



**a new name
but the same aim**
**THE INDEPENDENT CUSTODY VISITING ASSOCIATION
ANNUAL REPORT 2000 - 2001**

**including accounts for the
NATIONAL ASSOCIATION FOR LAY VISITING**

Who are independent custody visitors?

Independent custody visitors are members of the local community who visit police stations unannounced to check on the welfare of people in police custody. They come from a variety of backgrounds and sections of the community. They must be over 18 and have no direct involvement in the criminal justice system, for example, serving police officers or special constables. Other people such as solicitors or probation officers may be excluded, to prevent possible conflict of interests for the individual. This maintains the independence of the scheme as a whole.

How are independent custody visitors selected and trained?

Volunteers wishing to become independent custody visitors will need to complete an application form. Then they will be asked to attend an interview. Independent custody visitors need to have a sound knowledge and thorough understanding of detainees rights and police responsibilities. Successful applicants attend a one day information / training day organised by their local police authority, usually in partnership with the Independent custody visiting Association (ICVA). The training programme is made up of practical and theoretical exercises covering all aspects of custody visiting and is complemented by a set of guidelines and the basic principles of the Police and Criminal Evidence Act (PACE). All volunteers are issued with an official identity card which they must use when visiting. Further training sessions are arranged locally to keep independent custody visitors informed on new developments and to share experiences. Newly appointed independent custody visitors complete a probationary period, and then appointments are usually made for a set period, which may be renewable.

When and where are visits made?

Independent custody visitors visit police stations in pairs ideally once a week. The actual timing of visits is entirely a matter for independent custody visitors, but should be random and unannounced. Independent custody visitors will normally only visit those police stations within their local area.

What happens when independent custody visitors make a visit?

Independent custody visitors must maintain their independence and impartiality. They do not take sides but look, listen and report on what they find in the custody unit. On arrival at the police station, independent custody visitors will be escorted to the custody area. The detainees will be identified by their custody numbers and strict rules of confidentiality will apply. Independent custody visitors may occasionally be denied immediate access to the custody unit for safety reasons and asked to wait. Interviews with detainees are, for independent custody visitors' protection, normally carried out within sight, but out of hearing of the escorting officer.

Reporting procedures

A report is completed after each visit. It provides an insight into the running of the custody area at the time of the visit. Copies of the reports are provided for the police, police authorities, independent custody visitors and the Home Office. They provide a vital source of information on the environmental and welfare conditions in which detainees are held. The information is analysed and areas for action are highlighted.

Other duties

Independent custody visitors must treat as confidential the details of what they see and hear on their visit. They are expected to report in general terms to their police authority at an appropriate time of the year (e.g. the annual meeting)

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PRESIDENT'S FOREWORD

Foreword

This has been another important year in the development of the Association:

- The Home Office Working Party Report
- The change in name of lay visiting to independent custody visiting.
- A new relationship for the association with the Home Office and the police authorities, particularly in London and Scotland.
- New Home Office funding.
- Custody visiting now established throughout the UK
- Our first overseas project, in Romania, with a possibility of more overseas projects to follow.
- A new constitution and a new executive structure.

None of this would have been achieved without a lot of hard work, vision, energy and enthusiasm.

I would like to thank everyone who has contributed to these achievements, most especially to our Chairman, Stephen Murphy, and Chief Executive, Ian Smith.

I wish to pay special tribute to the previous Police Minister, Charles Clarke MP, who, with his officials, has been so supportive of custody visiting and the association.

As in previous years, I would like to close by thanking the many volunteers who go to police stations throughout the country on a regular basis and carry out the vitally important task of independent custody visiting.

**Nicholas Ward
President**

CHAIRMAN'S INTRODUCTION

Introduction

This has been a very eventful year in the history of the association and has marked a turning point in our future.

The association has been represented at a Home Office Working Party, that culminated in the development of revised guidance for police authorities (15/2001) and a new name for lay visiting of "Independent Custody Visiting". In the light of these, the association itself has also undergone a number of changes.

Our new name, "Independent Custody Visiting Association" is a direct result of the new guidance. These have resulted in changes both immediate and long term, with impact for police authorities across the country. Immediate changes included, new stationery, the production of a new training video and community awareness video. Longer-term changes mean a revision to our constitution to incorporate the new police authority in London, Scottish Police Authorities and Joint Boards and take into account the statutory basis of independent custody visiting in Ireland.

As your chair of the association at this time of change, I welcome the challenges ahead and the partnerships that continue to be forged. The establishment of the Metropolitan Police Authority has resulted in the co-ordination of the arrangements in London and the winding up of the London Regional Committee. I must therefore thank all representatives, both past and present, for their commitment and dedication on the committee and for their work over the past eight years.

