



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

ORIGINATOR: Chief Executive

DECISION NO. 2017/02

REASON FOR SUBMISSION: For Decision

SUBMITTED TO: Police and Crime Commissioner

SUBJECT: Independent Custody Visiting Association (ICVA) – Membership Subscription 2017/18

SUMMARY:

The Independent Custody Visiting Association (ICVA) is a Company Limited by Guarantee that promotes custody visiting processes nationally through advocacy, training, publicity and ongoing support to all involved in the process. This report asks for the PCC to consider whether they would like to subscribe to the Association for the year 2017/18.

RECOMMENDATION:

It is recommended that the PCC subscribes to ICVA for the period 2017/18 at a cost of £840.

OUTCOME/APPROVAL BY: PCC

The recommendations as outlined above are approved.

Signature

Date

27/03/17

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION:

1.1 The Independent Custody Visiting Association (ICVA) is a Company Limited by Guarantee that promotes the custody visiting process nationally through advocacy, training, publicity and ongoing support to all involved in the process.

1.2 Benefits of subscribing to ICVA's services for 2017/2018 include:

- A new induction training package supported by train the trainer events.
- Six bitesize training packages, on key topics, for delivery at panel meetings.
- A members' website providing a library of resources and a forum for discussion.
- A quality assurance scheme with recognition and reward for good practice.
- ICVA's attendance at a regional engagement event, bespoke to each region.
- Policy Guidance and regular communication via ICVA's weekly newsletter.
- Access to National Expert Forum to share practice, learning, resources and conduct joint projects.
- Access to the scheme managers' conference – with presentations from top professionals, training and an opportunity to meet with other scheme managers.
- Access to the annual ICV National Conference to invest in and thank volunteers.
- National guidance on data collection during visits.
- Regular meetings with national bodies, including the Home Office, to give ICV schemes a national voice on custody matters.
- ICVA represents ICV schemes in England and Wales in the National Preventative Mechanism (<http://www.nationalpreventivemechanism.org.uk>), helping to deliver duties of PCCs under the UN Convention.

2. FINANCIAL IMPLICATIONS:

2.1 The cost of subscribing to ICVA for 2016/17 is £840.

3. OTHER IMPLICATIONS AND RISKS:

3.1 There are no implications or risks associated with this report.

PUBLIC ACCESS TO INFORMATION: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	NO
Has the PCC's Chief Finance Officer been consulted?	NO
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	NO
Have human resource implications been considered?	YES
Is the recommendation consistent with the objectives in the Police and Crime Plan?	YES
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	YES
Has communications advice been sought on areas of likely media interest and how they might be managed?	NO
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	YES

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to PCC and DPCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:



Date

23-3-17



ICVA Member, Chief Executive

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Monday 20 February 2017

Dear Chief Executive

ICVA Membership 2017/18

The Independent Custody Visiting Association (ICVA) is in place to lead, support and represent your local custody visiting scheme at national level. We've enjoyed working with our members over the past year. Our weekly newsletters have kept scheme managers up to date on the many changes to custody. We've successfully launched a members' website that shares resources with you and provides a forum for discussion for members. We've also enjoyed running conferences and training sessions and representing schemes with the Home Office and other government departments. For the first time, we've collated national data on custody visiting, which has informed national debates on children in custody, oversight of voluntary interviews and Appropriate Adult provision. We'd like to thank your schemes for playing an active role in these projects and for bringing value to the role.

ICVA, like many services, is facing financial pressures. ICVA is primarily financed primarily through Home Office grants. Our Home Office grant was cut from £150,000 to £110,000 in 2016/17 and ICVA faced a circa 28% cut in a single year. ICVA funded the shortfall in the current financial year through reserves; this is, of course, not a sustainable policy. ICVA has made considerable efficiency savings, developing new back office systems and modernising services to provide more for less. We have also spent the year consulting with our members through surveys, focus groups and our conferences to develop a new and effective membership offer for 2017/18.

You said, we did

When I took over leadership of ICVA in late 2015, schemes fed back that they weren't clear on ICVA's membership offer. Our more recent research has shown that schemes want ICVA to update its training offer, would like more regional engagement and would benefit from a national Quality Assurance Framework. We've responded to this with a clear offer for 2017/18 that includes a new training proposition, the development of a Quality Assurance Framework to assist scheme managers and a regional event for every area. I'm proud of our new membership offer, which

provides additional and ongoing support to schemes throughout a period of change in police custody.

We also consulted you on our membership subscriptions for the year ahead. ICVA's members provided circa £30,000 (approximately 22% of ICVA's income) this year, with most schemes paying £625. ICVA has previously charged a differential rate for schemes, as we provided additional materials to bigger schemes through magazines and diaries. As we have modernised and now provide online resources and support, some schemes have highlighted this differential rate is no longer appropriate. ICVA's Management Board listened to this feedback and has agreed to scrap the differential rate for 2017/18, providing a fairer system.

We also asked for feedback on membership rates. Our members have said that, whilst they feel that they are getting additional value from ICVA, any rise would need to consider the financial pressure that you face. ICVA's Management Board has therefore set the membership fees for 2017/18 as £700 per scheme (plus VAT). This represents a £75 increase for the majority of schemes and will provide significant additional value through new training packages, a train the trainer package to equip your scheme managers and a quality assurance framework, as well as maintaining previous services. We are excited to offer you our new and developing service that provides support and value.

Membership offer for 2017/18

ICVA's membership offer for the year ahead includes the following benefits:

- A new induction training package supported by train the trainer events.
- Six bite-size training packages, on key topics, for delivery at panel meetings.
- A members' website providing a library of resources and a forum for discussion.
- A quality assurance schemes with recognition and reward for good practice.
- ICVA's attendance at a regional engagement event, bespoke to each region.
- Policy guidance and regular communication via ICVA's weekly newsletter.
- Access to a National Expert Forum to share practice, learning, resources and conduct joint projects.
- Access to the scheme managers' conference – with presentations from top professionals, training and an opportunity to meet with other scheme managers.
- Access to the annual ICV National Conference to invest in and thank volunteers.
- National guidance on data collection during visits.
- Regular meetings with national bodies, including the Home Office, to give your schemes a national voice on custody matters.
- ICVA represents ICV schemes in England and Wales in the National Preventive Mechanism (<http://www.nationalpreventivemechanism.org.uk>), helping to deliver your duties under the UN Convention.

A national view

ICVA is largely funded by the Home Office to deliver a national perspective. We work with many partnerships (fulfilling your role under the UN Convention by sitting on the National Preventive Mechanism), the Home Office, the Ministry of Justice and other similar bodies. We have started to collate national data on custody visiting and will be working with the College of Policing to develop data collection guidance in the year ahead.

This co-ordination and collation of data ensures that the work taking place in your custody suites is represented at a national level and is used to shape custody guidance, strategy and legislation. We will continue to raise the profile of custody visiting in the year ahead.

New governance

Finally, ICVA has reformed its governance and created a new National Expert Forum (NEF). This forum brings together scheme managers from all regions to share learning practice and resources. It also enables scheme managers to work together on joint projects. This new forum will further support your scheme managers and will ensure that schemes are working as efficiently as possible.

Next steps

In order to renew your membership to ICVA, please issue a purchase order number to info@icva.org.uk or to the address listed at the start of this letter and we'll issue an invoice. If you have any questions, please contact ICVA's Project Manager via the same email address.

I very much look forward to working with you over the year ahead.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Katie Kempen', with a stylized flourish at the end.

Katie Kempen
Chief Executive

