

the first  
decade of  
independent  
custody visiting

THE INDEPENDENT CUSTODY VISITING ASSOCIATION  
ANNUAL REPORT 2002 - 2003

1993-2003

### 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?

Visits should normally be undertaken by pairs of independent custody visitors working together. Visits should only be undertaken by a single independent custody visitor working alone where the police authority has carried out a thorough and robust assessment of the risks that presents and has concluded that it is, in all the circumstances, the best option.

### 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)

# 1993-2003

## the first decade of independent custody visiting

A Decade On  
celebrating ten years  
of ICVA (and NALV!)

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Chairman

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# A decade on: the history of custody

**1990**

January  
London  
1st meeting of lay visitors arranged by Mollie Weatheritt & Tanya Ossack with the financial support of the Boards of Visitors.

September  
Birmingham  
Steering Committee is formed with the support of WMPA  
Kemp-Morgan report into lay visiting is published.

**1991**

March  
Wolverhampton  
National conference arranged by WMPA. Steering Committee recommendations to form a national body (subject to funding) are accepted.  
GMPA agree to provide administrative & secretarial support to the organisation.

June  
London  
lay visitors within London meet in Kingston.



**1992**

March  
Salford  
Ian Smith is asked by GMPA to take responsibility for support arrangements. Police authorities asked to fund the new organisation - few respond.

June  
Birmingham  
Nicholas Ward becomes Chairman.

June  
London  
Henry Smith's Charity agrees to provide funding for the Association.

**1993**

March  
Birmingham  
NALV is formed.

March  
Birmingham  
Morgan Hall report into lay visiting is commissioned.

May  
Birmingham  
Inaugural conference is held. Supported by City of Birmingham and Barrow & Geraldine Cadbury's Trust. Geraldine Newbrook volunteers to become Editor of Visiting Times.

October  
London  
London Regional Committee established in Westminster City Hall.



**1994**

March  
Birmingham  
Inaugural scheme administrators' conference.

May  
London  
NALV's London Regional Committee host first conference.

June  
Northern Ireland  
PANI hold first conference for lay visitors.



**1995**

May  
London  
London Regional Committee hosts second London Conference.

November  
Birmingham  
NALV publishes "A Working Guide for Scheme Administrators" and "A Working Guide for Lay Visitors" following a joint project with the Police Foundation.



**1996**

November  
London  
Nicholas Ward and Campbell Benjamin OBE step down as Chairman and Vice Chairman and are asked to become President and Vice President of NALV.

December  
Birmingham  
Chris Winterton is elected Chairman.



**1997**

November  
Manchester  
National Lottery Charitable funding of £263,715 is granted for a three-year period.

December  
Birmingham  
Stephen Murphy elected Chair. NALV establishes a sub committee structure.



# visiting at a glance

## 1998

March  
Camden  
NALV agrees a service level agreement with Camden CPCG and a London office is established.

November  
Belfast  
PANI hosts national lay visiting conference.



## 1999

January  
Brixton  
National Lay Visiting Day is held.

May  
Bristol  
Training materials for lay visitors and scheme administrators are launched. NALV website is established.

November  
Cardiff  
Police Foundation research into lay visiting findings are revealed to annual conference.



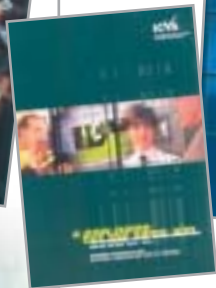
## 2000

January  
London  
Home Office Working Group established.

March  
Scotland  
Pilot lay visiting schemes established.

November  
Northern Ireland  
Statutory Lay Visiting is agreed and established in Northern Ireland.

November  
London  
Home Office agreed to provide grant assistance to NALV.

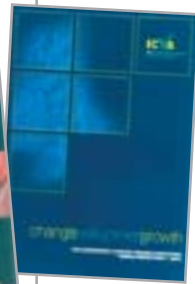


## 2001

February  
Iasi  
NALV helps set up a lay visiting scheme in Romania.

April  
London  
Home Office circular 15/2001 changes lay visiting to independent custody visiting, which results in NALV changing its name to ICVA!

November  
Tulliallan  
Scotland hosts first ICVA conference.



## 2002

July  
Westminster  
Paragraph 51 of the Police Reform Act establishes statutory custody visiting. The Home Office Working Party drafts codes of practice for independent custody visiting, setting a standard for the future direction of ICVA.

November  
London  
MPA co hosts the annual conference at Central Hall, Westminster.

November / December  
Romania  
Three more pilot schemes are established

December  
Ian Smith awarded OBE in the New Year's Honours List.



## 2003

April  
London  
Statutory custody visiting introduced on 1st April.

May  
Edinburgh  
Inaugural Scottish conference held. Scottish Executive agreed to support the ongoing development.

May  
Brussels  
ICVA is invited to attend the European Commission as a pre-trial detention expert to discuss the European processes for detention.

October  
Edinburgh  
ICVA agrees a service level agreement with the City Council of Edinburgh and a Scottish office is established.

November  
Bucharest  
Romanian roundtable discusses expansion of pilot projects within Romania and to Bulgaria, Hungary, Poland, Slovakia and the Republic of Moldova.

November  
Manchester  
Annual conference held in Greater Manchester

## 2004

and onwards  
who knows what we may achieve !!!!!





Following our  
success in the  
UK, we are now  
making progress  
in spreading the  
concept abroad...

■ ■ ■ This has been another excellent year with a number of significant achievements. It gives me great pleasure to reflect not only on the last year, but also on an entire decade of success for ICVA in particular, and custody visitors in general.

It is only a decade or so since we started looking for funding to establish the National Association for Lay Visiting and were so fortunate to meet Henry Smith's Charity. Since then, the achievements have been immense and I think it is remarkable that, in such a short period of time, we have so well established the case for independent custody visiting that it has been made statutory in England, Wales and Northern Ireland, and that ICVA itself is now largely funded by the Home Office. Huge progress has also been made in Scotland, although it is not yet statutory there.

There cannot be many voluntary organisations that have achieved so much in such a short period of time.

Having been so successful in the UK, we are now making progress in spreading the concept abroad. Our projects in Romania, funded with help from the Foreign and Commonwealth Office, are all going well, and we are seeing increasing signs of interest from other countries, particularly in eastern Europe.

I was privileged to be asked to chair a conference on "Enhancing the Transparency and Accountability of Police Arrests in Central and Eastern European Countries" in Bucharest on the weekend of 7-9 November 2003, which was attended by representatives from Bulgaria, Hungary, Moldova, Poland and Slovakia, as well as Romania and the United Kingdom. This conference was a great success, and I have no doubt that if we can

find the necessary funding, we will be able to help to spread the concept of independent custody visiting to these countries and a number of others.

I would like to thank everyone who has contributed to our success, particularly our current Chairman, Stephen Murphy, our honorary Legal Adviser, Tanya Ossack, and our Chief Executive, Ian Smith, all of whom have played key roles in the UK and overseas ever since the formation of the Association and of the Lay Visiting Charitable Trust.

Special congratulations go to Ian on receiving an OBE in this New Year's honours list, a tribute that reflects highly on all of our members and our organisation. I would also like to acknowledge the contribution of all those who have served on the ICVA's committees over the years.

I thank each and every one of the volunteers who visit police stations throughout the country as independent custody visitors, providing a very important service to their communities.

I would like to close by echoing the words of our instigator, Lord Scarman, ten years ago: 'I say to all lay visitors: "Well done and keep it going".'

Nicholas Ward ■ ■ ■  
President



what a  
year...  
and what a  
decade!

CHAIRMAN'S INTRODUCTION



■■■ What a year... and what a decade! Our faith in the achievement of ICVA's objectives has been resolute since day one. Our vision has not wavered through the challenges, nor has our pleasure at consistent success.

The support and enthusiasm that we've received are immense - and we fully acknowledge the efforts of each and every individual involved in bringing us to where we are today. Our work will never be complete, but it's a 'life sentence' that we embrace!

While the nature of an annual report is to reflect on the year past, I'd also like to take the opportunity to note some highlights of this remarkable decade. Our role was, however, envisaged and initiated in the 1980's following an investigation into the Brixton disorders. At this time, Lord Scarman recommended "the strengthening of local accountability and consultation, the provision for random checks by persons other than police officers on the interrogation and detention of suspects in the police station."

■■■ 1993 Following two year's work by a steering committee and the identification of charitable funding, the National Association for Lay Visiting (NALV) was formed.

■■■ 1994 The first national scheme administrators' conference - organised by NALV - was held at West Midlands Police Authority.

■■■ 1995 NALV published its 'Working Guide for Scheme Administrators' and 'The Working Guide for Lay Visitors'

■■■ 1996 Lord Scarman wrote in person to Visiting Times, reflecting on the 'great success' of lay visitors.

■■■ 1997 NALV secured lottery funding to help promote and assist the work of lay visitors through the provision of training and support.

■■■ 1998 NALV established a service level agreement with Camden CPCG and a London office was set up.

■■■ 1999 The first National Lay Visiting Day - 20 January 1999 - included UK-wide events to raise public awareness of the importance of lay visiting in police and community relations.

■■■ 2000 NALV joined the Home Office in a working party to produce an official guide for lay visiting, joined by colleagues from ACPO, the Superintendents' Association; the Association of Police Authorities, the Association of Clerks to Police Authorities and others. Additionally, Statutory Lay Visiting was agreed and established in Northern Ireland.... Pilot visiting schemes were established within Scotland.... and the Home Office agreed to provide grant assistance to NALV.

■■■ 2001 ICVA extended the hand of friendship and experience to Romania as Ian Smith helped set up a lay visiting scheme there. Home Office circular 15 / 2001 changed lay visiting to independent custody visiting, and last but not least, NALV changed its name to ICVA!

