

## Cambridgeshire Independent Custody Visitors' Group Meeting

**Date:** Tuesday 8<sup>th</sup> December 2015

**Time:** 7.00 pm

**Location:** Conference Room 3, Police Headquarters

### Minutes

#### Attendees

AW– ICV

FC– ICV

GW - ICV

IC - Iain Clarke- Chief Inspector

JL– ICV

JT - ICV

NP - Nicky Phillipson – Strategic Advisor

#### Welcome & introductions

Following feedback to the PCC over the new terms of reference, he has now agreed that this meeting will be chaired by an ICV. It was agreed by the meeting that the chair will rotate between the two elected ICV coordinators. This meeting was chaired by AW.

Apologies were received from:

AD– ICV

CM – ICV

HW - Hannah Watson – Volunteer Co-ordinator

JC - ICV

ME– ICV

PH– ICV

PR– ICV

#### Minutes and actions of previous Cambridgeshire ICV Meeting on 15 October 2015

Minutes of previous meeting were updated as requested – page numbers were added and the word resigned replaced the word left.

- **Action** – HW will ensure Group Co-ordinators are notified in advance of the governance meetings and enable them to suggest agenda items. Minutes will be shared with the group and updated on the website. **Draft minutes were sent with the meeting papers and when agreed will be shared on the website. The next meeting is scheduled for 11<sup>th</sup> April 2016.**
- **Action** – Terms of Reference will be updated and papers sent out two weeks (10 working days) in advance of each meeting. **Completed. Updated Term of Reference was sent with the meeting papers.**

- **Action** - HW to update the Terms of Reference and bring a Communications Plan to a future meeting about how this awareness can be raised. **Term of reference updated (see above action). Communications Plan to be shared at March's meeting as Communication's Officer, Catherine Kimberley has only just joined the OPCC – carry forward. JL and AW have agreed to be involved in any media work.**
- **Action** – HW will contact the group Co-ordinators in advance of meetings to draft an agenda for future meetings. **Completed**
- **Action** - HW to update the website with previous meeting minutes. **March 2015 are missing. HW to ensure they are added.**
- **Action** – AW and JT to canvas group members to see what day of the week is best for meetings. Future dates to be amended as appropriate. **Agreed that Monday would be the meeting day.**
- **Action** – AW and JT to establish if any ICVs are interested in making visits to Cambridge / Peterborough (respectively) and arrange as appropriate. **Completed and will facilitate as appropriate.**
- **Action** – HW to issue an updated contact sheet. **Completed**
- **Action** – IC will raise this issue (opening hour for enquiry office at Huntingdon) with Area Commander. **Completed.**
- **Action** – HW to take suggestion (only visiting March / St Neots before a planned opening) to Sir Graham who will discuss and agree at next governance meeting. **Completed and agreed. Although the DCC requested that at least an annual check is arranged for March and St Neots.**
- **Action** – GA to notify AW and JT when mothballed stations have planned openings. **Ongoing.**
- **Action** – AW to provide missing forms to the OPCC. **Completed. IC to chase up the missing forms from the Custody suites.**
- **Action:** GA to look at scrolling video screens in Huntingdon. **IC agreed to monitor.**
- **Action:** GA to check all cells that Qibla arrows are present and pointing in the correct direction. **Completed.**
- **Action** – HW to ensure that Sir Graham raises in his upcoming governance meeting as an issue. **Completed.**
- **Action** – GA to add note to the ICV folder reminding ICVs to look at the issue log (which any Custody staff can access via the OneNote.) **IC will check and remind staff**
- **Action** – HW to establish a digital version of the new form. **Ongoing – carry forward.**
- **Action** – GA to move reading material from Parkside (which is well stocked) to Thorpe Wood. **Completed.**
- **Action** - HW to send out prep-paid envelopes. **Completed – sent to custody suites.**
- **Action** – NP will request a personal meeting for RP when Sir Graham returns from the conference. **Completed.**

### **Current performance & matters arising from visits**

Handwashing was discussed. IC explained that anti-bacteria gel was not provided due to health and safety reasons. He will remind custody staff of the need to allow detainees to wash their hands.

Issue of cleaning was raised again. IC reassured ICVs that this is being dealt with by the Force Contracts Manager.

An ICV raised that pillows are often missing. IC confirmed this is down to individual circumstances and he will raise with custody staff.

### **Keeping people safe – sharing best practice**

To be carried forward. NP shared with the group the key message from the conference was that HMIC/P would be focussing on people rather than environment unless it posed a significant risk.

### **Update from the OPCC**

- NP reminded ICVs that the ICVA National Conference is taking place on Saturday 30<sup>th</sup> January in Birmingham. PCC is able to fund places for 4 ICVs. Expression of interest to HW by the end of the week (11/12/15)
- Regional Conference is still taking place on Saturday 5<sup>th</sup> March at Cambridgeshire Police HQ. CM and AW have volunteered to support the organisation and after an initial meeting, the focus of the conference will be on the welfare of vulnerable people.
- NP gave an update on the integrated Mental Health Team in the force control room.

### **Update from Cambridgeshire Constabulary**

- IC gave an update on the Liaison and Diversion Scheme.
- IC updated the meeting on virtual courts – Peterborough would require additional building work but Cambridge will be up and running first.
- ICVs raised the issue about whether they would be required to visit the Virtual Court (*post meeting note – ICVA have raised this issue with the Home Office. Update is expected shortly.*)
- IC explained that work at Thorpe Wood had nearly completed to be able to take Category A prisoners.

**Action:** IC to provide input at March's meeting on virtual courts

**Action:** IC will speak to Rachel Robertson from CPFT to provide ICVs on an input on Liaison and Diversion.

### **Any other business**

- JT shared that she had shadowed a shift at Parkside. She extended her thanks to IC.
- JL echoed that all new ICVs should shadow a shift for a period of observation as part of their induction. IC extended an invite to all ICVs to shadow a shift. Please contact him to arrange.

**Date of next meeting – Monday 21<sup>st</sup> March 2016 – 7pm where the annual report is to be discussed**

### **Action Log for next meeting**

**Action** - HW to bring a Communications Plan to a future meeting about how general awareness can be raised

**Action** - HW to update the website with March 2015 meeting minutes

**Action** –IC to chase up the missing forms from the Custody suites

**Action** – HW to establish a digital version of the new form.

**Action:** IC to provide input at March's meeting on virtual courts

**Action:** IC will speak to Rachel Robertson from CPFT to provide ICVs on an input on Liaison and Diversion.