In last year's report, I referred to the pilot lay visiting schemes in Scotland. This year, I am pleased to announce that six of the eight police authorities/joint boards have or are in the process of establishing their own schemes. I cannot praise sufficiently the contributions made by John Hamilton, the former Chief Constable of Fife, Andrew Keddie, the Convenor of Fife and Peter Royds and his staff. Special mention must be made here of the outgoing HMI for Scotland, Bill Taylor. His recommendation of the scheme as best practice enabled it to be developed so quickly.

I must also thank all who contributed in the production of the guidance and thank representatives from the Home Office who have been particularly helpful in securing the future of ICVA. Finally, the work undertaken throughout this important year could not have been achieved without the wholehearted commitment of my colleagues on the management committee, as well as our trainers and the hard work of our officers. A particular note of thanks must go to our Chief Executive, Ian Smith and our Executive Assistant Anna Jarratt, both of whom have delivered the changes for the association.

I look forward to meeting as many of you as possible at this year's conference, which for the first time will take place in Scotland.

**Stephen Murphy
Chairman**



CHIEF EXECUTIVE'S REVIEW OF THE YEAR

Review

This has been an auspicious year for the association, one that has been marked by substantial changes in the range and scope of our activities.

Foremost among these has been the introduction of the Home Office revised guidance for police authorities (15/2001). Our officers have been busy translating and implementing these changes within the association and working to ensure that they benefit police authorities throughout the country.

As Chief Executive, it is my role to ensure that the association moves forward and develops new ways of working so as to assist police authorities, the police service and all others involved in the independent custody visiting process.

This year's achievements made innovative use of information technology that is available to us all. Our new website is designed to keep everyone fully informed about our activities, but it also provides police authorities with an invaluable administrative resource from which they can access publicity materials. These include: stationery; continuous training materials; on-line application forms delivered straight to the host authority; links to other organisations

with an interest in accountability in the criminal justice system; on-line Visiting Times and a copy of this Annual Report.

Future development of the website will include foreign language translations for use by police authorities abroad and for the promotion of the work of independent custody visitors throughout the world.

Our change of name produced a quick response from the association and a new community awareness video was made available to all police authorities in late July. A new training video is also currently under production and it will be available at the annual conference. The association consulted on the content of the trainers' guide and the student workbook and many suggestions have been incorporated into the initial training. The association is already working on the development of modules for continuous training on European Human Rights, Cultural Awareness and Diversity, Health & Safety and Custody Records.

The association has also been working on the development of a computer programme to manage independent custody visiting schemes. This will produce benefits for police authorities, police and visitors, each of whom will receive feedback on issues identified.

The programme is currently being piloted in four police authority areas in Cleveland, Lancashire, North and West Yorkshire and it is hoped that the final programme will be available from 1 April 2002.

In Scotland, pilot initiative visiting schemes presently exist in Fife, Northern and Central Scotland and further schemes are being introduced into Lothian & Borders and Dumfries & Galloway. Strathclyde has indicated that visiting will commence in 2002, whilst Grampian has established a working party to consider a scheme. Tayside is the only Scottish region not to have contacted the association directly.

A major initiative for this year was the contact made with the association by Foreign Office representatives seeking to develop a visiting scheme in Romania and our subsequent work to develop a pilot scheme in Iasi. Development of the visiting process abroad is a major step towards acceptance of the scheme as a method for safeguarding human rights of those held in custody in foreign countries. This pilot is currently being evaluated by the Foreign Office for use in other European countries.

Throughout the year, regional conferences were held to encourage debate on topical issues affecting independent custody visitors. Many of the conferences used the opportunity to consult volunteers on the proposed changes to the Home Office guidance. All regions held conferences this year and this is reflected in the take up of membership.

Membership of the association is at an all time high as the benefits of joining become ever more apparent. The work undertaken so far this year would not have been possible without the invaluable assistance of Anna Jarratt, my Executive Assistant, Peter Ward, the manager of our new London offices, Fayth Rowe and Anne Battle, to each of whom I extend my thanks.

Our achievements to date have clearly been to the benefit of police authorities and we value their contribution to our work. However, it is vital that we never lose sight of the work of our volunteers, whose tireless efforts underpin independent custody visiting. Throughout the coming year we aim to continue our work and to ensure that future developments make their visiting easier.

Ian Smith
Chief Executive



REGIONAL REPORTS

Regional Reports

NORTH EAST NORTH EAST REGIONAL REPORT

The North East Region of the Independent Custody Visitors Association held its annual conference at Westfield School, Acomb, York on Saturday 30th June 2001. It was the fourth consecutive occasion on which the annual conference had been held at this popular venue.

Over 60 delegates attended the conference from across the region, which includes North Yorkshire, Humberside, Cleveland, Durham, South and West Yorkshire. The latter two areas were invited to attend the conference this year for the first time.

Following a welcome and introduction from the newly appointed North Yorkshire Police Authority Chairman, Jane Kenyon, the conference received presentations from Rosemary Parker, one of the association's vice chairmen and Ian Smith, Chief Executive to ICVA.

