

change development growth

**THE INDEPENDENT CUSTODY VISITING ASSOCIATION  
ANNUAL REPORT 2001 - 2002**

#### 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?

Independent custody visitors need to have a sound knowledge and thorough understanding of detainees rights and police responsibilities. Applicants attend information / training days organised by their local police authority, usually in partnership with ICVA, and take part in practical and theoretical exercises covering all aspects of custody visiting which are complemented by 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. 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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The ICVA Annual  
Report 2001 - 2002

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another excellent year

consistent achievement



## President's Foreword

This has been another excellent year with a number of significant achievements. These are described elsewhere in this annual report. As ever, these achievements did not come by themselves. They reflect many hours of hard work, commitment and diligence by people at every level within our organisation.

I thank and congratulate the many volunteers who go to police stations throughout the country to carry out the vitally important work of independent custody visiting. Without their efforts, all else is futile.

I would like to express special thanks to our Chairman, Stephen Murphy, to our Chief Executive, Ian Smith, and to the management committee for all they have done over the past twelve months.

In addition, I would like to pay tribute to the ministers, officials and police representatives in England, Wales, Scotland, Northern Ireland and Romania, who have shown such continuing support for the work of our organisation, and for the concept of independent custody visiting.

Finally, I would like to thank all those who fund us, including in particular this year:

- The Home Office, who are now are main source of funding in England and Wales.
- Henry Smith's Charity, whose original six year grant enabled us to form and develop NALV, now ICVA, in the early 1990s, and who have now renewed their links with our association by giving a grant to support the development of independent custody visiting in Scotland.
- The Foreign and Commonwealth Office, who have helped to fund the start-up of the project in Romania.

**Nicholas Ward**  
President

## Chairman's Introduction

The past year has been one of consistent achievement for the Independent Custody Visiting Association, during which the challenges presented by the Home Office revised guidance, (15/2001), have been implemented in full.

One of our most notable achievements during 2001-2002 was our success in drafting and agreeing a new constitution for the Independent Custody Visiting Association. The constitution was agreed after a considerable period of consultation between the management committee and our police authority members. Final ratification was achieved through postal ballot and acceptance was unanimous. However, the importance of this document lies in the fact that it clarifies the fine details of our organisation - its powers, the membership, voting rights and procedures, electoral procedures, office holders and auditing responsibilities. Given the logistical problems of consulting with all of our members, and reaching a consensus of opinion, it represents a significant achievement.

I should like to take this opportunity to look back briefly to our Annual Conference in Tulliallan Castle. The feedback that I received from delegates, speakers and participants was most positive. The highest possible standards of professionalism were maintained throughout the conference; from the meticulous planning of the event, to the superb quality of each address given by our speakers, as well as the whole-hearted manner in which every delegate participated. It is unfortunate that all of our visitors could not be there, but once again, my sincerest thanks to all those involved in the organisation of the conference.

On more practical matters, we continued to keep our independent custody visitors (ICVs) fully informed, and trained, on all issues relating to their visiting roles. Our new community awareness video, new training video and student training manual, released during the year, are designed to keep our visitors fully updated on the legal and practical issues relating to their roles.

The ICVA website at [www.icva.org.uk](http://www.icva.org.uk) is also proving to be an invaluable contact point and a vital source of information for our members to download and use.

As ever, I wish to express my thanks to all of our members, particularly to my colleagues on the management committee, as well as our trainers and officers. A particular note of thanks must go, as ever, to our industrious Chief Executive, Ian Smith and to our Executive Assistant, Anna Jarratt, the manager of our London office Peter Ward (who doubles as the official photographer), Fayth Rowe and Ann Battle all of whom have been instrumental in bringing about the changes to our operations. I also wish to thank those representatives within the Home Office who continue to work closely with the ICVA.

Lastly my thanks go to scheme administrators and ICVs nationwide who continue to assist in developing visiting processes and identifying best practices.

**Stephen Murphy**  
Chairman



# a year of substantial change



## Chief Executive's Review

In my last report I commented on a year of substantial change within our organisation. However, this year, 2001 - 2002, has been a period of consolidation, during which we have built upon our recent achievements and developed our services, as well as our relationships with police authorities throughout the United Kingdom and internationally.

Perhaps the most obvious manifestation of this was the dramatic and immediate way in which the re-branding of our organisation to the Independent Custody Visiting Association was implemented and accepted. Our officers have been putting the Home Office revised guidance for police authorities (15/2001) into effect and the impact on our membership has been highly positive. Indeed, at present only two police authorities in England, namely Cumbria and Merseyside, are not in membership with the ICVA. Essex Police Authority is the latest to join the association.

### New constitution

Furthermore, in line with the 15/2001 recommendations and as a result of our name change, last year also saw a re-drafting and updating of our constitution by the management committee. The new constitution that has been prepared reflects not only our growing involvement with all police authorities, but also embraces the association's evolving work in Scotland, Romania and other countries within Europe.

### Recruitment

Recruitment of new ICVs to police authority schemes remains a critical part of our role. I am pleased to report that throughout the year, overall recruitment to the schemes increased. There are of course problem areas, such as the

difficulties involved in attracting young people, plus those from a variety of ethnic backgrounds. The Metropolitan Police Authority (MPA) have introduced a London-wide approach to recruitment to increase both the numbers and diversity of the volunteers.

Positive results have been produced elsewhere, as some areas have reported a waiting list of potential visitors keen to join our visiting schemes.

### Training Video

Last year saw the launch of our new training video, produced by the Gloucester based company, Interact. The video was shot on location at Thornbury Police Station and we extend our thanks to the members of Avon and Somerset Constabulary for their patience and assistance during filming, and to Ben Eccles, who produced this excellent work.