■■■ 2002 Paragraph 51 of the Police Reform Act established statutory custody visiting. The Home Office drafted codes of practice for independent custody visiting, setting a standard for the future direction of ICVA.

■■■ 2003 Statutory custody visiting was introduced on 1st April. Codes of practice were published and national standards were drafted. The inaugural Scottish conference was held. Scottish Executive agreed to support the development. ICVA agreed a service level agreement with the City Council of Edinburgh and a Scottish office was established.

Thinking back to early day, round table discussions on our hopes for the future of


NALV/ ICVA, we've come a long way! We have a Head Office in London and a Scottish Office - we've become a secure organisation with a fantastic full time team and a great Executive Committee.

Our future is bright. We're seeking European funding to help implement similar systems and support human rights globally as well as on our doorstep. Our pilot visiting scheme in Romania has produced fantastic results and our experience has positioned us as official advisors on pre - trial detention at a recent European Commission meeting in Brussels.

Of course we have challenges. Our efforts to pursue our views on the importance of visiting in pairs continue with the Home Office and the Association of Police Authorities. Our aim must also be to ensure that whoever is held in detention, be that a police cell or any other detention centre within the United Kingdom may be visited by someone.

I sincerely thank all of our members, especially my colleagues on the Executive Committee, our trainers and officers. Special thanks to our Chief Executive, Ian Smith for his dynamic commitment and vision and to our Executive Assistant, Anna Jarratt. I'd also like to thank those in the Home Office who have been consistent in supporting the work of ICVA. Finally, my thanks go to scheme administrators and ICVs nationwide who support us on the ground on a daily basis.

Stephen Murphy ■■■  
Chairman



Our role is wide-reaching, extending into the European Union and those accession countries who wish to join...

■ ■ ■ Coinciding with the celebrations of ICVA's tenth anniversary, the highlight of our year was the introduction of statutory custody visiting on 1 April 2003.

I have been proud to watch the organisation evolving greatly over this time, continually improving its methods, professionalism and standing within the police and wider communities. The organisation has helped and supported the Home Office and police authorities throughout the comprehensive development of codes of practice and national standards, which underpin statutory custody visiting.

In addition to maintaining its roots, ICVA has worked closely with the Foreign and Commonwealth Office and is anxious to see custody visiting develop in other countries across Europe. We also want to help organisations in the Criminal Justice System in this country and are happy to share our knowledge with others in the system.

#### ■ ■ ■ Global Reach

Our role is wide-reaching, extending to involvement in pre-trial detention with the European Union and with those accession countries who wish to join. Following the establishment of our successful pilot lay visiting scheme in Romania, ICVA is keen to develop an international dimension, spreading its support into other areas.

#### ■ ■ ■ Scotland

Our work continues to receive tremendous support in Scotland with schemes in 7 of the 8 regions and the last, Grampian, in advanced planning stages. Completion will bring us 100% UK coverage. The first national conference in Edinburgh in May was a resounding success - many thanks to all those who contributed. To commemorate

these achievements and to meet our grant funding criteria a separate progress report for Scotland was produced and accompanies this report.

#### Conferences and Events

Nationally, events have been well attended and valued in regions throughout the year. The National Scheme Administrators Conference took place on 3rd September and was regarded a great success by all involved. Our biggest event of the year, the ICVA Annual Conference is on 29th November is hosted by the Greater Manchester Police Authority and a great round up of speakers will I am sure ensure another successful event.

#### ■ ■ ■ Website

The redesign of our website has made it an even more valuable tool for our members, catering for everyone from the experienced independent custody visitors to potential recruits and the media. Now equipped with a range of downloadable materials including videos, pdfs and manuals, it facilitates our work on a practical basis. I'd like to remind you that it is your site and your comments and views are always welcome at [www.icva.org.uk](http://www.icva.org.uk).

I'm delighted that to add that we have now commissioned a Training Review, for which the results will be announced in 2004.

In closing, I sincerely thank the people whose continuous support I find invaluable - Anna Jarratt, Peter Ward, Ann Battle, Fayth Rowe and our newest recruit, Brian Pirie, our contact for the Scottish Office. Much appreciation also goes to my Executive Committee and the scheme administrators' nationwide. Also sincere thanks go to our fantastic trainers, Beth Glendinning, Toby Huby and Helen Schofield.

Finally, I'd like to express humble appreciation of my OBE - and hope that someone else receives one next time for their valued work in independent custody visiting.

Ian Smith OBE ■ ■ ■  
Chief Executive

# regional reports

## CAMBRIDGE & NORFOLK

■ ■ ■ In December 1986, the (then) police committee agreed to introduce a lay visitors scheme in Cambridgeshire. The initial scheme was to run for one year and cover the Cambridge, Huntingdon, Ely, Wisbech, March and Peterborough areas. Following advertisement, the response from the public was sufficient only to establish panels for Cambridge, Huntingdon and Peterborough.

After the scheme had run for one year, the committee agreed that lay visiting should continue in the county. In April 1989, after extensive advertising, the three lay visitor panels were re-appointed. The panels were, however, enlarged and the area covered by the Peterborough and Cambridge Panels extended to take in Fenland and Ely respectively. Appointments to the panels have been made since that time for three-year periods.

Whilst most other forces in England and Wales already had schemes by the early to mid nineties, Norfolk had no organised system of visiting, relying instead on police committee members to visit police stations at their discretion. Following the successful implementation of a pilot, Norfolk now has a well-established scheme covering the whole county, which currently comprises five panels, and visits all designated police stations.

All panels work extremely well, which is attributable in the main to the guidance and dedication of the three chairmen in Cambridgeshire and the five co-ordinators in Norfolk. The quality of reporting remains generally high and not only has this addressed issues for detainees, it has also secured improvements to practices and procedures and to the custody environment as a whole. In addition, the courtesy, helpfulness and co-operation of the custody staff continue to be commented upon.

Recruitment campaigns are undertaken on an annual basis and while new visitors continue to be appointed, the numbers have been variable. Some panels have, therefore, operated with a reduced number due to unfilled vacancies, with existing visitors carrying out additional visits to cover these. Further targeted recruitment is, therefore, required to address this.

All panels hold regular quarterly meetings, which enable visitors to discuss performance, matters arising from visits and other topical issues, as well as to be updated with new policies and procedures. Training and information days are now held for potential new visitors prior to interview, in addition to other training initiatives and events for all visitors. In an attempt to develop greater understanding of the role of the custody visitor and the relationship with custody staff and detainees, custody visitors (and members) now participate in the custody officers' training courses.

Regionally, custody visiting continues to develop, not least in respect of closer working relationships. Meetings between representatives of the authorities in the region are held on a regular basis and the first regional conference was held in May 2002, hosted by Norfolk Police Authority. Following on from this success the second was held in 2003 and hosted by Suffolk and plans are already being made for the event in 2004, to be hosted by Cambridgeshire. Topics covered by the speakers have included Community Arrest Referral Schemes, Language Line, the role of the custody officer, ICVA, Group 4 Court Services, Diversity and Mental Health High Risk Schemes.

Whilst the changes experienced over the last 10 years have been numerous, they have on the whole been positive and well received and have touched on all areas, including

appointments, guidance and legislation, new systems and procedures, working practices and improvements in conditions and equipment. As a result, the panels have continued to evolve and keep up to date and the communities in both Norfolk and Cambridgeshire can, therefore, remain rest assured that persons in custody are appropriately treated. Finally, the commitment and enthusiasm on the part of all visitors is substantial and thanks go to all those who give freely of their time in support of custody visiting.

Jenny Cornish ■ ■ ■  
Cambridgeshire and Norfolk Police Authorities

## CUMBRIA

■ ■ ■ Independent custody visiting is well established in Cumbria - based on a panel for each of the six District Council areas (Allerdale, Barrow, Carlisle, Copeland, Eden and South Lakeland) within the constabulary area. Custody visitors from these panels regularly visit the designated and other police stations within Cumbria. The scheme currently has approximately 50 custody visitors.

The police authority recently commenced a major review of its independent custody visiting scheme with a view to updating it to fully comply with all aspects of the recently published Home Office Code of Practice. Once introduced - following consultation with existing custody visitors and other interested parties - the revised Scheme will ensure that custody visiting in Cumbria is established on an even firmer footing and well placed to continue developing over the next ten years as it has over the previous ten.

Stuart Edwards ■ ■ ■  
Cumbria Police Authority



## DEVON & CORNWALL

The Devon & Cornwall Police Authority introduced its lay visiting scheme in 1987 in response to Home Office circular 12/1986. At that time it was the largest scheme in operation with over 100 visitors! The majority of schemes in operation at that time had between 11 and 30 visitors.

Membership to the scheme was initially drawn from the Community Liaison Committees, meaning that police authority members and councillors could undertake the role as well as representatives of the local communities. The consultative groups were responsible for the selection of visitors subject to the approval of the police authority and the chief constable.

Visits were carried out once a month to each designated police station by pairs of visitors. The rota of visits was, and still is, handled by the police authority secretariat. Because of the close links with the local consultative committees, visit reports were discussed as a standard item on the agenda of their meetings and local panels of visitors were not in operation. In fact, the scheme continued to operate without local panels because of the impracticalities of bringing together our widely dispersed visitors on a regular basis - one of the disadvantages of an authority that covers such a vast geographical area.

These days, membership of the scheme has reduced to a more manageable 43, with recruitment and training being handled by the chief executive to the police authority and the scheme administrator. The six designated stations are still visited but now on the more frequent basis of three times a month. Annual visits to 15 stations, and bi-annual visits to 12 stations a year are also undertaken. Many of our visitors have agreed to take part in the Police Dog Welfare Scheme, introduced early in 2003, and early reports indicated that they are enjoying their added responsibilities!