The presentations centred on the issue of the Home Office Circular 15/2001 which was issued on 4th May 2001 by the Home Office.

In the afternoon, workshops were held which centred on the issue of training, appraisals and recruitment. A presentation of flowers was then made to the school catering staff, in recognition of their hard work in catering for all four conferences that have taken place at the school in recent years. Cllr T. W. Miller, a North Yorkshire custody visitor, made the presentation on behalf of the region. Ian Smith also

presented a cheque for £100 to the school from the ICVA in thanks for its continued support.

Feedback from those attending the conference indicated that they had found it to be useful, particularly the workshops and the chance to discuss current issues with counterparts from across the region. Several requests were received for the workshops to be longer in future.

North Yorkshire Police Authority

A new custody visiting scheme, revised following issue of Home Office Circular 15/2001, was approved by the police authority on 24 September 2001. Following approval, the scheme will be adopted on a phased implementation basis. It is expected that the new scheme will completely replace the current one with effect from 1 January 2002.

Recruitment to the new scheme will be on the basis of application only and the selection process will include a criteria based interview system. All those wishing to serve as custody visitors under the new scheme will be expected to participate in the process.

North Yorkshire Police Authority is also participating in the ICVA pilot scheme for the administrator's database. It is hoped that the capabilities of the database will help to inform development of the police authority's new scheme and possibly vice versa as well, so that the time spent on administration of the scheme should be much more productive than has previously been possible.

Humberside Police Authority

The police authority's Audit and General Purposes Committee (which has responsibility for ICV matters) considered Home Office Circular 15/2001 at its meeting in June 2001.

In addition to renaming the lay visiting scheme, the authority agreed a series of actions implementing the recommendations relating to best practice contained in the circular. A number of these endorsed existing practice. A target for full implementation has been set for April 2002.

The scheme currently has 51 members covering six designated custody suites with ICV's making visits within three-week periods set out in a rota.

The first major change to the scheme, committee approval permitting, will be a revision of the role of area co-ordinators (Panel Representatives in the Humberside Scheme) to give them a much wider role than has hitherto been the case. The new role will give PRs responsibility, inter alia, for arranging local meetings of panel members and drawing up visit rotas.

Cleveland Police Authority

Cleveland Police Authority reports that their scheme is running well with visits taking place on a weekly basis to all areas. They have managed to maintain these levels but feel that they may need to recruit an extra 2 or 3 custody visitors after Christmas. The Cleveland scheme was reviewed in April but it was decided at that time not to centralise their arrangements but to

remain operating on a basis of 4 areas. This situation is to be reviewed next year when they move towards centralised custody facilities.

Everyone has welcomed the change of name to Independent Custody Visiting and they are looking forward to changes being implemented in November.

Durham Police Authority

A recruiting exercise is currently underway. Nine new appointments were made earlier this year and there are 12 more interviews to be conducted. Training for new members as well as the existing ones will then be undertaken. The training on the new scheme took place in October and November.

Bill Miller
North East Regional Representative



Regional Reports

SOUTH YORKSHIRE SOUTH YORKSHIRE REGIONAL REPORT

The scheme in South Yorkshire currently has 39 custody visitors, 12 of whom have just joined us following a recruitment campaign in the spring. The scheme has three panels, each being responsible for visiting two or three stations on a weekly basis.

During the last year, our custody visitors have made 394 visits and of the 1184 detained persons in a position to see a custody visitor, 778 (65.71%) consented to a visit. This figure is marginally lower than last year, but we are hoping to achieve higher acceptance levels by being involved in the training of new custody officers and part of this training will include how to introduce a custody visitor to a detainee.

Finally, this year we were invited to the North East Regional Conference, which was held in York on 30 June 2001. The sixteen custody visitors and the scheme administrators who attended found it both informative and productive and commented on how useful it had been to meet visitors from neighbouring schemes.

Jim Sorsby
South Yorkshire Regional Representative

WEST YORKSHIRE WEST YORKSHIRE REGIONAL REPORT

West Yorkshire Police Authority appointed 35 Lay Visitors to serve for a fixed period of three years, with effect from 1 April 2000 and there are currently 28 independent custody visitors carrying out this role. During the period 1 April 2000 to 31 March 2001, 932

visits were made to police stations in West Yorkshire. The authority has been a member of ICVA since 1 April 2001 and is currently in the process of reviewing the West Yorkshire Police Authority Independent Custody Visiting Scheme, following the issue of Home Office Circular 15/2001. We are about to launch a new recruitment drive associated with its implementation.

Alan Baker
West Yorkshire Regional Representative

WALES WALES REGIONAL REPORT

The scheme has operated well throughout the year. Visits are still carried out by police authority members in addition to 20 members of the public. The new Home Office guidelines are to be considered at the next meeting of the authority.