In conjunction with our video, we also developed a 'Student Training Manual' to accompany the independent custody visiting information and training day for new ICVs. It contains relevant information as well as exercises and scenarios to help trainees gain a better understanding of the role of visitors and the visiting process. It also gives them concise information relating to the visiting process and its administrative and legal procedures.

Similar developments are underway with our website, the most recent innovation being the introduction of an international language facility that enables visitors to the site to select from a range of language options.

### Scotland

Our work continues apace in Scotland and we are achieving excellent support from almost all police authorities within the region. To date, seven police authorities have either established or are in the process of setting up visiting schemes, the only exception being Tayside.

The Scottish Executive also showed considerable support for our work and, during the year, we implemented a campaign to seek funding for our organisation in order to further our work within Scotland. Here again the association was successful and obtained £47,000 for specific resources for Scottish visiting developments.

A further point of note is that Councillor Andrew Keddie, Convenor of Fife Police Authority, who contributed so positively during our annual conference at Tulliallan Castle in December, was invited to sit on the management committee to represent the interests of Scottish ICVs.

### Romania

Members will be aware that I have had an active role in the setting up of pilot lay visiting schemes in Romania since 2000. That work continues unabated. However, its ongoing success is dependent upon continued funding from the Foreign and Commonwealth Office.

The Secretary of State for Romania, Mr Alexandru Farcas, is wholly supportive of the schemes and wishes to see the extension of the project into rural areas. Indeed, speaking at our annual conference in Tulliallan Castle, he made the following comment:

**"Romania is proud to be the first country in Central and Eastern Europe to have a lay visiting scheme... It is our intention to extend the scheme with the help of our colleagues within Romania, and with the support of the British government..."**

At present the schemes are being set up on an ad hoc basis as funding becomes available and it is in the interests of all concerned that a more pro-active, rather than reactive strategy emerges.

### National Conference 2001

The ICVA National Conference was held last year

in Scotland at Tulliallan Castle, from 30 November to 2 December and it attracted a wide variety of speakers, including Nuala O'Loan, Police Ombudsman for Northern Ireland; Alexandru Farcas, Secretary of State for Romania; Andrew Felton, Chief Superintendent, Foreign & Commonwealth Office and Diana Timofte, Programmes Director, Regional Facilitation and Negotiation Centre, amongst others. The response from delegates during and after the conference was superb and it is up to the association to maintain this high standard in the years to come.

### Best Value

Police authorities, in line with all public bodies, are now fully committed to endorsing the principle of Best Value. This means that independent custody visiting will be assessed as an integral part of their service and as such, will be reviewed in terms of four key criteria, ie the four 'C's: Compare, Compete, Challenge and Consult. The ICVA fully endorses this approach and has identified areas in which the association can provide helpful information and resource material to assist police authorities.

### Conclusion

The achievements made during the past year are not due to any one individual. Rather, they reflect the way in which each strand of the association pulls together to effect major changes and in this lies our strength. I should like to take this opportunity to formally thank the members of the management team, our officers and each of our volunteers who contribute so valiantly to our efforts.

**Ian Smith**  
Chief Executive

## London Office Report

2001 was certainly a year of change for the London office. We saw the dissolution of the London Regional Committee following the establishment of the MPA. September saw the move of our offices from Argyle Street to our new permanent home in Whidborne Street, and with it a change in status from the London Regional to ICVA's national headquarters.

With this change of status we needed to review the level of service required. The office noted the work it carried out over the first six months of the year and the office manager recommended that the work generated equated to two days activity per week, although requests for service can be handled each working day.

Despite the changes, London panels continued to contact the office for much of the year, but when they did so they were directed to the MPA.

Working with out-stationed staff who operate throughout the United Kingdom has resulted in the development of robust working practices. On the whole, our systems have worked well, and we look forward to the challenges that lie ahead.

**Peter Ward**  
London Office Manager

# custody visiting regional reports



## South West Regional Report

### Avon and Somerset

The Annual Report on Custody Visiting 2001/2002 was considered by the Authority on 24 April 2002. Members were delighted to note that the level of Custody Visiting had increased by 12% during the year and reached 88.46% of possible visits (in Avon and Somerset weekly visits to each of the 10 Custody Units is expected). The number of visits to units was 460 and 1323 people were seen by Custody Visitors. There is fierce competition between the panels to achieve the highest level of visiting. Bath continues to hold the record - with 55 visits in the year, closely followed by Trinity Road with 52 visits. Andy Harrison the Trinity Road Co-ordinator is organising a celebration for his panel.

The majority of matters brought forward centred round the cleanliness of the cells, the toilet and shower facilities, repair and maintenance of units and graffiti.

The increased level of visiting has been achieved by the appointment of 10 people on some panels where visiting levels were not always sustained. Recruitment is a continuous process. Currently there are 86 custody visitors with more appointments imminent.

The major concerns of custody visitors continue to be the welfare of illegal immigrants and the holding in police cells of people detained under the Mental Health Act and again, I have been asked to raise the issue with ICVA.

Custody visitors have made positive contributions during the year by their insistence that a new cell block, an extension to Trinity Road in Bristol will be fully tiled, in reviewing Health and

Safety aspects at another custody unit and the review of holding facilities for illegal immigrants.

### Devon and Cornwall

The Devon and Cornwall scheme continues to operate successfully thanks to the commitment of its 42 custody visitors who carried out 228 visits in 2001. A recruitment campaign for additional custody visitors will be undertaken later this year.

### Dorset

Dorset has eleven custody suites, with three 24hr units. In the year 2001/2002 a total of 129 visits were made by the custody visitors. A total of 279 detained persons were visited representing 60% of the total persons detained at the time of the visit consenting to a visit. Six Police Authority members stood down from visiting, following the recommendations of the Home Office and 12 new custody visitors have completed their training, bringing the total of visitors in Dorset to 20.

During the year we held two one-day training days for the visitors and we are grateful to Tony Huby and Helen Scofield who both delivered excellent programmes.

