

**Subject: Independent Custody Visiting Association (ICVA) -
Membership Subscription 2025-26**

Originator: Independent Custody Visiting Scheme Manager

Decision no. 22/2025

Reason for submission: For Decision

Submitted to: Police & Crime Commissioner

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 continue with their subscription and subscribe to the Association for the year 2025/26.

Recommendation:

It is recommended that the PCC subscribes to ICVA for the period 2025/26 at a cost of £1750 + VAT

Outcome/approval by: PCC

The recommendations as outlined above are approved.

Signature:



Date: 29/07/2025

Detail of the submission

1. Objective:

- 1.1 To support and enhance the delivery of the Independent Custody Visiting Scheme in Norfolk. Every PCC has a statutory duty to implement and manage an Independent Custody Visiting Scheme.

2. Background:

- 2.1 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.
- 2.2 By subscribing to ICVA's services for 2025/26, they will on the Schemes behalf:
 - Continue to work with our national stakeholders and as part of the National Preventive Mechanism to meet the UK's international duties. They will continue their core work to lead, support and represent schemes, providing a national voice for independent custody visiting.
 - Representation for independent custody visiting in the NPCC National Custody Forum meetings and workstreams to influence national policy in police custody.
 - Continue to produce bitesize training modules as straight-to-ICV formats, saving Scheme Manager resources and bringing national learning to local training plans.
 - Development of a new members website for schemes across the country to share resources, ask questions of their peers and keep abreast of developments in custody visiting.
 - Development of an E-Learning platform for ICVs, with interactive and engaging training that scheme managers can allocate, monitor progress and ensure compliance with local training requirements.
 - Develop a national reporting tool for ICVs and schemes to eliminate paper forms, provide national consistency of reporting and enhance schemes abilities to report in a timely way on the findings of ICV visits.
 - 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.
- Representation for PCCs in the Ministerial deaths in custody board meeting and workstreams.
- Where schemes visit terrorism detention or may have detainees suspected of terrorism held in their custody suites, access to ICVA's TACT network and meetings that bring schemes together to resolve challenges, identify issues and report to the Independent Reviewer of Terrorism Legislation.
- 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.

3. Areas for consideration:

- 3.1 The cost of subscribing to ICVA for 2025/26 is £1750 + VAT.

4. Other options considered:

- 4.1 There are no other options for consideration as ICVA is the only association that provides these services to support independent custody visiting.

5. Strategic aims/objective supported:

- 5.1 Supporting the PCCs statutory requirement to provide an independent custody visiting scheme in Norfolk.

6. Financial and other resource implications:

6.1 No other financial or resource implications.

7. Carbon Emissions and Other Environmental Implications:

Carbon Emissions

7.1 The estimated impact on our carbon emissions that must be reported under current statute from this proposal is:

Emission Categories:	Increase in tCO ₂	Saving in tCO ₂
Scope 1 – Fuel – Building Heating	0	0
Scope 1 – Fuel – Transport	0	0
Scope 2 – Electricity	0	0

Environmental Implications

7.2 No material implications

8. Other implications and risks:

8.1 No other implications or risks.

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?	YES
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	YES
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?	NO
Has communications advice been sought on areas of likely media interest and how they might be managed?	NO
Have sustainability and environmental factors been considered? (e.g. biodiversity, employee commuting, business travel, waste and recycling, water, air quality, food and catering and estates construction)	N/A
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	N/A

Is this report a Confidential Decision?

No

If Yes, please state reasons below having referred to the [PCC Decision Making Policy](#)

Approval to submit to the decision-maker (this approval is required only for submissions to the PCQ).

Chief Executive

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



Signature:

Date: 23/07/2025

Chief Finance Officer (Section 151 Officer)

I certify that:

- a) there are no financial consequences as a result of this decision,
Or
- b) the costs identified in this report can be met from existing revenue or capital budgets,
Or
- c) the costs identified in this report can be financed from reserves
And
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.



Signature:

Date: 24/07/2025

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.*