



Home Office

AUTHORITY: The Secretary of State for the Home Department

## **Schedule D - Operational Specification**

### **Schedule Exempt from Disclosure**

#### **Colnbrook IRC**

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# 1. SCHEDULE D – PART 1 OPERATIONAL SPECIFICATION

## 1.1 INTRODUCTION

This Schedule shall be subject to the provisions of Part VIII and Schedules 11, 12 and 13 of the Immigration and Asylum Act 1999, the Nationality Immigration and Asylum Act 2002, the Detention Centre Rules 2001 and Detention Services Operating Standards. Nothing within this Schedule D shall restrict the application of the 1999 Act, the 2002 Act and of the DC Rules and Operating Standards to the operation of the Contract by the Service Provider.

The Service Provider shall operate the Colnbrook Immigration Removal Centre in accordance with the requirements set out in this Schedule D, the IAA 1999, the NIAA 2002, Detention Services Operating Standards ([http://www.ukba.homeoffice.gov.uk/sitecontent/documents/managingourborders/immigrationremovalcentres/operatingstandards/operatingstandards\\_manual.pdf?view=Binary](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/managingourborders/immigrationremovalcentres/operatingstandards/operatingstandards_manual.pdf?view=Binary)) and the DC Rules (<http://www.opsi.gov.uk/si/si2001/20010238.htm>) (<http://www.opsi.gov.uk/si/si2005/20050673.htm>). Amplification of the DC Rules is provided in Detention Services Order 2/2002, Guidance on Detention Centre Rules, within Volume 4 – Data Room.

## 1.2 DEFINITIONS AND ABBREVIATIONS

The following is a list of the key definitions and abbreviations used throughout this document.

Words and expressions defined in Part VIII of the 1999 Act, the Nationality Immigration and Asylum Act 2002, the Detention Centre Rules 2001 and Detention Services Operating Standards shall unless otherwise have stated the same meanings in this Schedule D. Terms defined in the Contract will have the same meaning herein. The following words and expressions in this Schedule shall, except where the context otherwise requires, have the meanings hereby assigned to them:

Term	Definition
<b>Authority or Home Office</b>	This refers to the contracting body which is the Home Office;
<b>Available Detainee Place(s)</b>	shall have the meaning ascribed to it in Schedule G ( <i>Performance Evaluation</i> );
<b>Available Removal From Association Place</b>	shall have the meaning ascribed to it in Schedule G ( <i>Performance Evaluation</i> );
<b>C&amp;R</b>	means control and restraint;
<b>Commencement Date</b>	means <i>Insert Date</i> ;

Term	Definition
<b>Compact</b>	means a document devised by the Secretary of State which sets out certain rights to be enjoyed and responsibilities to be undertaken by Detainees and/or Dependant Children during their stay at the Removal Centre;
<b>Complaint</b>	means any complaint involving assault, damage to or loss of Detainee property, or racial abuse;
<b>Contingency Plans</b>	means the Service Provider's plans describing arrangements for contingencies, back-up and disaster recovery, approved from time to time by the Authority;
<b>DC Rules</b>	means the Detention Centre Rules 2001, as amended and supplemented from time to time, pursuant to Section 153 of the 1999 Act;
<b>DCO</b>	means a Detainee Custody Officer;
<b>DEPMU</b>	means Detainee Escorting and Population Management Unit;
<b>Designated Languages</b>	those languages as directed by the Secretary of State which are used to ensure that any communication between a Detainee and the Service Provider's Staff is conducted in a relevant language;
<b>Detainee Transferable Document</b>	means the single continuous record of information about a Detainee;
<b>Escort</b>	The activity of transporting a Detainee or group of Detainees from the point of their collection to the point of their delivery at the destination;
<b>Escort Staff</b>	means any staff involved in carrying out Escorts;

Term	Definition
<b>Escorting Service Provider</b>	means the service provider currently providing transport and escorting services for those Detainees who are required to be removed from the UK under escort and/or for Detainees in detention who are required to appear at appeal and/or bail hearings or who are being removed from the United Kingdom or being brought/transferred to the Removal Centre;
<b>HACCP System</b>	means Hazard Analysis and Critical Control Point System;
<b>HM Prison Service</b>	means Her Majesty's Prison Service;
<b>HMCTS</b>	means Her Majesty's Court and Tribunal Services;
<b>Home Office Manager</b>	means the Crown servant or servants appointed by the Authority as a Contract Monitor in accordance with section 149(4) of the 1999 Act;
<b>House Rules</b>	means a document written by the Service Provider which provides information to a Detainee about rights and responsibilities of Detainees whilst at any part of the Removal Centre, and which has been approved by the Authority;
<b>IPS (Identity and Passport Office)</b>	means The Identity and Passport Office are responsible for issuing UK passports and identity cards and for the registration of births, marriages and deaths in England and Wales. It is an executive agency of the Home Office;
<b>Implementation Plan</b>	the Service Provider's proposal to bring the operation of the Removal Centre into effect;
<b>IMB (Independent Monitoring Board)</b>	means the committee appointed by the authority in accordance with Section 152 of the 1999 Act;

<b>Term</b>	<b>Definition</b>
<b>In-Patient</b>	means any Detainee who is admitted into hospital as an in-patient;
<b>Local Liaison Committee</b>	the Local Liaison Committee provides a forum to discuss issues relating to the operation at the Removal Centre.
<b>NEBOSH</b>	National Examination Board in Occupational Safety and Health
<b>Official, Legal or Case Related Visit/Interview</b>	means any visit/interview to a Detainee at the Removal Centre by a Detainee's legal advisor or representative, or a representative of the Authority, or notified as such by the Authority;
<b>Official Visitor</b>	means any visitor so notified as such by the Authority;
<b>Operating Fee</b>	As set out in Schedule F – Operating Fee;
<b>PACE</b>	Represents the Police And Criminal Evidence rules of practice;
<b>Relevant Language</b>	means in relation to any Detainee a language that the Detainee is substantially capable of understanding;
<b>Removal Centre Manager</b>	means the person or persons appointed by the Service Provider and approved by the Authority under Section 148 of the 1999 Act;
<b>Removal from Association</b>	means accommodation in the form of a Removal from Association Place;
<b>Temporary Confinement</b>	means accommodation provided in a Temporary Confinement Room;
<b>Tenderer(s)</b>	The organisation or consortium that is invited to submit a Tender in response to this ITT;

Term	Definition
<b>Visitor(s)</b>	means those persons visiting the Removal Centre (or any part thereof);
<b>Youth Justice Board</b>	a public board whose aim to prevent offending and re-offending by children and young people under the age of 18, and to ensure that custody for them is safe, secure, and addresses the causes of their offending behaviour.

**Table 01 - Definitions & Abbreviations**



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