February saw the opening of the new Western Divisional Headquarters at Weymouth by HRH The Princess Royal. The new Custody Suite comprises 17 cells, including 2 vulnerable person cells, 2 holding rooms and two large exercise yards.

Some major points of concern raised by the custody visitors during the year included weatherproofing of exercise yards, night lights in the vulnerable person cells i.e. CCTV levels of operation and quality of ambient meals.

More recently the force held its Open Day in Dorset and the independent custody visitors took a display stand in one of the pavilions, using this as a platform to promote the scheme. Along with handing out information in relation to the scheme in Dorset, two competitions were held, "Release the Detainee" (by a series of locks and chains) and a "Wordsearch" containing appropriate words relating to custody visiting. This was the first time the scheme had participated in the event which is held bi-annually and Dorset will be looking to inform the public of the scheme in similar ways during the forthcoming year.

### Wiltshire

In 2001, a total of 270 custody visits were undertaken to the four custody suites in Wiltshire. The number of detainees consenting to a visit numbered 329, equating to 38% approx. of those in detention at the time of visiting. The number of custody visits in 2001 was 37 less than the previous year, explained in part by the closure of one custody suite early in 2001.

The main issues arising from visits were cleanliness of toilet, shower and kitchen areas; catering facilities - in particular the greater use now being made of ambient meals and the quality of such meals versus freshly prepared food.

Wiltshire has 18 custody visitors and 4 custody suites. A new Divisional Police Headquarters was opened recently in Melksham and this comprises 4 juvenile, 3 female, 13 male and 1 vulnerable persons' cells. Six of the cells are covered by CCTV. There are two custody suites in Swindon and one in Salisbury.



**Linda A E Wise**

Regional Representative

## Metropolitan Police Authority Report

The Home Office provides central guidance on how independent custody visiting should be organised and carried out but responsibility for its delivery lies with the police authorities in consultation with their forces. The formation of the Metropolitan Police Authority (MPA) in July 2000 has led to a review of the organisation of independent custody visiting in London.

### Progress and development

The MPA review aimed to bring the operating framework of independent custody visiting in line with the remit of the MPA. The new framework should enhance the quality of delivery and assist in creating a higher degree of uniformity in the delivery of custody visiting. A significant level of contact has been achieved with independent custody visiting panels and visitors. The authority is working to strengthen and support the valuable role that ICVs play in assuring that detainees are treated correctly.

### Recruitment, selection and retention of visitors

The MPA is committed to promoting the scheme throughout London, encouraging greater participation, understanding and greater accountability to local communities. Publicity materials have been produced and are currently used by all panels.

The authority is in the process of developing a recruitment programme, which will involve training for experienced visitors, who will then deliver training for newly appointed visitors. The selection and recruitment process is

organised by panels on a local basis and approved by the authority.

### Training

In addition to local training, the authority has reviewed all aspects of current training: There is now an introductory training programme for newly appointed visitors, refresher training for experienced ICVs and briefing nights where topics including human rights, health and safety, mental health, Race Relations (Amendment) Act, and any other topics of their choice are discussed.

### Visitor and Panel representation

Avril Jones was elected by the ICV panels to represent the interests and the views of London independent custody visitors on the ICVA management committee.

### Consultation

The MPA is ensuring that local panels and independent custody visitors are consulted on any changes or policy guidance to the scheme. This is done in various ways such as working groups, informal and formal events, newsletters and regular mail shots.

### Open Forum/Information Exchange/Conferences

Meetings with chairs and administrators have taken place. These meetings provide an opportunity for both the MPA to give updated information on the progress and future tasks, and for chairs and administrators to take part in future work.

### ICV Handbook

The MPA has drafted an ICV Handbook, which contains the code of practice for visitors. It was produced to ensure greater uniformity of processes and procedures across the Metropolitan Police area.

### ICVA Report Form

A standard ICV Report Form has been produced for custody visitors. This report form is being piloted until October 2002. The approved form will aid the MPA and the Home Office in gathering a strategic overview of possible best practices available in boroughs across London.

### MPA Recognition

The MPA organised an award ceremony for visitors who have completed their tenure. The clerk to the Metropolitan Police Authority said in her speech that:

**"It gives me great pleasure to recognise formally the commitment of the Independent Custody Visitors here this evening, all of whom have served the maximum six year period. Their services not only ensure that the rights of those being held in detention are maintained but also provide valuable independent evidence of police conduct which can be of importance when assessing the treatment of a difficult or violent prisoner. As such, their services are greatly valued by police officers and detainees alike. This is the first time the MPA has presented these certificates and reflects our wish to show how much we value the magnificent service provided by ICVs to the**



community. They provide an indispensable service which is an integral part of the police custody process.”

■ There are currently 32 Panels in London following the recent merger of Havering and Redbridge ICV Panels.

■ Panels have an average of 14 visitors (around 450 visitors in London). The number of visitors depends on the size of the panels and the number of police stations visited.

■ Independent custody visitors age range from 22 to 70 years old. A wave of new visitors has shown interest in taking part in the scheme.

■ Appointments are made for a period of three years with the opportunity for the visitor to seek re-appointment for a further three year.

■ Each panel is working to ensure that one visit is organised each week (52 visits a year).

■ Visits are usually organised in pairs.

■ On average 47% of the detainees accept to be seen by visitors, 24% refuse to be visited and 29% are unavailable for visits (asleep, incapacitated by alcohol or drugs, too violent or in the course of being interviewed or released).

■ 65% of the visits are likely to be undertaken during weekdays between the hours of 4 and 8 pm.

■ 90 visitors retired from their activities as independent custody visitors last year. Approximately the same number was recruited.

■ Most visits do not present serious problems. Issues are resolved fairly quickly

■ More serious issues are brought to the attention of Superintendent and resolved.



