

LEICESTERSHIRE POLICE AUTHORITY

Meeting **PROFESSIONAL STANDARDS COMMITTEE**
 Date **THURSDAY 30 SEPTEMBER 2010 – 10.00 A.M.**
 Report of **DEPUTY CHIEF EXECUTIVE**
 Subject **INDEPENDENT CUSTODY VISITING SCHEME - UPDATE**

Purpose of report

1. The purpose of this report is to inform and update members on developments within the Independent Custody Visiting Scheme.

Visits – 1 April 2010 to 31 August 2010

2. Visit forms have been received for a total of 83 visits throughout the Force area for the first five months of the year. Outlined below is the number of visits per primary site:

Euston Street	-	20
Loughborough	-	20
Wigston	-	22
Keyham Lane	-	20
TOTAL		82

3. According to the data the target of one visit per month to each primary site has been missed four times however a visit to Loughborough in April did go ahead and a copy of the visit form is being provided by the Co-ordinator for that team, until received the visit is not recorded. A missed visit to Euston Street in April was due to illness. Feedback is still awaited regarding 2 missed visits to Keyham Lane.

Issues Recorded

4. Items which have been raised as a result of the visits during the period 1 April 2010 and 31 August 2010 are outlined below:

<i>Issues Raised</i>	<i>Force Response</i>
<u>Wigston</u> Cell 2 not in operation (broken hatch) - been this way for some time. Debris in exercise yard.	The hatch has been repaired. Delays to repair caused by contractor/ supplier. Clearing of yard now forms part of the cleaning contract.

Issues Raised	Force Response
Wigston Toiletries door unlocked - has notice to say keep locked, contains razors.	All doors to rooms that should be locked are to have adhesive labels as a reminder to staff.
Keyham Lane Broken perspex window in exercise yard.	This has been repaired.
ICV cleaned cutlery/debris from 2 cells. Broken perspex on exercise yard window - h/s issue?	Direction to clear cells of rubbish to be reiterated to all staff.
One 1/2 hour check missed between 0306 and 0407 (Ref 27176).	Reminder to all staff of the importance of maintaining accurate detention logs.
Probe on surface in kitchen.	Direction to all staff to keep doors to kitchens locked when not in use and to ensure utensils are cleared away.
Loughborough Medicine fridge had no temperature guide and smell from pipes still around.	Repairs to the estate are planned for either later in 2010 or early 2011 following completion of the works at Beaumont Leys.
Meals for detainees recently changed – not popular with staff or detainees.	Provision of custody meals is constantly being assessed with consultation with regional partners regularly taking place.
Euston Street Kitchen surfaces and floors not cleaned.	Reminder to all staff of the importance of keeping doors locked and the need for cleanliness/hygiene standards.
Cell numbering incorrect on records (cell 4, 10, 13) and no note of anyone being moved to other cells.	Staff on duty identified and message to shift Inspector for further investigation.
Islamic prayer mats do not contain built in compasses. Detained person unhappy that he couldn't find "East" - ICV thought that all Islamic prayer mats had compasses built in to show "East". Also plates and cutlery in cells.	We do not provide prayer mats with compasses built in for a number of reasons. The object is unlikely to pick up true North in a building surrounded by metalwork and the glass if broken would provide an opportunity to self harm. We are however looking to stencil the compass points on the wall of each cell. In the meantime the staff on duty are there to assist.
Exercise yard 1 - by 22m plate, anchorage ligature point.	Condition of the exercise yards is currently being monitored. Several ligature points have been found, many through the design and construction of the yard. Repairs being made as and when practicable however costs are high. Detainees are not to be left alone in this area and should be constantly monitored.

Detainees seen, not seen or who refused a visit by Custody Visitors

5. The number of detainees who refused a visit, were seen or not seen by Custody Visitors during the period 1 April 2010 and 31 August 2010 are outlined below:

	<u>Wigston</u>	<u>Loughborough</u>	<u>Euston Street</u>	<u>Keyham Lane</u>
Total number of detainees	123	92	194	100
Number offered visit	70	55	86	65
Number seen	65	55	84	64
Number not offered a visit	51	36	107	34
Number who refused a visit	5	0	1	1
% of those offered visit who agreed to be seen by ICVs	93%	100%	98%	98%

Day and Time of Visits

6. The charts below outlines the day and period of the week when visits were undertaken by custody visitors between 1 April 2010 and 31 August 2010:
7. Current data is showing a good spread of visits across the days of the week and the times of the day.

Recruitment

8. In total, 13 new ICVs have been appointed to the Scheme during August. The optimum number of visitors for each team is 12 and the current numbers are as follows:-

Loughborough	-	12
Keyham Lane	-	12
Euston Street	-	11
Wigston	-	12.