Looking towards the future, work is currently underway to address the formation of local panels made statutory under the new Home Office guidance. Recruitment of new visitors is planned and existing and new members will benefit from diversity training to assist them in their role.

Eleanor Tanner  
Devon & Cornwall Police Authority

## DORSET

I thought this might be an appropriate time to look back on the evolution of custody visiting in Dorset.

I first became involved as an independent member of the new style police authority in April 1995. At that time we had six pairs of lay visitors, each comprising of a police authority member and a member of the public. Two pairs were assigned to each of the three 24-hour custody suites in Dorset with a requirement on each pair to make one visit per quarter. Thus each 24-hour custody suite received eight visits per year - other cells where detainees were normally only held for a few hours were not visited at all.

From a visitor's perspective, experience was very limited since we always worked with the same partner and only ever visited the one custody suite. At the end of the visit we made our report, but there was no feedback to us until our quarterly meeting. The ACC, the clerk and myself started to look at the scheme and work out how we could make changes for the better.

At about this time we were contacted by Ian Smith who was anxious to 'bring us into the fold', so we arranged for him to come to Dorset for the day to meet with us.

Following this meeting, we resolved to take on

more independent visitors, get some professional training from NALV, look at the way concerns were reported back and increase our visits. We duly took on another 6 visitors which brought our numbers up to 18. We started to visit the 24-hour suites once a month, swapping venues and partners each time, and began visiting other holding cells once a quarter.

Where concerns were reported, the ACC undertook to reply to the visitors concerned within two weeks, to let them know what had happened as a result of their comments. It was a sad day for us in Dorset when the Home Office Circular 15/2001 advised that police authority members should not be visitors, since our members had always been among the most active and critical of visitors, and always keen to bring custody visiting to the forefront of discussions at authority meetings. However, over the course of the next few months we duly advertised and took on a further 12 independent visitors, at the same time increasing our number of visits in line with advice.

I was left as a sole police authority member - partly because of the need for some continuity, and partly because I was due to complete my two four-year terms as an authority member in April 2003 and had expressed a wish to continue with custody visiting after that date. The level of training and expertise amongst our visitors has improved enormously and continues to do so.

The commitment of the police authority is such that they have made it one of their priorities to build new 24 hour custody suites for the Bournemouth and Poole conurbation, and we are looking forward to being involved in that. Looking back I thank goodness that we joined up with NALV/ICVA and benefited from their advice, since when custody visiting became statutory in April of this year, we were

# regional reports continued

pleased to note that we were doing most things right anyway!

Kathie Emery ■ ■ ■  
Dorset Police Authority Member

## DURHAM

■ ■ ■ A scheme in Durham has been in operation since 1987, although it has been in the past 10 years - in line with the establishment of ICVA - that the scheme has developed.

The scheme in Durham came about following extensive advice and guidance with officers of the association. It has been modified over time, however more extensively over the last couple of years to be in keeping with the new guidance that was issued. Although still operating with some of its existing visitors, the scheme has increased its number of visitors gradually over this period and now operates with a complement of 40.

There has been some turn around of visitors, particularly over the last couple of years - partially due to a number of members of the police authority no longer being eligible to serve as visitors. A rolling recruitment programme is now in operation, and in the last month, nine new visitors have been appointed. All new visitors are subject to a six month probationary period, and during that time they are required to undertake visits with an experienced visitor.

Training for visitors has increased over the years, and in addition to induction training, issues such as human rights, and health and safety are covered. Training about diversity issues is planned for the next few months.

The visitors are split in two panel areas, one for the north and the other for the south of the force area. Each panel visits 3 designated stations, with each one being visited at least

twice per month. The visits are rostered. The panels, which have been in existence since the scheme commenced, continue to meet twice per year, and then its business is reported to the police authority.

The administration of the scheme has been assisted greatly by the advice, support materials, and training packages provided by the Independent Custody Visiting Association.

The visitors continue to meet with others in the North East Region twice per year, and all find the sessions informative, productive and useful to meet colleagues from neighbouring authorities. Also welcomed was the attendance at these meetings by a representative from ICVA to give the national perspective.

Everyone has welcomed the change of name to custody visiting - and that it has been given greater emphasis since being placed on a statutory basis.

Roz Layfield ■ ■ ■  
Durham Police Authority

## DYFED POWYS

■ ■ ■ Dyfed Powys Police Authority established a lay visiting scheme in 1997. Visits were conducted by members of the police authority and were infrequent. The scheme was administered by the clerk who worked part time and was unable to devote much time to it.

Section 51 of the Police Reform Act placed independent custody visiting on a statutory footing. This coincided with the appointment of a new member of staff, Mrs Julie Evans. Part of her job description was to administer the independent custody visiting scheme. This provided the authority with an opportunity to review existing arrangements and to raise the status of the scheme.

The authority advertised for new custody visitors and the advertisements attracted some excellent candidates. At present there are 29 custody visitors on the scheme (14 male and 15 female) and every one has signed a memorandum of understanding to abide by the code of practice. The visitors cover four divisions within the force, visiting 16 custody suites.

Ceredigion	5 (+ 1 vacancy)
Carmarthenshire	10
Pembrokeshire	6
Powys	8

The number of visits has trebled in the past three years and a good relationship has developed between custody officers and visitors, who have developed a mutual understanding and respect for each others roles. Between the 1st January and 31st December 2002, 111 visits were undertaken with 56 detainees consenting to a visit.

However, in contrast, a total of 19,492 persons were processed through the custody system across the force for the same period. In the previous year there were 18,557 persons detained in custody with a total of 62 visits and 28 persons consenting to a visit.

Since 1st January 2003 to date, 16,302 people have been detained in custody with a total of 134 visits made during the same period. Slowly but surely the number of visits is increasing as is the number of detainees consenting to visits and Dyfed Powys Police Authority will continue to keep this under review.

Panel meetings are held twice a year in each of the divisions where custody visitors have the opportunity to meet with divisional commanders and members of the authority, to discuss any issues arising from visits



undertaken in the previous six months. In the past these have been mostly minor house-keeping issues, but occasionally the scheme assists in drawing attention to policy issues, such as the provision of medical cover which has been a major concern, particularly in the more rural areas of the force.

The panel meetings are convened and serviced by the scheme administrator. The meetings also provide the administrator with an opportunity to update visitors on any new legislation or areas of good practice and to discuss training needs or issues of concern.

Two training days are held annually at Police Headquarters allowing the visitors to get together and share experiences and to hear from the Independent Custody Visiting Association about national issues or to receive training in areas such as dealing with detainees with drug, alcohol or mental health problems. Regular reports about the scheme are made to the authority's Community Engagement Committee.

There has recently been a review of custody services in Dyfed Powys, which has resulted in custody officers no longer undertaking dual roles. The review aimed to make the service more professional with better training for officers. The review has also recommended a rationalisation of custody suites, replacing many of the old custody suites, which are no longer adequate for modern day policing.

The police authority is grateful to the Independent Custody Visiting Association who provide an excellent support service to scheme administrators.

Julie Evans

Dyfed-Powys Police Authority

## ESSEX

Having previously relied on a team of lay visitors comprising members of the police authority, former members of the authority and a few members of the public appointed from our police & community consultative groups visiting singularly, we found it necessary to set up a new independent custody visiting scheme in line with the Home Office draft guidance. This brought about the need for us to recruit a large number of new independent custody visitors to undertake visits in pairs.

Our countywide advertising campaign which commenced at the beginning of the year involved press releases, direct mailings to parish councils and voluntary organisations, and the display of public notices in libraries, local council offices, citizens advice bureaux and police stations.

Further information including details of how to apply were also put on our website. We were delighted with the amount of interest shown and following a series of interviews we appointed 27 new independent custody visitors in addition to the two local group co-ordinators to work with the central scheme administrator. We continue to receive expressions of interest from the public and now maintain a waiting list of applicants who we can call for interview if necessary.

The police authority has appointed a small review group of members who, in liaison with the central administrator as the clerk's representative, make the appointments and maintain an overview of how the arrangements are working. As a result of a recent review, the frequency of visits to two stations has been increased. The Authority's Partnerships & Community Relations Committee is the parent committee designated for ICV matters.

Almost all of our previous non-authority member custody visitors have remained in the new ICV scheme and helped mentor new recruits as part of the training programme. This arrangement worked very well and all the new independent custody visitors have now been let loose in the county.

The authority's lead member on custody visiting keeps in close contact with the central administrator and the two group coordinators to monitor the scheme and we will also be holding an initial 'six-monthly' review meeting with all the independent custody visitors together one evening in October.

Under our new scheme, which came into operation on 1 April, the county is split into two groups - North, with seven designated stations and South, with five. The two group co-ordinators produce the rotas for visits and, currently, we are asking that visits to stations are undertaken once a fortnight although we are looking at the possibility of increasing the visiting frequency at the busier stations. We have also redesigned our old lay visiting report forms to better suit our requirements.

Having set up its new scheme and recruited volunteers based on all the indications that visiting in pairs would become statutory, the authority was surprised when this was not included as a requirement in the statutory code. Having based our new scheme on visiting in pairs we decided to proceed but incorporated a last minute amendment to the scheme to enable single visits to take place in exceptional circumstances.

In conclusion we have also been pleased with the initial feedback from custody office staff who have always welcomed the custody visits and any constructive comments.

John Macaulay

Essex Police Authority

# regional reports continued

## GLOUCESTERSHIRE

■ ■ ■ Gloucestershire Police Authority is delighted to congratulate ICVA on its 10th anniversary and to take the opportunity to reflect on 10 years of progress in custody visiting. Gloucestershire welcomed the Home Office guidelines and the establishment of custody visiting on a statutory basis - and the name change from lay to custody visiting was much appreciated by our volunteers who felt it assisted public understanding of their role.