Gwent Police Authority
There are currently 21 members. The authority has seen a pleasing increase in custody visits this year. It has now implemented a computer database to allow monitoring of the frequency of visits being undertaken by individual visitors. A feedback system is also in place to inform custody visitors of actions taken following issues raised on the custody visit report form. This information also provides an estimated timescale for repairs or other issues to be addressed.

A quarterly newsletter is published to keep scheme members up to date with changes affecting the scheme. Issue 1 and 2 were well received by members.

North Wales Police Authority

There are at the present time 22 independent custody visitors divided into three areas. A total of 179 visits have been made throughout the year to 16 stations of which 7 are designated and 9 are non-designated. The throughput of detainees has been closely monitored and this has resulted in the visiting frequencies being amended. Induction training has been delivered to the three new members of the scheme, and there have been three resignations during the same period. Refresher training has been carried out covering human rights, health and safety, custody records and completion of visit reports. In addition the visitors have received a presentation on the Drugs Intervention Scheme in custody, and they have also been taken on a tour of the headquarters area control room.

One issue was resolved during the year. This related to the safe disposal of "Sharps". The collection service has caused some problems, which resulted in containers not being regularly emptied. Due to the persistence of the visitors the issue has been resolved.

South Wales Police Authority

The scheme has operated smoothly throughout the year with good relations continuing to develop between custody visitors and custody office staff. Refresher training was carried out on the use of CS Spray. In addition, custody visitors were invited to a seminar, which informed them of the introduction of defibrillators into custody suites.

There are at present 51 custody visitors, visiting 16 police stations. A total of 682 visits were carried out during the year. The past few months have seen the retirement of some long serving custody visitors and

a recruitment campaign is currently being run to appoint new members.

A new police station has recently been completed in Swansea and provides the largest custody suite within the force area, with a total of 26 cells. Revised visiting procedures needed to be adopted but initial visits to the suite have provided positive feedback from the custody visitors who have been impressed with the facilities and technology available.

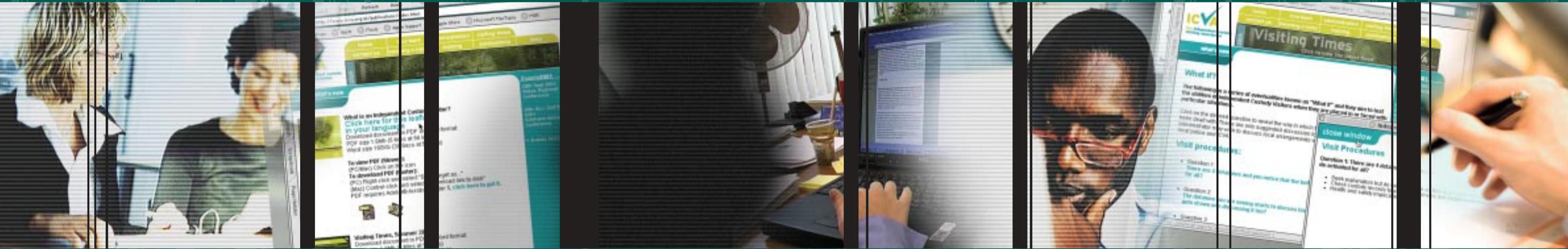
One continuing concern is the relatively low number of detainees (approximately one-third) who consents to a custody visit in relation to the actual number of detainees in custody. The authority has also introduced an animal welfare scheme, which visits the horses and dog section. Based on the principles of custody visiting, the pilot scheme will run for one year involving 8 of the existing custody visitors to undertake these inspections.

Welsh Regional Annual Seminar

The annual seminar for this year was held on Saturday 29th September. Nearly 70 delegates from South Wales, North Wales, Dyfed Powys and Gwent Police Authorities attended, as well as representatives of the police service.

The four police authorities in the Principality meet on a regular basis under an association known as the Police Authorities of Wales (PAW). PAW receives reports from its ICVA management representatives and is satisfied that the custody visiting schemes in Wales have operated to good effect during the past year.

John Littlechild & Ian Roberts
Wales Regional Representatives



Regional Reports

NORTHERN IRELAND REGIONAL REPORT

Last year's report indicated that the scheme in Northern Ireland had had a busy year. The trend has continued this year and many of the issues raised in that report have come to fruition. The authority's recruitment scheme resulted in 24 new custody visitors being appointed. The new members have settled in well and are enjoying their work.

The Police Bill eventually worked its way through Parliament and became The Police (NI) Act 2000 on 23rd November 2000. Section 73 of the Act made Northern Ireland the first area within the United Kingdom to have a statutory scheme.

Custody visitors were provided with new handbooks in April. The content was based on the new guidelines and thanks must be given to authority staff for providing such a well laid out and easy to read handbook.