**Julia Smith**

Head of Consultation, Diversity and Outreach  
Metropolitan Police Authority

## South East 1 Regional Report

Custody visiting in SE1 is going from strength to strength and all custody centres are visited on a regular basis. For the areas that have a coastline there is continued awareness of those who are detained and have a need for interpreters and cultural requirements. All areas share their known detainees and this emphasises the possibilities of working closer together and having a common database.

The support of ICVA and the central theme of good practice is well received along with the opportunity to retain local slants to custody visiting styles that have developed over time through patterns of need. A regional meeting is planned for later in the year as it is felt that sharing SE1 debate and development is an essential part of being a visitor. The input of nurses visiting certain custody centres in Kent is to be applauded and the scheme is being introduced to further areas within the county. The SE1 area was well represented at the Annual Conference in Scotland and custody visitors have contributed in the forming of the new constitution to be adopted at the next AGM.



**Margaret Hicks**

Regional Representative

## South East 2 Regional Report

The Regional Committee meets twice a year, and has for some time just comprised Bedfordshire and Thames Valley. We have very recently been pleased to welcome back Essex and Hertfordshire to our meetings.

Meetings are lively, and give an opportunity for custody visitors to discuss matters of mutual interest, both national and local, and to share experiences: it is interesting to note that each authority manages its scheme in different ways. There is always interest in attending training sessions and annual conferences in other authority areas, and we would commend this to other regions.

A successful recruiting campaign in both Bedfordshire and Thames Valley has resulted in a large number of new custody visitors being appointed, with a welcome expansion in the age profiles. Unfortunately, this is offset by a number of resignations, for varying reasons

In Thames Valley, the police authority has agreed to outsource its custody gaoler function, following Best Value review of its custody facility. This means that, with the exception of the custody sergeant, all other staff working in custody suites will be civilians, employed by an external provider. It will be interesting to see how this works.



**John Nice**

Regional Representative

## Wales Report

### North Wales

The police authority now operates a policy of recruiting all of its custody visitors from members of the public. In April the authority presented long service certificates to 6 police authority members who had until recently undertaken custody visitor duties and who, between them had accrued a total of 52 years experience. Dave Evans, a custody visitor, replaced Councillor Ian Roberts as the second Wales representative on the ICVA management committee.

### Dyfed Powys

The police authority now operates a policy of recruiting all its custody visitors from members of the public. Twenty new custody visitors have been appointed and have been given training, including a visit to a custody suite. This brings the total number of custody visitors to 38 but authority members will continue to act as panel co-ordinators. It is intended that Ian Smith will be invited to facilitate a training day during the summer. In 2001/02, 60 visits were made.

### Gwent

Since 1st April 2002 the Authority has recruited ten additional custody visitors to the scheme, increasing the current membership to 29. The recruitment follows a publicity campaign locally, which included distribution of 500 posters and information leaflets to public places throughout the police authority's jurisdiction as well as articles in local newspapers. This was followed by an "Information Evening" held at Divisional Headquarters, Newport, which gave those interested the opportunity to find out more about the scheme and to visit a working custody

unit. This proved to be very successful and will be repeated in the near future.

Ian Smith facilitated an induction course in May and existing custody visitors will attend an advanced training session covering issues such as cultural awareness and diversity in July 2002.

### South Wales

The custody visiting scheme continues to operate smoothly with 55 independent custody visitors visiting 11 main custody suites. Over 600 visits were made during 2001/2002, with a total of 466 adults and 109 juveniles seen by custody visitors.

Most issues raised by the custody visitors centred on minor defects that could easily be rectified e.g. broken locks, defective cell alarms etc. The majority of custody officers throughout the force offer a courteous reception to custody visitors and display a positive attitude towards the aims and objectives of the scheme. There is a very effective dialogue between the authority, the force and custody visitors, which ensures that there is a clear understanding of each other's roles and responsibilities and that when any actions are necessary, swift action is taken.

The force's first centralised custody suite in Swansea Central was opened by his Royal Highness The Prince of Wales in June 2001. This large and ultra modern suite necessitated a change in the way in which custody visits were carried out by the panel members concerned. After some initial teething difficulties the scheme is now operating to good effect.

In July 2001 the Police Authority agreed that a Code of Conduct be introduced as part of its Scheme Guidelines. The code set out recommended standards for custody visitors and all members were asked to sign the code in order to continue in their role. The code became

effective in October 2001 and it was pleasing to note that all our present custody visitors readily agreed to be bound by its provisions.

The seventh Regional Annual Seminar will take place on Saturday 5th October 2002 at the Seabank Hotel, Porthcawl. It is anticipated that over 70 delegates will attend from the four Welsh police authorities, together with representatives of the force.



**John Littlechild**

South Wales Police Authority  
Independent Custody Visiting Scheme

**Ian Roberts**

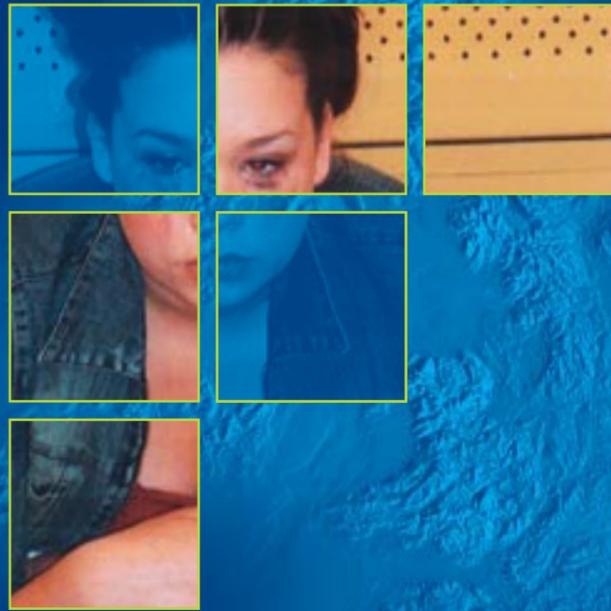
North Wales Police Authority  
Independent Custody Visiting Scheme

## Central 1 Regional Report

Custody visiting in the region has continued to develop, not least in respect of closer working relationships. Our first Regional Conference took place on Saturday, 11th May 2002 at Norfolk Constabulary's new Operations and Communications Centre at Wymondham. Over 70 delegates representing Cambridgeshire, Norfolk and Suffolk attended and the day was a great success.

