



Cambridgeshire
Police & Crime
Commissioner

To: Business Coordination Board

From: Chief Executive

Date: 14 July 2015

INDEPENDENT CUSTODY VISITORS' SCHEME

1. Purpose

1.1 The purpose of this report is to update the Business Coordination Board ("the Board") on the development of Cambridgeshire's Independent Custody Visitors' Scheme to ensure the Police and Crime Commissioner ("the Commissioner") meets his statutory obligations.

2. Recommendation

2.1 The Board is recommended to note the content of the report and approve the newly developed charter (Appendix A), which describes the responsibilities of the Commissioner, Cambridgeshire Constabulary ("the Constabulary") and the Independent Custody Visitors (ICVs).

3. Background

3.1 The Commissioner is responsible for co-ordinating and overseeing the Cambridgeshire ICVs' Scheme. The Commissioner has a statutory duty under section 51(1) of the Police Reform Act 2002 and schedule 16, part 3 paragraph 299 of the Police Reform and Social Responsibility Act 2011, for the ICVs' Scheme.

3.2 The Commissioner is responsible for making local arrangements to ensure an efficient and effective scheme. In April 2014, the ICVs' Scheme moved from three panels to two panels as Huntingdon custody was no longer open full-time. A consultation process is currently underway with ICVs to move to a single panel. It is proposed that merging the two groups into a single group of ICVs' would remove duplication of

resources and deliver savings of actual operational policing hours. Such a move would also enable the group to better respond to future policing models.

- 3.3 In March 2015, the Commissioner introduced an updated ICV procedure and overarching volunteer procedure. This was included on a decision notice (CPCC 2015-008) and approved by the Board in March 2015. The procedures were developed in line with national guidance and good practice from ICVA (Independent Custody Visiting Association) and after consultation with local ICVs.

4. Independent Custody Visitors’ Scheme Charter

- 4.1 The Charter (Appendix A) has been developed to provide an understanding between the Commissioner, ICV and the Constabulary outlining the expectations and requirements of all parties to ensure an efficient and effective operation of the ICV Scheme.
- 4.2 The Charter has been developed in line with national guidance to ensure compliance with the Code of Practice and National Standards for ICV.

5. Recommendation

- 5.1 The Board is recommended to note the content of the report and agree to the charter in Appendix A.

BIBLIOGRAPHY

<p>Source Document(s)</p>	<p>Code of Practice on Independent Custody Visiting https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/237395/Independent_custody_visitors_code_of_practice.pdf Independent Custody Visiting National Standards - http://icva.org.uk/uploads/publications/National_Standards_home_print.pdf CPCC 2015-008 Decision Notice: Independent Custody Visitor Procedure and Volunteer Procedure - The Police & Crime Commissioner for Cambridgeshire The Police & Crime Commissioner for Cambridgeshire</p>
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Independent Custody Visitors Charter

This is an understanding between Cambridgeshire's Police and Crime Commissioner (PCC), its Independent Custody Visitors (ICVs) and the Chief Constable of Cambridgeshire Constabulary outlining the expectations and requirements of all parties in the efficient and effective operation of the PCC's Independent Custody Visitors' scheme.

Police and Crime Commissioner undertakes to:

- Provide appropriate resources to support the scheme.
- Provide appropriate central support to the scheme and ICVs.
- Develop and review procedures to maintain and enhance the effectiveness of the scheme.
- Recruit, select and appoint ICVs to ensure an effective scheme that is representative of the local community.
- Provide appropriate initial and additional training to ICVs.
- Provide opportunities for ICVs to share learning and experience.
- Ensure that insurance cover is provided for ICVs in the course of their duties.
- Reimburse ICVs reasonable travelling expenses incurred in the course of their duties.
- Review, act upon and report-back on appropriate matters raised by ICVs.
- Publicise the Scheme throughout Cambridgeshire and Peterborough to ensure that its existence and objectives become better known.
- Regularly review the provisions of its scheme in the light of national and local developments.
- Review the scheme's smooth, efficient and effective operation.

Cambridgeshire Constabulary undertakes to:

- Support the objectives and provisions of the PCC's Independent Custody Visitors' scheme.
- Issue an appropriate form of identification to enable ICVs to gain access to police stations in the course of their duties.

- Admit ICVs immediately to custody facilities upon their arrival at a police station's Enquiry Office, except where this would place them in personal danger. A full explanation must be given for any delay and record made in the ICVs' report form.
- Advise ICVs of any health or safety risks at the start of the visit.
- Have an officer accompany ICVs at all times to ensure their safety, whilst affording them appropriate privacy when conducting a visit.
- Allow ICVs to access any person detained at the police station. Any decision to deny or limit access must be recorded in the detainee's custody record.
- Give ICVs free access to all appropriate parts of a police station in accordance with the provisions of the Scheme.
- Where possible, resolve any issue raised by ICVs at the time it is raised.
- Return a copy of the report form to the OPCC within 48 hours of the visit taking place.
- Review, act upon and report-back on appropriate matters raised by custody visitors in the course of their duties.

The Independent Custody Visitor undertakes to:

- Act strictly in accordance with the provisions of the scheme.
- Undertake appropriate additional training that the PCC may determine from time to time.
- Keep their ICV identification safe and only use it in the course of their official duties.
- To undertake any minimum number of custody visits that the PCC or their team may determine.
- Maintain confidentiality of any specific information gained whilst acting as an ICV.
- To report, as appropriate, in general terms on their visits to their fellow ICVs.
- Try to attend all meetings in respect of the Scheme to which they are invited.
- Ensure that they fully complete their report in respect of each visit they undertake, including any responses made to their comments by custody staff.
- Inform OPCC of any changes in their personal details, which may affect their status as a custody visitor.
- Return their official identification and other documentation on ceasing to be a custody visitor.