The custody visitors' annual report meeting and dinner was held in Cookstown Co. Tyrone on 23rd May and our guest speaker was Mrs Rosemary Parker from Avon and Somerset Police Authority. The meeting provided an opportunity for the authority to recognise the work of 24 custody visitors who were standing down after having been with the scheme for 10 years. Each visitor was presented with a Certificate of Appreciation and a Tyrone Crystal Rose Bowl, which was engraved with the scheme's logo, the visitor's name, and years of service.

It is pleasing to report that the number of visits made and the number of detainees seen has continued to increase. During the calendar year 2000, 1036 visits took place to the 22 designated stations and 429 detainees were seen. These are the highest figures for any year since the scheme began. Custody visitors received no serious complaints from detainees during the year.

Many of the recommendations in the Pattern Report are being introduced into policing in Northern Ireland, including the closure of holding centres used for terrorist detainees. The last centre will close at the end of September and Lisburn custody suite has been extended in order that this category of detainee can be absorbed into the PACE system. Eventually, custody visitors will replace the Commissioner for the holding centres and will be able to visit terrorist suspects. A new, much larger PACE suite is being built at Antrim Station and this will house terrorist and PACE detainees later next year.

Scheme Administrator, Robert Somerville will retire at the end of the year. Robert has been in this role for nearly nine years and will be greatly missed by his colleagues.

Linda Anderson
Northern Ireland Regional Representative

SOUTH WEST REGIONAL REPORT

Avon & Somerset Police Authority
During the period 1st April 2000 to 31st March 2001, a total of 398 visits were made to custody units, including the temporary custodial arrangements made for the Glastonbury Festival. Top panel out of the ten panels was Bath, which visited their designated custody unit on 52 occasions, closely followed by Weston-Super-Mare with 51. Yeovil and Staple Hill also recorded high levels of visiting. The average number of custody visitors throughout the period was 74, with eight new appointments made during that time. At the time of writing there are now 84 custody visitors with two visitors aged 18, as numbers have been raised to ensure that visiting levels are maintained.

Concerns expressed by custody visitors include the use of police stations as place of safety for those detained under The Mental Health Act, the use of paper suits, the detention of people detained by the Immigration Service, often longer than 96 hours. Visitors are constantly vigilant in identifying what they feel could be possible ligature points, so that action can be taken to eliminate danger.

Devon & Cornwall Police Authority
There are currently 48 custody visitors and active recruitment will shortly be taking place, necessitated by the need to replace the police authority members who no longer visit.

Custody visitors play their part in the police dog welfare scheme which has been developed over the last year and can ask to see dogs and dog handlers when they visit police stations to make a custody visit.

Dorset Police Authority
The Dorset Police Authority has recruited 13 new custody visitors following an innovative recruitment campaign. The campaign was driven by the need to recruit as a result of police authority members retiring from its scheme following the new Home Office Guidance. A huge response was received following a 'Tele-text' message, obtained via the local Press Association. The scheme now has 20 committed volunteers and a training day for the new recruits will be undertaken.

Wiltshire Police Authority
The Wiltshire Scheme has had another successful year. There are currently 22 custody visitors who visit 4 custody units. There are no police authority members serving as custody visitors. There have recently been three new custody visitors appointed, to replace those retiring. Three training days have been held during the year.

The Scheme has been modified to take account of the revised Home Office Guidance and the Constabulary is also examining its own policy and procedures in the light of the circular.

Rosemary Parker
South West Regional Representative



Regional Reports

GREATER MANCHESTER REGIONAL REPORT

The year was busy with a number of new practices included into the running of the lay visiting scheme. These included a rolling programme of recruitment and initial training and a programme of continuous training days for experienced lay visitors.

The scheme extensively used local press to recruit new lay visitors. Following this, sixty applications were received from which 19 new lay visitors were recruited.

The scheme this year has made progress in improving the age range of its lay visitors. 11% of visitors are under 35 years of age.

This year Greater Manchester Police Authority was very happy to host a North West Regional Conference. Approximately 100 lay visitors attended the conference from Cheshire, Lancashire, North Wales and Greater Manchester. Presentations and workshops included Health and Safety, Home Office Review, Immigration Detainees and police authority support for lay visitors. Those attending felt the day was extremely informative and useful.

Currently, the Greater Manchester Police Authority through consultation is developing a new independent custody visiting scheme, which will be implemented from 1st April 2002. All our existing lay visitors will be invited to apply and retrain as custody visitors.

Christine Flanigan
Greater Manchester Representative

CENTRAL 3 REGIONAL REPORT

Central 3 saw a small decline (approximately 5%) in both the number of visits to custody suites and of visits accepted by detainees. The reduction in the number of visits undertaken is clearly related to the reduced number of designated cells, but its true impact has been lessened by visitor panels increasing the frequency of visits to custody suites with increased throughput. The percentage of detainees accepting visits was still good (60%), benefiting from discussions between custody visitors and custody staff on how the initial introduction should be delivered.

