

**ORIGINATOR: DIRECTOR – PERFORMANCE
AND SCRUTINY**

DECISION NO. 2019/73

REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: CHIEF EXECUTIVE

SUBJECT: THREE YEARLY REVIEW OF CUSTODY VISITOR APPOINTMENTS

SUMMARY:

The Home Office Code of Practice for Custody Visiting requires each Scheme to undertake a reconstitution process every three years. The key factors considered in maintaining appointments are:

- The continuing ability and willingness of the individual in question to conduct the role effectively having regard to the role profile for a Custody Visitor;
- Ensuring that the individual is operating within the Scheme Guidelines, in accordance with the Home Office Code of Practice and other National Standards, and within the spirit of the Scheme.

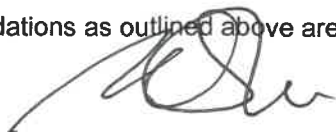
RECOMMENDATION:

It is recommended that the Chief Executive review the contents of this report and endorse the proposal to renew the appointments of 17 Independent Custody Visitors in Norfolk as of 1st September 2019 for a three-year term.

OUTCOME/APPROVAL BY: PCC/CHIEF EXECUTIVE/CHIEF FINANCE OFFICER
(Delete as appropriate)

The recommendations as outlined above are approved.

Signature



Date 31st . 12 . 2019

DETAIL OF THE SUBMISSION

1. OBJECTIVE:

- 1.1 The Home Office Code of Practice for Independent Custody Visiting provides guidance in respect of PCC duties in discharging the Independent Custody Visiting function.
- 1.2 In respect of individual appointments to the independent custody visiting schemes, the Home Office provides the following national guidance:

“29. Appointments as an ICV must initially be for three years and must not be confirmed until a six-month probationary period has been satisfactorily completed. Full re-assessments of suitability must take place at regular intervals but not longer than three years apart. The key factors in renewing appointments for further periods must be the continuing ability and willingness of the individual’s involved to do the job effectively. Any decision not to renew the appointment must follow the principles of natural justice and must be publicised in the scheme’s memorandum of understanding or guidance.”
- 1.3 The current Independent Custody Visitor appointments to the Scheme in Norfolk are effective until 31st August 2019. The last full review of all appointments to the scheme was undertaken in September 2016.
- 1.4 The PCC’s Scheme of Governance and Consent sets out the ‘Functions designated/delegated to the Chief Executive of the Office of the PCC’ which includes at section 3.2.12 the administration of the Independent Custody Visiting Scheme and any other volunteer schemes including the appointment, suspension and removal of custody visitors and other volunteers. This report is therefore submitted to the Chief Executive.

2. BACKGROUND:

- 2.1 The Office of the Police and Crime Commissioner for Norfolk has commenced the three yearly review process in line with Home Office guidance, being particularly mindful of the designated Role Profile and Person Specification for an Independent Custody Visitor in Norfolk.
- 2.2 A letter was circulated to the volunteers appointed to the Scheme to establish if they were willing and able to continue in the role and they have all stated that they would like to continue.
- 2.3 In addition to the 17 existing volunteers, five new volunteers have been appointed and are subject to the initial six-month probationary period and would then serve until the 31st August 2022 when the scheme in Norfolk will be required to do a three-year review.

3. INDIVIDUAL APPOINTMENTS:

- 3.1 A comprehensive overview has been conducted which includes the number of visits undertaken by the visitors who wish to continue, their attendance at Panel meetings, training events and conferences. Feedback is also sought from each of the Panel Co-Ordinators with regard to the performance of individuals, their commitment and flexibility to the Scheme and consideration of issues such as effective interaction with detainees is also considered.

- 3.2 There are eleven volunteers across the Scheme that have already served for longer than the two three-year terms which would normally be the maximum. Given that the individuals have expressed a strong wish to continue in their role, their experience and willingness to continue and learn, both the Scheme Administrator and the Panel Co-ordinators are strongly supportive of those volunteers continuing in their roles for a further three-year period.
- 3.3 In light of the continued willingness, satisfactory levels of performance and positive feedback received the Chief Executive is recommended to consider renewing the appointments for the 17 volunteers as Independent Custody Visitors with effect from 1st September 2019.

4. FINANCIAL AND OTHER RESOURCE IMPLICATIONS:

- 4.1 All of the Norfolk Independent Custody Visitors continuing for a further three-year period have been notified of two joint Norfolk and Suffolk training events on Saturday, 4th April 2020 (Suffolk) and Saturday, 17th October 2020 (Norfolk) and have been encouraged to attend as part of their ongoing development. The costs of this training will be covered by the Independent Custody Visiting Scheme element of the Norfolk PCC's Corporate Budget.

5. OTHER IMPLICATIONS AND RISKS:

- 5.1 There are no other implications or risks associated with the consideration of the recommendations contained within this report.

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?	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?	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

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.*

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

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

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:

