



## Cambridgeshire and Peterborough Independent Custody Visitors' Group Meeting

Monday 18<sup>th</sup> June 2018

<b>Minutes</b>	
<b>1</b>	<p><b>Welcome, introductions and apologies:</b></p> <p><b>1.1 Present:</b>            JC – ICV North            RM – ICV South            FC – ICV North            PR – ICV North            JL – ICV South            PH – ICV South            GW – ICV North            AS – ICV South            AW – ICV North            JT – ICV South            JP – ICV South            RB – Deputy Police and Crime Commissioner            AB – Office of the Police and Crime Commissioner, ICV Scheme Manager            Insp AB – Cambridgeshire Constabulary            NP – Office of the Police and Crime Commissioner</p> <p><b>1.2 Apologies</b>            AD – ICV North            JB – ICV North            CM – ICV South            AL – ICV South            JA – Police and Crime Commissioner</p>
<b>2</b>	<p><b>Minutes and actions of previous meeting Monday 5<sup>th</sup> March 2018</b></p> <p><b>2.1</b> No actions listed.</p> <p><b>2.2</b> Minutes were agreed as a true and accurate record of the meeting</p>

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<p><b>3</b></p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<p><b>Data Protection Training and GDPR</b></p> <p>AB delivered to ICVs the NCALT e-training completed by new staff.</p> <p>AB informed ICVs that he is putting together a short policy document for the ICV scheme detailing its approach to data protection. This would be circulated upon completion.</p> <p>ICVs suggested this could include information about the approach to detainee information such as consent on translation sheets, but also information held on ICVs.</p> <p>ACTION: AB to complete a short data protection training note for ICVs.</p> <p>ACTION: AB to complete and circulate data protection policy document.</p>
<p><b>4</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p><b>ICVA Bitesize on Vulnerability / Feedback from PCC shadow visit</b></p> <p>AB ran through the ICVA bitesize presentation on vulnerability in custody. The slides covered key themes including what vulnerability is, and what the role of the ICV is.</p> <p>The presentation could be made available to any ICVs who wished to have a copy of it.</p> <p>ICVs noted that custody were good at identifying vulnerability, and when it was available the quality of service offered by the Health Care Providers appeared good.</p> <p>AB gave feedback from the Commissioner following an ICV visit that he shadowed. JA was keen to empower ICVs to ask questions about the care detainees received, especially those who were vulnerable.</p> <p>AW shared the example that where a detainee was identified to be vulnerable due to a mental health issue, that ICVs could be confident in asking if a mental health assessment has been requested, or if medical care was requested, and how long the wait had been.</p> <p>The Commissioner was keen that ICVs, as the eyes and ears of the public are confident in asking questions that focus on the welfare of detainees, especially those who are vulnerable.</p>
<p><b>5</b></p> <p>5.1</p>	<p><b>Matters arising from visits / training:</b></p> <p><b>Virtual Courts:</b> JT raised the question of resilience in the virtual court system from the custody side with a Virtual Courts Officer being off long term sick. Insp AB</p>

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	gave assurances that training and recruitment was ongoing to ensure there was sufficient backfill if it was needed in the future.
5.2	<b>Athena:</b> AW asked about the Athena system and how this was settling in and was it having a negative or positive impact. Insp AB shared that things were improving as staff got to grips with the new system, with many of the delays in the process sitting with the investigating officers, rather than custody staff.
5.3	Booking in of detainees will likely remain a longer process than before (e.g. approx. 20 minutes rather than 15) but more information will be gathered in order to better identify vulnerability or need, so this is seen as a positive.
5.4	<b>Feedback from national and regional conferences:</b> AW fed back from the national conference there was discussion around detainees knowing the time. In Thorpe Wood, JC pointed out that detainees can currently see this on the Inspector review screens in cells.
5.5	AW stated one possible risk could be that detainees on 30 minute reviews may think when a review has been completed they would have 30 minutes to self-harm if they were planning to do so. Cells would still be visible via CCTV to staff which helps mitigate risk. If the risk was that high, custody staff would place the detainee on constant observations.
5.6	It was shared at the regional conference that there was plans to have someone from the immigration service present at Thorpe Wood.
5.7	ICVs felt that the regional conference was worthwhile attending, with lots of speakers and a packed agenda. While interesting the national conference did not cover much new ground for local issues.
5.8	<b>ACTION:</b> AB to invite someone form the immigration service to a panel meeting to discuss their role.
5.9	<b>Use of Force:</b> no concerns recorded by ICVs.
5.10	<b>Visibility of screens / Perspex screens at Parkside:</b> Insp AB gave an update. The screens at Parkside had been filed down, while replacement screens had been ordered at Thorpe Wood where there was some damage.
5.11	Insp AB shared there was still issues with detainees not being able to read their rights on screens due to an IT issues, this has been raised a number of times but not yet resolved.
5.12	There was a query from a detainee who was unable to see on the screen what they were signing, this was also raised by an Appropriate Adult.

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5.13	Paper copies are available for detainees to read as an interim fix.
5.14	<b>Sanitary protection:</b> one detainee was identified as not being offered sanitary products. It did appear to be a one-off oversight but did raise some useful questions. PH asked if sanitary packs could be kept in the tray by each cell that contains the cleaning record. Then the detainee could be offered the pack in a more private area than the booking in desk which may be intimidating.
5.15	ACTION: AB to feedback to ICVA
5.16	Insp AB informed ICVs that the Constabulary did follow the ICVA guidance on offering sanitary protection, and assured on the further point that female detainees should be offered to speak to a female member of staff.
5.17	<b>Positive feedback / good practice:</b> AB said it was good to see continuous positive feedback noted from ICVs and from comments made by detainees about the staff and their treatment.
5.18	<b>Access at Parkside:</b> JT reminded ICVs that should they visit out of hours they can do so by calling the buzzer at the back gate or the yellow phone by the front door. PH stated she had no problems gaining access using the yellow phone.
<b>6</b>	<b>Updates from the OPCC / Constabulary:</b>
6.1	<b>Tri-force / national reporting form:</b> AB circulated printed copies of the draft BCH style reporting form. There was a bit of feedback at the time and ICVs felt they wanted more time to discuss. This would be brought to the next meeting.
6.2	<b>Appropriate Adult Service:</b> AB updated ICVs that the new Appropriate Adult service would come into play on the 1 <sup>st</sup> August 2018, and would be delivered by the YMCA in both Cambridgeshire and Peterborough. The YMCA currently run the Cambridgeshire service so it should be a smooth transition.
<b>7</b>	<b>A.O.B</b>
7.1	ACTION: AB to send electronic copies of the BCH visit report form and consult on dates for training.
7.2	ICVs were formally informed that GR had retired after 28 years as an ICV. The ICVs wished GR the warmest wishes going forward.
Date of the next meeting: Monday 3 <sup>rd</sup> September 2018 Printed copies of the agenda and any papers will be available at the meeting	

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