

**ORIGINATOR: ICV SCHEME MANAGER**

**DECISION NO. 44/2022**

**REASON FOR SUBMISSION: FOR DECISION**

**SUBMITTED TO: POLICE AND CRIME COMMISSIONER**

**SUBJECT: THREE YEARLY REVIEW OF CUSTODY VISITOR APPOINTMENTS**

**SUMMARY:**

The Home Office Code of Practice for Custody Visiting requires that each Scheme undertake a reconstitution process every three years. The key factors considered in maintaining appointments are:

- The continuing ability and willingness of the individual in question to conduct the role effectively having regard to the role profile for a Custody Visitor.
- Ensuring that the individual is operating within the Scheme Guidelines, in accordance with the Home Office Code of Practice and other National Standards, and within the spirit of the Scheme.

**RECOMMENDATION:**

It is recommended that the PCC review the contents of this report and endorse the proposal to renew the appointments of all Independent Custody Visitors in Norfolk as of 1<sup>st</sup> September 2022 for a further three-year term.

**OUTCOME/APPROVAL BY: PCC/CHIEF EXECUTIVE/CHIEF FINANCE OFFICER**  
(Delete as appropriate)

The recommendations as outlined above are approved.

**Signature**



**Date: 16/08/2022**

## **DETAIL OF THE SUBMISSION**

### **1. OBJECTIVE:**

1.1 The Home Office Code of Practice for Independent Custody Visiting provides guidance in respect of PCC duties in discharging the Independent Custody Visiting function.

1.2 In respect of individual appointments to the independent custody visiting schemes, the Home Office provides the following national guidance:

"29. Appointments as an ICV must initially be for three years and must not be confirmed until a six-month probationary period has been satisfactorily completed. Full re-assessments of suitability must take place at regular intervals but not longer than three years apart. The key factors in renewing appointments for further periods must be the continuing ability and willingness of the individual's involved to do the job effectively. Any decision not to renew the appointment must follow the principles of natural justice and must be publicised in the scheme's memorandum of understanding or guidance."

1.3 The current Independent Custody Visitor appointments to the Scheme in Norfolk are effective until 31<sup>st</sup> August 2022. The last full review of all appointments to the scheme was undertaken in September 2019.

1.4 The PCC's Scheme of Governance and Consent sets out the 'Functions designated/delegated to the Chief Executive of the Office of the PCC' which includes at section 3.2.12 the administration of the Independent Custody Visiting Scheme and any other volunteer schemes including the appointment, suspension and removal of custody visitors and other volunteers.

### **2. BACKGROUND:**

2.1 The Office of the Police and Crime Commissioner for Norfolk has commenced the three-yearly review process in line with Home Office guidance, being particularly mindful of the designated Role Profile and Person Specification for an Independent Custody Visitor in Norfolk.

2.2 Volunteers appointed to the Scheme were consulted to establish if they were willing and able to continue in the role and they have all stated that they would like to continue.

2.3 In addition to the fifteen existing volunteers, seven new volunteers have been appointed and have just completed the initial six-month probationary period. They aren't part of this process and will serve until the 31<sup>st</sup> of August 2025 when the scheme in Norfolk is next required to do a further three-year review.

### **3. AREAS FOR CONSIDERATION:**

3.1 A comprehensive overview has been conducted which includes the number of visits undertaken by the visitors who wish to continue, their attendance at Panel meetings, training events and conferences. Feedback is also sought from each of the Panel Co-Ordinators with regard to the performance of individuals, their commitment and flexibility to the Scheme and consideration of issues such as effective interaction with detainees is also considered.

3.2 There are twelve volunteers across the Scheme that have already served two or more three-year terms. This would normally be the maximum as set out in the OPCCN ICV Scheme Guidelines, however under exceptional circumstances an ICV's tenure can be extended. Given that these individuals have expressed a desire to continue in their role, their experience and willingness to continue and learn, both the Scheme Manager and the Panel Co-ordinators are strongly supportive of those volunteers continuing in their roles for a further three-year period.

3.3 In light of the continued willingness, satisfactory levels of performance and positive feedback received, the Chief Executive is recommended to consider renewing the appointments for all fifteen existing volunteers as Independent Custody Visitors with effect from 1<sup>st</sup> September 2022.

#### **4. OTHER OPTIONS CONSIDERED:**

4.1 None – This is a mandatory requirement under the Home Office Codes of Practice.

#### **5. STRATEGIC AIMS/OBJECTIVES SUPPORTED**

5.1 The continued provision of the Independent Custody Visiting Scheme allowing the PCC to fulfil his mandate of holding Norfolk Constabulary to account.

#### **6. FINANCIAL AND OTHER RESOURCE IMPLICATIONS:**

6.1 All of the Norfolk Independent Custody Visitors continuing for a further three-year period are already part of an ongoing process of continuous professional development. Future training and Panel meetings are already scheduled into 2023 and along with ICV expenses are met from the agreed budget.

#### **7. OTHER IMPLICATIONS AND RISKS:**

7.1 The Covid pandemic has demonstrated that numbers of ICVs on the scheme can be significantly reduced within a short period of time. This can affect the efficiency of the Scheme as well as losing vital knowledge and experience. Retaining ICVs beyond the recommended maximum six-year period has helped establish resilience and ensured a broad spread of knowledge & experience.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	No
Has the PCC's Chief Finance Officer been consulted?	No
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes
Have human resource implications been considered?	Yes
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	No
Has communications advice been sought on areas of likely media interest and how they might be managed?	Yes
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes
<p data-bbox="204 1688 786 1727"><b>Is this report a Confidential Decision?</b></p> <div data-bbox="1066 1706 1187 1778" style="display: inline-block; border: 1px solid black; width: 76px; height: 32px; vertical-align: middle;"></div> <div data-bbox="1262 1706 1383 1778" style="display: inline-block; border: 1px solid black; width: 76px; height: 32px; vertical-align: middle; background-color: #cccccc; text-align: center; margin-left: 20px;">NO</div> <p data-bbox="204 1800 1430 1839">If Yes, please state reasons below having referred to the <a href="#">PCC Decision Making Policy</a></p>	

**APPROVAL TO SUBMIT TO THE DECISION-MAKER** (this approval is required only for submissions to the PCC).

**Chief Executive**

I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC.



**Signature:**

**Date: 16/08/2022**

**Chief Finance Officer (Section 151 Officer)**

I certify that:

- a) there are no financial consequences as a result of this decision,  
OR
- b) the costs identified in this report can be met from existing revenue or capital budgets,  
OR
- c) the costs identified in this report can be financed from reserves  
AND
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

**Signature:**



**Date: 16/08/2022**

**PUBLIC ACCESS TO INFORMATION:** *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*