Meetings between the authority representatives and custody visiting panels have been held across Central 3 areas, enabling issues to be raised, discussed and resolved. In reply to one such issue, some area panels increased the number of visits to custody suites occurring after 10pm, while another issue was resolved by an improvement in health & safety reviews and maintenance routines.

More specifically, Gloucestershire are to have a press launch of their new custody visiting guidelines, Staffordshire had a very successful recruitment campaign, Warwickshire are to launch an Animal Welfare Lay Visiting Scheme and West Mercia have opened a new custody suite.

Andy Steadman
Central 3 Regional Representative

SOUTH EAST 1 REGIONAL REPORT

This year we held a regional conference, which served to engage the schemes of Kent, Sussex, Hampshire and Surrey in an open dialogue and enjoy networking amongst our many visitors. New ideas, current experiences and recruitment of visitors, especially young adults, were common themes of discussion. Kent has an interesting new facility in its custody areas with nurses acting as FMEs. The common conclusion from the conference was that custody visiting is going from strength to strength.

With the police boundary change in Surrey an intensive recruitment campaign has resulted in many new visitors being appointed and they are injecting new enthusiasm to the dedicated existing groups. Training is of the essence as is putting into practice the best way of "learning on the job". The new Home Office Guidelines heighten the value that independent visitors offer to custody experiences of detainees.

As the representative for SE1 region, I had the privilege of working with the Home Office and interested representatives on the guidelines. Further to this, I have been a member of the Finance, Training and Management Committee meetings usually held in Birmingham on Saturdays.

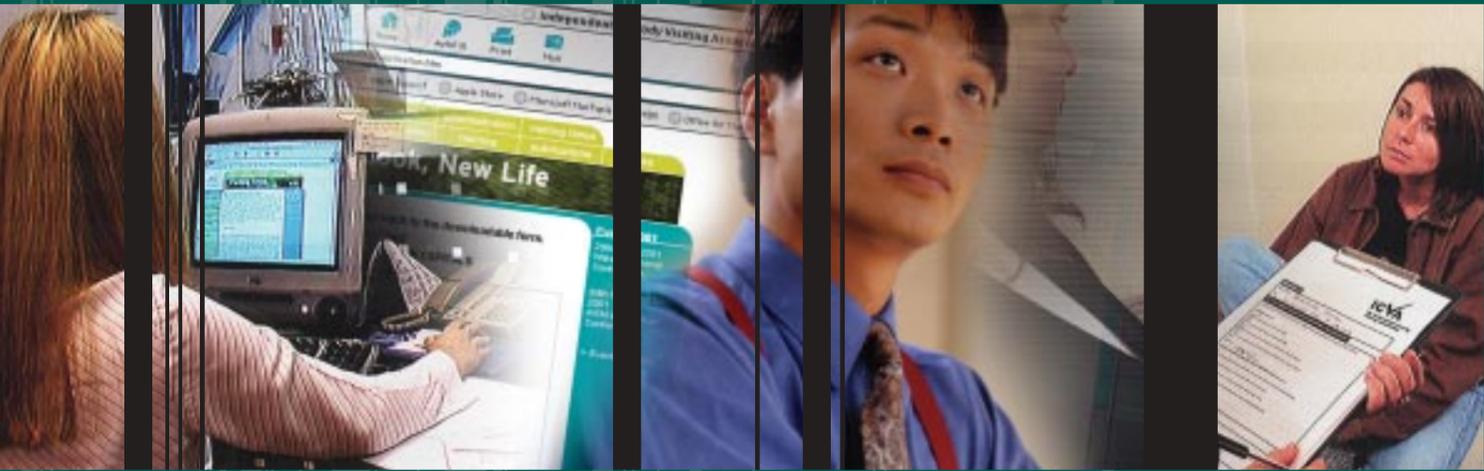
Margaret Hicks
South East 1 Regional Representative

NORTH WEST REGIONAL REPORT

Cheshire Police Authority
The scheme in Cheshire was one of the first to be established in 1983 and currently has 41 lay visitors. Lay visitors are recruited bi-annually from public advertisements. The scheme has three panels, each being responsible for three designated police stations, which are visited weekly and organised on a local basis to reduce time and travelling incurred.

New lay visitors attend an induction training seminar and 'on the job' training is provided by undertaking visits with experienced lay visitors. All lay visitors attend an annual training seminar and have received presentations by police surgeons, appropriate adults and duty solicitors on their roles, demonstrations in the use of police officer protective equipment and training in listening and communication skills.

During the year, lay visitors made a total of 242 visits to detention suites throughout the county and of the 758 persons being detained at the time of the visits, 148 were unavailable to accept a visit due to a number of reasons such as; interview, doctors visit, being violent, drunk or asleep. 345 detainees consented to being visited, which equated to 46% of all detainees present accepting a visit, a slight percentage increase on the previous year. Of the detainees visited, 119, or 34% raised issues, which mainly related to food/drink, requests for cigarettes, reading materials and additional bedding and medical issues.