Custody visiting in Gloucestershire has developed significantly during this period, with changes to key divisional and inspector neighbourhood areas having implications for the number and location of custody suites visited by our volunteers. There are fewer designated custody suites and the ones which are operational are more central, (primarily in Cheltenham, Gloucester, and Stroud, with smaller centres in Cirencester and Stow). However, the number of custody visitors has not fallen and the number of visits has remained constant, carefully planned by our 4 co-ordinators.

In November 2001 we ran a very successful recruitment campaign for new custody visitors, following the retirement of several long serving volunteers - greatly assisted by literature and posters provided by ICVA - and 8 new custody visitors were recruited and integrated into existing teams with effect from 1 January 2002.

Apart from the obvious benefits of recruiting new team members, the campaign gave us the opportunity to raise the profile of custody visiting, so that local people are aware that police procedures for detaining suspects are reasonable and open to scrutiny.

Several successful training sessions have been run recently, including a pilot of "Cultural Awareness Training" and also induction and

refresher sessions; further training is planned on Health and Safety in the near future. In addition to training sessions, Gloucestershire continues to hold an AGM for all custody visitors, every April, which is always well attended and provides an opportunity for formal reports from each team and for more informal networking and mutual support.

Gloucestershire custody visitors are always keen to attend ICVA's Annual Conference, which they find extremely useful. We have travelled to events in Belfast, Cardiff, Fife, and London in recent years and we hope to be represented at Manchester in November 2003.

Gloucestershire now uses carbonated visit report forms, which has improved the flow of paperwork following visits and which means the Authority office receives notification promptly once a visit has been made and can chase feedback from force staff, until final receipt of a copy of the form signed off by the deputy chief constable, showing any action taken arising from observations made during the visit.

Additionally, Gloucestershire Police Authority has recently installed ICVA's "Visit" software which allows a central database of visits to be maintained and more meaningful analysis of collected data. Many thanks to Anna Jarratt for taking the time to visit us to oversee the software installation and to provide training.

Overall, we would like to take this opportunity to thank all the ICVA team for their central coordinating role, sound advice, and for raising the profile of custody visiting in the UK on a national and international basis - as Ian Smith's well deserved OBE in the 2003 New Year's Honours List confirms. May we also thank the team of custody visitors in Gloucestershire who work so hard to ensure the ongoing success of our local scheme,

which is very highly rated by both authority members and the constabulary.

Diane Crutchley ■ ■ ■  
Gloucestershire Police Authority

## GREATER MANCHESTER

■ ■ ■ Over the last 10 years, the former lay visiting scheme has seen several changes to develop into what we now know as the independent custody visiting scheme within Greater Manchester.

During the early 90's our scheme changed its visiting arrangements so that visits were made in pairs as opposed to singularly. This proved extremely beneficial to the scheme, providing two sets of eyes and ears at each visit. After a short period of time, many lay visitors wondered how they managed to conduct visits on their own, especially during busy periods in custody suites.

Rosters have also been introduced in Greater Manchester to ensure that stations are visited on a regular basis. This has provided structure to our visiting arrangements and ensured that visitors get the opportunity to work with other colleagues in their area and share knowledge, experience and best practice.

The biggest change within the Greater Manchester scheme came as a result of Home Office Circular 15/2001. The changeover to custody visiting resulted in the loss of some of our longstanding lay visitors, but gave us the opportunity to recruit and train many new volunteers.

It was identified by the police authority that 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 lay visitors who successfully became





custody visitors on 1st April 2002.

In order to recruit new volunteers, free editorials were placed in the local press, and the scheme also placed advertisements in newspapers across the whole of Greater Manchester as well as publications aimed at specific 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 film about independent custody visiting being broadcast across the entire Granada TV area.

Greater Manchester Police Authority is proud of its association with the Independent Custody Visiting Association, previously the National Association for Lay Visiting and its involvement in the formation of the organisation.

We are pleased to be hosting the 10th Anniversary ICVA National Conference on 29th November 2003 and hope that as many custody visitors and police authority representatives can attend as possible.

Alison Howard ■■■

Greater Manchester Police Authority

## GWENT

■■■ Membership of the custody visiting scheme in Gwent is at an all time high with 29 currently on the books. The scheme has developed significantly since being introduced in Gwent following publication of the Scarman Report. There is now a formal recruitment and selection process in place with more emphasis placed on the need for appropriate induction and ongoing training of visitors. The authority has participated in the pilot training

on "Cultural Awareness and Diversity" specifically for custody visitors in February 2003 which was a very useful exercise.

A police authority member has recently been appointed to 'lead' on custody visiting which has proved useful in providing a link between the visitors and the authority. A newsletter has been developed and is distributed several times a year to all areas of the force, police authority members as well as the visitors themselves. This has been successful in raising awareness of the purpose of the scheme as well as keeping visitors updated on relevant local and national custody issues. A formal report on progress of the scheme is also reported bi-annually to the police authority.

The last few years have seen a significant increase in the number of visits undertaken forcewide. Generally there is good co-operation between the visitors and custody officers who have been very willing to take on board issues raised during visits. A good example of this is in respect of the shortage of halal meals which was raised by a custody visitor. Subsequent co-operation between officers of the force and the authority have resulted in the introduction of a system whereby such meals are readily available when requested by detainees.

The last year has seen an increase in the amount of local publicity given to the scheme. This has been achieved in co-operation with local authorities, community councils and voluntary organisations who have agreed to include a small editorial in their newspapers which are circulated widely in their communities. We will also be looking to recruit more volunteers by attending the force "Open Day" and similar events at local colleges and leisure centres. Overall the local scheme is continuing to work well.

Carol Knight ■■■

Gwent Police Authority

## HAMPSHIRE

■■■ The Hampshire Lay Visiting Scheme was established in 1986 when it consisted of police authority members and volunteer members of the public who visited in pairs in accordance with a rota drawn up by the scheme administrator. At that time, it was up to the police authority member to initiate the visit by making contact with the independent member and arranging the visit, which often did not happen. This led to frustration on behalf of the volunteer members of the public and resulted in a largely ineffective scheme.

Training in those days was minimal and consisted largely of a talk given by the scheme administrator, although an annual opportunity was provided for all lay visitors to come together to share their experiences and their frustrations!

Home Office Circular 4/1992 provided an opportunity for the scheme to be entirely revised: it was re-established by the authority in April 1993 closely mirroring the good practice contained in the new guidance. This had the effect of refreshing and reinvigorating the scheme and lay visitors who had conducted very few visits under the old scheme found themselves allocated to one of four panels under the control of a panel convenor.

Panel convenors have the responsibility for drawing up a rota of visits and ensuring that visits take place accordingly. They also ensure that there is feedback between the panel and the authority by preparing reports six monthly reports on the activities of their panel. Custody suites which, previous to the re-organisation, had little experience of lay visits, suddenly found they were subject to regular random, unannounced visits and it was an interesting educational experience for both sides. The number of visits rose dramatically from just 105 in 1992 to 247 in 1993 and stood at 443 in 2002.

# regional reports continued

Another idea introduced at the time was six monthly meetings between the senior police officer with responsibility for custody matters, the four panel convenors and the scheme administrator to discuss the overall progress of the scheme and provide an opportunity for custody visitors, through their convenors, to pursue any outstanding issues of concern or make suggestions to improve the scheme.

Both the previous and current chief constables have welcomed and supported the concept of custody visiting as a means of ensuring that the good practice and care exercised by police staff in custody areas in Hampshire and the Isle of Wight is recognised.

To date, no breaches of the code of practice governing the treatment and welfare of persons detained in police custody in the two counties has been detected by custody visitors which reflects well on the Hampshire Constabulary and on the scheme. Today, the scheme consists of 87 (at full strength) well trained and well informed committed individuals who have a real interest and professional approach to their role.

Custody visiting has come a long way in Hampshire and the Isle of Wight since the first scheme was established and it is now even more important since 1 April 2003 when Section 51 of the Police Reform Act 2002 came into force and placed independent custody visiting on a statutory basis.

One of the key developments in the 12 years that I have been scheme administrator was the establishment of the National Association for Lay Visiting in 1993. Now ICVA, the association continues to provide invaluable support and assistance to all those involved in the custody visiting process and standards have risen considerably, especially in the area of training. I can now access professionally produced training and promotional material which all

helps the authority to present custody visiting as the important community role that it is.

I can also take the opportunity to network with colleagues in other police authorities at the events run so well by Ian and Anna. Their tips and helpful comments have all assisted me to improve the scheme in Hampshire and the Isle of Wight. I am sure that knowing that they are just a phone call or an e-mail away is greatly reassuring to those colleagues, who like me, do their best to juggle their growing portfolio of responsibilities whilst endeavouring to run an effective custody visiting scheme as well! Thanks for being there (well most of the time - Ian does seem to be overseas a lot!).

In conclusion, and on behalf of the Hampshire scheme, I would like to wish everyone at ICVA a very happy 10th anniversary and continued success for the future.

Sharon Jackson ■ ■ ■  
Hampshire Police Authority

## KENT

■ ■ ■ Just over 10 years ago Kent agreed to pilot a scheme involving members of the authority's own complaints committee; and yes, it did include magistrates! The actual scheme resulting from this did not involve members, but appointments were by word of mouth, which in the context of today's transparency ethos was perhaps not as it should have been. However, some of those original appointees are still with us and doing a very good job. One, Ram Appadoo, represents Hampshire, Kent, Surrey and Sussex on ICVA's Executive Committee. That would not have been predicted 10 years ago!