Apart from the invaluable networking opportunities, the Conference featured a wide variety of speakers, including:

- Monica Lentin - The Role of the Duty Solicitor
- Carol Miller - Language Line
- Conrad McMahon - The Drug Referral Scheme
- Sgt. Terry Stevens - The Role of the Custody Officer



The overall programme was structured to allow for questions to be put to the speakers and also to provide opportunities for discussion/workshop sessions - these covered Health and Safety, Report Writing and Custody Records. In addition, three newly appointed custody visitors had the opportunity to work through the student training package and, as always, we were grateful for the input and support of Ian Smith and the association.

We look forward with enthusiasm to next year's conference, which Suffolk will be hosting.

As well as meeting regionally, the respective police authority representatives meet locally with custody visiting panels, enabling issues to be raised, discussed and wherever possible, resolved. Custody visiting continues to be an essential aspect of the independent scrutiny of police practice and procedures. As well as the protection it offers, it draws on the commitment of volunteers and helps to build partnerships between the police and the communities they serve. The commitment and enthusiasm on the part of panel members is substantial and thanks go to all those who give freely of their time in support of custody visiting in the region.

■ ■ ■  
**Sheila Cullingham**  
 Regional Representative

#### Lincolnshire

The Lincolnshire Police Authority custody visiting scheme has continued to operate successfully throughout the year. In response to the publication of Home Office Circular 15/2001, the responsibility for overseeing Custody Visiting was handed over to the Authority's Complaints and Conduct Committee who promptly appointed a

working party of Authority and Force representatives in December 2001 to review and update the Lincolnshire scheme. The working party made a total of 27 separate recommendations which, in addition to updating the scheme in line with Home Office guidance, also included the drawing-up of an ICV job/person specification, Memorandum of Understanding and the appointment of Panel Co-ordinators.

Running parallel with the review was a long overdue recruitment drive to replenish our four local area panels. A total of 22 visitors were recruited bringing the total membership of the scheme, including reserves, up to a respectable 50 in number. All probationers have undertaken an initial training day and are presently undertaking visits with their assigned "mentors". In line with the majority other ICV schemes, Police Authority members were excluded from taking part in the scheme with effect from 1st April 2002. To maintain some level of direct contact between the Authority and visitors, a committee member was recently appointed as the Authority's special interest member for ICV matters. As the Authority's lead member on custody visiting, he will attend meetings with panel co-ordinators, participate in local training sessions and attend regional and national ICV conferences.

The Police Authority would like to take this opportunity to publicly thank the 39 full and 11 reserve independent custody visitors who provide such a useful service to the Authority, Force and people of Lincolnshire.

■ ■ ■  
**John King**  
 Lincolnshire Police Authority  
 Independent Custody Visiting Scheme

### Central 3 Regional Report ■ ■ ■

Overall, this has been an excellent year for custody visiting across our Central 3 area, with new ICVs helping to provide a continued impetus. We were well represented at the ICVA Annual Conference (Fife, November 2001), and Our delegates found it to be well organised, interesting and informative.

#### Gloucestershire

Gloucestershire ICV numbers fell from 23 to 18, and it became necessary to run a recruitment campaign (Oct/Nov). This used local press, a poster campaign, and a live interview that Radio Gloucestershire broadcast from the Cheltenham Custody Suite. From 80 initial enquiries, 30 applications and 13 interviews, 8 new ICVs were appointed. There are currently 26 ICVs, with 4 teams covering 5 custody areas. During the 12 month period 78 visits were planned, and 71 were made (91%), while 225 detainees were in custody, and 103 accepted a visit (45.8%).

A suggestion that a less formal introduction, (i.e. Not read from a card), may increase the likelihood of a visit being accepted is being considered.

#### Staffordshire

Staffordshire Police Authority held its first-ever conference for all its ICVs in January 2002 and the event was a great success. It gave delegates the opportunity to network with other ICVs from throughout the county. In addition to providing all ICVs the chance to discuss practical issues of Custody Visiting with Authority members and Police officers, the Conference delivered

presentations on the new Home Office ICV Guidelines and Human Rights issues.

Following a good recruitment campaign in 2001/02 the Staffordshire and Stoke-on-Trent ICV scheme has a full compliment of ICVs - There are 94 ICVs, with 6 teams covering 8 custody areas. The Authority is looking forward to receiving its copy of the new Custody Visiting Software, as it will be a valuable tool for the collection and analysis of Custody Visiting data.

#### West Mercia

West Mercia adopted its revised Independent Custody Visiting Scheme in December 2001 and is currently reviewing the appointment of all visitors who have been appointed for three years and over. There are currently 70 ICVs, with 4 teams covering 6 custody areas. A new recruitment campaign is to be planned and undertaken. During the 12 month period 325 visits were planned, and 312 were made (96%) while 827 detainees were in custody, and 513 accepted a visit (62%)

Progress in the way panels managed their visiting rotas, succeeded in achieving +13% improvement against the number of visits made last year.

#### Warwickshire

Warwickshire currently has 32 ICVs covering 3 custody areas. During the 12 month period 122 visits were planned and 111 were made (91%) while 218 detainees were in custody and 162 accepted a visit (74.3%)

After the implementation of Home Office Guidelines, Warwickshire began producing a new Handbook. This will be completed and distributed early in the next financial year. At the

same time recruitment procedures were changed to comply with these guidelines.

