



**AUTHORITY: The Secretary of State for the Home Department  
(Acting through the Home Office)**

**Schedule 2 Services Description**

**Annex B: Operational Staffing Model**

**Post Implementation Table One**

**Full Service Table Two**

**Campsfield House Immigration Removal Centre  
Contract**

## Explanatory Notes:

- 1) The staffing numbers highlighted in red are the required number of Staff for the total period of either Day State or Night State.
- 2) 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.
- 3) 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.
- 4) The requirement is to provide Staff as indicated below in Post Implementation to meet the operational capacity of 160 Detainee Places on the Operational Service Commencement Date and from the Full Service date to meet an operational capacity of 400 Detainee Places.
- 5) On the Operational Service Commencement Date there will be three residential accommodation units that consists of a mixture of single- and double-bedded rooms.
  - Pink Unit – A total of 10 rooms (Occupancy 20)
  - Blue Unit – A total of 54 rooms (Occupancy 98)
  - Yellow Unit – A Total of 30 rooms (Occupancy 42)
  - A Care and Separation Unit which is not classed as residential accommodation, and which will consist of both Rule 42 and Rule 40 Rooms which will be dual certificated for Rule 15 and serve as pre-departure accommodation.
  - A dedicated Supported Living Area which is not classed as residential accommodation.
- 6) From the Full Service date there will be six Residential living Units that consists of a mixture of single- and double-bedded rooms.
  - Pink Unit – A total of 10 rooms (Occupancy 20)
  - Blue Unit – A total of 54 rooms (Occupancy 98)
  - Yellow Unit – A Total of 30 rooms (Occupancy 42)
  - Orange Unit - A total of rooms and Occupancy TBC
  - Green Unit - A total of rooms and Occupancy TBC
  - Purple Unit - A total of rooms and Occupancy TBC
  - A Care and Separation Unit which is not classed as residential accommodation, and which will consist of both Rule 42 and Rule 40 Rooms which will be dual certificated for Rule 15 too and serve as pre-departure accommodation.
  - A dedicated Supported Living Area which is not classed as residential accommodation.
- 7) The roles highlighted with a \* are explained in detail at paragraph 14.8.1 (g) of Schedule 2.0. If these roles are not required for a period the DCOs 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 this annex.
- 8) Residential assistance/support' roles are expected to:
  - supplement the 'Residential and external' areas, subject to operational requirements;
  - conduct internal and external perimeter patrols;

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- conduct vehicle searches; and
- supplement other DCO roles, subject to operational requirements.

9) The key to staffing requirements:

	Red Roles - Required number of staff for the total period of either Day State or Night State.
	Green Roles - Number of staff required for the hours that the services are being delivered as per the Supplier's bid. The Supplier shall ensure the roles are fully covered by the specific role during the hours-of-service delivery.

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