The number of independent custody visitors (ICV's) has doubled in the last three years and

the new appointees were first interviewed and then trained (some by Ian Smith) in contrast to those originally appointed, who received a 2-hour briefing from a police inspector! We now have 50 ICV's who in 2002-03 undertook a total of 142 visits to 15 police stations, seeing nearly six hundred detainees. We would still like to appoint additional ICV's, especially in certain areas of the county, and have tried targeted publicity, local radio and newspaper coverage, even the authority's website. All methods have produced applicants but like many other schemes we have an imbalance in terms of age profile.

**Particular merits of our scheme**  
Ask anyone engaged in community consultation and most will say consultees appreciate receiving feedback; ICV's are no different. It is good practice to provide information regarding the outcome of visits and this is something we have done in Kent for the last 3 years.

The monthly schedule lists visits, issues raised and the police response. Schedules are regularly submitted to the authority's complaints committee (which oversees custody visiting) and members discuss issues with the scheme administrator and senior force representatives.

Many of you will know that Kent Police was one of the first forces to introduce a Custody Nurse Scheme. This caused some initial controversy in as much as some custody visiting stalwarts (including ICVA) saw this as potentially contravening PACE requirements for FME's/police surgeons to attend to the medical needs of detainees.

I was a co-signatory to an article in a previous edition of Visiting Times that tried to convince readers of the overwhelming advantages of the scheme, such as far speedier medical attention for detainees (and officers).



The scheme works very well and the Home Office has made the necessary changes to the statutory codes to make it even more effective. Our ICV's regularly come into contact with custody nurses and talk to them about issues surrounding the welfare of detainees. Surely the *raison d'être* of custody visiting?

#### What next?

The code of practice has highlighted some issues to be addressed and a full review of our scheme is being undertaken. I have no doubt the awaited national standards will also throw-up some best practice that could be adapted to enhance the scheme. I think this illustrates the evolutionary nature of custody visiting. I feel we have come a long way over the last 10 years, with the minimum of bureaucracy. This is in no small way due to the efforts of our custody visitors. It is they that have made the scheme what it is and we should not forget that they are volunteers!

Malcolm Ford

Kent Police Authority

can see visits assessed against a number of criteria including the Code C of the Police and Criminal Evidence (NI) Order 1989 (PACE), in terms of human rights standards and the Code of Ethics. This is a unique document to the PSNI setting out the human rights standards expected of them in everyday policing including treatment of detainees.

Following the Board's decision to extend the role of the custody visitor to include visits to detained terrorist suspects (as recommended in the Patten Report), a comprehensive training package was designed and delivered to enable them to commence their first extended visits in August 2002. April 2003 saw the opening of a new custody suite in Antrim. This suite is the only one of its kind in Northern Ireland and has the capacity to facilitate ten PACE detainees and ten detained terrorist suspects. This new high technology suite has seen 206 detained terrorist suspects 670 PACE detainees and 37 non-PACE detainees (detained under immigration law) through its doors since its opening.

In June 2003 we embarked on a refresher/training course for all custody visitors, which incorporates PACE training, and scenario based training. This is carried out in custody suites where custody visitors have the opportunity to learn in a real life situation using role-players acting as detainees. To date we have successfully completed three training programmes. The teams have identified some interesting and useful areas for development not only for themselves as custody visitors but for the police service and the policing board staff and the board are now considering how to meet these needs.

Feedback given by the custody visitors through evaluation has highlighted the need for regular refresher training to ensure teams remain effective and efficient in carrying out

this very important role. This training will continue well into 2004 when we will compile a report on any areas for development.

Patten Recommendation 64 says that custody visitors should be empowered not only to inspect conditions of detention of PACE and terrorist detainees but also to observe interviews on camera subject to the consent of the detainee. In December 2002, after consultation with the custody visitors, the board agreed to implement the final part of the Patten Recommendation - the custody visitors' role was extended to observe interviews on camera. The board has continued over the past year to work with the police service, the custody visitors and other people involved in the interviewing process to develop the practical arrangements for this recommendation and to prepare training for the custody visitors who will carry out this role. Revised guidelines and protocols will be developed to take account of these new arrangements. It is hoped that custody visitors will be able to undertake this role early in 2004.

During 2002/2003 custody visitors made 912 visits to custody suites throughout Northern Ireland. There were 654 detainees in custody during these visits and they saw and spoke to 314 detainees. Some 137 detainees did not want to see the custody visitors and the remaining 203 were not seen because they were being interviewed or asleep.

Visitors classified that 766 of the 810 were entirely satisfactory. The majority of visits classified as unsatisfactory were for reasons of cleanliness and repairs needed. On 12 occasions it was reported that detainees made complaints of rough treatment in connection with their arrest. In line with complaints arrangements in Northern Ireland, these complaints were referred to the Police Ombudsman for investigation. There were some other issues raised during the year

## NORTHERN IRELAND

A decade on the Northern Ireland Independent Custody Scheme has seen many changes and developments. The scheme was established in Northern Ireland in April 1991 and the Police (NI) Act 2000 placed the scheme on statutory footing - the first custody visiting scheme to have such a position.

Currently the scheme has sixty custody visitors who carry out their role within five teams throughout Northern Ireland. Custody visitors produce written reports to the Northern Ireland Policing Board and the Board's Community Affairs Committee carefully monitors the custody visitors' reports on a month-by-month basis. An analysis of these reports is carried out so that members

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about the conditions in some of the older suites and teething problems in some of the new or recently refurbished suites.

Custody visitors highlighted the need for training for custody officers outlining the role of the custody visitor. This has recently been addressed, and the scheme administrator has recently embarked on a training programme on the role and responsibilities of the custody visitor for all custody officers throughout the province.

Finally, this has been a very busy year for all the custody visitors in Northern Ireland and a very interesting one for me in my first year as scheme administrator. I would like to thank all of the custody visitors for their continued commitment to this very important role and also thank all those who have been a great help and support to me.

Lorna Hyndman ■ ■ ■  
Northern Ireland Policing Board

## NORTHUMBRIA

■ ■ ■ The lay visiting scheme was originally set up in Northumbria in 1986. In those days, the lay visitors were given a list of contact numbers for their station and expected to organise their own visits. The authority, in January 1996, agreed to establish six lay visitors' panels and each one appointed a co-ordinator. This formalised the lay visiting scheme and made it more organised and effective. The members of the authority were also, at that time, taking a full part in the scheme as lay visitors.

Under Section 51 of the Police Reform Act 2000, the members of the authority were required to withdraw from being custody visitors, despite the representations that were made. It was, therefore, agreed that two members of the authority be appointed to

each panel to maintain their links with the scheme and demonstrate the importance given by the authority to the work of the custody visitors.

A working group of members, panel co-ordinators and authority officers was established to review the custody visiting scheme in light of the new legislation. New custody visitors' appointment procedures were drawn up and the application form and the custody visitor role and description and person specification were revised. The form used to record the details of visits was also revamped to provide more meaningful monitoring information.

An interviewing panel of three authority members and a panel co-ordinator was agreed. It was also agreed to invite the custody visitor applicants to visit a custody suite prior to their interview to help them understand the role required.

Recruitment campaigns have also changed. Articles are still published in local newspapers but these have had limited success. A leaflet to raise the awareness of the custody visiting scheme giving details on how to become a custody visitor has been printed. This has been distributed to all public buildings, libraries and police stations in the authority's area.

Following a recruitment problem in North Northumberland, the authority agreed to distribute a letter from the chair to 15,208 properties giving details of the custody visiting scheme and inviting them to become custody visitors.

■ Ninety nine requests for further information were received. The interviewing panel interviewed thirty one people and twenty three new custody visitors were appointed.

■ Two new custody visiting panels will now

be established in North Northumberland bringing them in line with the rest of the area.

■ A custody visitors' seminar was held on 6 September attended by forty custody visitors. Anna Jarratt, Executive Assistant of ICVA, gave a presentation on the role of ICVA and the implications for custody visitors from the new code of practice.

■ An update on the authority's custody visiting scheme was then given, including the new recruitment and appointment arrangements and the performance of the custody visitors' panels over the last four years.

A presentation on the Northumbria Police Race Equality Scheme then followed. The initial feedback from those in attendance was that the seminar had been a very interesting and worthwhile event.

The total number of custody visits undertaken between April 2000 to August 2003 is as follows:

April 2000 - March 2001	306 visits
April 2001 - March 2002	346 visits
April 2002 - March 2003	386 visits
April 2003 - August 2003	170 visits

Overall number of detainees visited by custody visitors were:

April 2000 - March 2001	48.5%
April 2001 - March 2002	52.8%
April 2002 - March 2003	46.1%
April 2003 - August 2003	44.1%

The custody visiting scheme continues to operate very well due to the time and effort given by the panel co-ordinators and the custody visitors themselves.

The authority is currently considering ways to raise the profile of custody visiting. It has also been agreed that the authority will give a



financial contribution towards each panel holding an annual social function in appreciation of all their effort.

Suzanne Mitchison  
Northumbria Police Authority



tasting report that they published an article the same week headed "Prison Grub Passes the Taste Challenge"!

Jackie Nash  
Nottinghamshire Police Authority



through quarterly reports submitted to its community leadership group. A locally organised annual seminar brings together all our custody visitors to share experiences and encourage best practice and they are joined by police representatives from the South Wales Police and also colleague custody visitors from the neighbouring Welsh police authorities of Dyfed Powys, Gwent and North Wales.