■ ■ ■  
**Andrew Steadman**  
 Regional Representative

### West Midlands Police Authority Report ■ ■ ■

Custody visiting in the West Midlands has made significant improvement in providing public accountability on how the police treat people detained in custody for the period 2001/2002. There has been a continued increase in visits made and detainees seen over the past 5 years.

There were 96 active custody visitors working in 9 teams across the West Midlands area during the period of this report. The 9 teams met each quarter, along with the scheme administrator and police representatives. 46% of total visitors were female and 54% male. The ethnic make up of the visitors was very reflective of the areas in which they carried out their visits: 68% of visitors were white, 11% black Caribbean, 8% Bangladeshi, 7% Pakistani, 3% Indian, 1% Chinese and 1% Other. Two separate internal disciplinary matters resulted in two visitors being removed from the scheme.

During the year, a total of 1089 visits were made to the 22 full time and 7 overspill PACE designated custody suites. 2061 detainees consented to being seen, which related to 42% of the total number of detainees held during visits. This was an impressive increase in activity from 1999/2000, when 1089 detainees consented to being seen. The majority of issues

raised related to requests for telephone calls, legal advice, food and drinks. A number of incidents that occurred during the year are now used as valuable training scenarios.

The scheme administrator continues to provide the three-day intensive training course in addition to the one-day refresher course for existing custody visitors. 18 new visitors were trained in 2001/2002 to replace retiring visitors.

There has also been an evident increase in the number of 'lockouts', Home office detainees unable to be accepted at local prisons.

The custody visiting scheme continues to move from strength to strength and the police authority look forward to a continued successful working relationship with ICVs and local police to progress the capability of the scheme.

■ ■ ■  
**Claire Mole**  
 West Midlands Police Authority  
 Independent Custody Visiting Scheme

### South Yorkshire Police Authority Report ■ ■ ■

There are 35 custody visitors in South Yorkshire involved with seven full time and four six hour rule stations. There has been a reduction in the number of stations compared to last year caused by the opening of an enlarged unit at Barnsley. Six hour rule stations have also reduced as the Barnsley unit is more able to cope with the numbers of detained persons.

There are still three panels (each with a convenor) and all custody units have been visited on a regular weekly basis. In all, 804 detained persons have agreed to a visit but the



acceptance rate could be better.

The chairman of the police authority sub committee with responsibility for custody visiting, along with the scheme administrator and the three convenors, thoroughly enjoyed their visit to the Annual Conference in Scotland.

The convenors have made presentations to the police authority sub-committee outlining difficulties being encountered and as a result, actions have been swiftly taken to address inadequacies with the scheme.

Refresher training continues to be given priority in order to maintain the standard upheld by South Yorkshire.



**Jim Sorsby**

South Yorkshire Police Authority  
Independent custody visiting scheme

**Northern Ireland Report**

This year has been a time of significant change for the Northern Ireland independent custody visiting scheme.

In April 2001 the Police (NI) Act 2000 placed the custody visiting scheme on a statutory footing - the first custody visiting scheme to have such a position.

Then, in November 2001, the Police Authority for Northern Ireland, which up to then administered and managed the custody visiting scheme, was replaced by the Northern Ireland Policing Board. The Royal Ulster Constabulary (RUC) became the Police Service of Northern Ireland (PSNI). These changes came out of the Police (Northern Ireland) Act 2000 - the legislation which gives effect to the

recommendations of the Patten Report on Policing.

The Policing Board took over responsibility for the Northern Ireland Custody Visiting Scheme, and in February 2002, it decided that the Northern Ireland Custody Visiting Scheme should be extended to include visits to detained terrorist suspects, as recommended in the Patten Report. This will begin with effect from August 2002.

The Board is yet to consider a further Patten recommendation that the role of custody visitors should be extended to observe interviews on camera.

In the midst of all this change, custody visiting continued and during 2001/2002 visitors made a total of 810 visits to custody suites throughout Northern Ireland. During the visits there were 593 detainees being held in custody and visitors spoke to a total of 304 (51%) detainees. However, some 110 (18%) of detainees declined to see us, and visitors did not see a further 179 (30%) detainees because they were asleep, being interviewed, or with their solicitor.

Visitors classified 633 (78%) out of our 810 visits as entirely satisfactory. The majority of visits classified as unsatisfactory were for reasons of cleanliness, repairs needed, heating, ventilation, food and drink. On six occasions it was reported that detainees had made a complaint or allegation of assault or rough treatment during arrest. On one occasion, custody visitors complained about the way in which a police officer spoke to a detainee when they were present.

Some of the other issues raised during the year were concerns about conditions in some of

the older custody suites; the importance of training for custody officers, (a number of visitors were pleased to have the opportunity to attend training at Garnerville during the year), and the availability of counselling for detainees who may be drug addicts.

We would like to thank all our custody visitor volunteers for the work they do. In particular, a number of visitors retired during the year after many years of custody visiting. Their contribution and dedication is greatly appreciated. We welcome our "new" volunteers and hope that they will find their role challenging and fulfilling.

Finally, we would like to thank Robert Somerville, the custody visiting scheme administrator for the past ten years, who retired in December 2001. Many of you will know Robert. He made a very significant contribution to custody visiting in Northern Ireland and will be missed both by custody visitors and by colleagues in the Policing Board. We wish him a very happy and fulfilled retirement.



**Ruth Thompson**

Community Affairs, Northern Ireland Policing Board

**North West Regional Report**

Two police authorities, Cheshire and Lancashire, make up the membership of the ICVA North West region.

**Cheshire**

The Cheshire scheme, established in 1993, was one of the first to be set up and currently has 35 independent custody visitors. Custody visitors

are recruited bi-annually from public advertisements. The scheme has three panels, each of which is responsible for three designated police stations, which are visited weekly and organised on a local basis to reduce time and travelling incurred.