9. Training for new custody visitors will take place during the Autumn, a copy of the training programme is contained at Appendix 'A' to this report.
10. The diversity breakdown of current custody visitors is still being collated and will be provided to the next meeting.
11. Since 1 April one custody visitor has resigned from the Scheme, the reason being greater work commitments meaning she can no longer commit time to undertake visits. Favourable comments were received regarding the organisation of the Scheme and the training provided.

Meetings with Co-ordinators

12. Meetings with Co-ordinators and the Chief Inspector from Criminal Justice have been held on 2 June 2010 and 14 September 2010. The Chair of the Professional Standards Committee has also attended. Issues discussed were as follows:-

- Feedback from issues raised.
- Recruitment.
- Terms of Reference for Co-ordinator meetings.
- Regional Advanced Training.
- Custody Activities
- Safer Detention Action Plan
- ICVA Benchmarking Report
- Consultation on National Standards
- East Midlands Regional Visit Report Form.
- ICVA National Conference.

13. A copy of the agreed Terms of Reference for the meetings is attached at Appendix 'B'.

Regional Meetings with Scheme Administrators

13. Regional meetings with Scheme Administrators in the East Midlands took place on 13 April 2010 and 4 August 2010. As a result of discussions that have taken place a regional job description, person specification, application form and Memorandum of Understanding has been agreed and will be utilised as the recruitment pack by all five police authorities. After feedback on the pilot of a regional custody visiting report form a final form has now been agreed. Following a number of quotes from each police authority the printing of the forms has been awarded to the reprographics department at Leicestershire Constabulary who provided the lowest quote which was considerably less than others obtained. A copy of the new form, which will be produced in triplicate, is attached at Appendix 'C'. Copies are currently being printed and will be distributed to police authorities within the region.

ICV Manual

15. A copy of the new ICV Manual will be provided to the meeting. The manual now provides a central reference for custody visitors on a range of information relating to the Scheme. The manual has been distributed to all custody visitors, the Chief Inspector, Criminal Justice and a copy to each Custody Suite.

ICVA National Conference

16. Each year the Independent Custody Visiting Association hold a national conference. Last year the conference was held in Leicester. This year the conference will be held in Leeds in November. Leicestershire have 5 places allocated and generally these have been provided to the Co-ordinators and Scheme Administrator. On careful consideration of the costs involved of attending which would include overnight accommodation and train fares it has been agreed that Leicestershire will not send any delegates to the conference this year. The reasons for this have been explained to the Co-ordinators who have expressed their support for this decision.

Financial Implications

17. The budget for custody visiting for 2010/11 is £4,500. To date the only expenditure has been custody visitors mileage and the printing of new custody visit forms. It is expected that expenditure during the year will be contained within the budget.

Recommendation

18. Members are asked to discuss the contents of the report.

Background Papers

Completed custody visit record forms.
File PA/11/D

Person to Contact

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LEICESTERSHIRE POLICE AUTHORITY

**INDEPENDENT CUSTODY VISITING -
INDUCTION TRAINING TIMETABLE 2010**

**ALL TRAINING IS UNDERTAKEN AT POLICE HEADQUARTERS,
ENDERBY, LEICESTER**

Thursday 23 September 2010 at 6.30pm

Induction Training Session 1

*Background and Scheme in Leicestershire
The Role of the Custody Sergeant & Police Staff in
the Custody Suite
Code C of the Police & Criminal Evidence Act
(PACE)
Human Rights*

Thursday 14 October 2010 at 6.30pm

Induction Training Session 2

*Health and Safety
Data Protection
Police Complaints Procedures*

Saturday 6 November 2010 at 10am

Induction Training Session 3

*Introduction & Overview
Background & Context
Values, Attitudes & Skills
Procedures & Processes
Custody Records
Report Forms
Home Office Statutory Requirements
National Standards*

Thursday 25 November 2010 at 6.30pm

Induction Training Session 4

*Cultural Awareness & Diversity Training
This session is designed to raise awareness of
diversity issues and their application to the role of
the Independent Custody Visitor.*

Leicestershire Police Authority

Independent Custody Visiting Scheme

Meetings with Co-ordinators and Force Representatives

Terms of Reference

Quarterly meetings between the Deputy Chief Executive, Police Authority Lead Member for Custody Visiting, Co-ordinators and the Chief Inspector for Custody should take place for the purpose of:-

- Agree and monitor the frequency with which visits are undertaken.
- Provide feedback from the Constabulary on issues raised from visits.
- Review the number of visitors available in the Scheme.
- Provide Co-ordinators the opportunity to raise any issue with the Police Authority, or Constabulary, and provide feedback from team meetings.
- Provide the opportunity for discussions on future development of the Scheme.
- Receive updates from the Constabulary on any developments within custody.
- Receive updates on the developments and recommendations relating to all custody issues.

Attendees:-

Chairman of the Police Authority Professional Standards Committee
Deputy Chief Executive
Members Services Officer
Co-ordinators
Deputy Co-ordinators
Chief Inspector, Criminal Justice
Sergeant, Criminal Justice