Mr Hugh Patrick is one of our current 55 volunteers and has been a custody visitor for over ten years. Hugh visits three of the stations in the north of the force area as well as being a custody visitor in the neighbouring police authority area of Dyfed Powys. In looking back he says: "I think the major change has been the way in which we are accepted by custody staff today compared to the early days when there was a lot of suspicion and the feeling of interference by custody visitors. Now any issues that are raised during visits are dealt with quickly and there is a good working relationship with custody sergeants throughout the force area who recognise the value and importance of the scheme.

There is a mixture of custody visitors from all walks of life and good support is received from our police authority.

Today visits are undertaken in pairs on a rota basis whereas when I started we visited alone whenever we wanted to. The change of the term "lay visitor" to "independent custody visitor" has also helped to avoid confusion of our role, although disappointingly the scheme is still relatively unknown in the public domain. All in all the changes have been very much for the better and the scheme operates in a very professional and effective manner."

From the police authority perspective, Mr John Littlechild is Chair of the South Panel

## NOTTINGHAMSHIRE

The Nottinghamshire Custody Visiting Scheme consists of 28 custody visitors who visit five very busy custody areas throughout the Nottinghamshire area. (The Bridewell in the city centre area contains 99 cells.)

During the last financial year (April 2002 to March 2003) we visited approximately 900 detainees. Our scheme has improved immensely over the years and our hard working custody visitors have become more aware of their duties and much more professional in their approach.

On a recent occasion detainees complained to custody visitors about the food they received whilst in custody. One of our custody visitors volunteered to act as 'guinea pig' on behalf of the scheme and tried out many of the meals on offer.

He was impressed by the quality of the Lasagne comprising of "succulent layers of white pasta in a meaty bolognese sauce, finished with a creamy cheese topping" and the "All Day Breakfast" which contained "three tender pork and herb sausages with sliced potato and baked beans" and said that he had enjoyed them both. However he was not so impressed with the vegetarian options as they were not to his taste. He did stress that "a slice of bread to soak up the gravy" would have complemented many of the meals he tasted but overall he found the meals to be of good nutritional value and of excellent quality.

The local press were so interested in the food

## SOUTH WALES

Today's scheme in South Wales is very different to that of ten years ago. When the current police authority structure came into being in 1995 our then lay visitors had been operating with little support or any formal training from the police authority due to lack of resources.

In 1995 with the employment of extra staff in the clerk's office a new recruitment campaign was launched culminating in a total of 3 consecutive training days being held with the assistance of Ian Smith of NALV. Approximately 60 people were appointed and 10 of those volunteers are still with our scheme today.

Currently a full introduction day is given prior to appointment and a six month probationary period has been introduced to ensure the right calibre of person is appointed to carry out the role. The force area is geographically split into three areas and each has a panel with a co-ordinator to ensure that visits are carried out as per the rota.

The panels meet quarterly with the scheme administrator, a panel chairman, who is a police authority member, and a police liaison officer to ensure that all issues are dealt with. Although custody visiting is a locally delivered service it is important that our custody visitors are aware of developments on the national scene. The authority is, for this reason, a keen supporter of ICVA and ensures that all visitors receive copies of 'Visiting Times' and take part in the national conference. The police authority is kept up-to-date with the scheme

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and also the police authorities of Wales representative on the ICVA Executive Committee.

John has been a police authority member since November 1989 and has, therefore, seen the lay (custody) visiting scheme evolve. He is in no doubt when he says that "the success of the scheme is down to the sheer hard work and commitment of our custody visitors. On behalf of the police authority I thank them for their dedication and long may the success of this vital public service continue."

Gaynor Howell ■ ■ ■  
South Wales Police Authority

## STAFFORDSHIRE

■ ■ ■ There are six panels of independent custody visitors (ICVs) in the Staffordshire Police Authority's area who undertake visits, and during 2002/03 made 393 visits to custody areas in local police stations. There were also custody visits made to the Mobile Custody Unit when it was used at the V2002 Music Festival at Weston Hall.

These visits are beneficial not only to detainees but also to officers of the force. Members of the authority are aware that the chief constable has reported on positive and practical suggestions arising from custody visits. Issues raised during the year included the need for routine maintenance; the cleanliness of cells and exercise yards; visits to detainees; medication for detainees; identification of ligature points; health and safety aspects of food handling; and special dietary requirements. A second authority-wide conference was held in June 2003, for all Staffordshire ICVs. It received good pre-publicity via local radio and local newspapers. Out of some 80 currently serving ICVs, half attended, along with the Chairman

and Vice-Chairman of the Custody Visitors Committee, the Chairman and Vice-Chairman of the Police Authority, Assistant Chief Constable Roger Baker, Superintendent Paul Gallagher and Sergeant Dean Wooller. Staffordshire Police Authority presented Services Recognition Awards to 45 of its past and present ICVs who had served on the scheme for five years or more.

The programme for the conference included workshops on cultural awareness and changes to codes of practice. The conference was addressed by the Chairman of the Police Authority and the Assistant Chief Constable, on the importance of the role of ICVs, from both the authority's and the force's perspective. It provided an opportunity for ICVs, members of the police authority and officers of the force to discuss important issues for the future of the ICV's Scheme in Staffordshire and Stoke-on-Trent (through group sessions and discussions) which produced some very useful ideals and comments - for both the authority and the force.

Staffordshire Police Authority remain very appreciative of the work undertaken by local ICVs, and in recognition of the importance of such visits ensure regular contact with representatives of the custody visitors, including meetings with the Chairman and Vice-Chairman of the Custody Visitors Committee and the receipt of annual reports, when representatives can raise issues directly with members of the authority.  
Christine Price ■ ■ ■  
Staffordshire Police Authority

## SUFFOLK

■ ■ ■ In February 1991 the Suffolk Police Committee decided to implement a pilot lay visiting scheme at Ipswich. A framework for the scheme was produced and eight volunteers worked hard to establish lay visiting within the

county with the support of the Police Committee and Suffolk Constabulary.

Following the success of the pilot scheme, the police committee created 'live' schemes at Bury St. Edmunds and Lowestoft in 1993. There are now three custody visiting panels in the county based on the original schemes which cover all the police stations in Suffolk that hold detainees. The panels each have between nine and twelve members and carry out visits at up to six custody areas.

In 2001 the scheme changed its name to the independent custody visiting scheme. A range of new documentation was launched including a job description, person specification and memorandum of understanding.

Representatives of the Suffolk scheme meet regularly with other members of the ICVA region (Norfolk, Cambridgeshire and Lincolnshire) in order to discuss local, regional and national issues. For the past two years regional training events have been held which have proved useful in developing a wider understanding of the issues affecting custody visiting.

From small beginnings the scheme has developed and flourished and we would like to thank all our custody visitors both past and present for their contribution to the success of independent custody visiting in Suffolk.  
June Clark ■ ■ ■  
Suffolk Police Authority

## THAMES VALLEY

■ ■ ■ Custody visiting (or lay visiting as it was originally known), was introduced into the Thames Valley area in the mid 1980's. The visitors at that time were all elected police



authority members, and with their other responsibilities, the number of visits was limited. Even then, there were concerns expressed at members carrying out spot checks on police stations where, representing the authority on other occasions, they were supporting local police officers. But what it did was to make custody staff aware that they were subject to scrutiny, and that visitors could descend on them at any time. There was probably some resentment at all ranks, but with supportive senior management, this was not a barrier to the successful introduction of the scheme.

It soon became apparent that the geographical size of Thames Valley meant that authority members themselves could not provide a robust enough scheme. community/police consultative groups established post-Scarman were invited to nominate applicants to become lay visitors, and they responded with enthusiasm. And so a regular pattern of visiting emerged, within the ten police areas.

Panels of visitors were appointed to each of the areas, with one of their number volunteering to act as co-ordinator, responsible for arranging a rota of visits, dealing with local issues, and liaising with the scheme administrator, who is the assistant clerk of the authority; the fact that a senior manager of the authority holds this appointment emphasises the important which authority members give to the scheme.

Custody visiting has grown with the times, from small beginnings in the mid 1980's with some 20 visitors, to the current number of 90. And even that is not enough, particularly in some areas where recruitment and retention remains a problem. The establishment of a national association has proved invaluable, both in the sense of providing support, but also in negotiations with the Home Office to

make visiting a statutory responsibility for police authorities. Revised codes of practice over the years have been beneficial, not only to the visitors themselves, but also to scheme administrators who, in the main, undertake this role as part of many other duties.

Thinking back to progress over the past ten years, the following points spring to mind:

- The continuing willingness of members of the community to give their time to custody visiting
- The willingness of custody staff to embrace the scheme; there have been issues, but in the spirit of co-operation, these have never been allowed to fester
- The help and advice from ICVA - the Annual Conference and Scheme Administrator Conferences - ideal opportunities to meet, share experiences, and discuss problems
- Revised codes of practice - an essential tool to running an efficient and effective scheme
- Making visiting a statutory responsibility for police authorities.
- Training packages for visitors
- The introduction of regional meetings
- The decision to exclude police authority members as custody visitors.

Has there been a downside? Not really - all the above are positive points. But we have to remember that custody visitors are still volunteers, and there has to be a balance between what they want to put into the scheme, and what is thrust upon them. Many visitors want to do just that - carry out visits on a regular basis. They are not interested in ongoing training packages or attending conferences. Others are more than willing to embrace everything on offer. We must cater for all needs.

So, what of custody visiting in Thames Valley over the coming years? Recruitment has to continue to maintain the momentum, but it is

proving difficult. Perhaps a national advertising campaign would help? It would be good to see interest from wider sections of the community, so as to reflect fully the diverse nature of Thames Valley.

Finally, thanks must go to the countless volunteers who have undertaken custody visiting since the inception of the scheme. As is stated in the authority's current Annual Report, "it is amazing the number of people willing to give their time to such a role - but we could always do with more!"