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

During the year, custody visitors made a total of 296 visits to detention suites throughout the county and of the 899 persons being detained at the time of the visits, 226 were unavailable to accept a visit due to a number of reasons such as; interview, doctors visit, being violent, drunk or asleep. 389 (42%) of detainees consented to being visited, a slight decrease on the previous year. Of those detainees visited, 105, (27%) raised issues which mainly related to food/drink, requests for cigarettes, reading materials and additional bedding and medical issues. A majority of the 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 custody 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 custody visiting and updated on the

progress of the Custody PFI Project, to develop centralised custody facilities.



**Damon Taylor**

Regional Representative

**Lancashire**

Between February and November 2002, ICVs in Lancashire have carried out 308 visits to police stations. During those visits there were 1272 people in detention of which 741 (58.25%) were seen.

During the early part of the year, the scheme was revised in accordance with the Home Office guidance, with interviews and training taking place in February and May respectively. There are currently 54 ICVs in Lancashire.

The police authority, in consultation with the ICVs, are currently producing a number of procedural documents such as a 'Code of Conduct' to assist ICVs in discharging their duties.

Additionally, both the police authority and the ICVs are looking at ways to increase the number of detainees which are seen during visits.



**Ian Dickinson**

Lancashire Police Authority  
Independent Custody Visiting Scheme

**Greater Manchester Police Authority Report**

Last year, as always, was a busy year for custody visiting in Greater Manchester.

The Lay Visiting scheme finished on 13 March 2002 and the new independent custody visiting scheme started on 1 April 2002. It was

identified by the police authority that in order to operate a successful independent custody visiting scheme as per the new guidelines, the authority would need to recruit in the region of 50 new custody visitors to complement the 52 former lay visitors who successfully became ICVs on 1 April 2002.

In order to recruit new visitors, free editorials were placed in local free newspapers as well as advertisements placed in newspapers across the whole of Greater Manchester and in specific publications aimed at minority communities.

These press advertisements resulted in 800 requests for application packs, from which approximately 130 applications were received from members of the public wishing to become custody visitors.

The scheme also made a successful bid to Granada Community Action Films, which resulted in a short information 'advertisement' about independent custody visiting being broadcast across the entire Granada television area.

Three training/information sessions were held and these were attended by approximately 70 applicants. Following interviews, over 30 applicants were appointed as custody visitors and further training/information sessions are currently being planned. At present, Greater Manchester has 81 active visitors.

The Greater Manchester scheme also has a new scheme administrator. At the beginning of June, Alison Howard took over the role from Anna Jarratt. Alison has worked for the police authority for 12 years, including four years as an assistant to the lay visiting scheme.

Finally, the strong commitment and efforts of the vast majority of visitors has enabled the scheme to continue to improve, and their



support has been invaluable in enabling a smooth transition from the lay visiting scheme to the independent custody visiting scheme.



**Christine Flanigan**

Greater Manchester Police Authority  
Independent Custody Visiting Scheme

to raise and discuss local issues of concern in addition to issues with countrywide implications.

West Yorkshire has worked closely with ICVA in piloting its new administrator's database, which should prove a much-welcomed tool for scheme administrators.



**Alan Baker**

West Yorkshire Police Authority  
Independent Custody Visiting Scheme

**Humberside Police Authority**

Humberside Police Authority reports that their scheme is running well. They have been a member of staff down since April, and are currently looking to fill the post of Committee Services Officer, responsible for custody visiting for Humberside.

One of their custody visitors attended the annual conference and reported back with some new ideas and said that it had been a very good conference.

**Durham Police Authority**

A new custody visiting scheme, revised following issue of Home Office Circular 15/2001 has been approved by Durham Police Authority. The scheme came into operation on 1 August.

18 new custody visitors whose term of office commenced on 1 August have been appointed. Further recruitment is required and this will be undertaken on a rolling programme.



**Bill Miller**

Regional Representative

**West Yorkshire Police Authority Report**

Following the issue of Home Office 15/2001, West Yorkshire introduced a new custody visiting scheme that became effective in 1 April 2002. The implications of the new guidance were greater for West Yorkshire than for most other authorities, in that the authority had previously allowed single custody visits and also allowed its police authority members to undertake visits.

In readiness for the increased number of custody visitors required, a recruitment campaign was undertaken during October/November 2001. Local press and radio as well as poster and community partners were used to publicise the recruitment campaign. This activity resulted in the appointment of 32 new custody visitors, in addition to 19 existing custody visitors.

The continuous training programme for custody visitors has also been revised in light of the new guidance. The programme now includes a one-day training course, training visits to custody suites and attendance at county seminars and district meetings held during their appointment. The district meetings (our equivalent to area panels), allow custody visitors

**North East Regional Report**

**North Yorkshire Police Authority**

A recruiting campaign has been running since November 2001. Twenty-five new custody visitors have been appointed this year, and there are 11 more interviews still to be conducted.

Thirteen of the new appointments participated in a training day in April and it is hoped that further training will take place later this year for the remainder.

The minimum recommended number for the North Yorkshire custody visiting scheme is 63. North Yorkshire now has 61 visitors in total, and with 11 outstanding interviews to be conducted, the region will be well within its target by the end of September 2002.

**Cleveland Police Authority**

Cleveland Police Authority reports that they are currently looking to recruit more custody visitors in the area.

They are also looking forward to the refresher training which they have organised.

accounts and financial statements

**ACCOUNTS AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2002**

**THE INDEPENDENT CUSTODY VISITING ASSOCIATION  
FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2002**

**THE INDEPENDENT CUSTODY VISITING ASSOCIATION  
MANAGEMENT COMMITTEE REPORT**

**FOR THE YEAR ENDED 31 MARCH 2002**

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 2002.

