

DSO 02/2017 - Annex G

Instructions

1. See paragraphs 42 – 55 for full details and context of the requirements under DCR Rule 65 and STHFR Rule 56.
2. Part A of this form should be completed by the IRC centre manager (manager in STHFs) on a bi-annual basis, or in circumstances where the previously identified and approved grades/job titles identified have changed.
3. It is expected that the grade/job title identified will be those of the senior management team. The centre manager (manager in STHFs) may also identify the Detainee Custody Manager grade (Detainee Custody Officer in STHFs) to whom responsibilities may be delegated. However, this should only be where:
 - those managers are acting as the duty manager as part of their role; and
 - an individual holding a delegated grade/job title from the senior management team is unavailable.
4. IRC centre managers and STHF managers should send the completed Part A of this form to the Detention Services manager or International Returns Service ECMT manager, who must be Grade 7 or above, for approval.
5. The outcome and/or approval by the Detention Services manager or International Returns Service ECMT manager should be completed on Part B of this form.
6. The Detention Services manager or International Returns Service ECMT manager responsible for the respective IRC or STHF, will maintain records of the approved Annex G forms in line with GDPR requirements, to be used as part of regular contract management assurance actions. A copy will be provided to the Head of Detention Operations (the Head of Escorting Operations for STHFs) on a bi-annual basis.
7. Requests made using Part A of this form should be considered and the outcome provided to the centre manager (manager in STHFs) within 14 calendar days. As the centre manager (manager in STHFs) cannot delegate their powers and duties under DCR Rule 40/42 or STHFR Rule 35/37 to individuals who have not been approved, Part A forms should be completed in advance of expiration of the previous approval.

DCR Rule 65 / STHF Rule 54 Delegation Request and Approval

Part A – DCR Rule 65 / STHF Rule 56 Centre Manager Delegation Request

Centre managers (managers in STHFs) should complete this section with their details, deleting or inputting information as appropriate.

| | | |
|---|-------------------------------|--|
| 1 | Centre Manager / Manager Name | |
| 2 | IRC / STHF | |
| 3 | Date of Request | |

As the [centre] manager for [X IRC / STHF], I am writing to notify you, as [Detention Services manager – or - the International Returns Service ECMT manager] of the grades / job titles that I have identified from my senior management team as being appropriate to take responsibility for my powers and duties under [Rule 40 and Rule 42 of the Detention Centre Rules 2001- or – Rule 35 and 37 of the Short- Term Holding Facility Rules 2018] in my absence, or where it would be impractical for me to undertake these responsibilities.

[Additionally, I have identified specific Detainee Custody Managers (for IRCs) – or Detainee Custody Officers (STHFs only) who may also take responsibility for my powers and duties under [Rule 40 and Rule 42 of the Detention Centre Rules 2001- or – Rule 35 and 37 of the Short- Term Holding Facility Rules 2018], but will only do so when acting as the duty manager as part of their role and where an individual holding a delegated grade/job title from the senior management team is unavailable.]

I am requesting your approval of the grades/job titles that I have identified for the above noted purpose, in line with [Rule 65 of the Detention Centre Rules 2001 – or – Rule 56 of the Short-Term Holding Facility Rules 2018]. Please provide your response within 14 calendar days.

Table 1: Details of grades/job titles identified which are proposed to take responsibility for my powers and duties in relation to [Rule 40 and Rule 42 – or Rule 35 and Rule 37] in circumstances where delegating these powers is appropriate.

| Delegated Grade | Delegated Job Title | Comments (this may include reason that the grade/job title is appropriate for delegating powers) |
|-----------------|---------------------|---|
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DCR Rule 65 / STHF Rule 54 Delegation Request and Approval

Part B – DCR Rule 65 / STHF Rule 56 Centre Manager Delegation Approval

Detention Services manager, or the International Returns Service ECMT manager should complete this section with the outcome of their consideration and where appropriate, confirmation of approval.

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|---|--|--|
| 1 | DS/IRS manager name | |
| 2 | Position | |
| 3 | Date of outcome / approval | |
| 4 | IRC / STHF about which the outcome relates | |
| 5 | Date of centre/duty manager request | |

As the [Detention Services manager – or - the International Returns Service ECMT manager], I am writing in response to your Annex G request dated [X Date].

I can confirm that I have considered your request for approval of grades/job titles that you consider to be appropriate to take responsibility for your powers and duties under [Rule 40 and Rule 42 of the Detention Centre Rules 2001- or – Rule 35 and 37 of the Short- Term Holding Facility Rules 2018] in your absence, or where it would be impractical for you to undertake these responsibilities.

Delete as appropriate

Option A – Full Approval

Your request has been approved in full. This means that I am giving leave under [Rule 65 of the Detention Centre Rules 2001 – or – Rule 54 of the Short-Term Holding Facility Rules 2018] for the persons holding the grade/job title detailed in your request to take responsibility for your powers and duties under [Rule 40 and Rule 42 of the Detention Centre Rules 2001- or – Rule 35 and 37 of the Short- Term Holding Facility Rules 2018] in circumstances which it is appropriate to do so.

This approval and leave for delegation expires on [X Date]. You should make any future request under Annex G at least one month in advance of this expiry date.

Option B – Partial Approval

Your request has been partially approved. This means that I am giving leave under [Rule 65 of the Detention Centre Rules 2001 – or – Rule 54 of the Short-Term Holding Facility Rules 2018] for only some of the grades/job titles named in your request to take responsibility for your powers and duties under [Rule 40 and Rule 42 of the Detention Centre Rules 2001- or – Rule 35 and 37 of the Short-Term Holding Facility Rules 2018] in circumstances which it is appropriate to do so. The grades/job titles about which I provide this approval can be found in the table below.

DCR Rule 65 / STHF Rule 54 Delegation Request and Approval

The grades/job titles about which this approval has not been provided, must not take responsibility for your powers and duties under [Rule 40 and Rule 42 of the Detention Centre Rules 2001- or – Rule 35 and 37 of the Short- Term Holding Facility Rules 2018]. The reason that I have not approved these individuals are [details to be provided].

This approval and leave for delegation for those identified in the table below expires on [X Date]. You should make any future request under Annex G at least one month in advance of this expiry date.

Option C – Seeking Further Information

I have considered your request under Annex G and would like to request further information about [the grades/job titles] – and/or- [the circumstances in which those holding these grades/job titles would be taking responsibility for your powers and duties under [Rule 40 and Rule 42 of the Detention Centre Rules 2001- or – Rule 35 and 37 of the Short- Term Holding Facility Rules 2018]].

[Further details about information required is to be provided here]. Please provide this detail within 7 calendar days and I will then consider your request in full within 7 calendar days.

Table 1: Details of grades/job titles identified who are proposed to take responsibility the centre manager/manager's powers and duties in relation to [Rule 40 and Rule 42 – or Rule 35 and Rule 37] in circumstances where delegating these powers is appropriate – and the outcome of the [Detention Services manager], or the [International Returns Service ECMT manager] response

| Delegated Grade | Delegated Job Title | Outcome / Approval |
|-----------------|---------------------|--------------------|
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