Mike Byfield

Thames Valley Police Authority

## WARWICKSHIRE

Following detailed consideration of the guidance issued by the Home Office and appropriate consultation, a non-statutory custody visiting scheme (formerly known as lay visiting) was introduced into Warwickshire by the former police committee in 1989. The scheme has developed and extended since that time, resulting in many benefits, both for detained persons and the police.

The responsibility for setting up and overseeing the operation of custody visiting schemes now rests with the Warwickshire Police Authority, who operates the function in close partnership with the force. Following publication of Home Office Circular 15/2001, Warwickshire Police Authority put systems in place for organising and overseeing the delivery of independent custody visiting.

A working group consisting of three police authority members, a representative of the clerk to the police authority and the scheme administrator co-ordinated the task of:

- developing a policy to maintain and enhance the effectiveness of the scheme
- ensuring the maintenance of appropriate

# regional reports continued

organisational arrangements

- overseeing the recruitment, approval and training of independent custody visitors
- establishing and maintaining effective systems for feeding back to the police authority the output from visits on a regular basis
- facilitating meetings for independent custody visitors to discuss their work and issues arising
- and providing a responsive service for dealing with queries and issues raised by panel chairs on a day-to-day basis.

An Animal Welfare Lay Visiting Scheme has also been built into the independent custody visiting arrangements.

A new custody visiting handbook has been finalised and produced incorporating all policies and procedures operating in Warwickshire, all of which were in place prior to the scheme becoming a statutory requirement. The handbook, which is a comprehensive document, is available for a fee on request by other police authorities, since it is recognised that some authorities may not have the resources to prepare their own. Requests can be made to Margaret Cure on 01926 412713 or [margaretcure@warwickshire.gov.uk](mailto:margaretcure@warwickshire.gov.uk)

It is recognised by both the police authority and the chief constable that the custody visiting scheme makes a significant contribution to policing in Warwickshire. It clearly relies on the quality and willingness of local people to fulfil the role of custody visitors and much has been done to ensure that, wherever possible, visitors are representative of all age groups.

Margaret Cure ■ ■ ■  
Warwickshire Police Authority

## WEST MERCIA

■ ■ ■ West Mercia's original lay visiting scheme was established in 1991. Following a successful pilot project carried out at Worcester Police Station. In those days there were eighteen police stations designated for detaining people and four area visiting panels were established, two covering Worcestershire (North and South) and one each for Herefordshire and Shropshire. This structure remains to this day.

The initial recruitment of visitors came from within the memberships of the police/community consultative groups, subsequently extended to members of the county councils. In 1993 applications were actively encouraged from the general public, giving the scheme a real boost in numbers and background, and by 1994 there were over 100 visitors covering the by now seventeen custody units.

During the late 1990's the constabulary was called to investigate a death in custody in a neighbouring force area. This investigation revealed the potential dangers that could exist in cells, particularly ligature points, and a thorough inspection of West Mercia's cells was undertaken. The findings of this inspection called for major improvements to be carried out in all the custody units in West Mercia and it was decided that this would be far too costly.

Therefore, eleven of the custody units were closed, leaving six main holding stations, where dedicated custody staff would be provided. As a consequence of this reduction in the number of stations, less visits were required and over the past three years the number of visitors has fallen to around the 70 mark. Despite this reduction new visitors continue to be recruited and indeed out of the current membership twenty have been appointed within the last three years.

The dedication and commitment of custody visitors since the scheme's inception has been of great value to both the police authority and the constabulary. The authority has welcomed the advice that NALV and ICVA has given over the years and this has enabled the scheme to continue to evolve and encompass good practice. The authority has also actively encouraged visitors to attend the annual conference and has been privileged to host three regional conferences.

Ian Payne ■ ■ ■  
West Mercia Police Authority

## WEST MIDLANDS

■ ■ ■ Custody visiting in the West Midlands has continued to operate successfully for the period 2002/2003. The 31 newly appointed and trained visitors brought new experiences to the existing panel of visitors and replaced retiring visitors.

Of the 97 custody visitors, 10% were aged under 30 years, 43% aged 31-50 years and 46% aged 51+ years. 49% of total visitors were female and 51% male. The ethnic make up of the visitors was well reflected in the areas in which they carried out their visits: 69% of visitors were white, 11% Black Caribbean, 2% Indian, 6% Pakistani, 5% Bangladeshi, 1% Chinese and 3% Other.

There were 97 active custody visitors working in nine teams across the West Midlands area during the period and the nine teams met quarterly throughout the year. During 2002/2003 a total of 950 visits were made to the 22 full time and seven overspill PACE designated custody suites. 4528 detainees were present and 45% of those detainees consented to be seen by custody visitors.

The majority of issues raised within the custody suites related to requests for drinks,





telephone calls, and food. Following ongoing comments relating to the food available to detainees, plans are in place to organise a 'food tasting' session in which custody visitors will look at the quality and taste of meals provided by the current caterers and other contractors.

A successful custody visitor's conference was held in October 2002, a guest speaker from the Police Complaints Authority provided an interesting presentation to the team of visitors.

During the last ten years the scheme has evolved into a streamlined and focused objective mechanism for validating police procedures. The appointment procedure has been redesigned following a number of 'interesting' incidents.

The training which makes our custody visitors both fit for practice and fit for purpose has also been redesigned. A standard roster giving a specific pair of visitors a designated 'duty' week was introduced to allow an even spread of visits and also, more importantly, a challenging but achievable performance target. Best practice from other schemes has been embraced to enhance the effectiveness of visitors.

With the regular introduction of new recruits from 1998 onwards came a new direction for visiting. A corner was turned which allowed the scheme to progress and move away from small parochial 'administrative' issues to concentrate on the main issue of conducting quality visits with a purpose.

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

On behalf of the police authority I would like to thank custody visitors both past and present for their dedication and commitment to what is as an important wheel on the vehicle of local police accountability.

Clair Mole

West Midlands Police Authority

## WEST YORKSHIRE

West Yorkshire Police Authority would like to congratulate ICVA on its 10th anniversary. Whilst the authority has been a member of the association for only three years, we recognise the valuable work that they have undertaken and the services they provide to member police authorities.

The lay visiting scheme in West Yorkshire was established in August 1983 when elected members of the police authority (excluding the magistrate members) made visits to custody units. The scheme was later extended to include a lay visitor drawn from each of the 29 police community forums across West Yorkshire.

This scheme continued until 1 April 1997 when 35 local people were appointed to the role of lay visitors for a three-year term. Local authority and independent members of the police authority were also able to make visits at that time. In April 2000 some of the existing visitors were re-appointed and additional local people were also appointed so that there were 35 lay visitors.

In May 2001, the Home Office issued revised guidance (Home Office Circular 15/01) on the operation of independent custody visiting schemes (formerly lay visiting). In considering the implications of the new Home Office guidance in West Yorkshire, extensive consultation was undertaken, resulting in several significant

changes to existing arrangements.

These included lowering the minimum age of custody visitors from 21 years to 18 years, excluding members of the police authority from undertaking custody visits, checking the operation of CCTV systems in custody suites and a requirement that all custody visits were undertaken in pairs (custody visitors previously had the option of undertaking custody visits alone).

The change to paired visits caused a great deal of discussion in West Yorkshire and led to a number of custody visitors resigning as they did not approve of the change. Other custody visitors who had had initial reservations about paired visits have found the new arrangements work well.

Section 51 of the Police Reform Act 2002, requires police authorities to have an independent custody visitors scheme. The Home Secretary has issued a code of practice which police authorities and custody visitors must have in regard to in carrying out their functions.

The West Yorkshire Scheme closely mirrored the code but following the recent ICVA northern conference (where different interpretations were placed on the wording in some paragraphs in the code), a review will be undertaken of areas in our scheme and the guidance given to our custody visitors. These regional and national conferences have proved valuable to custody visitors and the scheme administrators in keeping abreast of national developments.

The introduction of paired visits has led to an increase in the number of visitors whom we have appointed. As of the middle of July 2003 there are 49 independent custody visitors operating in West Yorkshire. All have been appointed for three-year terms, some from 1 April 2002 and some from 1 April 2003.

# regional reports continued

Some people have been appointed for a second period. A further small scale recruitment campaign is to be undertaken later in 2003 to raise the number to around 60-65 people.

The authority is pleased with the outcome of its recruitment as, more than ever before, those appointed represent a wide range of ages and ethnic backgrounds and are reasonably split by gender.

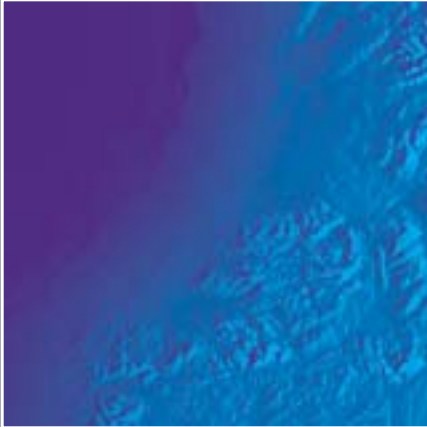
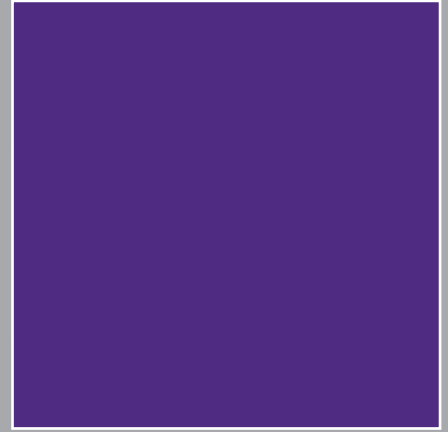
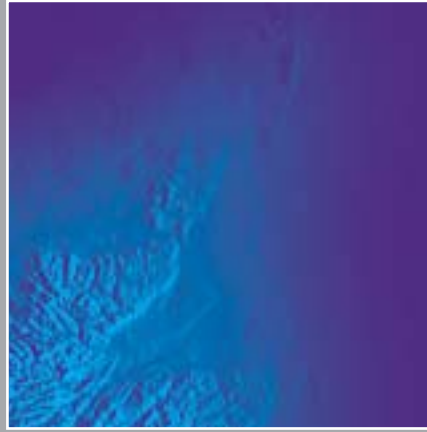
We require our visitors to make a minimum of 24 custody visits in a year and to attend two training seminars. In practice some make more than this number and between 60 and 70 custody visits per month are being made.

