              | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| <b>Total</b>                                  | <b>0</b>         | <b>2</b> | <b>0</b>    | <b>0</b> | <b>0</b>           | <b>2</b> | <b>0</b>    | <b>0</b> |
|   |                  |          |             |          |                    |          |             |          |
| <b>Welfare</b>                                |                  |          |             |          |                    |          |             |          |
| Systematic assessment of welfare needs *      | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| Welfare Office / Action                       | 0                | 2        | 0           | 0        | 0                  | 1        | 0           | 0        |
| <b>Total</b>                                  | <b>0</b>         | <b>3</b> | <b>0</b>    | <b>0</b> | <b>0</b>           | <b>2</b> | <b>0</b>    | <b>0</b> |
|   |                  |          |             |          |                    |          |             |          |
| <b>Visits and Communications</b>              |                  |          |             |          |                    |          |             |          |
| Front reception (receiving visitors)          | 0                | 2        | 0           | 0        | 0                  | 2        | 0           | 0        |
| Visits Hall Management                        | 0                | 2        | 0           | 0        | 0                  | 2        | 0           | 0        |
| Visits corridor patrol                        | 0                | 2        | 0           | 0        | 0                  | 2        | 0           | 0        |
| Detainee location/searching                   | 0                | 1        | 0           | 0        | 0                  | 1        | 0           | 0        |
| <b>Total</b>                                  | <b>0</b>         | <b>7</b> | <b>0</b>    | <b>0</b> | <b>0</b>           | <b>7</b> | <b>0</b>    | <b>0</b> |

## OFFICIAL – SENSITIVE

| Tinsley House IRC & Gatwick<br>PDA<br>2 of 2 | Monday to Friday |     |             |     | Saturday to Sunday |     |             |     |  |
|--|------------------|-----|-------------|-----|--------------------|-----|-------------|-----|--|
|  | Day State        |     | Night State |     | Day State          |     | Night State |     |  |
|  | DCM              | DCO | DCM         | DCO | DCM                | DCO | DCM         | DCO |  |
| Gate House / Security                        |                  |     |             |     |                    |     |             |     |  |
| Oscar  | 1                | 0   | 1           | 0   | 1                  | 0   | 1           | 0   |  |
| Escorts (outside)                            | 0                | 2   | 0           | 0   | 0                  | 0   | 0           | 0   |  |
| Gate Officer                                 | 0                | 1   | 0           | 1   | 0                  | 1   | 0           | 1   |  |
| Vehicle escorts                              | 0                | 1   | 0           | 1   | 0                  | 1   | 0           | 1   |  |
| Security *                                   | 0                | 1   | 0           | 0   | 0                  | 1   | 0           | 0   |  |
| Control room                                 | 0                | 2   | 0           | 2   | 0                  | 2   | 0           | 2   |  |
| Residential assistance/support *             | 0                | 2   | 0           | 0   | 0                  | 2   | 0           | 0   |  |
| Total  | 1                | 9   | 1           | 4   | 1                  | 7   | 1           | 4   |  |
|  |                  |     |             |     |                    |     |             |     |  |
| PDA *  | 1                | 4   | 0           | 4   | 1                  | 4   | 0           | 4   |  |
| Total  | 1                | 4   | 0           | 4   | 1                  | 4   | 0           | 4   |  |
|  |                  |     |             |     |                    |     |             |     |  |
| Tinsley House IRC & Gatwick<br>PDA<br>Total  | Monday to Friday |     |             |     | Saturday to Sunday |     |             |     |  |
|  | Day State        |     | Night State |     | Day State          |     | Night State |     |  |
|  | DCM              | DCO | DCM         | DCO | DCM                | DCO | DCM         | DCO |  |
|  | 4                | 38  | 1           | 14  | 4                  | 34  | 1           | 14  |  |
|  | 42               |     | 15          |     | 38                 |     | 15          |     |  |
|  | 57               |     |             |     | 53                 |     |             |     |  |