Regional Reports

The majority of issues raised by detainees were resolved immediately by the custody officer. The remainder were referred to the divisional commander for consideration and appropriate action. The vast majority of reports received from lay visitors were complimentary about the conditions in custody suites.

During the year, the three panels were consulted on the Home Office Guidance for changes to lay visiting and updated on the progress of the Custody PFI Project, to develop centralised custody facilities. Lay visitors on the Western Panel have been involved in familiarisation visits to custody suites to observe the operation of the suite over a number of hours.

Lancashire Police Authority

The scheme in Lancashire currently has 55 independent custody visitors. Independent custody visitors are currently recruited through police and community forums as and when vacancies arise. The scheme has six panels, each being responsible for a policing division. Independent custody visitors visit each designated police station on a fortnightly basis and designated (not in regular use) and non-designated stations on a quarterly basis.

Induction training continues to be carried out on a local basis, with new independent custody visitors then undertaking visits with an experienced visitor. All independent custody visitors attend an annual conference and receive presentations on various aspects of visiting.

During the 12 months up to the 31st July 2001, independent custody visitors made 208 visits and of the 737 persons being detained at the time of the visits, 430 (58.34%) consented to meeting the independent custody visitors.

Damon Taylor North West Regional Representative

Accounts and Financial Statements

ACCOUNTS AND FINANCIAL STATEMENTS

Statements

Accounts and Financial Statements

THE NATIONAL ASSOCIATION FOR LAY VISITING

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 MARCH 2001

The Management Committee presents its report on the affairs of the Association together with the accounts and auditor's report for the year ended 31 March 2001.

PRINCIPAL ACTIVITY AND LEGAL STATUS

The principal activity of the Association is that of supporting and promoting Lay Visiting to police stations.

The Association is governed by way of a constitution. This gives the Management Committee the right to manage the affairs and expend the funds of the Association in such a manner as they consider most beneficial for the purpose of the Association's activities and within the scope of the Lottery and Home Office grant regulations.

RESULTS FOR THE YEAR

The Association has returned a surplus of income over expenditure of £23,801. This surplus has been added to the accumulated fund balance.

MANAGEMENT COMMITTEE

The appointed Management Committee members during and at the end of the year were:

Stephen Murphy	Chairman
Peter Fisher	Vice-President
Bill Miller	Vice-Chairman (until 1 December 2000 then member)
Rosemary Parker	Vice Chairman (from 2 December 2000)
Andrew Steadman	Vice-Chairman
Gordon Dixon	Treasurer
Ian Smith	Secretary
Mike Robinson	Editor
Tanya Ossack	Legal Advisor
Peter Collins	(until January 2001)
Jim Sorsby	(from February 2001)
Christine Flanigan	
Barbara Hacker	(until June 2000)
Sheila Cullingham	(from June 2000 to 1 December 2000)
Dr Forsyth	(from December 2000)
Avril Jones	
Guy Fitzmaurice	(from September 2000)
Paul Norton	
Christine Revill	(co-opted)
Dee Scarland	(until October 2000)
M Qureshi	(from October 2000)
Warren Ward	
Colin Hodgson	(until December then co-opted)
Kathleen Trueman	(from 2 December 2000)
Margaret Hicks	
Ian Dickenson	(until 1 December 2000)
Damon Taylor	(from 2 December 2000)

Responsibilities

Management Committee Members' responsibilities

Current best practice requires the Management Committee members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit of the Association for that period. In preparing those financial statements the Management Committee members should:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The Management Committee members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The management committee members will place a resolution before the Annual General Meeting to re-appoint Chadwick as auditors.

By order of the Management Committee Members

Ian Smith

Secretary

Auditors Report

Auditors Report to the Members of the National Association for Lay Visiting

We have audited the financial statements on pages 19 and 20 which have been prepared under the historical cost convention and the accounting policies set out on page 21.

Respective responsibilities of Management Committee and Auditors

As described in the Management Committee report, the Association's committee is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Management Committee in the preparation of the financial statements and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Fundamental Uncertainty

In forming our opinion, we have considered the adequacy of the disclosures made in the financial statements concerning the preparation on the going concern basis. This assumes the continuing support of the Association's members. Should this support not continue, it may be inappropriate to prepare the accounts under this convention. Details of the circumstances relating to this fundamental uncertainty are described in the accounting policy note. Our opinion is not qualified in this respect.

Opinion

In our opinion the financial statements give a true and fair view of the state of the Association's affairs at 31 March 2001 and of its surplus of income over expenditure for the year then ended and have been properly prepared in accordance with the Association's constitution.

