



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

ORIGINATOR: Chief Executive

DECISION NO. 2014/11

REASON FOR SUBMISSION: For Decision

SUBMITTED TO: Police and Crime Commissioner

SUBJECT: Independent Custody Visiting Association – Membership Subscription
2014/15

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 2014/15.

RECOMMENDATION:

It is recommended that the PCC subscribes to ICVA for the period 2014/15 at a cost of £500.

OUTCOME/APPROVAL BY: PCC

The above request has my approval

Signature

A. W. Bell

Date *25/4/14*

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 include:
- One free training day per annum, albeit additional expenditure is required for travel and subsistence requirements for the trainer in attendance;
 - Training aids – i.e. an initial training DVD and manual;
 - Conferences – ICVA hosts an annual National Conference and an annual National Scheme Administrators' conference, albeit additional expenditure is required for travel/subsistence/attendance of each delegate;
 - Bi-annual magazine;
 - Diaries for Independent Custody Visitors
 - Ad hoc advice on relevant topics
- 1.3 ICVA has formulated a Business Plan for 2014/17 and key deliverables for 2014/15 include:
- To produce new training material incorporating changes in Codes of Practice, national standards and any protocol work associated with the visiting of TACT detainees;
 - To work with the Home Office, Offices of the Police & Crime Commissioners, Boards and HMIC/HMIP to provide support for schemes in the implementation of the codes of practice and national standards;
 - To assist the Offices of Police & Crime Commissioners in the delivery of their statutory obligations for custody visiting;
 - To meet with relevant bodies and NGOs with a view to sharing resources and information for the voluntary sector;
 - To provide an annual conference and attend regional conferences to disseminate information, good practice and support to custody visiting and visitors;
 - To produce the publication "Visiting Times" to provide information and exchange of views to custody visitors locally;
 - To provide schemes with information from the European Union, OPCAT and other human rights sources to enable good practice and improvement in schemes;
 - To continue to promote Investors in Volunteers for schemes and work with certifying bodies for formal certification of training;
 - To in the delivery of training for Schemes nationally and internationally;
 - To lobby for further ICV involvement from the point of arrest;

- To work with the Offices of Police & Crime Commissioners to lobby for visits by ICVs, court custody suites, to places of safety, hospitals (section 136), border agencies UK and holding centres;
- To continue the Monitors in the Criminal Justice System working party;
- To meet with HMIC/HMIP, the APCC and IPCC regularly to discuss custody visiting issues nationally;
- To promote the provision of Care not Custody as an underlying theme for detention;
- To provide for meetings of the Management Board and AGM;
- To provide audited accounts for the membership

2. FINANCIAL IMPLICATIONS:

The cost of subscribing to ICVA for 2014/15 is £500.

3. OTHER IMPLICATIONS AND RISKS:

Human Resources – There are some minor implications for Human Resources as a result of the report, however this can be absorbed within the day-to-day role of the Performance and Compliance Officer.

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

16.4.14



PO Box 1053
Colne
BB9 4BL
t: 07968730087

26th February 2014

To: Police & Crime Commissioners; Chief Executives of Police Authority's & Boards

ICVA Membership 2014/15

I am writing to inform you of the outcome of the recent elections held at the Management Board on 20th February and the Association's business plan for 2014 /15.

The election resulted in Martyn Underhill, the South West Director being named as Chair and Kevan Downer as Vice Chair. Martyn is also the Police & Crime Commissioner for Dorset and his election will ensure that we will now have a closer working relationship with all Police & Crime Commissioners nationally.

Through prudent budgeting and governance, it was agreed that membership subscription of the Association would once again remain at its present level for the forthcoming year 2014/15. However this year's application not only seeks Home Office funding of £150,000 for 2014 / 15 financial year but also an in principal agreement for a further two years. This will mean that there is a return to the previous method of allocating the grant in line with the Home Office's spending review and allows the Association to plan more effectively its methods of delivery at a strategic level. On a more practical level it will now be able to commit to a continued programme of work, including meetings, training and support beyond each year end.

The commitment to funding will also allow the Association to produce an ambitious 3 year business plan to drive forward the custody visiting process, knowing that its core costs are to be underwritten by the Home Office. It will also encourage membership from PCCs by demonstrating Home Office support to ICVA for a key area of local accountability.

It is hoped that the new arrangements will provide ICVA with stability and with more opportunities to fully engage with Police and Crime Commissioners. The Association is pleased that already, many of its existing members as well as others have indicated they will be rejoining as their subscription provides value for money and a service that we hope you will continue to take advantage of.

To improve the understanding of ICVA for Offices of Police & Crime Commissioner (OPCC) and also to improve the transparency of how ICVA operates, I will, in due course, be forwarding to all members, a copy of the business plan for the Association for the period 2014/15. The business plan sets out the key areas of business activity for the Association and reflects its desire to continue to strive for improvements in custody visiting nationally whilst assisting its members to meet their local statutory obligations.

This year's plan acknowledges future changes envisaged through the issue of revised National Standards and will support its members to ensure that their scheme is operating effectively at a local level. Key deliverables in the business plan this year will be:-

- To produce new training material incorporating changes in codes of practice, national standards and any protocol work associated with visiting of TACT detainees.

- To work with the Home Office, Offices of Police and Crime Commissioners, Boards and HMIC/HMIP to provide support for schemes in the implementation of the codes of practice and national standards
- To assist the Offices of Police and Crime Commissioners in the delivery of their statutory obligations for custody visiting
- To meet with relevant bodies and NGOs with a view to sharing resources and information for the voluntary sector
- To provide an annual conference and attend regional conferences to disseminate information, good practice and support to custody visiting and visitors
- To produce the publication "Visiting Times" to provide information and exchange of views to custody visitors locally
- To provide schemes with information from the European Union, OPCAT and other human rights sources to enable good practice and improvement in schemes
- To continue to promote Investors in Volunteers for schemes and work with certifying bodies for formal certification of training.
- To continue in the delivery of training for schemes nationally and internationally
- To lobby for further ICV involvement from the point of arrest
- To work with the Offices of Police and Crime Commissioners to lobby for visits by ICVs, court custody suites, to places of safety, hospitals (section 136), border agencies UK and holding centres
- To meet with HMIC/HMIP, the APCC and IPCC regularly to discuss custody visiting issues nationally
- To promote the provision of Care not Custody as an underlying theme for detention
- To provide for meetings of the Management Board and AGM
- To provide audited accounts for the membership

I have attached a purchase order number request form for your membership subscription for 2013/14, please will you arrange for it to be completed & returned, and I look forward to our continued working relationship.

Yours sincerely

I. Smith

Ian Smith OBE
Chief Executive
ICVA

INDEPENDENT CUSTODY VISITING ASSOCIATION

PURCHASE ORDER NUMBER REQUEST

Supplier Details:

ICVA
PO BOX 1053
Nelson
BB9 4BL

Customer Details:

Police Crime Commissioner for
Norfolk
Building 8
Jubilee House
Falconers Chase, Norfolk, NR18 0WW

50

Customer Purchase Order Number _____

Goods Ordered:

2014 – 2015 Annual membership subscription for the Independent Custody Visiting Association.

Cost:

£500 (excluding VAT)

Delivery Date:

1st April 2014.

To continue your membership of the Independent Custody Visiting Association, please complete the customer purchase order number above, and return to ICVA in the enclosed envelope (stamp required). An invoice (dated 1st April 2014) will be sent to you on receipt of this completed form.