**PRINCIPAL ACTIVITY AND LEGAL STATUS**

The principal activity of the association is that of supporting and promoting independent custody 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 Home Office grant regulations.

**RESULTS FOR THE YEAR**

The association has returned a surplus of income over expenditure of £1,623. 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
Rosemary Parker	Vice Chairman
Andrew Steadman	Vice-Chairman
Gordon Dixon	Treasurer
Tanya Ossack	Legal Advisor
Floyd Millen	(from 1 July 2001 to 1 October 2001)
Cecile Lothian	(from 1 July 2001)
Enid Ledgister	(from 1 December 2001)
Christine Flanigan	
John Mair	(from January 2002)
Rensford Pryce	
Jim Sorsby	
Alan Baker	(from 8 September 2001)
Dr Christopher Forsyth	(until 30 November 2001)
Sheila Cullingham	(from 1 December 2001)
Kath Trueman	(from 1 April 2001)
Margaret Hicks	
M. Qureshi	(until 30 November 2001)
John Nice	(from 1 December 2001)
Linda Wise	(from 1 December 2001)
Damon Taylor	
Bill Miller	
Warren Ward	(until July 2001)
Ian Roberts	(from September 2001)
John Littlechild	
Linda Anderson	
Christine Revill	(Co-opted)
Colin Hodgson	(Co-opted)

**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:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- d) 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**  
**Chief Executive**

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE INDEPENDENT CUSTODY VISITING ASSOCIATION**

We have audited the financial statements on pages 19 to 21 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 mis-statement, 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.

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the association's affairs at 31 March 2002 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**

**THE INDEPENDENT CUSTODY VISITING ASSOCIATION  
BALANCE SHEET AS AT 31 MARCH 2002**

	2002		2001	
	£	£	£	£
<b>FIXED ASSETS</b>	<b>3</b>	<b>2,742</b>		-
<b>CURRENT ASSETS</b>				
Bank Balances				
Current Account		155,011		46,323
Debtors	Sundry	13,876		-
	Imprest Account	1,000		1,000
Appropriate Adults		-		10,712
Home Office		-		55,271
Accrued Income		661		-
		170,548		113,306
<b>CURRENT LIABILITIES</b>	<b>4</b>	<b>(171,606)</b>	<b>(113,245)</b>	
<b>NET CURRENT (LIABILITIES)/ASSETS</b>			(1,058)	61
<b>NET ASSETS</b>			1,684	61
Represented by:				
<b>ACCUMULATED FUND</b>				
At beginning of year	5	61		(23,740)
Surplus for the year			1,623	23,801
At end of year			1,684	61

**Stephen Murphy - Chairman  
Anna Jarratt - Executive Assistant**

Approved on behalf of the management committee on 19 November 2002.  
The accompanying notes form an integral part of this balance sheet.

**THE INDEPENDENT CUSTODY VISITING ASSOCIATION  
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2002**

INCOME	General Fund	Restricted Fund	Total 2002	2001
	£	£	£	£
Fee Income	10,903	-	10,903	-
Home Office Grant	-	150,000	150,000	155,000
Lottery Grant	-	-	-	36,823
Romanian Development	-	13,336	13,336	-
Membership Fees	22,400	-	22,400	18,600
Fees for Conferences	6,306	-	6,306	2,550
Sale of Products	1,155	-	1,155	2,838
Management Charge for Appropriate Adult Board	-	-	-	10,000
Interest Receivable: Capital Reserve Bank Account (Gross)	982	-	982	3,921
<b>TOTAL INCOME FOR YEAR</b>	<b>41,746</b>	<b>163,336</b>	<b>205,082</b>	<b>229,732</b>
Expenditure				
Service and Supplies	31,848	89,104	120,952	131,410
Training Provision and Materials	2,201	30,014	32,215	33,884
Publicity and Developments	300	44,920	45,220	26,603
Conferences and AGM	544	4,443	4,987	13,864
Support Materials and Equipment	85	-	85	170
<b>TOTAL EXPENDITURE FOR YEAR</b>	<b>34,978</b>	<b>168,481</b>	<b>203,459</b>	<b>205,931</b>
Excess of Income Over Expenditure for the Year	6,768	(5,145)	1,623	23,801

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.

**THE INDEPENDENT CUSTODY VISITING ASSOCIATION  
NOTES TO ACCOUNTS - YEAR ENDED 31 MARCH 2002**

**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 Home Office grant of £150,000 was awarded to the association for the year ended 31 March 2002.

**1.3 Expenditure**

Expenditure is charged on an accruals basis.

**1.4 Depreciation**

Depreciation is calculated so as to write off the cost of the asset, less its residual estimated value, over the useful economic life of that asset as follows:

Computer Equipment - 33.33% straight line

**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: FIXED ASSETS**

	2002	2001
Computer Equipment		
	£	£
Cost: Additions and as at 31 March 2002		3,797
Depreciation: Charge in year and as at 31 March 2002		1,055
Net Book Value as at 31 March 2002		2,742

**4: CURRENT LIABILITIES**

	2002	2001
	£	£
Current Account Overdraft	-	23,289
Salford Council	-	82,358
Customs & Excise	1,609	1,444
Sundry Creditors	16,443	5,404
Accruals	3,554	750
Deferred income	150,000	-
	171,606	113,245

**5: RESERVES**

	Restricted Fund	General Fund	Total
	£	£	£
As at 1 April 2001	40,505	(40,444)	61
Surplus/(Deficit) for the year	(5,145)	6,768	1,623
As at 31 March 2002	35,360	(33,676)	1,684

**6: CONTINGENT LIABILITIES**

The Home Office grant awarded in the year requires that amounts unspent by the association must be returned promptly. The management committee is of the opinion that the monies will be expended in accordance with their application.

# THE INDEPENDENT CUSTODY VISITING ASSOCIATION

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