

Independent Custody Visitors South Group Meeting

Date: Thursday 18th June 2015

Time: 6.30pm

Location: Lecture room, 2nd Floor, Parkside Police Station

Minutes

Attendees – Group Members

ME

PH

JL

CM

GR

Attendees – other

Chief Inspector Iain Clarke (IC) – Cambridgeshire Constabulary

Nicky Phillipson (NP) – Strategic Advisor, OPCC

Hannah Watson (HW) – Volunteer Co-ordinator, OPCC

Welcome & apologies received

HW opened the meeting and thanked everyone for attending. Apologies were received from MF, RS, WT, JT and Insp Paul Street.

Minutes of previous South group meeting held 19 March 2015

- PS to look into possibility of including ICVs in the Custody Sgt training, perhaps including a role playing scenario involving an ICV visit – IC updated – they are in the process of planning the training. They are looking at running it on Wednesdays in September / October based at Huntingdon Police Station. There will be three scenarios and they would

look to the ICVs to partake in the role-play, but also provide feedback about officer interaction.

Update: election of chair / Deputy

PK has stepped down as Chair of the group and as an ICV. HW formally thanked and recognised the work he did for the group. Sir Graham has also formally acknowledged PK's work.

Requests went to both panels for self-nominations for the role of Chair. No one stood forward in the South Group. As the position is vacant, the OPCC will continue to act as Chair. As a result, please send yellow copies direct to the OPCC and raise any issues with HW.

Current performance & matters arising from visits

HW reminded ICVs about the following when completing the Form 200:

- Time arrived – this is the time you are seen by someone at the Front Desk
- Time visited commenced – this is the time you gain access to custody and not the time you meet with the Custody Sgt.
- Please ensure all times are written in the 24 hour clock
- Please remember to include the date!
- Reminder following C/Supt Vajzovic request – please consider if someone's detention is necessary and question where appropriate.
- Reminder about looking at someone's custody record particularly when they cannot be visited perhaps because they're asleep or intoxicated – *“If a detainee is for any reason incapable of deciding whether to allow access to their custody record, the presumption must be in favour of allowing the ICVs to examine the record.” Ask about their care plan.*



South Panel Visit
feedback March to ↑

The summary was shared by HW who made the following observations:

- The OPCC are missing a number of visit report forms from Custody and the stats have been pulled together from the yellow forms. PS has been asked to follow up.
- Increase in waiting time at Parkside – HW is unsure whether this reflects actual waiting times in reception, or just a wait to speak to custody staff. Any waits in reception of over 5 minutes – please notify HW directly.
- Visits to Parkside, still concentrated on a Tuesday and Wednesday. Please do consider visiting on other days of the week.
- Again, concentration of visits between the hours of 10-11 am and 2-3 pm. Please do consider visiting at other times. Pleas see 2 visits taking place between 7-8am.
- Issues at Parkside – no actions recorded as the OPCC does not have the white sheets with officer comments. Spoken to Insp Paul Street who gave the following update:
 - Introduction cards – these will be saved on the Custody One Note and will be available when needed
 - Microwaves are now clean
 - Direction arrows – PS has spoken to the site Officers and this will be replaced imminently. They were lost during the site refurbishment.
 - Appears understaffed – Staff numbers have reduced since the refurbishments as there is a decrease in risk and also a decrease in cell numbers (only 10.) Now operating on 1 Sgt and 1 Gaoler. There is protocol in place if extra staff are need transferring from Thorpe Wood. Kept under constant review – considered risk. ICVs have raised concern about understaffing, but IC confirmed the staffing levels were adequate for day-to-day business. There are contingency plans in place, for example earlier in the week, 27 illegal immigrants were found on the back of a lorry on the A1. Additional resources were drafted in to deal with the incident. Support is gained from other officers as well as Beds and Herts.

- Eye wash bottles missing – PS will action and replace
- Finally, at St Neots, the floor is often raised as an issue. IC has that he has liaised with Estate and this an aesthetic problem and does not cause operational concern. It does not affect the integrity of the cell block. Therefore, it will not be replaced.
- ME commented that the air con unit above the showers are blocked. IC will ensure it's looked at when a deep clean happens soon.

Local Updates

- IC confirmed that collaboration of custody with Beds and Herts is moving forward. The business case has been formulated and it is hoped it will be signed off by the respective PCCs in the next couple of weeks.
- IC also confirmed that they are progressing the project to replace custody at Parkside. They are still looking at various options and will make recommendations to the PCC with costings.
- IC finally confirmed that Insp Paul Street will be leaving his role in September as he has only been in an 'acting role'. His replacement is TBC.
- HW confirmed that Sir Graham met with ACC Hopkins in April for a governance meeting; Sir Graham updated him about the new framework and talked about roles and responsibilities. As a result a 'charter' is being drafted which will be agreed at the next Business Co-ordination Board (where the Commissioner holds the Chief to account). This will be shared in due course. They also discussed issues/themes identified from the previous 6-month reports. These included delays getting in custody, maintenance issues, cleaning issues and behaviour of custody staff. ACC Hopkins took away a number of actions, so should see improvements in these areas. Next meeting is scheduled for October 2015.
- HW attended a regional ICV meeting this week. Working to update the introduction cards to reflect self-introduction. Discussions have also started about a regional conference – Cambridgeshire to host in March /

April 2016. As a result, she is looking to set up a small organising committee – if you are interested in helping out and influencing the programme please do contact HW.

- In other news, the Chief Constable has announced his retirement and will leave in July 2015. Alec Wood who is currently the DCC will act up until a replacement has been recruited.

College of Policing Code of Ethics

<http://www.college.police.uk/What-we-do/Ethics/Pages/Code-of-Ethics.aspx>

Video - <https://www.youtube.com/watch?v=XT9TS4PoFlc>

As the professional body for policing in England and Wales, the College of Policing has developed the Code of Ethics. In July 2014, the Code of Ethics was laid before Parliament as a code of practice. It applies to everyone who works or volunteers in policing in England and Wales. The OPCC has also adopted the code and therefore it also applies to ICVs.

The main components of the Code are sets of principles and standards of professional behaviour.

Policing principles

- Accountability
- Fairness
- Honesty
- Integrity
- Leadership
- Objectivity
- Openness
- Respect

Standards of professional behaviour

- Honesty and integrity
- Authority, respect and courtesy
- Equality and diversity
- Use of force
- Orders and instructions
- Duties and responsibilities
- Confidentiality
- Fitness for work

- Selflessness
- Conduct
- Challenging and reporting improper conduct

The combination of policing principles and standards of professional behaviour encourages consistency between what people aspire to and what they do.

The Code provides supplementary information on how to use it to guide ethical decision-making (using the National Decision Model) and how breaches of the Code will be dealt with.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position.

ICV visit form

In ICVA's latest newsletter, they published guidance on what should be included on a visit report form. Therefore, we are taking the opportunity to review the existing form. If you have any comments / suggestions to improve the form please contact HW

Consultation - Independent Custody Visitors' Scheme Panel



ICV - Paper for ICV
group meetings.doc

Paper sent out with the agenda, which was presented at the meeting. Consultation will last until end of July, but raised at the meeting in case anyone had any questions. Discussion took place and people were encouraged to submit any feedback to HW.

Any other business and close

- ME was presented his Long Service Award and congratulated for achieving 5 years' service.
- HW will draw up a rota for July and August, so please do let her know if there are any periods of time when you will be away.
- PCC has commenced recruitment for new ICVs in light of some recent resignations. Please do pass on the message to anyone who you think might be interested.

Date of next meeting – to be confirmed in light of the consultation paper to merge to a single panel.