CHADWICK
Manchester
Chartered Accountants
Registered Auditor
9 November 2001

Balance Sheet

The National Association for Lay Visiting Balance Sheet as at 31 March 2001

	2001		2000	
	£	£	£	£
CURRENT ASSETS:				
Bank Balances:				
Capital Reserve Account	46,323		103,927	
Current Account			2,756	
Debtors - GMPA			750	
- Imprest Account	1,000		1,000	
Lottery Grant			36,827	
Appropriate Adult Board	10,712		13,828	
Home Office	55,271			
	113,306		159,088	
CURRENT LIABILITIES	3	(113,245)	(182,828)	
NET CURRENT ASSETS/(LIABILITIES)		61		(23,740)
NET ASSETS/(LIABILITIES)				
		61		(23,740)
Represented by:				
Accumulated Fund				
At beginning of year	4	(23,740)		755
Surplus for the year		23,801		(24,495)
AT END OF YEAR		61		(23,740)

Stephen Murphy - Chairman

Gordon Dixon - Treasurer

Approved on behalf of the Management Committee on 7 November 2001

The accompanying notes form an integral part of this balance sheet.

Income & Expenditure

The National Association for Lay Visiting
Income and Expenditure Account for the year ended 31 March 2001

	General Fund	Restricted Fund	Total	2000
	£	£	£	£
INCOME				
Home Office Grant		155,000	155,000	
Lottery Grant		36,823	36,823	74,933
Membership Fees	18,600		18,600	19,393
Fees for Conferences	2,550		2,550	
Sale of Products	2,838		2,838	800
Management Charge for Appropriate Adult Board	10,000		10,000	10,000
Compensation				25,000
Interest Receivable:				
Capital Reserve Bank Account (Gross)	3,921		3,921	1,697
City of Salford Bank Account				2,670
TOTAL INCOME FOR YEAR	37,909	191,823	229,732	134,493

EXPENDITURE				
Conferences and Training Facilities		16,317	16,317	6,842
Publicity and Promotional Materials		36,256	36,256	10,733
Training Video and Expenses		9,110	9,110	25,490
CD Rom for Visiting Administration		10,000	10,000	
Secretary's Remuneration		42,924	42,924	40,682
Employers' Pension and National Insurance Contributions		5,931	5,931	11,182
Travelling Expenses	3,275	10,686	13,961	4,698
Office Rent and Staffing Costs	20,880	19,403	40,283	13,704
Office Equipment, Telephones, Printing, Stationery and Office Consumables	9,222	691	9,913	4,942
Auditors Remuneration	1,000		1,000	1,000
Professional and VAT Consultancy Charges	5,675		5,675	4,975
Treasurers Honorarium	4,700		4,700	4,700
Bank and Financing Charges	1,362		1,362	144
Potential irrecoverable VAT	8,499		8,499	29,896
TOTAL EXPENDITURE FOR YEAR	54,613	151,318	205,931	158,988
Excess of Income over Expenditure (16,704) for the Year		40,505	23,801	(24,495)

The association does not have any recognised gains and losses other than income and expenditure in the year. The accompanying notes form an integral part of this statement.

Balance Sheet

The National Association for Lay Visiting
Notes to Accounts – year ended 31 March 2001

1. ACCOUNTING POLICIES

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards. The principal accounting policies are:

1.1 INCOME

Income is credited in the period to which it relates.

1.2 GRANT INCOME

A Lottery grant was awarded to the Association in 1997 of £263,715 and the final amount of £36,823 was credited to the accounts in the accounting period ended 31 March 2001 (2000: £74,933) in respect of the grant.

A Home Office grant of £155,000 was also awarded to the Association for the year ended 31 March 2001.

1.3 EXPENDITURE

Expenditure is charged on an accruals basis.

1.4 GOING CONCERN

The accounts are prepared on the going concern basis. This assumes the continuing support of the association's members and the Home Office. Should this support not continue, it may be inappropriate to prepare the accounts under this convention.

2. TAXATION

The Association is a non profit making organisation and will, in the Management Committee's opinion, be exempt from taxation, apart from tax on investment income.

3. CURRENT LIABILITIES

	2001	2000
	£	£
Current Account Overdraft	23,289	
Salford Council	82,358	181,067
Customs & Excise	1,444	556
Sundry Creditors	5,404	
Accruals	750	1,205
	113,245	182,828

4. RESERVES

	Restricted Fund	General Fund	Total
	£	£	£
As at 1 April 2000		(23,740)	(23,740)
Surplus/(Deficit) for the year	40,505	(16,704)	23,801
As at 31 March 2001	40,505	(40,444)	61

5. CONTINGENT LIABILITIES

The Home Office grant and remaining tranche of Lottery grant awarded in the year requires that amounts unspent by the Association must be returned to the Board promptly. The Management Committee is of the opinion that the monies will be expended in accordance with their application.

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