Unlike other police authorities where visitors operate in area panels visiting designated police stations, there is only one panel across West Yorkshire and visitors are free to visit any of the 13 designated police stations in the area. The stations are in a fairly compact area and this arrangement provides visitors with a wide variation in stations to visit and officers to meet.

There have been many developments since the lay visiting schemes were first introduced and since ICVA was set up. West Yorkshire looks forward to continuing to work with ICVA in developing the custody visiting scheme.

Elaine Shinkfield ■ ■ ■

West Yorkshire Police Authority



# accounts and financial statements

ACCOUNTS AND FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 MARCH 2003

# accounts and statements

## THE INDEPENDENT CUSTODY VISITING ASSOCIATION

### EXECUTIVE COMMITTEE REPORT FOR THE YEAR ENDED 31 MARCH 2003

The Executive Committee presents its report on the affairs of the Association together with the accounts and auditor's report for the year ended 31 March 2003.

### 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 Executive 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 £6,390. This surplus has been added to the accumulated fund balance.

### EXECUTIVE COMMITTEE

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

Stephen Murphy	Greater Manchester Police Authority	Chairman
Rosemary Parker	South West 1	Vice-Chairman
Andrew Steadman	Central 2	Vice-Chairman
Gordon Dixon		Treasurer (from 01.04.2002 to 06.2002)
Tanya Osack		Legal Adviser
Sheila Cullingham	Central 1	
Kath Trueman	Central 2	(from 06.2002)
Christine Flanigan	Greater Manchester Police Authority	(from 01.04.2002 to 06.12.2002)
Avril Jones	Metropolitan Police Authority	
Enid Ledgister	as above	(from 01.04.2002 to 06.2002)
Cecil Lothian	as above	(from 01.04.2003 to 06.2002)
Nicholas Long	as above	(from 08.2002)
Bill Miller	North East	
Damon Taylor	North West	(from 01.4.2002 to 06.12.2002)
Ian Dickinson	as above	(from 07.12.2002)
John Mair	Northumbria Police Authority	(from 07.12.2003)
Linda Anderson	Northern Ireland	(from 01.4.2002 to 06.12.2002)
Geraldine Harvey	as above	(from 07.12.2002)
Margaret Hicks	South East 1	(from 01.04.2002 to 06.12.2002)
Ram Appadoo	as above	(from 07.12.2002)
John Nice	South East 2	
Linda wise	South West 1	(from 01.04.2002 to 06.12.2002)
Jim Sorsby	South Yorkshire Police Authority	
Ian Roberts	Wales	(from 01.04.2002 to 06.12.2002)
David Evans	as above	(from 07.12.2002 to 28.02.2003)
Roberta Ethelston	as above	(from 01.03.2003)
John Littlechild	as above	
Rensford Pryce	West Midlands Police Authority	
Alan Baker	West Yorkshire Police Authority	
Colin Hodgson	Co-opted	
Christine Revill	Co-opted	

# committee responsibilities

## EXECUTIVE COMMITTEE MEMBERS' RESPONSIBILITIES

Current best practice requires the Executive 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 Executive 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 Executive 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 Executive committee members will place a resolution before the Annual General Meeting to re-appoint Chadwick as auditors.

## BY ORDER OF THE EXECUTIVE COMMITTEE MEMBERS

Ian Smith  
Chief Executive

# auditors report

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

We have audited the financial statements on pages 29 to 32 which have been prepared under the historical cost convention and the accounting policies set out on page 30.

This report is made solely to the Executive Committee. Our audit work has been undertaken so that we might state to the Executive Committee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Executive Committee as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of Executive Committee and Auditors

As described in the Executive 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 Executive 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.

### Opinion

In our opinion the financial statements give a true and fair view of the state of the Association's affairs at 31 March 2003 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  
Chartered Accountants  
Registered Auditor  
14 October 2003

# balance sheet

## THE INDEPENDENT CUSTODY VISITING ASSOCIATION BALANCE SHEET AS AT 31 MARCH 2003

		2003	2002
	£	£	£
FIXED ASSETS:	3	2,383	2,742
CURRENT ASSETS:			
Bank Balances:			
Current Account		-	155,011
Capital Account		62,768	-
Debtors - Sundry		979	13,876
- Imprest Account		-	1,000
Accrued Income		-	661
VAT Control Account		258	-
		64,005	170,548
CURRENT LIABILITIES	4	(58,314)	(171,606)
NET CURRENT ASSETS/(LIABILITIES)		5,691	(1,058)
NET ASSETS		8,074	1,684
Represented by:			
ACCUMULATED FUND:			
At beginning of year	5	1,684	61
Surplus for the year		6,390	1,623
At end of year		8,074	1,684

Stephen Murphy - Chairman

Anna Jarratt - Executive Assistant

Approved on behalf of the Executive Committee on 4 October 2003

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

# notes to the accounts

## THE INDEPENDENT CUSTODY VISITING ASSOCIATION NOTES TO ACCOUNTS - YEAR ENDED 31 MARCH 2003

### 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

Grant income is recognised in the income and expenditure account when the grant is utilised for its specific purpose.

#### 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 Executive Committee's opinion, be exempt from taxation, apart from tax on investment income.

### 3. FIXED ASSETS

	Computer Equipment
<b>Cost</b>	<b>£</b>
Brought forward at 1 April 2002	3,797
Additions	1,256
Carried forward at 31 March 2003	5,053
<b>Depreciation</b>	
Brought forward at 1 April 2002	1,055
Charge in year	1,615
Carried forward at 31 March 2003	2,670
<b>Net Book Value as at 31 March 2003</b>	<b>2,383</b>
Net Book Value as at 31 March 2002	2,742



# notes to the accounts

## THE INDEPENDENT CUSTODY VISITING ASSOCIATION NOTES TO ACCOUNTS - YEAR ENDED 31 MARCH 2003

### 4. CURRENT LIABILITIES

	2003	2002
	£	£
Current Account Overdraft	20,610	-
Customs & Excise	-	1,609
Purchase Ledger Control Account	6,313	16,443
Accruals	11,391	3,554
Deferred Income – Home Office Grant	-	150,000
Deferred Income – Henry Smith Charity	20,000	-
	<u>58,314</u>	<u>171,606</u>

The overdrawn current account at the year end has arisen due to a number of unrepresented cheques. The balance at the bank at the year end was £12,524 in credit.

### 5. RESERVES

	Scottish Development Restricted Fund	Other Restricted Fund	General	Total
	£	£	£	£
As at 1 April 2002	-	35,360	(33,676)	1,684
Transfer between reserves	-	(36,823)	36,823	-
Surplus/(Deficit) for the year	(703)	4,143	2,950	6,390
As at 31 March 2003	<u>(703)</u>	<u>2,680</u>	<u>6,098</u>	<u>8,074</u>

The transfer between reserves is to rectify a prior year allocation error. Certain expenses relating to restricted income were charged to the general reserve and so not matched against the related income.

### 6. CONTINGENT LIABILITIES

The Home Office grant and Scottish Development 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.

# income and expenditure

## THE INDEPENDENT CUSTODY VISITING ASSOCIATION INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

INCOME	General Fund	Other Restricted Fund	Scottish Development Restricted Fund	Total 2003	2002
	£	£	£	£	£
Fee Income	1,000	-	-	1,000	10,903
Home Office Grant	-	200,000	-	200,000	150,000
Romanian Development	-	380	-	380	13,336
Membership Fees	23,687	-	-	23,687	22,400
- Scotland	4,000	-	-	4,000	-
Fees for Conferences	5,050	-	-	5,050	6,306
Sale of Products	6,276	-	-	6,276	1,155
Scottish Development	-	-	27,000	27,000	-
Interest Receivable:-					
Capital Reserve Bank Account (Gross)	2,786	-	-	2,786	982
VAT Overcharge	8,161	-	-	8,161	-
Miscellaneous income	506	-	-	506	-
<b>TOTAL INCOME FOR YEAR</b>	<b>51,466</b>	<b>200,380</b>	<b>27,000</b>	<b>278,846</b>	<b>205,082</b>
Expenditure					
Service and Supplies	42,771	112,774	4,090	159,635	120,952
Training Provision and Materials	1,516	14,881	16,298	32,695	32,215
Publicity and Developments	-	24,897	7,315	32,212	45,220
Conferences and AGM	4,144	20,440	-	24,584	4,987
Support Materials and Equipment	85	23,245	-	23,330	85
<b>TOTAL EXPENDITURE FOR YEAR</b>	<b>48,516</b>	<b>196,237</b>	<b>27,703</b>	<b>272,456</b>	<b>203,459</b>
Excess(Deficit) of Income Over					
Expenditure for the Year	2,950	4,143	(703)	6,390	1,623

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.



want to find  
out more about  
custody visiting?  
[www.icva.org.uk](http://www.icva.org.uk)  
has all the answers

THE INDEPENDENT CUSTODY VISITING ASSOCIATION

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