



Gatwick IRCs SMT Meeting

Date:	03/03/2016
Time:	10.30am
Location:	Centre Director's Office

Present:		Apologies:	Distribution:
Lee Hanford (LH) Chair Steve Skitt (SS) Michelle Brown (MBr) Stacie Dean (SD) Sara Edwards (SE) Sarah Newland (SN) Michelle Fernandes (MF) Neil Davies (ND) Juls Williams (JW) Michael Bird (MB) Loraine Higgins (LSH)		Michael Gibson Kalpesh Mistry	All attendees Apologies

No:	Item
2.	Minutes of Previous Meeting
	These were not reviewed.
3.	Matter Arising
	<p>Discussions took place around the cross deployment by Tinsley staff. It was acknowledged that we should use the period of a low population (Females) at Tinsley to enable staff to familiarise themselves with the centre.</p> <p>SD to review the structure at Tinsley to cover areas such as residential etc. Oscars 1 & 2 should have a defined area of responsibility.</p> <p>LH stated that having no Head of Safeguarding at Gatwick is a big risk.</p> <p>SD Raised the issues that Departmental Heads are making decisions at Tinsley without consultation or communication with SD & SE. LH suggested making Tinsley DCM's responsible for Security, Health & Safety, Activities etc. so that Tinsley has continuity and responsibility.</p> <p>It was agreed that SD will manage sickness from Tinsley and not attend Brook sick meetings.</p> <p>SS said that he will organise a meeting to discuss the new duty director roster</p> <p>LH said that there is a need to look at the purpose of each meeting and the ones that decision-makers should attend. SS suggested holding meetings over a couple of days a month instead of being spread throughout the each month.</p> <p>Operational DCM's need to manage a particular area instead of four DCM's being responsible Detainee Reception, Admissions and Property. LH suggested giving each DCM a function to manage.</p> <p>There is no consistency in Security as staff are being taken away from their jobs to cover other areas.</p> <p>Discussions took place around if there was a need for Head of Operations as it could be a Head of Support Services position and Operations could be picked up by ND.</p> <p>MBr stated that she needed to unpick her management structure. MBr questioned whether she should be Head of Safeguarding and that anything other areas in her management team should be under Support Services.</p> <p>Discussions took place around self rostering by DCM's which would free up John Kench to do his job.</p>